

MANASSAS PARK

City of



Governing Body Members

Back row: - (left to right) Michael Carrera, Hector Cendejas, Preston Banks, Donald Shuemaker

Front row: - Vice Mayor Suhas Naddoni, Mayor Jeanette Rishell, Miriam Machado



Adopted Budget

For the Fiscal Year Ending
June 30, 2019

City Manager Laszlo A. Palko

Budget Book Drafted by:

CFO Pon Yusuf & Budget Manager LaTonya Perry

Contents

CITY MANAGER’S EXECUTIVE SUMMARY	4
BUDGET OVERVIEW	8
REVENUE ANALYSIS	17
DEPARTMENTAL BUDGETS	28
GOVERNING BODY-CLERK-ATTORNEY	29
COMMISSIONER OF REVENUE	32
TREASURER	35
REGISTRAR	37
CITY MANAGER/ECONOMIC DEVELOPMENT	43
HUMAN RESOURCES	46
FINANCE	49
INFORMATION TECHNOLOGY	52
POLICE	57
FIRE & RESCUE	66
COMMUNITY DEVELOPMENT AND PUBLIC WORKS	71
SOCIAL SERVICES	90
PARKS AND RECREATION	96
SCHOOLS	104
OTHER BUDGET ELEMENTS	105
REGIONAL CONTRIBUTIONS	105
ASAP	108
LEGAL SUPPORT	109
DUES AND MEMBERSHIPS	110
INTERFUND TRANSFERS	112
NVTA:	114
PRTC	116
DEBT	117
RESERVES	120
CAPITAL IMPROVEMENT PLAN	124
ENTERPRISE FUNDS	129
Water and Sewer	130

Storm Water	143
Solid Waste	149
APPENDICES	152
Appendix A – FY 19 Budget Presentation	153
Appendix B – Capital Improvement Plan Presentation	154
Appendix C – Budget Spreadsheet	155
Appendix D – Unfunded Positions and Capital	156
Appendix E – Letter from Assessors	160

CITY MANAGER'S EXECUTIVE SUMMARY

To the Mayor, City Council, and Citizens of Manassas Park:

In accordance with the City Charter, I am submitting the City of Manassas Park’s Fiscal Year (FY) 2019 Proposed Budget. Included are balanced budgets for the City’s General Fund, Capital Improvement Plan (CIP), and Enterprise Funds (Water & Sewer, Solid Waste and Storm Water Management) along with 10-Year Financial Models for each Fund as discussed at the Governing Body Retreat of September 2017. The 10-Year Model will be updated each year and will be incorporated into the City’s future Strategic Plan.

The 10-Year Financial Model informs the Governing Body, Management, and Residents of the health of the City’s finances. It allows us to take steps to deal with structural deficits, funding a strong reserve position, managing debt, developing a competitive pay plan, funding needed FTEs, cutting taxes, and more. Overall, our current financial position is weak. We are in a dangerous position where we will struggle to deal with a recession prior to FY 23. The reason for this is two-fold: 1. Too much historic debt; & 2. A weak economic revenue base. To address this, the 10-Year Model does not incur new General Fund Debt in order to work towards a Debt to Operating Budget Ratio of under 10%. The 10-Year Model also provides an initial conservative forecast of economic development revenues (starting in FY 23) associated with City Center Phase III Development- City Square, which the City has taken initial steps to hopefully have implemented by FY 23. Through a disciplined financial approach and robust economic development strategy, the City can pull itself out of its current position and have a healthy financial position in the future to fund its priorities.

As a reminder, the budget for Manassas Park City Schools are in a separate document (found on their website) and not included here. However, the City’s General Fund budget includes a transfer to Schools and to the City’s Debt Service Fund for the required debt service payments for School debt.

Overall, I was able to accomplish 9 out of the top 10 Governing Body priorities:

Priorities	Total	Done
Balanced Budget	Very High	√
Ensure long-term financial sustainability and that City can pay debt and contractual commitments	Very High	√
Prioritize Financial Management practices and capabilities	Very High	√
Maintain strong core services (police, fire, schools)	Very High	√
No Tax Increases	Very High	√
Possible increase for the School Division, or at the very least, no reduction to their resources	High	√
Conservative Revenue Forecasting	High	√
Ensure Enterprise Funds are self-sustaining	Less High	√
Determine what should be added/removed to/from the CIP, or if the status of any item should be changed	Less High	√
Provide City employees with a 2% cost of living adjustment or merit step increase	Less High	X

I will provide more detail in the Budget PowerPoint Presentation, Budget Excel Spreadsheet, and Budget Book to be included at the end of this letter but wanted to provide a few highlights here:

General Fund (GF):

Operations-

Although the General Fund budget is increasing by a total of \$493K- or 1.11% from FY 18, please note that debt service payments are increasing by \$721K - or 7.2%. This means that the budget actually decreased by roughly \$228K from FY 18 when not counting debt payments.

Other General Fund highlights:

- An increase in real estate property values of 6.3%. The increased assessment values for Apartments nearly matches increased assessment values of all other residential properties combined!
- Although Revenues from Real Estate, Personal Property, & Sales Taxes all grew, a more realistic & conservative forecast to all other revenues resulted in only a \$493K increase in City revenues.
- 10 Cent Real Estate Tax rate reduction over the 10 Year Model is proposed.
- Pay Bonus Plan for FY 19, followed by a 25% total pay increase strategy over the 10 Year Model.
- Healthcare insurance cost increase of 9% in addition to increases from accurate accounting addressing previous budget errors of how healthcare costs were budgeted.
- No GF subsidies to the Enterprise Funds.
- Proposal to Schools to share Facility Management resources, providing City with capability that doesn't currently exist.
- Replacing Economic Development Coordinator FTE for Accounts Receivables Manager FTE.

CIP-

\$940K cut from Capital spending in FY 19- when not counting Transportation projects (which are funded by VDOT, PRTC, and NVTA revenues)- in order to balance the budget.

Debt-

Debt Payments reach all time high in FY 19 of \$10.75M, which is more than the City spends on Public Safety and more than the City spends on all of its Line Departments net of revenues they generate.

Reserves-

This Budget outlines the types of Reserves the City should have (Operating, Rainy Day, HR, and Asset Management) and develops a funding strategy for reducing the funding gap by over 75% by FY 28.

Enterprise Funds:

Water & Sewer Fund- The Water & Sewer Fund budget presented is balanced with a decrease in the budget size by 8.5% due to a reduction in Capital Spending. Despite a \$4M surplus in Water & Sewer reserves, the City cannot ramp up Capital Spending as previously planned due to the weak GF Cash position. Large Capital spending projects have been shifted back until the City's cash position improves in FY 23. There are no Water & Sewer Rate increases in FY 19, and average annual rate increases equal 1% over 10 years.

Storm Water Management Fund and Solid Waste Fund- The Storm Water Management Fund is balanced in FY 19 with a reduction in Capital Spending and no rate increases. Annual rate increases across the 10 Year Model average 5% per year, which when combined with \$8M in borrowing after FY 23 (preferably Revenue Bonds tied to the Fund) funds over \$12.5M in CIP spending as mandated by the EPA and DEQ to meet pollutant reduction requirements. This \$12.5M in spending is over half of the mandated spending required to meet goals.

The Solid Waste Fund is balanced in FY 19 with a 10% increase in rates (\$1.93 increase in resident bills per month). This increase covers a budget error in under budgeting contract costs associated with collection of trash. This increase is necessary to avoid sending a General Fund subsidy to the Solid Waste Fund that the General Fund cannot support. Average rate increases across 10 years is 4% or between \$7-\$8 in additional amounts billed per year starting in FY 20. Even with the 10% increase in FY 19, Trash rates remain \$5 less per month (\$60 per year) than the City of Manassas.

Closing Comments:

As part of the FY 19 Budget process, I tasked City Departments to develop their Budget requests based on the Zero Based Budget Model discussed at the Governing Body Retreat. Department Directors submitted their budget requests based on Must Haves, Need to Haves, and Nice to Haves. Spending (not including Schools) for Must Have Items totaled \$19M. When combining Must and Need to haves (and Schools) into one budget ("Base Budget"), it was determined that the City was in a \$900K deficit (operating and capital) in FY 19 & \$400K deficit in FY 20. The steps taken in the City Manager Budget balances the budget and sets a strategy to get us closer to our Base & Desired (Nice to Have) Budgets.

Developing these budgets was a long and difficult process for City Staff. I want to thank all City Employees involved in this process for their hard work and dedication to our City. These 10-Year Models & multiple budgets enabled a thorough analysis of our finances & a strategy for improvement.

Finally, I would like to thank the Mayor and City Council for providing their guidance for this process, for their continued support of City Employees, and for their tireless work serving our residents.

Respectfully Submitted,

Laszlo Palko
City Manager

BUDGET OVERVIEW

The Total City Budget increased by 1% (just under \$1M) from FY 18. Spending on Debt Payments (\$721K), Transportation (\$1.1M), and City Schools (\$1M) saw the largest increases, while General Fund Capital (\$-1.5M) and Water and Sewer (\$-845K) saw the biggest decreases from FY 18.

The City continues to demonstrate its commitment to Education spending 49% of the total city budget compared to 43% in Prince William County spending on Education. Unfortunately, the City is spending 185% more on debt as a share of total budget than Prince William County, which has resulted in underfunding of Public Safety (62% less as a share of total budget) and other Line Departments (Community Development, Social Services, Parks & Rec.- over 100% less combined as a share of total budget).

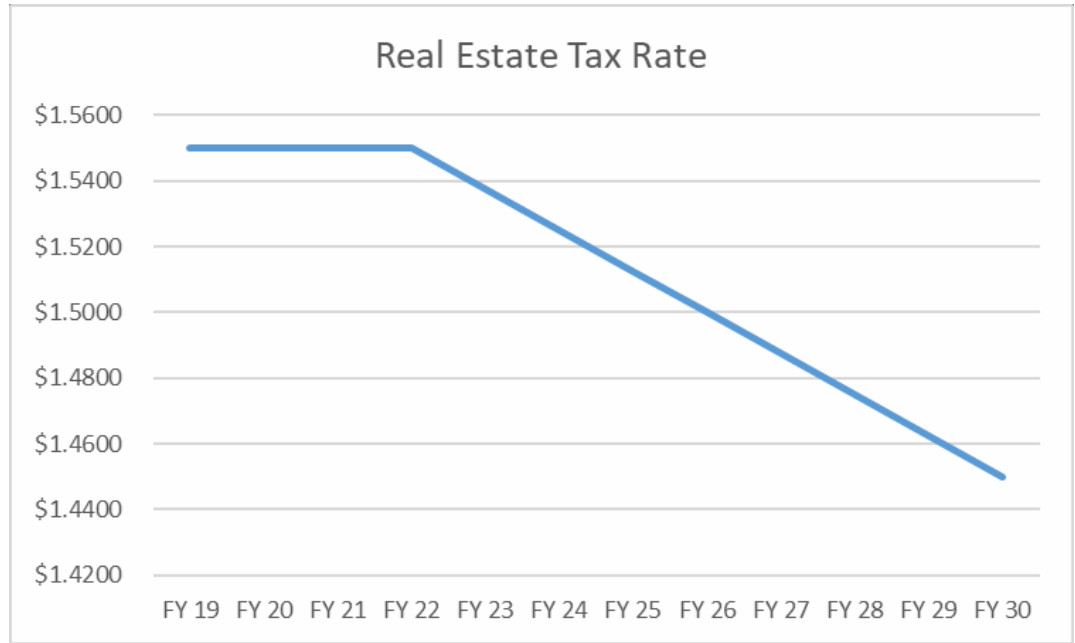
Until the City gets over its Debt hump in FY 23, these Departments will remain underfunded.

City of Manassas Park Total Budget		
Revenue Category	FY 18	FY 19
Property Taxes	\$ 30,121,778	\$ 31,990,689
Economic Development	\$ 3,316,000	\$ 3,635,640
Departmental Revenues	\$ 5,677,058	\$ 5,385,366
Other General Fund Revenues	\$ 2,653,234	\$ 2,219,112
General Fund Transfer Revenues	\$ 1,894,931	\$ 1,724,707
Water & Sewer User Revenues	\$ 7,190,000	\$ 8,415,000
Other Water & Sewer Revenues	\$ 577,082	\$ 271,479
Tap Fee Revenues	\$ 1,750,000	\$ 28,600
Stormwater Revenues	\$ 787,085	\$ 819,585
Solid Waste Revenues	\$ 906,259	\$ 1,000,494
Transportation Capital Revenues	\$ 825,000.00	\$ 1,209,279.58
Other General Fund Capital Revenues	\$ 1,809,018.48	\$ 289,896.91
School Revenues	\$ 31,178,307	\$ 32,114,608
TOTAL REVENUES	\$ 88,685,752	\$ 89,104,456
GB/Clerk/Attorney	\$ 629,267	\$ 694,917
Elected Officials/Registrar	\$ 856,596	\$ 862,403
City Administration (CM/HR/Finance/IT)	\$ 1,840,554	\$ 2,039,284
Police	\$ 4,438,446	\$ 4,546,559
Fire	\$ 3,114,627	\$ 3,168,455
Community Development	\$ 2,139,022	\$ 2,187,715
Social Services	\$ 2,308,291	\$ 2,665,827
Parks & Rec	\$ 3,013,144	\$ 2,994,365
General Fund Other	\$ 3,148,584	\$ 2,900,001
General Fund Debt	\$ 10,024,469.00	\$ 10,745,988.58
General Fund Reserves	\$ -	\$ -
Transportation Capital	\$ 825,000.00	\$ 1,209,279.58
Other General Fund Capital	\$ 1,809,018.48	\$ 289,896.91
Water & Sewer	\$ 9,517,082	\$ 8,715,079
Stormwater	\$ 787,085	\$ 819,585
Solid Waste	\$ 906,259	\$ 1,000,494
Schools	\$ 43,328,307	\$ 44,264,608
TOTAL EXPENSES	\$ 88,685,752	\$ 89,104,456
NET INCOME	\$ -	\$ (0)

City of Manassas Park General Fund Budget			
Revenue Category	FY 18A1	FY 19	Comment
PROPERTY TAXES	\$ 30,121,778	\$ 31,990,689	Assessments grew by over 6% thanks largely to apartments. PP Tax under collection in previous years likely to be remedied with DMV stops.
ECONOMIC DEVELOPMENT TAX REVENUES	\$ 3,316,000	\$ 3,635,640	Sales Tax growth reflective of stronger economy.
ELECTED OFFICIALS/REGISTRAR	\$ 200,877	\$ 194,763	Electoral Board Revenues dependent on election cycle.
POLICE	\$ 909,900	\$ 854,180	More accurate revenue forecasting, potential exists for greater collection.
FIRE	\$ 591,463	\$ 379,740	Increase in EMS charges to insurance companies to deal with decreased revenues. More accurate revenue forecasting & no FEMA money in FY19
COMMUNITY DEVELOPMENT	\$ 1,063,828	\$ 873,500	Collapse in permit/site plan revenue due to end of development in city.
SOCIAL SERVICES	\$ 1,645,000	\$ 1,744,343	More accurate revenue forecasting including increased CSA.
PARKS & REC	\$ 1,265,990	\$ 1,338,840	Increase in Senior Membership Rates to \$8 below next lowest competitor
MISCELLANEOUS	\$ 2,653,234	\$ 2,219,112	More accurate revenue forecasting.
FUND TRANSFERS	\$ 2,693,666	\$ 1,724,707	Decrease in contribution to Capital and decrease in Administrative Overhead Fees for W&S, Stormwater, and Solid Waste Funds.
TOTAL REVENUES	\$ 44,461,736	\$ 44,955,513	Despite growth in Assessments & Sales Tax, more accurate forecast results in only a 1.11% increase from FY 18.
Expenditure Category	FY 18A1	FY 19	Comment
GB/CLERK/ATTORNEY	\$ 629,267	\$ 694,917	Increase in Liability Insurance for City. Accurate incorporation of City Attorney into budget category from Legal Support.
ELECTED OFFICIALS/REGISTRAR	\$ 856,596	\$ 862,403	Accurate forecasting of Health Insurance Costs. Increase in Professional Support for implementing DMV stops to increase PP revenue collection.
CITY ADMINISTRATION (CM/HR/FINANCE/IT)	\$ 1,840,554	\$ 2,039,284	Employee Bonus- \$1K for 10 years+, \$750 for 5 years+, and \$500 for remaining. Accurate forecasting of Health Insurance. Full year budgeting of Budget/IT positions and now reimbursements to UF for AR Division. Flat or reduced budget otherwise (e.g. \$15K cut from Econ. Dev.).
POLICE	\$ 4,438,446	\$ 4,546,559	Accurate forecasting of Personnel Costs (including Health). Other items flat except E-911 shared radio contract with Manassas ("must have").
FIRE	\$ 3,114,627	\$ 3,168,455	Accurate forecasting of Health Insurance Costs. All other items flat except EMS supplies & overtime driven by high turnover rates.
COMMUNITY DEVELOPMENT	\$ 2,139,022	\$ 2,187,715	Accurate personnel allocation & healthcare costs. Potential replacement of 2 unfilled positions with 2 new- Facility Manager & Department Deputy.
SOCIAL SERVICES	\$ 2,308,291	\$ 2,665,827	Accurate budgeting of Personnel Costs (including Health) & CSA increase.
PARKS & REC	\$ 3,013,144	\$ 2,994,365	Accurate forecasting of Personnel Costs (including Health).
TRANSFER TO DEBT & CAPITAL	\$ 10,823,204	\$ 10,745,989	\$721K debt payment spike. \$798K reduced Capital contribution.
TRANSFER TO SCHOOLS	\$ 12,150,000	\$ 12,150,000	Flat School contribution from FY18. Potential to reduce school expenditures by \$70K via shared services with the City of Facility Manager.
CONTRIBUTIONS TO COUNTY	\$ 2,964,398	\$ 2,777,286	Accurate Forecasting + True-up expected in FY 20
LEGAL SUPPORT/DUES	\$ 184,186	\$ 122,715	Reduction in budgeted amount.
TOTAL EXPENDITURES	\$ 44,461,736	\$ 44,955,513	When including Capital and not including CSA increases- Line Department (Police, Fire, Social Serv., Community Dev., & P&R) reductions totaled over \$620K from FY 18 in order to Balance the Budget.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ (0)	Total Budget increased by only 1.11% despite spike in debt payments- done via massive reductions in capital spending and keeping everything else flat or decreased. Bonus provided to employees with net increase of one FTE for Accounts Receivables as City works to be audit compliant.

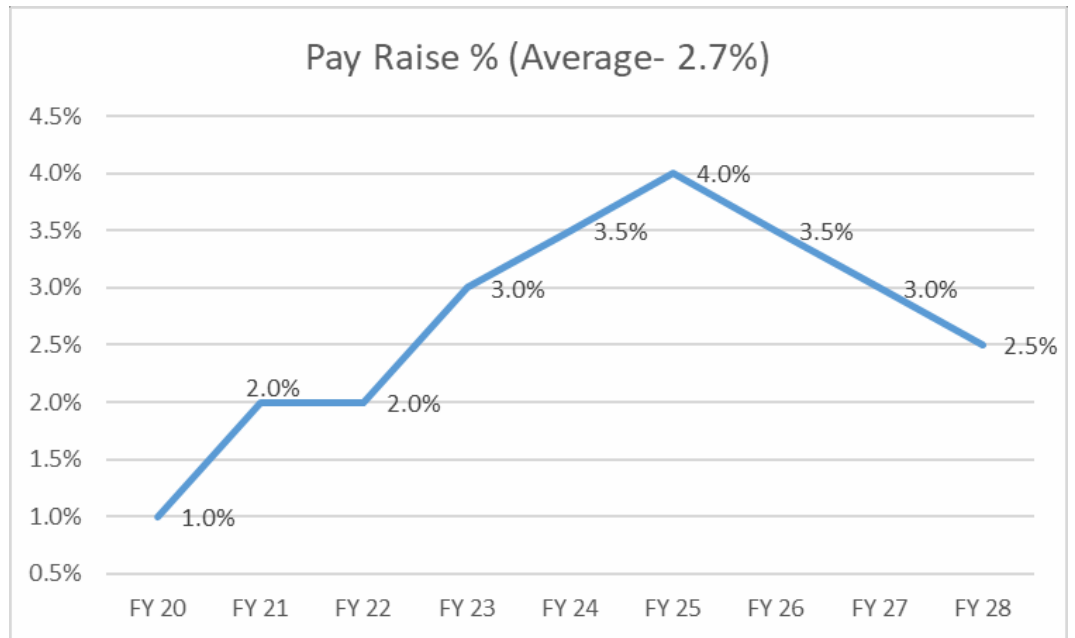
The General Fund Budget actually fell by \$228K from FY 18 when not counting debt payments. In order to balance the budget, General Fund contributions to Capital was reduced by \$800K.

As part of the 10 Year Financial Model, the City Manager is recommending a Real Estate Tax Cut Plan to bring City taxes in line with its neighbor Manassas (proposed \$1.46 rate in FY 19). Over the 10- Year Model, the Real Estate Tax Rate will drop by 10 Cents from \$1.55 per \$100 of assessed value to \$1.45 per \$100 of assessed value. This tax cut plan is enabled



by two factors: a decrease in the City’s debt liability in FY 23 and downtown economic development. If economic development comes in stronger than forecasted, the City will have the option of decreasing tax rates even further. Decreasing tax rates prior to either the drop in debt payments in FY 23 or downtown development, is not fiscally responsible as the City will be unable to manage a recession without laying off city employees if tax rates are decreased right now.

On top of the Tax Cut Plan, the City Manager is also budgeting for a competitive pay strategy to increase employee wages by over 25% over the 10- Year Model. While this will not bring us to full competitiveness with the other Northern Virginia jurisdictions, it will help significantly bridge the gap in a fiscally sustainable fashion that permits the

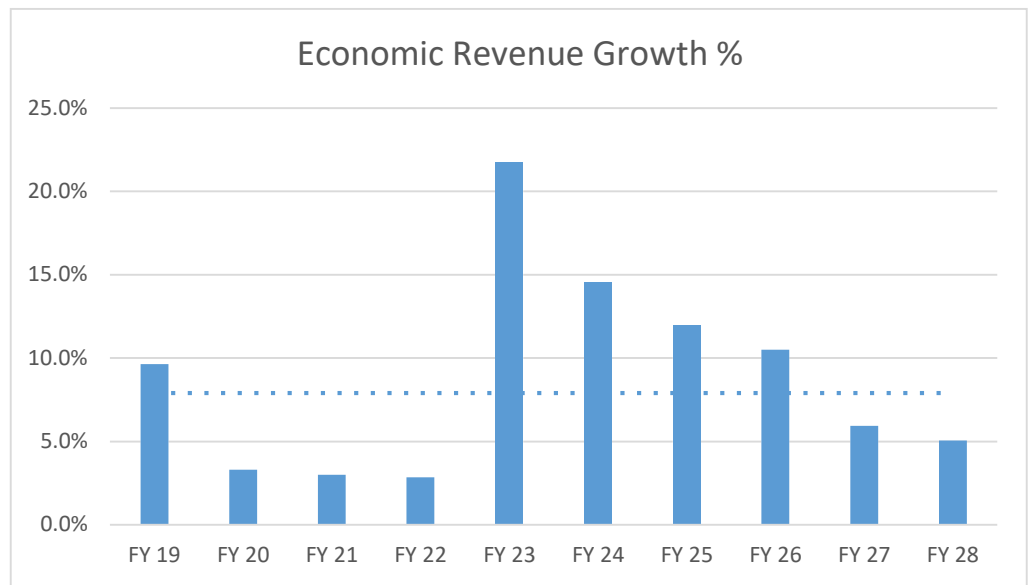


forementioned Tax Cut Plan. Like tax cuts, pay raises above those shown in the above graph prior to either the drop in debt payments in FY 23 or downtown development, is not fiscally responsible as

the City will be unable to manage a recession without laying off city employees. Reminder- Capital spending has already been cut.

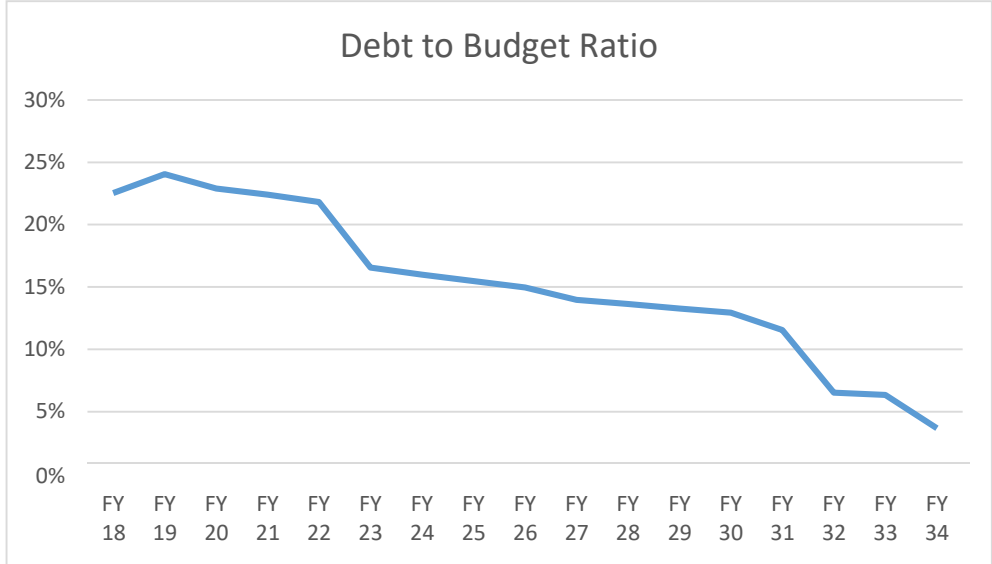
To address the fact that City employees have not seen much increase in pay or bonuses since 2008. The Governing Body has budgeted for a \$500 pay bonus options in FY 19. This bonus may increase to \$1,000 per full time employee if the City can save on the Facility Manager position costs via a shared agreement with Schools. While the Pay Bonus does not address the competitive pay issue, neither would a 1-3% increase in pay in FY 19. An aggressive multi-year pay raise plan is needed to address the competitiveness gap. Doing it all in one year is not financially feasible. A 1% pay increase in FY 19 would not result in a higher salary and retirement by FY 28, as the long-term pay increase model would have to be adjusted to balance the budget. It would only help employees more than the bonus if they are planning on retiring in prior to FY 22. If the FY 19 Bonus increases to \$1,000 this will result in the majority of employees (those earning under \$100K) receiving more after tax cash than the 1% pay increase while still resulting in the same total wage and retirement benefit increase over the 10-Year model. A 1% pay increase would yield a starting deficit in FY 20 of over \$100K and make it more difficult for the City to manage a recession.

Economic revenues grew by nearly 10% from FY 18, largely fueled by an increase in Sales Tax Revenues from a continuously growing national GDP at 2.3% in 2017 and expectations of 3% in 2018. This is still below historic national GDP growth from 1947-2015 of 3.2%. If the national GDP can get back to historic growth rates,

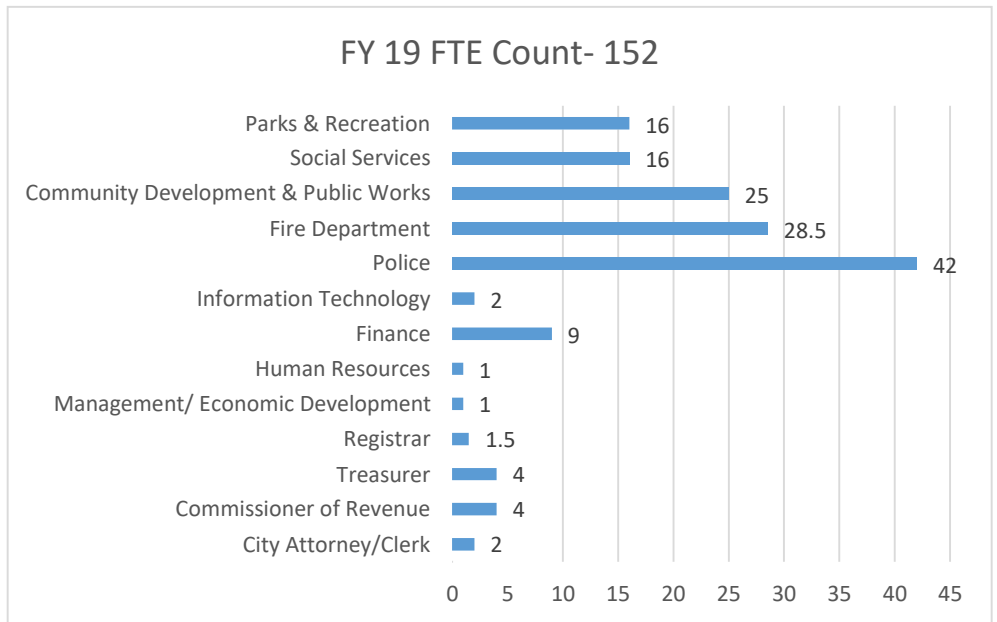


City economic revenue will continue to grow at a healthy pace. However, since the national business cycle has not seen a recession since 2008, it is very likely that within the next three years a recession is likely to occur. For this reason, the City is only forecasting economic revenue growth of 3% average over the next three years (reminder in FY 19 it was close to 10%). The likely percentage changes will be two years of stronger growth and one year of negative growth. By FY 23, the City is forecasting construction of Phase 3 of City Center- City Square, which will increase revenues at a faster rate than FY 19. While the economic growth rate forecast may appear ambitious due to forecasting Phase 3 of the City Center development, at FY 19 growth rates, revenues would double by FY 26. Thus, the above forecast can be considered conservative.

As previously discussed, the City must remain fiscally restrained over the next few years due to the high burden of debt payments. While other Cities in Northern Virginia have debt to budget ratios at or below 10%, our City will be at nearly 25% in FY 19. This restricts our ability to fund priorities (pay increases, schools, public safety, tax cuts, etc.). However, by FY 23, our ratio will drop by 7 percentage points to just over 17%. This yields an additional \$2.2M in available budget to fund priorities. Until that time, and due to the likelihood of recession, the City must remain fiscally restrained.



Consistent with staying lean until FY 23, the City FTE (Full Time Equivalent) count remains 17.5 FTEs less than pre-recession levels and one less from FY 18 in order to balance the budget. Starting in FY 23, the City should move to fund FTE levels to at least recession levels to bring the City closer to FTEs to population ratios of other Cities in Northern Virginia. Central Administration (CM, Finance, IT, and HR) remain at less FTE's than any line department with 13 FTEs.



City of Manassas Park General Fund Capital Budget			
Revenue Category	FY 18A1	FY 19	Comment
INTEREST	\$ 700	\$ -	
TRANSPORTATION	\$ 825,000	\$ 1,209,280	Increased amount of VDOT and NVTA revenue needed for Connor Drive and Culvert Projects. Hesitancy to use PRTC funds due to fund balance.
PROFFERS/ESCROW CASH	\$ 346,450	\$ 284,897	Use of portion of Palisades Escrow Revenue.
OTHER- TRANSFERS FROM FUNDS	\$ 1,461,868	\$ 5,000	Reimbursements from W&S and Stormwater capital funds. No use of Operating Funds due to need to balance operating budget.
TOTAL REVENUES	\$ 2,634,018	\$ 1,499,176	\$1.1M reduction in revenues from lack of GF operating funds
Expense Category	FY 18A1	FY 19	Comment
POLICE	\$ 550,189	\$ -	\$285K moved to operating fund. Over \$250K reduced from FY 18. Mobile Command Project pushed back to FY 21.
FIRE	\$ 717,792	\$ 155,897	\$336K moved to operating fund. Over \$230K reduced from FY18. Ambulance lease pushed back to FY21 & Radio equipment purchases delayed to FY20
Radio Communications Upgrade	\$ 18,555	\$ 17,445	\$18K moved to FY 20. Existing Radios obsolete per FCC.
Breathing Air Compressor	\$ 9,607	\$ -	
SCBA (5 yr lease)	\$ 29,900	\$ 29,900	FY 19 is final year of existing contract for Breathing Apparatus.
Fire Engine Lease/Down Pmt	\$ 97,835	\$ 97,835	2nd Year of 5 year existing lease contract.
COMMUNITY DEVELOPMENT	\$ 928,560	\$ 1,214,280	Increased spending on Road projects financed by VDOT/NVTA/PRTC
Conner Drive (VDOT/NVTA 50/50)	\$ 250,000	\$ 500,000	Acquisitions and begin construction to carryover to FY 20
Additional Street Projects (NVTA)	\$ 85,000	\$ 85,000	Funding for maintenance/replacement of curb/gutter, sidewalk, drop inlets and minor pavement repairs.
Street Improve Resealing	\$ 250,000	\$ 250,000	Annual milling and paving of streets throughout the City.
Street Sweeper Truck	\$ 15,280	\$ 15,280	3rd Year of 5 year existing lease contract shared with stormwater
Moseby Ct. Culvert Replacement	\$ -	\$ 299,000	Project will rollover to FY 20- design engineering needed first
GIS Software (DPW- 50/50 UF and Stormwater)	\$ 10,000	\$ 10,000	2nd year of GIS Implementation. Expected completion by FY 20.
PW-23 Upper Kent Drive Reconstruction	\$ -	\$ 55,000	Complete design and reconstruction of Kent Drive between Cabbel Drive and Manassas Drive. Upper Kent Drive is in need of complete restoration
PARKS & REC	\$ 94,403	\$ -	\$372K cut out of planned CIP spending for FY 19 to balance budget.
CITY ADMINISTRATION (CM/HR/FINANCE/IT)	\$ 343,075	\$ 129,000	\$90K cut to balance FY 19 Budget.
Municipal Financial Software	\$ 40,000	\$ 100,000	Continued spending on Implementation of Financial Software needed.
Cisco Consulting Support	\$ -	\$ 15,000	Network configuration changes and enhancements for enterprise network
Windows 10 Professional Upgrade Licenses	\$ -	\$ 10,000	Procurement of Microsoft Windows 10 Professional licenses for the remaining 70 workstations still using Windows 7
Refresh Cisco Firewall at Police Department	\$ -	\$ 4,000	Existing Cisco ASA 5520 firewall at the Police Department is end-of-life in September 2018 and no longer supported by Cisco.
TOTAL EXPENSES	\$ 2,634,018	\$ 1,499,176	\$1.1M reduction in total spending from lack of GF operating funds. \$940K is cut from non-transportation spending in order to balance the budget.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	Over 43% reduction in Capital Budget due to fiscal challenges

The General Fund Capital Budget is reduced by \$1.1M from FY 18. \$940K of the reduction came from non- Transportation projects (which are funded by outside sources), in order to balance the General Fund Budget.

City of Manassas Park Water & Sewer Fund Budget			
Revenue Category	FY 18A1	FY 19	Comment
User Fees	\$ 7,190,000	\$ 8,415,000	Error in amount forecasted previously due to financial software transition- incomplete historical actuals available.
Other	\$ 104,764	\$ 227,543	\$100K reimbursement to W&S fund for Accounts Receivables.
Tap Fee Revenue	\$ 1,750,000	\$ 28,600	Collapse of Tap Fee revenue due to no new developments.
Reserve Transfer	\$ 472,318	\$ 43,936	No usage of reserves with Capital spending reduced by \$1M.
TOTAL REVENUES	\$ 9,517,082	\$ 8,715,079	Revenues decreased by 8.5% due to lack of Tap Fees.
Expense Category	FY 18A1	FY 19	Comment
Personnel	\$ 841,900	\$ 957,465	Accurate personnel allocation & healthcare costs.
Overhead Support + Supplies	\$ 1,372,239	\$ 1,222,390	Reduction in Administrative Fee to GF.
Contracted Support	\$ 7,500	\$ 25,500	Increase in needed contracted support- proactively dealing with spoils removal instead of allowing build-up.
Water Purchase	\$ 1,100,000	\$ 1,200,000	Increase in rates charged to the City for water purchase.
UOSA	\$ 1,550,000	\$ 1,519,478	UOSA Reserve Maintenance fluctuations up and down across Fys as UOSA does true-ups. FY 19 is a down year.
Repairs & Maintenance	\$ 190,000	\$ 171,000	Reduction in supply spending to balance budget.
Capital + Reserve Contribution	\$ 1,356,041	\$ 492,041	\$800K decrease in Capital Spending (pushing back water and sewer lining) due to GF Cash shortfall. No contributions to reserves.
Debt	\$ 3,099,403	\$ 3,127,205	UOSA Debt payments increased by \$30K. Water Debt steady
TOTAL EXPENSES	\$ 9,517,082	\$ 8,715,079	Capital and Repairs spending reduced despite strong fund balance- City GF uses W&S Fund as operating cash fund.
NET INCOME (SURPLUS/DEFICIT)	\$ (0)	\$ -	Overall budget decreased by 8.5% in FY 19.

The Water & Sewer Fund Budget is balanced in FY 19 with a budget reduction of 8.5%. There are no rate increases budgeted for in FY 19.

City of Manassas Park Storm Water Fund Budget			
Revenue Category	FY 18A1	FY 19	Comment
TOTAL REVENUES	\$ 787,085	\$ 819,585	Rates steady in FY 19.
Expense Category	FY 18A1	FY 19	Comment
Personnel	\$ 238,067	\$ 270,075	Accurate personnel allocation & healthcare costs
Overhead Support + Supplies	\$ 206,962	\$ 167,351	Reduction in budget (professional services- design engineering) to enable needed contract support.
Contracted Support	\$ -	\$ 25,500	Mowing, concrete work, and spoils removal.
Repairs & Maintenance	\$ 50,000	\$ 69,000	Increased equipment requirements for mowing & repairs.
Capital + Reserve Contribution	\$ 292,057	\$ 287,660	Slight reduction in Capital spending to balance budget.
TOTAL EXPENSES	\$ 787,085	\$ 819,585	Operational increases outweighed reductions in Capital Spending. The operational expenses are needed as new Storm Water team is equipped with tools needed.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ 0	Overall budget increase of 4% to equip Stormwater team

The Storm Water Fund Budget is balanced in FY 19 with a budget increase of 4% as we continue to equip our new Storm Water and Site Inspection team. There are no rate increases budgeted for in FY 19. As a reminder, City Storm Water Capital spending levels are mandated by the Federal EPA and State Department of Environmental Quality in order to meet mandated pollutant reduction goals. The City continues to explore options for reducing this burden on our residents.

City of Manassas Park Solid Waste Fund Budget			
Revenue Category	FY 18A1	FY 19	Comment
TOTAL REVENUES	\$ 906,259	\$ 1,000,494	A 10% increase in rates needed to balance budget.
Expense Category	FY 18A1	FY 19	Comment
TOTAL EXPENSES	\$ 906,259	\$ 1,000,494	Contracted Services was under budgeted for by nearly \$50K in previous FY's. Street sweeping support now reimbursed by Stormwater Fund.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	10% increase in budget. Rate increase can be lowered via elimination of hazardous waste days.

The Solid Waste Fund Budget is balanced in FY 19 with a 10% rate increase in order to fund an expenditure under budgeting in previous years. This 10% rate increase will add \$1.93 per month to resident Trash bills. Even with this increase, residents will pay \$5.38 less than residents in Manassas for Trash services.

City of Manassas Park Schools Budget		
Revenue Category	FY 18	FY 19
REVENUES	\$ 43,105,879	\$ 44,075,019
ADDITIONAL APPROPRIATION FROM CITY'S FUND BALANCE REVENUES	\$ 222,428	\$ 189,589
Expense Category	FY 18	FY 19
TOTAL EXPENSES	\$ 43,328,307	\$ 44,264,608
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -

For more information on the City School Budget please visit their website at <https://www.mpark.net/>. For the FY 19 Budget:

https://www.mpark.net/uploaded/DistrictDocs/Finance/FY19_School_Board_Budget.pdf

REVENUE ANALYSIS



CITY OF MANASSAS PARK

City Hall • One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8800 • Fax (703) 335-0053
www.cityofmanassaspark.us

*Finance
Department*

*Pon Chen Yusuf, CPA
Director of Finance*

April 10, 2018

To: Governing Body,
& Laszlo Palko
City Manager

From: Pon Chen Yusuf
Director of Finance

RE: Revenue Estimate Report, Fiscal Year 2019

I am pleased to present the FY 2019 Estimate of General Fund Tax Revenue as an integral part of the FY 2019 Proposed Budget. This was prepared in accordance with the City's Principles of Sound Financial Management and its responsibility to citizens. This estimate was carefully developed and reviewed for the funding of programs and services, including the provision for and maintenance of public facilities based on the City's critical needs.

