

MANASSAS PARK

City of



City Budget

For the Fiscal Year Ending
June 30, 2025

Interim City Manager Keith Nguyen

Budget Book Drafted by:

Budget Manager Toni Jenkins & CFO Joshua McNeal IV

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CITY MANAGER'S EXECUTIVE SUMMARY



CITY OF MANASSAS PARK

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Mayor:
Jeanette Rishell

Vice Mayor:
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Council Members:
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Michael Carrera
Laura Hampton

Interim City Manager:
Keith Nguyen

May 28, 2024

To the Governing Body and Residents of Manassas Park:

In accordance with the City Charter, I am submitting the City of Manassas Park's Fiscal Year (FY) 2025 Proposed Budget. This budget shows a 10-year General Fund model that absorbs rising costs in operations, continues annual debt payments, and contributes to Reserve funds, when possible, through either structural or year-end operating surpluses. For the Enterprise Funds, the 10-year model balances reasonable minimum rates increase to implement expensive capital projects, particular in FY25 and FY26, and boost overall City reserves. As a reminder, 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 tax & fee rates, and more.

Due to market supply and demand for real estate in our region, the assessment values (i.e., taxable income) for real estate in the City grew by just over 7.32% (residential and commercial aggregated average) in FY 25. This, along with the coming downtown and a much better fiscal position with stabilized debt has allowed for a proposed 2.5-cent reduction in our Real Estate Tax Rate, which equates to approximately \$625K in aggregated tax relief to our residents. The rate has been reduced from \$1.55 to \$1.405 since spring 2021. This reflects our commitment to supporting our residents in reducing their tax burden as our financial position continues to improve.

Overall, in terms of Governing Body prioritized goals, staff was able to address several top goals (ranked by Governing Body members and averaged) for each priority category:

Priorities	Status
Economic Development-	
Resources should be focused on Economic Development, especially in our downtown, in order to grow revenues citywide and diversify our revenue stream through business recruitment.	Downtown Infrastructure (e.g. parking and Garage) and City Hall Lease Payments all funded. 0.5 FTE addition reassigned as Business, Tourism and Events Coordinator (replaces Downtown Events Coordinator). Growing popularity in Downtown Events Portfolio. Several small businesses in the process of opening downtown.
Balanced Slicing of the Pie	
Continue to balance support for all parts of the City (All departments and the schools); Also, hope to achieve an equilibrium of concern for the needs	Tax Rate Reduction to \$1.405, 10-year funding for schools increased to \$174M from \$152M (\$22M increase- 14.4%), 3% COLA for employees,

of the 3 important sectors; the residents (tax reduction), the staff (pay), and the City (infrastructure and finance)	Operating Cash Reserve Goals met, and growing CIP spending (\$21M more in non-Transportation spending over 10 years).
Reduce Real Estate Tax Rate an amount consistent with careful budgeting and incoming revenue.	Tax Rate Reduction to \$1.405 from \$1.43. Assessment growth brings revenue increase of 6.62% (offsetting inflation).
Continued focus on COLAs to the extent we are able to do this	3%- approximately \$557K cost to retain staff. Regional average: 5.4%-7.25% increases.
Community Maintenance	
Code enforcement	A Zoning Enforcement Officer position and a Building Official position are frozen in FY25 due to a lean budget. However, should funding become available in the outyears, these positions would be prioritized to assist with code enforcement related to short term and long-term rentals.
Staffing for parking enforcement	A Parking Enforcement Officer position was frozen in FY25 due to a lean budget. Should funding become available in the outyears, this position would be filled to assist with No Commercial Parking and parking writ large.
Continue beautification efforts (grants, light contests, clean-up campaigns, and other)	Housing Program Coordinator to support along with Part-time Public Works Crew. + Downtown Beautification budgeted via holiday lights and arborist support. + Business, Tourism & Events Coordinator
Infrastructure-	
Focus capital dollars on improving and maintaining roads and streets, sidewalks, storm drains, public facilities and old water pipes throughout the City	Spending on maintaining roads increases to \$7M from \$4.7M over 10 years finally reaching \$1M annually in FY 33. StormWater Program Manager budgeted for (akin to Transportation Mgr.) to allow for current City Engineer to focus on Water & Sewer Projects to move both Water & Sewer and Stormwater Projects forward. The City has received significant grant funding to fund our infrastructure CIP projects.
Trail expansion (trail network) and maintenance	Trails Study ongoing + Blooms Trail in CIP
Financial Management-	
ERP	Addressed using ARPA funds
Continue contribute to reserves	Target goals for Operating Cash Funds attained
Service Delivery & Staffing-	
Increase FTE's throughout the departments (in line with prior projections), especially the ones that are understaffed (Public Works) and encourage a healthy work-life balance. Un freeze positions.	Due to a lean FY25 budget, 7 positions are frozen. Holding debt payments, rising operating costs, and assessment values constant, additional economic development revenue will be needed to unfreeze / fund unfunded positions.
Increase staffing levels for Public Works and use seasonal employees to assist with seasonal work.	See above.

Misc.	
External Support (consultant) for the “Green Plan” and to not hire a sustainability officer; this will avoid setting up a recurring cost for the city at the current time.	Green Plan study funded in FY 24 and continue in FY25 CIP
Continue to build out the General Services Division to increase facility, fleet, and procurement support capacity, which can also absorb some “green” responsibilities	Funded via ARPA.

General Fund (GF):

Budget Actions/Highlights:

- Total City Budget (General Fund Operations & Capital, Schools Fund, and Utility Funds) of \$158,900,314 - up 9.20% from FY 24 Amended Budget.
- General Fund Debt payments increase by \$31K in FY 25.
- Real Estate Tax Rate **reduction** of 2.5 cents per \$100 of assessed value.
- Personal Property Tax Rate increased \$0.50 to \$3.50 in order to better align with regional rates (the City still has the lowest PPT rate even with this increase).
- A COLA of 3% for our employees in FY 25.
- No new FTEs proposed; 7 positions frozen (Street Crew Worker 1, Mechanic, Building Official, Police Sergeant, IT Helpdesk Technician, Zoning Enforcement Officer, and Parking Enforcement Officer).
- Total ARPA Fund usage in FY 25 is proposed at \$7.6M.

CIP

\$12.9M increase in Capital spending in FY 25 when compared to FY 24 Budget Amendment, from \$20M to \$32.9M (\$18.9M was Transportation related). Major projects in FY 25 include: Street Resealing of \$485k, Manassas Drive Primary Extension Resurfacing of \$1.58M, Downtown Transportation Infrastructure of \$1.99M, Conner Drive Extension of \$920K, Downtown Garage Grant Contribution of \$8.6M, Manassas Drive Systemic Safety Improvements of \$1.9M, Manassas Drive Sidewalk of \$1.72M, Smart Meters of \$632K, SCADA system of \$1M, Aquatics Improvements of \$2.48M, MPMS Roof Replacement of \$2M, City ERP Replacements of \$550K, and New Community Development Facility of \$2.34M.

Debt-

After Debt Payments reached an all-time high in FY 19 at \$10.75M (due to extensive borrowing from the 2000’s), the City embarked on some major refinancing efforts to take advantage of lower interest rates. As a result, the City saved \$2M and debt levels are dropping. In FY 16, the City had \$160M total debt outstanding. In FY 25, total outstanding General Obligation (GO) Debt fell to \$66.5M in total outstanding GO Debt (reduced by 58.4% in 10 years). The City is aggressively paying down its GO Debt to support future generations of Manassas Park residents and to be able to renovate our Schools and other Public Buildings as needed in the 2030’s and 2040’s.

Reserves-

We continued the framework established in the FY 19 Budget for Reserves, outlining the types of Reserves the City should have (Operating, Rainy Day, HR, and Asset Management) and developing a strategy for funding these targets. The City reached 15% Fund balance at the end of FY20, per our debt covenants, and has increased our unassigned fund balance from negative \$2M in FY 16 to over \$10M today. This

represents a \$12M turnaround despite dealing with record debt levels and a global pandemic (and its resulting recession). This also reflects the success of the City's financial management strategy.

Enterprise Funds:

Water & Sewer Fund-

The Water & Sewer Fund budget presented decreases 14.45%, or ~\$2.2M. However, approximately \$2.5M budgeted in FY24 for the purchase of a Community Development Department Building will be carried forward in FY25 since that amount is not anticipated to be used in FY24. The City has not increased Water and Sewer Rates in over a decade but began doing so in FY 23. Continuing with 0% rate increases in perpetuity is not realistic with inflation and pay raises, however with the debt decline in FY 30 and if there is more city development, there may actually be an opportunity to decrease rates in the latter part of this decade. However, in the interim, rates need to increase by 2.5% annually from FY 24-FY 33.

Storm Water Management Fund and Solid Waste Fund-

The Storm Water Management Fund is balanced in FY 25 with a reserve contribution of \$558K and a 2.5% rate increase. This represents a \$4.46 increase in annual payment by property owner per ERU. The City is applying for external funding support for the large future mandated Stream restoration projects with the hope of maintaining annual rate increases at 2.5% (below inflation) to further reduce burden on residents.

The Solid Waste Fund is balanced in FY 25 with a \$150K reserve contribution. The Solid Waste fees will need to grow by an average of 5.0% per year going forward to cover increased contract prices. This represents an average cost (between curbside and dumpster) increase to residents of \$22.50 in FY 25. These increases are necessary to avoid sending a General Fund subsidy to the Solid Waste Fund and to continue decreasing the negative Solid Waste Fund Balance.

Closing Comments:

Developing the FY 25 budget was a challenging experience in terms of lower than anticipated revenue growth, particularly in sales and meals tax, coupled with rising overhead and operational costs. Although the financial position of the City compared to six years ago has improved drastically, allowing the continual reduction of RE tax rates for our residents and providing a competitive COLA for employees, the City still had to freeze several positions and deferred multiple CIP projects to the outyears. FY25 and FY26 will be lean budgets, with long inflation putting upward pressure on the expenditure side, and lower than anticipated growth putting downward pressure on the revenue side. Additionally, the demand for more City services steadily outpaces staffing and funding capacity. Absent additional economic development revenue, the City faces significant future headwinds in older infrastructure, deferred CIP, and decreased School revenue due to less State support and declining enrollment. The balance of needing to reduce tax rates and increase pay, funding our Schools, and affording to fix older and failing infrastructure will be the main challenge for the City over the next decade. Our Economic Development Strategy must succeed for the City to be able to balance these requirements.

I want to thank the previous City Manager, Mr. Laszlo Palko, for his dedicated service to the City for the last seven years. His efforts have transformed the City's financial position and provided a solid foundation for the City to build upon. I also want to thank the Department Directors for taking ownership of their budgets over the last few years and improving each year in budget planning and management. The Department Directors have fully embraced a culture of fiscal restraint ensuring that every single hard-

earned taxpayer dollar is spent on items that are truly needed. They have consistently come under budget- allowing us to build up our fund balance- and have kept morale high as it could be despite these difficult years of financial austerity, low salaries, high debt, and a global pandemic. Additionally, I want to thank all City Employees for their hard work each and every single day.

I would also like to thank our residents for their patience and understanding as we continue to work toward a more financially stable City. We will work tirelessly to ensure the highest return on investment for every tax dollar received. 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,

Keith Nguyen
Interim City Manager

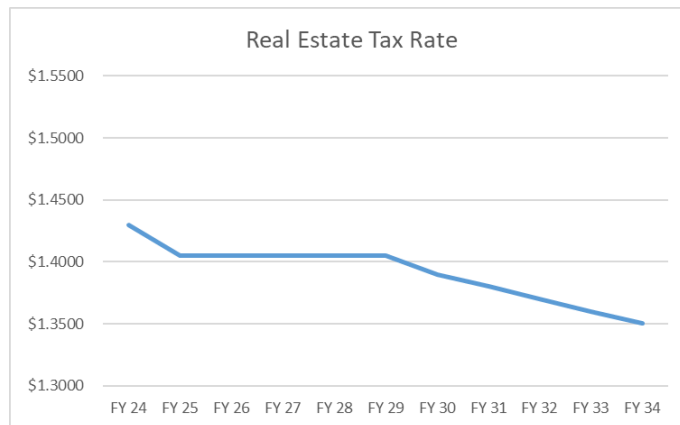
BUDGET OVERVIEW

City of Manassas Park Total Budget				
Program Category	FY24 A2	FY 25	Percentage Change	Total Change
Property Taxes	\$ 42,774,039	\$ 45,435,852	6.22%	\$ 2,661,813
Economic Development	\$ 5,196,327	\$ 5,299,999	2.00%	\$ 103,673
Departmental Revenues	\$ 10,261,033	\$ 10,078,326	-1.78%	\$ (182,707)
Other General Fund Revenues	\$ 18,210,345	\$ 17,743,457	-2.56%	\$ (466,888)
Water & Sewer User Revenues	\$ 15,193,078	\$ 12,997,749	-14.45%	\$ (2,195,329)
Storm Water Revenues	\$ 2,216,022	\$ 1,948,336	-12.08%	\$ (267,686)
Solid Waste Revenues	\$ 1,645,318	\$ 1,726,881	4.96%	\$ 81,563
Transportation Capital Revenues	\$ 5,194,499	\$ 17,472,454	236.36%	\$ 12,277,955
Other General Fund Capital Revenues	\$ 1,317,303	\$ 2,057,000	56.15%	\$ 739,697
School Revenues	\$ 43,507,090	\$ 44,140,261	1.46%	\$ 633,171
TOTAL REVENUES	\$ 145,515,053	\$ 158,900,314	9.20%	\$ 13,385,260
GB/Clerk/Attorney	\$ 1,088,770	\$ 1,171,358	7.59%	\$ 82,588
Constitutional Officers/Registrar	\$ 2,213,909	\$ 2,321,459	4.86%	\$ 107,550
City Administration (CM/HR/Finance/IT/GSA)	\$ 4,790,883	\$ 4,788,109	-0.06%	\$ (2,774)
Police	\$ 7,174,890	\$ 7,454,174	3.89%	\$ 279,285
Fire	\$ 6,264,564	\$ 6,314,224	0.79%	\$ 49,659
Community Development	\$ 4,140,806	\$ 4,110,010	-0.74%	\$ (30,796)
Human Services + Economic Development	\$ 5,443,291	\$ 6,019,249	10.58%	\$ 575,959
Parks & Rec	\$ 4,964,138	\$ 5,108,790	2.91%	\$ 144,652
General Fund Other	\$ 3,004,526	\$ 3,124,833	4.00%	\$ 120,307
General Fund Debt	\$ 8,159,910	\$ 8,178,346	0.23%	\$ 18,436
General Fund Reserve Contributions	\$ -	\$ 219,122	0.00%	\$ 219,122
Transportation Capital	\$ 6,055,981	\$ 18,976,516	213.35%	\$ 12,920,535
Other General Fund Capital	\$ 13,962,875	\$ 13,996,170	0.24%	\$ 33,295
Water & Sewer	\$ 15,193,078	\$ 12,997,749	-14.45%	\$ (2,195,329)
Storm Water	\$ 2,216,022	\$ 1,948,336	-12.08%	\$ (267,686)
Solid Waste	\$ 1,645,318	\$ 1,726,881	4.96%	\$ 81,563
Schools	\$ 59,196,093	\$ 60,444,988	2.11%	\$ 1,248,895
TOTAL EXPENSES	\$ 145,515,053	\$ 158,900,314	9.20%	\$ 13,385,260

The total FY25 City Budget is growing by 9.2% when compared to the FY24A2 Budget Amendment, which incorporates Federal American Rescue Plan Act (ARPA) funds and several grants.

City of Manassas Park General Fund Budget			
Revenue Category	FY 24A2	FY 25	Comment
PROPERTY TAXES	\$ 42,774,039	\$ 45,435,852	2.5 Cent Real Estate Tax Rate reduction proposed (\$1.405 Rate down from \$1.43). Real Estate Assessments (taxable income) grew by over 8.5%; Personal Property Rate Increase from \$3 to \$3.5 per \$100 of assessed value. Overall rev. growth of \$2.8M
ECONOMIC DEV TAX REVENUES	\$ 5,196,327	\$ 5,299,999	Sales tax revenue down, but Meals and BPOL up.
POLICE	\$ 3,134,497	\$ 2,549,364	Decrease in Photo/Speed Enforcement revenues.
FIRE	\$ 1,724,276	\$ 1,729,316	SAFER Grant Revenue to fund 15 Firefighters
EMERGENCY MANAGEMENT	\$ 7,500	\$ 7,500	Annual FEMA Grant
COMMUNITY DEVELOPMENT	\$ 1,361,266	\$ 1,789,667	Increase due to Building Permit Revenue (Partial first phase of Phase 4 dev.)
SOCIAL SERVICES	\$ 2,661,445	\$ 2,631,945	Due to rising CSA expenditures and offsetting Revenues.
PARKS & REC & LIBRARY	\$ 1,379,550	\$ 1,370,534	Decrease in State Library funding (\$106K down from \$125K in FY 24)
MISCELLANEOUS & OTHER	\$ 3,663,767	\$ 3,514,117	Decrease due to ARPA Interest Revenue.
FUND TRANSFERS	\$ 12,541,839	\$ 12,464,493	Continued use of ARPA funding (\$7.6M)- \$700K increase from FY 24
CAPITAL BUDGET REVENUE	\$ 20,018,855	\$ 32,972,685	\$13M increase in Transportation Program (grant funded)
TOTAL REVENUES	\$ 94,463,360	\$ 109,765,472	Increases in Assessed Value of Real Estate Properties + PP Tax Rate + \$13M increase for Transportation Capital (grant-funded)
Expenditure Category	FY 24 A2	FY 25	Comment
GB/CLERK/ATTORNEY	\$ 1,088,770	\$ 1,171,358	Pay Raise + VRS + Increase in the City's Liability Insurance, Re-establish Council Pay to pre-FY17 amounts.
CONSTITUTIONAL OFFICERS/ REGISTRAR	\$ 2,213,909	\$ 2,321,459	Pay Raise + VRS + Increase in Tax Relief for the Elderly/Disabled/Veterans
CITY ADMINISTRATION (CM/HR/FINANCE/IT GS)	\$ 4,790,883	\$ 4,788,109	Pay Raise + VRS + Increase in Software Contracts, offset by freezing IT position
POLICE	\$ 7,174,890	\$ 7,454,174	Pay Raise + VRS + Health Insurance (change in plan selections) + Dues + Maintenance Service Contracts (rise in software costs)
FIRE	\$ 6,264,564	\$ 6,314,224	Pay Raise + VRS + increased Maintenance Service Costs
COMMUNITY DEVELOPMENT	\$ 4,140,806	\$ 4,110,010	Pay Raise + VRS + Full Year of Transportation PM & Janitor + Maintenance Service Costs
HEALTH & HUMAN SERVICES	\$ 5,443,291	\$ 6,019,249	Pay Raise + VRS + \$700K increase for ARPA spending for Economic Development
PARKS & REC & LIBRARY	\$ 4,964,138	\$ 5,108,790	Pay Raise + VRS + ongoing minimum wage increases
TRANSFER TO DEBT, CAPITAL & RESERVES	\$ 22,058,728	\$ 21,925,853	Less transferred to Capital due to CM CIP reductions
TRANSFER TO SCHOOLS	\$ 13,300,000	\$ 14,454,727	FY25 Budget plus Fund Balance contribution of \$754K
CONTRIBUTIONS TO COUNTY	\$ 2,823,636	\$ 2,926,963	Slight increases across the board
LEGAL SUPPORT/DUES	\$ 180,890	\$ 197,870	Addition of NOVA EDA Dues
CAPITAL BUDGET	\$ 20,018,855	\$ 32,972,685	Increase due to Transportation Projects (Grant-Funded)
TOTAL EXPENDITURES	\$ 94,463,360	\$ 109,765,472	Increased contribution to Schools; Salary Increase of 3%; VRS increase in pension contribution + hybrid changes; ARPA Econ Dev Spending; Transportation spending (grant funded)

Overall, the General Fund Budget Revenues grew by \$2.77M (5.76%) while expenditures increased by \$2.35M (3.15%) from the FY 24 Amended Budget. However, this lower anticipated increase in expenditure as compared to the anticipated increase in revenue was a result of balancing the budget through the freezing of 7 positions and deferral of 23 Capital projects. Due to the lean budget, our Reserve strategy continues to rely on annual surpluses to reach the target. Revenue growth was due to stronger real estate and personal property tax assessments (\$2.77M- more) and stronger economic growth tax revenues (2%), however there is approximately \$600K less in Photo Enforcement Revenue and \$150K less in ARPA interest. In the Proposed FY25 General Fund Budget, an average 3% COLA (\$557K) is proposed to help keep up with inflation. Additionally, 0 FTEs

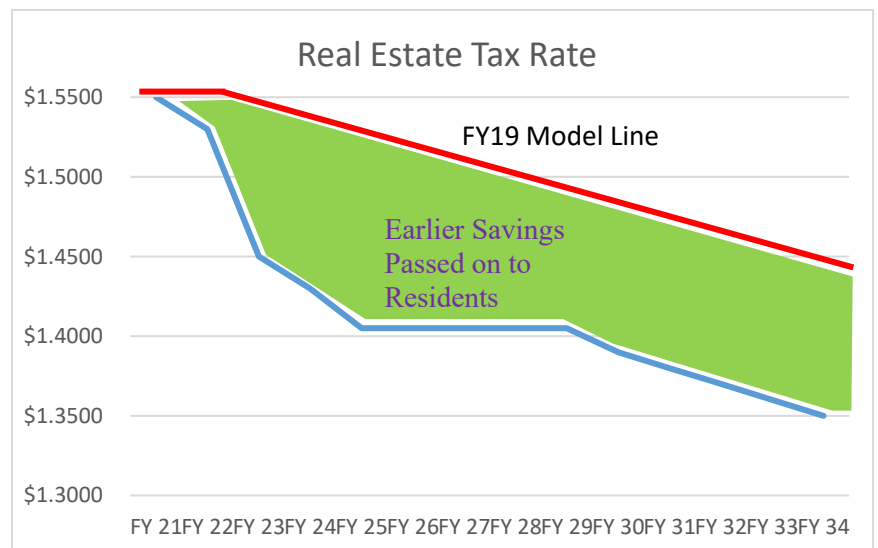


are proposed for FY25 (with 7 positions frozen). In terms of tax rates, 2.5 Cents Real Estate Tax Rate Reduction is proposed for FY25, for a tax relief of \$106 average savings to our residents. The rate has been reduced from \$1.55 to \$1.405, a 14.50 cents reduction since spring 2021. The revenue growth in RE Taxes in FY 25 is approximately 6.62%, down from 6.75% in FY24 correlating to a small decrease in inflation, while the combined Real Estate and Personal Property Tax (PPT) revenues in FY25 increased roughly 8%, primarily due to an increase in PPT by \$0.50 from an artificially low level in FY20 to be more in line with regional rates. Even with the proposed PPT rate, the city still boasts the

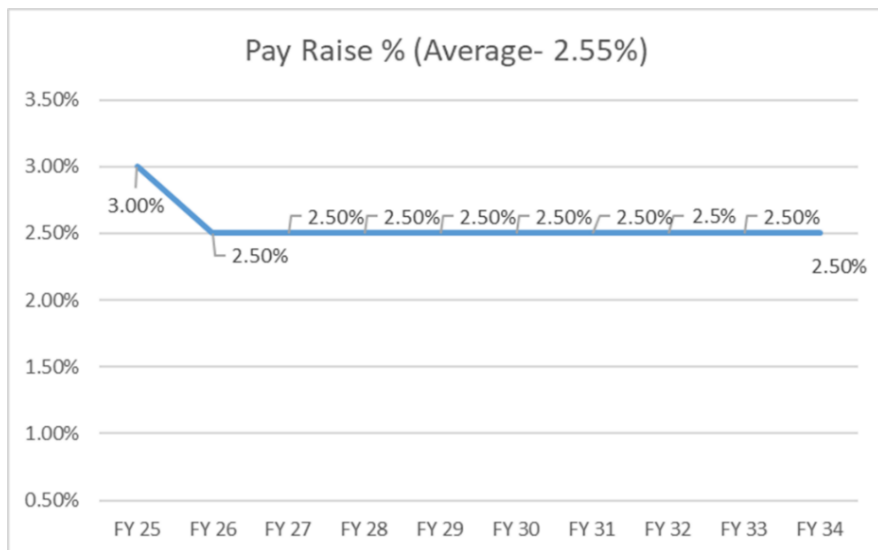
lowest PPT tax rate and declining RE tax rate year over year for the last three years.

The City has a true 15% Fund balance at the end of FY22, meaning it has an amount in unassigned total

governmental fund balance equal to 15% or greater of its general fund operating budget. This fund balance mitigates current and future risks and allows the city to begin responsible tax rate reductions without defaulting on our debt covenant requirements. The City found out about this in FY 21, and thus began reducing the tax rate in the FY 22 budget. Thus, starting in FY 22 and over the FY 25 10- Year Model, the Real Estate Tax Rate will have dropped by 14.50 Cents from \$1.55 per \$100 of assessed value to \$1.405 per \$100 of assessed value, and will drop at a much faster rate than previously planned (see table on the right).

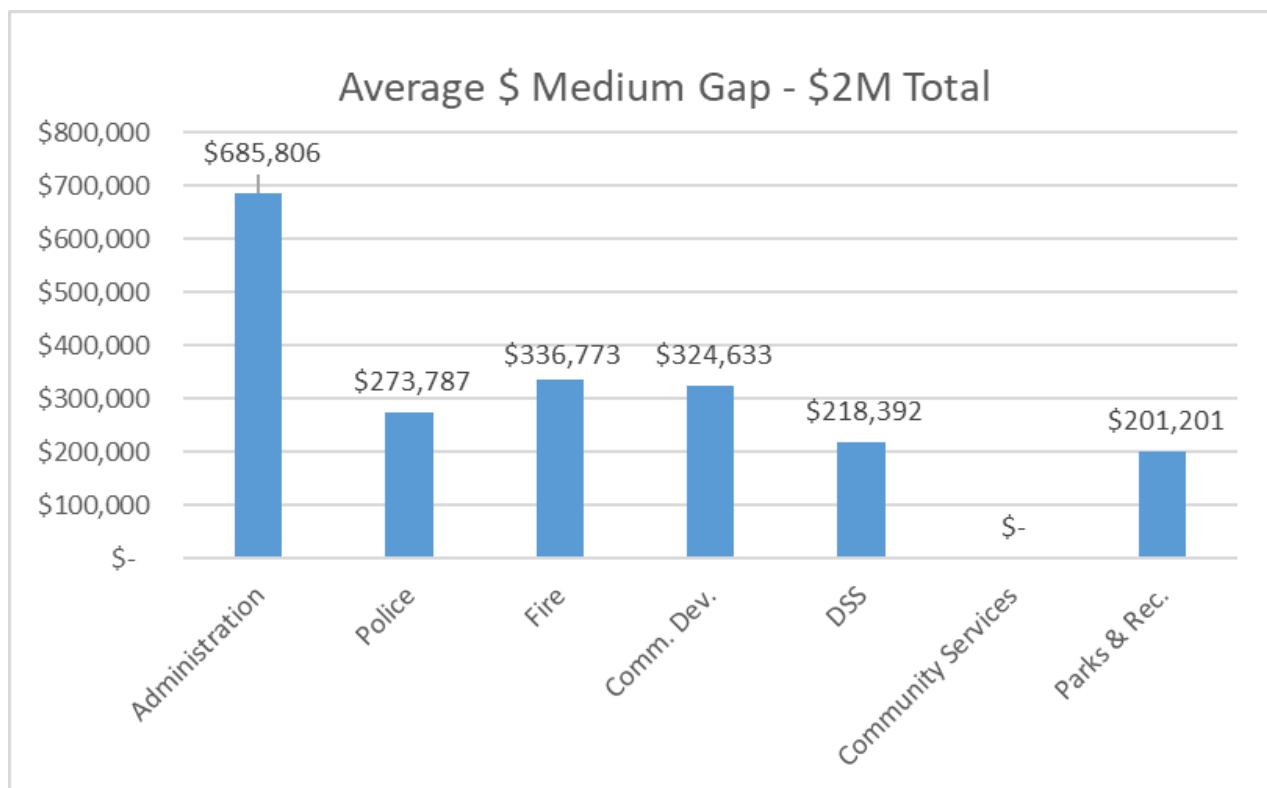


This tax cut plan initiated in FY22 was enabled by three factors: 1. Rising Assessment Values (taxable income); 2. A decrease in the City's debt liability in FY 23; and 3. Downtown Economic Development. Note: city debt payments declined in FY23 but will experience a slight increase in FY25 and FY26 due to lagging effects of high interest rates. Then it normalizes in FY27 and resumes its downward trend. The cumulative 14.50 Cent Real Estate Tax rate reduction can be sped up further and deeper (as it did in FY 23 and FY 24) pending successful downtown development (the right mix of businesses) and continuing annual budget surpluses to strengthen our reserves much more quickly and be able to shift more for tax rate reductions.

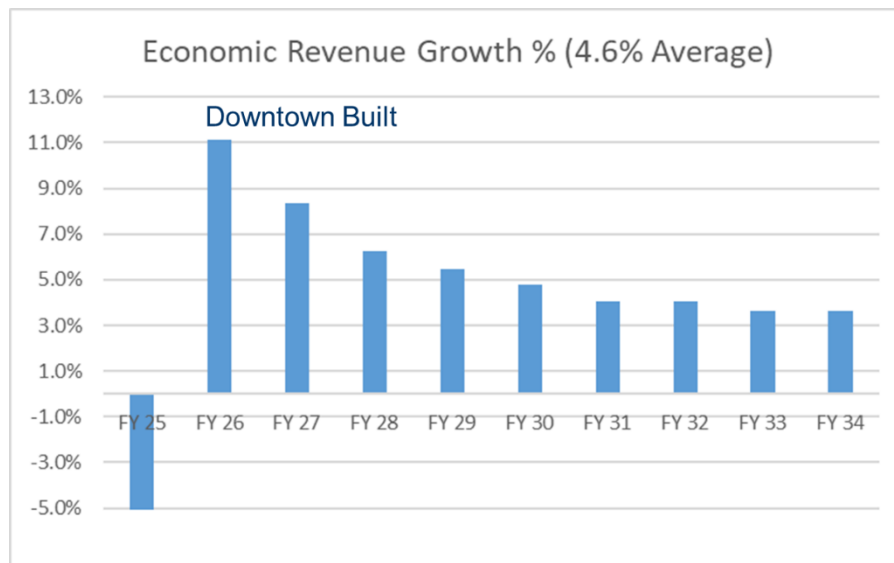


On top of the Tax Cut Plan, the City Manager is also budgeting for a competitive pay strategy to close the current pay gap with neighboring cities, while also increasing employee wages to keep up with continual growth by our neighboring cities. The City Manager implemented a Salary Adjustment in both FY23 and FY24 in order to align City Employees to market average pay in comparison to Manassas City, Fairfax City and Falls Church. Due to the lean budget in FY25, there is no salary adjustment, however, the City Manager is proposing an average Cost of Living Adjustments of 2.5% (3% in FY25) to

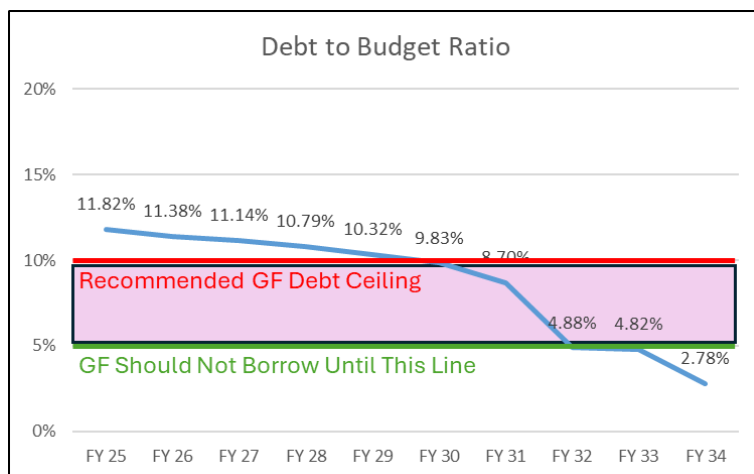
keep up with COLA adjustments made by neighboring localities. Unfortunately, the rest of the region has been increasing their salaries as well (with some jurisdictions having a step/grade scale and COLA increases), thus the updated gap is now \$2M after the FY 23 and 24 increases. These will need to be addressed in the future.



The graph on the right shows the economic growth rate over the 10-Year Model, including the downtown development. The City Manager has downgraded the % growth from an average of 6.7% to an updated average of 4.6% annual growth due to negative national economic dynamics related to bank failures, inflation, and overall slower growth due to federal monetary tightening measures. Total revenue growth from FY 25 – FY 34 sales tax are projected to grow by 46% total (down from 75% projection last year) or 4.6%



annual, BPOL 51% or 5.1% annual (down from 59% projection last year) and Meals Taxes by 75% or 7.5% (down from 91%) due to standard growth + the downtown development. This downgrade in growth is due to concerns of anemic national growth over the next few years due to sticky core inflation, tight labor market and wage pressures, tight credit and lending conditions, real personal income pressures, and cooling consumer demand. The national economy may not get back to consistent 3% Real GDP growth over the next few years due to inflation and lower aggregated demand. Additionally, as inflation is a lagging indicator, its effects may be felt later than forecasted, thus, a more conservative forecast has been utilized for the out years. If growth outpaces this, then the City will be able to reduce Real Estate Tax Rates more quickly and deeper. In FY25, the City will experience negative economic growth, thus it is prudent to reduce our contributions to the Reserves in order to balance the budget and remain solvent.



While other Cities in Northern Virginia have debt to budget ratios at or below 10%, our City was at nearly 25% in FY 19. This restricted our ability to fund priorities (pay increases, schools, public safety, tax cuts, etc.). However, due to refinancing efforts from FY 20 -22, the City saved \$2M, and we continue to combine regular debt payments with continuous reassessment of the capital market in order to find refinancing opportunities to increase cash flow, which is particularly useful in FY25 and FY26. Although the City is finally over our Debt spike (\$10.75M in FY19), we will continue to address annual debt payments, which remain relatively flat until FY31 and FY32 where we will

see some relief in annual debt payments (\$1.7M decrease in FY31 and \$3M decrease in FY32). In the outyears, the City will be safely able to issue any new debt by FY 32 if needed, however, it is recommended that the City adopts a comprehensive approach in assessing the spot capital market, our fund balance, our CIP needs, and the futures market at that time to make a sound debt issuance decision.

Department	FY 25 FTEs
City Attorney/Clerk	4
Commissioner of the Revenue	5
Treasurer	6
Registrar	2.5
Management	7
Human Resources	2
Finance	7
Information Technology	5
Police	51.5
Fire & Rescue	45
CDPW	42
Social Services	19
Community Services	3
Parks & Recreation	18
GSA	2
Totals	219

In FY 25, the City Manager is proposing 0 additional FTE's for FY25 and freezing 7 positions (5 of which are split across the General Fund and Enterprise funds) due to lean FY25 and FY26 budgets. The seven frozen positions are: i) Street Crew Worker 1, ii) Mechanic, iii) Building Official, iv) Police Sergeant, v) IT Helpdesk Technician, vi) Zoning Enforcement Officer, and vii) Parking Enforcement Officer. Currently for FY25, the City has a total of 219 FTEs consisting of 189.5 city funded positions and 29.5 grant (ARPA, DCJS, SRO, COPs, SAFER) funded positions. In the near term, the City's immediate needs are the seven frozen positions. In the next ten years, we forecast adding 17 further FTEs (3.2% growth) (6.4% growth includes 7 frozen positions) to correspond with an anticipated population growth of approximately 1.5K-2K people (8.8%-11% growth).

Capital Spending

City of Manassas Park General Fund Capital Budget		
Revenue Category	FY 25	Comment
TRANSPORTATION	\$ 17,472,454	NVTA and Multiple Grant funded projects (HSIP, SGR, VRE Garage, I-66, etc.). PRTC Funds preserved for Fund Balance (fund balance expected to last through the 2030's at least to fund PRTC and VRE Ops).
PROFFERS/ESCROW CASH	\$ 2,037,000	Expected ongoing proffers from new developments that largely go to NVTA 70% requirement.
OTHER- TRANSFERS FROM FUNDS	\$ 7,590,959	Transfer from General Fund Operating Budget and ARPA to balance Capital Budget.
TOTAL REVENUES	\$ 27,100,412	Over the next 5 years about \$5.9M expected in cash from developers for capital.
Expense Category	FY 25	Comment
TRANSPORTATION	\$ 18,676,516	\$12.9M more than FY24 Budget Amendment (majority grant-funded)
Culvert Upgrade at Public Works (VDOT/NVTA 50/50)	\$ 180,000	Pre-scoping to determine timeline and replacement cost.
Street Improve Resealing (NVTA)	\$ 485,153	Annual milling and paving of streets throughout the City. (\$400K annually covered by NVTA Fund Balance, the remainder is now paid by VDOT Annual Street Maintenance Funds)
Additional Street Projects (NVTA)	\$ 98,574	Funding for maintenance/replacement of curb/gutter, sidewalk, drop inlets and minor pavement repairs.
Sign Installations (PRTC)	\$ 16,557	Ongoing program to install "No Parking" signs and other sign replacement.
Manassas Park Entrance/Park Central Signage	\$ 200,000	In support of Downtown Development Efforts- signage
Downtown Transportation Infrastructure	\$ 1,995,100	In support of Downtown Development Efforts- sidewalks, pedestrian crossings, etc.
Upgrade Traffic Signals (PRTC or NVTA)	\$ 29,500	Upgrades to traffic signal heads, back plates, detection cameras/loops and pedestrian buttons and signals.
Conner Drive Southern Extension	\$ 920,000	Conner Drive Southern Extension Engineering and Construction (Infrastructure Bill/NVTA)
Manassas Drive Primary Extension Resurfacing (VDOT S	\$ 1,581,832	State of Good Repair Grant funding to allow for milling, paving, restriping and potential ADA ramp improvements. (Grant-funded, \$81K City portion)
VRE Garage Construction Contribution (I-66)	\$ 8,600,000	Supplemental funding to redesign the VRE Garage (Grant-funded)
Manassas Drive Systemic Safety Improvements (VDOT H	\$ 1,149,838	Improvements to intersections and mid-block crossings along the Manassas Drive Corridor 100% grant-funded
Manassas Drive Systemic Safety Improvements (VDOT HSIP) Supplement	\$ 785,565	FY25 Supplement to the line above possible construction in FY25/FY26
Manassas Drive Sidewalk (VDOT Transportation Alternatives)	\$ 1,722,713	Design and construction of new sidewalk and switchback ramp
Manassas Drive Traffic Calming	\$ 35,400	Implementation of traffic calming measures (speed humps) in Blooms Crossing area of the City
Manassas Drive at Polk Drive Intersection Improvements	\$ 208,662	Streets Study and Design and Construction for traffic signals along Manassas Drive
Rt. 28 Retaining Wall Improvements	\$ 70,000	Design enhancements to existing Route 28 retaining walls.
Downtown Hourly Parking Signage	\$ 25,000	Implementation of Downtown parking program, sign manufacture and installation
Phase IV Parking	\$ 500,000	Construction of 150 parking spaces for downtown businesses
Transfer to NVTA	\$ 372,621	Annual contribution to NVTA Fund.
POLICE	\$ 290,984	\$454K less than FY 24 Budget Amendment
Police Cruisers - Equipment	\$ 157,455	Motorola Radios, Mobile Data Terminals and In-Car Cameras
CAD/Police Pak/EOC Operations Systems	\$ 48,000	Annual fee for upgrading our Computer Aided Dispatch software (Dispatch to PD)
E-911 Next Generation Upgrade	\$ 60,529	Annual fee for upgrading our E-911 software (resident to PD Dispatch)
Police Canine Replacement	\$ 15,000	Replacement of current retiring K-9 dog
Vehicle Leases, Equipment and Donations	\$ 10,000	Existing Leases + Equipment for new vehicles (radios, toughbooks, and cameras).
FIRE	\$ 475,636	\$11K less than FY 24 Budget Amendment (not including ARPA-funded expenditures)
Fire Utility Vehicles	\$ -	Pickup Trucks (use for snow-plowing and off-road uses)
Fire Equipment Upfit + Donations	\$ 45,000	Upfit of equipment in new leased vehicles to include cabinetry and housing for radios.
EMS Equipment	\$ 9,000	IV Pumps
(Capital Lease - Ambulance)	\$ 64,955	5th Year of 5-year lease.
(Capital Lease - Fire Engine)	\$ 183,681	3rd Year of 5-year lease.
(Capital Lease - Personal Protective Equipment)	\$ 58,000	Ensures compliance with NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
(Capital Lease/SCBA)	\$ 115,000	Self-Contained Breathing Apparatus, 10-year replacement schedule
COMMUNITY DEVELOPMENT	\$ 398,710	\$180K less than FY 24 Budget Amendment
Public Works Fleet Upfit	\$ 51,810	Vehicle Upfitting to include Plowing Equipment and Vehicles.
Equipment	\$ 9,400	Replacement of Rubber Tire Loader. Replacement of Air Compressor and UTV.
Rugby Storage Yard Improvements	\$ 187,500	Based on 75% Design Estimates. Funded across three funds.
Comprehensive Plan Professional Assistance	\$ 150,000	Consultant, Professional Assistance for City Comprehensive Plan
PARKS & REC	\$ 172,000	\$782K less than FY 24 Budget Amendment (not including ARPA projects)
Community Center and Costello Park & Block Parks	\$ 95,000	LED Lighting Upgrades, Community Center Repair, Repalce Upgrades & Maintenance (RRUM) Events Equipment
Aquatics	\$ 57,000	Pool Heater Replacement-MPCC
Park Central Plaza	\$ 20,000	Park Central Plaza Holiday Decorations Lease
Schools City-funded Capital Projects	\$ 1,850,000	Schools Request for Capital Projects - Buses, Technology, Facilities (Middle School Roof)
CITY ADMIN & GENERAL SERVICES	\$ 5,236,566	\$500K less than FY 24 Budget Amendment
Information Technology - Software	\$ 100,000	Strategic Financial Software & Operational Software requirements.
Information Technology - Hardware	\$ 99,412	New Laptops and Battery Replacements
Information Technology - Infrastructure	\$ 76,471	Server Upgrades and Network Appliance Upgrades
Information Technology - Security	\$ 35,588	Disaster Recovery Planning and Implementation
Facilities Repair across all City Buildings	\$ 72,742	City-wide Facility requirements to include Public Works, Police, Fire, New City Hall
Facilities - Schools	\$ 479,251	School Security Enhancement Project
Facilities - Community Development & Public Works	\$ 2,337,000	Acquisition of New Building for Community Development and Public Works
Facilities - City Hall	\$ 1,070,950	City Hall Lease (Second Year Interest Payment)
Enterprise Fleet program	\$ 781,152	City-wide Fleet with Enterprise - spread across all funds.
"Green Plan"- Policy Recommendations and Roadmap	\$ 100,000	Governing Body Initiative to establish the City's Environmental Strategy and Funding Roadmap.
Grants Program	\$ 84,000	Merchant McIntyre grant consultants to assist the City with grant opportunities (Have brought in over \$5M
TOTAL EXPENSES	\$ 27,100,412	\$5M less than FY 23 Budget Amendment due to less culverts and no HS roof project.