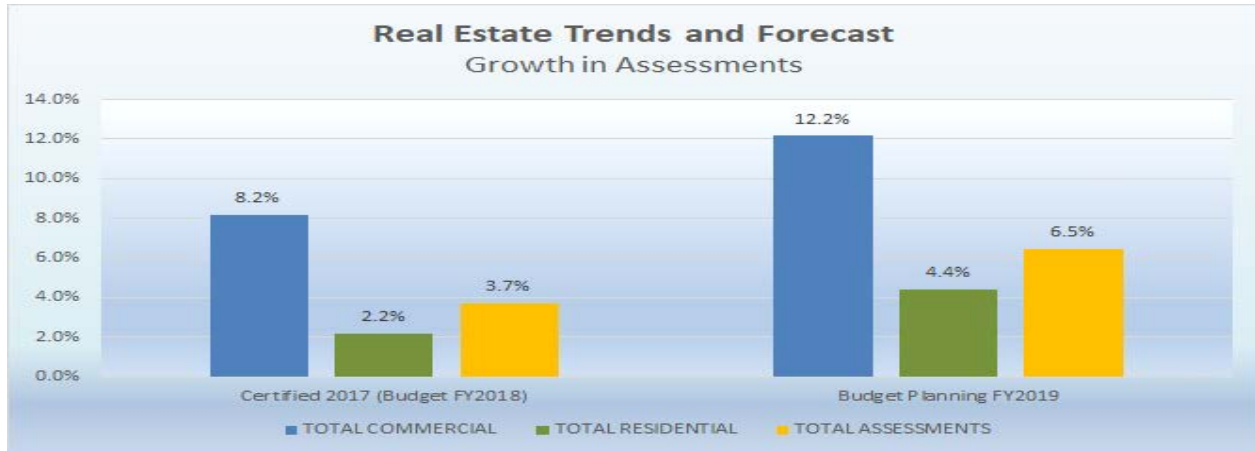
Historical information for the past several years important to the development of the revenue estimate were gathered. Other input was derived from local, state, and national economic conditions and trends to help estimate the City's major revenue sources. Past, current, and projected financial conditions were statistically analyzed and evaluated to formulate the City's revenue forecast. This methodology effectively allows for improved decision-making in maintaining fiscal discipline and delivering essential community services.

Average residential real estate values grew by about 4.41% (maximum of 5.17%) while commercial values increased between 5.91% and 40.19% during the tax year of 2018 / budget year of 2019. The next annual real estate assessment is in April 2019.

The FY2019 tax revenue estimate uses a current real estate tax rate of \$1.55 per \$100 of the real estate assessed value. An objective of this estimate seeks to estimate revenues as accurately as possible, making it easier to balance the budget, although increasing the risk of an actual shortfall. However, because historically revenues have been forecasted higher than their actuals, this year's estimate is much closer to where we will likely end up. To support the forecasting process quantitatively and qualitatively, I used statistical data as well as the accumulated judgement and expertise inside and outside the organization. Department heads' and City Manager's input and insight are sought via meetings during February and March of 2018.

General property taxes, a major source of revenue, account for on an average 60-70% of the overall general fund revenue. Out of this, six to seven percent represents personal property revenue.

Below is a summary of real estate assessment values by major real property classification or state class code with a comparative dollar and percentage change between the current and prior year. This year reports another six or more percent increase in the overall real estate property value, reflected mostly from the increase of value from apartment buildings. The City expects this upward trend for another few years before the property value reaches its flat plateau.



Real Property Classification	2017 Assessments	2018 Assessments	\$ Amount Of Change	Total % Change
1	2	3	4	5
Locally-assessed Taxable Real Property				
Residential Real Property				
Single Family Detached Home (Class 10)	\$722,414,600	\$756,678,300	\$34,263,700	4.74%
Single Family Townhouse (Class 20)	287,069,000	296,485,000	9,416,000	3.28%
Residential Condominium (Class 30)	109,286,200	114,933,500	5,647,300	5.17%
Subtotal Residential	1,118,769,800	1,168,096,800	49,327,000	4.41%
Vacant Land - Residential (Class 60 & 69)	520,000	520,000	0	0.00%
Total Residential Real Property	1,119,289,800	1,168,616,800	49,327,000	4.41%
Commercial/Industrial Real Property				
Commercial (Class 41, 43, 44, 47 & 48)	84,479,700	94,055,500	9,575,800	11.34%
Multi-family Apartment (Class 42, 45 & Neigh. 2001)	204,286,600	236,482,800	32,196,200	15.76%
Industrial (Class 40, 50 & 52)	109,247,900	115,703,600	6,455,700	5.91%
Vacant Land - Commercial (Class 63)	3,429,700	4,808,200	1,378,500	40.19%
Vacant Land - Industrial (Class 65)	6,018,800	6,018,800	0	0.00%
Total Commercial/Industrial Real Property	407,462,700	457,068,900	49,606,200	12.17%
Total Locally-assessed Taxable Real Property	1,526,752,500	1,625,685,700	98,933,200	6.48%

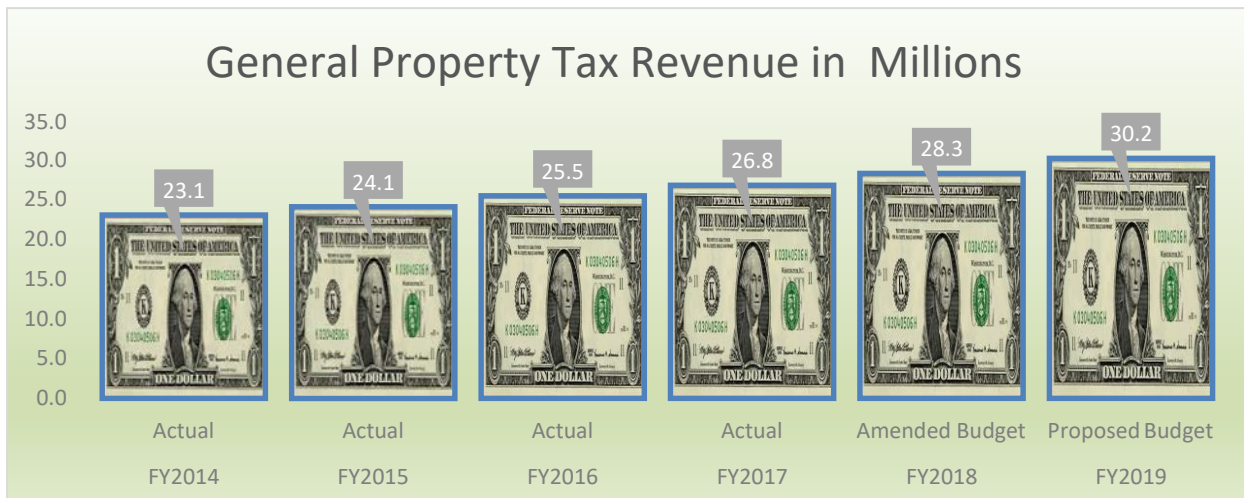
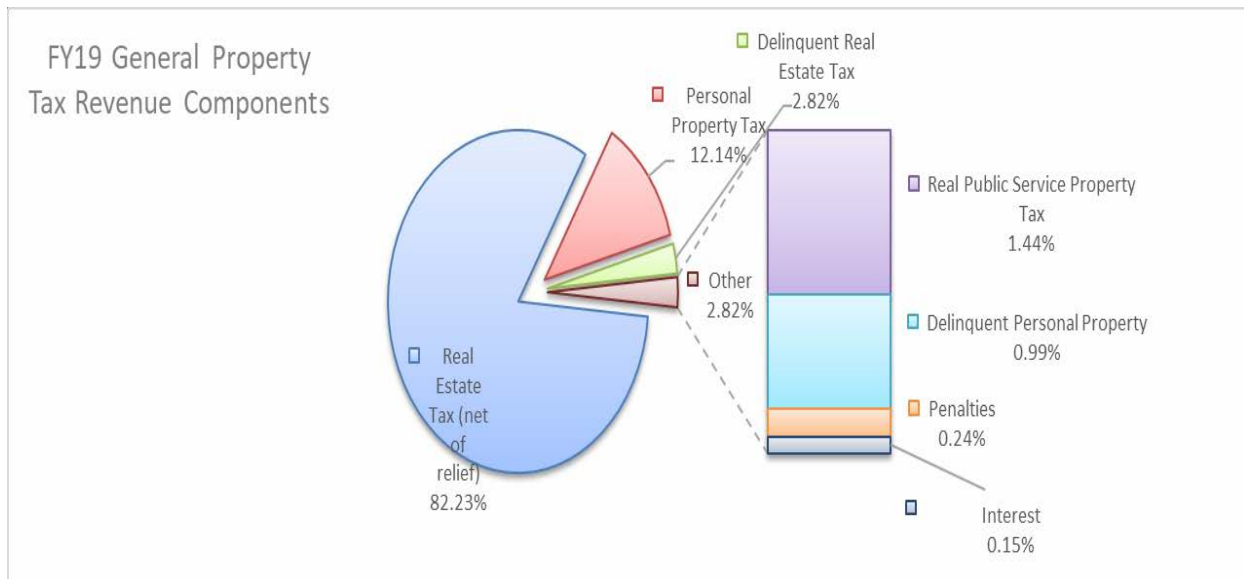
Revenue Estimate Process:

The revenue forecasting process starts by defining the problem, gathering information, performing explanatory analysis and selecting forecasting methods in accordance with the GFOA best practice. Basic forecasting principles include 1) simple is often better, 2) forecasting judgement is an indispensable part of forecasting, 3) uncertainty is an inescapable part of forecasting, and 4) an effective forecasting process produces an effective forecast by being conservative. Below is a high-level summary of the process:



General Revenue Trends:

See below for general property tax historical trends from FY2014 to FY2018 by year and components. For FY2019, the revenue for real estate tax net of relief or exempted property value for elderly, veteran and disabled makes up the majority of general property tax revenue. The calculation of this revenue uses the new assessment value net of exempted value times the current real estate tax rate of 1.55 per \$100 of assessment value. This assumes the 100% tax collection with zero delinquency. This is an exception from the conservative approach as previously described under the revenue estimate section and done to better track Real Estate delinquencies. Also, the City has a low forecast of delinquency collections despite the high value of total delinquencies to be collected.



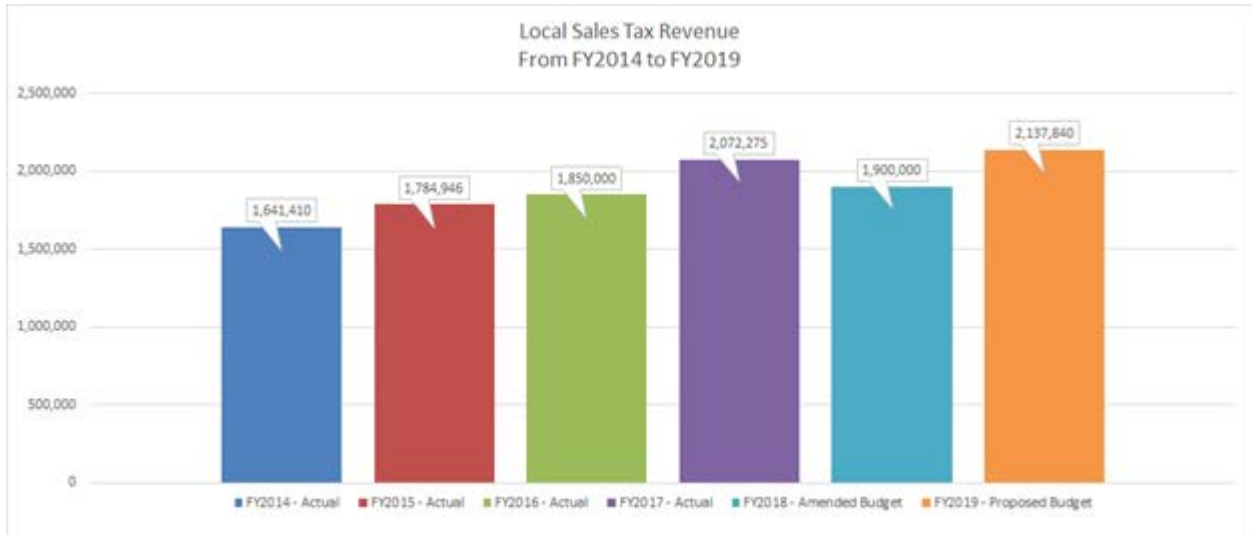
Revenue Estimate
Page 5

Account Description	Fiscal Year		Type		Values							
	FY2014		FY2015		FY2016		FY2017		FY2018 Amended Budget		FY2019 Proposed Budget	
	Actual Amount	% of Total	Actual Amount	% of Total	Actual Amount	% of Total	Actual Amount	% of Total	Amount	% of Total	Amount	% of Total
Current Real Estate Tax (net of relief & debt levy)	18.5	67.33%	19.3	67.08%	20.6	67.82%	22.3	68.89%	23.7	71.50%	24.8	70.52%
Delinquent Real Estate Tax	0.4	1.50%	0.5	1.72%	0.6	2.08%	0.7	2.19%	0.9	2.57%	0.9	2.42%
Current Real Public Service Property Tax	0.4	1.56%	0.4	1.52%	0.4	1.45%	0.4	1.19%	0.5	1.51%	0.4	1.23%
Current Personal Property Tax	2.6	9.38%	2.7	9.21%	2.7	8.75%	2.9	8.85%	2.8	8.46%	3.7	10.41%
Delinquent Personal Property	0.1	0.46%	0.1	0.46%	0.1	0.43%	0.1	0.43%	0.2	0.60%	0.3	0.85%
Penalties - All Property Taxes	0.1	0.52%	0.1	0.48%	0.1	0.46%	0.3	0.84%	0.2	0.46%	0.1	0.20%
Interest - All Property Taxes	0.1	0.35%	0.1	0.33%	0.1	0.30%	0.1	0.35%	0.1	0.30%	0.0	0.13%
Debt Service Levy 6 cents	0.7	2.64%	0.8	2.77%	0.9	2.81%	0.0	0.00%	0.0	0.00%	0.0	0.00%
Delinquent Real P/S Property Tax		0.00%		0.00%		0.00%		0.00%	0.0	0.05%		0.00%
	23.1	83.74%	24.1	83.57%	25.5	84.09%	26.8	82.75%	28.3	85.45%	30.2	85.76%
Local Sales Tax	1.6	5.96%	1.8	6.19%	1.9	6.11%	2.1	6.40%	1.9	5.74%	2.1	6.08%
Utility Taxes - Electric	0.5	1.82%	0.5	1.75%	0.5	1.67%	0.6	1.84%	0.5	1.53%	0.6	1.56%
Utility Taxes - Gas	0.2	0.89%	0.2	0.87%	0.2	0.79%	0.3	0.78%	0.2	0.73%	0.2	0.64%
Utility Taxes - Consumption	0.0	0.13%	0.0	0.13%	0.0	0.12%	0.1	0.18%	0.0	0.14%	0.0	0.13%
Business Licenses	0.8	2.77%	0.8	2.89%	0.8	2.57%	1.3	3.90%	0.8	2.36%	0.8	2.22%
Motor Vehicle Licenses	0.4	1.50%	0.4	1.47%	0.4	1.39%	0.4	1.30%	0.5	1.36%	0.5	1.28%
Bank Stock Taxes	0.0	0.10%	0.0	0.15%	0.0	0.12%	0.0	0.12%	0.0	0.11%	0.0	0.11%
Recordation Taxes	0.2	0.78%	0.2	0.65%	0.2	0.79%	0.2	0.53%	0.2	0.66%	0.1	0.18%
Cigarette Tax	0.3	1.04%	0.3	1.05%	0.4	1.16%	0.3	1.01%	0.3	0.85%	0.3	0.80%
Meal Tax	0.3	1.25%	0.4	1.29%	0.4	1.19%	0.4	1.19%	0.4	1.08%	0.4	1.14%
Current Machinery & Tools 2017		0.00%		0.00%		0.00%		0.00%	0.0	0.00%	0.0	0.11%
	4.5	16.26%	4.7	16.43%	4.8	15.91%	5.6	17.25%	4.8	14.55%	5.0	14.24%
	27.5	100.00%	28.8	100.00%	30.3	100.00%	32.4	100.00%	33.1	100.00%	35.2	100.00%

A high-level summary guide in understanding different characteristics affecting the role of selected other tax revenue sources is as follows:

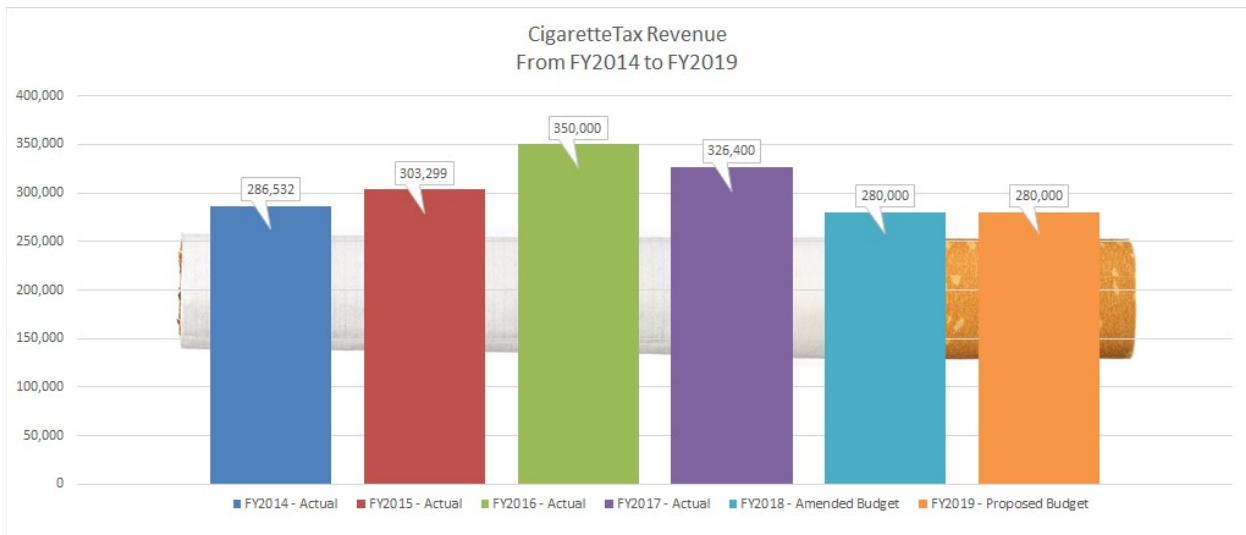
LOCAL SALES TAX (§22-95):

Revenue yields from the sales tax are procyclical (i.e., they expand and contract with the business cycle), increasing the likelihood of midyear budget shortfalls for local governments whenever the business cycle turns downward. The more dependent a local government is on the tax, the more vulnerable its operating budget is to the up and down of the business cycle. However, the higher the dependency is on this tax, the lower the tax burden on residents (a necessary tradeoff that can be offset via a strong Reserves policy). The sales tax base consists of purchases of goods or services by households and businesses for final consumption. The tax rate is a percentage of the retail value of the goods and services purchased. State laws vary as to the types of transactions included in the tax base. Refer to the City's code ordinance, §22-95 for more details on the local sales tax.



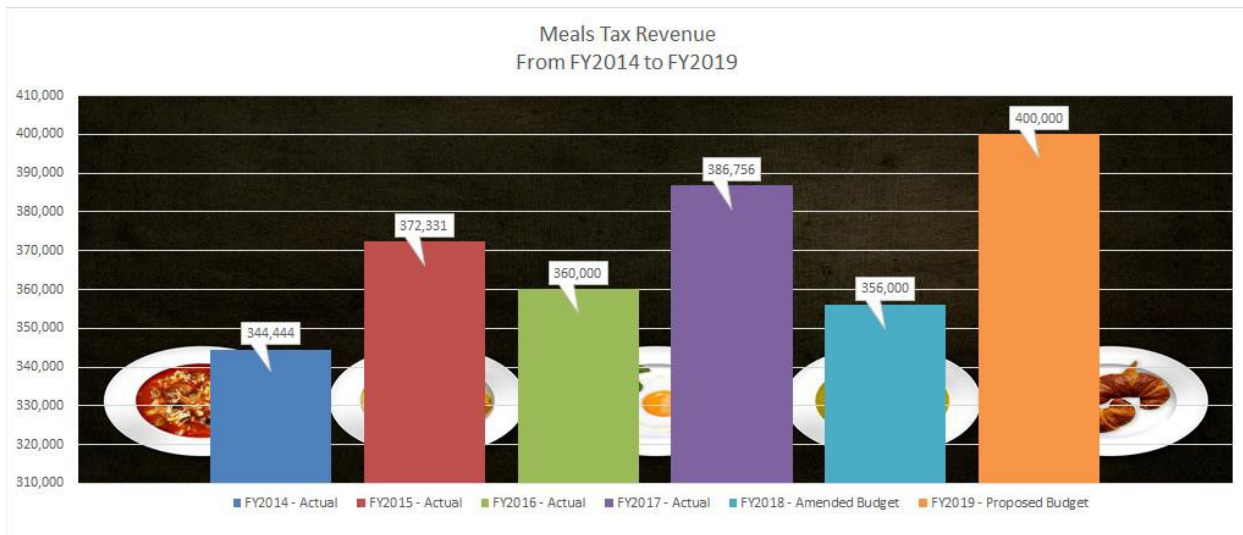
CIGARETTE TAX (§22-152):

Many governments have introduced excise taxes on cigarettes in order to reduce the consumption of cigarettes. Cigarette taxes vary widely from state to state in the United States. Currently, the cigarette local tax is \$0.65 per a package of 20 cigarettes while the Virginia excise tax rate per pack is \$0.30. Refer to the City's code of ordinance, §22-152 for more details on the tax levied amount. Reflected in the FY2018 cigarette tax revenue is an approved tax increase of \$0.10 per pack. Currently, the City sells each roll of cigarette stamps at \$9000.



MEALS TAX (§22-121):

The City has imposed and levied on each person a tax at the rate of four percent on the amount paid for meals purchased from any food establishment. Refer to the City's code of ordinance, §22-121 for the specific tax levied amount and reporting requirements. The chart below shows the City's meal tax revenue that has been averaging in the mid to high 300,000s. §22-124 allows sellers a discount of two percent of the total amount of the meals tax due if not delinquent at the time of payment. About the majority of sellers have been taking advantage of this discount. This tax growth should be correlated to the Sales Tax growth.



BANK STOCK TAX (§22-63):

Bank stock tax is a franchise tax imposed on the net capital of banks pursuant to the provisions of Chapter 12 of Title 58.1 of the Code of Virginia. Each bank and/or branch located within the boundaries of the City is imposed a tax on its net capital equal to eighty percent of the state rate of bank franchise tax on each one hundred dollars of the net capital of such bank located in the City. The filing of return and payment of tax is due on or after the first day of January of each year, but no later than the first day of March of such year. Refer to the City's code of ordinance, §22-63 for further details. Since FY2016, the trend has shown a consistent pattern of deposits made in the bank for the last few years.

Sandy Spring Bank (formerly Washington First) is the only bank the City has for this bank franchise tax collection.

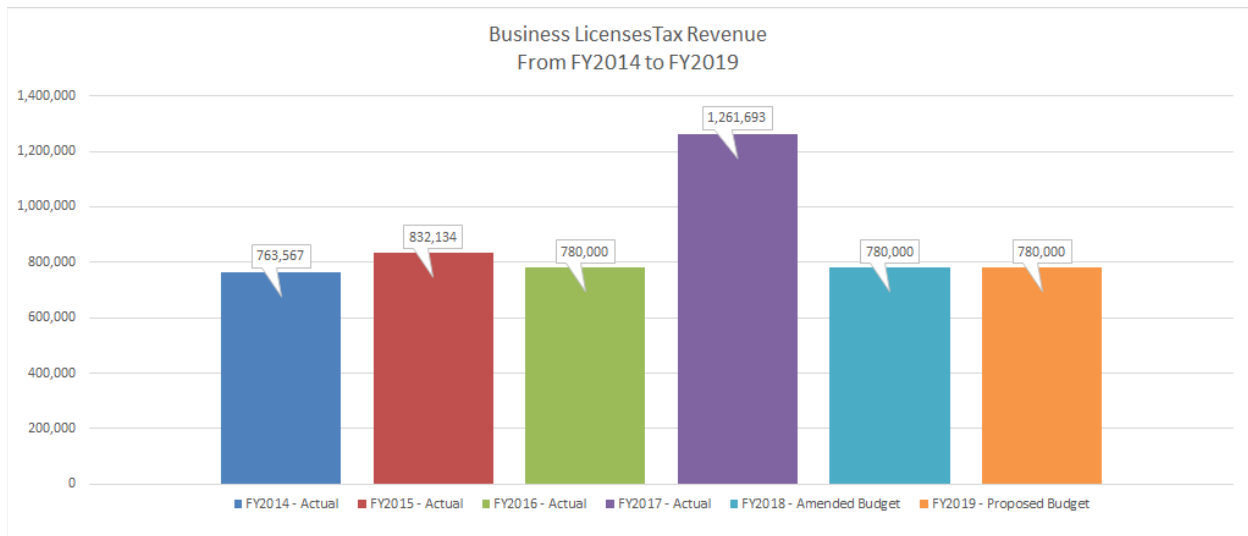


BUSINESS LICENSE (BPOL) TAX:

Per BPOL 2008 tax regulations, "business" means a course of dealing that requires the time, attention and labor of the person so engaged for a purpose of earning a livelihood or profit. It implies a continuous and regular course of dealing, rather than an irregular or isolated transaction. A person may be engaged in more than one business. If a person (i) advertises or otherwise holds himself out to the public as being engaged in a particular business or (ii) files tax returns, schedules and documents that are required only of persons engaged in a trade or business, he is determined to be engaged in business. However, a person may present evidence to overcome this presumption.

§58.1-3703 of the Code of Virginia authorized localities to enact an ordinance levying a local license tax or a fee, or both for issuing a license. Every ordinance adopted or maintained by a locality that levies a license tax is required to be substantially similar to the provisions in §58.1-3703.1 of the Code of Virginia. Further, § 58.1-3703 and 58.1-3706 of the Code of Virginia set statutory maximums for license rates and fees. Localities may choose not to require a license or impose fees, or localities may assess rates and fees that are less than the maximums stated in the statute

The City continues to show a consistent trend of BPOL tax revenue for all but FY17 which appeared to be resulted from timing differences in processing business licenses due to financial system technical challenges and accounting inconsistencies from prior fiscal years. Staff will continue reviewing and researching this activity. This Tax should also be correlated to National GDP growth (to account for inventory and purchases in the economy) + Sales Tax growth (to ascertain if the local economy is matching national trends).



AUTOMOBILE RENTAL TAX:

The Motor Vehicle Rental Tax is a tax levied upon the rental of motor vehicles in Virginia. Taxes and fees are levied on the gross proceeds from the rental of motor vehicles in Virginia. The taxes are comprised of a four percent tax as well as a four percent additional tax and two percent fee on daily rental vehicles. The Department of Taxation is responsible for administering and collecting the tax and distributing to localities their share of the revenues generated by this tax.

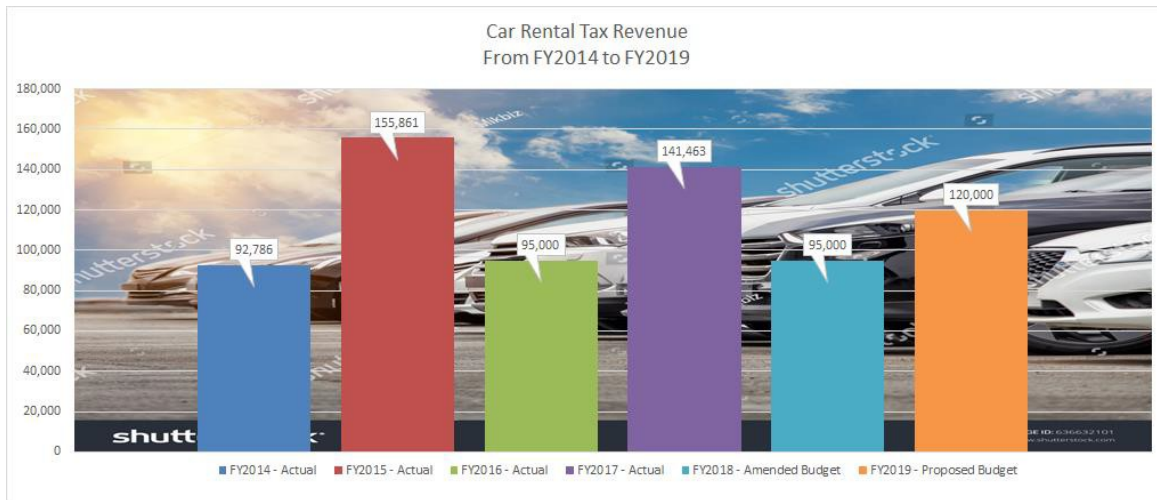
Tax Rates: Although the tax is collected as a single tax amount from the customer, the Virginia Motor Vehicle Rental Tax is actually made up of three unique components, a 4% Rental Tax, a 4% Local Tax, and a 2% Rental Fee on the gross proceeds of the rental. All three components, or sometimes just a portion, are based on the type of motor vehicle being rented.

- **4% Rental Tax** – applies to the rental of motor vehicles with a gross vehicle weight rating (or gross combined weight rating) of 26,000 pounds or less.
- **4% Local Tax** – also known as “Additional rental tax” because it is in addition to and not in lieu of the 4% Rental Tax, is levied on all motor vehicle rentals regardless of weight, except for motorcycles and manufactured homes (mobile homes). This amount is ultimately distributed to the localities where the delivery of the rental vehicles occurred.
- **2% Rental Fee** – is in addition to the above tax amount(s) levied on all motor vehicle rentals except motorcycles and manufactured homes (mobile homes).

Exemptions may include, but are not limited to:

- Rentals to the United States government or any governmental agency thereof
- Rentals to the Commonwealth of Virginia or any political subdivision thereof

The chart below shows revenue from automobile rental tax directionally consistent with other tax revenue whereby FY2015 revenue performed better than any other fiscal years':



DEPARTMENTAL BUDGETS

GOVERNING BODY-CLERK-ATTORNEY

The City of Manassas Park operates under the Council-Manager form of government. Legislative powers are vested in the Mayor and six City Councilmembers, collectively known as the Governing Body, who are elected at-large for four-year terms. They establish City policy, pass resolutions and ordinances (laws), approve the City budget, set tax rates, approve land use plans, and make appointments such as selecting the City Manager, City Clerk, City Attorney and members of various boards and commissions.

The City Attorney is the legal representative for the City of Manassas Park, providing legal counsel to the City Manager, Governing Body, and appointed committees and boards.

The City Clerk serves as the link between the Governing Body and the citizens of the City. The Clerk ensures that all Governing Body activities are in accordance with the framework of the Constitution, the laws of the Commonwealth of Virginia, City Code and Charter, as documented, accordingly.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Governing Body (part-time)		
City Clerk	1	1
City Attorney		1

1 Full-time FTE (City Attorney) was added in FY 2018 (previously contracted position).

Governing Body members are part-time employees receiving no benefits. The General Assembly of the Commonwealth of Virginia set Governing Body members’ annual salaries. Since FY 2010, the salary for the Mayor was \$9,800 and the six Council Members’ salaries are \$9,200 each. In FY 2017 the Governing Body agreed to cut their salaries by 50% to help with the Budget, as a result, the Mayor’s salary is \$4,900 and the six Council Members’ salaries are \$4,600 each.

Note:

The Governing Body voted to cut its salary by 50% for FY 2017 to provide much needed funding in other areas. This saves \$35,000 including FICA. The FY 2019 salary is currently the same level as last year (and FY2017).

Additionally, Mayor Jeanette Rishell is donating her \$300/month Board of Director stipend received from UOSA. That amount is included in “Other Revenue”.

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$694,917	Increase in Insurance
Capital Expenditures:	N/A	
Total Expenditures:	\$694,917	Overall, expenditures increased by 10.4% and/or \$65,650 compared to FY2018 amended budget.
Departmental Net:	\$694,917	

Expenditure Categories:

AWARDS/MISC. (Account No. 2830):

Purpose	Expenditures
City Employee years of service awards and recognition	\$5,000.00
Total Estimated Expenditures	\$5,000.00

PROFESSIONAL SERVICES (Account No. 3160):

Purpose	Expenditures
The Board of Equalization is separate and independent from the Assessor's Office. Property taxes are paid based on the taxpayer's property's assessed value as determined by the City Assessor. If a property owner does not agree with the City's Assessed Value, he or she may request to meet with the City Assessor before the Board of Equalization. The Board will hear both sides and review the evidence presented to make a decision. The board charges \$75 per meeting.	\$1,200.00
CTSI Repairs to audio and video equipment	500.00
Total Estimated Expenditures	\$1,700.00

PRINTING/BINDING (Account No. 3500):

Purpose	Expenditures
Business cards for Governing Body members, name plates, minute books, board and zoning appeals.	
Total Estimated Expenditures	\$1,500.00

INSURANCE (Account No. 5308):

Purpose	Expenditures
City Insurance Policy	
Total Estimated Expenditures	\$292,418.00

TYPE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
			BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
	Governing Body/Clerk/Attorney			
X	100-11010-1101-00-00-00	Clerk Attorney Salaries/Wages	\$ 241,545.00	\$ 274,045.00
X	100-11010-1101-00-00-02	Governing Body Salaries (7 Members)	\$ 32,500.00	\$ 32,500.00
X	100-11010-2100-00-00-00	FICA	\$ 20,964.44	\$ 23,450.69
X	100-11010-2210-00-00-00	Retirement	\$ 19,350.61	\$ 26,792.03
X	100-11010-2400-00-00-00	Life Insurance	\$ 1,425.03	\$ 1,594.03
X	100-11010-2222-00-00-00	401 A ICMA	\$ 7,200.00	\$ -
X	100-11010-2310-00-00-00	Group Health	\$ 6,432.00	\$ 7,017.00
X	100-11010-2830-00-00-00	Awards/Misc	\$ 2,500.00	\$ 5,000.00
X	100-11010-3160-00-00-00	Professional Services	\$ 1,390.00	\$ 1,700.00
X	100-11010-3500-00-00-00	Printing/Binding	\$ 100.00	\$ 1,500.00
X	100-11010-3600-00-00-00	Advertising	\$ 2,500.00	\$ 3,500.00
X	100-11010-5210-00-00-00	Postage	\$ 300.00	\$ 400.00
X	100-11010-5308-00-00-00	Insurance	\$ 270,000.00	\$ 292,418.00
X	100-11010-5309-00-00-00	Insurance Claims & Deductible/Repairs	\$ 16,000.00	\$ 16,000.00
X	100-11010-5500-00-00-00	Travel/Education	\$ 1,000.00	\$ 2,000.00
X	100-11010-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
X	100-11010-5810-00-00-00	Dues/Memberships	\$ 1,000.00	\$ 1,000.00
X	100-11010-5811-00-00-00	Scholarship	\$ -	\$ -
X	100-11010-6001-00-00-00	Office Supplies	\$ 2,000.00	\$ 2,000.00
X	100-11010-6012-00-00-00	Books/Subscriptions	\$ 3,060.00	\$ 4,000.00
		Subtotal	\$ 629,267.09	\$ 694,916.76

COMMISSIONER OF REVENUE

The Commissioner of the Revenue Office performs all duties prescribed by the laws of the Commonwealth relating to the assessment of property and taxes in a fair and equitable manner. The Department diligently and carefully maintains all records in the office to ensure accuracy and completeness. The Commissioner of the Revenue serves a four-year term at the pleasure of the voters of the City of Manassas Park.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Commissioner of the Revenue	4	4

Financial Summary:

Total Revenues:	\$82,062	Commissioner of Revenue
Operating Expenditures:	\$334,188	Transferred budget for Keystone to IT budget resulting in a decrease in professional services.
Capital Expenditures:	N/A	
Total Expenditures:	\$334,188	Overall, expenditures decreased by 0.3% and/or \$851 compared to FY2018 amended budget.
Departmental Net:	\$ 252,126	

Expenditure Categories:

PROFESSIONAL SERVICES:

Purpose	Expenditures
NADA Processing	\$2,000.00
VA Initiative	95.00
CPI-OpenFox	200.00
Total Estimated Expenditures	\$2,295.00

MAINTENANCE SERVICE CONTRACT:

Purpose	Expenditures
MP copiers – Maintenance of a leased copier.	\$825.00
Open Fox – Link through PD to access to out of state tags. <i>(PD Calls VCIN)</i> . Prior to last year was paid in IT budget	200.00
National Mailing Service-folder –Maintenance of folding machine. +/- 10- year-old equipment. COR’s only folding machine. Hard set for COR mailings.	1,146.00
Total Estimated Expenditures	\$2,171.00

PRINTING/BINDING:

Purpose	Expenditures
Envelopes for business license bills & personal property filings, return payment, and other mail	\$1,310.00
Decal applications form	240.00
BMS-Personal Property filing forms	3,200.00
Total Estimated Expenditures	\$4,750.00

POSTAGE: Increase driven by increase in number of taxpayers.

Purpose	Expenditures
BMS-Personal Property filing forms	\$3,750.00
Mail business license applications	500.00
Mail business personal property forms	650.00
General daily mail	3,000.00
Total Estimated Expenditures	\$7,900.00

TRAVEL/EDUCATION: Commissioner of Revenue training classes and Keystone Users Group. The department has not been up-to-date with the certification requirement continuing education due to budget cuts several years ago. The Department has attended as many local one-day meetings as possible and cut out overnight meetings. The Department would like to be able to once again attend needed certification classes and expand employee training. Our certification has lapsed because of budget cuts.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Commissioner of Revenue			
100-12310-1101-00-00-00	Commissioner of Revenue Salaries	\$ 232,378.00	\$ 232,377.00
100-12310-2100-00-00-00	FICA	\$ 17,777.00	\$ 17,776.84
100-12310-2210-00-00-00	Retirement	\$ 21,394.50	\$ 20,309.75
100-12310-2400-00-00-00	Life Insurance	\$ 1,208.00	\$ 1,208.36
100-12310-1201-00-00-00	Commissioner of Revenue Overtime	\$ 5,050.00	\$ 8,000.00
100-12310-2222-00-00-00	401 A ICMA	\$ 355.99	\$ -
100-12310-2310-00-00-00	Group Health	\$ 30,156.00	\$ 32,900.20
100-12310-3160-00-00-00	Professional Services	\$ 8,000.00	\$ 2,295.00
100-12310-3320-00-00-00	Maintenance Service Contracts	\$ 2,900.00	\$ 2,171.02
100-12310-3500-00-00-00	Printing/Binding	\$ 4,500.00	\$ 4,750.00
100-12310-5210-00-00-00	Postage	\$ 7,650.00	\$ 7,900.00
100-12310-5500-00-00-00	Travel/Education	\$ 200.00	\$ 1,000.00
100-12310-5801-00-00-00	Bank of Am Credit Card Exp	\$ -	\$ -
100-12310-5810-00-00-00	Dues/Memberships	\$ 470.00	\$ 500.00
100-12310-6001-00-00-00	Office Supplies	\$ 2,000.00	\$ 2,000.00
100-12310-6012-00-00-00	Books/Subscriptions	\$ 1,000.00	\$ 1,000.00
	<i>Subtotal</i>	\$ 335,039.49	\$ 334,188.17

TREASURER

The Treasurer's Office is responsible for the cash management of City funds. They accept funds from residents, businesses, and other governmental units for payment of taxes, utilities, permits and licenses, reimbursements, and appropriations on behalf of the City and School Division. The Department manages the disbursement, as well as, investment of local funds.