City of Manassas Park Water & Sewer Capital Budget		
Revenue Category	FY 25	Comment
Tap Fee Revenue	\$ 586,300	Tap Fees expected for Phase 3 Development (\$300K less than FY 24 Amendment)
Transfer from W&S Operating Budget	\$ 5,374,839	\$3M less than FY 24 Amendment
TOTAL REVENUES	\$ 5,961,139	
Expense Category	FY 25	Comment
UOSA Debt	\$ 1,991,099	Annual Debt Payment to UOSA
Water Debt	\$ 1,083,463	Combined Debt taken for Water
Water/Sewer Repair, Replace, Upgrade and Maintenance	\$ 600,000	Water and Sewer Lining, Valve Improvements, Meters, Tank work, Gravel Easements Roads and Master Plan - Water System.
Water System Improvement Phase VI-VIII	\$ 450,000	Comprehensive replacement and upgrade of existing water lines.
SCADA	\$ 500,000	Update current outdated SCADA system that monitors the water distributions system and sewer lift stations. Current system installed in 2010.
Equipment	\$ 39,200	Pipe Saw, Utility Locating Equipment (replacement), Open Trailer (replacement), Portable Generators.
Vehicle Replacement	\$ 142,916	Fleet replacement with Enterprise.
Facilities	\$ 1,147,500	Rugby Yard Improvements
Information Technology	\$ 6,961	W&S portion for IT Software, Hardware, Infrastructure and Security.
TOTAL EXPENSES	\$ 5,961,139	About \$3.1M decrease in spending from FY 24

City of Manassas Park Storm Water Capital Budget		
Revenue Category	FY 25	Comment
Transfer from Operating Fund	\$ 947,001	
Congressionally Directed Funding	\$ 479,879	Bird Sanctuary Stream Restoration
TOTAL REVENUES	\$ 1,426,880	
Expense Category	FY 25	Comment
Infrastructure Repair, Replace, Upgrade, and Maintenance	\$ 1,073,453	Replacement / Rehabilitation of existing storm sewers and appurtenances. Also projects that are included in the City's mandatory Total Maximum Daily Load (TMDL) Plans. Bird Sanctuary Stream restoration.
Equipment	\$ 121,400	Bush Hog (Trac Machine) Replacement, Portable Generators
Vehicle Replacement	\$ 28,958	Fleet replacement with Enterprise.
Facilities	\$ 197,500	Security Fencing and Rugby Storage Yard.
Information Technology	\$ 5,569	Stormwater Portion of IT Software, Hardware, Infrastructure and Security.
TOTAL EXPENSES	\$ 1,426,880	About \$800K increase in spending due to Stream Restoration.

Manassas Park City Schools FY2025 Proposed Budget

ALL FUNDS SUMMARY

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	408,125	424,033	226,275	297,524	71,249
City	13,224,051	12,122,019	13,937,485	15,550,000	1,612,515
Commonwealth	30,607,830	39,800,663	37,953,560	38,613,246	659,686
Federal	5,357,230	2,670,294	4,689,769	3,708,285	(981,484)
Total Revenue	49,597,236	55,017,009	56,807,089	58,169,055	1,361,966
EXPENDITURES					
Salaries	28,098,611	30,940,420	33,421,310	35,851,422	2,430,112
Benefits	10,005,466	10,613,816	11,191,042	11,942,956	751,914
Contract Services	3,675,220	3,972,492	4,438,610	3,796,642	(641,968)
Other Charges	1,342,395	1,606,861	1,434,471	1,714,199	279,728
Materials and Supplies	3,888,544	5,242,006	4,216,754	4,353,328	136,575
Tuition	59,502	173,654	-	-	-
Capital Outlay	1,699,723	1,435,369	2,311,162	2,610,000	298,838
Other Uses of Funds	2,726	11,812	61,162	176,441	115,279
Transfers (In)Out	—	—	-	-	-
Total Expenditures	48,772,187	53,996,429	57,074,510	60,444,988	3,370,478
Change in Balance	825,050	1,020,580	(267,421)	(2,275,933)	(2,008,513)
Beginning Balance	668,025	1,493,074	3,185,748	2,918,327	(267,421)
Ending Balance	1,493,075	3,185,748	2,918,327	1,397,118	(1,521,208)

City of Manassas Park School System Capital Improvement Plan

Expense Category	FY 25
Facilities (MPMS Roof Replacement, Staff Desk, Cafeteria Tables & Chairs, Division-Wide Carpet Replacement, R-22 HVAC Replacement)	\$ 2,300,000.00
Equipment & Technology (Division-Wide Technology Upgrades)	\$ 50,000.00
School Buses (2-3 Replacements)	\$ 220,000.00
TOTAL EXPENSES	\$ 2,570,000

For more information on the City School Budget please visit their website at: [FY25 Superintendents Proposed Budget.pptx \(sharpschool.com\)](#)

REVENUE ANALYSIS



CITY OF MANASSAS PARK

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www.cityofmanassaspark.us

*Finance
Department*

*Joshua McNeal IV
Director of Finance*

May 28, 2024

To: Governing Body
Keith Nguyen
Interim City Manager

From: Joshua McNeal IV
Director of Finance

RE: Revenue Estimate Report, Budget Fiscal Year 2024

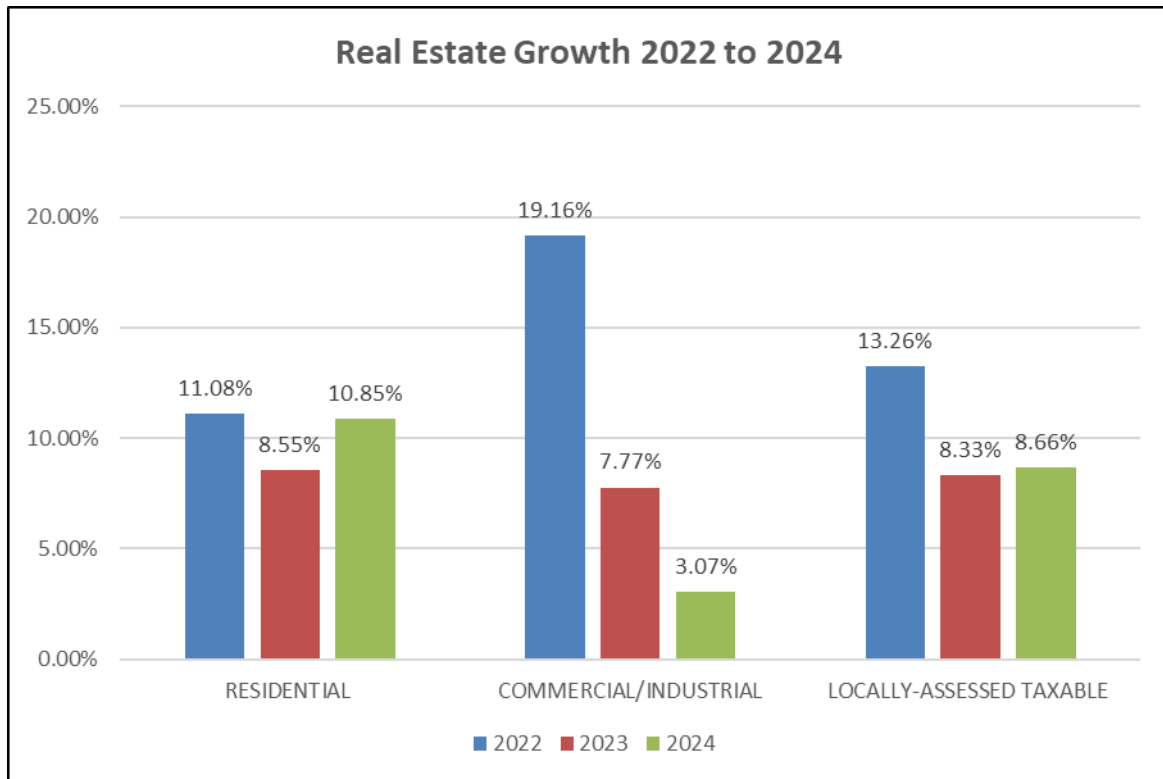
I am pleased to present the FY2024 Estimate of General Fund Tax Revenue as an integral part of the FY 2025 Proposed Budget. This estimate was prepared following the City's principles of sound financial management and its responsibility to residents. It was developed and reviewed to fund programs and services, including the provision for and maintenance of public facilities, based on the City's critical needs.

Historical information for the past several years that was important to the development of the revenue estimate was gathered. Other input was derived from local, state, and national economic conditions and trends to help estimate the City's primary 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 10.85%, while commercial/industrial values increased by 3.07% during the tax year 2024 and budget year 2025. The next annual real estate assessment is in April 2025.

The FY2024 tax revenue estimate uses a reduced real estate tax rate of \$1.405 per \$100 of the assessed value. The objective of this estimate is to estimate revenues as accurately as possible, making it easier to balance the budget while increasing the risk of an actual shortfall. General property taxes, a significant source of revenue, account for approximately 59.17% of the overall general fund revenue.

Below is a summary of real estate assessment values by real property classification or state class code with a comparative percentage change between the current and two prior years. This year, there has been a slight increase from 8.33% to 8.66% in the overall real estate property value, reflected mostly in the increase in value from residential classification. The commercial/industrial classification decreased by 4.71%, as compared to last year.



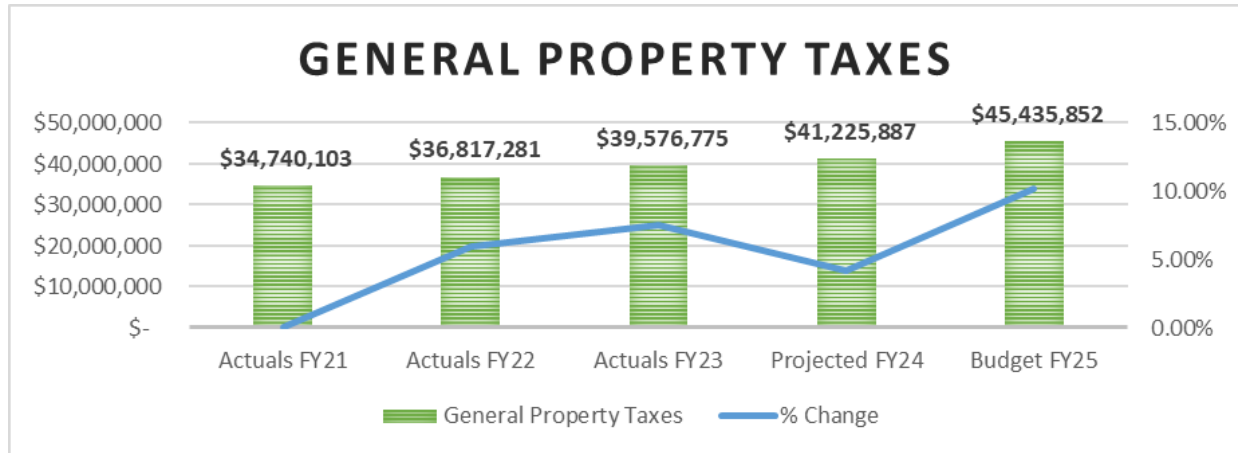
The total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 7.32%.

Real Property Classification	2023 Assessments	Changes	2023 Equalized	2024 Assessments	From Equalized (\$ Amount of Change	Total % Change	Growth	Appreciation	% Appreciation
1	2	3	4	5	6	7	10	9	10
Locally-assessed Taxable Real Property									
Residential Real Property									
Single Family Detached Home (Class 10)	1,045,675,000	0	1,045,675,000	1,146,061,900	100,386,900	9.60	773,961	99,612,939	9.53
Single Family Townhouse (Class 20)	420,243,300	0	420,243,300	457,761,000	37,517,700	8.93	86,575	37,431,125	8.91
Residential Condominium (Class 30)	199,797,200	6,623,500	206,420,700	251,570,700	45,150,000	21.87	30,513,060	14,636,940	7.09
Subtotal Residential	1,665,715,500	6,623,500	1,672,339,000	1,855,393,600	183,054,600	10.95	31,373,596	151,681,004	9.07
Vacant Land - Residential (Class 60 & 69)	12,182,900	-1,561,800	10,621,100	10,194,100	-427,000	-4.02	0	-427,000	-4.02
					0				
Total Residential Real Property	1,677,898,400	5,061,700	1,682,960,100	1,865,587,700	182,627,600	10.85	31,373,596	151,254,004	8.99
Commercial/Industrial Real Property									
Commercial (Class 41, 43, 44, 47 & 48)	101,623,500	-6,978,400	94,645,100	103,158,000	8,512,900	8.99	0	8,512,900	8.99
Multi-family Apartment (Class 42, 45 & Neigh. 2001)	321,158,400	0	321,158,400	318,797,800	-2,360,600	-0.74	0	-2,360,600	-0.74
Industrial (Class 40 & 50)	226,249,300	-1,049,200	225,200,100	238,307,300	13,107,200	5.82	0	13,107,200	5.82
Vacant Land - Commercial (Class 63)	10,846,300	0	10,846,300	9,987,800	-858,500	-7.92	0	-858,500	-7.92
Vacant Land - Industrial (Class 65)	7,952,900	0	7,952,900	9,788,300	1,835,400	23.08	0	1,835,400	23.08
					0				
Total Commercial/Industrial Real Property	667,830,400	-8,027,600	659,802,800	680,039,200	20,236,400	3.07	0	20,236,400	3.07
					0				
Total Locally-assessed Taxable Real Property	2,345,728,800	-2,965,900	2,342,762,900	2,545,626,900	202,864,000	8.66	31,373,596	171,490,404	7.32

Historical Revenue and Trends:

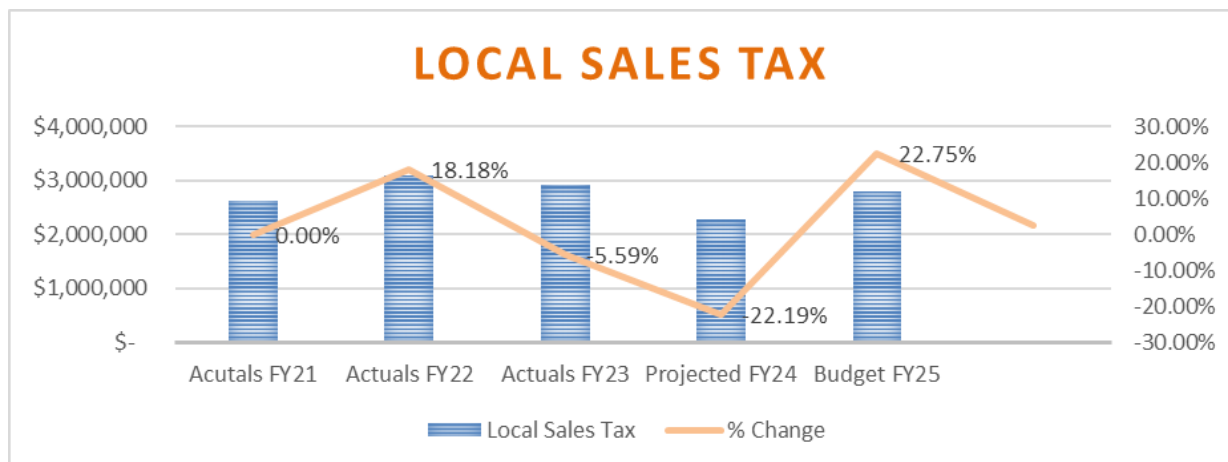
General Property Taxes

See below for general property tax historical trends from FY2021 to FY2025. In FY2025, the revenue for real estate makes up most of the general property tax revenue. This revenue calculation uses the new assessment value net of exempted value at a reduced tax rate of 1.405 per \$100 of assessment value. The budgeted numbers assume 95% tax collection with 5 percent delinquency, while the actual numbers include penalty and interest. The table below shows that revenues (including projected FY25 revenue) have grown by about an average of 6.69% per year.



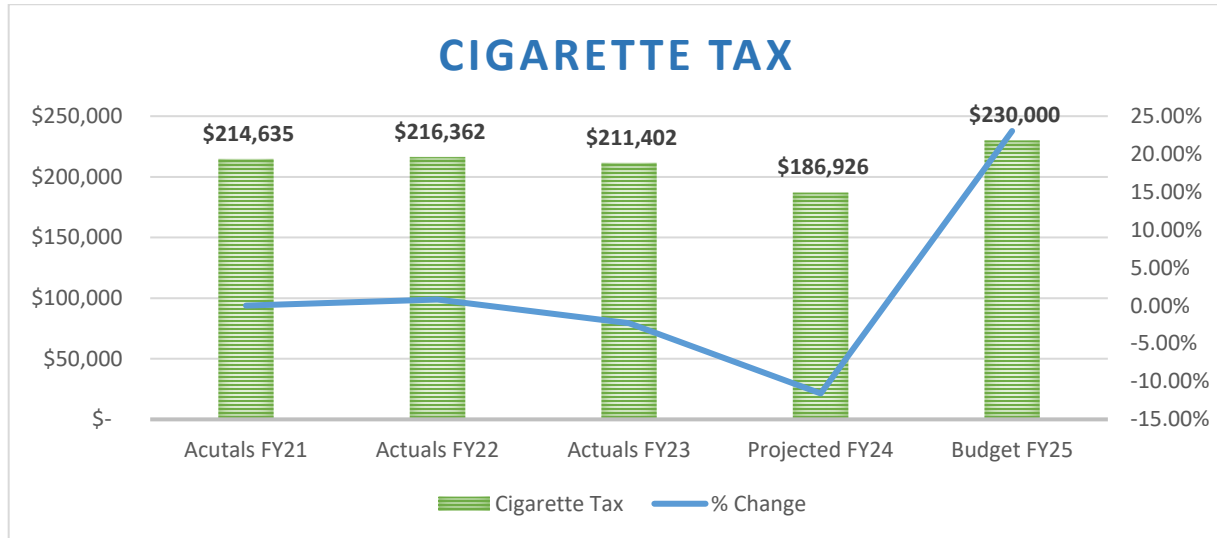
Local Sales Tax

Sales tax revenue goes up and down along with the economy, which can cause problems for local governments when the economy slows down. If a municipality relies heavily on this tax, it will likely struggle with budget shortfalls during tough times. The sales tax is applied to things people and businesses buy for their own use. The rate is a percentage of the item's price, and different states have different rules about what's taxed. You can find more details in the City's code, [section 22-95](#). The table below shows that sales taxes (including projected FY25 sales tax) are increasing by an average of 2.98% annually.



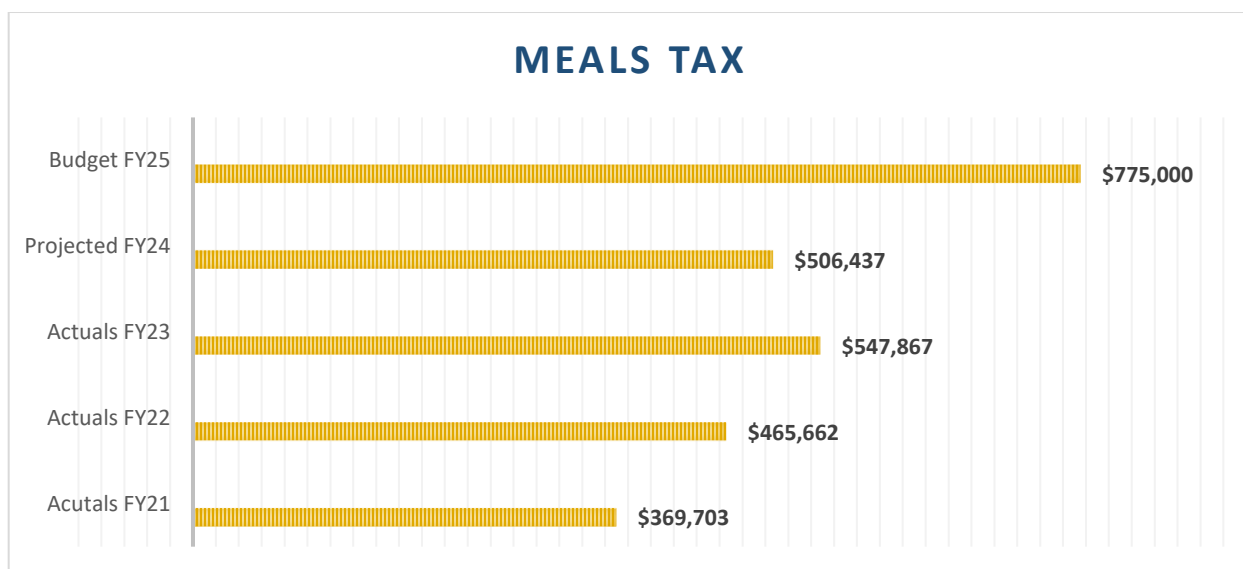
Cigarette Tax

Many governments use taxes on cigarettes to discourage smoking. These taxes vary from state to state in the US. In our City, the tax is \$0.75 per pack sold. In Virginia, it's \$0.30. You can find more details in the City's code, [section 22-152](#). In the fiscal year 2018, the tax increased by \$0.10 per pack, and by April 2024, the City had sold around 21,600 packs. Revenue will likely decrease in the future as more people switch to alternatives like vaping. Since FY2021, revenue from cigarette taxes has been about \$216,000 on average.



Meals Tax

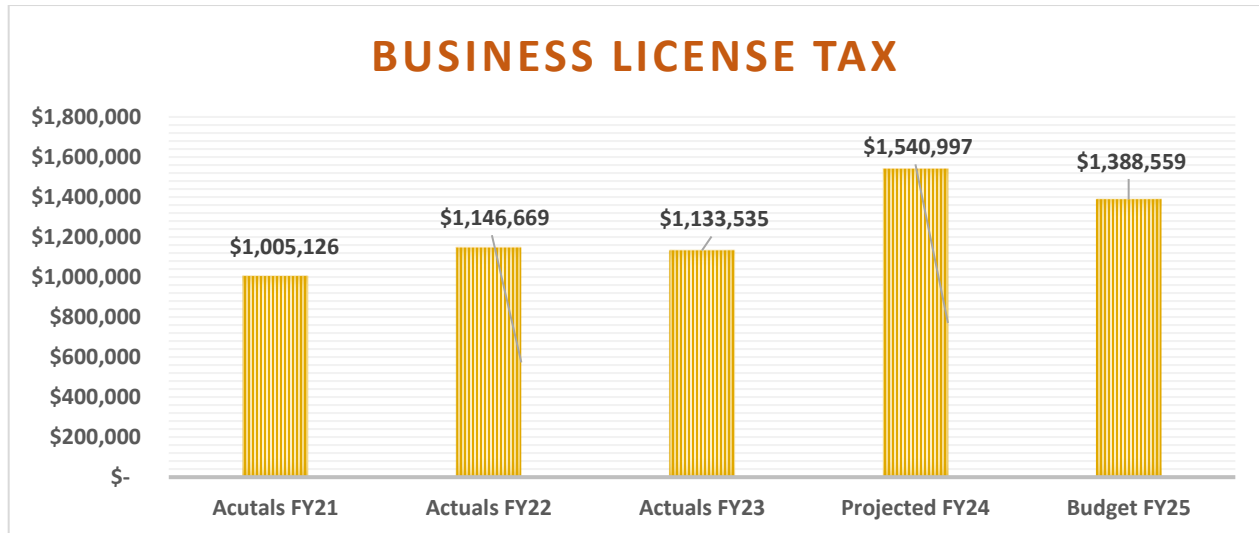
The City charges a four percent tax on meals purchased at restaurants. The exact amount is in the City's code, section 22-121. The chart below shows the revenue from this tax, which usually falls between 400,000 to 500,000. Sellers can get a two percent discount on the tax if they pay on time, as outlined in [section 22-124](#). FY2025 meals tax revenue is expected to grow to about \$775k, as a result of new businesses opening up in the downtown area.



Business License Tax

According to the BPOL tax regulations, a 'business' involves ongoing work that earns a living or profit, rather than just one-time transactions. If someone advertises as being in business or files tax documents required for businesses, they're considered to be in business unless they can prove otherwise.

[Section 58.1-3703](#) of the Virginia Code allows local governments to charge a tax or fee for issuing a business license. Any local ordinance must follow the rules outlined in Section 58.1-3703.1. The Virginia Code also sets maximum rates for these taxes and fees, but local governments can choose not to require a license or set lower rates. Through May 2024, the City has collected \$1,348,372.34 in business license tax (or BPOL) revenue, and an upward trend is expected in FY2025.



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 Governing Body, City Manager, 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:

	FY2024 Full-Time	FY2025 Full-Time
Governing Body		
City Clerk	1	1
City Attorney	1	1
Assistant City Attorney	1	1
City Legislative, Legal, & Policy Coordinator	1	1
Total:	4	4

Governing Body members are part-time employees receiving no benefits. The General Assembly of the Commonwealth of Virginia set Governing Body members' annual salary ceilings. Since FY 2017, by choice to help alleviate the financial strains on the City, the Governing Body decided to lower their salaries to \$4,900 for the Mayor and \$4,600 each for the six Council Members.

City Manager Note: With the City's financial position improving, the Governing Body salaries will return to their previously permitted amounts effective July 1, 2024.

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$1,171,358	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$1,171,358	Overall, expenditures increased by 7.6% and/or \$83K compared to the FY24 amended budget (including ARPA-funded expenditures).
Departmental Net:	\$1,171,358	

Expenditure Categories:**AWARDS/MISC. (Account No. 2830)**

Item Description	Expenditures
City Employee years of service awards and recognition	\$5,293.00
Total Estimated Expenditures:	\$5,293.00

PROFESSIONAL SERVICES (Account No. 3160):

Item Description	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	534.17
Total Estimated Expenditures:	\$1734.17

PRINTING/BINDING (Account No. 3500):

Item Description	Expenditures
Business cards for Governing Body members, name plates, minute books, board and zoning appeals.	\$5,000.00
Total Estimated Expenditures:	\$5,000.00

ADVERTISING (Account No. 3600):

Item Description	Expenditures
Advertising for Governing Body Public Hearings, Budget, Board of Equalization and Zoning Amendments.	\$5,000.00
Total Estimated Expenditures:	\$5,000.00

INSURANCE (Account No. 5308):

Item Description	Expenditures
City Insurance Policy	\$367,743.60
Total Estimated Expenditures:	\$367,743.60

INSURANCE CLAIMS & DEDUCTIBLES/REPAIRS (Account No. 5309):

Item Description	Expenditures
City Insurance Claims, Deductibles and Repairs to Vehicles.	\$16,484.82
Total Estimated Expenditures:	\$16,484.82

TRAVEL/EDUCATION (Account No. 5500):

Item Description	Expenditures
Travel for City Attorney, Assistant City Attorney, Governing Body	\$18,507.00
Total Estimated Expenditures:	\$18,507.00

DUES & MEMBERSHIPS (Account No. 5810):

Item Description	Expenditures
Dues and Memberships for Attorney/Clerk/Policy Officer	\$ 4,827.80
Total Estimated Expenditures:	\$ 4,827.80

OFFICE SUPPLIES (Account No. 6001):

Item Description	Expenditures
Travel for City Attorney, Assistant City Attorney, Governing Body	\$ 2,040.20
Total Estimated Expenditures:	\$ 2,040.20

BOOKS/SUBSCRIPTIONS (Account No. 6012):

Item Description	Expenditures
MuniCode, Lexis Nexis	\$ 5,100.50
Total Estimated Expenditures:	\$ 5,100.50

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2	FY2025
		Amended Budget	Proposed
Governing Body/Clerk/Attorney			
100-11010-1101-00-00-00	Clerk Attorney Salaries/Wages	\$ 434,390.12	\$ 492,904.14
100-11010-1101-00-00-02	Council Salaries/Wages	\$ 32,500.00	\$ 65,000.00
100-11010-1101-01-00-00	VRS HYBRID STD	\$ 100.00	\$ 100.00
100-11010-2100-00-00-00	FICA	\$ 35,717.09	\$ 42,679.67
100-11010-2210-00-00-00	Retirement	\$ 45,176.57	\$ 60,698.85
100-11010-2222-00-00-00	401 A ICMA	\$ -	\$ -
100-11010-2310-00-00-00	Group Health	\$ 24,629.00	\$ 27,906.00
100-11010-2400-00-00-00	Life Insurance	\$ 2,345.71	\$ 2,661.68
100-11010-2830-00-00-00	Awards/Misc	\$ 5,293.00	\$ 5,293.00
100-11010-3160-00-00-00	Professional Services	\$ 1,734.17	\$ 1,734.17
100-11010-3500-00-00-00	Printing/Binding	\$ 5,000.00	\$ 5,000.00
100-11010-3600-00-00-00	Advertising	\$ 5,000.00	\$ 5,000.00
100-11010-5210-00-00-00	Postage	\$ 1,000.00	\$ 1,000.00
100-11010-5308-00-00-00	Insurance	\$ 350,232.00	\$ 367,743.60
100-11010-5309-00-00-00	Insurance Claims & Deductible/Repairs	\$ 16,321.60	\$ 16,484.82
100-11010-5500-00-00-00	Travel/Education/Training	\$ 18,507.00	\$ 18,507.00
100-11010-5500-60-00-00	GBCA Emergency Mgmt Expenditures for FEMA Reimbursement	\$ -	\$ -
100-11010-5810-00-00-00	Dues/Memberships	\$ 4,827.80	\$ 4,827.80
100-11010-6001-00-00-00	Office Supplies	\$ 10,000.00	\$ 2,040.20
100-11010-6012-00-00-00	Books/Subscriptions	\$ 5,100.50	\$ 5,100.50
100-12120-1889-01-09-11	EC 1.9 Salaries for ARPA Positions (Policy)	\$ 69,088.00	\$ 35,580.32
100-12120-1889-01-09-21	EC 1.9 FICA for ARPA Positions	\$ 5,285.23	\$ 2,721.89
100-12120-1889-01-09-38	EC 1.9 Health Insurance for ARPA Positions	\$ 8,964.00	\$ 4,482.00
100-12120-1889-01-09-30	EC 1.9 VRS Retirement for ARPA Positions	\$ 7,185.15	\$ 3,700.35
100-12120-1889-01-09-31	EC 1.9 VRS Life Insurance for ARPA Positions	\$ 373.08	\$ 192.13
	Subtotal	\$ 1,088,770.02	\$ 1,171,358.13

COMMISSIONER OF REVENUE

The Commissioner of the Revenue Office performs all duties prescribed by the laws of the Commonwealth relating to the development of the Real Estate and Personal Property Tax Books, Business License Program, and Meals 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:

	FY2024 Full-Time	FY2025 Full-Time
Commissioner of the Revenue and Staff	5	5

Financial Summary:

Total Revenues:	\$ 105,000	Commissioner of Revenue
Operating Expenditures:	\$1,147,763	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$1,147,763	Overall, expenditures increased by 8% and/or \$84K compared to FY24 amended budget (including ARPA-funded expenditures) due to increased tax relief.
Departmental Net:	\$1,042,763	

Expenditure Categories:

PROFESSIONAL SERVICES (Account No. 3160):

Item Description	Expenditure
JD Power	\$4,500.00
VA Initiative (Game-Inland)	200.00
CPI-OpenFox – through MPPD	400.00
Shred-It	300.00
Total Estimated Expenditures:	\$5,400.00

MAINTENANCE SERVICE CONTRACT (Account No. 3320):

Item Description	Expenditures
Neopost Folding Machine – Maintenance of folding machine. +/- 10- year-old equipment. COR's only folding machine. Hard set for COR mailings.	\$6,000.00
Outsourced Support	\$14,000.00
Total Estimated Expenditures:	\$20,000.00

PRINTING/BINDING (Account No. 3500):

Item Description	Expenditures
BMS-Personal Property filing forms	\$ 3,500.00
Envelopes for business license bills & personal property filings, return payment and other mail	3,000.00
Decal Paper	1,000.00
Blue Bar Paper	700.00
Business Cards	400.00
Total Estimated Expenditures:	\$8,600.00

POSTAGE (Account No. 5210): Increase driven by increase in number of taxpayers.

Item Description	Expenditures
BMS-Personal Property filing forms	\$6,000.00
Mail business license applications	1,000.00
Mail business personal property forms	1,000.00
General daily mail	4,500.00
Total Estimated Expenditures:	\$12,500.00

TRAVEL AND EDUCATION (Account No. 5500):

Item Description	Expenditure
Training Classes (COR and Staff)	\$1,200.00
Lodging/Gas	500.00
Local Training	900.00
Total Estimated Expenditures:	\$2,600.00

OFFICE SUPPLIES (Account No. 6001):

Item Description	Expenditures
Decal Printer	\$500.00
Business License Cert. Paper	400.00
Blue Bar Paper	500.00
Miscellaneous Supplies	500.00
Lateral File Cabinet	600.00
Total Estimated Expenditures:	\$2,500.00

BOOKS/SUBSCRIPTIONS (Account No. 6012):

Item Description	Expenditures
Tax Rate Book	\$ 300.00
NADA Books	1,000.00
VA Code	200.00
State Review Book	100.00
Office Use Books	200.00
Total Estimated Expenditures:	\$1,800.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Commissioner of Revenue			
100-12310-1101-00-00-00	Commissioner of Revenue Salaries	\$ 359,651.64	\$ 370,441.19
100-12310-1101-01-00-00	VRS HYBRID STD	\$ 100.00	\$ 100.00
100-12310-1201-00-00-00	Commissioner of Revenue Overtime	\$ 8,000.00	\$ 8,000.00
100-12310-2100-00-00-00	FICA	\$ 28,125.35	\$ 28,950.75
100-12310-2210-00-00-00	Retirement	\$ 37,403.77	\$ 40,652.06
100-12310-2222-00-00-00	401 A ICMA	\$ -	\$ -
100-12310-2310-00-00-00	Group Health	\$ 23,424.00	\$ 23,424.00
100-12310-2400-00-00-00	Life Insurance	\$ 1,942.12	\$ 2,000.38
100-12310-3160-00-00-00	Professional Services	\$ 5,400.00	\$ 5,400.00
100-12310-3320-00-00-00	Maintenance Service Contracts	\$ 20,000.00	\$ 20,000.00
100-12310-3500-00-00-00	Printing/Binding	\$ 8,600.00	\$ 8,600.00
100-12310-5210-00-00-00	Postage	\$ 12,500.00	\$ 12,500.00
100-12310-5500-00-00-00	Travel/Education/Training	\$ 2,600.00	\$ 2,600.00
100-12310-5810-00-00-00	Dues/Memberships	\$ 795.00	\$ 795.00
100-12310-6001-00-00-00	Office Supplies	\$ 2,500.00	\$ 2,500.00
100-12310-6012-00-00-00	Books/Subscriptions	\$ 1,800.00	\$ 1,800.00
100-53300-5714-31-00-00	PP - Tax Relief for Elderly/Disabled/Veterans	\$ 100.00	\$ -
100-53300-5714-00-00-00	Tax Relief for Elderly/Disabled/Veterans	\$ 550,000.00	\$ 620,000.00
	<i>Subtotal</i>	\$ 1,062,941.88	\$ 1,147,763.38

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:

	FY2024 Full-Time	FY2025 Full-Time
Treasurer and Staff	7	6
*Total:	7	6

*A Water Billing Clerk position will now become part-time staff in FY25.

Financial Summary:

Total Revenues:	\$100,000	Treasurer
Operating Expenditures:	\$827,898	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$827,898	Overall, expenditures decreased by less than 1% and/or \$2K compared to FY24 amended budget (including ARPA-funded expenditures).
Departmental Net:	\$727,898	

Expenditure Categories:

PROFESSIONAL SERVICES (Account No. 3160):

Purpose	Expenditures
Bank Design & Equipment	\$ 1,000.00
DMV Online BillPay	1,850.00
TACS	2,500.00
Contracted Support for Reconciliations	21,828.00
LEXIS NEXIS	1,800.00
Total Estimated Expenditures:	\$28,978.00

PRINTING/BINDING (Account No. 3500):

Purpose	Expenditures
To print real estate bills twice a year and personal property bills once a year:	
Real Estate	\$7,500.00
Personal Property	3,700.00
Delinquent Real Estate and Personal Property billings.	1,000.00
Total Estimated Expenditures:	\$12,200.00

POSTAGE (Account No. 5210):

Purpose	Expenditures
Mail supplement bills, delinquent letters, refunds, real estate bills, and personal property bills:	
Postage	\$15,000.00
Total Estimated Expenditures:	\$15,000.00

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 Training	\$3,500.00
Total Estimated Expenditures:	\$3,500.00

BANK SERVICE CHARGES (Account No. 5862):

Purpose	Expenditures
Bank Service Fees	\$3,400.00
Total Estimated Expenditures:	\$3,400.00

CREDIT CARD EXPENSE (Account No. 5863):

Purpose	Expenditures
Credit Card Fees	\$100,000.00
Total Estimated Expenditures:	\$100,000.00

AUTO LICENSE DECALS (Account No. 5864):

Purpose	Expenditures
Yearly Decal Order	\$6,000.00
Total Estimated Expenditures:	\$6,000.00

OFFICE SUPPLIES (Account No. 6001):

Purpose	Expenditures
Office Supplies	\$2,000.00
Total Estimated Expenditures:	\$2,000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Treasurer			
100-12410-1101-00-00-00	Treasurer Salaries/Wages	\$ 428,365.09	\$ 446,216.03
	Water Clerk	\$ 63,000.00	\$ -
100-12410-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-12410-1201-00-00-00	Treasurer Overtime	\$ 10,000.00	\$ 12,000.00
100-12410-1301-00-00-00	Treasurer Salaries/Wages Part-Time	\$ 10,000.00	\$ 41,600.00
100-12410-2100-00-00-00	FICA	\$ 34,299.93	\$ 38,235.93
100-12410-2210-00-00-00	Retirement	\$ 44,549.97	\$ 49,928.70
100-12410-2222-00-00-00	401 A ICMA	\$ -	\$ -
100-12410-2310-00-00-00	Group Health	\$ 76,104.00	\$ 64,380.00
100-12410-2400-00-00-00	Life Insurance	\$ 2,313.17	\$ 2,409.57
100-12410-3160-00-00-00	Professional Services	\$ 18,150.00	\$ 28,977.84
100-12410-3166-00-00-00	Expenditure - DMV Stops Reimbursable	\$ -	\$ 100.00
100-12410-3500-00-00-00	Printing/Binding	\$ 12,200.00	\$ 12,200.00
100-12410-3600-00-00-00	Advertising	\$ 400.00	\$ 200.00
100-12410-5210-00-00-00	Postage	\$ 15,000.00	\$ 15,000.00
100-12410-5306-00-00-00	Surety Bonds	\$ 550.00	\$ 550.00
100-12410-5500-00-00-00	Travel/Education/Training	\$ 5,000.00	\$ 3,500.00
100-12410-5810-00-00-00	Dues/Memberships	\$ 800.00	\$ 800.00
100-12410-5862-00-00-00	Bank Service Charges	\$ 3,400.00	\$ 3,400.00
100-12410-5863-00-00-00	Credit Card Expense	\$ 100,000.00	\$ 100,000.00
100-12410-5864-00-00-00	Auto License Decals	\$ 3,200.00	\$ 6,000.00
100-12410-5865-00-00-00	Dog License Tags	\$ 300.00	\$ 300.00
100-12410-6001-00-00-00	Office Supplies	\$ 2,000.00	\$ 2,000.00
	Subtotal	\$ 829,732.16	\$ 827,898.07

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 FY25 Budget the Director Anticipates three elections:

- November 5, 2024, Presidential/Local/General Election
- June 17, 2025, Primary

BUDGET HIGHLIGHTS:

Personnel:

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-Time
Registrar and Staff	2	1	2	1

Financial Summary:

Total Revenues:	\$83,665	
Operating Expenditures:	\$345,798	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$345,798	Overall, expenditures increased by 7.6% and/or \$25K compared to FY24 amended budget (including ARPA-funded expenditures) due to Presidential elections.
Departmental Net:	\$262,133	

Expenditure Categories:

PROFESSIONAL SERVICES (Account No. 3160):

Item Description	Expenditures
Scanner Warranty cost	3,000.00
Scanner Yearly Subscription	2,850.00
Civix/Demtech maintenance and support for Electronic Poll Books	2,200.00
Warranty for pollbooks	210.00
Total Estimated Expenditures:	\$8,260.00

MAINTENANCE SERVICE CONTRACT (Account No. 3320): Covers all of the items in the charts below. Covers upgrades to program software and user fees. \$ amounts may not match but can change due to number of offices, questions, and number of candidates. We have shown the cost for the language translation as it pertains to each election, it may be moved for next year's budget to showing only under the expenses for the language.

Item Description (November General Election)	Expenditures
L & A Testing	
Coding Fees Below:	
Additional Language to translate, Language Audio Upgrade	
November Total	\$ 4,134.00
Item Description (June Primary Election)	Expenditures
L & A Testing	
Coding Fees Below:	
Additional Language to translate, Language Audio Upgrade	10,000.00
Possible Annual Audits	500.00
June Total	4,134.00
Total	\$18,768.00

PRINTING (Account No. 3500): Chart added to explain an increase Due to language changes ballots will now cost .28 cents per piece.

Item Description	Expenditures
November Ballots	\$3,141.00
June Ballots	3,029.50
I Voted Stickers	400.00
Total Estimated Expenditures:	\$6,570.50

ADVERTISING (Account No. 3600):

Item Description	Expenditures
Mandated ads announcing registration deadlines before each election and Electoral Board meetings. Notices must go out in Spanish raising cost for this account.	\$700.00
Total Estimated Expenditures:	\$700.00

POSTAGE (Account No. 5210): Increase is caused by rising cost of postage, we are now required to put return postage on all mailed absentee ballot envelopes. Covers all mailing costs 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. Passed legislation requiring us to include postage for all absentee ballots we mail.

Item Description	Expenditures
Absentee Ballots November and June Elections	\$2,403.00
November and June return postage	1,755.00
Other Mailings	1,700.00
Delivery of Ballots	400.00
Total Estimated Expenditures:	\$6,258.00

TRAVEL/EDUCATION (Account No. 5500): 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 training.

Item Description	Expenditures
VEBA Registration Fees (5)	\$2,250.00
VEBA Hotel (5)	3,300.00
VRAV Hotel rooms (2)	900.00
VRAV Registration Fees (2)	800.00
State Board Hotel (5)	1,962.00
Gas (\$200) and Food (\$800)	1,000.00
Total Estimated Expenditures:	\$10,212.00

EDUCATION OFFICERS (Account No. 5500):

Item Description	Expenditures
To train officers on poll machines, poll books, forms, how to work with people with special needs, opening and closing procedures for November and June elections.	\$1,220.00
Total Estimated Expenditures:	\$1,220.00

DUES/MEMBERSHIPS (Account No. 5810):

Item Description	Expenditures
VRAV membership for Registrar and Deputy Registrar \$270.00 Electoral Board VEBA membership \$300.00	\$570.00
Total Estimated Expenditures:	\$570.00

OFFICE SUPPLIES (Account No. 6001):

Item Description	Expenditures
Normal office supplies	600.00
Prohibited Area Tape to indicate the 40-foot area for candidates and party representatives during Elections	600.00
Absentee Envelopes	4,000.00
Total Estimated Expenditures:	\$5,200.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Registrar			
100-13200-1101-00-00-00	Registrar Salaries/Wages	\$ 159,646.60	\$ 164,436.00
100-13200-1101-00-00-02	Electoral Board Salaries	\$ 6,969.00	\$ 7,837.00
100-13200-1201-00-00-00	Registrar - Overtime	\$ 500.00	\$ 700.00
100-13200-1301-00-00-00	Voter Registration Staff - Part-Time	\$ 33,671.49	\$ 39,621.06
100-13200-1302-00-00-00	Electoral Board Officers	\$ 14,304.00	\$ 15,754.40
100-13200-1303-00-00-00	Legislative Impact Cost	\$ 7,000.00	\$ 7,000.00
100-13200-2100-00-00-00	FICA	\$ 15,360.21	\$ 16,263.45
100-13200-2210-00-00-00	Retirement	\$ 16,603.25	\$ 18,215.49
100-13200-2222-00-00-00	401 A ICMA	\$ -	\$ 100.00
100-13200-2310-00-00-00	Group Health	\$ -	\$ 8,964.00
100-13200-2400-00-00-00	Life Insurance	\$ 862.09	\$ 887.95
100-13200-3160-00-00-00	Professional Services	\$ 29,950.00	\$ 8,260.00
100-13200-3320-00-00-00	Maintenance Service Contracts	\$ 10,802.00	\$ 18,768.00
100-13200-3160-00-00-00	Translation Services	\$ -	\$ 8,260.00
100-13200-3500-00-00-00	Printing/Binding	\$ 7,374.50	\$ 6,570.50
100-13200-3600-00-00-00	Advertising	\$ 700.00	\$ 700.00
100-13200-5210-00-00-00	Postage	\$ 4,632.00	\$ 6,258.00
100-13200-5500-00-00-00	Travel/Education/Training	\$ 8,860.00	\$ 10,212.00
100-13200-5500-00-01-00	Education Officers	\$ 1,780.00	\$ 1,220.00
100-13200-5810-00-00-00	Dues/Memberships	\$ 620.00	\$ 570.00
100-13200-6001-00-00-00	Office Supplies	\$ 1,600.00	\$ 5,200.00
	Subtotal	\$ 321,235.14	\$ 345,797.85

CITY MANAGER

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 Governing Body 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.

The Office of the City Manager includes Administrative and Operational Support staff to the City Manager, City Customer Service Staff, Budget Staff, and the Office of the City Assessors (assessing values of Real Estate Property).