The Treasurer serves a four-year term at the pleasure of the voters of the City of Manassas Park.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Treasurer	4	4

Financial Summary:

Total Revenues:	\$71,213	Treasurer
Operating Expenditures:	\$382,437	Due to State mandates, Increases in the following areas: Professional Services, Advertising, Travel/Education.
Capital Expenditures:	N/A	
Total Expenditures:	\$382,437	Overall, expenditures decreased by .8% and/or \$2,961 compared to FY2018 amended budget.
Departmental Net:	\$311,224	

Expenditure Categories:

PROFESSIONAL SERVICES (Account No. 3160):

Purpose	Expenditures
Virginia Employment Services	\$1,500.00
Pay-Pal	720.00
Lexis Nexis	600.00
DMV Stops (critical for enforcing against delinquencies)	25,180.00
Total Estimated Expenditures	\$28,000.00

PRINTING/BINDING (Account No. 3500):

Purpose	Expenditures
To print real estate bills twice a year and personal property bills once a year:	
Real Estate	\$6,000.00
Personal Property	2,000.00
Total Estimated Expenditures	\$8,000.00

POSTAGE (Account No. 5210):

Purpose	Expenditures
Mail supplement bills, delinquent letters, refunds, real estate bills, and personal property bills:	
Postage	\$13,000.00
Total Estimated Expenditures	\$13,000.00

TRAVEL/EDUCATION (Account No. 5500):

Purpose	Expenditures
Training to stay in compliance and up to date with state codes. To maintain Chief Deputy's state certification and required continuing education classes. The current requirement is two classes per year:	
Treasurer's Association	\$2,500.00
Total Estimated Expenditures	\$2,500.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Treasurer			
100-12410-1101-00-00-00	Treasurer Salaries/Wages	\$ 232,631.00	\$ 232,631.00
100-12410-2100-00-00-00	FICA	\$ 17,997.00	\$ 17,796.27
100-12410-2210-00-00-00	Retirement	\$ 21,324.26	\$ 20,331.95
100-12410-2400-00-00-00	Life Insurance	\$ 1,209.68	\$ 1,209.68
100-12410-2222-00-00-00	401 A ICMA	\$ 450.00	\$ -
100-12410-2310-00-00-00	Group Health	\$ 47,736.00	\$ 51,097.81
100-12410-3160-00-00-00	Professional Services	\$ 10,000.00	\$ 28,000.00
100-12410-3500-00-00-00	Printing/Binding	\$ 7,000.00	\$ 8,000.00
100-12410-3600-00-00-00	Advertising	\$ 150.00	\$ 400.00
100-12410-5210-00-00-00	Postage	\$ 12,500.00	\$ 13,000.00
100-12410-5306-00-00-00	Surety Bonds	\$ 100.00	\$ 200.00
100-12410-5500-00-00-00	Travel/Education	\$ 500.00	\$ 2,500.00
100-12410-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-12410-5810-00-00-00	Dues/Memberships	\$ 400.00	\$ 600.00
100-12410-5862-00-00-00	Bank Service Charges	\$ 500.00	\$ 500.00
100-12410-5863-00-00-00	Credit Card Exp	\$ 25,000.00	\$ -
100-12410-5864-00-00-00	Auto License Decals	\$ 1,700.00	\$ -
100-12410-5865-00-00-00	Dog License Tags	\$ 280.00	\$ 200.00
100-12410-6001-00-00-00	Office Supplies	\$ 1,200.00	\$ 1,200.00
100-12410-6012-00-00-00	Books/Subscriptions	\$ 100.00	\$ 150.00
	Subtotal	\$ 380,777.94	\$ 377,816.71

REGISTRAR

The Registrar’s Office ensures the voting rights of City of Manassas Park residents by collecting and maintaining voter registration data and overseeing scheduled elections of local, state, and federal officials.

For the FY19 Budget the Director Anticipates two elections:

- November 2018 General Election
- June 2019 Primary (if scheduled)

BUDGET HIGHLIGHTS

Personnel:

	FY 2018		FY 2019	
	Full-time	Part-time	Full-time	Part-time
Registrar	1	1	1	1

Financial Summary:

Total Revenues:	\$41,488	Electoral Board
Operating Expenditures:	\$150,398	State Board no longer provide supplies and printing services. As a result, increases incurred in the following areas: professional services, printing/binding, travel/education and office supplies.
Capital Expenditures:	N/A	
Total Expenditures:	\$150,398	Overall, expenditures increased by 6.8% and/or \$9,619 compared to FY2018 amended budget.
Departmental Net:	\$108,910	

Expenditure Categories:

PROFESSIONAL SERVICES (Account No. 3160):

Purpose	Expenditures
Movers for Polling place supplies and scanners 630.00 x 2 elections	\$1,260.00
Scanner Warranty cost	2,580.00
Demtech maintenance and support for Electronic Poll Books per unit 35.00 x 12 units plus software.	455.00
Scanner Battery Replacement	800.00
Total Estimated Expenditures	\$5,095.00

MAINTENANCE SERVICE CONTRACT (Account No. 3320): Covers all of the items in the charts below. Base fee covers upgrades to program software and user fees.

Purpose (November)	Expenditures
L & A Testing	\$1,200.00
Coding Fees Below:	
Base Fee	1,350.00
Precincts 22.00 x 4	88.00
Race 21.00 x 6	126.00
Candidate 11.00 x 15	165.00
Styles 21.00 x 1	21.00
OVO Tabulation 15.00 x 6	90.00
Additional Language	200.00
Sample Creation	12.00
TM Download 10 x 15.00	150.00
Language Audio Upgrade	200.00
Total Estimated Expenditures (A)	\$3,602.00

Purpose (June)	Expenditures
L & A Testing	\$1,200.00
Coding Fees Below:	
Base Fee	1,350.00
Precincts 22.00 x 4	88.00
Race 21.00 x 4	84.00
Candidate 11.00 x 12	132.00
Styles 21.00 x 1	21.00
OVO Tabulation 15.00 x 6	90.00
Additional Language	200.00
Sample Creation	12.00
TM Download 10 x 15.00	150.00
Language Audio Upgrade	200.00
Total Estimated Expenditures (B)	3,527.00
Total Estimated Expenditures for November and June (A+B)	\$7,129.00

Legislation is pending stating that annual scanner audits must take place. All localities will participate once every five years. Participation is at random so the City will not know which year it will be chosen. The cost of programming for a June election have been budgeted for. Additional funding for printing a test deck is not provided, hoping there will be fewer names on the audit ballot. If the City is not chosen, the money comes back to the City. Once the City is chosen it will not be selected again until the five-year cycle completes. If the legislation fails, the money is removed.

Purpose	Expenditures
Audit (See details above)	\$3,452.00
Total Estimated Expenditures for November and June above	7,129.00
Total Estimated Expenditures	\$10,581.00

PRINTING (Account No. 3500): Chart added to explain an increase

Ballots	Expenditures
November Ballots	\$1,970.00
June Ballots	1,961.00
I Voted Stickers	77.00
Total Estimated Expenditures	\$4,008.00

ADVERTISING (Account No. 3600):

Purpose	Expenditures
Mandated ads announcing registration deadlines before each election and Electoral Board meetings. The Department always make use of City water bill newsletter, Parks and Recreation has done media blasts concerning elections. The Department will speak with VRE to make use of their newsletter alerting the commuters of their ability to vote absentee.	\$500.00
Total Estimated Expenditures	\$500.00

POSTAGE (Account No. 5210):

Purpose	Expenditures
Covers all mailing cost to include mailing of voter notices to new registered voters, correspondence to voters, ballots for the elections, packages to State Board Election and other agencies.	
Absentee Ballots November and June Elections	\$1,000.00
Other Mailings	500.00
Total Estimated Expenditures	\$1,500.00

TRAVEL/EDUCATION (Account No. 5500):

Purpose	Expenditures
To stay up to date and in compliance with State Board policies and regulations. Homestead and the State Board training covers training for 3 Board members and 2 Staff members. The Director and Deputy attend the Voter Registrar Association of Virginia (VRAV) meeting. Virginia Registered Election Official (VREO) is a State Certification which can be obtained at the trainings.	
State Training Fees	\$750.00
State Training Hotel	3,300.00
VRAV Fees	300.00
VRAV Hotel	653.00
Gas and Food both events	570.00
VREO Certification	200.00
Total Estimated Expenditures	\$5,773.00

EDUCATION OFFICERS (Account No. 5500):

Purpose	Expenditures
To train officers on poll machines, poll books, forms, how to work with people with special needs, opening and closing procedures.	\$1,340.00
Total Estimated Expenditures	\$1,340.00

DUES/MEMBERSHIPS (Account No. 5810):

Purpose	Expenditures
VRAV membership for Registrar and Deputy Registrar \$180 Electoral Board VEBA membership \$180	\$360.00
Total Estimated Expenditures	\$360.00

OFFICE SUPPLIES (Account No. 6001):

Purpose	Expenditures
Normal office supplies	\$600.00
Prohibited Area Tape to indicate the 40 foot area for candidates and party representatives during Elections	285.00
Reprint Large Envelopes no longer provided by the State	400.00
Total Estimated Expenditures	\$1,285.00

TYPE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
			BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
	Registrar			
X	100-13200-1101-00-00-00	Electoral Board Salaries/Wages	\$ 75,882.00	\$ 74,756.00
X	100-13200-2100-00-00-00	FICA	\$ 5,805.00	\$ 7,409.82
X	100-13200-2210-00-00-00	Retirement	\$ 7,102.00	\$ 6,533.67
X	100-13200-2400-00-00-00	Life Insurance	\$ 395.00	\$ 388.73
X	100-13200-1301-00-00-00	Electoral Board Part-Time	\$ 22,104.00	\$ 22,104.40
X	100-13200-1302-00-00-00	Electoral Board Officers	\$ 6,201.00	\$ 5,763.00
X	100-13200-1303-00-00-00	Pending Legislation Cost		\$ 3,000.00
X	100-13200-3160-00-00-00	Professional Services	\$ 3,480.00	\$ 5,095.00
X	100-13200-3320-00-00-00	Maintenance Service Contracts	\$ 10,206.00	\$ 10,581.00
X	100-13200-3500-00-00-00	Printing/Binding	\$ 1,566.00	\$ 4,008.00
X	100-13200-3600-00-00-00	Advertising	\$ 500.00	\$ 500.00
X	100-13200-5210-00-00-00	Postage	\$ 2,033.00	\$ 1,500.00
X	100-13200-5500-00-00-00	Travel/Education	\$ 4,250.00	\$ 5,773.00
X	100-13200-5500-00-01-00	Education Officers		\$ 1,340.00
X	100-13200-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
X	100-13200-5810-00-00-00	Dues/Memberships	\$ 350.00	\$ 360.00
X	100-13200-6001-00-00-00	Office Supplies	\$ 905.00	\$ 1,285.00
		Subtotal	\$ 140,779.00	\$ 150,397.63

CITY MANAGER/ECONOMIC DEVELOPMENT

The City Manager is responsible for directing City operations and implementing policies and procedures adopted by the Governing Body as identified in the annual Budget, the City Code and Charter, and through specific directives. The City Manager advises the Governing Body with regard to the financial condition of the City, its future needs, and all matters related to its proper administration.

The City Manager submits an annual recommended budget to the Governing Body and, once approved, is responsible for the budget's implementation. The City Manager directs and supervises the administration of all Departments, except the Treasurer, Commissioner of Revenue, Registrar, City Clerk, and City Attorney.

The City Manager supports the City Council in maintaining effective communication in the community and region. The Manager is responsible for keeping residents and the media informed of current municipal services and activities and for assuring that the interests of the City are represented in the intergovernmental arena.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
City Manager	1	1
Economic Development Coordinator	1	0

1 FTE, Economic Development Coordinator position eliminated and replaced with 1 FTE, Accounts Receivable Manager position in the Finance Department.

Financial Summary:

Total Revenues:	N/A	
Operating Expenditures:	\$324,833	This includes \$75K for a Pay Bonus for employees.
Capital Expenditures:	N/A	
Total Expenditures:	\$324,833	When not including the pay bonus, expenditures decreased by 11.7% and/or \$33,544 compared to FY2018 amended budget.
Departmental Net:	\$324,833	

Expenditure Categories:

EMPLOYEE AWARDS (100-12120-2830): This line item is used to fund the annual Christmas party, events for employees and Christmas gift cards. This line item has been reduced to the minimum amount needed to sustain morale (\$3K). However, in FY 19, about \$110K was added to this line item to allow for a pay bonus plan for all employees (see table below for Pay Bonus options).

TRAVEL/EDUCATION (100-12120-5500): Per the City Manager Contract, the City is to support the City Manager in attending annual conferences and training to advance his career. Required Conferences with VLGMA meeting (winter or summer) and management training as they arise in person or online. Need to have item include: the annual retail conference in the National Harbor, to recruit businesses and developers to the City; and general long-distance travel required for meetings. Despite all of this, the FY 2019 funding has been reduced to \$1,500.00 from \$6,000.00 to help balance the budget. This means that the City Manager will not be able to attend the VLGMA Conference in FY 19.

ECONOMIC PROFESSIONAL SERVICES (100-81500-3160): Without economic development, the City's financial position will not be sustainable. Therefore, this is a need to have item. Currently, this item is used for market consulting support for market analysis, concept planning, developer and anchor business contacts, and retail recruitment. The City Manager also charges this item for marketing materials (professional printing and marketing). In later years, some of this funding may be used to hire an Assistant to the City Manager to help the City Manager with marketing, small business development, recruitment, and local business relationship development. FY 2019 funding is \$65,000.00 (reduced from \$80K to help balance the budget).

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Management/Economic Development			
100-12120-1101-00-00-00	Management Services Salaries/Wag	\$ 138,900.00	\$ 138,900.00
100-12120-1900-00-00-00	Vehicle Allowance	\$ 4,200.00	\$ 4,200.00
100-12120-2100-00-00-00	FICA	\$ 11,612.04	\$ 10,625.85
100-12120-2210-00-00-00	Retirement	\$ 14,180.00	\$ 12,139.86
100-12120-2222-00-00-00	401 A ICMA	\$ 1,389.00	\$ -
100-12120-2310-00-00-00	Group Health	\$ 13,896.00	\$ 11,939.90
100-12120-2400-00-00-00	Life Insurance	\$ 722.28	\$ 722.28
100-12120-2830-00-00-00	Employee Awards & Bonus	\$ 5,000.00	\$ 75,000.00
100-12120-3160-00-00-00	Professional Services	\$ 4,000.00	\$ -
100-12120-3170-00-01-00	City Wide Shredding	\$ -	\$ 2,256.00
100-12120-3500-00-00-00	Printing/Binding	\$ 300.00	\$ 300.00
100-12120-3600-00-00-00	Advertising	\$ 500.00	\$ 100.00
100-12120-5210-00-00-00	Postage	\$ 100.00	\$ 100.00
100-12120-5500-00-00-00	Travel/Education	\$ 6,000.00	\$ 1,500.00
100-12120-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-12120-5810-00-00-00	Dues/Memberships	\$ 3,000.00	\$ 500.00
100-12120-6001-00-00-00	Office Supplies	\$ 1,500.00	\$ 1,500.00
100-12120-6012-00-00-00	Books/Subscriptions	\$ 500.00	\$ 100.00
100-81500-1101-00-00-00	Economic Salaries/Wages	\$ -	\$ -
100-81500-2100-00-00-00	Fica	\$ -	\$ -
100-81500-2210-00-00-00	Retirement	\$ -	\$ -
100-81500-2222-00-00-00	401 A ICMA	\$ -	\$ -
100-81500-2310-00-00-00	Group Health	\$ -	\$ -
100-81500-2400-00-00-00	Life Insurance	\$ -	\$ -
100-81500-3160-00-00-00	Economic Professional Services	\$ 79,879.00	\$ 65,000.00
100-81500-3500-00-00-00	Printing/Binding	\$ -	\$ -
100-81500-3600-00-00-00	Advertising	\$ -	\$ -
100-81500-5210-00-00-00	Postage	\$ -	\$ -
100-81500-5500-00-00-00	Travel & Education	\$ -	\$ -
100-81500-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-81500-5810-00-00-00	Dues/Memberships	\$ -	\$ -
100-81500-5840-00-00-00	Economic Development	\$ -	\$ -
100-81500-6001-00-00-00	Office Supplies	\$ -	\$ -
100-81500-6012-00-00-00	Books/Subscriptions	\$ -	\$ -
	Subtotal	\$ 285,678.32	\$ 324,883.89

HUMAN RESOURCES

The HR Department’s mission is to support the City’s strategic objectives by coordinating efforts in attracting, retaining and maximizing the potential of a customer-friendly, mission-focused workforce.

HR is responsible for benefits program management, employee relations, recruitment, classification and compensation, HRIS, city-wide employee training, personnel policies and procedures, and risk management and safety.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Human Resources	1	1

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$160,878	
Capital Expenditures:	N/A	
Total Expenditures:	\$160,878	Overall, expenditures increased by 1.0% and/or \$1,561 compared to FY2018 amended budget despite the Health Care premium increase.
Departmental Net:	\$160,878	

Expenditure Categories:

SALARY/WAGES CITY WIDE:

For FY 2019 there is no merit pay increase, or COLA, recommended for consideration by the Governing Body. However, a \$500-\$1,500 Pay Bonus (dependent on Longevity) is being recommended.

RETIREMENT: Virginia Retirement System (VRS) Board of trustees adopted new contribution rates for FY18-FY19. The City's contribution rate went down from 9.36% to 8.74%.

GROUP HEALTH: Both the Local Choice (TLC) and Kaiser renewal increased by about 9.1%.

LIFE INSURANCE: Virginia Retirement System (VRS) Board of trustees adopted new contribution rates for FY17 and FY18. The City's contribution rate remains unchanged at 0.52%.

ST DISABILITY: With the new Hybrid plan in place, Short term disability is a mandatory component for new hires. As new employees join the workforce, administrative fees will increase.

UNEMPLOYMENT: This line item includes unemployment payments for all City Departments. Unemployment in Virginia is not an insurance program. When the City discharges an employee who subsequently draws unemployment, the City is billed for the unemployment charges the former employee receives until they either obtain employment or exhausts his/her unemployment eligibility time frame.

TUITION ASSISTANCE: Proposed \$5,000, which is a 66.7% (\$10,000) decrease from last year to help balance the budget. Funds disbursed on a rolling basis, as completed applications come in.

EMPLOYEE RELATIONS & RECRUITING: Costs associated with recruiting and onboarding of new employees and employee morale to include any designated employee incentives. Expenses may include: Benefits Fair, Holiday Party, Employee Recognition, Meals, Gift Cards, etc.

PROFESSIONAL SERVICES: Administrative fees for background checks and Random Drug Screenings and Alcohol Testing.

Each year the City is required to randomly test half our employees who hold Commercial Drivers Licenses for Alcohol and Drugs. The appropriation also provides funds to test 5% of non-DOT employees in safety sensitive positions and to conduct new employee and reasonable suspicion tests, in compliance with the City's policy and the Drug-free Workplace Act. This line item was decreased by nearly \$4K in FY 19 from \$12K to \$8.2K.

FLEX-SPENDING ADMINISTRATION FEES: Costs associated with employee's flexible spending accounts to include yearly/weekly administrative fees (\$300 per year/\$5.50 admin fee per employee per month). Vendor is LD&B. It is an employee paid benefit in which the City only pays the administrative fees. One-year contract at Open Enrollment period. Current enrollment is 35 employees.

PRINTING/BINDING: Manual Paychecks - We have reduced the amount of manual paychecks with the implementation of the employee portal, however, part-time, temporary, and

seasonal employees are issued manual paychecks. To go green they are encouraged to go to Walmart or Target to get a debit card.

ADVERTISING: Employment ads for vacant positions. (Craigslist, VML and other Internet posting services). Most of the advertising is charged directly to the appropriate department.

TRAINING PROGRAMS: Minimal training as required for organizational development, Safety for OSHA/VOSH compliance and other.

TRAVEL/EDUCATION: Mileage reimbursement for free HR/Safety training seminars and other miscellaneous travel. Travel reimbursement for professional job candidates will be charged against the appropriate department.

EAP: Employees assistance Program within the City.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Human Resources			
100-12220-1101-00-00-00	Human Resources Salaries/Wages	\$ 87,000.00	\$ 85,850.00
100-12220-2100-00-00-00	FICA	\$ 6,700.00	\$ 6,567.53
100-12220-2210-00-00-00	Retirement	\$ 8,300.00	\$ 7,503.29
100-12220-2400-00-00-00	Life Insurance	\$ 600.00	\$ 446.42
100-12220-2222-00-00-00	401 A ICMA	\$ 1,300.00	\$ -
100-12220-2310-00-00-00	Group Health	\$ -	\$ 15,160.54
100-12220-2500-00-00-00	ST Disability	\$ 12,500.00	\$ 13,000.00
100-12220-2720-00-00-00	Unemployment State	\$ 11,000.00	\$ 11,000.00
100-12220-2820-00-00-00	Tuition Assistance	\$ 15,000.00	\$ 5,220.00
100-12220-2822-00-00-00	Employee Relations & Recruiting	\$ 916.43	\$ 1,000.00
100-12220-2830-00-00-00	Awards/Misc	\$ 300.00	\$ -
100-12220-3160-00-00-00	Professional Services	\$ 12,000.00	\$ 8,200.00
100-12220-3500-00-00-00	Printing/Binding	\$ 100.00	\$ 250.00
100-12220-3600-00-00-00	Advertising	\$ 1,200.00	\$ 1,200.00
100-12220-5210-00-00-00	Postage	\$ 400.00	\$ 500.00
100-12220-5400-00-00-00	Training Programs	\$ 500.00	\$ 500.00
100-12220-5500-00-00-00	Travel/Education	\$ 500.00	\$ 500.00
100-12220-5810-00-00-00	Dues/Memberships	\$ 500.00	\$ 600.00
100-12220-6001-00-00-00	Office Supplies	\$ 400.00	\$ 500.00
100-12220-6012-00-00-00	Books/Subscriptions	\$ 100.00	\$ 100.00
100-12220-3180-00-00-00	Flex-Spending Admin Fees		\$ 3,000.00
	Subtotal	\$ 159,316.43	\$ 161,097.78

FINANCE

The Finance Department provides for the general financial management of the City including budgeting, assessing, accounting and financial reporting, vendor payment, payroll, water & sewer billing and grants management. The Department develops and implements the City's financial policies & procedures and responds to public inquiries concerning financial operations.

The Finance Department maximizes City resources by identifying cost saving measures and making improvements to the budget process while developing and monitoring the City's annual operating and capital budgets.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Finance		
Budget	1	1
Accounts Receivable Division	3	4
Payroll	1	1
Purchasing and Vendor Payment	1	1
Accounting and Reporting	1	1
Financial Management	<u>1</u>	<u>1</u>
Subtotal	8	9
RE Assessors (East River, LLC)	3	3

Highlights: Added a budget position in FY2018. This position is to support the City Manager with his preparation and management of the annual budget. In FY 19, the City is proposing hiring an Accounts Receivables Manager to support better management and oversight of revenues collections increasing revenues coming into the City.

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$823,880	Increased by a full year of the budget manager position and Accounts Receivables Division contribution to the Water & Sewer Fund.
Capital Expenditures:	N/A	
Total Expenditures:	\$823,880	
Departmental Net:	\$823,880	

Major Expenditure Categories:

Professional/Contracted Services:

The City is required to perform an annual audit of its finances. The Professional Services Line item covers this expense for the entire city. In the future this amount should be divided into five categories: 1. General Fund; 2. Schools; 3. Water & Sewer Fund; 4. Storm water Fund; and 5. Solid Waste Fund; to ensure the city is not subsidizing its enterprise funds. In terms of Contracted Services- the City entered into an agreement with East River assessors on May 15, 2012 to perform real estate property assessment at the flat rate of \$130,000 per year. The agreement ran until June 30, 2015. The term of the agreement can be extended for up to four additional one-year periods by mutual written agreement of the parties (June of 2019).

Professional Services Audit: \$69,000.00

Contracted Services: \$131,950.00

Dues / Memberships for Continuing Education:

Individuals licensed as a CPA and want to use the CPA title when providing services to the public are subject to the guidance of the standard-setting authorities listed in the standards of conduct and practice in subdivisions 5 and 6 of § 54.1-4413.3 and are to comply with the licensing requirements for license renewal as prescribed by §54.1-4413.2 of the Code of Virginia. The requested dues and memberships for continuing education are to ensure that the director of finance is to comply with the licensing and continuing education requirements to practice.

Other dues and fees are budgeted for acquiring materials for staff to stay relevant with all requirement changes in the financial services and management arena. This includes Generally Accepted Accounting Principles (GAAP) Annual Updates, payroll, accounts payable, budgeting, and other accounting education.

Travel/Education: \$3,500.00

Dues/Memberships: \$1,650.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Finance			
100-12430-1101-00-00-00	Finance Salaries/Wages	\$ 427,268.00	\$ 409,233.68
100-12430-2100-00-00-00	FICA	\$ 32,686.00	\$ 31,306.38
100-12430-2210-00-00-00	Retirement	\$ 39,992.00	\$ 35,767.02
100-12430-2400-00-00-00	Life Insurance	\$ 2,222.00	\$ 2,128.02
100-12430-2222-00-00-00	401 A ICMA	\$ 920.66	\$ -
100-12430-2310-00-00-00	Group Health	\$ 24,861.20	\$ 33,044.21
100-93100-0008-00-00-00	Transfer to Water & Sewer for AR Division	\$ -	\$ 94,050.48
100-12430-3120-00-00-00	Professional Services - Audit	\$ 53,000.00	\$ 69,000.00
100-12430-3160-00-00-00	Professional Services	\$ 1,900.00	\$ 5,000.00
100-12430-3170-00-00-00	Contract Services	\$ 131,950.00	\$ 131,950.00
100-12430-3500-00-00-00	Printing/Binding	\$ 2,000.00	\$ 2,500.00
100-12430-3600-00-00-00	Employment Advertising	\$ 373.00	\$ -
100-12430-5210-00-00-00	Postage	\$ 2,000.00	\$ 2,000.00
100-12430-5500-00-00-00	Travel/Education	\$ 800.00	\$ 3,500.00
100-12430-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-12430-5810-00-00-00	Dues/Membership	\$ 1,600.00	\$ 1,650.00
100-12430-6001-00-00-00	Office Supplies - Office Depot	\$ 600.00	\$ 750.00
100-12430-6012-00-00-00	Books/Subscriptions	\$ 1,000.00	\$ 2,000.00
	<i>Subtotal</i>	\$ 723,172.86	\$ 823,879.79

INFORMATION TECHNOLOGY

The Department of Information Technology (IT) provides support to the City of Manassas Park and its Citizens by developing, implementing, and maintaining the City’s IT infrastructure, computer hardware and software systems.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018		FY 2019	
	Full-time	Part-time	Full-time	Part-time
Information Technology	1		2	

1 FTE IT Project Manager was added in FY2018

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$729,422	Increase in operating hardware and software.
Capital Expenditures:	\$129,000	
Total Expenditures:	\$858,422	Overall, expenditures decreased by 15.5% and/or \$157,039 compared to FY2018 amended budget.
Departmental Net:	\$858,422	

Expenditure Categories:

PROFESSIONAL SERVICES (Account No. 3160):

Purpose	Expenditures
Outsourcing of a Virtual Chief Technology Officer/Senior Project Manager to perform project management including IT Capital projects, budget and planning support, interfacing and briefing support to the IT Manager, IT Committee, Governing Body and special project support. Network Technician provides full-time on-site support for end-user support and the	

execution of IT tasks including installation of workstations, software, troubleshooting network issues and working help tickets.	
Chief Technology Officer (CTO)	\$18,000.00
Network Technician	90,480.00
Total Estimated Expenditures	\$108,480.00

MAINTENANCE SERVICE CONTRACT (Account No. 3320):

Purpose	Expenditures
To ensure continued operations of the City's IT infrastructure (Keystone, Computers, Cloud Backup Service, City Hall UPS, Firewall Security, Internet, Telecomm etc.)	
Total Estimated Expenditures	\$200,000.00

Telecomm (Account No. 5231):

Purpose	Expenditures
Internet, broadcast and telephony services	
Telecomm - VOIP/Telephone	\$50,000.00
Total Estimated Expenditures	\$50,000.00

Telecomm (Account No. 5232):

Purpose	Expenditures
City cell phones used by the department heads, Police and Fire Department personal. Data Cards used for hotspots in the EOC when internet goes out. All Police vehicles use hotspots to connect to CAD and RMS	
Telecomm - Wireless	\$80,000.00
Total Estimated Expenditures	\$80,000.00

Telecomm (Account No. 5233):

Purpose	Expenditures
Fire Department connection to County E-911 dispatch CAD system; Police Department Public Internet connection; City service, POTS lines, PRI trunks and Direct Inward Dial numbers. Treasurer of VA; Access for CoR to State DMV. Municipal Code Corp: Online access to City Code.	
Telecomm - Internet	\$20,000.00
Total Estimated Expenditures	\$20,000.00

Telecomm (Account No. 5234):

Purpose	Expenditures
Phone line from City's E-911 to City of Manassas Dispatch Center; Phone service for City E-911 Dispatch Center; Language Line: Interpretation Service for Police Dispatch.	
Telecomm - E-911	\$25,000.00
Total Estimated Expenditures	\$25,000.00

Telecomm (Account No. 5235):

Purpose	Expenditures
City's long distance services	
Telecomm - Long Distance	\$3,500.00
Total Estimated Expenditures	\$3,500.00

Travel/Education (Account No. 5500):

Purpose	Expenditures
The continuing education will help to become knowledgeable about new innovations in technology software and hardware to improve the City's current infrastructure.	
Training	\$3,000.00
Total Estimated Expenditures	\$3,000.00

Technology Equipment (Account No.6001):

Purpose	Expenditures
Charges for Cables, connectors, computer hardware, software upgrades, replacements and or adds, computer supplies, and printers.	
Operating Hardware	\$2,500.00
Operating Software	\$2,500.00
Total Estimated Expenditures	\$5,000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Information Technology			
100-12500-1101-00-00-00	IT Salaries/Wages	\$ 138,400.00	\$ 180,900.00
100-12500-2100-00-00-00	FICA	\$ 10,587.00	\$ 13,838.85
100-12500-2210-00-00-00	Retirement	\$ 12,954.00	\$ 15,810.66
100-12500-2400-00-00-00	Life Insurance	\$ 967.00	\$ 940.68
100-12500-2222-00-00-00	401 A ICMA	\$ 1,400.00	\$ -
100-12500-2310-00-00-00	Group Health	\$ 13,380.00	\$ 21,051.94
100-12500-3160-00-00-00	Professional Services	\$ 124,333.00	\$ 108,480.00
100-12500-3320-00-00-00	Maintenance Service Contracts	\$ 171,370.00	\$ 200,000.00
100-12500-4100-00-00-00	Data Processing	\$ 2,495.00	\$ 400.00
100-12500-5210-00-00-00	Postage	\$ 100.00	\$ 100.00
100-12500-5231-00-00-00	Telecomm - VOIP/Telephone	\$ 52,000.00	\$ 50,000.00
100-12500-5232-00-00-00	Telecomm - Wireless	\$ 90,000.00	\$ 80,000.00
100-12500-5233-00-00-00	Telecomm - Internet	\$ 20,000.00	\$ 20,000.00
100-12500-5234-00-00-00	Telecomm - E-911	\$ 26,000.00	\$ 25,000.00
100-12500-5235-00-00-00	Telecomm - Long Distance	\$ 3,500.00	\$ 3,500.00
100-12500-5500-00-00-00	Travel/Education	\$ 3,500.00	\$ 3,000.00
100-12500-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-12500-5810-00-00-00	Dues/Memberships	\$ 100.00	\$ 200.00
100-12500-5840-00-00-00	Copier	\$ -	\$ -
100-12500-5841-00-00-00	Postage Meter	\$ 100.00	\$ -
100-12500-6001-00-00-00	Office Supplies	\$ 1,000.00	\$ 1,000.00
100-12500-6012-00-00-00	Books/Subscriptions	\$ 200.00	\$ 200.00
100-12500-6001-00-01-00	Operating Hardware	\$ -	\$ 2,500.00
100-12500-6001-00-02-00	Operating Software	\$ -	\$ 2,500.00
	Subtotal	\$ 672,386.00	\$ 729,422.13

Information Technology – FY2019 Capital Projects

Municipal Financial Software

\$100,000

The City of Manassas Park continued implement its Enterprise Resource Platform (ERP)-Keystone. There is a long list of requirements that still need to be implemented before the system can be considered functional and the data reliable. As such, the City is budgeting a cushion amount for any needed work including enhancements to their system, travel time for their technicians to come and implement or train as needed, and travel/training for the IT Project Manager (recently hired an IT Project Manager). Standard implementation teams for ERP systems include an IT Project Manager and a third-party consultant (F1; which is whom the City Manager utilized part of their CIO support offering to the City to support the City Manager in the initial review and planning that led to the current strategy-including the hiring of the IT Project Manager) overseeing/guiding the work with the new IT Project Manager to address the following tasks: 1. Get Keystone to a more acceptable functional level; 2. Proceed with full research and RFP process for a new ERP System if needed; and 3. Proper Management of the ERP Program(Project Management, Training, thorough Research, Business Process Mapping and Reengineering, and a proper timeline for a transition to a new ERP system in the out-years if needed). The consulting support is estimated to be about 20 hours a month (@ \$150/hour), which includes both on-site and remote consulting support.

Cisco Consulting Support

\$15,000

The City of Manassas Park enterprise network consists of a fiber network backbone between various City sites, Cisco Core network switches and City Hall and Police Department and Cisco Edge network switches at all CMP sites. As a result of the FY2018 Cisco Core Refresh Project, the Cisco consultant recommended various network configuration changes and enhancements for the CMP enterprise network. These enhancements included security, administration, network performance, management, VLANs, IPs and Quality of Service on the Cisco Core and Edge network switches at all sites. This project includes the utilization of a Senior Cisco Certified network engineer to implement the recommendations identified after the Core Switch Refresh Project.

Windows 10 Professional Upgrade Licenses

\$10,000

This project includes the procurement of Microsoft Windows 10 Professional licenses for the remaining 70 CMP workstations to be upgraded from Windows 7 Professional to Windows 10 Professional.

Refresh Cisco Firewall at Police Department

\$4,000

The existing Cisco ASA 5520 firewall at the Police Department is end-of-life in September 2018 and no longer supported (i.e. software support, hardware replacement) by the manufacturer- Cisco Systems. This project is for the technical refresh of this Cisco ASA 5520 firewall with a Fortinet Unified Threat Management (UTM) Security Appliance. The CMP IT Department refreshed other aged Cisco Firewalls in FY2017 and standardized on the Fortinet UTM Security Appliance.

TOTAL

\$129,000

POLICE

The Law Enforcement functions for the City of Manassas Park - Police services, Emergency 911 Communications, and Animal Control – are to protect life, property, and civil order while creating and maintaining a proactive partnership with our residential and business community in an effort to enhance public safety and reduce incidence of crime in the City of Manassas Park.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018		FY 2019	
	Full-time	Part-time	Full-time	Part-time
Police	36	1	36	1
E-911	7	-	7	-
Animal Control	-1	0	-1	0

SALARY/WAGES:

The salary position expense represents the reduction (Freeze) of (1) Sworn Police Officer salary who is assigned to assist and perform Animal Control Services. This continues to have negative affect our delivery of services within the community. The position currently remains unfunded in the proposed FY 2019 budget.

CLOTHING ALLOWANCE:

Payment to investigators and officers for uniform maintenance allowance is \$300 per Detective and Patrol Officer.

Financial Summary:

Total Revenues:	\$854,180	
Operating Expenditures:	\$4,546,559	
Capital Expenditures:	\$0	
Total Expenditures:	\$4,546,559	Overall, expenditures decreased by .41% and/or \$18,575.90 compared to the FY2018 amended budget.
Departmental Net:	\$3,692,379	

Expenditure Categories:

PROFESSIONAL HEALTH SERVICES (ACCOUNT NO. 3110):

There are three basic components comprising this category:

- Pre-employment physicals for Police Officers & Dispatchers = \$350
- Employee assistance program (EAP) counseling and fitness for duty reviews for officers; the fees generally range from \$500 to \$1,500 per case
- Drug screening fees, required following vehicular accidents and for some certifications.

Expenditures reflect the constant “churn” in Police Officers, who generally leave the agency for higher salaries and increases in medical cost over this period.

PROFESSIONAL SERVICES (ACCOUNT NO. 3160):

Provider	Purpose	Expenditure
MOHAWK Polygraphs	<ul style="list-style-type: none">• Certified Transcripts• Candidate polygraphs• Applicant testing• Promotional testing	\$5,000.00
Total Estimated Expenditures		\$5,000.00

Polygraphs average (\$350-\$400) each, official transcriptions average (\$100-\$500) per case.

MAINTENANCE SERVICE CONTRACT (ACCOUNT NO. 3320):

Provider	Purpose	Expenditure
Daycon Cleaning Services	Cleaning Services: Covers 2 annual and 52 weekly visits	\$16,000.00
Action Target & Carrier HVAC	Lead testing & HVAC for range	8,500.00
Perma-treat Castle Lawn	Landscaping/Pest Control	2,800.00
Kid ID/Fingerprint/Security Key Card	Systems Maintenance: <i>Also used for Kid Community Service ID Program/ Investigative Downloads. City ID & Door Control cards.</i>	4,500.00
Curtis Engines	Generator Maintenance & Service	1,500.00
USS Software & Live Scan PD Fingerprinting System	Maintenance Fees, including OLD IBR	4,500.00

Security Gate Systems	Gates, Software & Equip. Maintenance	1,000.00
Intoximeter – Calibrations	Calibration & Repairs	2,000.00
Covanta	Evidence Room	2,000.00
Kustom Signals	Cruiser Cameras Repairs: <i>Have 30 cruiser cameras. All Kustom Signals cameras. We did not buy \$22,000 vendor maintenance contract for Cameras/Radar Repairs. Instead, we buy service as needed.</i> Traffic Radar Unit Semi- Annual	12,500.00
Accurant	Investigations Account: <i>Credit/Reference/Investigative Service. Per call charge.</i>	3,000.00
Total Estimated Expenditures		\$58,300.00

E-TICKETING (ACCOUNT NO. 0184):

Provider	Purpose	Expenditure
BRASSO-Tyler Industries	Electronic Ticketing Program for Patrol Officers. Funding reimbursable through recoveries of court cost.	\$25,000.00
Total Estimated Expenditures		\$25,000.00

PRINTING/BINDING (ACCOUNT NO. 3500):

Provider	Purpose	Expenditure
Century Press	<ul style="list-style-type: none"> • Crime Prevention Materials – community relations & education materials ○ ID cards ○ Business letterhead ○ Uniform summonses ○ Parking tickets ○ Forms 	\$2,000.00
Midlothian Business Forms	<ul style="list-style-type: none"> • Printing & binding expenses, occurring as a result of: 	1,000.00

	<ul style="list-style-type: none"> ○ maintaining General Duty Manuals ○ Emergency Response Plans ○ Budget ○ Crime Reporting 	
Total Estimated Expenditures		\$3,000.00

TRAVEL/EDUCATION (ACCOUNT NO. 5500):

This category generally covers two items, travel, associated with the extradition of prisoners and training for officers and Command Staff.

Provider	Purpose	Expenditure
IACP-VACP-VALEAC ETC	Expenditures for professional development and other career development training for officers and Command Staff. Largely, for non-academy sponsored training.	\$9,000.00
Extradition- Investigations	Costs associated with the extradition of prisoners to Virginia for prosecution and Investigation Services. These costs are mostly reimbursable to the locality. Charges cover airfare and lodging.	6,500.00
Total Estimated Expenditures		\$15,500.00

DUES/MEMBERSHIPS (ACCOUNT NO. 5810):

Provider	Purpose	Expenditure
NVCJA Academy		\$43,000.00
IACP -FBI-VACP Chiefs Association		3,000.00
VALEAC Accreditation - COG		2,000.00
Total Estimated Expenditures		\$48,000.00

PUBLIC SAFETY SUPPLIES (ACCOUNT NO. 6010):

Provider	Purpose	Expenditure
Atlantic Tactical	<p>This category generally covers weapons, ammunition, less-than-lethal equipment, alcohol and narcotics sensors, training materials, crime scene and evidence collection materials, and repair/replacement of other officer equipment.</p> <p>In the past, some expenses were offset through the provision of some ammo and training materials provided by both the City of Manassas and the Bureau of ATF. These items were a gift to the agency for allowing access and use of our training facility and equipment. In the current economy, this support is limited and not guaranteed. MPPD must be able to fund its own purchases</p>	\$70,000.00
Total Estimated Expenditures		\$70,000.00

UNIFORMS (ACCOUNT NO. 6011):

Provider	Purpose	Expenditure
Galls	<p>To purchase shoes, badges, bulletproof vests, utility uniforms for traffic patrol, bicycle patrol, specialized units & assignments, single-use “hazmat” apparel, in addition to “special events and operations” gear. Past purchases were delayed in support of the City’s budget.</p>	\$43,000.00
Total Estimated Expenditures		\$43,000.00

PUBLIC SAFETY SUPPLIES – CANINE (ACCOUNT NO. 6022):

Provider	Purpose	Expenditure
Colonial K-9	maintenance	\$1,100.00
Doggie Delights-Food	food and treats	2,900.00
Veterinary & Various License Fees	wellness exams/veterinary care	2,000.00
Blue Ridge Kennels	kennels	2,000.00
Total Estimated Expenditures		\$8,000.00

CITY E-911 COMMUNICATIONS CENTER FACILITY COST (annual): (Funding Identified - Transferred from FY- 2018 CIP Account Line Item: 94100-0256-00)

Provider	Purpose	Expenditure
Radio System Manassas (23%) Shared Equipment- 800 MHZ Radio	**Manassas City Service** (23% owner) <i>Manassas bills us % of their equipment operations budget.</i>	\$63,000.00
Wireless Communications <i>Fixed price maintenance contract</i>	ECS Radio Equipment, approximately 60 portable radios, and 38 mobile radio both Police & Fire Department Equipment.	12,000.00
COG Metro Wide Pawn Data Base	Pawn shop database services	1,200.00
Verizon-ISD-Security Investigations- CP	Security Trailer & ICAC Investigation	10,300.00
AXON-TASER Cameras	Services & Equipment related to Body Worn Cameras for Officers – Video Evidence Monitoring	4,000.00
Cellbrite- Phone ISD Criminal Investigations	ISD Cell Phone – Download Storage Evidence Recovery System	3,600.00
NCIN/NCIC System Open Fox	Dispatch Center IT & Security Equipment Support ECC – EOC Training Support	2,000.00
Katana Forensic ISD (Lantem) HDR System (Whooster)	Investigative IT Software Download Services	2,500.00
Fireline Monitoring	Fire alarm services monitoring PD	1,400.00
Total Estimated Expenditures		\$100,000.00

** Manassas City Service expenditures had increased in FY 2018 to reflect new radio system install and increased ownership of the radio system to reflect 23% **

This Joint Manassas City, Manassas Park Police, Fire Services, and Public Works 800 MHZ Radio System upgrades have been scheduled (FY-2019 additional funding requirements has been, estimated at \$35,000)

- *These items are currently identified for funding within FY-2019 budget*

** Taser Camera & Evidence.Com contract will need to be renewed in FY 2020 requiring increased anticipated expenditures estimated at **\$24,000.** **

CAD/POLICE PAK & EMERGENCY OPERATIONS CENTER-E-911 SUPPORT
OPERATIONS SERVICES: (Funding Identified - Transferred from FY- 2018 CIP Account Line Item: 94100-0185-00)

Provider	Purpose	Expenditure
Southern Software	Computer Dispatch System for Public Safety and E-911 Center. Cad-Police Pak- MDT Services (6) Individual Service Contracts- ECC.	\$38,000.00
Global Star-Sat Phones	Annual - Satellite Phones EOC	2,200.00
SETEC- ISD Interview Rooms EOC-Key Scan Systems \$7,500 - Carousel E-911 System: \$3,000	Public Safety Security Camera System-Key Scan Door System- Interview Rooms Recordings, Video Camera and Storage Support:	7,300.00
WTH - City GIS-GPS Mapping & System Support	WTH MAPPING/GPS SERVICES: Annual Software Support PD and Required Additional Services to Public Works & City Hall Systems.	14,500.00
AXON/TASER /COMCAST		5,000.00
Miscellaneous Support Items		3,000.00
Total Estimated Expenditures		\$70,000.00

ANIMAL CONTROL SERVICES (ACCOUNT NO. 3170):

Provider	Purpose	Expenditure
City of Manassas	Maintenance of Animal Shelter	\$66,000.00
Total Estimated Expenditures		\$66,000.00

The City of Manassas Park does not maintain its own animal shelter. The City contracts with City of Manassas for animal shelter services. The amount reflected in the FY 2019 budget most accurately reflects the projected expenditures and associated costs for the animal shelter services.

POLICE CRUISERS (ACCOUNT NO. 0031):

	Purpose	Expenditure
Total Estimated Expenditures	To maintain safety of officers.	\$250,000.00

Several years' prior appropriation for the Department's patrol car lease contract transferred from the General Fund to the Capital Projects fund. In FY 2019, this line item has been moved back within the Police Department's Operating Budget.

FY 2019 reflects lease/purchase payments due on all Current Police Patrol Fleet Vehicles Scheduled for Routine Replacement: (Our FY-2019 funding identified for police vehicles replacement is estimated at \$250,000) - No Change from FY-2018.

CRIMINAL JUSTICE GRANT and GANG TASK FORCE (ACCOUNT NO. 9301):

Provider	Purpose	Expenditure
Criminal Justice Grant Funding (Byrnes):	Awards for various equipment upgrades.	\$15,000.00
Gang Task Force	Annual administration fees.	25,000.00
Total Estimated Expenditures		\$40,000.00

Various opportunities arise throughout the years from DOJ (Department of Justice) grants, including DMV equipment purchases awarded in addition to membership for Gang Task Force participation. When an award is not received funds for various DMV and DOJ equipment purchases are not expended. Funding is normally reimbursable.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Police			
100-31100-1101-00-00-00	Police Salaries/Wages	\$ 2,260,311.00	\$ 2,277,330
100-31100-1201-00-00-00	Police - Overtime	\$ 203,000.00	\$ 203,000.00
100-31100-1202-00-00-00	DMV Grant Overtime	\$ 35,525.00	\$ 35,525.00
100-31100-1203-00-00-00	Police - Overtime Reimbursable	\$ 16,240.00	\$ 24,000.00
100-31100-1301-00-00-00	Police Salaries-Part Time	\$ 14,800.00	\$ 14,800.00
100-31100-2100-00-00-00	FICA	\$ 174,215.00	\$ 175,347.95
100-31100-2210-00-00-00	Retirement	\$ 213,156.00	\$ 199,038.64
100-31100-2310-00-00-00	Group Health	\$ 222,069.00	\$ 252,558.13
100-31100-2400-00-00-00	Life Insurance	\$ 11,842.00	\$ 11,842.12
100-31100-2810-00-00-00	Clothing Allowance	\$ 9,800.00	\$ 9,800.00
100-31100-3110-00-00-00	Professional Health Services	\$ 5,000.00	\$ 5,000.00
100-31100-3160-00-00-00	Professional Services	\$ 5,000.00	\$ 5,000.00
100-31100-3320-00-00-00	Maintenance Service Contracts	\$ 58,000.00	\$ 58,300.00
100-31100-3500-00-00-00	Printing/Binding	\$ 3,000.00	\$ 3,000.00
100-31100-3600-00-00-00	Advertising	\$ -	\$ -
100-31100-5210-00-00-00	Postage	\$ 3,000.00	\$ 3,000.00
100-31100-5500-00-00-00	Travel/Education	\$ 15,500.00	\$ 15,500.00
100-31100-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-31100-5810-00-00-00	Dues/Memberships	\$ 49,500.00	\$ 48,000.00
100-31100-6001-00-00-00	Office Supplies	\$ 12,500.00	\$ 12,500.00
100-31100-6005-00-00-00	Cleaning Supplies	\$ 4,500.00	\$ 4,500.00
100-31100-6009-00-00-00	Vehicle Parts/Supplies	\$ 7,500.00	\$ 7,500.00
100-31100-6010-00-00-00	Public Safety Supplies	\$ 70,000.00	\$ 70,000.00
100-31100-6011-00-00-00	Uniforms	\$ 44,000.00	\$ 43,000.00
100-31100-6012-00-00-00	Books/Subscriptions	\$ 2,000.00	\$ 1,500.00
100-31100-6022-00-00-00	Public Safety Supplies - K-9'S	\$ 8,000.00	\$ 8,000.00
100-31100-9301-00-00-00	Criminal Justice Grant & Gang TF	\$ 40,000.00	\$ 40,000.00
100-31400-1101-00-00-00	E911 Salaries/Wages	\$ 322,305.00	\$ 329,954.00
100-31400-1201-00-00-00	E911 Salaries/Wages Overtime	\$ 30,450.00	\$ 33,000.00
100-31400-2100-00-00-00	FICA	\$ 24,656.00	\$ 22,178.42
100-31400-2210-00-00-00	Retirement	\$ 29,000.00	\$ 31,594.58
100-31400-2222-00-00-00	401 A ICMA	\$ 1,431.00	\$ -
100-31400-2310-00-00-00	Group Health	\$ 40,470.00	\$ 67,892.34
100-31400-2400-00-00-00	Life Insurance	\$ 1,676.00	\$ 1,897.77
100-31400-5500-00-00-00	Travel/Education	\$ 4,000.00	\$ 4,000.00
100-31400-6001-00-00-00	Office Supplies	\$ 2,500.00	\$ 2,500.00
100-31400-6011-00-00-00	Uniforms	\$ 4,000.00	\$ 4,000.00
100-35100-3170-00-00-00	Animal Control Contractual MC	\$ 66,000.00	\$ 66,000.00
100-94100-0031-03-11-00	Police Cruisers	\$ 250,000.00	\$ 250,000.00
100-94100-0200-03-11-00	GTF Lease Vehicle	\$ 10,500.00	\$ 10,500.00
302-94100-0184-00-00-00	E-Ticketing Program	\$ 25,000.00	\$ 25,000.00
302-94100-0185-00-00-00	Cad/Police Pak/EOC Operations System	\$ 73,000.00	\$ 70,000.00
302-94100-0256-00-00-00	City E-911 Facility Cost (annual)	\$ 65,000.00	\$ 100,000.00
	Subtotal	\$ 4,438,446.00	\$ 4,546,558.94

FIRE & RESCUE

Fire & Rescue Services ensure the safety and security of City of Manassas Park residents by providing fire suppression and mitigation services, as well as responding to and providing quality service at medical emergencies.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018		FY 2019	
	Full-time	Part-time	Full-time	Part-time
Fire & Rescue Services	28	1	28	1

The following Fire Department positions have been frozen as a result of the recessionary cutbacks:

- Deputy Fire Chief
- EMS Captain

Financial Summary:

Total Revenues:	\$379,740	
Operating Expenditures:	\$3,168,455	
Capital Expenditures:	\$155,897	
Total Expenditures:	\$3,324,352	Overall, expenditures decreased by 5% and/or \$179,050 compared to FY2018 amended budget.
Departmental Net:	\$2,944,612	

Expenditure Categories:

HEALTH & WELLNESS SERVICES: Provides for OSHA required and NFPA recommended annual medical physicals and respiratory clearances for incumbent members and any new hires. Also provides for re-entry medical physicals and respiratory clearances for incumbent members who have been absent from work for long periods due to non-occupational injury or illness.

PROFESSIONAL SERVICES: The department receives professional services from multiple sources.

- \$7,500 Operational Medical Director (OMD).
- \$500 recruitment and employee hiring process.
- \$1,700 National Fire Protection Association Fire Marshal Resources
- \$1,000 public education advertising.
- \$1,000 Fire Marshal's Office post fire investigations and mapping services for ISO.
- \$175 State Pharmacy Board license and services for controlled substances for EMS.
- \$450 cost share to Fairfax County for the regional fire intelligence analyst (agreed upon by the CAO's when grant funding was pulled).
- \$1,000 Emergency Management Preparation and Preparedness Campaigns

ACCREDITATION/CREDENTIALING: The department is participating in the accreditation program and professional credentialing program administered by the Center for Public Safety Excellence (CPSE).

REPAIR/MAINTENANCE: Provides for routine repair and maintenance of vehicles and fire-EMS equipment. In addition, covers vehicle equipment purchases and minor building repair and maintenance issues including building furnishings.

PRINTING/Community Risk Reduction/Public Education: Primarily provides for materials used in fire prevention and life safety education programs.

TRAVEL/EDUCATION: Supports mandated training and professional development activities for department personnel.

- \$1,500 Community Support Activities
- \$2,500 EMS Professional Development
- \$2,500 Fire Professional Development

DUES/MEMBERSHIPS:

- \$2,000 NOVA Fire Chiefs Committee
- \$750 NOVA Regional EMS Council
- \$250 National Fire Protection Association
- \$375 Virginia State Fire Chiefs Association
- \$225 Virginia Fire Prevention Association
- \$275 International Association of Fire Chiefs
- \$175 International Association Arson Investigators
- \$125 Virginia State Firefighters Association
- \$225 Virginia Emergency Management Association
- \$150 Institution of Fire Engineers
- \$325 Center for Public Safety Excellence
- \$125 National Society of Executive Fire Officers

EMERGENCY MEDICAL SUPPLIES: This line item is for purchasing medical supplies that are not included in the hospital exchange program. Increase of 44.1% and/or \$5,200 due to hospital no longer providing supplies as in the past years.

- \$14,000 Medical Supplies
- \$3,000 Medical Oxygen

UNIFORMS: This line item is for purchasing Class A (Dress) and Class B (Work) uniforms for employees on a managed schedule.

PROTECTIVE CLOTHING: Current Contract - annual payment of \$13,500 ends in March 2019. Replace Protective Clothing every 5 years (10-year cycle, 5 years current & 5 years reserve). FY2020-FY2024 lease payment of \$15,000 a year, FY2025-FY2028 \$17,500.

CARDIAC MONITORS: Current Contract - annual payment of 5-year lease purchase. Replace every 5 years. FY2019-FY2023 \$22,000. FY2024-FY2028 \$25,000

FIRE EQUIPMENT-FIRE-ATL FUNDED: Class B (Work) Uniforms - Purchase 2 shirts and 1 pants of flame-resistant (FR) protection. Nomex® fabric is flame-resistant and durability wear will add to firefighter protection. Fire Service uniforms are UL-certified to NFPA 1975. The Virginia Department of Fire Programs (VDFP) executes the administration and expenditure of allotments from the Fire Programs Fund (fund established in Code of Virginia (the Code) § 38.2-401. The Fund (Aid-to-Localities) is derived from an annual assessment against all licensed insurance companies doing business in the Commonwealth writing a Code-defined type of insurance. The Fund is used to provide an annual population-based allocation to qualifying jurisdictions within the Commonwealth. As provided in the Code and described in Policy, the allocation may only be used for fire service purposes and may not supplant or replace locally appropriated funds.

FIRE EQUIPMENT-EM-LEMPG FUNDED: The Emergency Management Performance Grant (EMPG) program plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The LEMPG allowable costs support city efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. This is a match grant of \$7,500 from the State/City.

E-911 COUNTY FACILITY COST: Annual Cost for Prince William County dispatching fire and rescue services for the City. Increases no more than 7% every two years.

STAFF VEHICLES: Staff Vehicles - Replacing Staff and Department Vehicles on a rotation cycle.

CAPITAL EQUIPMENT MAINTENANCE:

COMPANY		Annual Cost
Wireless Communications	Radio Equip.	\$4,500
Physio Controls	Life Pack 12, AED's, Lucas CPR Device	\$4,825
WestNet	Station Alerting System	\$6,500
Fire One	Fire Apparatus Pump & Ladder Testing	\$4,800
Federal Resources	Hazardous Materials Detection Meters	\$4,500
Omega Fire Protection	Apparatus Fire Extinguishers	\$500
FireHouse Software	FireHouse Reporting System	\$10,038
Prince William County	MDT Seat Maintenance (8 MDT's)	\$18,500
Atomic Clock Service	Clock Maintenance	\$250
Breathing Air Systems	Air Compressor Maintenance / Testing	\$1,800
Municipal Emergency Services	Breathing Apparatus (SCBA) Testing	\$2,500
MEDPRO	Stretcher Maintenance	\$1,500
eCore Software Inc.	Records Management System	\$2,200
TargetSolutions (CentreLearn)	Learning Management System	\$2,500
Acid Remap LLC	EMS Protocol APP	\$1,750
	OTHER	\$4,462
	TOTAL	\$71,125

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Fire Department			
100-32100-1101-00-00-00	Fire Dept Salaries/Wages	\$ 1,890,678.00	\$ 1,890,250.00
100-32100-1201-00-00-00	Fire Dept Overtime	\$ 188,790.00	\$ 159,500.00
100-32100-2000-00-00-00	Holiday Pay		\$ 60,500.00
100-32100-2100-00-00-00	FICA	\$ 144,636.00	\$ 144,624.78
100-32100-2210-00-00-00	Retirement	\$ 176,967.00	\$ 163,046.45
100-32100-2310-00-00-00	Group Health	\$ 251,858.00	\$ 288,605.79
100-32100-2400-00-00-00	Life Insurance	\$ 9,831.00	\$ 9,700.70
100-32100-2821-00-00-00	ALS Incentive Pay - Fire	\$ 24,000.00	\$ 24,000.00
100-32100-3110-00-00-00	Health & Wellness Services	\$ 24,000.00	\$ 24,000.00
100-32100-3160-00-00-00	Professional Services	\$ 13,325.00	\$ 13,325.00
100-32100-3162-00-00-00	Accreditation/Credentialing	\$ 5,000.00	\$ 5,000.00
100-32100-3310-00-00-00	Repairs/Maintenance	\$ 11,900.00	\$ 11,900.00
100-32100-3320-00-00-00	Maintenance Service Contracts	\$ 71,125	\$ 71,125.00
100-32100-3500-00-00-00	Printing/Community Risk Reduction/Public Education	\$ 2,500.00	\$ 2,500.00
100-32100-3600-00-00-00	Advertising	\$ -	\$ -
100-32100-5210-00-00-00	Postage	\$ 350.00	\$ 350.00
100-32100-5500-00-00-00	Travel/Education	\$ 6,500.00	\$ 6,500.00
100-32100-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-32100-5810-00-00-00	Dues/Memberships	\$ 4,975.00	\$ 5,000.00
100-32100-6001-00-00-00	Office Supplies	\$ 3,500.00	\$ 3,500.00
100-32100-6004-00-00-00	EMS Supplies	\$ 11,800.00	\$ 17,000.00
100-32100-6004-02-40-10	DFR- Grants Expenditures	\$ -	\$ 25,000.00
100-32100-6005-00-00-00	Cleaning Supplies	\$ 4,000.00	\$ 4,000.00
100-32100-6011-00-00-00	Uniforms	\$ 10,000.00	\$ 10,000.00
100-32100-6012-00-00-00	Books/Subscriptions	\$ 1,000.00	\$ 1,000.00
100-94100-0119-03-21-00	Cardiac Monitors-Lease Pmt	\$ 21,850	\$ 22,000.00
100-94100-0260-03-21-00	Staff Vehicles (Fire)	\$ 21,900	\$ 10,950.00
302-94100-0033-00-00-00	Firefighter Protective Clothing	\$ 13,305	\$ 13,500.00
302-94100-0119-00-01-00	Fire Equip-EMS-4 for Life Funded	\$ 15,000	\$ 14,091.00
302-94100-0119-00-02-00	Fire Equip-Fire-ATL Funded	\$ 75,000	\$ 49,149.00
302-94100-0119-00-03-00	Fire Equip-EM-LEMPG Funded	\$ 7,500	\$ 15,000.00
302-94100-0258-00-00-00	E-911 County Facility Cost (annual)	\$ 103,337	\$ 103,337.00
	Subtotal	\$ 3,114,627.00	\$ 3,168,454.72

Fire Department – FY2019 Capital Projects

CIP	Expenditures	
Radio Communications Upgrade	\$18,555	Replaces FCC non-compliant radios.
Breathing Air Compressor	\$9,607	This is the annual payment for breathing air compressor.
SCBA (5 year lease):	\$29,900	This line item is the annual payment for self-contained breathing apparatus.
Fire Engine Lease/Down Payment	\$97,835	Current Contract through FY2021.
Total	\$155,897	

COMMUNITY DEVELOPMENT AND PUBLIC WORKS

Community Development & Public Works provide the Citizens of Manassas Park services that include: current and future land use planning; zoning and permits; code enforcement; solid waste management; and development, operations, & maintenance of city infrastructure & assets including- city fleet, city facilities, streets & signs, water & sewer, and stormwater.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Community Development & Public Works	24	24

2 FTE'S in Public Works may not be filled but instead be replaced by Deputy Community Development Director & Facility Manager.

Financial Summary of Total General Fund Community Development:

Total Revenues:	\$2,818,500	
Operating Expenditures:	\$2,187,715	
Capital Expenditures:	\$1,950,000	
Total Expenditures:	\$4,137,715	When not counting Transportation projects, expenditures (operations & capital) increased by .25% and/or \$5,413 compared to FY2018 amended budget.
Departmental Net:	\$1,319,215	

COMMUNITY DEVELOPMENT DIVISION

This Division of the Department includes the following Sections:

Planning & Zoning Administrator provides long-term planning support to the City in terms of Land Use and is responsible for interpreting and enforcing the Zoning Ordinance of the City.

Code Enforcer ensures that non-criminal and zoning ordinances of the City are enforced.

Building Inspections & Permitting provide inspection and permitting services for building (residential and non-residential) construction/improvements in the City.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	<u>Full-time</u>	<u>Full-time</u>
Planning & Zoning	1	1
Code Enforcement	1	1
Building Inspections & Permitting	<u>2</u>	<u>2</u>
Total –	4	4

included in total department personnel table.

Note: Staffing numbers above reflect the “home” department. Administration is allocated to all divisions and employees budgeted time is allocated to various divisions as determined by the Department Director. Fluctuations in personnel costs are attributable to changes in the allocation percentages from year to year as well as staffing changes.

Expenditure Categories:

Professional Services

This line item primarily consists of City Engineer services for site plan review assistance, building plan review assistance, map updates (zoning, transportation, storm water, subdivision, etc.), conceptual plans (transportation and development), survey work, meeting attendance, and other services where the City lacks qualified engineering staff to review submissions or produce deliverables. In many cases, these expenditures are offset by fees paid in accordance with the zoning and building inspections fee schedules. Other professional services would include hourly consultation fees for zoning ordinance changes and planning consultation.

Item Description		Amount
Site Plan Reviews	6 plans @ \$6,000.00	\$36,000.00
Building Plan Reviews	6 plans @ \$15,000.00	\$90,000.00
Conceptual Plans	2 plans @ \$3,000.00	\$6,000.00
Map Updates	5 @ \$1,000.00	\$5,000.00
Hourly Consultations and Meeting Attendance	60 hours @ 150	\$9,000.00

TOTAL: \$146,000.00

Printing/Binding

Print production and binding services are utilized to achieve state mandated public outreach and education in storm water management, provide public education and outreach in code enforcement, produce professional presentation materials for all branches of Community Development, produce business cards, produce enforcement documentation (inspection forms, door hangers, approval stickers, placards, notices, tickets, etc.), produce large maps and illustrations, produce public notice signs for zoning actions, and elsewhere as necessary when in- house printing is either infeasible or uneconomical. In some cases, the costs of printing can be offset by fees paid in accordance with fee schedules and civil penalties associated with enforcement actions.

Advertising

Public advertising is required for public hearings, employment recruitment, as well as certain corrective actions by the building official. Public hearings are required for rezoning, conditional use permits, ordinance changes, fee schedule changes, etc. When unsafe conditions pose a threat to public health and safety, the building official must publicly advertise prior to acting on their authority to raze structures. Advertisement is typically achieved in public newspapers for hearings and administrative actions, and various sources for recruitment. With exception of employment recruitment, the costs of advertising should be offset by applicant fees or property liens. The estimated cost for FY 2019 Public Hearing Advertisements total \$4,000.00.

Postage

Code enforcement actions are the biggest drain on postage. Most code enforcement actions require notice to be sent via registered mail at some point in the escalation of enforcement actions. When registered and certified mail services are utilized to escalate and document enforcement actions, the costs of postage grow exponentially with the increase in case load. In certain zoning and development matters, staff may need to notify surrounding property owners via mail.

Item Description	Amount
Certified/Return Receipt Mailings	\$667.00
Registered Mailings	\$619.00
Standard Post Mailings	\$49.00
Miscellaneous Package Shipping	\$300.00

\$1,635.00

Travel/Education

There are multiple certification/credential requirements for nearly every position under Community Development. All of these certifications/credentials require both initial training/testing investment, and ongoing education (continuing education credits) to maintain. Building inspections staff continue to train/test to fill voids in the certification requirements for technical assistants in accordance with the Virginia Uniform Statewide Building Code. Certain planning and zoning credentials require attendance of events that involve long distance travel.

The current fiscal year challenge in this area is the recent turnover in staff. With the turnover in both the Planning and Zoning Administrator position and the Code Enforcement Inspector position, there are voids to be filled in required certifications. With the restructuring of property code enforcement, and the desire to have interdisciplinary code enforcement, the position requires multiple certifications. Additionally, the Building Inspectors continue to train in both commercial inspections and plan review, certification areas currently filled by the Director. The volume of personnel training in these disciplines statewide is substantial, and it has proven difficult to enroll in Northern VA area courses. So, travel and accommodations are adding to the expense of the classes and tests.

Item Description		Amount
DHCD Courses	10 @ \$390 (lodging + miles/expenses)	\$3,900.00
DHCD Tests	8 @ \$250 (test fee + miles/expenses)	\$2,000.00
VAZO Courses	1 @ \$750 (course fee + lodging + miles/expenses)	\$750.00
VAZO Tests	1 @ \$200 (test fee + miles/expenses)	\$200.00
AICP Test	1 @ \$500	\$500.00
Recertification, Continuing Education, and online training	\$1,000.00	\$1,000.00

TOTAL: \$8,350.00

Uniforms

This item covers the purchase of uniform items for personnel. Inspectors are more recognizable as representatives of the City when displaying the city seal and department name on shirts, jackets, hats, etc. In addition, logoed items allow administrators and office personnel to represent and promote the City when attending field meetings and events where more casual attire is fitting. This item also covers a boot/shoe allowance for inspectors, due to the wear and tear caused by conditions they encounter in the course of their duties.

Item Description	Amount
Polo Shirts	\$250.00
Caps	\$50.00
Boot Allowance	\$300.00

TOTAL: \$600.00

PUBLIC WORKS DIVISION (DPW)

The Public Works Division of the Department consists of the following Sections:

Street Maintenance provides for continuous maintenance and improvement of City streets to provide safe thoroughfares.

Fleet Management ensures the safety and full-service life for City vehicles through preventative maintenance and repairs.

Facilities & Grounds provides regular maintenance and improvements to facilities and grounds owned by the City.

Note: The City's Water & Sewer operations, Garbage Collection services and Storm Water Management programs are also part of DPW. They are budgeted in three separate Enterprise Funds, included in a separate section with-in this document.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Streets Maintenance	7	6
Fleet Management	2	2
Facilities	0	1*
Total – DPW (General Fund)	9	10
included in total department personnel above.		

*Will likely increase to 2 as the City shifts one FTE from Parks & Rec to build a Facilities & Grounds team.

Note: Staffing numbers above reflect the “home” department. Administration is allocated to all divisions and employees budgeted time is allocated to various divisions as determined by the DPW Director. Fluctuations in personnel costs are attributable to changes in the allocation percentages from year to year as well as staffing changes.

STREETS MAINTENANCE

Overview

The Street Department is responsible for maintenance of 53.88 lane miles of city streets and roadway infrastructure throughout the City.

Street Department. Overtime (100-41200-1201): Provides for payment to employees responding to after-hours emergencies such as water/sewer line breaks, traffic signal malfunction, meter shut-off for emergency repair or broken pipe, providing assistance to first responders (evictions, boarding up properties following fires, breaches of property, etc.). Street Department duties also crossover to include assistance to other departments including Facilities (after-hours building maintenance/ remodeling, HVAC repair, plumbing, structural/security issues that require immediate attention).

Overtime Snow Removal (100-41200-1202): Provides for after-hours pre-treatment of roads and snow removal. The FY2019 budget assumes pretreatment for 8-10 snowfalls and 3.5 days of 24-hour snow removal.

Professional Services (100-41200-3160): Considers support for projects through professional engineering services.

Contract Services (100-41200-3170): This line item covers payments to vendors/contractors who perform services for the Streets division. The services acquired either require special certification and training, are economically infeasible for City staff to perform, must be performed by an outside agency to meet legislative requirements, or meet similar criteria that would justify contracting with an outside entity.

Item Description	Amount
Hazardous Materials Removal	\$6,500.00
Spoils Removal	\$500.00
On-call Signal Repair	\$2,000.00
Concrete Replacement	\$10,000.00
TOTAL	\$19,000

Repairs & Maintenance (100-41200-3310): Purchases under this line item consist of materials, parts, and equipment that are used to repair and maintain the streets, sidewalks, right of way, signals, signs, and markings that make up the transportation systems within the City. Certain expenditures under this category represent emergency repairs of signs, signals, and hazardous conditions that must be considered obligatory.

Item Description	Amount
Traffic Signal Repair	\$18,000.00
Signs and Markings	\$10,500.00
Asphalt and Quarried Materials	\$36,000.00
Bulk De-Icing Salt	\$35,000.00
Miscellaneous Supplies	\$2,000.00
TOTAL	\$101,500.00

Street Lights (100-41200-5114): This account pays for the security light at 9300 Manassas Dr. (VRE parking area). **Note:** Public street lights are part of the City's franchise agreement with

NOVEC. The City pays for the installation of street lights and NOVEC pays for the electricity usage in exchange for the right to use the City right-of-ways for their poles and power lines.

Travel / Education (100-41200-5500): Provides for required training and certifications of employees including, but not limited, to OSHA safety training, IMSA (traffic signal repair and inspection) training, work zone safety, trench safety and hazardous spill cleanup, etc. Expenditures under this line item include course fees, examination fees, travel, and other costs associated with obtaining and maintaining certifications, as well as general ongoing education for Streets staff. Also, any additional training required by the Commonwealth of Virginia Department of Human Resources or Department of Public Works.

Item Description	Amount
International Municipal Signals Association	\$2,500.00
Hazardous Spill Training	\$500.00
Work zone Safety	\$1,000.00
Travel and Lodging Expenses	\$1,000.00
TOTAL	\$5,000.00

Repairs & Maintenance Supplies (100-41200-6007): Purchases consist of tools/equipment required to perform Street Dept. operations or to replace damaged/aged tools. Items may include but are not limited to shovels, rakes, hand tools, leaf blowers, trimmers, personal protective equipment, power tools, pumps, hoses, etc. Expenses to this account tend to be seasonal (winter/spring).

Item Description	Amount
Shovels, rakes, hand tools	\$1,000.00
Mowing equipment	\$10,000.00
Power tools	\$2,000.00
Pumps/hoses	\$2,000.00
Personal protective equipment	\$1,000.00
TOTAL	\$16,000.00

Uniforms (100-41200-6011): The Department of Public Works has standardized a uniform contract and provides employees with uniforms, which also includes their cleaning, repair and replacement. Cost is shared with other Public Works section budgets.

Item Description	Amount
Shirts with City Logo, Hats, Hoodies, Jackets	\$1,000.00
Personal Pant/Clothing Allowances	\$750.00
Boot Allowances	\$1,250.00
Turnover Replacement	\$1,000.00
TOTAL	\$4,000.00

FLEET MANAGEMENT

Fleet Contract Services (100-41566-3170): This line item covers payments to vendors/contractors who perform services for the Fleet Management Section. The services acquired either require special certification and training, are economically infeasible for City staff to perform, must be performed by an outside agency to meet legislative requirements, or meet similar criteria that would justify contracting with an outside entity. The estimated total cost of Hazardous Material Removal associated with this work is \$6,600.00.

Fleet Replacement Repairs & Maintenance (100-41566-6009): covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs include damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts.

Purchases applied to this account may include, but are not limited to, any equipment or services required to perform specific fleet maintenance operations/repairs. Items/services expensed to this line item include, but are not limited to, speedometer verification/calibration, state/emissions inspections, collection/removal of hazardous wastes, towing services, auto upholstery services, auto body services, specialized vehicle/equipment repair. Fleet estimated cost are as follows:

Fleet Replacement Repairs & Maintenance City Hall (100-41566-6009):

Item Description	Amount
Repairs & Maintenance	\$2,000.00

Vehicle Parts & Supplies	2,500.00
TOTAL	\$4,500.00

Fleet Replacement Repairs & Maintenance Fire Department (100-41566-6009):

Item Description	Amount
Vehicle Parts & Supplies	\$15,000.00
TOTAL	\$15,000.00

Fleet Replacement Repairs & Maintenance Parks & Recreation (100-41566-6009):

Item Description	Amount
Vehicle Parts & Supplies	\$10,000.00
TOTAL	\$10,000.00

Fleet Replacement Repairs & Maintenance Police Department (100-41566-6009):

Item Description	Amount
Repairs & Maintenance	\$15,000.00
TOTAL	\$15,000.00

Fleet Replacement Repairs & Maintenance Public Works (100-41566-6009):

Item Description	Amount
Repairs & Maintenance	\$15,000.00
TOTAL	\$15,000.00

Fleet Replacement Repairs & Maintenance Contingency (100-41566-6009). FY 2019 estimated cost is \$17,652.00. (not fully funded due to budget constraints)

Fleet Replacement Repairs & Maintenance Supplies (100-41566- 6007): This line item covers tools, equipment, and inventory required for the basic operation of the fleet maintenance

facility. These purchases are primarily for items that are stocked inventory – filters, fluids, acetylene, oxygen, shop towels, degreasers, and hardware.

Item Description	Amount
Inventory / Stock materials	\$25,000.00
Hand tools	\$5,000.00
TOTAL	\$30,000.00

Vehicle Fuel / Supplies (100-41566-6008): This account pays for the City’s Commonwealth of Virginia fuel contract for all departments including Police, Fire, Public Works, Parks & Recreation and City Hall service vehicles.

Item Description	Amount
Police Fuel	\$95,058.00
Fire Fuel	\$25,219.00
City Hall Fuel	\$2,425.00
Public Works Fuel	\$38,799.00
Parks & Recreation Fuel	\$6,499.00
TOTAL	\$168,000.00

Fleet Travel and Education (100-41566-5500): This line item covers course enrollment, testing, travel and lodging associated with attaining and maintaining certifications related to fleet maintenance, as well as basic professional training.

Item Description	Amount
Heavy Truck Certification	\$4,500.00
Travel	\$1,500.00
TOTAL	\$6,000.00

Fleet Uniforms (100-41566-6011): The Department of Public Works has standardized a uniform contract and provides employees with uniforms, which also includes their cleaning, repair and replacement. Cost is shared with other Public Works division budgets.

Item Description	Amount
Shirts with City Logo, Hats, Hoodies, Jackets	\$400.00
Clothing Allowances	\$300.00
Boot Allowances	\$500.00
TOTAL	\$1,200.00

FACILITIES & GROUNDS

Facilities Contract Services (100-43166-3170): This line item covers payments to vendors/contractors who perform services for the Facilities & Grounds Section. The services acquired either require special certification and training, are economically infeasible for City staff to perform, must be performed by an outside agency to meet legislative requirements, or meet similar criteria that would justify contracting with an outside entity.

Item Description	Amount
Generator Maintenance	\$5,976.00
Fire Alarm /Sprinkler Monitoring	\$5,660.00
Fire Extinguisher Inspection/Maintenance	\$1,572.00
Elevator Maintenance / Inspection	\$5,157.00
HVAC Maintenance	\$11,635.00
TOTAL	\$30,000.00

Facilities Replacement, Repairs and Maintenance cover specific maintenance, repair, and replacement costs of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the facility. These costs include parts, materials, equipment, and outsourced trade repairs. Facilities estimated cost are as follows:

Facilities Repairs & Maintenance City Hall (100-43166-3310):

Item Description	Amount
Repair / Maintenance	\$15,500.00

Repair / Maintenance Supply	\$4,500.00
TOTAL	\$20,000.00

Facilities Replacement Repairs & Maintenance Fire Department (100-43166-3310):

Item Description	Amount
Repair & Maintenance	\$37,000.00
Repair & Maintenance Supply	\$3,000.00
TOTAL	\$40,000.00

Facilities Replacement Repairs & Maintenance Parks and Recreation (100-43166-3310):

Item Description	Amount
Repair & Maintenance	\$5,000.00
TOTAL	\$5,000.00

Facilities Replacement Repairs & Maintenance Police (100-43166-3310):

Item Description	Amount
Repair / Maintenance	\$36,500.00
Repair / Maintenance Supply	\$3,500.00
TOTAL	\$40,000.00

Facilities Replacement Repairs & Maintenance Public Works (100-43166-3310):

Item Description	Amount
Repair & Maintenance	\$14,000.00
Repair & Maintenance Supply	\$6,000.00
TOTAL	\$20,000.00

Facilities Replacement Repairs & Maintenance Contingency (100-43166): FY 2019 estimated cost is \$20,000.00. (not fully funded due to budget constraints)

Electrical Services (100-43166-5110): Funding from this account will cover the electric utility bills for all City facilities except the Community Center which is included in the Parks and Recreation budget. This account also includes traffic signals, water tanks, pump stations, etc. The approximate annual electric bill is as follows:

Location	Amount
City Hall	\$38,000.00
Fire Department	\$24,000.00
Police Department	\$37,000.00
Public Works / Garage	\$13,000.00
Traffic Signals and Other services	\$20,000.00
TOTAL	\$132,000.00

Heating Services (100-43166-5120): Funding covers the natural gas bills to heat all City buildings except the Community Center which is included in the Parks and Recreation budget. The approximate annual natural gas bill is as follows:

Location	Amount
City Hall	\$2,900.00
Fire Department	\$4,350.00
Police Department	\$6,500.00
Public Works	\$10,000.00
TOTAL	\$23,750.00

Water & Sewer Services (100-43166-5130): Funding from this account will cover the water and sewer bills for all City facilities except the Community Center which is included in the Parks and Recreation budget. The approximate annual water and sewer bill is as follows:

Location	Amount
City Hall	\$3,300.00
Fire Department	\$2,100.00
Police Department	\$1,350.00

Public Works	\$3,300.00
TOTAL	\$10,050.00

Facilities Repair and Maintenance Supplies (100-43166-6007) This line item covers tools, equipment, materials, and common on-hand inventory needed for day to day operation of facilities maintenance activities.