BUDGET HIGHLIGHTS

Personnel:

	FY2024 Full-Time	FY2025 Full-Time
City Manager	1	1
Deputy City Manager	1	1
City Operations Officer	1	1
Budget Manager	1	1
Customer Service Manager	1	1
Office of the City Assessors	2	2
Total*:	7	7

*Please note that the Customer Service Division also includes Part-time employees who help fill in for the Customer Service Manager when he is out of the office. They also help serve as the City Manager's Executive Assistant role.

Financial Summary:

Total Revenues:	N/A	
Operating Expenditures:	\$1,341,458	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$1,341,458	Overall, expenditures decreased by 18.1% and/or \$297K compared to the FY24 amended budget.
Departmental Net:	\$1,341,458	

Expenditure Categories:

EMPLOYEE AWARDS (100-12120-2830): This line item is used to fund the annual Christmas party, events for employees, Christmas gift cards, and bonuses. This line item was reduced to \$0 FY 20 due to our weak financial position. Since then, there has been a baseline of \$3K for employee morale boosting activities and funds added during the mid-year budget amendment for employee bonuses based on the end of year surplus to incentive coming under budget.

TRAVEL/EDUCATION (100-12120-5500) + DUES/MEMBERSHIPS (100-12120-5810): Per the City Manager Contract, the City is to support the City Manager in attending annual conferences and training to advance his career along with funding membership to relevant associations. This line item also covers travel and training for all staff members of the Office of the City Manager. In FY 25, these line items will remain \$30K total: VLGMA, ICMA, ICSC, GFOA, etc.; and the following for the Office of the City Assessor:

IAAO Membership (International Association of Assessing Officers) \$240 annually (x2)
IAAO Annual Conference Registration \$795 (x2)
IAAO Annual Conference travel costs to Denver for 4 nights \$3,000 (x2)
VAAO Membership (Virginia Association of Assessing Officers) \$40 annually (x2)
VAAO Appraisal Course \$500 for virtual class (x2)
VAAO Education Seminars \$330 (x2)
VAAO Education Seminars travel costs to Charlottesville for 3 nights \$650 (x2)
VAAO Annual Conference Registration \$500 (x2)
VAAO Annual Conference travel costs to Virginia Beach for 4 nights \$1,500 (x2)
Appraisal Institute: MAI designation and DC chapter dues \$1,495 annually (x1)
VA Certified General License Renewal Fee \$205 biennial (x2)
CoStar subscription \$5,200 Annually
CoreLogic \$665 annually
RERC Cap Rate Survey \$695
PriceWaterhouseCooper Investor Survey \$649

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2	FY2025
		Amended Budget	Proposed
City Management			
100-12120-1101-00-00-00	Management Services Salaries/Wages	\$ 845,333.57	\$ 870,693.58
100-12120-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-12120-1301-00-00-00	Management Services - Part-Time Salaries & Wages	\$ 95,000.00	\$ 123,768.00
100-12120-1900-00-00-00	Vehicle Allowance	\$ 4,200.00	\$ 4,200.00
100-12120-2100-00-00-00	FICA	\$ 71,609.28	\$ 76,076.31
100-12120-2210-00-00-00	Retirement	\$ 87,914.69	\$ 99,876.96
100-12120-2310-00-00-00	Group Health	\$ 61,356.00	\$ 78,588.00
100-12120-2400-00-00-00	Life Insurance	\$ 4,541.77	\$ 4,701.75
100-12120-2830-00-00-00	Employee Awards	\$ 378,030.00	\$ 3,060.30
100-12120-3160-00-00-00	Professional Services	\$ 10,000.00	\$ 10,000.00
100-12120-3162-00-00-00	DMS - Other Expenses - FOIA	\$ 250.00	\$ 250.00
100-12120-3170-00-01-00	City Hall Shredding	\$ 2,370.00	\$ 2,393.70
100-12120-3500-00-00-00	Printing/Binding	\$ 400.00	\$ 400.00
100-12120-3600-00-00-00	Advertising	\$ 2,000.00	\$ 2,000.00
100-12120-6998-00-00-23	Hospitality	\$ 500.00	\$ 500.00
100-12120-5210-00-00-00	Postage	\$ 2,200.00	\$ 2,200.00
100-12120-5500-00-00-00	Travel/Education/Training	\$ 30,000.00	\$ 30,000.00
100-12120-5810-00-00-00	Dues/Memberships	\$ 15,000.00	\$ 15,000.00
100-12120-6001-00-00-00	Office Supplies	\$ 4,250.00	\$ 2,550.00
100-12120-6012-00-00-00	Books/Subscriptions	\$ 100.00	\$ 100.00
100-32100-0119-00-03-00	Fire Equip-EM-LEMPG Funded	\$ 15,000.00	\$ 15,000.00
100-12120-1889-01-05-07	EC 1.5 PPE City Wide	\$ 5,000.00	\$ -
100-12120-1889-07-01-80	EC 7.1 Equipment for ARPA Positions	\$ 2,884.00	\$ -
	Subtotal	\$ 1,638,039.31	\$ 1,341,458.59

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, payroll, HRIS, city-wide employee training, personnel policies and procedures, and risk management and safety.

BUDGET HIGHLIGHTS

Personnel:

	FY2024 Full-Time	FY2025 Full-Time
Human Resources	2	2

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$489,779	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$489,779	Overall, expenditures increased by 22.7% and/or \$91K compared to the FY24 amended budget, but this was due to funneling the City wide VRS Plan change impacts to this budget. *
Departmental Net:	\$487,779	

*Increase (\$60K) due to additional VRS % for all City Hybrid Employees

Expenditure Categories:

SALARY/WAGES CITY WIDE: (Account No. 1101):

For FY25, a 3% COLA increase is expected to be approved by the Governing Body.

RETIREMENT (Account No. 2210): Virginia Retirement System (VRS) Board of trustees adopted new contribution rates for FY25. The City's contribution rate is 10.70%. The next rate change will occur in FY27 (as it is updated every 2 years). We are hopeful that the rate will drop as the amount now going to the city pension fund has increased by no longer diverting city matching 401K and 457 contributions away from the pension fund.

GROUP HEALTH (Account No. 2310): There was no increase for The Local Choice (TLC) and Kaiser renewals for the FY25 plan year.

LIFE INSURANCE (Account No. 2400): The City's contribution rate will remain at .54% for FY25.

ST DISABILITY (Account No. 2500): With the 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 (Account No. 2720): 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 exhaust his/her unemployment eligibility time frame.

TUITION ASSISTANCE (Account No. 2828): In a continued effort to support continuing education, tuition assistance will remain at \$20,000 for FY25. Funds are disbursed on a rolling basis as approved applications are submitted.

EMPLOYEE RELATIONS & MORALE (Account No. 2822): Costs associated with recruiting and onboarding of new employees and employee morale to include any designated employee incentives. Expenses may include an Annual Staff Event, Holiday Party, Benefits Fair, Employee Recognition, Meals, Gift Cards, etc.

PROFESSIONAL SERVICES (Account No. 3160): Administrative fees for pre-employment Background Checks and Random Drug Screenings and Alcohol Testing.

FLEX-SPENDING ADMINISTRATION FEES (Account No. 3180): Costs associated with employee's flexible spending accounts to include yearly/weekly administrative fees. The vendor is Flores. It is an employee paid benefit for which the City only pays the administrative fees. One-year contract at Open Enrollment period.

PRINTING/BINDING (Account No. 3500): Projected need for binding of HR related policy books, manuals and envelopes.

RECRUITMENT & ADVERTISING (Account No. 3600): Advertising and recruitment for a variety of City-wide positions using multiple sources. These fees also include costs associated with job fair participation.

TRAINING PROGRAMS (Account No. 5400): Minimal training as required for organizational development, as well as Safety for OSHA/VOSH compliance.

TRAVEL/EDUCATION (Account No. 5500): Mileage reimbursement for HR/Safety training seminars and other miscellaneous travel. Travel reimbursement for professional job candidates will be charged against the appropriate department.

EAP: Employee Assistance Program within the City that assists employees, and often their families, to cope with crises or other stress-related situations.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
HR			
100-12220-1101-00-00-00	Human Resources Salaries/Wages	\$ 201,047.02	\$ 211,640.23
100-12220-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-12220-2100-00-00-00	FICA	\$ 15,380.10	\$ 16,190.48
100-12220-2210-00-00-00	Retirement	\$ 20,908.89	\$ 24,761.91
100-12220-2222-00-00-00	401 A ICMA	\$ -	\$ 60,000.00
100-12220-2310-00-00-00	Group Health	\$ 27,965.00	\$ 27,965.00
100-12220-2400-00-00-00	Life Insurance	\$ 1,085.65	\$ 1,142.86
100-12220-2500-00-00-00	ST/LT Disability	\$ 30,000.00	\$ 35,000.00
100-12220-2720-00-00-00	Unemployment State	\$ 15,000.00	\$ 15,000.00
100-12220-2820-00-00-00	Tuition Assistance	\$ 20,000.00	\$ 20,000.00
100-12220-2822-00-00-00	Employee Relations & Morale	\$ 35,000.00	\$ 35,000.00
100-12220-3160-00-00-00	Professional Services	\$ 16,150.00	\$ 22,378.76
100-12220-3180-00-00-00	Flex-Spending Admin Fees	\$ 6,000.00	\$ 6,000.00
100-12220-3500-00-00-00	Printing/Binding	\$ 500.00	\$ 500.00
100-12220-3600-00-00-00	Advertising	\$ 4,000.00	\$ 4,000.00
100-12220-5210-00-00-00	Postage	\$ 500.00	\$ 500.00
100-12220-5400-00-00-00	Training Programs	\$ 1,000.00	\$ 1,000.00
100-12220-5500-00-00-00	Travel/Education/Training	\$ 2,500.00	\$ 2,500.00
100-12220-5810-00-00-00	Dues/Memberships	\$ 700.00	\$ 700.00
100-12220-6001-00-00-00	Office Supplies	\$ 1,000.00	\$ 1,200.00
100-12220-6012-00-00-00	Books/Subscriptions	\$ 100.00	\$ 100.00
100-12220-2999-00-00-00	HR/Benefits Over/Under	\$ 100.00	\$ 100.00
100-12220-6013-00-00-00	VMLIP Risk Management Grant	\$ -	\$ 4,000.00
	<i>Subtotal</i>	\$ 399,036.66	\$ 489,779.23

FINANCE

The Finance Department is responsible for the City's financial management, risk management, internal controls, accounting, and reporting, including accounts payable, accounts receivable, general ledger accounting, benefit payments, capital asset, debt service, investment, and grants management. The Department supports City Management with developing, implementing, and maintaining the City's financial policies and procedures to ensure safe and sound financial stability.

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

BUDGET HIGHLIGHTS

Personnel:

	FY2024 Full-Time	FY2025 Full-Time
Finance Director	1	1
Accounts Payables & Benefits Disbursements Division	2	0
Operations Division	0	4*
Accounting Division	2	2**
Accounts Receivables/Grants Division	2	0
Total:	7	7

* 1 FTE from the Accounts Payables & Benefits Disbursements and 1 FTE from the Accounts Receivables/Grants Divisions were consolidated into the newly created Operations Division. Operations also include 1 Finance Operations Manager and 1 Financial Analyst.

** The Accounting Division is budgeted for 1 Senior Accountant and 1 Junior Accountant.

Financial Summary:

Total Revenues:	\$ -	
Operating Expenditures:	\$1,076,666	Includes a 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$1,076,666	Overall, expenditures increased by 6.7% and/or \$67K compared to FY24 amended budget (including ARPA-funded expenditures).
Departmental Net:	\$1,076,666	

Expenditure Categories:**Professional/Contracted Services (Account No. 3120 and 3160):**

The City is required to perform an annual audit of its finances. Account No. 3120 is budgeted separately for the annual audit. The FY2025 audit professional fee reflects an increase added in FY2024 due to Single Audit fees for federal grant awards of more than \$750,000. The increase to Account No. 3160 is related to a contractual engagement with financial consultant firms to provide accounting and operational support to the Finance Department.

Professional Services Audit: \$65,415

Professional Services: \$40,025

Contract Services: \$10,000

Dues/Memberships for Continuing Education (Account No. 5810):

Dues and Membership costs are budgeted for acquiring materials and services for staff to stay relevant with all requirement changes in the financial services and management arena. This includes Generally Accepted Accounting Principles Annual updates, accounts payable, accounts receivable, grants, budgeting, and other accounting education.

Travel/Education (Account No. 5500): \$8,926

Dues/Memberships (Account No. 5810): \$2,132

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
GF Revenues			
Finance			
100-12430-1101-00-00-00	Finance Salaries/Wages	\$ 526,236.79	\$ 666,197.89
100-12430-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-12430-2100-00-00-00	FICA	\$ 40,257.11	\$ 50,964.14
100-12430-2210-00-00-00	Retirement	\$ 54,728.63	\$ 72,341.44
100-12430-2310-00-00-00	Group Health	\$ 53,190.00	\$ 80,033.00
100-12430-2400-00-00-00	Life Insurance	\$ 2,841.68	\$ 3,597.47
100-12430-3120-00-00-00	Professional Services - Audit	\$ 65,415.00	\$ 65,415.00
100-12430-3160-00-00-00	Professional Services	\$ 112,250.00	\$ 40,025.57
100-12430-3170-00-00-00	Contract Services	\$ 14,000.00	\$ 10,000.00
100-12430-3320-00-00-00	Maintenance Service Contracts - Debt Book	\$ -	\$ 5,000.00
100-12430-3500-00-00-00	Printing/Binding	\$ 2,785.00	\$ 3,296.00
100-12430-5210-00-00-00	Postage	\$ 450.00	\$ 2,350.00
100-12430-5500-00-00-00	Travel/Education/Training	\$ 8,026.00	\$ 8,926.00
100-12430-5810-00-00-00	Dues/Membership	\$ 1,800.00	\$ 2,132.17
100-12430-6001-00-00-00	Office Supplies	\$ 600.00	\$ 650.00
100-12430-6012-00-00-00	Books/Subscriptions	\$ 1,609.00	\$ 1,609.00
100-12430-1889-07-01-11	EC 7.1 Salaries for ARPA Positions (Finance)	\$ 93,000.00	\$ 47,895.00
100-12430-1889-07-01-21	EC 7.1 FICA for ARPA Positions	\$ 7,114.50	\$ 3,663.97
100-12430-1889-07-01-38	EC 7.1 Health Insurance for ARPA Positions	\$ 14,460.00	\$ 7,230.00
100-12430-1889-07-01-30	EC 7.1 VRS Retirement for ARPA Positions	\$ 9,672.00	\$ 4,981.08
100-12430-1889-07-01-31	EC 7.1 VRS Life Insurance for ARPA Positions	\$ 502.20	\$ 258.63
	Subtotal	\$ 1,009,037.91	\$ 1,076,666.35

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:

	FY2024 Full-Time	FY2025 Full-Time
Information Technology	6	5*
Total:	6	5

*1 IT Help Desk Position Frozen.

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$1,616,809	Includes 3% COLA increase.
Capital Expenditures:	\$1,044,763	
Total Expenditures:	\$2,661,572	Overall, operating expenditures increased by 8.1% and/or \$122K compared to FY24 amended budget (including ARPA expenditures) due to an increase in contract services.
Departmental Net:	\$2,661,572	

Expenditure Categories:**MAINTENANCE SERVICE CONTRACT (Account No. 3320):**

Item Description	Expenditures
Each reoccurring software and hardware contract reflects the City's continued investment in supporting the necessary business and operational processes that impact daily service delivery, utilizing a strategy of procuring the most efficient and cost-effective technological solutions.	
Server & Hardware Warranties	\$ 10,000.00
CH&PD UPS Maintenance	10,000.00
Penetration Testing	16,000.00
Backup service	9,000.00
TN3270 Emulator	500.00
Spam Filter	20,181.00
Microsoft 365	63,832.30
Keystone Annual Maintenance (include 2 staff tune-up training plus 10%	26,546.17
Velocity (AVL)	19,346.00
Esri (GIS) Subscription 3-yr renewal	8,525.00
Esri (GIS) Support (Blue Raster) plus 5% incr.	26,560.80
SmartGov (Dude Solutions) includes smart connector plus 10% increase	24,259.98
Asset Essentials (Dude Solutions) - 10% increase	7,654.59
Revize (City Website)	5,900.00
Archive Social-Social Media Governance	4,788.00
FortiGate Devices	15,000.00
Albert sensors	28,000.00
VMWare software	3,500.00
Netmotion	7,000.00
Tyler Cama and Bridge	9,500.00
Queuing Software Q-flow 5 yr.	4,700.00
Near Map (Enhanced GIS Aerial Imagery) last year of contract	6,000.00
Software Renewals (Adobe, Foxit, Microsoft, Microsoft GIS)	6,000.00
Kaseya	25,000.00
Avenity	87,000.00
Total Estimated Expenditures:	\$ 444,793.84

ENTERPRISE PRINTING/COPYING/SCANNING (Account No. 3500):

Item Description	Expenditures
This covers the Copiers, paper at City Hall and toner for copiers and printers in all the city buildings except DSS.	
Copy Paper for City Hall	4,000.00
Toner Replacements	10,000.00
Copiers	84,000.00
Total Estimated Expenditures:	\$98,000.00

TELECOMM – VOIP/Telephone (Account No. 5231):

Item Description	Expenditures
VoIP phone system using Verizon lines and fax lines for all the city building use.	
Verizon lines	43,000.00
Phone system renewal	24,000.00
Granite	8,000.00
Total Estimated Expenditures:	\$75,000.00

TELECOMM - Wireless (Account No. 5232):

Item Description	Expenditures
City cell phones (208) used by the department personnel, Police and Fire Department personnel. Data Cards used for Hotspots (62) and when the EOC when internet goes out. All Police patrol cars use hotspots to connect to CAD and RMS.	
Geotabs (Gis)	24,000.00
Telecomm - Wireless	\$140,000.00
Total Estimated Expenditures:	\$164,000.00

TELECOMM – Internet (Account No. 5233):

Item Description	Expenditures
The city has several internet connections through Verizon and Comcast. On the Verizon bill we have City Hall and Signal hill park. We have Library, FD, PD, DSS, and MAP Clinic with Comcast connections.	
Verizon	5,300.00
Comcast	14,500.00
Dark Fiber (with Comcast)	52,800.00
Total Estimated Expenditures:	\$72,600.00

TELECOMM – E-911 (Account No. 5234):

Item Description	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. Fiber connecting the Police Department radios to City of Manassas radio system. Moving to ESInet for Police department will have the connection moved from Verizon to ATT.	
Granite	5,400.00
Novec	3,600.00
AT&T ESInet	35,200.00
Total Estimated Expenditures:	\$44,200.00

TELECOMM – Long Distance (Account No. 5235):

Item Description	Expenditures
City's long-distance services for all VoIP land lines in the city.	
Telecomm - Long Distance	\$4,100.00
Total Estimated Expenditures:	\$4,100.00

TRAVEL/EDUCATION (Account No. 5500):

Item Description	Expenditures
Traveling and Training in different localities.	
Travel/Education/Training	\$15,000.00
Total Estimated Expenditures:	\$15,000.00

DUES AND MEMBERSHIPS (Account No. 5810):

Item Description	Expenditures
Amazon Prime	\$1,000.00
Total Estimated Expenditures:	\$1,000.00

TECHNOLOGY EQUIPMENT (Account No.6001):

Item Description	Expenditures
Charges for Cables, connectors, computer hardware, software upgrades, replacements and or adding computers, supplies, and printers.	
Operating Hardware	\$ 15,000.00
Operating Software	8,000.00
Total Estimated Expenditures:	\$23,000.00

BOOKS/SUBSCRIPTIONS (Account No. 6012):

Item Description	Expenditures
Continuing education will help to become knowledgeable about innovations in technology software and hardware to improve the City's current infrastructure.	
Training	6,000.00
Total Estimated Expenditures:	\$6,000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
		Amended Budget	Proposed
IT			
100-12500-1101-00-00-00	IT Salaries/Wages	\$ 262,239.76	\$ 361,303.81
100-12500-1101-01-00-00	VRS HYBRID STD	\$ 100.00	\$ 100.00
100-12500-1301-00-00-00	IT Part-Time Salaries	\$ 34,944.00	\$ 30,777.50
100-12500-2100-00-00-00	FICA	\$ 22,742.21	\$ 30,001.87
100-12500-2210-00-00-00	Retirement	\$ 27,272.94	\$ 51,545.26
100-12500-2222-00-00-00	401 A ICMA	\$ -	\$ -
100-12500-2310-00-00-00	Group Health	\$ 36,989.00	\$ 34,248.00
100-12500-2400-00-00-00	Life Insurance	\$ 1,416.09	\$ 1,951.04
100-12500-3320-00-00-00	Maintenance Service Contracts	\$ 315,183.34	\$ 444,793.84
100-12500-4100-00-00-00	Data Processing	\$ 400.00	\$ 400.00
100-12500-5210-52-00-00	Postage (Machine)	\$ 19,000.00	\$ 19,000.00
100-12500-3500-00-00-00	Enterprise Printing/Copying/Scanning	\$ 98,000.00	\$ 98,000.00
100-12500-5231-00-00-00	Telecomm - VOIP/Telephone	\$ 75,000.00	\$ 75,000.00
100-12500-5232-00-00-00	Telecomm - Wireless	\$ 164,000.00	\$ 164,000.00
100-12500-5233-00-00-00	Telecomm - Internet	\$ 72,600.00	\$ 72,600.00
100-12500-5234-00-00-00	Telecomm - E-911	\$ 44,200.00	\$ 44,200.00
100-12500-5235-00-00-00	Telecomm - Long Distance	\$ 4,100.00	\$ 4,100.00
100-12500-5500-00-00-00	Travel/Education/Training	\$ 5,000.00	\$ 15,000.00
100-12500-5810-00-00-00	Dues/Memberships	\$ 1,000.00	\$ 1,000.00
100-12500-6001-00-00-00	Office Supplies	\$ 1,000.00	\$ 1,000.00
100-12500-6001-00-01-00	Operating Hardware	\$ 15,000.00	\$ 15,000.00
100-12500-6001-00-02-00	Operating Software	\$ 8,000.00	\$ 8,000.00
100-12500-6012-00-00-00	Books/Subscriptions	\$ 6,000.00	\$ 6,000.00
100-12500-1889-07-01-11	EC 7.1 IT Salary and Wages	\$ 214,311.20	\$ 107,155.60
100-12500-1889-07-01-21	EC 7.1 IT FICA	\$ 16,394.81	\$ 8,197.40
100-12500-1889-07-01-38	EC 7.1 Health Insurance	\$ 23,424.00	\$ 11,712.00
100-12500-1889-07-01-30	EC 7.1 VRS	\$ 22,288.36	\$ 11,144.18
100-12500-1889-07-01-31	EC 7.1 Life Insurance	\$ 1,157.28	\$ 578.64
100-12500-1889-07-01-80	EC 7.1 Equipment for ARPA Positions	\$ 2,884.22	\$ -
	Subtotal	\$ 1,494,647.21	\$ 1,616,809.15

POLICE

The Law Enforcement functions for the City of Manassas Park - Police Services, Emergency Communications Center, 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:

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-Time
Police	39	0	38*	0
E-911	9	1	9	1
Animal Control	0	0	0	0
Admin/Parking	5	0	4	0
Total:	53	1	52	1

*2 positions frozen in FY 25: Police Sergeant and Parking Enforcement Officer.