Item Description	Amount
Tools	\$1,000.00
Electrical Supplies	\$1,000.00
Plumbing Supplies	\$500.00
Stock and Inventory	\$1,000.00
Mowing Equipment	\$10,000.00
TOTAL	\$13,500.00

TYPE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
			BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
	Community Development & Public Works			
X	100-81100-1101-00-00-00	Community Develop. Salaries/Wage	\$ 329,371.00	\$ 258,297.86
X	100-81100-2100-00-00-00	FICA	\$ 25,196.00	\$ 19,759.79
X	100-81100-2210-00-00-00	Retirement	\$ 30,829.00	\$ 22,575.23
X	100-81100-2400-00-00-00	Life Insurance	\$ 1,713.00	\$ 1,343.15
X	100-81100-2222-00-00-00	401 A ICMA	\$ -	\$ -
X	100-81100-2310-00-00-00	Group Health	\$ 44,199.00	\$ 43,738.31
X	100-81100-1101-00-00-00	Deputy & Facility Manager		\$ 86,971.52
X	100-81100-3160-00-00-00	Professional Services	\$ 122,500.00	\$ 146,000.00
X	100-81100-3500-00-00-00	Printing/Binding	\$ 2,700.00	\$ 1,000.00
X	100-81100-3600-00-00-00	Advertising	\$ 7,110.00	\$ 4,000.00
X	100-81100-5210-00-00-00	Postage	\$ 1,720.00	\$ 1,634.50
X	100-81100-5500-00-00-00	Travel/Education	\$ 10,105.00	\$ 8,350.00
X	100-81100-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
X	100-81100-5810-00-00-00	Dues/Memberships	\$ 5,162.00	\$ 1,395.00
X	100-81100-6001-00-00-00	Office Supplies	\$ 4,500.00	\$ 3,450.00
X	100-81100-6011-00-00-00	Uniforms	\$ 1,815.00	\$ 600.00
X	100-81100-6012-00-00-00	Books/Subscriptions	\$ 1,886.00	\$ 1,420.00
X	100-41200-1101-00-00-00	Street Dept. Salaries/Wages	\$ 311,674.00	\$ 371,754.41
X	100-41200-2100-00-00-00	FICA	\$ 23,843.00	\$ 28,439.21
X	100-41200-2210-00-00-00	Retirement	\$ 29,173.00	\$ 3,530.96
X	100-41200-2400-00-00-00	Life Insurance	\$ 1,621.00	\$ 1,933.12
X	100-41200-1101-01-00-00	VRS Hybrid STD	\$ -	\$ -
X	100-41200-1201-00-00-00	Street Dept. Overtime	\$ 40,400.00	\$ 40,400.00
X	100-41200-1202-00-00-00	Overtime Snow Removal	\$ 10,000.00	\$ 27,000.00
X	100-41200-1204-00-00-00	VDOT Reimbursement/Public Works	\$ -	\$ -
X	100-41200-2222-00-00-00	401 A ICMA	\$ 700.00	\$ -
X	100-41200-2310-00-00-00	Group Health	\$ 32,224.00	\$ 62,950.23
X	100-41200-3160-00-00-00	Professional Services	\$ 35,000.00	\$ 10,000.00
X	100-41200-3170-00-00-00	Contract Services	\$ 6,500.00	\$ 19,000.00
X	100-41200-3310-00-00-00	Repairs & Maintenance	\$ 80,000.00	\$ 101,500.00
X	100-41200-3500-00-00-00	Printing/Binding	\$ -	\$ -
X	100-41200-5114-00-00-00	VRE Parking Area Lights	\$ 400.00	\$ 400.00
X	100-41200-5500-00-00-00	Travel/Education	\$ 2,500.00	\$ 5,000.00
X	100-41200-6001-00-00-00	Office Supplies	\$ 700.00	\$ 700.00
X	100-41200-6007-00-00-00	Repair/Maintenance Supplies	\$ 7,000.00	\$ 16,000.00
X	100-41200-6011-00-00-00	Uniforms	\$ 4,000.00	\$ 4,000.00
X	100-41566-1101-00-00-00	Fleet Salaries/Wages	\$ 141,537.00	\$ 95,730.25
X	100-41566-2100-00-00-00	FICA	\$ 10,827.00	\$ 7,323.36
X	100-41566-2210-00-00-00	Retirement	\$ 13,248.00	\$ 8,366.82
X	100-41566-2400-00-00-00	Life Insurance	\$ 736.00	\$ 497.80
X	100-41566-1201-00-00-00	Fleet Overtime	\$ 3,030.00	\$ 5,000.00
X	100-41566-1202-00-00-00	Fleet Overtime Snow Removal	\$ 3,030.00	\$ -
X	100-41566-2222-00-00-00	401 A ICMA	\$ 600.00	\$ -
X	100-41566-2310-00-00-00	Group Health	\$ 14,810.00	\$ 16,210.28
X	100-41566-3170-00-00-00	Fleet Contract Services	\$ -	\$ 6,600.00
X	100-41566-6009-00-01-01	Fleet Replacement, Repairs, and Maintenance-City Hall		\$ 4,500.00
X	100-41566-6009-01-01-01	Fleet Equipment, Improvements and Upgrades-City Hall		\$ -
X	100-41566-6009-00-01-02	Fleet Replacement, Repairs, and Maintenance-Fire Department		\$ 15,000.00
X	100-41566-6009-01-01-02	Fleet Equipment, Improvements and Upgrades-Fire Department		\$ -
X	100-41566-6009-00-01-03	Fleet Replacement, Repairs, and Maintenance-Parks and Recreation		\$ 10,000.00
X	100-41566-6009-01-01-03	Fleet Equipment, Improvements and Upgrades-Parks and Recreation		\$ -
X	100-41566-6009-00-01-04	Fleet Replacement, Repairs, and Maintenance-Police Department		\$ 15,000.00
X	100-41566-6009-01-01-04	Fleet Equipment, Improvements and Upgrades-Police Department		\$ -
X	100-41566-6009-00-01-05	Fleet Replacement, Repairs, and Maintenance-Public Works		\$ 15,000.00
X	100-41566-6009-01-01-05	Fleet Equipment, Improvements and Upgrades-Public Works		\$ -
X	100-41566-6009-00-01-06	Fleet Replacement, Repairs, and Maintenance Contingency	\$ 60,000.00	\$ 17,652.39
X	100-41566-6009-01-01-06	Fleet Equipment, Improvements, and Upgrades Contingency		\$ -

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Community Development & Public Works continued			
100-41566-6001-00-00-00	Fleet Office Supplies	\$ 700.00	\$ 350.00
100-41566-6007-00-00-00	Fleet Repair and Maintenance Supplies	\$ 30,000.00	\$ 30,000.00
100-41566-6008-00-00-00	Vehicle Fuel and Supplies	\$ 168,000.00	\$ 168,000.00
100-41566-5500-00-00-00	Fleet Travel and Education	\$ 84,000.00	\$ 6,000.00
100-41566-6011-00-00-00	Fleet Uniforms	\$ 4,000.00	\$ 1,200.00
100-41566-6012-00-00-00	Fleet Books and Subscriptions	\$ -	\$ 800.00
100-43166-1101-00-00-00	Facilities Salary/Wages	\$ 85,636.00	\$ 83,449.02
100-43166-2100-00-00-00	FICA	\$ 6,551.00	\$ 6,383.85
100-43166-2210-00-00-00	Retirement	\$ 8,015.00	\$ 7,293.44
100-43166-2400-00-00-00	Life Insurance	\$ -	\$ 433.93
100-43166-1201-00-00-00	Facilities Overtime	\$ -	\$ -
100-43166-2222-00-00-00	401 A ICMA	\$ 10,816.00	\$ -
100-43166-2310-00-00-00	Group Health	\$ 445.00	\$ 14,130.66
100-43166-3170-00-00-00	Facilities Contract Services	\$ 25,000.00	\$ 30,000.00
100-43166-3310-00-01-01	Facilities Replacement, Repairs, and Maintenance - City Hall		\$ 20,000.00
100-43166-6007-00-02-01	Facilities Equipment, Improvements, and Upgrades - City Hall		\$ 1,000.00
100-43166-3310-00-01-02	Facilities Replacement, Repairs, and Maintenance - Fire Department		\$ 40,000.00
100-43166-6007-00-02-02	Facilities Equipment, Improvements, and Upgrades - Fire Department		\$ 1,000.00
100-43166-3310-00-01-03	Facilities Replacement, Repairs, and Maintenance - Parks and Recreation		\$ 5,000.00
100-43166-6007-00-02-03	Facilities Equipment, Improvements, and Upgrades - Parks and Recreation		\$ -
100-43166-3310-00-01-04	Facilities Replacement, Repairs, and Maintenance - Police		\$ 40,000.00
100-43166-6007-00-02-04	Facilities Equipment, Improvements, and Upgrades - Police		\$ 1,000.00
100-43166-3310-00-01-05	Facilities Replacement, Repairs, and Maintenance - Public Works		\$ 20,000.00
100-43166-6007-00-02-05	Facilities Equipment, Improvements, and Upgrades - Public Works		\$ 1,000.00
100-43166-3310-00-01-06	Facilities Replacement, Repairs, and Maintenance Contingency	\$ 105,000.00	\$ 20,000.00
100-43166-6007-00-02-06	Facilities Equipment, Improvement, and Upgrades Contingency		\$ 1,000.00
100-43166-5110-00-00-00	Facilities Electrical Services	\$ 145,000.00	\$ 132,000.00
100-43166-5120-00-00-00	Facilities Heating Services	\$ 25,000.00	\$ 23,750.00
100-43166-5130-00-00-00	Facilities Water and Sewer Services	\$ 10,000.00	\$ 10,050.00
100-43166-5500-00-00-00	Facilities Travel and Education	\$ 300.00	\$ -
100-43166-6001-00-00-00	Facilities Office Supplies	\$ 1,000.00	\$ -
100-43166-6005-00-00-00	Facilities Cleaning Supplies	\$ -	\$ 350.00
100-43166-6007-00-00-00	Facilities Repair and Maintenance Supplies	\$ 7,200.00	\$ 13,500.00
100-43166-6011-00-00-00	Facilities Uniforms	\$ -	\$ -
100-43166-6012-00-00-00	Facilities Books and Subscriptions	\$ -	\$ -
	Subtotal	\$ 2,139,022.00	\$ 2,187,715.11

**COMMUNITY DEVELOPMENT & PUBLIC WORKS GENERAL FUND CAPITAL
PROJECTS**

302-94100-0112: Conner Drive Extension **\$500,000**

This project extends Conner Drive from its current terminus to provide for a connection between Euclid Avenue and Centreville Rd. The roadway will be a city standard street with on-street parking, sidewalk facilities. There will be a right-in/right-out diverter at its intersection with Centreville Road. This project is financed through a Virginia Department of Transportation (VDOT) Revenue Sharing Grant, Potomac and Rappahannock Transportation (PRTC) funds for the local match requirement and Transfer from Northern Virginia Transportation Authority (NVTA) fund for Tran.

302-94100-0135: Additional Street Projects **\$85,000**

Funding for maintenance/replacement of curb/gutter, sidewalk, drop inlets and minor pavement repairs.

302-94100-0143: Street Improve Resealing **\$250,000**

This is the City's repaving program. Annual milling and paving of streets throughout the City. Milling and paving of streets will prolong the life of pavement structure and stave off premature deterioration. In FY2019, the City intends to apply for a revenue sharing grant dedicated to pavement maintenance. The local match will be financed with PRTC funds. Aside from any grant award, expenditures from this line item will be limited to viable depletion of unencumbered funds in the PRTC Motor Fuels Tax fund.

302-94100-0167: Street Sweeper Truck **\$15,280**

Street sweeping is necessary not only to keep the streets clean but also to minimize sediment and debris entering storm inlets. The City has implemented a sweeping schedule as part of its commitment to achieve pollutant load reductions. The City purchased the street sweeper in FY 2018 under a lease / purchase agreement. This project funds the payments. The payments are also funded from the storm water management fund.

302-94100-2017: Moseby Court Culvert Replacement **\$299,000**

To replace the Moseby Drive culvert at Flat Branch Tributary B (between Cabbel Drive and Moseby Court), confirm hydraulic capacity and upgrade if appropriate. This set of two steel corrugated pipe barrels, are severely deteriorated. The bottom of the culvert is completely gone, and undermining and minor buckling has begun. Since the culverts must be replaced, the design engineer should confirm that the culvert has capacity to meet current industry standards for this application. If not, the design should include a capacity upgrade.

302-94100-2017: GIS Software

\$10,000

The purpose of this project is to develop a storm water layer in the City's GIS system to complete the initial phase of capturing the City's utility systems. A working GIS layer of the storm system will facilitate maintenance, and is an integral part of meeting our MS4 permit requirements. A residual amount will be charged to the Water / Sewer Enterprise Fund to finish implementation of those layers.

302-94100-0276: Upper Kent Drive Reconstruction

\$55,000

This project includes a complete design and reconstruction of Kent Drive between Cappel Drive and Manassas Drive. Upper Kent Drive is in need of complete restoration, the pavement is extremely deteriorated and the sub-base has been inadequate since installation. Soil is now surfacing in the potholes. Sewer services and water services should be replaced as part of this project.

Total

\$1,214,280

SOCIAL SERVICES

The City of Manassas Park Department of Social Services (Local Department of Social Services/LDSS) provides time-sensitive, long-term solutions to problems facing the City of Manassas Park residents. The LDSS develops, manages, and assists with federal, state and local initiatives designed to support a positive quality of life for the City of Manassas Park citizens. The LDSS utilizes numerous resources in a caring, professional manner, while providing a network of protection, support, and temporary financial assistance.

BUDGET HIGHLIGHTS

Personnel:	FY 2018	FY 2019
	15 Full-time	15 Full-time
	2 Part- time	2 Part- time

Financial Summary:

Total Revenues:	\$1,744,343	<ul style="list-style-type: none"> • DSS – Laser Reimbursement • DSS – Child Services Act (CSA) Reimbursement • Northern Virginia Electric Cooperative (NOVEC) • 866 S&S Promoting Safe & Stable Grant • Virginia Juvenile Community Crime Control Act (VJCCA) • Special Welfare
Operating Expenditures:	\$2,665,827	
Capital Expenditures:	N/A	
Total Expenditures:	\$2,665,827	Overall, expenditures increased by \$357K compared to FY2018 amended budget- largely due to proper budgeting of Healthcare costs and CSA costs (\$300K increase).
Departmental Net:	\$921,484	

Expenditure Categories:

SALARIES/WAGES - (State 855 & 858): We average an overall **70% federal/state** and 30% local match rate.

- **OVERTIME:** Occasionally emergencies require staff to work overtime. When this occurs, they are compensated at time and a half.
- **STANDBY/ON-CALL PAY:** The Department is required to have service unit staff available for emergencies on a 24 hour basis. This line item provides a standby or call-out pay when a social worker is called in to work after regular business hours. We are required to pay overtime when the staff is on standby time.
- **PROFESSIONAL SERVICES - LEGAL (State 855 & 858):** The Department utilizes legal services from Vanderpool, Frostick & Nishanian to represent the Department in legal matters brought by or against the Department in the Juvenile and Domestic Relations District Court and matters of Appeal to the Circuit Court. The Virginia Code requires the Department to have legal representation. *Costs arise on a case by case situation.*

PROFESSIONAL SERVICES - (State 855 & 858): Interpreters Unlimited (translation service) is the primary charge to this line item. In order to meet the needs of the citizens, translation services are used via a private company. The primary languages are Spanish and Farsi. Whenever possible, vacant positions are filled with bilingual staff. Currently, we have two bilingual human service assistants on staff.

PRINTING/BINDING - (State 855 & 858): Staff business cards, office stationary, envelopes, etc. are charged to this line item.

POSTAGE - (State 855 & 858): The Department's share of the postage cost is included in the Department's Memorandum of Understanding Lease Agreement (MOU) with the City of Manassas Park. The state requires dated notice of actions to be post marked daily. Mail is "dropped" two times a day. Funds are placed in this line item for emergencies such as the postage machine being out of order.

RENT/LEASE - (State 855 & 858): The primary charge to this line is for the copy machine. The previous machine was breaking down and couldn't keep up with the demands of the agency. The cost of the new machine is more than the old machine.

TRAVEL/EDUCATION - (State 855 & 858): Most of the State mandated training is offered in Warrenton and does not require a registration fee or travel expenses. Trainings are also offered via a web based system. Reimbursement is requested through staff and operational budget lines.

AUXILIARY GRANT – DISABLED - (State 804): The Auxiliary Grant Program provides income supplements to recipients of Social Security Income and certain other aged, blind, or

disabled individuals residing in a licensed assisted living facility or in an approved adult foster home. This assistance is made available through LDSS to ensure that adults are able to maintain a standard of living that meets their basic needs. These funds are client driven and the funding increases or decreases based on the number of clients being served. ***Federal/State 80% Local match 20%***

FOSTER CARE AID: There are three State program lines **811, 861 & 862** paid from this local budget line:

FOSTER CARE - (State 811): The goal of the program is to provide services to enable the child to return to his or her home or to find another permanent home. Foster care is intended as a temporary response to difficulties in the family situation, not a long-term solution to family difficulties. Services include monthly maintenance payments. This line item is subject to increase or decrease based on the number of children who enter foster care. ***Federal/State 100% No local match is required. The services are mandated.***

INDEPENDENT LIVING PROGRAM – EDUCATION AND TRAINING

VOUCHERS - (State 861): Funds may be used to cover expenditures associated with post-secondary education (college/university) and vocational programs to youth otherwise eligible for services under CFCIP/ILP. Vouchers may also be provided to youth who are adopted from foster care after age 16, and to youth up to the age of 23, as long as they are participating in the program at age 21 and are making satisfactory progress toward completing their course of study or training. Vouchers provided to individuals may be available for the cost of attending an institution of higher education (as defined in section 472 of the Higher Education Act) and shall not exceed \$5,000 per grant year or the total cost of attendance as defined in section 472 of the Higher Education Act, (whichever is less). Eligible youth must have a high school diploma or General Education Development (GED) certificate. ***Federal/State 100% No local match is required.***

INDEPENDENT LIVING PROGRAM – BASIC ALLOCATION - (State 862):

The John H. Chafee Foster Care Independence Program (CFCIP)/Independent Living Program (ILP) provides a continuum of services and activities for current and former foster children to promote self-sufficiency. Youth who are eligible to receive Basic ILP funded services include: (a) all foster youth ages 14-18; (b) all young adults who were in foster care on their 18th birthday and have not yet reached age 21; (c) all young adults who are at least 18, but not yet 21 years of age who were in foster care and request that independent living (IL) services be restored (Resuming IL Services), and have entered into a written agreement with local department of social department (LDSS) or licensed child placing agency within 60 days after services were discontinued; d) youth who were in foster care immediately before being committed to the Department of Juvenile Justice (DJJ) and turn age 18 while in DJJ custody; e) all young adults who were in foster care on their 18th birthday and not yet age 21, and no longer receive any services from LDSS. These young adults may receive very limited, one-time assistance based on availability of ILP funds.

Federal/State 100% No local match is required.

EMERGENCY ASSISTANCE: This is the Department's only source of funds for meeting critical client needs that do not fit the rules of any of the categorical financial programs. Local funds are used to assist citizens having hardships with paying utility bills, rent, prescriptions, etc. Over the past several years, NOVEC has donated \$1,500 per year to the Department to assist citizens with the purchase of their prescription medication and other critical needs such as utility expenses. *100% donated local funds.*

REFUGEE SETTLEMENT - (State 819): The Virginia Refugee Resettlement Program, Office of Newcomer Services. Refugee populations served through this program include: refugees, Asylee's, Cuban/Haitian entrants, victims of human trafficking, Afghans and Iraqis with special immigrant, certain Amerasians, and unaccompanied refugee minors. These funds are client driven and increase or decrease based on the number of clients being served. *Federal 100% No local match is required.*

JOBS PURCHASE - (State 872): "Virginia Initiative for Employment, not Welfare" (VIEW) program is a workforce program administered through LDSS. The VIEW Program provides employment and training services to TANF recipients who are required to participate in the program as a condition of eligibility and to TANF recipients who volunteer to participate. The goal of VIEW is to provide proven service approaches and strategies that help current and former TANF clients (including those with multiple barriers to becoming employed) prepare to enter, succeed and advance in the workplace. The VIEW program offers a wide range of workforce services including job readiness classes, job search assistance, education, training, community work experience placements and subsidized employment. VIEW also offers support services including child care, transportation, and the purchase of work related items such as uniforms. *A 15.5% local match is required.*

ADOPTION SUBSIDY FUNDS - (State 812): Budget allocation is based on projected program expenditures, state mandate and contractual obligation. Many children in need of adoptive placements have characteristics that make them difficult to place. The State offers adoption assistance to families adopting children who are eligible for Title IV-E (federal funds). A Title IV-E adoption assistance agreement shall be executed for any child who meets special needs criteria and meets eligibility requirements for AFDC in effect since July 1996 or SSI eligibility requirements at the time of adoption and a child of a minor is placed in foster care. This budget line has three types of payments: 1) Basic maintenance - adoption assistance for families adopting Title IV-E eligible children; 2) Enhanced maintenance- for additional daily supervision (ADS); and 3) the non-recurring costs of adoption assistance –for families adopting any child from agency custody, regardless of eligibility status. The allocation of these funds is client driven. *Federal/State 100% No local match is required.*

SPECIAL NEEDS ADOPTION (State 817): Many children in need of adoptive placement have characteristics that make them difficult to place. The State offers State adoption assistance to families adopting children who are not eligible for Title IV-E (federal funds). The allocation of these funds is client driven. *Federal/State 100% No local match is required.*

ADULT SERVICES - (State 833): Adult services are provided to assist an individual to remain in his or her own home and to be as independent as possible for as long as possible. The

provision of adequate services decreases the risk of institutional placement, decreases overall costs for long-term care and ensures that appropriate services are provided to maximize self-sufficiency. An example of the services is companion services which could include light housekeeping, assistance with dressing, limited food preparation, etc. **20% local match is required.**

PROTECTIVE SERVICES – CHILDREN - (State 866):

PROMOTING SAFE & STABLE FAMILIES (PSSF) funds enable localities to develop, establish, expand, and operate coordinated community based programs and cover certain costs for conducting face-to-face contacts with children in foster care. The Department uses these funds for supportive services in the community. **15.5% local match rate**

FAMILY SERVICES - (State 873): Funding provided from the State to conduct prospective Foster Parent training sessions. We currently have two workers who are participating in PRIDE trainings so that the Department may begin recruiting prospective foster families. **48% local match rate**

PROTECTIVE SERVICES – ADULT - (State 895): Services to prevent or remedy abuse, neglect, or exploitation of vulnerable adults who are unable to protect their own interests. Services can be provided to adults age 60 and older and incapacitated adults age 18 and older. **15.5% local match rate**

PREVENTION - (State 829): Funds used to keep at-risk youth from entering Foster Care. **15.5% local match rate**

AT RISK POOL - CSA: Children’s Services Act for at risk youth and families (CSA) is a 1993 Virginia Law that provided for the pooling of eight specific funding streams used to purchase services for high-risk youth. Services include residential placement, Intensive Home based counseling, Therapeutic foster care services, etc. These funds are returned to the localities with a required state/local match and are managed by local interagency teams which include Manassas Park Schools, Community Services, the Health Department and Prince William County Court Service Unit. This program is mandated by the State but no funds are used to operate regular DSS programs. **Federal/State average match is 60 % and the Local averages is 40%.**

DUES/MEMBERSHIPS - (State 855 & 858): These funds pay for various memberships that include the Virginia League of Social Services Executives (VLSSE), Coalition of Human Services, etc.

QUALITY DAYCARE INITIATIVE - (State 890): Grants are awarded to local departments of social services to improve the quality and affordability of child care for all of Virginia's citizens. By awarding these grants, VDSS aims to improve the quality of child care through: consumer and parental education, small business training and development, infant and toddler development activities, improvements to services for at-risk and special needs children, improvements in care for school age children, improved school readiness, or other approved child care quality initiatives (**15.5% local match**). The initiative was discontinued by the State effective FY2018.

BOOKS/SUBSCRIPTIONS - (State 855 & 858): NADA Books are purchased from this line. The benefits unit uses these books to assist with establishing eligibility for clients.

CSA ADMINISTRATION: Funds utilized by the CSA Family Services Worker for supplies such as printers, toner, laptop, paper, files etc. A portion can also be applied to the worker's salary. CSA awarded an additional \$4,580 in FY2018. **Federal/State \$7,158.00 local \$5,342.00 Total funds \$17,080**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Social Services			
100-53100-1101-00-00-00	(855/858 Staff & Operations) Social Services Salaries/Wages	\$ 883,350.00	\$ 896,245.00
100-53100-2100-00-00-00	(855/858 Staff & Operations)FICA	\$ 67,576.00	\$ 72,278.96
100-53100-2210-00-00-00	(855/858 Staff & Operations) Retirement	\$ 82,682.00	\$ 82,577.53
100-53100-2400-00-00-00	(855/858 Staff & Operations) Life Insurance	\$ 4,593.00	\$ 4,593.00
100-53100-1101-01-00-00	(855/858 Staff & Operations) VRS Hybrid STD	\$ 5,050.00	\$ 5,050.00
100-53100-1103-00-00-00	(855/858 Staff & Operations) Soc. Svcs. Standby/Oncall Pay	\$ 14,443.00	\$ 14,443.00
100-53100-1201-00-00-00	(855/858 Staff & Operations)Social Services - Overtime	\$ 10,100.00	\$ 10,100.00
100-53100-1301-00-00-00	(855/858 Staff & Operations) Soc. Svc. Part-time Wages/Salari	\$ 30,552.00	\$ 49,780.00
100-53100-1302-00-00-00	(855/858 Staff & Operations)Soc. Services Standby/Srv Call W	\$ 8,080.00	\$ 8,080.00
100-53100-2222-00-00-00	(855/858 Staff & Operations)401 A ICMA	\$ -	\$ -
100-53100-2310-00-00-00	(855/858 Staff & Operations)Group Health	\$ 103,655.00	\$ 149,889.81
100-53100-3150-00-00-00	(855/858 Staff & Operations) Professional Services - Legal	\$ 62,000.00	\$ 59,500.00
100-53100-3160-00-00-00	(855/858 Staff & Operations)Professional Services	\$ 6,000.00	\$ 6,000.00
100-53100-3500-00-00-00	(855/858 Staff & Operations)Printing/Binding	\$ 1,500.00	\$ 1,500.00
100-53100-5210-00-00-00	(855/858 Staff & Operations) Postage	\$ 1,000.00	\$ 1,000.00
100-53100-5420-00-00-00	(855/858 Staff & Operations) Rents/Leases	\$ 3,500.00	\$ 3,500.00
100-53100-5500-00-00-00	(855/858 Staff & Operations) Travel/Education	\$ 5,000.00	\$ 5,000.00
100-53100-5704-00-00-00	(804) Auxiliary Grant	\$ 9,960.00	\$ 9,960.00
100-53100-5706-00-00-00	(811 AFDC-) Foster Care	\$ 35,000.00	\$ 35,000.00
100-53100-5707-00-00-00	(NOVEC) Emergency Assistance-Expenditure	\$ 5,000.00	\$ 1,500.00
100-53100-5709-00-00-00	(819 Refugee Resettlement) Indo-Chinese Refugees	\$ 5,000.00	\$ 5,000.00
100-53100-5711-00-00-00	(872 VIEW) Jobs Purchase	\$ 13,000.00	\$ 13,000.00
100-53100-5717-00-00-00	(812 Title Iv-E Adoption) Special Needs Adoption	\$ 12,000.00	\$ 12,000.00
100-53100-5719-00-00-00	(833 Adult Services) Adult Services	\$ 5,500.00	\$ 5,500.00
100-53100-5722-00-00-00	(866 Promoting Safe & Stable)Protective Services - Children	\$ 26,000.00	\$ 26,000.00
100-53100-5725-00-00-00	(895 Adult Protective Services) - Adult Protective Services	\$ 17,567.00	\$ 21,970.00
100-53100-5729-00-00-00	(829 Family Preservation) Prevention CPS	\$ 2,477.00	\$ 2,477.00
100-53100-5733-00-00-00	(873 IV-E Foster/Adoption Parenting) Title IVE-E Foster/Adoptive Parents	\$ 5,000.00	\$ 5,000.00
100-53100-5734-00-00-00	At Risk Pool (CSA-CPMT)	\$ 800,000.00	\$ 1,100,000.00
100-53100-5740-00-00-00	(830) Child Welfare Substance Abuse) CW Substance Abuse	\$ -	\$ 2,459.00
100-53100-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-53100-5810-00-00-00	(855/858 Staff & Operations) Dues/Memberships	\$ 400.00	\$ 400.00
100-53100-5989-00-00-00	(820) Adoption Incentives	\$ -	\$ 2,000.00
100-53100-5990-00-00-00	Quality Day Care Initiative Exp	30,250.00	\$ -
100-53100-6001-00-00-00	(855/858 Staff & Operations) Office Supplies	\$ 7,000.00	\$ 7,000.00
100-53100-6012-00-00-00	(855/858 Staff & Operations)Books/Subscriptions	\$ 150.00	\$ 150.00
100-53100-7002-00-00-00	CSA Admin	\$ 12,500.00	\$ 17,080.00
100-53100-7003-00-00-00	VJCCA-Expenditure	\$ 32,406.00	\$ 20,794.00
100-53100-5991-00-00-00	Special Welfare-Expenditure	\$ -	\$ 9,000.00
	Subtotal	\$ 2,308,291.00	\$ 2,665,827.30

PARKS AND RECREATION

The Department of Parks & Recreation provides the residents of Manassas Park with an enhanced quality of life through the delivery of diverse educational, recreational, and enrichment activities/services, as well as maintains and improves community parks and facilities. The department is committed to the provision of quality leisure services for the residents of Manassas Park and strives to increase the public’s understanding of the significance of leisure in a full and meaningful life. Facilities will be available to provide every citizen of Manassas Park with the freedom to enrich their lives through recreational activities and leisure opportunities.

Manassas Park Community Center opened its doors in January 2010, significantly expanding the size and scope of services provided to the Manassas Park community, as well as its neighboring jurisdictions.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018		FY 2019	
	Full-time	Part-time	Full-time	Part-time
Parks & Rec	17	128	16*	128

Will likely drop to 15 FTE’s as one employee will be shifted to Public Works to help staff City’s Facilities Division.

Financial Summary:

Total Revenues:	\$1,257,840	
Operating Expenditures:	\$2,994,365	
Capital Expenditures:	N/A	
Total Expenditures:	\$2,994,365	Overall, expenditures (operations and capital) decreased by 3.6% and/or \$113,182 compared to FY2018 amended budget.
Departmental Net:	\$1,736,525	

Expenditure Categories:

CONTRACT SERVICES (3170):

Category	Description/Purpose	Expenditure
Preventive Maintenance-HVAC	Roof top units and associated internal systems	\$24,050.00
Preventive Maintenance-Fitness Equipment	Cardiovascular units and selectorized machines	\$3,352.00
Preventive Maintenance-Caterer's Kitchen	Refrigerators, freezers, ovens, range, ice machine	1,000.00
General Corrective Maintenance	HVAC, AV, fitness, refrigeration systems, appliances	19,850.00
Web Maintenance	Website upgrades, updates, and redesign; security patches	1,600.00
Miscellaneous Contract Work	Irrigation, turf care program, pest control	3,680.00
<i>Routine maintenance practices are critical in maximizing the lifespan of all mechanical systems and equipment.</i>		
	TOTAL	\$53,532.00

REPAIRS & MAINTENANCE (3310):

Category	Description/Purpose	Expenditures
HVAC		\$3,000.00
Power Equipment	Chain saws, trimmers, blowers, limb saw, power washer, generator, mower, etc.	6,400.00
Chemicals	Herbicides, pesticides, fertilizer, ice melt	4,200.00
Seed/Dirt/Mulch	Fescue/rye blend for fields/common area, infield dirt, mulch for beds	5,000.00
Park Equipment	Tables, lumber, grills, playground equipment, outdoor sports equipment	6,800.00
Power Equipment Accessories/Supplies	Blades, chains, string, heads, oil, filters, hoses, grease, cords, etc.	1,800.00
Dumpsters	Three units @ Costello and one @ SHP	2,400.00
Equipment Rental	Heavy equipment	1,500.00
General Repairs/Paint	Pavilions, dugouts, playgrounds, and MPCC	4,400.00
Doors	Wood (6) and Metal Replacement (2)	1,800.00
Gym/Dance Studio Floor Recoat	Scrub and recoat full gymnasium and dance studio	5,000.00
Plumbing Supplies/Repairs	Toilets, sinks, showers, water fountains (MPCC and SHP)	6,000.00
Electrical Supplies/Repairs	Ballasts, bulbs, outlets, bollards, winch motors, door motors	6,200.00
Shower Timers		5,200.00

Epoxy Flooring (MPCC)		4,700.00
General Supplies	Tools, hardware, sconces, fixtures, hinges, springs, drywall mud, stain, glass, brushes, rollers, sand paper, keys, blacktop patch, glass repairs, crack filler (tennis courts), locks, tile, etc. (Parks and MPCC)	4,000.00
<i>This line covers all park expenditures as well as all repairs/maintenance needed to preserve the City's investment and maintain clinic operations within MPCC.</i>		
	TOTAL	\$68,400.00

PRINTING/BINDING (3500):

Category	Description/Purpose	Expenditures
Promotional Items	Branded giveaways, staff marketing supplies (pens, lanyards, drinking cups, etc.), sponsorship related promotional products (Biddyball, SBWP)	\$4,200.00
Collateral	Business cards, flyers, brochures, branded items (i.e. tablecloths)	3,400.00
Binding	MOSAIC	7,000.00
Artwork/Signage	Posters, wall decals, signs, wall art, banners	5,600.00
	TOTAL	\$20,200.00

ADVERTISING (3600):

Category	Description/Purpose	Expenditures
Advertising Contracts	Potomac Local, Prince William Living, InsideNOVA, The Knot.com, Wedding Wire	\$11,000.00
Website Maintenance	Hosting, Domains, Security, TelVue support	1,800.00
Community Events	Networking meeting fees, trade shows, expo events	4,845.00
Special Event Supplies	Dog park supplies, Marketing Division event (Mother's Day Makeover)	2,700.00
Graphics	Adobe Creative Cloud fees, stock photos	1,300.00
Advertisement	Short term ads, social media boosts	1,843.00
Communications	Email newsletter, SMS campaign	912.00
	TOTAL	\$24,400.00

UTILITIES (5110, 5120, 5130):

Category	Description/Purpose	Expenditures
Electrical	Costello/SHP/SBWP/MPCC	\$200,000.00

Water/Sewer	Costello/SHP/SBWP/MPCC	215,000.00
Heating	MPCC	20,000.00
	TOTAL	\$435,000.00

POSTAGE (5210):

Category	Description/Purpose	Expenditures
Customer Collection Correspondence	Membership/rental contracts, extended care, preschool	\$400.00
General Mailings		350.00
Certified Mail	Confidential documents (i.e. Contracts)	250.00
	TOTAL	\$1,000.00

TRAVEL/EDUCATION (5500):

Category	Description/Purpose	Expenditures
CPR/First Aid/AED Training	Necessary certifications for lifeguard staff	\$1,000.00
Staff Development	Leadership, management, and soft skill training/seminars	3,800.00
	TOTAL	\$4,800.00

EXTENDED CARE (5843):

Category	Description/Purpose	Expenditures
Arts/Crafts		\$1,800.00
General Supplies		800.00
Games		800.00
Holiday Party Supplies	Food, drinks, plates, cutlery, etc.	200.00
Cleaning Supplies		196.00
	TOTAL	\$3,796.00

COSTELLO POOL OPERATIONS (5846):

Category	Description/Purpose	Expenditures
Chlorine	Liquid chlorine (disinfect)	\$6,500.00
Chlorine	Granular chlorine (supplement)	1,200.00
Miscellaneous Chemicals	Bromine (disinfectant for hot tub), CO2 (PH), muriatic acid (PH), sodium bicarbonate (PH), calcium chloride, sodium Thiosulfate, etc.	10,550.00
Polish	Stainless steel	50.00
Tubes	Rescue (guard staff)	100.00
Programs/Course Cert.	Lifeguard classes, pool operator classes	2,175.00
Swim Lesson Equipment	Gear for lessons	400.00
UV Bulbs, Heaters, Pumps	Pool/Hot Tub	3,000.00

First Aid Supplies	CPR gear, band aids, gauze, etc.	1,500.00
	TOTAL	\$25,475.00

SIGNAL BAY POOL OPERATIONS (5850):

Category	Description/Purpose	Expenditures
Chlorine	Liquid chlorine (disinfect)	\$5,500.00
Chlorine	Granular chlorine (supplement)	600.00
Miscellaneous Chemicals	Muriatic acid (PH), algaecide (algae control), sodium bicarbonate, (PH), cyanuric acid (HD required), reagents	2,175.00
Health Dept. Permit	Required by law	350.00
Scheduling Software		300.00
Tubes	Rescue tubes (guard staff), inner tubes for lazy river	790.00
Preventive Maintenance Program	Scheduled maintenance program designed to prolong the lifespan of SBWP play features, components, and hard surfaces.	10,000.00
<i>*Following the extensive renovations to SBWP two years ago, we recommend maintaining a comprehensive preventative maintenance program in order to maximize the integrity/longevity of all repairs and enhancements.</i>		
	TOTAL	\$19,715.00

JULY 4TH CONTRACTS (5851):

Category	Description/Purpose	Expenditures
Vendor Fee (contract)	Show set up, execution, and tear down	\$17,500.00
Portable Toilets		320.00
Water		20.00
	TOTAL	\$17,840.00

RECREATION CENTER OPERATIONS (5854):

Category	Description/Purpose	Expenditures
Background Checks	Checks for all part time staff and volunteers	\$3,400.00
Membership Supplies	Access cards, printer ribbons, credit card swipe, card readers, wristbands, etc.	1,500.00
MPCC Decor	Rugs, furniture, tables, bean bags, etc.	1,000.00
Stereo/Portable AV Equipment		1,100.00
	TOTAL	\$7,000.00

PRESCHOOL (5856):

Category	Description/Purpose	Expenditures
VDSS Training	MPCC has been a VDSS licensed provider for over 18 years. VDSS training is mandated.	\$1,000.00
Licensing	To stay in compliance with mandate.	105.00

MAT Training	To stay in compliance with mandate.	77.00
Special Events/Parties	Harvest Dinner, Holiday Party, Valentine's Day Party, Easter, Mother's Day Tea, Pool Party, and Graduation. Includes food, table decorations, costumes, crafts, gifts	798.00
Program Supplies	Books, crafts, art	530.00
Curriculum		880.00
Summer Camp Supplies		630.00
Kids Korner (Childcare)	Supplies for members/patrons	200.00
	TOTAL	\$4,220.00

SEASONAL EVENTS (5857):

Category	Description/Purpose	Expenditures
Trunk or Treat	Candy, moon bounce, decorations	\$875.00
Easter Egg Event	Eggs, decorations	670.00
Starter Event Supplies		900.00
St. Patrick's Day, Valentine's Day and the Kite Festival		920.00
Christmas Tree Lighting		1,450.00
4th of July (Light Towers)		495.00
Light Parade and Yard Sale		630.00
Miscellaneous Events	Breakfast with Santa, Cupid's Party, Cookie Hearts, etc.	1,600.00
	TOTAL	\$7,540.00

PROGRAMS-OTHER (5862):

Category	Description/Purpose	Expenditures
School Age Programs	Paint, arts/crafts, equipment, general supplies, summer camp supplies	\$5,200.00
Adult Programs	Paint, arts/crafts, equipment, food, utensils	3,300.00
Senior Programs	Food, beverages, crafts, continuing education, literature, games, sports specific equipment	2,328.00
Buddy Club Programs	Arts/crafts, food, and t-shirts	900.00
	TOTAL	\$11,728.00

PROGRAMS-SPORTS (5864):

Category	Description/Purpose	Expenditures
MPYBL (formerly Bidy Ball)	Officials, jerseys, cheer uniforms, equipment, trophies	\$24,950.00

Adult Athletic Leagues	Open league, over 35 league, officials, medals, trophies	10,850.00
Youth Summer League	Officials, equipment, jerseys, trophies	5,435.00
Fitness Supplies	Dumbbells, body bars, resistance bands, mats, medicine balls, group X accessories	2,500.00
Monthly Athletic Programs	Sports equipment	500.00
Summer Camps	Supplies and equipment	1,000.00
Gym Equipment/Parts		1,886.00
	TOTAL	\$47,121.00

OFFICE OF TEENS (5870):

Category	Description/Purpose	Expenditures
LIT	Meals, shirts, metro cards	\$1,910.00
Summer Camp Supplies	Venue passes, general supplies	1,700.00
Classes	Ingredients (cooking classes), outdoor supplies, art/craft supplies	1,545.00
Teen Center	Games, movies, furniture, equipment	650.00
Events/Trips	Food, entrance fees	300.00
Teen Garden	Plants, building supplies, tools	125.00
	TOTAL	\$6,230.00

JANITORIAL SUPPLIES (6005):

Category	Description/Purpose	Expenditures
Cleaning Supplies	Disinfectant, toilet paper, paper towels, bags, soap, wax, etc.	\$24,200.00
	TOTAL	\$24,200.00

UNIFORMS (6011):

Category	Description/Purpose	Expenditures
Shirts (polo and t-shirts), sweatshirts, jackets, and boots	Uniforms for Customer Service, Custodial, Recreation Services, Parks, and Fitness Division staff. Swim Attire (Aquatics Division)	\$7,000.00
	TOTAL	\$7,000.00

CREDIT CARD FEES (5863):

Category	Description/Purpose	Expenditures
TRANSACTION FEES	1% transaction fee attributed to every department purchase/transaction, per the department's contractual obligation to its recreation management software vendor	\$11,500.00
	TOTAL	\$11,500.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Parks & Rec			
100-71300-1101-00-00-00	Parks/Rec Salaries/Wages	\$ 887,850.00	\$ 854,547.85
100-71300-2100-00-00-00	FICA	\$ 142,645.00	\$ 140,074.78
100-71300-2210-00-00-00	Retirement	\$ 77,611.00	\$ 74,687.48
100-71300-2400-00-00-00	Life Insurance	\$ 4,617.00	\$ 4,443.65
100-71300-1201-00-00-00	Parks/Rec Overtime	\$ 4,242.00	\$ 4,000.00
100-71300-1301-00-00-00	Parks/Rec Part-time Wages/Salari	\$ 976,495.00	\$ 976,495.00
100-71300-2222-00-00-00	401 A ICMA	\$ 5,768.00	\$ -
100-71300-2310-00-00-00	Group Health	\$ 125,364.00	\$ 133,363.78
100-71300-3170-00-00-00	Contract Services	\$ 53,532.00	\$ 53,532.00
100-71300-3310-00-00-00	Repairs & Maintenance	\$ 61,700.00	\$ 68,400.00
100-71300-3500-00-00-00	Printing/Binding	\$ 20,200.00	\$ 20,200.00
100-71300-3600-00-00-00	Advertising	\$ 24,400.00	\$ 24,400.00
100-71300-5110-00-00-00	Electrical Services	\$ 200,000.00	\$ 200,000.00
100-71300-5120-00-00-00	Heating Services	\$ 20,000.00	\$ 20,000.00
100-71300-5130-00-00-00	Water & Sewer	\$ 215,000.00	\$ 215,000.00
100-71300-5210-00-00-00	Postage	\$ 1,000.00	\$ 1,000.00
100-71300-5500-00-00-00	Travel/Education (Portion Reimbursable)	\$ 4,800.00	\$ 4,800.00
100-71300-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
100-71300-5810-00-00-00	Dues & Memberships	\$ 1,055.00	\$ 1,055.00
100-71300-5843-00-00-00	Extended Care	\$ 3,796.00	\$ 3,796.00
100-71300-5846-00-00-00	Costello Pool Operations	\$ 25,475.00	\$ 25,475.00
100-71300-5850-00-00-00	Signal Bay Pool Operation	\$ 19,715.00	\$ 19,715.00
100-71300-5851-00-00-00	July 4th Contracts	\$ 17,250.00	\$ 17,840.00
100-71300-5854-00-00-00	Recreation Center Operations	\$ 7,000.00	\$ 7,000.00
100-71300-5856-00-00-00	Preschool	\$ 4,220.00	\$ 4,220.00
100-71300-5857-00-00-00	Seasonal Events	\$ 7,540.00	\$ 7,540.00
100-71300-5862-00-00-00	Programs - Other	\$ 11,728.00	\$ 11,728.00
100-71300-5863-00-01-00	Rec1 Management Credit Card Fees	\$ -	\$ 11,500.00
100-71300-5864-00-00-00	Programs - Sports	\$ 47,711.00	\$ 47,121.00
100-71300-5870-00-00-00	Office of Teens Exp	\$ 6,230.00	\$ 6,230.00
100-71300-6001-00-00-00	Office Supplies	\$ 5,000.00	\$ 5,000.00
100-71300-6005-00-00-00	Janitorial Supplies	\$ 24,200.00	\$ 24,200.00
100-71300-6011-00-00-00	Uniforms	\$ 7,000.00	\$ 7,000.00
	Subtotal	\$ 3,013,144.00	\$ 2,994,364.54

SCHOOLS

City of Manassas Park Schools Budget		
Revenue Category	FY 18	FY 19
REVENUES	\$ 43,105,879	\$ 44,075,019
ADDITIONAL APPROPRIATION FROM CITY'S FUND BALANCE REVENUES	\$ 222,428	\$ 189,589
Expense Category	FY 18	FY 19
TOTAL EXPENSES	\$ 43,328,307	\$ 44,264,608
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -

For more information on the City School Budget please visit their website at <https://www.mpark.net/>.

For the FY 19 Budget:

https://www.mpark.net/uploaded/DistrictDocs/Finance/FY19_Budget_Book_-_Superintendent's_Proposed.pdf.

https://www.mpark.net/uploaded/DistrictDocs/Finance/FY19_School_Board_Budget.pdf

OTHER BUDGET ELEMENTS

REGIONAL CONTRIBUTIONS:

These are costs related to regional and shared services that Prince William County provides to the City. These services include courts, sheriff, outreach to detention, cooperative extension services, aging, Commonwealth Attorney, public health, community services and library. They are shared on a per capita basis. FY2019 costs will be the same as the ones for FY2018 for the update is on a bi-annual basis and will not be available until after June 2018. For specific services, see below:

Courts – Prince William court services provides hearings and services for civil, traffic, and criminal misdemeanors and felony cases.

Sheriff – The Sheriff is a constitutional elected officer that provides services such as court security, Civil Processes, Fugitive Transportation, prisoner transportation, and more.

Outreach to detention – This provides juvenile pre-trial court supervision and services.

Cooperative extension services – This provides services related to anger management, parenting / nutrition / youth / environmental education, financial planning, and housing services.

Aging – This provides services to empower independence, enhance the quality of life, and enjoy aging by offering a supportive network for older adults and their families through advocacy, education, coordination, and implementation of programs and services for older adults in the tri-jurisdictional area.

Commonwealth Attorney – The Commonwealth’s Attorney Office works closely with multi-jurisdictional police departments and magistrates to provide 24-hour legal advice. The Office also handles Special Prosecutions in other jurisdictions, delivers statewide lectures, teachers at the Police Academy and conducts mock trials to educate state and local law enforcement.

Public Health Services – This Department identifies and works to solve community health problems and provide health related education.

Community services - This Department provides support in the fields of mental health, intellectual disability, substance abuse, emergency services and early intervention programs for residents of Prince William County and the cities of Manassas and Manassas Park. The coverage for many services are funded by Medicaid and Medicare, depending on family size and income.

Library services – This provides reading access, tutoring, literacy programs, AARP foundation tax-aide, Wi-Fi, computer / internet access, meeting rooms, special needs programs and more.

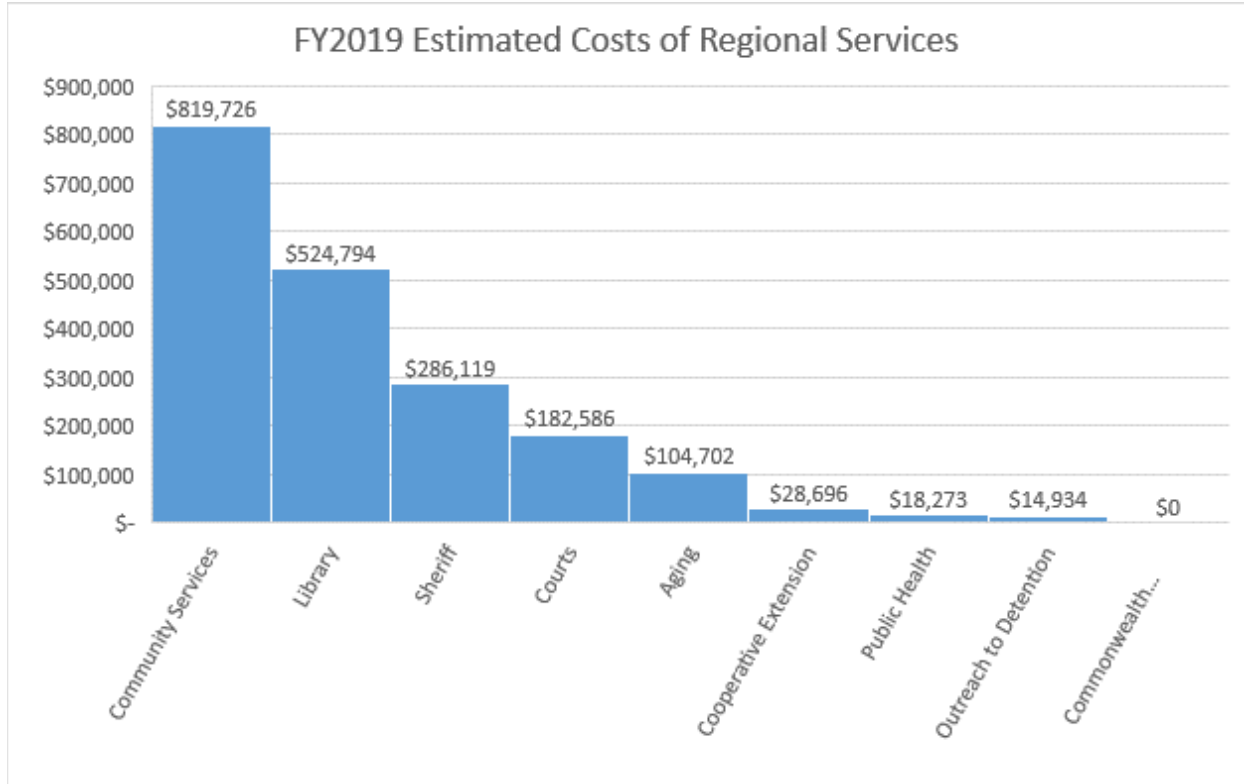
BUDGET HIGHLIGHTS

Personnel:

- None.

Operations:

Below is a graph of the FY2019 costs of regional services by type ranked from the highest to lowest costs.



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Contributions to County			
100-21100-7001-00-00-00	Co. Shared Services - Courts	\$ 192,487.00	\$ 192,487.00
100-21100-7002-00-00-00	Co. Regional Services - Comprehensive Community	\$ -	\$ 10,000.00
100-21700-7001-00-00-00	Co. Shared Services - Sheriff	\$ 298,387.00	\$ 298,387.00
100-33200-7001-00-00-00	Co. Regional Services - Juvenile	\$ 250,000.00	\$ 150,000.00
100-33200-7002-00-00-00	Co. Regional Services - Jail	\$ 700,000.00	\$ 600,000.00
100-51100-7001-00-00-00	Co. Regional Services - Local Health	\$ 25,000.00	\$ 27,373.00
100-52500-7001-00-00-00	Co. Shared Services - Community Services	\$ 826,339.00	\$ 826,339.00
100-53230-7003-00-00-00	Co. Shared Services - Agency on Aging	\$ 114,916.00	\$ 114,916.00
100-53500-7001-00-00-00	Co. Shared Services - Outreach to Detention	\$ 16,141.00	\$ 16,141.00
100-53500-7002-00-00-00	Co. Shared Services - Cooperative	\$ 27,988.00	\$ 27,988.00
100-53500-7005-00-00-00	Co. Shared Services -Public Health	\$ 22,166.00	\$ 22,166.00
100-68100-5640-00-00-00	Co. Regional Services - NVCC	\$ 36,533.00	\$ 37,048.27
100-73200-7001-00-00-00	Co. Shared Services - Library	\$ 454,441.00	\$ 454,441.00
	<i>Subtotal</i>	\$ 2,964,398.00	\$ 2,777,286.27

ASAP:

The Bull Run Alcohol Safety Action Program (ASAP) offers probationary services to court-referred clients, generally for a duration of six months to three years. Most clients are referred for DWI/DUI, Reckless Driving, and Misdemeanor Alcohol / Drug offenses.

Court-referred clients needing substance abuse treatment are referred to licensed treatment providers. Bull Run ASAP also works within the community, and with other agencies, to help maintain public information awareness regarding the problem of drunk driving, and other substance abuse problems.

Bull Run ASAP entered into an agreement for fiscal services with the City on the first day of January 2016. The City has been serving as a fiscal agent for and advisor to ASAP for the period commencing on January 1, 2016 and expiring on June 30, 2017 (the "Initial Term"). In return for this service, ASAP pays the City \$24,750 per year. This Agreement automatically extends for up to three additional one-year terms.

BUDGET HIGHLIGHTS

Personnel:

For purposes of the Agreement as stated above, employees of ASAP are considered employees of the City and as such have the same benefits as other City employees. However, the budgeting for ASAP personnel costs is done independently of the City's budget. When approved, ASAP submits its annual budget to the City for information, review and posting as an integral part of the City's budget.

LEGAL SUPPORT:

These are the budget line items for Legal contracted services:

Legal Services include a Contracted Prosecuting Attorney; a Court Appointed Attorney; and other outside counsel as necessary to represent the City before state and federal courts and various administrative agencies and prosecutes misdemeanors and traffic infractions.

BUDGET HIGHLIGHTS

Personnel:

No city personnel included in these budgets.

Financial Summary:

Total Revenues:		
Operating Expenditures:	\$81,500	Reduction due mainly to hiring of City Attorney as a City employee.
Capital Expenditures:	N/A	
Total Expenditures:	\$81,500	Overall, expenditures decreased by 40.8% and/or \$56,202 compared to FY2018 amended budget.
Departmental Net:	\$81,500	

Expenditure Categories:

The above \$56,202 overall decrease in legal services is as follows:

- Legal Services Support - Down from \$102,500 to \$40,000 due to hiring of City Attorney as a City employee, net with the following increases due to likely litigation stemming from development disputes such as Dominion Crossing:
- Prosecuting Attorney – Up \$4,798
- Court Appointed Legal Services – Up \$1,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Legal Support			
100-12210-3150-00-00-00	Legal Services Support	\$ 102,500.00	\$ 40,000.00
100-12210-3151-00-00-00	Prosecuting Attorney	\$ 30,202.00	\$ 35,000.00
100-12210-3152-00-00-00	Court Appointed Legal Services	\$ 5,000.00	\$ 6,500.00
	<i>Subtotal</i>	\$ 137,702.00	\$ 81,500.00

DUES AND MEMBERSHIPS:

The City is a member of the following organizations:

Metropolitan Washington Council of Government (MWCOG) Membership – MWCOG is an independent, nonprofit association where area leaders address regional issues affecting the District of Columbia, suburban Maryland and Northern Virginia; and committed to create a more accessible, sustainable, prosperous, and livable metropolitan Washington.

Northern Virginia Regional Commission (NVRC) Membership – NVRC provides access to information and analysis for and about Northern Virginia, in a variety of formats. Other services include waste management and regional energy strategy.

Virginia Municipal League (VML) Membership – VML provides research and technical assistance in the form of published reports and responses to questions on local, state and federal government. The league also distributes timely information and news to its members through publication of the monthly Virginia Tow & City magazine and the biweekly e-News newsletter. VML also provides updates on proposed state legislation, as well as proposed legislative agenda for localities to consider.

Chamber of Commerce Membership – This membership enables the City to engage with the business community in the Washington, DC Metropolitan region to create an environment where businesses thrive in our City. The efforts are to focus on the key areas of business growth, economic development, advocacy, education and community outreach.

Virginia Institute of Government- Wheldon Cooper Membership – This is to gain low cost training opportunities and a quick and easy inquiry service for valuable information from Virginia localities and a variety of other sources.

Flory Center Membership – This provides support dedicated to small business development, retention and expansion.

Item Description	Amount
Metropolitan Washington Council of Government	\$12,331.00
Northern Virginia Regional Commission (NVRC)	15,843.00
Virginia Municipal League (VML)	8,541.00
Prince Williams Chamber of Commerce	4,500.00
Virginia Institute of Gov. - Weldon Cooper Center For Public Service	0
Flory Center	0
TOTAL	\$41,215.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
		BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Dues/Memberships			
100-68100-5810-00-01-00	Dues/Memberships-Flory Center	\$ 10,000.00	\$ -
100-68100-5810-00-02-00	Dues/Memberships-Washington Council of Government	\$ 11,185.00	\$ 12,331.00
100-68100-5810-00-03-00	Dues/Memberships-Northern Virginia Regional Commission (NVRC)	\$ 15,256.00	\$ 15,843.00
100-68100-5810-00-04-00	Dues/Memberships-Virginia Municipal League (VML)	\$ 8,203.00	\$ 8,540.64
100-68100-5810-00-05-00	Dues/Memberships-Chamber of Commerce	\$ 1,340.00	\$ 4,500.00
100-68100-5810-00-06-00	Dues/Memberships-Weldon Cooper Center	\$ 500.00	\$ -
	<i>Subtotal</i>	\$ 46,484.00	\$ 41,214.64

INTERFUND TRANSFERS:

Inter-fund transfers represent payments between funds for Debt Service, Schools operations, accounts receivable, administrative fees, and capital improvement.

BUDGET HIGHLIGHTS

Personnel: None

Operations/Debt Service:

- The FY 2019 total budget transfer to Debt Service Fund in the amount of \$10,745,989 provides the required debt service payments due. Debt service increased by 7.2% and/or \$721,520 compared to FY 2018 amended budget (where debt service was \$10,024,469).

Item Description	Amount
Debt Service Fund	\$3,495,724.00
Debt Service Fund Schools	7,250,265.00
TOTAL	\$10,745,989.00

- See the Debt Service Fund under a separate tab for further detail.

Reimbursement to Water & Sewer Fund for Accounts Receivable Division from the following:

Item Description	Amount
Solid Waste Fund	\$2,961.00
Storm Water Fund	\$2,961.00
General Fund	\$94,050.00
TOTAL	\$99,973.00

Reimbursement to Solid Waste Fund from the following:

Item Description	Amount
Storm Water Fund	\$4,229.00
TOTAL	\$4,229.00

Transfer to General Fund for Administrative Fees from the following:

Item Description	Amount
Storm Water	\$66,411.00
Solid Waste	\$79,706.00
TOTAL	\$146,117.00

Transfer from Water & Sewer Fund to the following:

Item Description	Amount
Transfer to General Fund	\$1,078,590.00
Transfer to Water & Sewer Capital	\$3,286,709.00
Transfer to Water & Sewer Capital	\$43,936.00
Transfer to Water & Sewer Capital	\$260,000.00
Transfer to Water & Sewer Fund	\$28,600.00
TOTAL	\$4,697,835.00

Contribution to Storm Water Capital Reserve from the following:

Item Description	Amount
Storm Water Fund	\$287,660.00
TOTAL	\$287,660.00

NVTA:

The NVTA Local Fund is to account for the City's share of the NVTA 30% receipts as well as the City's Commercial & Industrial Tax revenues or the equivalent amount where a jurisdiction does not impose the additional tax. The City elected not to impose the tax but transfer an equivalent amount into the Fund.

These 30% local share funds are limited to the following:

- 1) Urban or secondary road construction;
- 2) Capital improvements that reduce congestion;
- 3) Projects included in the TransAction 2040 or other transportation capital improvements which have been approved by the most recent long range transportation plan adopted by the Authority; and
- 4) Public transportation purposes.

These funds are for project implementation costs such as project managers, staff and other direct costs associated with the implementation of the project.

If the City fails to deposit the full amount of C&I tax or equivalent into this separate fund for transportation, the Authority shall reduce its disbursement of 30% funding by the difference between the amounts the city or county deposited as compared to the amount it should have deposited.

Each city and county is required to maintain its average expenditures for transportation, or lose its share of the 30% of the Local Distribution Revenue HB 2313 funds for the fiscal year succeeding the year in which it did not maintain its transportation expenditures.

BUDGET HIGHLIGHTS

Transfers:

- In the past, the required 30% local fund share was transferred from the Proffer Fund, in lieu of levying an additional commercial property tax, due to depletion of funds in the Proffer Fund, in FY 2019, the required 30% local fund share will be transferred from the Operating Cash fund balance. This equates to approximately \$3.4M over 10 years.
- The FY 2019 budget proposes funding certain eligible expenditures as detailed in the CIP (See Appendices A-C).
- Below is the City's 30% receipt for FY 2018 YTD in green:

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
REVENUES RECEIVED, BY JURISDICTION WITH PENDING 30% DISTRIBUTION
JULY 1, 2017 THROUGH February 15, 2018
(RECEIPTS)**

Jurisdiction	Grantor's Tax	Regional Sales Tax*	Transient Occupancy Tax**	NVTA Fund Interest	Total	30% Distributions Distributions***
City of Alexandria	\$ 3,135,648.15	\$ 7,814,121.89	\$ 1,708,276.30	\$ 11,878.37	\$ 12,669,924.71	\$ 3,800,977.41
Arlington County	\$ 3,446,893.81	\$ 13,093,856.89	\$ 4,635,558.93	\$ 20,357.95	\$ 21,196,667.58	\$ 6,359,000.27
City of Fairfax	\$ 251,691.60	\$ 3,757,836.82	\$ 158,218.63	\$ 4,042.98	\$ 4,171,790.03	\$ 1,251,537.01
Fairfax County*	\$ 12,416,460.25	\$ 56,855,328.19	\$ 4,216,034.15	\$ 70,655.41	\$ 73,558,478.00	\$ 22,067,543.40
Falls Church	\$ 195,273.29	\$ 1,236,836.30	\$ 125,229.22	\$ 1,477.61	\$ 1,558,816.42	\$ 467,644.93
Loudoun County	\$ 6,010,311.68	\$ 25,117,449.26	\$ 1,471,796.84	\$ 30,528.65	\$ 32,630,086.43	\$ 9,789,025.93
City of Manassas	\$ 244,114.55	\$ 2,701,134.48	\$ 34,001.10	\$ 2,870.45	\$ 2,982,120.58	\$ 894,636.17
City of Manassas Park	\$ 71,509.95	\$ 734,952.06	\$ -	\$ 776.18	\$ 807,238.19	\$ 242,171.46
Prince William County	\$ 4,191,724.00	\$ 19,457,073.28	\$ 787,678.30	\$ 23,221.19	\$ 24,459,696.77	\$ 7,337,909.03
Unidentified					\$ -	\$ -
Total Revenue	\$ 29,963,627.28	\$ 130,768,589.17	\$ 13,136,793.47	\$ 165,808.79	\$ 174,034,818.71	\$ 52,210,445.61

* Net of Dept. of Taxation Fees
** County TOT includes any Town collections
***Amounts do not reflect accrued interest, operating budget contribution or possible reductions for C&I tax rate differentials

Below is the Fund Balance table over the timeframe of the CIP:

NVTA	FY18	FY19	FY20	FY21	FY22	FY23
NVTA Fund Start Balance	\$1,662,163	\$1,977,163.00	\$1,942,523.21	\$848,168.00	\$664,739.09	\$946,248.65
NVTA 30% Revenues	\$421,030	\$406,017	\$404,563	\$402,928	\$401,107	\$399,092
City 30% Revenue	\$253,970	\$275,733	\$284,005	\$292,525	\$301,300	\$310,340
NVTA 30% Expenditures	\$360,000	\$716,390	\$1,782,923	\$878,882	\$420,898	\$1,593,777
NVTA 30 End Balance	\$1,977,163	\$1,942,523	\$848,168	\$664,739	\$946,249	\$61,903

PRTC:

The Potomac & Rappahannock Transportation Commission (PRTC) Trust Fund accounts for the City's Gas Tax revenues earmarked to support Public Transit and Transportation Capital Projects. The Potomac & Rappahannock Transportation Commission administers these accounts.

BUDGET HIGHLIGHTS

Personnel:

- None.

Operations:

- Required subsidies have been budgeted as provided by the PRTC approved budget. Surplus revenues support those capital projects as budgeted in the City's Capital Project Fund.

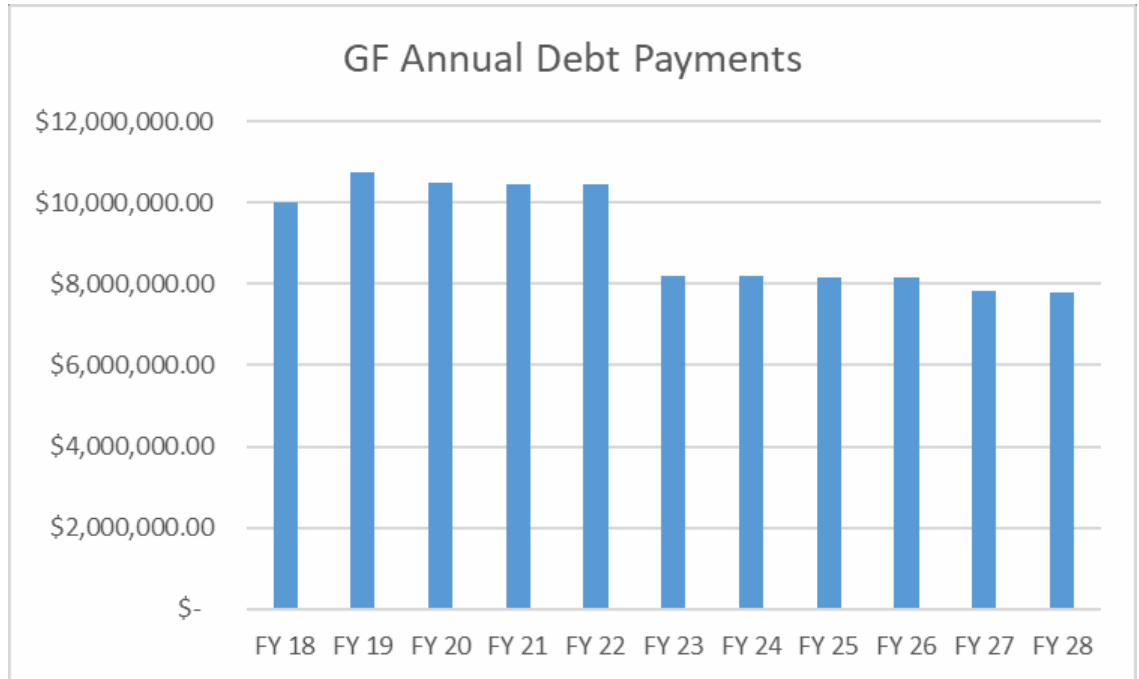
Below is the Fund Balance Table over the time table of the CIP:

PRTC Expenditures:	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
PRTC Admin Subsidy		\$18,900	\$21,000.00	\$22,900	\$26,700	\$28,300
Ridesharing/Marketing		\$8,600	\$9,100.00	\$9,100	\$9,700	\$10,200
OmniLink (Local Bus)		\$149,600	\$154,600	\$163,900	\$170,400	\$178,300
Local Capital Match		\$6,900	\$4,300	\$800	\$75,400	\$2,400
VRE Operational Subsidy		\$511,311	\$511,300	\$526,700	\$526,700	\$542,400
Additional requested for Operations/Base Program			\$210,200	\$276,100	\$330,300	\$412,300
Additional Project Encumbrances		\$0	\$0	\$0	\$0	\$0
Subtotal:		\$695,311	\$910,500	\$999,500	\$1,139,200	\$1,173,900
Revenue Sources:						
Fuel Tax Receipts		\$725,300	\$715,000	\$708,400	\$704,300	\$708,300
Other Local Funds		\$0	\$0	\$0	\$0	\$0
Operating Fund Balance		\$30,400	\$0	\$0	\$0	\$0
Use of City's 2% PRTC Fund Balance		-\$60,389	\$195,500	\$291,100	\$434,900	\$465,600
Subtotal:		\$695,311	\$910,500	\$999,500	\$1,139,200	\$1,173,900
PRTC Ending Unencumbered Fund Balance	\$892,600	\$952,989	\$757,489	\$466,389	\$31,489	-\$434,111

A big concern is that with current projections the City will need to tap into its operating cash fund and/or asset management fund starting in FY 23 to address the PRTC revenue shortfall.

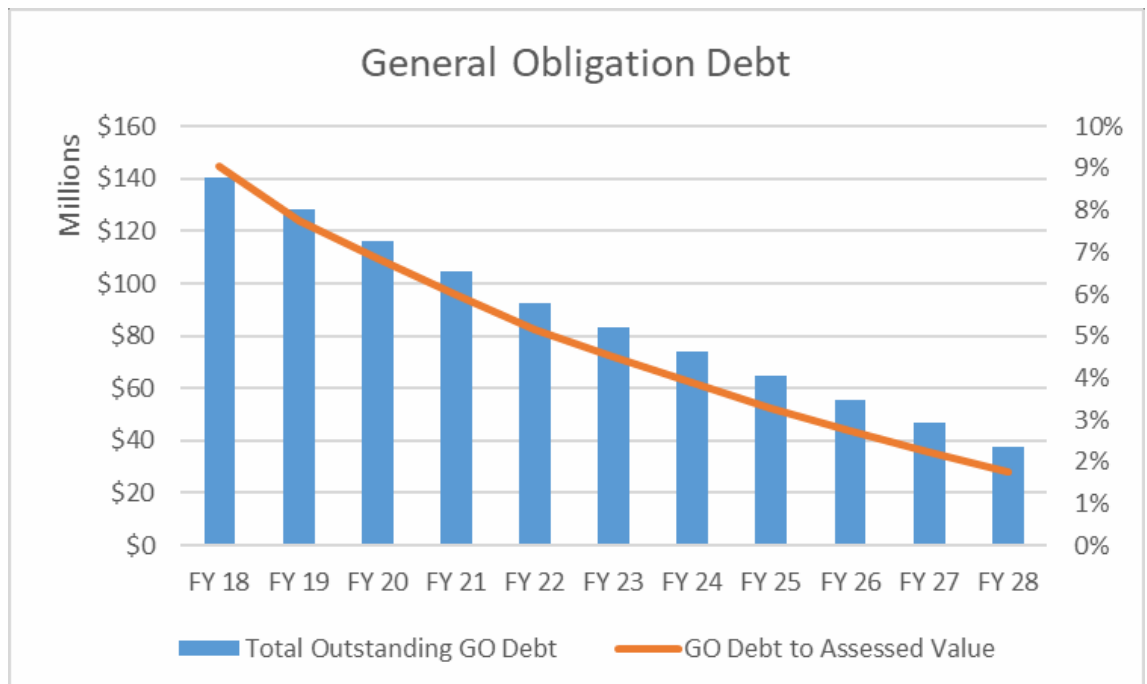
DEBT

During the decade of the 2000's, the City incurred a massive amount of Debt to finance the construction of a High School, Middle School, Elementary School, Police Station, Fire Station, and Community Center. When the "Great Recession" hit, the City was unable to make debt payments



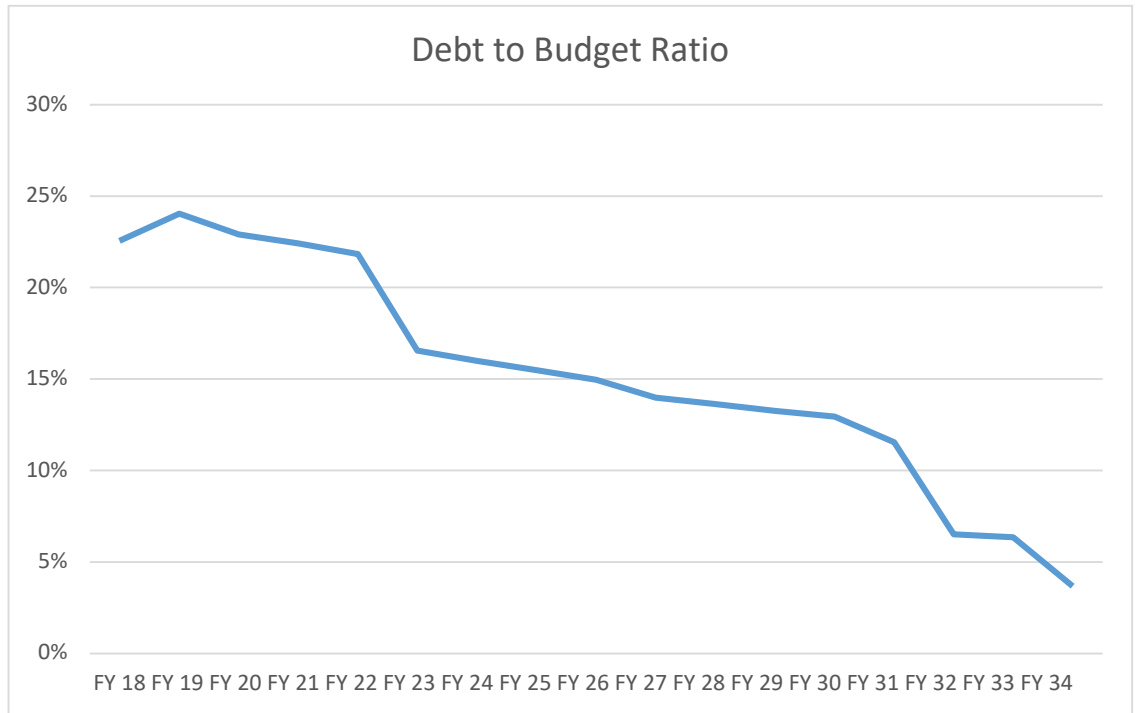
and had to refinance its debt to push back principal payments and the dreaded debt spike (which the City is currently experiencing). FY 19 is the peak of the debt spike in payments (an increase of \$721K). Debt payments flatten until FY 23, when they drop by \$2.2M. Thereafter, it flattens again until the 2030's when it eventually drops to \$0.

It is critical that the City allow this drop in debt to occur and remain disciplined in its borrowing until then. The facilities that were constructed over the past 10-20 years will require renovations in the decades of the 2030's and 2040's. If the City incurs further debt



prior to then or remains at a high debt to budget ratio, it will repeat the same mistakes of the past.

As previously discussed, the City must remain fiscally restrained over the next few years due to the high burden of debt payments. While other Cities in Northern Virginia have debt to budget ratios at or below 10%, our City will be at nearly 25% in FY 19. This restricts our ability to fund priorities (pay increases,



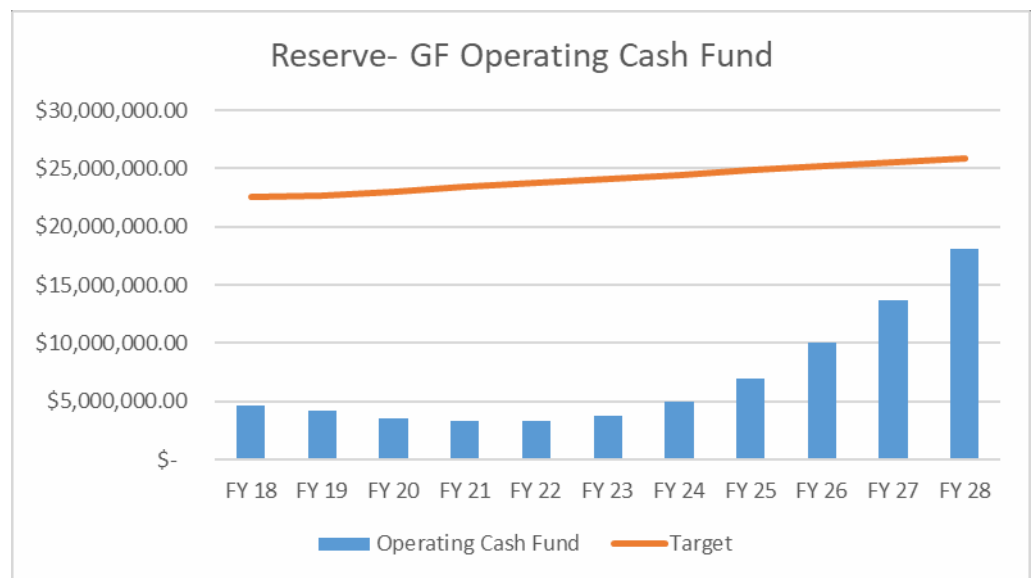
schools, public safety, tax cuts, etc.). However, by FY 23, our ratio will drop by 7 percentage points to just over 17%. This yields an additional \$2.2M in available budget to fund priorities. Until that time, and due to the likelihood of recession, the City must remain fiscally restrained. The City Manager is recommending establishing a debt ceiling of 10% in the future so that the City will not repeat its mistake of underfunding its departments, employee pay, and high taxes due to exorbitant debt. Beginning in FY 31, it will be recommended that the City set aside revenues in the budget for future Capital/Debt, in order to be able to finance future renovations without exceeding the debt ceiling.

RESERVES

Establishing Reserve Funds for the City should be a top priority in terms of fiscal responsibility. Reserves help organizations deal with recessions, cash position during the year as the organization awaits revenues, employee turnover and the need for surge capacity, and builds up cash to help reduce the need for incurring a large debt burden to fund capital requirements. This budget begins the process of delineating our needed reserves and recommended ratios (see table below). Unfortunately, the City will not be able to build up reserves until, once again, city debt payments decrease in FY 23 and/or Phase Three of City Center is developed.

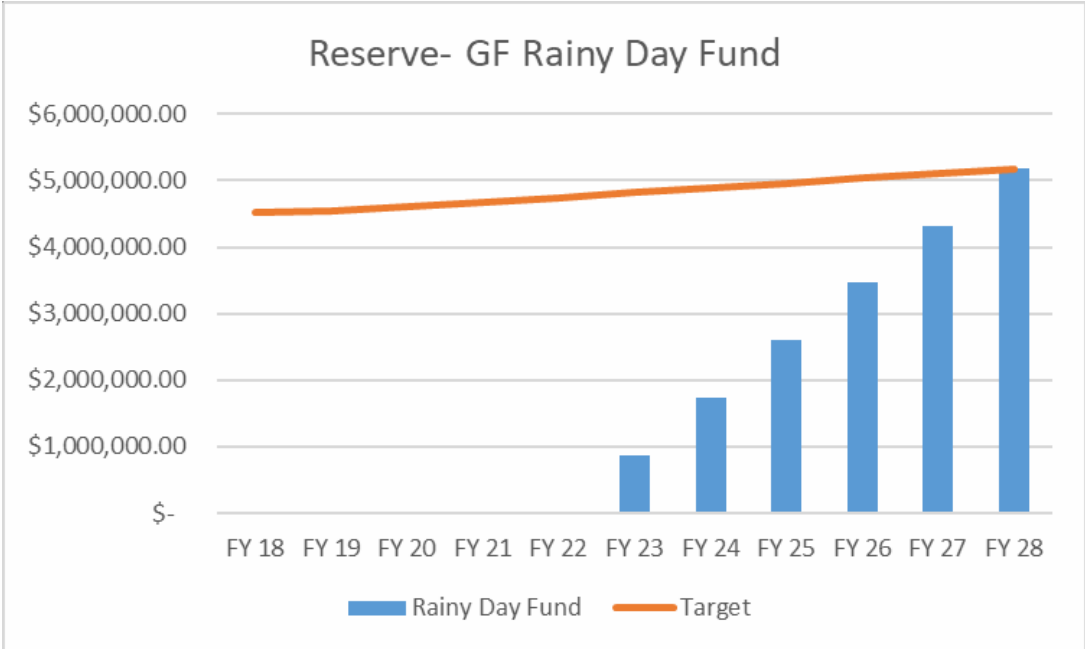
RESERVE CATEGORY	TOTAL (as of 7/1/17)	FORECASTED TOTAL (7/1/18)	FORECASTED TOTAL (7/1/28)	Target Ratio	Target Amount FY 19	Target Amount FY 28
OPERATING CASH (Fund Balance- Cash Equalization)	\$ 8,786,043.10	\$ 4,663,653.82	\$ 14,875,958.71	180 Days Cash on Hand	\$ 22,695,422.22	\$ 25,853,484.84
RAINY DAY FUND (Business Cycle)	\$ -	\$ -	\$ 5,190,000.00	10% of Budget	\$ 4,539,084.44	\$ 5,170,696.97
HR FUND (Turnover, Short Term Disability, Surge, OT Contingency)	\$ -	\$ -	\$ 1,315,000.00	10% of Personnel Budget	\$ 1,151,745.53	\$ 1,311,838.16
ASSET MANAGEMENT CAPITAL FUND ("3RM"- Repair, Renew, Replace, Maintain; Paygo Capital Strategy; Down Payments and Over-run coverage)	\$ -	\$ -	\$ 6,100,000.00	TBD Asset Management Plan but 5% of Asset Values	\$ 5,354,901.65	\$ 6,099,232.98
TOTAL	\$ 8,786,043.10	\$ 4,663,653.82	\$ 27,480,958.71		\$ 33,741,153.84	\$ 38,435,252.94
				Unfunded:	\$ (29,077,500.02)	\$ (10,954,294.23)

Below is a table showing the 10-Year model for building up the City’s Operating Cash Fund. The Operating Cash Fund is needed to ensure that the City no longer needs to borrow money during the year to make payroll and pay vendors. The other problem associated with a weak cash position is that the City is forced to borrow money first from the Enterprise Funds to limit the amount borrowed during the year. Without the existence of the Enterprise Fund the City would need to borrow over \$10M a year to avoid running out of cash.