Financial Summary:

Total Revenues:	\$2,549,364	
Operating Expenditures:	\$7,454,174	Includes 3% COLA increase.
Capital Expenditures:	\$290,984	
Total Expenditures:	\$7,745,158	Overall, operating expenditures increased by 3.9% and/or \$279K compared to FY24 amended budget (including ARPA expenditures).
Departmental Net:	\$5,195,794	

Expenditure Categories:

SALARY/WAGES:

The salary position expense represents an area average pay adjustment and additional positions. The vacant Animal Control position continues to have a negative effect on our delivery of services within the community.

CLOTHING ALLOWANCE:

Payment to investigators and officers for uniform maintenance allowance is \$650 per Detective and \$400 per Patrol Officer.

PROFESSIONAL HEALTH SERVICES (ACCOUNT NO. 3110):

There are three basic components comprising this category:

- Pre-employment physicals for Police Officers & Dispatchers = \$500
- 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.
- Life Scan Wellness Center – Annual comprehensive medical assessments for Police Officers. \$34,000

Expenditures reflect the constant “churn” in Police Officers, who generally leave the agency for higher salaries and increases in health insurance premiums.

PROFESSIONAL SERVICES (ACCOUNT NO. 3160):

Provider	Purpose	Expenditure
MOHAWK Polygraphs	• Certified Transcripts • Candidate polygraphs • Applicant testing • Promotional testing	\$8,500.00
NTF – Drug Screening & Deals		5,300.00
Lexis-Nexis	Investigation Services online tool	700.00
Official Transcription Services	Transcriptions	3,500.00
Medical Examiner Case Fee	Autopsy fee	300.00
AFIS	COG database	6,000.00
COG Pawn Database	Investigation Services online tool	1,200.00
Greyshift Analytical	Investigation Mapping	3,500.00
HDR System (Whooster)	Investigation Services online tool	2,500.00
John Hughes Moss Phd.	EAP counseling and fitness for duty	3,500.00
Total Estimated Expenditures		\$35,000.00

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

MAINTENANCE SERVICE CONTRACTS (ACCOUNT NO. 3320):

Provider	Purpose	Expenditure
Miscellaneous (Aladtec & PowerDMS)		\$18,000.00
Action Target & Carrier HVAC	Lead Testing & HVAC for range	8,500.00
Triple S & Castle Lawn	Landscaping/Pest Control	6,350.00
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
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	Calibrations & 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 the \$22,000 vendor maintenance contract for Cameras/Radar Repairs. Instead, we buy service as needed.</i> Traffic Radar Unit Semi- Annual	12,500.00
Accurint	Investigations Account: <i>Credit/Reference/Investigative Service. Per call charge.</i>	3,000.00
Flagship	Fleet Maintenance	7,500.00
Verizon-ISD-Security Inv	Secured network	7,300.00
AXON Fleet	Body Cameras & Tasers	48,500.00
AXON Air		5,500.00
AXON MY90		4,512.00
AXON OSP7+		34,239.00
Grey Key/Night Hawk	Investigation Services software	11,500.00
Flock Safety		12,000.00
All Traffic Solutions	Annual subscription for message boards.	8,000.00
Comcast Support	Miscellaneous Comcast Support	2,340.00
Total Estimated Expenditures		\$205,241.00

E-TICKETING (ACCOUNT NO. 0184):

Provider	Purpose	Expenditure
BRAZOS-Tyler Industries	Maintenance/Service support fees	\$23,000.00
Ticketing Equipment	Equipment for the handheld devices, batteries, straps etc.	5,000.00
Comsonics	Annual Maintenance	9,400.00
Total Estimated Expenditures		\$37,400.00

PRINTING/BINDING (ACCOUNT NO. 3500):

Provider	Purpose	Expenditure
Century Press	• Crime Prevention Materials – community relations & education materials ○ ID cards ○ Business letterhead ○ Uniform summonses ○ Parking tickets ○ Forms	\$1,750.00
Midlothian Business Forms	• Printing & binding expenses, occurring as a result of: ○ maintaining General Duty Manuals ○ Emergency Response Plans ○ Budget ○ Crime Reporting	1,750.00
Total Estimated Expenditures		\$3,500.00

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.	\$55,000.00

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
Prince William Range	Rental fee to use the Range for Training.	2,400.00
Total Estimated Expenditures		\$63,900.00

DUES/MEMBERSHIPS (ACCOUNT NO. 5810):

Provider	Purpose	Expenditure
NVCJA Academy		\$70,000.00
IACP -FBI-VACP Chiefs Association		3,000.00
VALEAC Accreditation - COG		3,000.00
Total Estimated Expenditures		\$76,000.00

PUBLIC SAFETY SUPPLIES (ACCOUNT NO. 6010):

Provider	Purpose	Expenditure
The Gun Shop	Ammunition and targets	\$35,000.00
Lawmen	Firing Range Equipment	2,500.00
Town Police Supply	Firearms/Tactical Equipment	10,000.00
Tidewater Tactical	Specialty Equipment	5,000.00
Sirchie Fingerprint	Fingerprint supplies	2,000.00
BRCI	Access Cards	3,000.00
The Police and Sheriffs Press	Printing supplies for Aviligon	2,000.00
Atlantic Tactical	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	2,500.00
Miscellaneous	Walmart, Amazon, Garmin, Baldinos, JE Rice, Uline, Staples, Home Depot, MGW, Michaels, Sparta, Here Industries, Broco Products, Boyd Industries, Carquest, etc.	23,000.00
Total Estimated Expenditures		\$85,000.00

UNIFORMS (ACCOUNT NO. 6011):

Provider	Purpose	Expenditure
Galls	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.	\$20,000.00
Lawmen Supply	Uniforms	26,000.00
Strohman Enterprise	Tactical Vest Carriers & Ballistics	10,000.00
Symbol Arts	Uniform Badges	3,000.00
East to West Embroidery	Embroidery of uniforms	1,000.00
Tidewater Tactical	Specialty Uniforms	20,000.00
Total Estimated Expenditures		\$80,000.00

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

Provider	Purpose	Expenditure
Chewy-Food	Food and treats	\$ 5,000.00
Veterinary & Various License Fees	Wellness exams/veterinary care	7,000.00
Colonial K9	Kennels	3,000.00
Total Estimated Expenditures		\$15,000.00

CITY E-911 COMMUNICATIONS CENTER FACILITY COST (annual): (ACCOUNT NO. 0256)

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>	\$68,250.00
Total Estimated Expenditures		\$68,250.00

**CAD/POLICE PAK & EMERGENCY OPERATIONS CENTER-E-911 SUPPORT
OPERATIONS SERVICES: (ACCOUNT NO. 0185)**

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.	\$24,000.00
Global Star-Sat Phones	Annual - Satellite Phones EOC	2,200.00
Total Estimated Expenditures		\$26,200.00

MAINTENANCE SERVICE CONTRACTS (ACCOUNT NO. 3320):

Provider	Purpose	Expenditure
Wireless Communications	ECS Radio Equipment, approximately 60 portable radios, and 38 mobile radios both Police & Fire Department Equipment	\$14,000.00
RAVE (Marcus Alert)	Behavioral health framework program.	13,300.00
NCIN/NCIC System Open Fox	Dispatch Center IT & Security Equipment Support ECC – EOC Training Support	2,000.00
Redbox	Maintenance/Support. Records all phone calls from dispatch	2,609.00
RapidSOS	Takes all incoming cellphone calls (E911) and plots location on map.	3,627.00
Fireline Monitoring	Fire alarm services monitoring PD	1,400.00
Total Estimated Expenditures		\$36,936.00

ANIMAL CONTROL SERVICES (ACCOUNT NO. 3170):

Provider	Purpose	Expenditure
City of Manassas	Maintenance of Animal Shelter	\$95,000.00
Total Estimated Expenditures		\$95,000.00

The City of Manassas Park does not maintain its own animal shelter. The City contracts with Manassas City for animal shelter services. The amount reflected in the FY 2025 budget most accurately reflects the projected expenditures and associated costs for the animal shelter services.

CRIMINAL JUSTICE GRANT (ACCOUNT NO. 9301):

Provider	Purpose	Expenditure
Criminal Justice Grant Funding (Byrnes):	Awards for various equipment upgrades.	\$5,000.00
Total Estimated Expenditures		\$5,000.00

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

Police Department – FY2025 Capital Projects

CIP	Purpose	Amount
Police Vehicle Equipment	Required Emergency Response Communication Equipment.	157,455.00
CAD/Police Park/EOC Operations Systems	Upgrades to the computer dispatch system for Public Safety and E-911 center.	48,000.00
Police Canine Replacement	Replacing one of the department's canine.	15,000.00
E-911 Next Generation Upgrades	Upgrades to the PD's Emergency Operations and E-911 telephone systems.	60,529.00
Donor Restricted Expenditures – Capital		10,000.00
Total Expenditures		\$290,984.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Police			
100-31100-1101-00-00-00	Police Salaries/Wages	\$ 3,171,015.97	\$ 3,397,927.23
TBD	DCJS SRO Grant	\$ 280,988.59	\$ 280,988.59
TBD	Detective Stipend	\$ -	\$ 25,000.00
TBD	City Hall/Community Center Security Program	\$ -	\$ -
TBD	COPS Hiring Grant Expenditure	\$ 82,277.88	\$ 84,147.97
100-31100-2831-00-00-00	Public Safety Incentive Stipend - Police	\$ 184,400.00	\$ 159,400.00
TBD	Parking Enforcement Division	\$ 50,000.00	\$ -
TBD	Internal Affairs/Accreditation/Property & Evidence L	\$ 138,600.00	\$ -
100-31100-1101-01-00-00	VRS HYBRID STD	\$ 100.00	\$ 100.00
100-31100-1201-00-00-00	Police - Overtime	\$ 280,000.00	\$ 360,000.00
100-31100-1202-00-00-00	Expenditure - DMV Grant Overtime Reimbursable	\$ 35,500.00	\$ 23,672.00
100-31100-1205-00-00-00	Expenditure Overtime - ATF/FBI - Federal	\$ 10,000.00	\$ 10,000.00
100-31100-2100-00-00-00	FICA	\$ 287,891.98	\$ 310,608.91
100-31100-2210-00-00-00	Retirement	\$ 338,342.56	\$ 377,823.19
100-31100-2210-00-00-01	Line of Duty Yearly Fee	\$ 26,735.00	\$ 40,795.00
100-31100-2310-00-00-00	Group Health	\$ 241,227.00	\$ 320,252.00
100-31100-2400-00-00-00	Life Insurance	\$ 17,567.79	\$ 18,803.21
100-31100-2810-00-00-00	Clothing Allowance	\$ 15,875.00	\$ 20,350.00
100-31100-3110-00-00-00	Professional Health Services	\$ 38,000.00	\$ 40,000.00
100-31100-3160-00-00-00	Professional Services	\$ 29,700.00	\$ 35,000.00
100-31100-3162-76-82-00	PD-Donor Restricted Expenditures	\$ 100.00	\$ 100.00
100-31100-3320-00-00-00	Maintenance Service Contracts	\$ 118,652.00	\$ 205,241.00
100-31100-0184-00-00-00	E-Citation Program Section 17.1-279.1	\$ 37,400.00	\$ 37,400.00
100-31100-3500-00-00-00	Printing/Binding	\$ 3,500.00	\$ 3,500.00
100-31100-5210-00-00-00	Postage	\$ 20,000.00	\$ 20,000.00
100-31100-5500-00-00-00	Travel/Education/Training	\$ 46,000.00	\$ 63,900.00
100-31100-5810-00-00-00	Dues/Memberships	\$ 57,222.00	\$ 76,000.00
100-31100-6001-00-00-00	Office Supplies	\$ 12,500.00	\$ 12,500.00
100-31100-6001-00-46-00	ICAC Grant Expenditures - Computer Hardware	\$ 6,000.00	\$ 6,000.00
100-31100-6005-00-00-00	Cleaning Supplies	\$ 2,000.00	\$ 2,000.00
100-31100-6009-00-00-00	Vehicle Parts/Supplies	\$ 20,000.00	\$ 20,000.00
100-31100-6010-00-00-00	Public Safety Supplies	\$ 85,000.00	\$ 85,000.00
100-31100-6011-00-00-00	Uniforms	\$ 80,000.00	\$ 80,000.00
100-31100-6012-00-00-00	Books/Subscriptions	\$ 1,500.00	\$ 1,500.00
100-31100-6022-00-00-00	Public Safety Supplies - K-9'S	\$ 15,000.00	\$ 15,000.00
100-31100-9301-00-00-00	DPD - Expenditure Justice Assistance Grant	\$ 170,000.00	\$ 5,000.00
100-31100-1889-03-16-24	EC 3.16 Special Crimes Detective	\$ 75,752.90	\$ 37,876.45
100-31100-1889-03-16-21	EC 3.16 FICA for ARPA Positions	\$ 5,795.10	\$ 2,897.55
100-31100-1889-03-16-30	EC 3.16 VRS Retirement for ARPA Positions	\$ 7,878.30	\$ 3,939.15
100-31100-1889-03-16-31	EC 3.16 VRS Life Insurance for ARPA Positions	\$ 409.07	\$ 204.53
100-31400-1101-00-00-00	E911 Salaries/Wages	\$ 556,163.20	\$ 628,118.72
100-31400-2831-00-00-00	Public Safety Incentive Stipend -E911	\$ 21,200.00	\$ 21,200.00
100-31400-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-31400-1201-00-00-00	E911 Salaries/Wages Overtime	\$ 53,000.00	\$ 70,000.00
100-31400-1301-00-00-00	E911 Salaries - Part-Time	\$ 52,116.48	\$ 53,679.97
100-31400-3909-76-02-23	PSAP Grant Funding Expenditures	\$ 50,000.00	\$ 40,000.00
100-31400-2100-00-00-00	FICA	\$ 52,209.70	\$ 59,134.40
100-31400-2210-00-00-00	Retirement	\$ 57,840.97	\$ 67,208.70
100-31400-2310-00-00-00	Group Health	\$ 91,074.00	\$ 85,578.00
100-31400-2400-00-00-00	Life Insurance	\$ 3,003.28	\$ 3,391.84
100-31400-0185-00-00-00	Cad/Police Pak/EOC Operations System	\$ 26,200.00	\$ 26,200.00
100-31400-0256-00-00-00	Manassas City - 800 MHz Radio System	\$ 68,250.00	\$ 68,250.00
100-31400-3320-00-00-00	Maintenance Service Contract	\$ 43,710.80	\$ 36,936.00
100-31400-3500-00-00-00	Printing/Binding	\$ 200.00	\$ 200.00
100-31400-5500-00-00-00	Travel/Education/Training	\$ 4,950.00	\$ 5,500.00
100-31400-6001-00-00-00	Office Supplies	\$ 3,500.00	\$ 3,500.00
100-31400-6011-00-00-00	Uniforms	\$ 7,200.00	\$ 7,250.00
100-35100-3170-00-00-00	Animal Control Contractual MC	\$ 91,240.00	\$ 95,000.00
	Subtotal	\$ 7,174,889.57	\$ 7,454,174.43

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:

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-Time
Fire & Rescue Services	45	1	45*	1

*Includes 15 SAFER Grant new hires

Financial Summary:

Total Revenues:	\$1,729,316	
Operating Expenditures:	\$6,314,224	Includes 3% COLA increase.
Capital Expenditures:	\$475,636	
Total Expenditures:	\$6,789,860	Overall, operating expenditures increased by 1% and/or \$50K compared to FY24 amended budget (including ARPA expenditures).
Departmental Net:	\$5,060,544	

Expenditure Categories:

HEALTH & WELLNESS SERVICES (ACCOUNT NO. 3110):

Provides for OSHA required and NFPA1582 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.

Provider	Purpose	Expenditure
INOVA	Medical Physicals	\$34,000.00
Various	Fitness Equipment Replacement and Additions	8,000.00
Total Estimated Expenditures		\$42,000.00

PROFESSIONAL SERVICES (ACCOUNT NO. 3160):

The department receives professional services from multiple sources.

Provider	Purpose	Expenditure
Danielle Pesce	Operational Medical Director	\$10,000.00
Various	Recruitment and Employee Hiring Process	\$ 3,000.00
State Pharmacy Board	License and Services for controlled	200.00
Promotional Process	Outside Vendor Promotional Process	20,000.00
CERT Team	Annual Expenses for CERZT Team	1,000.00
Total Estimated Expenditures		\$34,200.00

ACCREDITATION (ACCOUNT NO. 3162):

Provides Certification and Credentials – Chief Fire Officer, Fire Officer, and Fire Marshal. Along with Fire Department national accreditation under Center for Public Safety Excellence (CPSE).

Provider	Purpose	Expenditure
CPSE	Certifications and Credentials for the Fire Department, Chief Fire Officer, Fire Officer, and Fire Marshal.	\$5,000.00
Total Estimated Expenditures		\$5,000.00

REPAIRS AND MAINTENANCE (ACCOUNT NO. 3310):

Provides for minor repairs and maintenance of fire-EMS, vehicle equipment purchases and minor building repair and maintenance issues including the purchase of building furnishings, that is not included in general services budget.

Provider	Purpose	Expenditure
Various	Routine Maintenance of Vehicles and Fire-EMS equipment. Minor building repairs/maintenance and furnishings.	\$25,782.00
Total Estimated Expenditures		\$25,782.00

MAINTENANCE SERVICE CONTRACT (ACCOUNT NO. 3320):

On-Going Maintenance Contract Agreements to maintain the state of equipment readiness.

Provider	Purpose	Expenditure
Wireless Communications - Radio Equipment	Maintain radio programming and servicing.	\$ 7,500.00
Stryker - Physio Controls - AED, Cardiac Monitors, CPR Device	Maintain operational readiness of EMS equipment.	11,500.00
Fire One	Pump, ladder, and hose testing	8,000.00

ImageTrend	FIRE/EMS RMS System	13,000.00
Prince William County	MDC Seat Management Contract	25,000.00
Atlantic Emergency Solutions	Air Compressor Maintenance/Testing	5,500.00
Atlantic Emergency Solutions	SCBA Maintenance/Testing	6,500.00
Aladtec	Staffing RMS	4,600.00
Aladtec	Shift Bidding Module	1,000.00
Vector Solutions	Training RMS for ISO	10,000.00
Acid Remap LLC	EMS Protocol mobile app.	2,500.00
Roberts Oxygen	Annual Service Agreement for Oxygen Bottle Rental	1,200.00
Advanced Data-Processing	EMS Revenue Recovery	23,000.00
Zoll	Maintenance Service Contract for Ventilators	2,800.00
Zoll	Maintenance Service Contract for Ventilator Battery Replacement	2,200.00
AT&T	GPS Subscription for Vehicle Tracking	3,500.00
KNO2	Hospital Hub Connection for ImageTrend	1,440.00
LEXIPOL Policy Software	Software to manage department policies based on national recommendations.	20,000.00
West-Net Alerting System	In building 911 alerting system annual maintenance	10,000.00
Radios	Portable Batteries and radio labor (equipment install)	6,500.00
Total Estimated Expenditures		\$165,740.00

COMMUNITY RISK REDUCTION/PUBLIC EDUCATION (ACCOUNT NO. 3500):

This category generally covers all costs for community-related pub-ed events.

Provider	Purpose	Expenditure
Various	Materials used in fire prevention and life safety education programs	\$11,500.00
Various	Public Education and Program Advertising	2,000.00
Various	Smoke Detectors	2,000.00
Total Estimated Expenditures		\$15,500.00

TRAVEL/EDUCATION (ACCOUNT NO. 5500):

This category generally covers the cost associated with maintaining certifications and advanced training and travel expenses. Supports mandated training and provides career development opportunities for department personnel.

Provider	Purpose	Expenditure
Various	EMS & Fire Professional Development, Fire Marshal Professional Development, and Community Support Activities	\$69,800.00
Total Estimated Expenditures		\$69,800.00

DUES/MEMBERSHIPS (ACCOUNT NO. 5810):

This category covers the dues and memberships to maintain requirements and certifications.

Provider	Purpose	Expenditure
Regional Memberships	COG, NOVA groups	\$5,500.00
State Memberships	Virginia Fire Chiefs Assoc., Virginia Fire Prevention Assoc., VA International Assoc. Arson Investigators, VA Hazmat Response Specialist, Virginia State Firefighters Assoc., Virginia Emergency Management Assoc., National Assoc. Of Fire Investigators,	1,900.00
National Memberships	National Assoc. Of Fire Investigators, International Assoc. of Fire Chiefs, International Assoc. Arson Investigators, Center for Public Safety Excellence, National Society of Executive Fire Officers	600.00
Total Estimated Expenditures		\$8,000.00

FIRE MARSHAL PERMIT EXPENDITURES (ACCOUNT NO. 6000):

This category covers expenses related to the operational fire permits issued by the Fire Marshall office.

Provider	Purpose	Expenditure
Virginia Fire Prevention Assoc.	Recertification hours for inspection assistance.	\$650.00
Various	Business cards for Fire Marshal and inspectors.	50.00
Virginia Fire Prevention Assoc.	Recertification hours for Fire Marshal	925.00
Various	Envelopes/paper/postage for processing invoices for fire permits.	500.00
Total Estimated Expenditures		\$2,125.00

OFFICE SUPPLIES (ACCOUNT NO. 6001):

Provider	Purpose	Expenditure
Various	Office supplies & office furnishings	\$3,750.00
Total Estimated Expenditures		\$3,750.00

FIRE SUPPLIES (ACCOUNT NO. 6002):

The Fire Supplies Line is to be used for the purchasing and replacement for fire suppression specialized equipment. This line can also be used to support the Fire Marshal's office with tools for post fire investigations.