Also, the City Enterprise Funds are unable to spend their Fund Balances on Capital projects that are needed to reduce: the amount of lost water in the system, amount of sewage going to the UOSA plant, and the amount of storm water pollutants as mandated by the EPA and DEQ. Although the fund size remains under 50% of the target until FY 27, by FY 23, the City will have increased cash flexibility due to the decrease in debt payments. However, it is highly recommended to try to get to full funding of the fund by the end of the next decade.

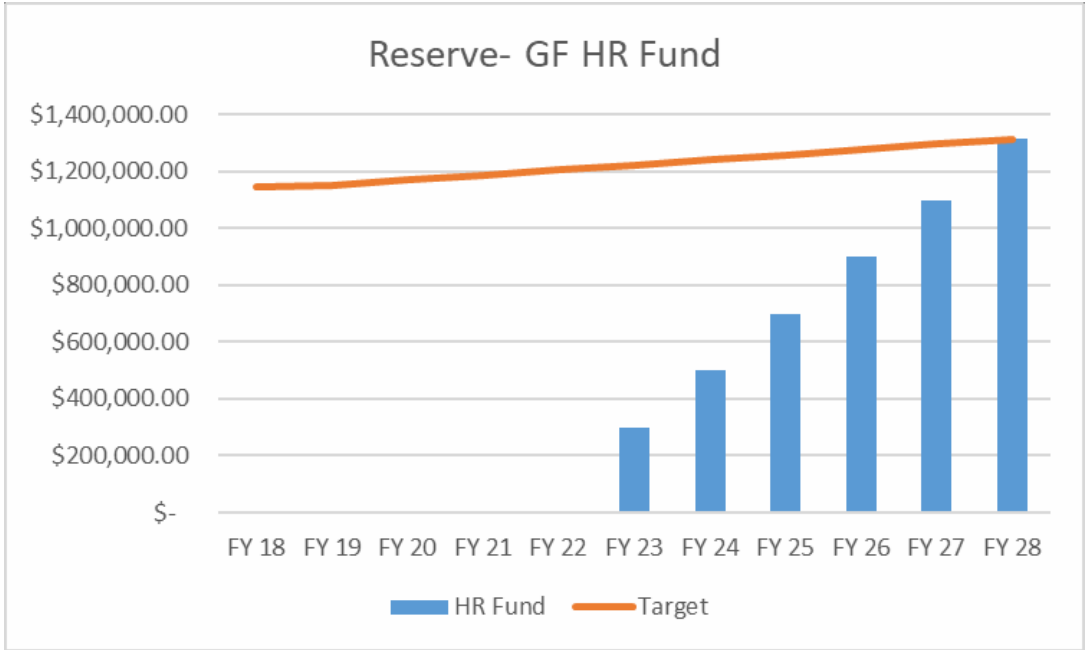
Below is a table showing the 10-Year model for building up the City’s Rainy Day Fund. The Rainy Day Fund is needed to ensure that the City can withstand recessions without laying off employees and/or tax increases. Although the fund size remains under 50% of the target until FY 25, by FY 23, the City will have increased flexibility due to the decrease in debt payments. Unlike the Operating Cash Fund, the City achieves a fully funded Rainy Day fund by FY 28.



Thus, although the City will not have a Rainy Day Fund for the likely recession to hit in the next few years, it will be ready for future recessions.

Below is a table showing the 10-Year model for building up the City’s Human Resources Fund. The HR Fund is needed to ensure that the City can deal with personnel requirements such as turnover (paying out vacation and sick time liabilities), short term disability, surge capacity (when the City needs extra support), and when City Departments are going to exceed Overtime due to an uptick of emergencies (e.g. heavy amount of snow and snow days).

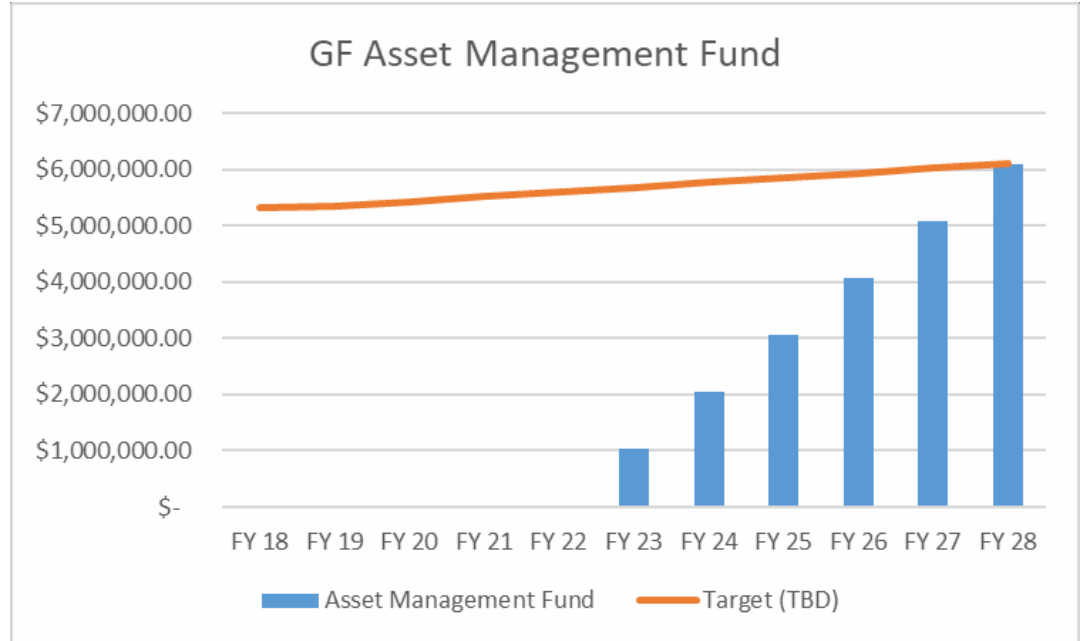
Although the fund size remains under 50% of the target until FY 25, by FY 23, the City will have increased flexibility due to the decrease in debt payments. Unlike the Operating Cash Fund, the City achieves a fully funded HR fund by FY 28.



Although the fund size remains under 50% of the target until FY 25, by FY 23, the City will have increased flexibility due to the decrease in debt payments. Unlike the Operating Cash Fund, the City achieves a fully funded HR fund by FY 28.

Below is a table showing the 10-Year model for building up the City's Asset Management Fund. The Asset Management Fund is needed to ensure that the City can deal with our capital requirements-

repairing, renewing (upgrades), replacing, and maintaining our capital assets; have cash to enable partial pay-go capital funding; and reducing the amount needed for borrowing via down payment cash and project overrun cash. The amount of the fund will need to be determined at a future date when a full asset management plan can be developed (a full gant chart of all city assets). In the interim, the city is assuming the amount needed by multiplying a percentage worth of City Capital



Assets as listed in the 2015 CAFR (the last CAFR the City has completed). Although the fund size remains under 50% of the target until FY 25, by FY 23, the City will have increased flexibility due to the decrease in debt payments. Unlike the Operating Cash Fund, the City achieves a fully funded Asset Management fund by FY 28.

CAPITAL IMPROVEMENT PLAN

City of Manassas Park General Fund Capital Improvement Plan						
Revenue Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
INTEREST	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSPORTATION	\$ 825,000	\$ 1,209,280	\$ 2,822,595	\$ 1,342,180	\$ 481,038	\$ 2,817,777
PROFFERS/ESCROW CASH	\$ 346,450	\$ 284,897	\$ -	\$ -	\$ -	\$ -
OTHER- TRANSFERS FROM FUNDS	\$ 1,461,868	\$ 5,000	\$ 458,462	\$ 572,110	\$ 560,000	\$ 1,132,364
TOTAL REVENUES	\$ 2,634,018	\$ 1,499,176	\$ 3,281,057	\$ 1,914,289	\$ 1,041,038	\$ 3,950,141
Expense Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
POLICE	\$ 550,189	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 550,000
FIRE	\$ 717,792	\$ 155,897	\$ 115,279	\$ 157,835	\$ 220,000	\$ 220,000
COMMUNITY DEVELOPMENT	\$ 928,560	\$ 1,214,280	\$ 2,867,905	\$ 1,390,182	\$ 588,788	\$ 2,991,961
PARKS & REC	\$ 94,403	\$ -	\$ 242,746	\$ 78,000	\$ 62,843	\$ 88,180
CITY ADMINISTRATION (CM/HR/FINANCE/IT)	\$ 343,075	\$ 129,000	\$ 55,128	\$ 188,273	\$ 69,407	\$ 100,000
TOTAL EXPENSES	\$ 2,634,018	\$ 1,499,176	\$ 3,281,057	\$ 1,914,289	\$ 1,041,038	\$ 3,950,141
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

The proposed CIP (5-year Capital Improvement Plan) establishes a more limited use of City Reserves to fund Capital when compared to previous FY's. With the City no longer receiving significant amount of proffers over the past few years, a significant amount of City reserves has been utilized to fund capital. The proposed CIP reduces the amount of reserves used to fund capital to a more sustainable amount through FY 22 to preserve City reserves. Starting on FY 23, the City will no longer use reserves to fund the CIP until the Asset Management Plan and Fund are developed and funded. To achieve this plan, the majority of non-contracted Capital (e.g. where existing contracts do not exist) are pushed back. Since our transportation projects are largely funded by VDOT (Virginia Department of Transportation), PRTC (Potomac and Rappahannock Transportation Commission), and NVT A (Northern Virginia Transportation Authority) resources, the City will continue to fund transportation capital projects over the next few years.

City of Manassas Park General Fund Capital Budget			
Revenue Category	FY 18A1	FY 19	Comment
INTEREST	\$ 700	\$ -	
TRANSPORTATION	\$ 825,000	\$ 1,209,280	Increased amount of VDOT and NVTA revenue needed for Connor Drive and Culvert Projects. Hesitancy to use PRTC funds due to fund balance.
PROFFERS/ESCROW CASH	\$ 346,450	\$ 284,897	Use of portion of Palisades Escrow Revenue.
OTHER- TRANSFERS FROM FUNDS	\$ 1,461,868	\$ 5,000	Reimbursements from W&S and Stormwater capital funds. No use of Operating Funds due to need to balance operating budget.
TOTAL REVENUES	\$ 2,634,018	\$ 1,499,176	\$1.1M reduction in revenues from lack of GF operating funds
Expense Category	FY 18A1	FY 19	Comment
POLICE	\$ 550,189	\$ -	\$285K moved to operating fund. Over \$250K reduced from FY 18. Mobile Command Project pushed back to FY 21.
FIRE	\$ 717,792	\$ 155,897	\$336K moved to operating fund. Over \$230K reduced from FY18. Ambulance lease pushed back to FY21 & Radio equipment purchases delayed to FY20
Radio Communications Upgrade	\$ 18,555	\$ 17,445	\$18K moved to FY 20. Existing Radios obsolete per FCC.
Breathing Air Compressor	\$ 9,607	\$ -	
SCBA (5 yr lease)	\$ 29,900	\$ 29,900	FY 19 is final year of existing contract for Breathing Apparatus.
Fire Engine Lease/Down Pmt	\$ 97,835	\$ 97,835	2nd Year of 5 year existing lease contract.
COMMUNITY DEVELOPMENT	\$ 928,560	\$ 1,214,280	Increased spending on Road projects financed by VDOT/NVTA/PRTC
Conner Drive (VDOT/NVTA 50/50)	\$ 250,000	\$ 500,000	Acquisitions and begin construction to carryover to FY 20
Additional Street Projects (NVTA)	\$ 85,000	\$ 85,000	Funding for maintenance/replacement of curb/gutter, sidewalk, drop inlets and minor pavement repairs.
Street Improve Resealing	\$ 250,000	\$ 250,000	Annual milling and paving of streets throughout the City.
Street Sweeper Truck	\$ 15,280	\$ 15,280	3rd Year of 5 year existing lease contract shared with stormwater
Moseby Ct. Culvert Replacement	\$ -	\$ 299,000	Project will rollover to FY 20- design engineering needed first
GIS Software (DPW- 50/50 UF and Stormwater)	\$ 10,000	\$ 10,000	2nd year of GIS Implementation. Expected completion by FY 20.
PW-23 Upper Kent Drive Reconstruction	\$ -	\$ 55,000	Complete design and reconstruction of Kent Drive between Cabbel Drive and Manassas Drive. Upper Kent Drive is in need of complete restoration
PARKS & REC	\$ 94,403	\$ -	\$372K cut out of planned CIP spending for FY 19 to balance budget.
CITY ADMINISTRATION (CM/HR/FINANCE/IT)	\$ 343,075	\$ 129,000	\$90K cut to balance FY 19 Budget.
Municipal Financial Software	\$ 40,000	\$ 100,000	Continued spending on Implementation of Financial Software needed.
Cisco Consulting Support	\$ -	\$ 15,000	Network configuration changes and enhancements for enterprise network
Windows 10 Professional Upgrade Licenses	\$ -	\$ 10,000	Procurement of Microsoft Windows 10 Professional licenses for the remaining 70 workstations still using Windows 7
Refresh Cisco Firewall at Police Department	\$ -	\$ 4,000	Existing Cisco ASA 5520 firewall at the Police Department is end-of-life in September 2018 and no longer supported by Cisco.
TOTAL EXPENSES	\$ 2,634,018	\$ 1,499,176	\$1.1M reduction in total spending from lack of GF operating funds. \$940K is cut from non-transportation spending in order to balance the budget.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	Over 43% reduction in Capital Budget due to fiscal challenges

The General Fund Capital Budget is reduced by \$1.1M from FY 18. \$940K of the reduction came from non- Transportation projects (which are funded by outside sources), in order to balance the General Fund Budget.

City of Manassas Park Water & Sewer Capital Improvement Plan						
Revenue Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
Tap Fee Revenue	\$ 1,750,000	\$ 28,600	\$ 1,500,000	\$ 42,900	\$ 600,000	\$ 600,000
Transfer from W&S						
Operating Budget	\$ 2,718,444	\$ 3,590,645	\$ 2,008,279	\$ 3,989,730	\$ 3,822,427	\$ 3,429,606
TOTAL REVENUES	\$ 4,468,444	\$ 3,619,245	\$ 3,508,279	\$ 4,032,630	\$ 4,422,427	\$ 4,029,606
Expense Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
Transfer to General Fund Capital	\$ 23,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -
UOSA Debt	\$ 1,678,926	\$ 1,710,000	\$ 1,710,000	\$ 1,780,000	\$ 1,840,000	\$ 2,000,000
Water Debt	\$ 1,420,477	\$ 1,417,205	\$ 1,418,738	\$ 1,413,544	\$ 1,419,802	\$ 1,094,471
Water/Sewer Capital Maintenance	\$ 1,316,000	\$ 260,000	\$ 350,000	\$ 367,500	\$ 385,875	\$ 405,169
Water System Improvements	\$ -	\$ -	\$ -	\$ 400,000	\$ 725,000	\$ 400,000
PW-26 I/I Sewer Inspection Truck	\$ 29,541	\$ 29,541	\$ 29,541	\$ 29,541	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,750
Vehicles	\$ -	\$ -	\$ -	\$ 42,046	\$ 29,250	\$ 24,216
PW-18 New roof for DPW	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ -
Correlators, J phones, data loggers	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Water & Sewer Rate Study & Asset Mgt Plan	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 4,468,444	\$ 3,619,245	\$ 3,508,279	\$ 4,032,630	\$ 4,422,427	\$ 4,029,606

Water & Sewer CIP spending has been shifted further back due to a weak General Fund cash position. Spending begins to ramp up again as the City gets to FY 23 and it's debt liabilities drop significantly.

City of Manassas Park Water & Sewer Capital Budget			
Revenue Category	FY 18A1	FY 19	Comment
Tap Fee Revenue	\$ 1,750,000	\$ 28,600	Slowdown in development. Potential Tap Fee remaining for downtown development is still a few years away.
Transfer from W&S Operating Budget	\$ 2,718,444	\$ 3,590,645	With declining Tap Fees City will need to use operating revenues to cover W&S Debt and Capital Projects.
TOTAL REVENUES	\$ 4,468,444	\$ 3,619,245	Nearly 18% decline due to slowdown in development.
Expense Category	FY 18A1	FY 19	Comment
Transfer to General Fund Capital	\$ 23,500	\$ 2,500	Reimbursed GF for GIS Project Spending that benefits W&S Fund.
UOSA Debt	\$ 1,678,926	\$ 1,710,000	Annual Debt Payment to UOSA
Water Debt	\$ 1,420,477	\$ 1,417,205	Combined debt taken for Water
Water/Sewer Capital Maintenance	\$ 1,316,000	\$ 260,000	Water and Sewer Lining, Valve Improvements, Meters, Tanks work, etc.
PW-26 I/I Sewer Inspection Truck	\$ 29,541	\$ 29,541	2nd Year of 4 Year existing lease contract.
Correlators, J phones, data loggers	\$ -	\$ 50,000	Equipment can monitor water distribution system over an extended period. This equipment enhances the City's ability to detect leaks in the system
Water & Sewer Rate Study & Asset M	\$ -	\$ 150,000	Consulting Support to determine what rate levels and Capital investments are needed and by when. Provides regional comparison of rates as well.
TOTAL EXPENSES	\$ 4,468,444	\$ 3,619,245	18% reduction in spending due to GF Cash issues not permitting W&S Fund to draw down its Fund Balance as planned.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	Capital Spending shifted to FY 23 & after due to GF Cash issues

City of Manassas Park Storm Water Capital Improvement Plan						
Revenue Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
Transfer from Operating Fund	\$ 292,057	\$ 287,660	\$ 370,160	\$ 112,660	\$ 110,000	\$ 100,000
TOTAL REVENUES	\$ 292,057	\$ 287,660	\$ 370,160	\$ 112,660	\$ 110,000	\$ 100,000
Expense Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
I/I Sewer Inspection Truck	\$ 12,660	\$ -	\$ -	\$ -	\$ -	\$ -
Street Sweeper Truck	\$ 15,280	\$ 12,660	\$ 12,660	\$ 12,660	\$ -	\$ -
Transfer to GF Capital	\$ 5,000	\$ 2,500	\$ -	\$ -	\$ -	\$ -
Debt Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW-16 Conner Center Pond 1 Retrofit	\$ 194,117	\$ 172,500	\$ 172,500	\$ -	\$ -	\$ -
PW-29 Costello Park Bioretention	\$ 65,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -
Russia Branch Stream Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TMDL Projects SW quality projects	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
PW-18 New roof for DPW	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
TOTAL EXPENSES	\$ 292,057	\$ 287,660	\$ 370,160	\$ 112,660	\$ 110,000	\$ 100,000

The Stormwater Fund CIP spending levels are also delayed to after FY23 due to the City's weak debt and cash position. The city will need to increase rates and borrow heavily to meet TMDL requirements after FY 23.

City of Manassas Park Storm Water Capital Budget			
Revenue Category	FY 18A1	FY 19	Comment
Transfer from Operating Fund	\$ 292,057	\$ 287,660	Increase in healthcare costs reduced amount available for Capital.
TOTAL REVENUES	\$ 292,057	\$ 287,660	No new fees for FY 19
Expense Category	FY 18A1	FY 19	Comment
Street Sweeper Truck	\$ 15,280	\$ 12,660	3rd Year of 5 year existing lease contract shared with GF
Transfer to GF Capital	\$ 5,000	\$ 2,500	Reimbursed GF for GIS Project Spending that benefits stormwater fund.
PW-16 Conner Center Pond 1 Retrofit	\$ 194,117	\$ 172,500	Convert from its current status as an extended detention BMP into a Level 1 wet pond to meet TMDL requirements from DEQ.
Completed FY 18 Projects	\$ 77,660	\$ -	
TMDL Projects SW quality projects	\$ -	\$ 100,000	Pond Retrofits in support of TMDL requirements
TOTAL EXPENSES	\$ 292,056	\$ 287,660	
NET INCOME (SURPLUS/DEFICIT)	\$ 0	\$ -	1.5% reduction to balance budget. Short of required amounts to keep up with DEQ mandates. Will require heavy borrowing after FY 23 to keep up with mandated spending requirements

ENTERPRISE FUNDS

Water and Sewer

The Water & Sewer Fund provides the citizens of Manassas Park with high quality of potable drinking water and sanitary sewage disposal services. The Water and Sewer Fund is an enterprise fund which operates on revenues from service fees and uses business-type accounting procedures instead of governmental fund accounting procedures. In addition to the operation of the City’s water and sewer service the Fund accounts for capital projects for the sanitary sewer system, water distribution system, and UOSA’s wastewater treatment plant.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Accounts Receivables	3	4
DPW Water	4	4
DPW Sewer	<u>2</u>	<u>1</u>
	9	9
DPW employees part of Community Development Department while Accounts Receivables employees are part of the Finance Department.		

AR Division Salaries/Wages (501-98105): FY 2019 Accounts Receivable (AR) Division was moved from Finance to Water & Sewer, total salaries/wages estimated at \$138,701.00.

Financial Summary Water & Sewer:

Total Revenues:	\$8,715,079	
Operating Expenditures:	\$5,095,834	Overall, expenditures decreased by 8.5% and/or \$802,003 compared to FY2018 amended budget.
Capital Expenditures:	\$3,619,245	
Total Expenditures:	\$8,715,079	
Departmental Net:	\$0	

Expenditure Categories:

Water and Sewer Professional Services (501-98104-3160): Purchase of mandatory water, quality testing and bacteriological testing. This line item covers engineering and other professional services required to ensure that repair, replacement, maintenance, and operation of the water system and its components conforms to the applicable standards.

Item Description	Amount
Engineering	\$50,000.00
Consultation	\$10,000.00
GIS Support	\$5,000.00
TOTAL	\$65,000.00

Water and Sewer Contractual Services (501-98104-3170): This line item covers payments to vendors/contractors who perform services for the Water and Sewer division. The services acquired either require special certification and training, are economically infeasible for City staff to perform, must be performed by an outside agency to meet legislative requirements, or meet similar criteria that would justify contracting with an outside entity.

Item Description	Amount
Spoils Removal	\$5,500.00
Concrete Repair	\$10,000.00
Other Services	\$10,000.00
TOTAL	\$25,500.00

Water and Sewer Printing and Binding (501-98104-3500): This line item covers professional printing and binding services used to create required reports, utility bills, and informational bulletins for water and sewer operations.

Item Description	Amount
Utility Bills	\$11,000.00
Miscellaneous Printing	\$1,000.00
TOTAL	\$12,000.00

Water Repairs & Maintenance (501-98104-3310): This line item covers parts, materials, equipment, and other expenses associated with handling specific repair and maintenance tasks.

Item Description	Amount
Pipe, Fittings, Clamps, Etc.	\$20,000.00
Quarried Materials, Patch, Asphalt, etc.	\$50,000.00
Equipment Rental	\$10,000.00
Station/Tank/SCADA Components	\$20,000.00
TOTAL	\$100,000.00

Sewer Repairs & Maintenance (501-98104-3310): This line item covers parts, materials, equipment, and other expenses associated with handling specific repair and maintenance tasks.

Item Description	Amount
Parts and Supplies	\$10,000.00
Quarried Materials	\$1,000.00
Station/SCADA Components	\$20,000.00
TOTAL	\$31,000.00

State Waterworks Assessment (501-98104-3161): This line item covers fees paid to the Virginia Department of Health (VDH) for overseeing the City's water quality operations.

Item Description	Amount
Quarterly Payments	\$12,500.00
TOTAL	\$12,500.00

Electricity (501-98104-5110): This line item covers costs of supplying power to the water and sewer system facilities.

Item Description	Amount
Electricity	\$20,000.00
TOTAL	\$20,000.00

Water Purchase (501-98104-5130): Charges for the acquisition of water from Prince William County Service Authority and City of Manassas.

Item Description	Amount
Monthly usage bills	\$1,200,000.00
TOTAL	\$1,200,000.00

NVRC – OBWPM Contribution (501-98104-5133): Northern Virginia Regional Commission (NVRC) conducts a water supply study that is mandated by the Commonwealth of Virginia. Includes contribution for the Occoquan Watershed Management Program and the Northern Virginia Waste Management Program.

Item Description	Amount
OBWPM	\$4,000.00
TOTAL	\$4,000.00

Telecommunications (501-98104-5230): This line item covers the cost of participation in the Virginia Utility Protection System (MISS Utility), as well as service expenses for communications at Supervisory Control and Data Acquisition (SCADA) sites.

Item Description	Amount
Monthly VUPS Contribution	\$2,100.00
SCADA Communication Lines	\$2,400.00
TOTAL	\$4,500.00

Operation/Maintenance of UOSA Plant (501-98104-5131): This line item covers the City's portion of operations and maintenance costs at the UOSA treatment facility. Out portion of these costs is based on metered flow of sewage from the City to UOSA.

Item Description	Amount
Operation & Maintenance	\$1,300,000.00
TOTAL	\$1,300,000.00

UOSA Monitoring Laboratory (501-98104-5132): This line item covers the City's portion of mandated effluent quality testing at the UOSA facility.

Item Description	Amount
Quality Testing Costs	\$14,478.00
TOTAL	\$14,478.00

UOSA Reserve Maintenance (501-98104-5135): This line item covers the City's obligation to pay its share in ensuring a board mandated reserve. UOSA Board has an operating policy of maintaining a \$4 million reserve. When operating costs or capital projects dip into their reserve, we have a contractual obligation to pay our share of the cost of restoring the reserve to \$4 million.

Item Description	Amount
Reserve Maintenance	\$205,000.00
TOTAL	\$205,000.00

Water & Sewer Travel/Education (501-98104-5500): This line item covers the costs of course enrollment and testing, as well as the associated travel and mileage expenses.

Item Description	Amount
Training Courses	\$5,000.00
Testing and Certification	\$2,000.00
Travel and Lodging	\$1,000.00
TOTAL	\$8,000.00

Water & Sewer Repairs & Maintenance Supplies (501-98104-6007): This line item covers the cost of tools, materials, equipment, and supplies used in the maintenance and repair of water and sewer facilities and infrastructure.

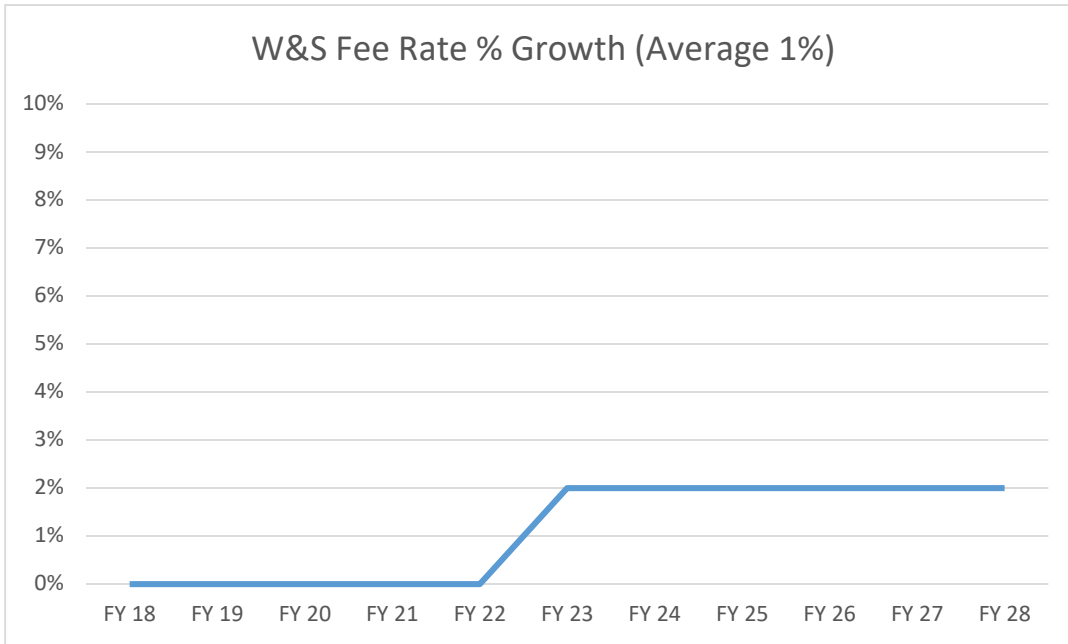
Item Description	Amount
System Parts and Inventory	\$20,000.00
Equipment Parts and Supplies	\$10,000.00
Miscellaneous Stock	\$10,000.00
TOTAL	\$40,000.00

Water & Sewer Uniforms (501-98104-6011): This line item covers matching City logo work attire, as well as pants and boots allowance.

Item Description	Amount
Shirts with City logo, Hats, Hoodies, Jackets	\$1,400.00
Clothing Allowances	\$1,050.00
Boot Allowances	\$1,750.00
Turnover Replacements	\$600.00
TOTAL	\$4,800.00

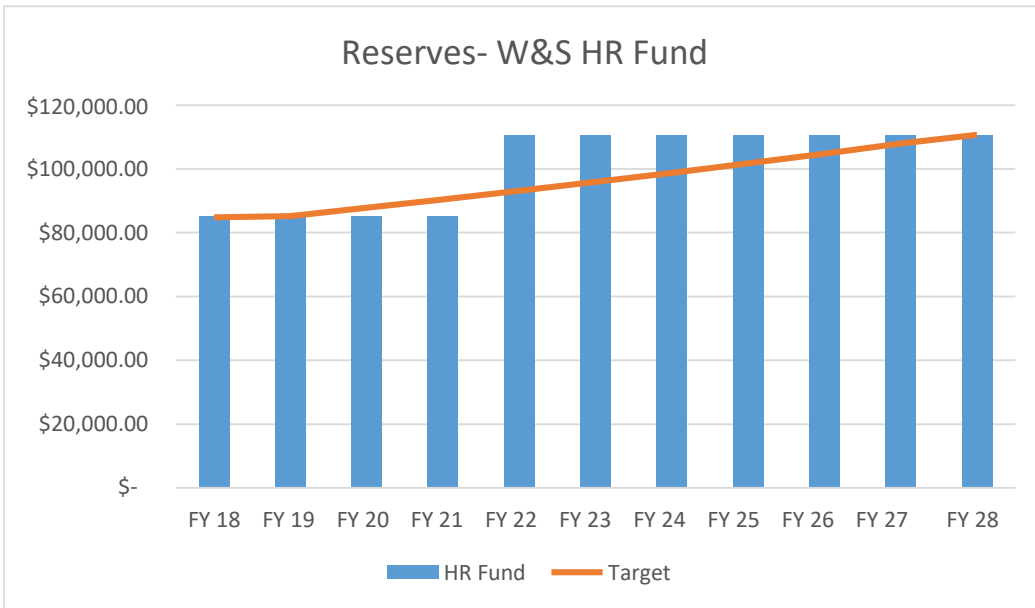
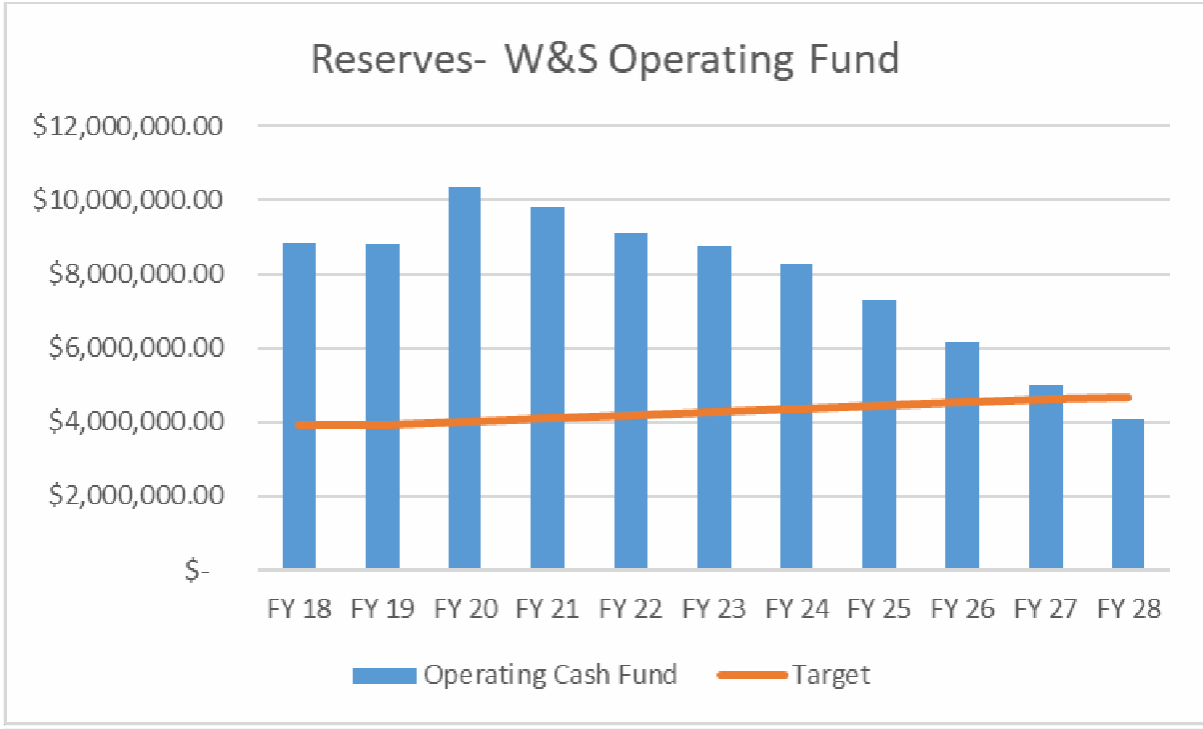
TYPE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
			BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Water & Sewer Expenditures				
X	501-93100-0002-00-00-00	Transfer to General Fund	\$ 1,213,606.89	\$ 1,078,590.46
X	501-93100-0008-00-00-00	Transfer to Water & Sewer for Capital	\$ -	\$ 3,546,709.12
X	501-93100-0008-00-00-00	Transfer to Water & Sewer for Capital	\$ -	\$ 43,936.11
X	501-93100-0008-00-00-00	Transfer to Water & Sewer		\$ 28,600.00
X	501-98104-1101-00-00-00	Water & Sewer Salaries/Wages	\$ 573,528.00	\$ 452,275.98
X	501-98104-1201-00-00-00	Water Overtime	\$ 77,000.00	\$ 77,000.00
X	501-98104-1202-00-00-00	Overtime Snow Removal	\$ 8,680.00	\$ -
X	501-98104-2100-00-00-00	FICA	\$ 43,874.00	\$ 34,599.11
X	501-98104-2210-00-00-00	Retirement	\$ 53,682.00	\$ 39,528.92
X	501-98104-2400-00-00-00	Life Insurance	\$ 2,982.00	\$ 2,351.84
X	501-98104-2222-00-00-00	401 A ICMA	\$ 1,175.00	\$ -
X	501-98104-2310-00-00-00	Group Health	\$ 80,979.00	\$ 76,585.18
X	501-98104-3160-00-00-00	Professional Services	\$ 63,000.00	\$ 65,000.00
X	501-98104-3170-00-00-00	Contractual Services	\$ 7,500.00	\$ 25,500.00
X	501-98104-3500-00-00-00	Printing/Binding	\$ 11,000.00	\$ 12,000.00
X	501-98104-3600-00-00-00	Advertising	\$ 1,800.00	\$ 1,000.00
X	501-98104-3310-00-02-01	Water Repairs & Maintenance	\$ 140,000.00	\$ 100,000.00
X	501-98104-3310-00-02-02	Sewer Repairs And Maintenance	\$ -	\$ 31,000.00
X	501-98104-3161-00-00-00	State Waterworks Assessment	\$ 15,000.00	\$ 12,500.00
X	501-98104-5110-00-00-00	Electrical Services	\$ 20,000.00	\$ 20,000.00
X	501-98104-5130-00-00-00	Water Purchase	\$ 1,100,000.00	\$ 1,200,000.00
X	501-98104-5133-00-00-00	NVRC-OBWPM Contribution	\$ 2,040.00	\$ 4,000.00
X	501-98104-5230-00-00-00	Telecommunications	\$ 6,500.00	\$ 4,500.00
X	501-98104-5131-00-00-00	Operation/Maintenance of UOSA Plant	\$ 1,225,000.00	\$ 1,300,000.00
X	501-98104-5132-00-00-00	UOSA Monitoring Laboratory	\$ 25,000.00	\$ 14,478.13
X	501-98104-5135-00-00-00	UOSA Reserve Maintenance	\$ 300,000.00	\$ 205,000.00
X	501-98104-5210-00-00-00	Postage	\$ 19,000.00	\$ 9,000.00
X	501-98104-5500-00-00-00	Travel/Education	\$ 6,092.00	\$ 8,000.00
X	501-98104-6001-00-00-00	Office Supplies	\$ 4,200.00	\$ 3,000.00
X	501-98104-6007-00-00-00	Repair & Maint Supplies	\$ 50,000.00	\$ 40,000.00
X	501-98104-6011-00-00-00	Uniforms	\$ 8,000.00	\$ 4,800.00
X	501-98104-8220-00-00-00	Depreciation Expense	\$ -	\$ -
X	501-98104-5801-00-00-00	Bank of America Credit Card Exp	\$ -	\$ -
X	501-98104-5810-00-00-00	Dues/Memberships	\$ 1,500.00	\$ -
X	501-98104-6012-00-00-00	Books/Subscriptions	\$ 500.00	\$ -
X	501-98102-9118-00-00-00	UOSA Debt Service 1995-A Bond	\$ 1,678,926.00	
X	501-98102-9138-00-00-00	2014 GO Refunding	\$ 929,497.00	
X	501-98102-9139-00-00-00	VRA 2015A Refunding Bonds (Tax Exempt)	\$ 303,182.00	
X	501-98102-9140-00-00-00	VRA 2015A Refunding Bonds (Taxable)	\$ 187,798.00	
X	501-98105-1101-00-00-00	AR Division Salaries/Wages		\$ 228,701.00
X	501-98105-1201-00-00-00	AR Division Overtime		\$ -
X	501-98105-2100-00-00-00	FICA		\$ 17,495.63
X	501-98105-2210-00-00-00	Retirement		\$ 19,988.47
X	501-98105-2400-00-00-00	Life Insurance		\$ 1,189.25
X	501-98105-2222-00-00-00	401 A ICMA		\$ -
X	501-98105-2310-00-00-00	Group Health		\$ 7,750.00
X		Capital Spending	\$ 1,356,040.53	
Water & Sewer Expenditures Totals			\$ 9,517,082.42	\$ 8,715,079.18

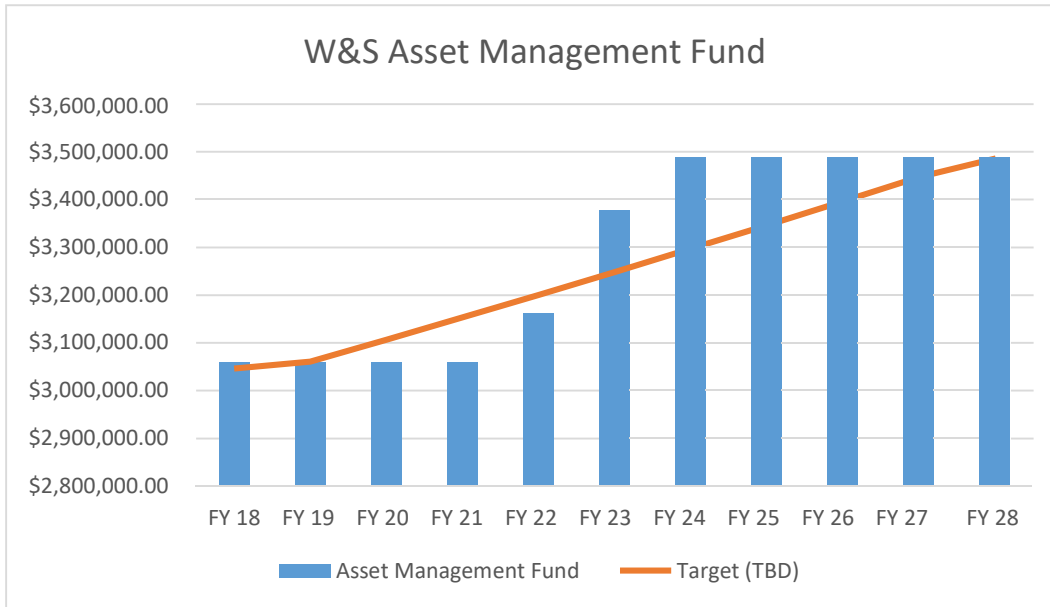
WATER & SEWER RATE GROWTH (10 YEAR MODEL)



WATER & SEWER RESERVES (Fund Balance)

FY 19 BUDGET- RESERVE STRUCTURE (WATER & SEWER FUND)						
RESERVE CATEGORY	TOTAL (as of 7/1/17)	FORECASTED TOTAL (7/1/18)	FORECASTED TOTAL (7/1/28)	Target Ratio	Target Amount FY 19	Target Amount FY 28
OPERATING CASH (Fund Balance- Cash Equalization)	\$ 14,229,063.37	\$ 8,850,310.32	\$ 4,060,964.71	120 Days Cash on Hand	\$ 3,937,894.56	\$ 4,677,553.54
HR FUND (TURNOVER, SHORT TERM DISABILITY, SURGE, OT CONTINGENCY)	\$ -	\$ 85,224.64	\$ 110,653.54	10% of Personnel Budget	\$ 95,746.54	\$ 124,048.09
ASSET MANAGEMENT CAPITAL FUND ("3RM"- Repair, Renew, Replace, Maintain; Paygo Capital Strategy; Down Payments and Over-run coverage)	\$ -	\$ 3,060,688.10	\$ 3,486,123.75	TBD Asset Management Plan but 10% of Asset Values	\$ 3,060,688.10	\$ 3,486,123.75
TOTAL	\$ 14,229,063.37	\$ 11,996,223.06	\$ 7,657,742.00		\$ 7,094,329.20	\$ 8,287,725.38
				Unfunded:	\$ 4,901,893.87	\$ (629,983.38)

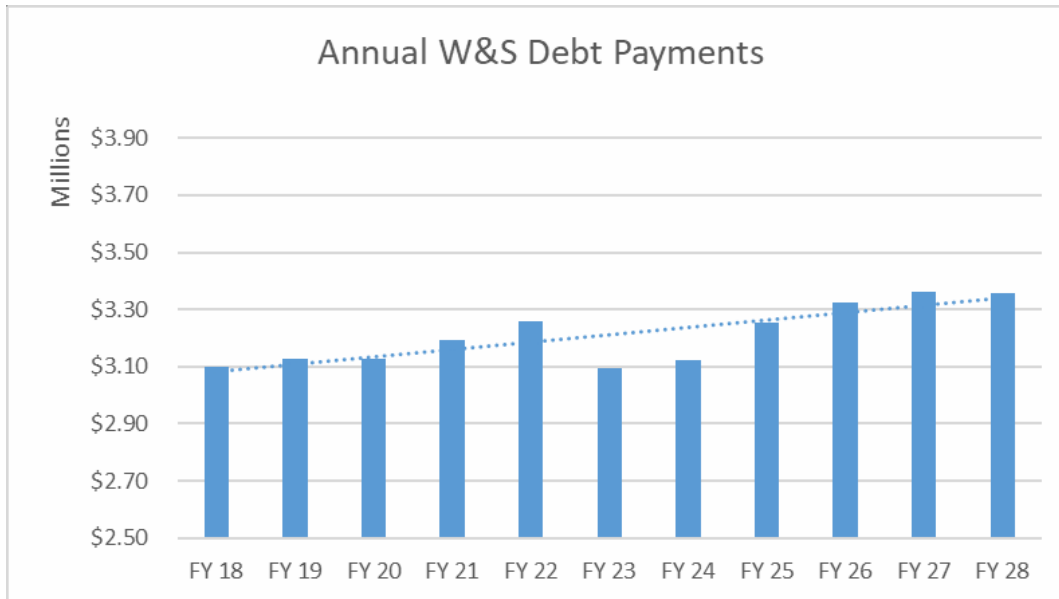




WATER & SEWER DEBT

Water & Sewer Debt Service FY 19:

Item Description	Amount
UOSA Debt Service 1995-A Bond	\$1,710,000
Water Debt – 2014 GO Refunding	\$927,087
Water Debt – VRA 2015A Refunding Bonds (Tax Exempt)	\$302,248
Water Debt – VRA 2015A Refunding Bonds (Taxable)	\$187,869
TOTAL W&S Debt Service	\$3,127,204



WATER & SEWER CAPITAL PROJECTS

501-94100-0008: Water/Sewer Capital Maintenance

\$260,000

This line item covers cost intensive replacement, repairs, and improvements to the water and sewer systems. Major failures and deficiencies of these systems cause disruption in service and can trigger sanctions and penalties from state and federal regulators. Funds allocated to this line item cover both planned and emergency replacements, repairs and improvements as necessary to keep the water and sewer systems functioning in compliance with applicable standards, and to ensure they are operating in an efficient and responsible manner. Examples of expenditures under this line item include water/sewer pumps, generators, electrical equipment, water tank inspection and improvement, lift station improvements, sewer pipe and manhole relining, ajar waterline repair/replacement, and numerous other large ticket expenditures that maintain or improve the capital assets of the water and sewer systems.

501-94100-0112: I/I Sewer Inspection Truck

\$29,541

A new TV inspection truck was purchased under a lease to own agreement in FY2018. The old unit was out of service, and too expensive to repair/maintain. A TV inspection truck is essential to maintaining the sanitary and storm sewer systems. It is used to identify structural issues, areas of high infiltration and inflow into the sewer system, and other maintenance issues (e.g. roots). A robust inspection program helps prevent sanitary sewer overflows, which constitute violations

of the City's MS4 permit, and the operating permits of the sewage treatment facilities used by the City.

501-94100-0163: Leak Detection Equipment **\$50,000**

Correlators, J phones and data loggers are equipment that can monitor the water distribution system over an extended period. This equipment enhances the City's ability to detect leaks in the distribution system.

501-94100-0164: Water & Sewer Rate Study & Asset Management **\$150,000**

Total Capital Projects **\$489,541**

City of Manassas Park Water & Sewer Capital Budget			
Revenue Category	FY 18A1	FY 19	Comment
Tap Fee Revenue	\$ 1,750,000	\$ 28,600	Slowdown in development. Potential Tap Fee remaining for downtown development is still a few years away.
Transfer from W&S Operating Budget	\$ 2,718,444	\$ 3,590,645	With declining Tap Fees City will need to use operating revenues to cover W&S Debt and Capital Projects.
TOTAL REVENUES	\$ 4,468,444	\$ 3,619,245	Nearly 18% decline due to slowdown in development.
Expense Category	FY 18A1	FY 19	Comment
Transfer to General Fund Capital	\$ 23,500	\$ 2,500	Reimbursed GF for GIS Project Spending that benefits W&S Fund.
UOSA Debt	\$ 1,678,926	\$ 1,710,000	Annual Debt Payment to UOSA
Water Debt	\$ 1,420,477	\$ 1,417,205	Combined debt taken for Water
Water/Sewer Capital Maintenance	\$ 1,316,000	\$ 260,000	Water and Sewer Lining, Valve Improvements, Meters, Tanks work, etc.
PW-26 I/I Sewer Inspection Truck	\$ 29,541	\$ 29,541	2nd Year of 4 Year existing lease contract.
Correlators, J phones, data loggers	\$ -	\$ 50,000	Equipment can monitor water distribution system over an extended period. This equipment enhances the City's ability to detect leaks in the system
Water & Sewer Rate Study & Asset Mgt Plan	\$ -	\$ 150,000	Consulting Support to determine what rate levels and Capital investments are needed and by when. Provides regional comparison of rates as well.
TOTAL EXPENSES	\$ 4,468,444	\$ 3,619,245	18% reduction in spending due to GF Cash issues not permitting W&S Fund to draw down its Fund Balance as planned.
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	Capital Spending shifted to FY 23 & after due to GF Cash issues

City of Manassas Park Water & Sewer Capital Improvement Plan						
Revenue Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
Tap Fee Revenue	\$ 1,750,000	\$ 28,600	\$ 1,500,000	\$ 42,900	\$ 600,000	\$ 600,000
Transfer from W&S Operating Budget	\$ 2,718,444	\$ 3,590,645	\$ 2,008,279	\$ 3,989,730	\$ 3,822,427	\$ 3,429,606
TOTAL REVENUES	\$ 4,468,444	\$ 3,619,245	\$ 3,508,279	\$ 4,032,630	\$ 4,422,427	\$ 4,029,606
Expense Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
Transfer to General Fund Capital	\$ 23,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -
UOSA Debt	\$ 1,678,926	\$ 1,710,000	\$ 1,710,000	\$ 1,780,000	\$ 1,840,000	\$ 2,000,000
Water Debt	\$ 1,420,477	\$ 1,417,205	\$ 1,418,738	\$ 1,413,544	\$ 1,419,802	\$ 1,094,471
Water/Sewer Capital Maintenance	\$ 1,316,000	\$ 260,000	\$ 350,000	\$ 367,500	\$ 385,875	\$ 405,169
Water System Improvements	\$ -	\$ -	\$ -	\$ 400,000	\$ 725,000	\$ 400,000
PW-26 I/I Sewer Inspection Truck	\$ 29,541	\$ 29,541	\$ 29,541	\$ 29,541	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,750
Vehicles	\$ -	\$ -	\$ -	\$ 42,046	\$ 29,250	\$ 24,216
PW-18 New roof for DPW	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ -
Correlators, J phones, data loggers	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Water & Sewer Rate Study & Asset Mgt Plan	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 4,468,444	\$ 3,619,245	\$ 3,508,279	\$ 4,032,630	\$ 4,422,427	\$ 4,029,606
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Storm Water

Storm Water is the precipitation of water and snow/ice melt. The storm water contains contaminants that can soak into the soil, remain on the surface or runoff into ponds and streams. Storm Water Management maintains the quantity and quality of the water by controlling flooding and erosion, developing and implementing storm water systems to remove contaminants from the water to prevent pollution of surface waters or groundwater. Storm water management also provide services to ensure our City's' water is safe and clean.

BUDGET HIGHLIGHTS

Personnel:

	FY 2018	FY 2019
	Full-time	Full-time
Storm Water	3	3

Financial Summary Storm Water:

Total Revenues:	\$819,585	
Operating Expenditures:	\$531,925	Overall, expenditures increased by 4.1% and/or \$32,500 compared to FY2018 amended budget.
Capital Expenditures:	\$287,660	
Total Expenditures:	\$819,585	
Departmental Net:	\$0	

Expenditure Categories:

Professional Services (502-98102-3160): This line item covers engineering and other professional services required to ensure repair, replacement, maintenance, inspections and reporting required for the continued operation of the storm water system to conform to all applicable standards, and also covers consultation as required to ensure that we remain in compliance with our MS4 permit.

Item Description	Amount
Engineered Designs and Surveys	\$20,000.00
Consultations	\$5,000.00
Engineer/Expert Reviews	\$5,000.00
GIS Support	\$20,000.00
MS4 Coordination	\$36,000.00
TOTAL	\$86,000.00

Storm Water Repair & Maintenance (502-98102-3310): This line item covers parts, materials, equipment, and other expenses associated with handling specific repair and maintenance tasks.

Item Description	Amount
Parts and Materials	\$40,000.00
Quarried Materials	\$1,000.00
Equipment Rental	\$10,000.00
TOTAL	\$51,000.00

Contract Services (502-98102-3170): This line item covers payments to vendors/contractors who perform services for the site and storm water division. The services acquired either require special certification and training, are economically infeasible for City staff to perform, must be performed by an outside agency to meet legislative requirements, or meet similar criteria that would justify contracting with an outside entity.

Item Description	Amount
Spoils Removal	\$500.00
Tree Service	\$5,000.00
Mowing	\$10,000.00
Concrete Repair	\$10,000.00
TOTAL	\$25,500.00

Uniforms (502-98102-6011): This line item covers matching, logoed work attire, as well as pant and boot allowance.

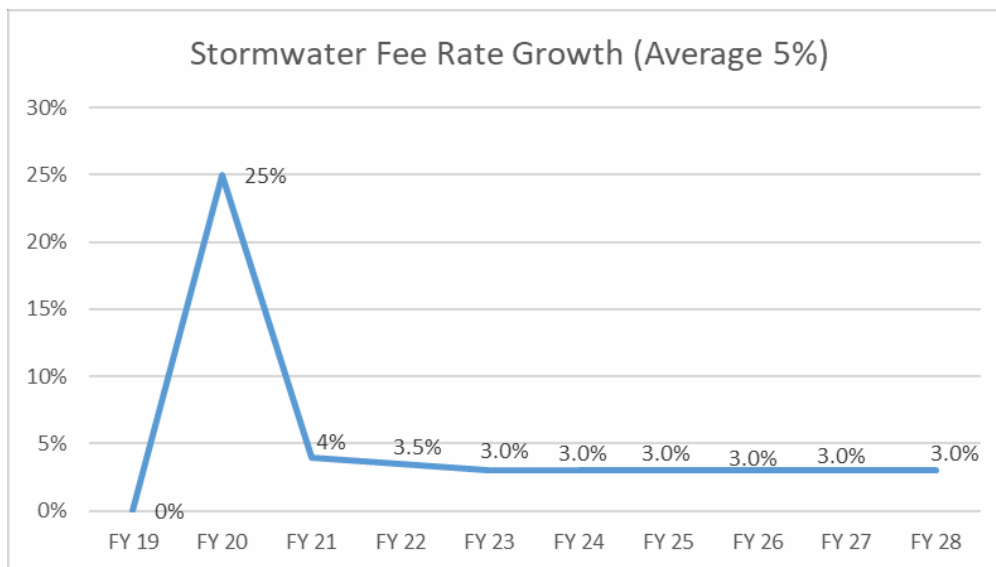
Item Description	Amount
City logo shirts, Hats, Hoodies, Jackets	\$600.00
Clothing Allowances	\$450.00
Boot Allowances	\$750.00
Turnover Replacements	\$300.00
TOTAL	\$2,100.00

Repairs and Maintenance Supplies (502-98102-6007): This line item covers the cost of tools, materials, equipment, and supplies used in the maintenance and repair of storm water facilities and infrastructure.

Item Description	Amount
Mowing Equipment	\$15,000.00
Tools	\$2,500.00
Testing Equipment	\$500.00
TOTAL	\$18,000.00

TYPE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
			BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Storm Water Expenditures				
X	502-98102-1101-00-00-00	Storm Water Salaries/Wages	\$ 197,033.00	\$ 190,577.18
X	502-98102-1201-00-00-00	Storm Water Overtime	\$ -	\$ 15,000.00
X	502-98102-2100-00-00-00	FICA	\$ 15,073.00	\$ 14,579.15
X	502-98102-2210-00-00-00	Retirement	\$ 18,443.00	\$ 16,656.45
X	502-98102-2400-00-00-00	Life Insurance	\$ 1,024.00	\$ 991.00
X	502-98102-2222-00-00-00	401 A ICMA	\$ -	\$ -
X	502-98102-2310-00-00-00	Group Health	\$ 6,494.00	\$ 32,270.98
X	502-98102-3160-00-00-00	Professional Services	\$ 130,000.00	\$ 86,000.00
X	502-98102-3310-00-00-00	Storm Water Repair & Maintenance	\$ 50,000.00	\$ 51,000.00
X	502-98102-5210-00-00-00	Postage	\$ 2,000.00	\$ 300.00
X	502-98102-5500-00-00-00	Travel/Education	\$ 1,000.00	\$ 2,000.00
X	502-98102-5861-00-00-00	VSMP Permit Fees	\$ 1,500.00	\$ 1,500.00
X	502-98102-3170-00-00-00	Contract Services		\$ 25,500.00
X	502-98102-6011-00-00-00	Uniforms		\$ 2,100.00
X	502-98102-6001-00-00-00	Office Supplies		\$ 950.00
X	502-98102-5810-00-00-00	Dues and Memberships		\$ -
X	502-98102-6012-00-00-00	Books and Subscriptions		\$ 500.00
X	502-98102-3600-00-00-00	Advertising		\$ 400.00
X	502-98102-6007-00-00-00	Repairs and Maintenance Supplies		\$ 18,000.00
X	502-93100-0003-00-00-00	Transfer to Stormwater Capital Reserve	\$ 292,056.53	\$ 287,660.00
X	502-93100-0009-00-00-00	Transfer to Water & Sewer Fund for AR Division		\$ 2,961.24
X	502-93100-9215-00-00-00	Transfer to Solid Waste Fund		\$ 4,228.59
X	502-93100-0002-00-00-00	Transfer to General Fund for Administrative Fee	\$ 72,461.81	\$ 66,410.74
Storm Water Expenditures Total			\$ 787,085.34	\$ 819,585.34

STORM WATER RATE GROWTH (10 YEAR MODEL)



STORM WATER CAPITAL PROJECTS

502-94100-0167: Street Sweeper Truck

\$12,660

Street sweeping is necessary not only to keep the streets clean but also to minimize sediment and debris entering storm inlets. The City has implemented a sweeping schedule as part of its commitment to achieve pollutant load reductions. The City purchased the street sweeper in FY 2018 under a lease / purchase agreement. This project funds the payments. The payments are also funded from the capital project fund.

502-94100-0117: Conner Center Pond 1 Retrofit

\$172,500

Conner Center Pond 1 must be converted from its current status as an extended detention BMP into a Level 1 wet pond. This pond retrofit is one of several projects planned to meet the TMDL reduction requirements of the City’s MS4 permit, for the permit cycle ending in 2018. Failure to meet the TMDL reduction requirements, or conform to the DEQ approved reduction action plan, could result in fines or other enforcement actions from the State.

502-94100-0162: TMDL Projects SW Quality Projects

\$100,000

This project is a place holder for projects that will meet the remaining portion of the TMDL requirements for total nitrogen reduction; preliminary projects to be identified in the TMDL update due to DEQ June 30, 2018. It is anticipated that most of these projects will be pond retrofits, similar to the Conner Center Pond 1 retrofit.

Total

\$285,160

City of Manassas Park Storm Water Capital Budget			
Revenue Category	FY 18A1	FY 19	Comment
Transfer from Operating Fund	\$ 292,057	\$ 287,660	Increase in healthcare costs reduced amount available for Capital.
TOTAL REVENUES	\$ 292,057	\$ 287,660	No new fees for FY 19
Expense Category	FY 18A1	FY 19	Comment
Street Sweeper Truck	\$ 15,280	\$ 12,660	3rd Year of 5 year existing lease contract shared with GF
Transfer to GF Capital	\$ 5,000	\$ 2,500	Reimbursed GF for GIS Project Spending that benefits stormwater fund.
PW-16 Conner Center Pond 1 Retrofit	\$ 194,117	\$ 172,500	Convert from its current status as an extended detention BMP into a Level 1 wet pond to meet TMDL requirements from DEQ.
Completed FY 18 Projects	\$ 77,660	\$ -	
TMDL Projects SW quality projects	\$ -	\$ 100,000	Pond Retrofits in support of TMDL requirements
TOTAL EXPENSES	\$ 292,056	\$ 287,660	
NET INCOME (SURPLUS/DEFICIT)	\$ 0	\$ -	1.5% reduction to balance budget. Short of required amounts to keep up with DEQ mandates. Will require heavy borrowing after FY 23 to keep up with mandated spending requirements

City of Manassas Park Storm Water Capital Improvement Plan						
Revenue Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
Transfer from Operating Fund	\$ 292,057	\$ 287,660	\$ 370,160	\$ 112,660	\$ 110,000	\$ 100,000
TOTAL REVENUES	\$ 292,057	\$ 287,660	\$ 370,160	\$ 112,660	\$ 110,000	\$ 100,000
Expense Category	FY 18A1	FY 19	FY 20	FY 21	FY 22	FY 23
I/I Sewer Inspection Truck	\$ 12,660	\$ -	\$ -	\$ -	\$ -	\$ -
Street Sweeper Truck	\$ 15,280	\$ 12,660	\$ 12,660	\$ 12,660	\$ -	\$ -
Transfer to GF Capital	\$ 5,000	\$ 2,500	\$ -	\$ -	\$ -	\$ -
Debt Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles						
Equipment						
PW-16 Conner Center Pond 1 Retrofit	\$ 194,117	\$ 172,500	\$ 172,500	\$ -	\$ -	\$ -
PW-29 Costello Park Bioretention	\$ 65,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -
Russia Branch Stream Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TMDL Projects SW quality projects	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
PW-18 New roof for DPW	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
TOTAL EXPENSES	\$ 292,057	\$ 287,660	\$ 370,160	\$ 112,660	\$ 110,000	\$ 100,000
NET INCOME (SURPLUS/DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Solid Waste

Solid Waste management includes the collection, separation, transformation, transfer and transport, disposal, and recycling of solid waste.

BUDGET HIGHLIGHTS

Financial Summary Solid Waste:

Total Revenues:	\$1,000,494	Includes \$4,229 transfer from storm water fund
Operating Expenditures:	\$1,000,494	Overall, expenditures increased by 10.4% and/or \$94,235 compared to FY2018 amended budget.
Capital Expenditures:	N/A	
Total Expenditures:	\$1,000,494	
Departmental Net:	\$0	

Expenditure Categories:

Contract Services (503-98103-3170): This line item covers the cost of contract removal of residential and municipal refuse and recycling.

Item Description	Amount
Refuse and Recycling Contract	\$854,900.00
TOTAL	\$854,900.00

Hazardous Waste Events (503-98103-3170): This line item covers the cost of hosting potentially two hazardous waste collection days.

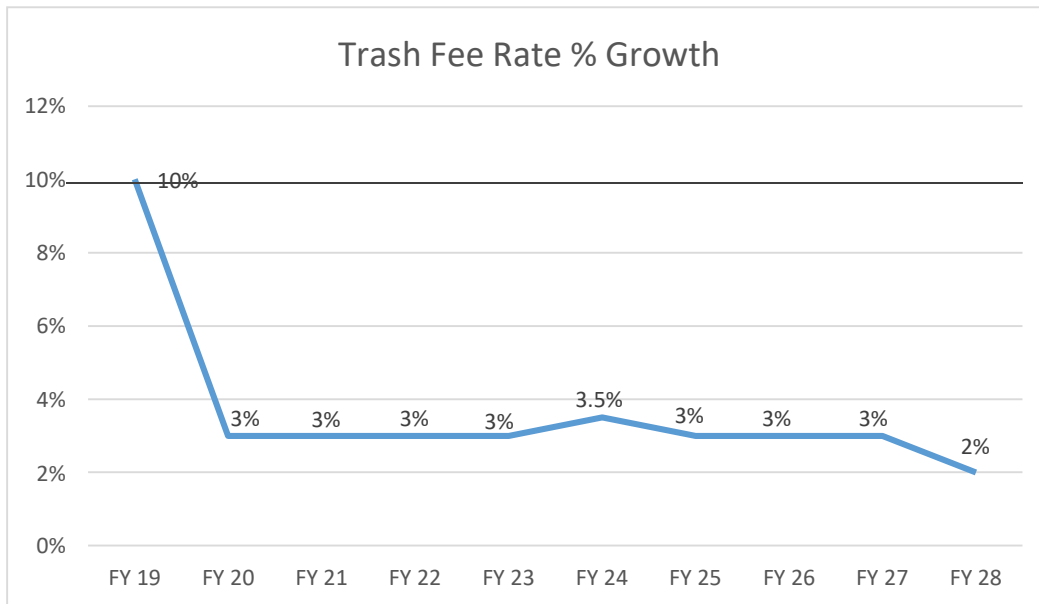
Item Description	Amount
Hazardous Waste Events	\$39,872.00
TOTAL	\$39,872.00

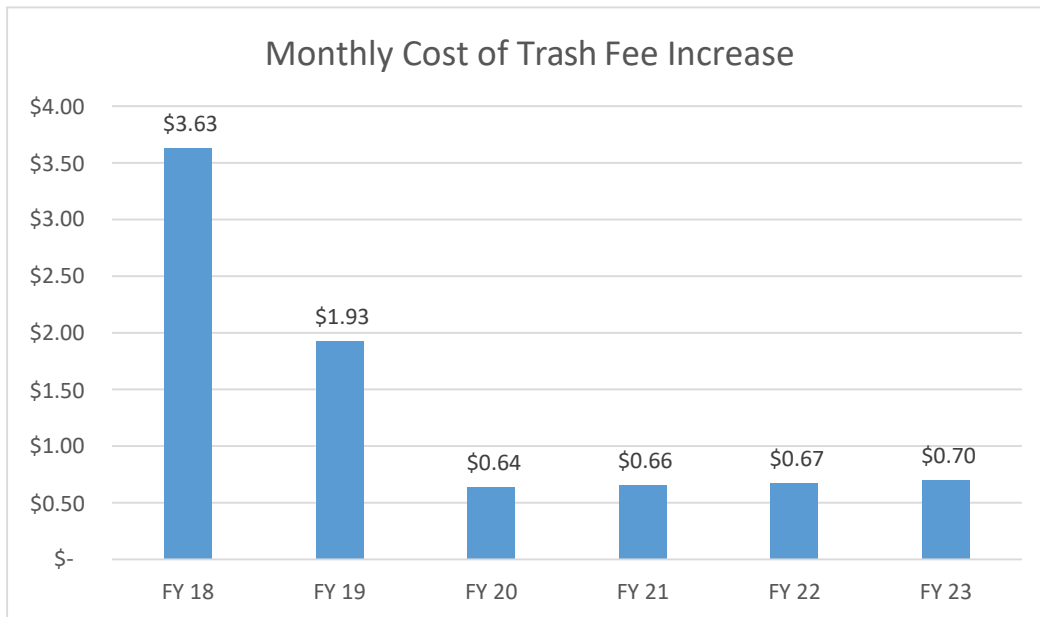
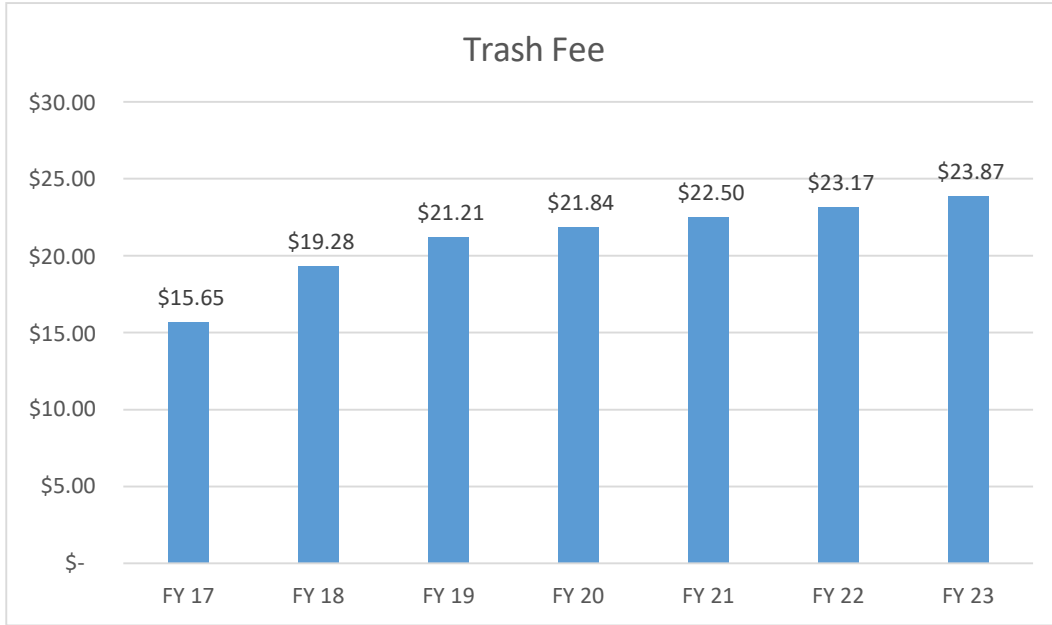
Dumpsters (503-98103-3170): This line item covers additional dumpsters that may be required for municipal operations.

Item Description	Amount
Additional Dumpsters	\$4,000.00
TOTAL	\$4,000.00

TYPE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	FY 19 BUDGET
			BUDGET AMOUNT FY2018 A1	BUDGET AMOUNT FY2019 City Manager
Solid Waste Expenditures				
X	503-98103-1101-00-00-00	Refuse & Recycling Salaries/Wages	\$ 5,890.00	\$14,237.30
X	503-98103-2100-00-00-00	FICA	\$ 450.00	\$ 1,089.15
X	503-98103-2210-00-00-00	Retirement	\$ 551.00	\$ 1,244.34
X	503-98103-2400-00-00-00	Life Insurance	\$ 30.00	\$ 74.03
X	503-98103-2310-00-00-00	Group Health	\$ 643.00	\$ 2,410.84
X	503-98103-3170-00-00-00	Contract Services	\$ 775,000.00	\$ 854,900.00
X	503-98103-3170-00-91-00	Hazardous Waste events	\$ 39,956.19	\$ 39,871.76
X	503-98103-3170-00-92-00	Additional dumpsters	\$ 4,000.00	\$ 4,000.00
X	503-93100-0003-00-00-00	Transfer to Water&Sewer Fund for AR Division		\$ 2,961.24
X	503-93100-0002-00-00-00	Transfer to General Fund for Refuse & Recycling Administrative	\$ 79,738.81	\$ 79,705.61
Solid Waste Expenditures Total			\$ 906,259.00	\$ 1,000,494.29

SOLID WASTE RATE GROWTH (10 YEAR MODEL)





APPENDICES

**Please see Attached Budget Power Point
Presentation**

**Please see Attached CIP Power Point
Presentation with Project by Project
Descriptions**

Please see Attached FY 19 Budget Excel Spreadsheet

Appendix D – Unfunded Positions and Capital

DESIRED UNFUNDED NEW POSITIONS

Department	Desired New Positions	Salary Projection	FTE	Desired Timeframe
Commissioner of Revenue	Deputy I	\$36,700.00	1	Immediately
Treasurer	Deputy Part-Time	\$17,500.00	0.5	Immediately
Registrar	None	\$-	0	n/a
	Subtotal	\$54,200.00	1.5	
Management/ Economic Development	Assistant to City Manager- Management & Economic Analyst	\$75,000.00	1	Immediately
	Communications Director	\$85,000.00	1	Immediately
	Deputy City Manager	\$120,000.00	1	Can wait a few years
Human Resources	None	\$-	0	n/a
Finance	Deputy Finance Director	\$100,000.00	1	Can wait a few years
Information Technology	None	\$-	0	n/a
	Subtotal	\$380,000.00	4	
Police	Animal Control Sworn- Officer	\$52,000.00	1	Immediately
	Police Officer Sworn	\$55,000.00	1	Can wait a few years
	Crime Analyst Part- Time	\$42,000.00	0.5	Immediately
	E-911 Communications Specialist	\$48,000.00	1	Immediately
	Subtotal	\$197,000.00	3.5	

Fire Department	Fire Medic	\$58,192.00	1	Immediately
	Fire Medics	\$174,576.00	3	Can wait a few years
	Fire Inspector Part Time	\$25,000.00	0.5	Can wait a few years
	EMS Captain	\$69,165.00	1	Immediately
	Subtotal	\$326,933.00	5.5	
Community Development & Public Works	Deputy Community Development Director	\$100,000.00	1	Immediately
	Facility Manager	\$90,000.00	1	Immediately
	Building Inspector	\$60,000.00	1	Immediately
	Code Enforcement Inspector	\$50,000.00	1	Can wait a few years
	Subtotal	\$300,000.00	4	
Social Services	Family Services Specialist II	\$63,571.00	1	Can wait a few years
	Benefit Programs Specialist II	\$52,300.00	1	Can wait a few years
	Subtotal	\$115,871.00	2	
Parks & Recreation	Aquatics Specialist	\$40,000.00	1	Immediately
	Writer/Content Specialist	\$40,000.00	1	Can wait a few years
	Graphic Designer/Web Developer	\$40,000.00	1	Can wait a few years
	Therapeutic Recreation Specialist	\$42,000.00	1	Can wait a few years
	Aquatics Specialist Part-Time	\$15,037.03	0.5	Immediately
	Community Outreach Liaison Part-Time	\$17,680.00	0.5	Can wait a few years
	Subtotal	\$194,717.03	5	

Totals	Pre-recession FTEs		169.5
	FY 18 FTE's		153
	FY 19 FTE's		152
	Desired Additional FTEs		25.5
	Desired FY 28 FTE Count		177.5
	Salary FT	\$1,451,504.00	
	Salary PT	\$117,217.03	
	Fica	\$120,007.16	
	Retirement	\$126,861.45	
	Life Insurance	\$7,547.82	
	Healthcare	\$249,926.28	
Total		\$2,073,063.74	

UNFUNDED CAPITAL PROJECTS

Department	Desired Capital Projects	Cost of Desired Capital Project	Desired Timeframe
Management/Economic Development	Performance Management Dashboard	\$54,000.00	Can wait a few years
	Asset Management Software	\$10,000.00	Immediately
	New City Hall	\$12,000,000.00	Immediately
	Parcel GIS Platform	\$11,600.00	Immediately
	Subtotal	\$12,075,600.00	
Information Technology	Spare Cisco Network Switch	\$4,000.00	Immediately
	Webroot DNS Software	\$4,860.00	Immediately
	Cloud-based Network Management Software	\$7,200.00	Immediately
	Subtotal	\$16,060.00	
Police	None	\$-	n/a
	Subtotal	\$-	

Fire Department	Second Mobile Radio Front Line	\$30,867.32	Immediately
	EOC Portable Radios & Chargers	\$24,672.16	Can wait a few years
	Subtotal	\$55,539.48	
Community Development & Public Works	New Public Works Building	\$11,000,000.00	Can wait a few years
	Subtotal	\$11,000,000.00	
Social Services	None	\$-	n/a
	Subtotal	\$-	
Parks & Recreation	Conner House Structural Repair	\$122,700.00	Can wait a few years
	Manassas Park Skate Park	\$150,000.00	Can wait a few years
	Phase II, Costello Park	\$2,205,000.00	Can wait a few years
	Signal Hill Park	\$2,535,750.00	Can wait a few years
	Subtotal	\$5,013,450.00	
	Total	\$28,160,649.48	
Amount that can be completed via development partnerships:		\$27,740,750.00	
Remaining unfunded amount:		\$419,899.48	

Appendix E – Letter from Assessors

MEMORANDUM

DATE: APRIL 15, 2018

TO: PON CHEN YUSUF, FINANCE DIRECTOR

FROM: MAC PAGE, CITY ASSESSOR

SUBJECT: NOTICE OF CONSIDERATION OF EFFECTIVE TAX RATE AS REQUIRED BY CODE OF VIRGINIA SECTION 58.1-3321

The purpose of this memorandum is to inform the Department of Finance of the City's need to publish a notice of public hearing and hold a public hearing under Virginia Code section 58.1-3321.

According to the above-mentioned Code of Virginia section the City is required to publish a notice of public hearing and hold a public hearing because the annual assessment for 2018 represents an increase of 1 percent or more, over the 2017 tax assessment base. The notice of public hearing must be published at least 14 days before the public hearing is held to consider a revised real estate tax rate.

2017 assessment figures represent equalized assessments that reflect administrative assessment reviews, supplemental assessments that were issued, and hearings before the Board of Equalization during 2017.

The percentage change in assessment was determined in the following manner:

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 5.07 percent.

Dividing the 2018 total for locally assessed real property¹, excluding additional assessments due to new construction or improvements, by the 2017² total for locally assessed real property, equals 1.0507, or a 5.07 percent increase.

¹Non-locally assessed public service corporation properties (operating railroad property assessed by the Virginia Department of Taxation and other public service corporation properties assessed by the State Corporation Commission) are not included in these calculations under 58.1-3321.

²The original 2017 assessed value of \$1,526,752,500 adjusted for equalization.

$$\frac{\$1,625,685,700 - \$20,597,800}{\$1,527,591,000}$$

$$= \frac{\$1,605,087,900}{\$1,527,591,000}$$

$$= 1.0507, \text{ or a } 5.07 \text{ percent increase}$$

2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last fiscal year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.48 per \$100 of assessed value. This rate is the “lowered tax rate.”

Last year’s estimated tax levy, using the 2017 equalized assessments and the FY 2017 real estate tax rate of \$1.55, divided by the 2017 total for assessed real property, excluding new construction or improvements, equals a rate of \$1.48 per \$100 of assessed value.

$$\frac{\$1,527,591,000 \times .0155}{\$1,625,685,700 - \$20,597,800}$$

$$= \frac{\$23,677,700}{\$1,605,087,900}$$

$$= 0.0148 \text{ or } \$1.48 \text{ per } \$100 \text{ of assessed value}$$

3. Effective Rate Increase: The City of Manassas Park is considering the adoption of a tax rate not to exceed \$1.55 per \$100 of assessed value. The difference between the lowered tax rate and the proposed tax rate is \$0.07 per \$100, or a 4.73 percent increase. This difference will be known as the “effective tax rate increase.” Individual property taxes will change at a percentage greater than or less than the above percentage due to variations in assessment changes for 2018.

In addition to the above-mentioned items, the required notice should also include an item entitled Proposed Total Budget Increase (or decrease).

If I can be of further assistance, please contact me at extension 8811.

Attachment: Draft Notice of Public Hearing

cc: City Clerk Lana Conner

**City of Manassas Park
Public Hearing Notice
Consideration of Effective Real Estate Tax Rate for FY 2018-2019**

Assessment Increase. Total assessed value of real property, excluding additional assessments for new construction, or improvement to property, exceeds last year's total assessed value of real property by 5.07 percent.

Lowered Rate Necessary to Offset Increased Assessment. The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.48 per \$100 of assessed value. This rate will be known as the "lowered tax rate."

Effective Rate Increase. The City of Manassas Park is considering the adoption of a tax rate not to exceed \$1.55 per \$100 of assessed value. The difference between the increased tax rate and the proposed tax rate would be \$0.07 per \$100, or a 4.73% increase. This difference will be known as the "effective tax rate increase."

Note: Individual real property taxes may, however, change at a percentage greater than or less than the above percentage.

Proposed Total Budget Increase. Based on the proposed real property tax rate and changes in other revenues, the proposed total general fund budget of Manassas Park will increase over last year's by 0.52%

Public Hearing. A public hearing on the proposed tax rate will be held on Tuesday, May 22, 2018 at 7:00 p.m. in the City Council Chambers of City Hall, One Park Center Court, Manassas Park, Virginia 20111.

Public Access. The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact Lana Conner, City Clerk at 703-335-8808 or l.conner@manassasparkva.gov.