Provider	Purpose	Expenditure
Various	Fire Supplies	\$12,000.00
Total Estimated Expenditures		\$12,000.00

EMS SUPPLIES (ACCOUNT NO. 6004):

Provides funding to cover the cost of Medical Supplies and Oxygen Supplies along with supplanting the City-Wide AED program. As Units run medical calls it's up to each agency to provide and supply its EMS Response vehicle with the needed supplies that meet the Virginia Office of EMS standards.

Provider	Purpose	Expenditure
Medical Supplies	Medical Supplies	\$19,300.00
Roberts Oxygen	Medical Oxygen	3,850.00
City Wide AED	Maintain City wide AEDs supplies	5,000.00
Total Estimated Expenditures		\$28,150.00

DFR GRANTS (ACCOUNT NO.6004):

Grant Money to be used to purchase necessary equipment, gear, and/or personnel. Most grants require a percentage of matching funds.

Provider	Purpose	Expenditure
Various	Grant Money to be used to purchase necessary equipment, gear, and/or personnel.	\$100.00
Total Estimated Expenditures		\$100.00

CLEANING SUPPLIES (ACCOUNT NO. 6005):

General supplies for daily station operation and apparatus care. The department has seen an approximate 30% increase in staff along with current inflation costs.

Provider	Purpose	Expenditure
Various	Cleaning Supplies	\$6,500.00
Total Estimated Expenditures		\$6,500.00

UNIFORMS (ACCOUNT NO. 6011):

The department has a need to provide uniform wear for all personnel to maintain a professional and safe environment for staff. The current uniforms include a fire-retardant material to act as additional safety barrier for staff.

Provider	Purpose	Expenditure
NAFCO	To Purchase Class A (Dress) and Class B (Work) uniforms for employees on a managed schedule.	\$38,500.00
Total Estimated Expenditures		\$38,500.00

BOOKS/SUBSCRIPTIONS (ACCOUNT NO. 6012):

For purchasing Fire, EMS, Emergency Management books, manuals, training materials, and other professional development resources used for employee career enhancements.

Provider	Purpose	Expenditure
National Fire Protection Association	Fire Marshal Resources for code enforcement	\$1,000.00
Knox Box Connect Cloud Subscription	Allows afterhours access to business within the city.	750.00
Various	Additional training books as needed	2,000.00
Car Seat Technician Books	Latch manuals and recall books for car seat installations.	250.00
Total Estimated Expenditures		\$4,000.00

FIRE EQUIPMENT –EMS -4 FOR LIFE FUNDED (ACCOUNT NO. 0119):

The Office of Emergency Medical Services (OEMS) receives funding allocated from the Four-for-Life program annually.

Provider	Purpose	Expenditure
Various	The Office of Emergency Medical Services (OEMS) receives funding allocated from the Four-for-Life program annually. This funding is legislated by the Code of Virginia § 46.2-694 which stipulates that an additional \$4 per year is charged and collected at the time of vehicle registration and set aside as a special fund to be used only for EMS purposes. The Four-for-Life program is allocated as a “Return to Locality” fund to provide local funding support for: Training of EMS personnel and the purchase of equipment and supplies for emergency medical and rescue services.	\$15,000.00
Total Estimated Expenditures		\$15,000.00

FIRE EQUIPMENT-FIRE-ATL FUNDED (ACCOUNT NO. 0119):

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.

Provider	Purpose	Expenditure
Various	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.	\$77,528.00
Total Estimated Expenditures		\$77,528.00

CITY E-911 COMMUNICATIONS CENTER FACILITY COST (annual): (ACCT NO. 0258)

The city's fire and rescue department utilize a consolidated dispatch system for all 911 call taking and dispatching with Prince William County and City of Manassas fire and rescue departments.

Provider	Purpose	Expenditure
Prince William County	Annual Cost for dispatching fire and rescue services for the city. The contract includes a 3.5% increase annually. FY25 will be the first increase since FY20.	\$139,468.00
Total Estimated Expenditures		\$139,468.00

DFR SAFER GRANT EQUIPMENT & SUPPORT (ACCOUNT NO. 8217):

Provides funding to cover the cost of additional supplies for fifteen new SAFER GRANT funded positions.

Provider	Purpose	Expenditure
INOVA	Mandated Medical Physicals	\$11,775.00
NAFCO	Uniform wear	15,500.00
Various	Background Investigations and Polygraphs.	3,290.00
Total Estimated Expenditures		\$30,565.00

Fire Department – FY2025 Capital Projects

CIP	Purpose	Amount
Fire Fleet Equipment Upfit	Equipment for upfitting new vehicles in the fleet.	\$ 35,000.00
EMS Equipment	IV Pumps at OMD Request	9,000.00
Donor Restricted Expenditures - Capital	Grants	10,000.00
Ambulance Payment	Payment on ambulance.	64,955.07
Fire Engine Payment	Third payment on engine	183,680.86
Personal Protective Equipment	Firefighting Protective Clothing	58,000.00
SCBA	First Payment on SCBA	115,000.00
Total Expenditures		\$475,636.93

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2	FY2025
		Amended Budget	Proposed
Fire Department			
100-32100-1101-00-00-00	Fire Dept Salaries/Wages	\$ 2,689,802.81	\$ 2,775,707.21
100-32100-2831-00-00-00	Public Safety Incentive Stipend	\$ 97,705.00	\$ 97,705.00
100-32100-1301-00-00-00	Fire Salaries - Part-Time	\$ 54,600.00	\$ 54,363.40
100-32100-1101-01-00-00	VRS HYBRID STD	\$ 100.00	\$ 100.00
100-32100-1206-00-00-00	Overtime - Contingency/HR	\$ 265,311.84	\$ 265,000.00
100-32100-2000-00-00-00	Holiday Pay	\$ 131,343.36	\$ 158,906.40
100-32100-2100-00-00-00	FICA	\$ 246,044.12	\$ 256,403.67
100-32100-2210-00-00-00	Retirement	\$ 285,417.89	\$ 297,000.67
100-32100-2210-00-00-01	Line of Duty Yearly Fee - Fire	\$ 21,676.50	\$ 29,850.00
100-32100-2310-00-00-00	Group Health	\$ 410,931.00	\$ 378,209.00
100-32100-2400-00-00-00	Life Insurance	\$ 14,819.78	\$ 14,988.82
100-32100-3110-00-00-00	Health & Wellness Services	\$ 26,000.00	\$ 42,000.00
100-32100-3160-00-00-00	Professional Services	\$ 33,675.00	\$ 34,200.00
100-32100-3162-00-00-00	Accreditation	\$ 5,000.00	\$ 5,000.00
100-32100-3165-00-00-00	External Support Services Expenditures	\$ 100.00	\$ 100.00
100-32100-3310-00-00-00	Repairs/Maintenance	\$ 25,781.55	\$ 25,782.00
100-32100-3320-00-00-00	Maintenance Service Contracts	\$ 137,540.00	\$ 165,740.00
100-32100-3500-00-00-00	Printing/Community Risk Reduction/Public Education	\$ 10,500.00	\$ 15,500.00
100-32100-5210-00-00-00	Postage	\$ 300.00	\$ 300.00
100-32100-5500-00-00-00	Travel/Education/Training	\$ 69,800.00	\$ 69,800.00
100-32100-5810-00-00-00	Dues/Memberships	\$ 7,600.00	\$ 8,000.00
100-32100-6000-00-00-00	Fire Marshal Permit Expense	\$ 2,125.00	\$ 2,125.00
100-32100-6001-00-00-00	Office Supplies	\$ 3,750.00	\$ 3,750.00
100-32100-6002-00-00-00	Fire Supplies	\$ 10,000.00	\$ 12,000.00
100-32100-6004-00-00-00	EMS Supplies	\$ 26,000.00	\$ 28,150.00
100-32100-6004-02-40-10	DFR- Grants Expenditures	\$ 25,000.00	\$ 100.00
100-32100-6005-00-00-00	Cleaning Supplies	\$ 5,000.00	\$ 6,500.00
100-32100-6011-00-00-00	Uniforms	\$ 38,500.00	\$ 38,500.00
100-32100-6012-00-00-00	Books/Subscriptions	\$ 2,500.00	\$ 4,000.00
100-32100-8217-00-00-34	FP&S Grant	\$ 18,780.00	\$ 100.00
100-32100-0119-00-01-00	Fire Equip-EMS-4 for Life Funded	\$ 15,000.00	\$ 15,000.00
100-32100-0119-00-02-00	Fire Equip-Fire-ATL Funded	\$ 77,528.00	\$ 77,528.00
100-32100-0258-00-00-00	E-911 County Facility Cost (annual)	\$ 110,571.00	\$ 139,468.00
100-32100-8217-00-00-33	DFR-SAFER Equipment & Support	\$ 147,300.00	\$ 30,565.00
100-32100-5500-00-00-33	DFR-SAFER Training	\$ 5,000.00	\$ 5,000.00
100-32133-2210-00-00-01	DFR-SAFER Grant Line of Duty	\$ 10,838.25	\$ 10,838.25
100-32133-2000-00-00-00	DFR-SAFER Grant Holiday Pay	\$ 37,355.77	\$ 37,355.77
100-32133-1101-00-00-00	SAFER Grant Ladder Truck- Salaries	\$ 825,000.00	\$ 825,000.00
100-32133-2100-00-00-00	SAFER Grant Ladder Truck- FICA	\$ 63,112.50	\$ 63,112.50
100-32133-2210-00-00-00	SAFER Grant Ladder Truck Salaries- Retirement	\$ 85,800.00	\$ 88,275.00
100-32133-2310-00-00-00	SAFER Grant Ladder Truck Salaries- Health	\$ 216,900.00	\$ 227,745.00
100-32133-2400-00-00-00	SAFER Grant Ladder Truck- Life Insurance	\$ 4,455.00	\$ 4,455.00
	Subtotal	\$ 6,264,564.37	\$ 6,314,223.69

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:

	FY2024	FY2025
Community Development & Public Works	Full-Time	Full-Time
Total:	45	40*

*3 FTEs were added in the FY 24 Budget Amendment- Zoning Enforcer, Building Inspector and Custodian. 5 FTE's Frozen in FY 25- Streets Crew Worker, Building Official, Zoning Enforcer, Building Inspector and Mechanic.

Financial Summary of Total General Fund Community Development:

Total Revenues:	\$19,262,121	Operating and Transportation
Operating Expenditures:	\$4,110,010	Includes a 3% COLA increases.
Capital Expenditures:	\$21,008,207	\$18M Transportation Funded, \$2M ARPA-funded
Total Expenditures:	\$25,118,217	Overall operating expenditures decreased by 1% and/or \$31K as compared to FY24 amended budget (Including ARPA-funded expenditures).
Departmental Net:	\$5,856,096	

Central Staff

Personnel:

	FY2024 FTEs	FY2025 FTEs
Director	1	1
Admin/Ops Division	2	2
City Engineer/Water & Sewer Program Manager	1	1
Transportation Program Manager	1	1
Transportation Project Manager	1	1
*Total:	6	6

DEVELOPMENT SERVICES 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 City's zoning ordinances.

Code Enforcement: 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 and improvements in the City.

BUDGET HIGHLIGHTS

Personnel:

	FY2024 FTEs	FY2025 FTEs
Planning & Zoning	1.5	1.5
Code Enforcement	2.5	2.5
Building Inspections & Permitting	4	3
Total:	8	7

*Frozen Building Official

Expenditure Categories:

Professional Services (Account No. 100-81100-3160):

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	Expenditure
Site Plan Reviews	\$ 8,500.00
Building Plan Reviews	15,000.00
Development Related Planning Support	200,000.00
Map Updates	5,125.00
Total Estimated Expenditures	\$228,625.00

Contract Services (100-81100-3170-00-00-00)

This line item covers payments to contractors who perform services for the Development Services division that City staff are unable to perform due to specialized certification and training requirements, legislative requirements that require the use of an outside agency, economic infeasibility of staff usage or similar criteria.

Item Description	Expenditure
Tablet Services	\$3,090.00
Water Service	309.00
Total Estimated Expenditures	\$3,399.00

Emergency Response Repairs (100-81100-3310)

This line item is to cover emergency repairs (typically securing from entry) to structures ordered by the Code Official. When buildings and structures need to be secured from entry or otherwise repaired following police action, emergency response, or otherwise as ordered by the Code Official, materials for or third-party costs of those repairs come from this line item.

Item Description	Expenditure
Emergency Repairs	\$2,500.00
Code Enforcement Mowing	5,000.00
Code Enforcement Trash Removal	2,000.00
Total Estimated Expenditures	\$9,500.00

Printing/Binding (Account No. 100-81100-3500):

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.

Item Description	Expenditure
Carbon Permit/Inspection Forms	\$ 515.00
Plan Reproduction	309.00
Business Cards	103.00
Door Hangers	900.00
Miscellaneous	103.00
Total Estimated Expenditures	\$1,133.00

Advertising (Account No. 100-81100-3600):

Public advertising is required for public hearings, employment recruitment, as well as certain corrective actions by the building official. Public hearings are required for applications including rezoning, conditional use permits, ordinance changes, and fee schedule changes. Typically, the hearings must be advertised four times: two advertisements for both the Planning Commission and Governing Body. Furthermore, advertising is required for building code appeals and demolition requests of unsafe structures that pose a threat to public health and safety. Advertisements are printed in public papers for hearings and administrative actions, as well as for job opportunities. With exception for employment recruitment and city initiated zoning actions, the costs of advertising should be offset by applicant fees or property liens.

Item Description	Expenditure
Public Hearing Advertisement	\$4,120.00
Flood Plain Ordinance	500.00
Total Estimated Expenditures	\$4,620.00

Postage (Account No. 100-81100-5210):

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	Expenditure
Certified/Return Receipt Mailings	\$ 600.00
Registered Mailings	100.00

Standard Post Mailings	25.00
Miscellaneous Package Shipping	50.00
Overnight Mailings	250.00
Total Estimated Expenditures	\$1,025.00

Travel/Education (Account No. 100-81100-5500):

There are multiple certification/credential requirements for nearly every position under Community Development. All 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 at events that involve long distance travel. The Planning and Zoning Administrator position and the Code Enforcement Inspector position can benefit from zoning and property maintenance certifications. With the desire to have interdisciplinary code enforcement, several positions require 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. Travel and accommodations are being added to the expense of the classes and tests.

Item Description	Expenditure
DHCD Certification Courses	\$4,000.00
DHCD Certification Exams	2,050.00
VAZO Courses 1 @ \$ 500 (course fee + lodging + miles/exp.)	500.00
VAZO Tests	500.00
APPA Conference	500.00
Total Estimated Expenditures	\$7,550.00

2% State Levy Expenditure (100-81100-5803):

This line item represents the payment of the mandated 2% State Levy, collected on building permits related fees, to the State Treasurer's Office. This line item is directly offset by the General Fund revenue line item 100-13030-0008-00-03-01.

Item Description	Expenditure
Payment to the Commonwealth of Virginia	\$13,145.70
Total Estimated Expenditures	\$13,145.70

Dues and Memberships (100-81100-5810):

All positions in Community Development, and the department as a whole, benefit from membership to professional organizations. Membership often involves discounted reference materials, codebooks, and ongoing/continuing education training for members. Some certifications and credentials require membership in their professional organization. Membership in professional organizations means receiving key updates and information in your field of expertise, and allows employees to attend meetings, seminars, conferences, and training sessions where they network

with other professionals, increasing their awareness and involvement in the ever-evolving world of building, planning, zoning, and code enforcement. The cost of these memberships can be offset by free or discounted training, free access to certain online publications, and significant discounts on current editions of codes, standards, and publications.

Item Description	Expenditure
American Planning Association	\$ 535.00
AICP	175.00
VAZO	200.00
ICC	145.00
National Fire Protection Association	500.00
VBCOA	205.00
Total Estimated Expenditures	\$ 1,760.00

Office Supplies (100-81100-6001):

This line item includes writing utensils, paper, notepads, memo sheets, folders, binders, clipboards, filing\organizational supplies, printer ink, and other controllable expenses associated with operating the department. This line item also covers filing cabinets, flat files, and other office furniture required to properly track, sort, and archive the large volume of plans and materials processed through Community Development.

Item Description	Expenditure
Staple Office Supplies	\$ 798.25
Laminates and Card Stock	113.00
File Folders and Organization	154.50
File Cabinets and Flat Files	3,090.00
Ink and Toner	515.00
Wireless Printers	600.00
Tablet Charge	2,700.00
Total Estimated Expenditures	\$ 7,971.05

Uniforms – Community Development Staff (Account No. 100-81100-6011):

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	Expenditure
Boot Allowance	\$1,350.00
Caps	169.95
Polo Shirts	1,019.70
Jackets	1,112.40
Total Estimated Expenditures	\$3,652.05

Books and Subscriptions (100-81100-6012):

Codes and standards are constantly updated and evolving, as are professional training and certification requirements. Every three years, as the Virginia Uniform Statewide Building Code enters a new code cycle, the current volume of reference material expires, and is no longer the enforceable standard. In many ways, online access has helped reduce purchasing needs, but only hard copies can be carried into testing facilities. So, many books must be purchased in hard copy form for personnel to achieve certification in new areas. In addition, as the code undergoes major changes, the commentaries that help staff to understand and interpret the contents of the code are updated as well. The ability to purchase updated codes and standards is essential to having effective, efficient, and certified enforcement staff. Maintaining subscriptions to monthly, quarterly, and annual professional publications keeps staff up to date on the current trends and major issues affecting planning, zoning, and code enforcement both regionally and nationally.

Item Description	Expenditure
ICC Code and Commentary	\$ 824.00
National Electrical Code	154.50
Tab Sets for Volumes	206.00
Other Code Standards	319.30
Pool and Spa Code 2021	92.70
Total Estimated Expenditures	\$1,596.50

PUBLIC WORKS DIVISION (DPW)

The Public Works Division of the Department consists of the following General Fund 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 of the Budget Book.

BUDGET HIGHLIGHTS

Personnel:

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-time
Streets Management	7	0	6*	0
Fleet Management	3	0	2*	0
Facilities	3.5**	0	3.5**	0
Total:	13	1	14	1

* Streets crew worker and mechanic frozen.

** Deputy Facility Manager shared between city and schools.

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 (Account No. 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).

Item Description	Expenditure
Street – Overtime	\$59,450.00
Total Estimated Expenditures	\$59,450.00

Overtime Snow Removal (Account No. 100-41200-1202): Provides after-hours pre-treatment of roads and snow removal.

Item Description	Expenditure
Overtime – Snow Removal	\$40,000.00
Total Estimated Expenditures	\$40,000.00

Professional Services (Account No. 100-41200-3160): Professional services projects, improvements, and upgrades by providing professional engineering services. Some roadway and pedestrian improvements require the expertise of an engineer who specializes in transportation or pavement design. When repair, replacement, or improvement of existing transportation infrastructure exceeds the expertise of staff, it is important to have funds available for third-party engineer consultation and design.

Item Description	Expenditure
Pavement Evaluation	\$ 5,150.00
ADA Compliance Review/ Design	15,000.00
Bridge/Culvert Inspections	36,000.00
Cyclomedia Evaluation	25,000.00
Manassas Drive Drainage Evaluation	5,000.00
General Engineering Support	30,000.00
Warrant Studies	10,000.00
Total Estimated Expenditures	\$126,150.00

Contract Services (Account No. 100-41200-3170): This line item covers payments to contractors who perform services for the Streets division that City staff are unable to perform due to specialized certification and training requirements, legislative requirements that require the use of an outside agency, economic infeasibility of staff usage or similar criteria.

Item Description	Expenditure
Hazardous Materials Removal	\$ 6,901.00
Mowing	33,222.42
Spoils Removal	20,000.00
Concrete Replacement	26,600.00
Street Lining/Marking	30,000.00
Snow Removal	30,000.00
Total Estimated Expenditures	\$146,723.42

Repairs & Maintenance (Account No. 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	Expenditure
Traffic Signal Repair	\$ 21,630.00
Signs and Markings	5,775.00
Asphalt and Quarried Materials	11,896.50

Traffic Signal Conflict Monitors	14,059.50
Streetlight LED Replacements	5,948.25
Bulk De-Icing Salt	60,000.00
Miscellaneous Supplies	2,100.00
Total Estimated Expenditures	\$150,309.75

Streets/Parking Lot Lights & Traffic Signal Electrical Services (Account No. 100-41200-5114): This line item covers the cost of energizing the parking lot lighting at the VRE surface lot. These are monthly payments to NOVEC.

Item Description	Expenditure
Traffic Signal Repair	\$10,500.00
Total Estimated Expenditures	\$10,500.00

Travel / Education (Account No. 100-41200-5500): Provides training, certification, and continuing education for Street Department personnel. Specialized training and certification are required for work zone safety, trench safety, signal repair and inspection, hazardous spill cleanup, etc. Expenditures under this line item include course fees, examination fees, travel expenses, food/lodging, onsite meeting expenses and other costs associated with obtaining and maintaining required certifications as well as general ongoing education of Street staff.

Item Description	Expenditure
International Municipal Signals Association	\$ 2,500.00
Hazardous Spill Training	750.00
Work Zone Safety	1,400.00
Travel and Lodging Expenses	2,500.00
CDL Training	6,000.00
PW Directors Luncheon	400.00
Project Manager and Streets Crew Trainings (CDL)	6,600.00
Total Estimated Expenditures	\$20,150.00

Dues/Memberships (Account No. 100-41200-5810): Expenditures for this line include dues and memberships for the transportation team.

Item Description	Expenditure
APPA	\$ 720.00
IMSA	1,260.00
Total Estimated Expenditures	\$1,980.00

Office Supplies (Account No. 100-41200-6001): Expenditures under this line item represent staple office supplies such as pens, pencils, markers, paper clips, printing paper, etc. In addition to staple office supplies this line item provides for the purchase of office equipment and furniture such as printers, scanners, filing cabinets, laminating equipment, etc.

Item Description	Expenditure
Office Supplies	\$ 339.90
Cardstock and Laminates	566.60
Kitchen and Lundry Supplies	206.00
Office Supplies	515.00
Ink Cartridges	515.00
Total Estimated Expenditures	\$2,142.40

Repairs & Maintenance Supplies (Account No. 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	Expenditure
Shovels, Rakes, Power Tools	\$ 2,163.00
Sakrete and Sign Poles	1,351.88
Sign Materials	25,956.00
Personal Protective Equipment	6,012.11
Total Estimated Expenditures	\$35,482.99

Uniforms (Account No. 100-42100-6011): 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	Expenditure
Logoed Attire and Pants	\$2,884.00
Turnover Replacement	1,648.00
PT Staff T-Shirts	400.00
PT Staff Hats	150.00
Superintendent Share	125.00
Total Estimated Expenditures	\$5,207.00

FLEET MANAGEMENT

Fleet Overtime (100-41566-1201): This line item consists of Garage staff overtime that is not associated with snow event.

Item Description	Expenditure
Fleet Overtime	\$5,000.00
Total Estimated Expenditures	\$5,000.00

Fleet Contract Services (Account No. 100-41566-3170-00-00-00):

This line item covers payments to vendors/contractors who perform services for the Fleet Maintenance division of Public Works. Contract services would be necessitated under the following conditions requires special certification and training, are economically infeasible for City staff to perform, must be performed by an outside agency to meet legislative requirements, or to meet similar criteria that would justify contracting with an outside entity.

Item Description	Expenditure
Hazardous Materials Removal	\$ 799.50
Vehicle Inspections	2,600.00
OXY-Acetylene Tank Rental	717.50
Speedometer Calib-PD	5,580.00
Total Estimated Expenditures	\$9,697.00

Travel/Education (Account No. 100-41566-5500-00-00-00):

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	Expenditure
Excel Training	\$ 768.75
ASCE Tests	492.00
New Employee Training & Cert.	1,537.50
Total Estimated Expenditures	\$2,798.50

Fleet Office Supplies (Account No. 100-41566-6001-00-00-00):

Expenditures under this line item represent staple office supplies such as pens, pencils, markers, paperclips, printing paper, etc. In addition to staple office supplies this line item provides for the purchase of office equipment and furniture such as printers, scanners, filing cabinets, etc.

Item Description	Expenditure
Garage Share of Staples	\$376.69
Work Order Carbons	172.20
Total Estimated Expenditures	\$548.89

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

Item Description	Expenditure
Nuts, bolts, cutting discs, etc.	\$ 2,690.63
Batteries	3,228.75
Filters, oil, lube, etc.	10,762.50
Non-specific tires	3,307.50
Tools and shop supplies	26,000.00
Total Estimated Expenditures	\$45,989.38

Vehicle Fuel and Supplies (100-41566-6008): City-wide fuel expense.

Item Description	Expenditure
Police Fuel	\$117,631.92
Fire Fuel	50,780.53
City Hall (DSS & Development Services included)	2,473.13
Public Works Fuel	16,924.72
Parks & Rec Fuel	9,230.87
Total Estimated Expenditures	\$201,967.23

Fleet Replacement Repairs & Maintenance – City Hall (100-41566-6009-00-01-01):

This line item covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs included damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts, and other costs required to maintain a vehicle in the fleet.

Item Description	Expenditure
Repair Parts	\$700.00
Total Estimated Expenditures	\$700.00

Fleet Replacement Repairs & Maintenance – Fire Department (100-41566-6009-00-01-02):

This line item covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs included damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts, and other costs required to maintain a vehicle in the fleet. Repair service is major repairs of fleet vehicles that should not be accomplished in-house.

Item Description	Expenditure
Repair Parts	\$ 3,459.80
Repair Service	2,625.00
Apparatus Service	75,750.00
Wrecker Service	2,000.00
Total Estimated Expenditures	\$83,834.80

Fleet Replacement Repairs & Maintenance – Parks and Rec. (100-41566-6009-00-01-03):

This line item covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs included damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts, and other costs required to maintain a vehicle in the fleet.

Item Description	Expenditure
Repair Parts	\$ 367.53
Repair Service	1,600.00
Small Equipment Repair	1,600.00
Total Estimated Expenditures	\$3,567.53

Fleet Replacement Repairs & Maintenance – Police Department (100-41566-6009-00-01-04):

This line item covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs included damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts, and other costs required to maintain a vehicle in the fleet.

Item Description	Expenditure
Repair Parts	\$ 11,250.00
Repair Service	7,875.00
Pursuit Tires	10,500.00
Total Estimated Expenditures	\$29,625.00

Fleet Replacement Repairs & Maintenance - Public Works (100-41566-6009-00-01-05)

This line item covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs included damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts, and other costs required to maintain a vehicle in the fleet.

Item Description	Expenditure
Repair Parts	\$ 2,322.00
Repair Service	1,260.03
Snow Equipment	4,000.00
Heavy Equipment Repair	5,040.00
PPE	666.00
Total Estimated Expenditures	\$13,288.03

*40% of white fleet service, white fleet repair, heavy equipment and small equipment are allocated to the General Fund, along with 100% of snow equipment.

Fleet Replacement Repairs & Maintenance Contingency (100-41566-6009-00-01-06):

This line item consists of vehicle-specific repair and replacement costs, as well as non-capital replacement costs that exceed the appropriate department budget for the fiscal year.

Item Description	Expenditure
Replacement, Repairs and Maintenance Contingency	\$19,372.50
Total Estimated Expenditures	\$19,372.50

Fleet Replacement Repairs & Maintenance – Social Services (100-41566-6009-00-00-07):

This line item covers vehicle specific repair and replacement costs, as well as non-capital replacement costs. Vehicle specific costs included damaged parts replacement, outsourced specialty repair costs, mandatory inspections, tires and other regular replacement parts, and other costs required to maintain a vehicle in the fleet.

Item Description	Expenditure
Repair Parts	\$250.00
Total Estimated Expenditures	\$250.00

Fleet Uniforms (100-41566-6011)

Item Description	Expenditure
Clothing Allowance	\$1,537.50
Total Estimated Expenditures	\$1,537.50

Fleet Books and Subscriptions (100-41566-6012):

Item Description	Expenditure
Online Repair Manuals	\$5,125.00
Total Estimated Expenditures	\$5,125.00

FACILITIES & GROUNDS:**Facilities Contract Services (100-43166-3170):**

This line item covers payments to vendors/contractors who perform services for the Facilities section. The services 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	Expenditure
Mowing	\$40,711.94
Library &/or PD cleaning	39,753.00
Fire Alarm/Sprinkler Monitoring	6,662.50
HVAC Maintenance	24,600.00
Generator Maintenance	10,800.00

Elevator Maintenance/ Inspection	14,622.00
Miscellaneous/ Backflow Device	5,125.00
Chemical Treatment Broiler	1,025.00
Total Estimated Expenditures	\$143,299.44

Facilities Repairs & Maintenance City Hall (100-43166-3310-00-01-01):

This line item consists of the maintenance, repair, and replacement of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the Manassas Park City Hall. These costs include all parts, materials, equipment, and outsourced trade repairs.

Item Description	Expenditure
Repairs and Maintenance	\$ 1,640.00
Repairs/ Maintenance Supply	5,125.00
City Hall Window Cleaning	5,125.00
Total Estimated Expenditures	\$ 11,890.00

Facilities Replacement Repairs & Maintenance Fire Dept. (100-43166-3310-00-01-02):

This line item consists of the maintenance, repair, and replacement of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the Manassas Park Fire Station. These costs include all parts, materials, equipment, and outsourced trade repairs.

Item Description	Expenditure
HVAC Repairs	\$12,812.50
Electrical Repairs	8,200.00
Plumbing Repairs	6,150.00
Roof and Exterior	1,537.50
Miscellaneous Equipment	5,125.00
Total Estimated Expenditures	\$33,825.00

Facilities Replacement Repairs & Maintenance Parks and Rec. (100-43166-3310-00-01-03):

This line item consists of maintenance/repair costs directly related to the inspection and maintenance of the fire alarms, sprinkler system, and restaurant fire suppression systems at the Community Center.

Item Description	Expenditure
Replacement, Repairs and Maintenance – Parks & Recreation	\$7,500.00
Total Estimated Expenditures	\$7,500.00

Facilities Replacement Repairs & Maintenance Police (100-43166-3310-00-01-04):

This line item consists of the maintenance, repair, and replacement of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the Manassas Park Police Station. These costs include all parts, materials, equipment, and outsourced trade repairs.

Item Description	Expenditure
HVAC Repair	\$27,425.00
Electrical Repairs	4,100.00
Plumbing Repairs	1,025.00
Miscellaneous Equipment	1,537.50
Total Estimated Expenditures	\$34,097.50

Facilities Replacement Repairs & Maintenance Public Works (100-43166-3310-00-01-05):

This line item consists of maintenance, repair, and replacement of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the Public Works and Garage facilities. These costs include all parts, materials, equipment, and outsourced trade repairs and are divided between the General Fund and Enterprise Funds.

Item Description	Expenditure
Roof Access Ladder (Repurpose)	\$ 500.00
HVAC Repairs	15,887.50
Electrical Repairs	4,612.50
Plumbing Repairs	512.50
Roof and Exterior	5,125.00
Misc. Equipment	1,025.00
Total Estimated Expenditures	\$27,662.50

Facilities Replacement Repairs & Maintenance Contingency (100-43166-3110-00-01-06):

This line item consists of maintenance, repair, and replacement of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of any facility which exceeds the department's appropriation within a fiscal year.

Item Description	Expenditure
Replacement, Repairs and Maintenance Contingency	\$50,000.00
Total Estimated Expenditures	\$50,000.00

Facilities Replacement Repairs & Maintenance Contingency-CH-Schools (100-43166-3110-00-01-07):

This line item covers facility-specific maintenance, repair, and replacement costs of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the facility which exceed the department's appropriation within a fiscal year.

Item Description	Expenditure
Repairs /Maintenance	\$10,000.00
Total Estimated Expenditures	\$10,000.00

Facilities Replacement Repairs & Maintenance Contingency-Blooms Park (100-43166-3310-69-00-00):

This line item covers facility-specific maintenance, repair, and replacement costs of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the facility which exceed the department's appropriation within a fiscal year.

Item Description	Expenditure
Repairs /Maintenance	\$10,000.00
Total Estimated Expenditures	\$10,000.00

Facilities Replacement Repairs & Maintenance Contingency-DSS (100-43166-3310-75-00-00):

This line item covers facility-specific maintenance, repair, and replacement costs of sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the facility which exceed the department's appropriation within a fiscal year.

Item Description	Expenditure
Repairs /Maintenance	\$1,025.00
Total Estimated Expenditures	\$1,025.00

Facilities Electrical Services (100-43166-5110):

This line item covers the electric bills for City facilities. There is a percentage that is allocated to Water & Sewer and StormWater.

Item Description	Expenditure
City Hall	\$ 110,250.00
Fire Department	33,600.00
Police Department	46,000.00
Public Works and Garage	13,650.00
Total Estimated Expenditures	\$203,500.00

Facilities Heating Services (100-43166-5120):

Heating services for City facilities. There is a percentage that is allocated to Water & Sewer and StormWater.

Item Description	Expenditure
Heating Services	\$27,072.15
Total Estimated Expenditures	\$27,072.15

Facilities Water & Sewer Services (100-43166-5130):

This line item consists of the water and sewer services (usage) for all City facilities. There is a percentage that is allocated to Water & Sewer and StormWater.

Item Description	Expenditure
Water and Sewer Services	\$12,075.00
Total Estimated Expenditures	\$12,075.00

Facilities Travel and Education (100-43166-5500):

This line item covers course fees, test fees, travel and lodging expenses associated with facilities related to special training, certification, and continuing education.

Item Description	Expenditure
Facilities Manager Certification	\$1,500.00
OSHA Training	1,500.00
Total Estimated Expenditures	\$3,000.00

Facilities Cleaning Supplies (100-43166-6005):

This line item provides an inventory of cleaning supplies, soaps and sanitizers, paper products and other janitorial supplies for use in all City facilities.

Item Description	Expenditure
Chemicals	\$ 4,500.00
Mops, Brooms, Trash Cans	2,500.00
Paper Products	7,000.00
Floor Mat Cleaning Equipment	1,000.00
Floor Mats	2,000.00
Vacuum Cleaner	1,000.00
Carpet Cleaner	500.00
Total Estimated Expenditures	\$18,500.00

Facilities Replacement, Repairs and Maintenance

This section covers specific maintenance, repair, and replacement costs for sustaining the core structural, architectural, HVAC, plumbing, and electrical components of the facility. These costs include parts, materials, equipment, and outsourced trade repairs.

Facilities Repair and Maintenance Supplies (100-43166-6007):

This line item covers tools, equipment, materials, and stock inventory needed for day-to-day facilities maintenance activities.

Item Description	Expenditure
Tools	\$5,000.00
Electrical Supplies	1,000.00
Plumbing Supplies	1,000.00
Stock & Inventory	1,000.00
Total Estimated Expenditures	\$8,000.00

Facilities Equipment, Improvements, and Upgrades (Account Numbers 100-43166-6007-00-02:

This line item includes expenses for modifications that specifically improve the use or function of a facility. In contrast to repair and maintenance of the structural, architectural, mechanical, electrical, or plumbing of the shell facility, these expenses consist of equipment, improvements, and/or upgrades that are specific to the function of the individual department, and are elected replacements of finishes, appurtenances, appliances, etc. This is an upgrade not maintenance.

Item Description		Expenditure
100-43166-6007-00-02-01	City Hall	\$11,000.00
100-43166-6007-00-02-02	Fire Department	8,600.00
100-43166-6007-00-02-04	Police Department	10,000.00
100-43166-6007-00-02-06	Contingency	10,000.00
100-43166-6007-00-02-05	Public Works	14,000.00
Total Estimated Expenditures		\$53,600.00

Facilities Office Supplies (Account No. 100-43166-6001-00-00-00):

Expenditures under this line item represent staple office supplies such as pens, pencils, markers, paperclips, printing paper, etc. In addition to staple office supplies this line item provides for the purchase of office equipment and furniture such as printers, scanners, filing cabinets, etc.

Item Description	Expenditure
Office Supplies	\$1,000.00
Total Estimated Expenditures	\$1,000.00

Facilities Cleaning Supplies (100-43166-6005-00-00-00):

Item Description	Expenditure
Building Cleaning Supplies	\$500.00
Total Estimated Expenditures	\$500.00

Uniforms (100-43166-6011-00-00-00)

This budget includes uniforms for the Porter and Custodian.

Item Description	Expenditure
Shirt/Pants/Jackets for New Employee	\$3,000.00
Safety Gear	500.00
Total Estimated Expenditures	\$3,500.00

Facilities Books and Subscriptions (100-43166-6012):

Item Description	Expenditure
Online Repair Manuals	\$500.00
Total Estimated Expenditures	\$500.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET		
		BUDGET AMOUNT	BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed	FY2026 Planned
Community Development & Public Works				
100-81100-1101-00-00-00	Community Develop. Salaries/Wages	\$ 603,363.02	\$ 479,349.55	\$ 491,424.29
	Building Inspector & Zoning Enforcement Officer	\$ 90,000.00	\$ -	\$ -
	Building Inspector & Zoning Enforcement Officer Veh	\$ 10,000.00	\$ -	\$ -
100-81100-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00	\$ 100.00
100-81100-2100-00-00-00	FICA	\$ 53,042.27	\$ 53,064.13	\$ 54,390.74
100-81100-2210-00-00-00	Retirement	\$ 72,109.75	\$ 74,220.42	\$ 79,630.88
100-81100-2310-00-00-00	Group Health	\$ 68,231.34	\$ 37,281.36	\$ 39,145.43
100-81100-2400-00-00-00	Life Insurance	\$ 3,744.16	\$ 3,745.70	\$ 3,839.35
100-81100-3160-00-00-00	Professional Services	\$ 224,425.00	\$ 228,625.00	\$ 234,340.63
100-81100-3170-00-00-00	Contract Services	\$ 6,800.00	\$ 3,399.00	\$ 3,483.98
100-81100-3310-00-00-00	Emergency Response Repairs	\$ 2,500.00	\$ 9,500.00	\$ 9,737.50
100-81100-3500-00-00-00	Printing/Binding	\$ 1,100.00	\$ 1,133.00	\$ 1,161.33
100-81100-3600-00-00-00	Advertising	\$ 4,000.00	\$ 4,620.00	\$ 4,735.50
100-81100-5210-00-00-00	Postage	\$ 1,700.00	\$ 1,025.00	\$ 1,050.63
100-81100-5500-00-00-00	Travel/Education/Training	\$ 7,550.00	\$ 7,550.00	\$ 7,738.75
100-81100-5803-00-00-00	2% State Levy Expenditure	\$ 8,074.66	\$ 13,145.70	\$ 13,474.34
100-81100-5810-00-00-00	Dues/Memberships	\$ 1,760.00	\$ 1,760.00	\$ 1,804.00
100-81100-6001-00-00-00	Office Supplies	\$ 4,535.00	\$ 7,971.05	\$ 8,170.33
100-81100-6011-00-00-00	Uniforms	\$ 2,420.00	\$ 3,652.05	\$ 3,834.65
100-81100-6012-00-00-00	Books/Subscriptions	\$ 1,550.00	\$ 1,596.50	\$ 1,636.41
100-41200-1101-00-00-00	Street Dept. Salaries/Wages	\$ 565,562.19	\$ 646,658.61	\$ 662,825.07
	Equipment Operator	\$ 35,280.00	\$ -	\$ -
	Transportation Project Manager & Streets Crew Work	\$ 85,500.00	\$ -	\$ -
100-41200-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00	\$ 100.00
100-41200-1201-00-00-00	Street Dept. Overtime	\$ 59,450.00	\$ 59,450.00	\$ 60,936.25
100-41200-1301-00-00-00	Streets Part-Time	\$ 30,836.57	\$ 30,836.57	\$ 31,607.48
100-41200-1202-00-00-00	Overtime Snow Removal	\$ 40,000.00	\$ 40,000.00	\$ 41,000.00
100-41200-2100-00-00-00	FICA	\$ 53,232.43	\$ 59,436.31	\$ 60,922.21
100-41200-2210-00-00-00	Retirement	\$ 58,818.47	\$ 69,192.47	\$ 74,236.41
100-41200-2310-00-00-00	Group Health	\$ 59,242.18	\$ 88,135.04	\$ 92,541.79
100-41200-2400-00-00-00	Life Insurance	\$ 3,054.04	\$ 3,491.96	\$ 3,579.26
100-41200-3160-00-00-00	Professional Services	\$ 70,000.00	\$ 126,150.00	\$ 129,303.75
100-41200-3170-00-00-00	Contract Services	\$ 113,122.42	\$ 146,723.42	\$ 150,391.51
100-41200-3180-00-00-00	Stop Sign LED's + Crosswalks Request from GB	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
100-41200-3170-01-00-00	Contract Services ROW Tree Maintenance	\$ 30,000.00	\$ -	\$ -
100-41200-3310-00-00-00	Repairs & Maintenance	\$ 145,325.00	\$ 150,309.75	\$ 160,831.43
100-41200-5114-00-00-00	VRE Parking Area Lights	\$ 13,400.00	\$ 10,500.00	\$ 10,762.50
100-41200-5500-00-00-00	Travel/Education/Training	\$ 10,150.00	\$ 20,150.00	\$ 20,653.75
100-41200-5810-00-00-00	Dues/Memberships	\$ 1,980.00	\$ 1,980.00	\$ 2,029.50
100-41200-6001-00-00-00	Office Supplies	\$ 2,080.00	\$ 2,142.40	\$ 2,195.96
100-41200-6007-00-00-00	Repair/Maintenance Supplies	\$ 35,049.50	\$ 35,482.99	\$ 37,966.79
100-41200-6011-00-00-00	Uniforms	\$ 5,100.00	\$ 5,207.00	\$ 5,467.35
100-41566-1101-00-00-00	Fleet Salaries/Wages	\$ 125,650.85	\$ 130,570.63	\$ 133,834.89
	Mechanic	\$ 44,100.00	\$ -	\$ -
100-41566-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00	\$ 100.00
100-41566-1201-00-00-00	Fleet Overtime	\$ 5,125.00	\$ 5,000.00	\$ 5,125.00
100-41566-1202-00-00-00	Fleet Overtime Snow Removal	\$ 5,000.00	\$ -	\$ -
100-41566-2100-00-00-00	FICA	\$ 10,386.85	\$ 10,371.15	\$ 10,630.43
100-41566-2210-00-00-00	Retirement	\$ 13,067.69	\$ 13,971.06	\$ 14,989.51
100-41566-2310-00-00-00	Group Health	\$ 13,189.18	\$ 16,474.32	\$ 17,298.04
100-41566-2400-00-00-00	Life Insurance	\$ 678.51	\$ 705.08	\$ 722.71
100-41566-3170-00-00-00	Fleet Contract Services	\$ 3,980.00	\$ 9,697.00	\$ 10,181.85
100-41566-5500-00-00-00	Fleet Travel/Education/Training	\$ 2,730.00	\$ 2,798.25	\$ 2,868.21

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Community Development & Public Works (Cont'd)			
100-41566-6001-00-00-00	Fleet Office Supplies	\$ 535.50	\$ 548.89
100-41566-6007-00-00-00	Fleet Repair/Maintenance and Part Supplies	\$ 40,425.00	\$ 45,989.38
100-41566-6008-00-00-00	Vehicle Fuel and Supplies	\$ 210,000.00	\$ 201,967.23
100-41566-6009-00-01-01	Fleet Replacement, Repairs, and Maintenance-City Hall	\$ 1,472.50	\$ 700.00
100-41566-6009-00-01-02	Fleet Replacement, Repairs, and Maintenance-Fire Department	\$ 71,009.75	\$ 83,834.80
100-41566-6009-00-01-03	Fleet Replacement, Repairs, and Maintenance-Parks and Recreation	\$ 6,242.50	\$ 3,567.53
100-41566-6009-00-01-04	Fleet Replacement, Repairs, and Maintenance-Police	\$ 28,000.00	\$ 29,625.00
100-41566-6009-00-01-05	Fleet Replacement, Repairs, and Maintenance-Public Works	\$ 32,215.00	\$ 13,288.01
100-41566-6009-00-01-06	Fleet Replacement, Repairs, and Maintenance Contingency	\$ 18,900.00	\$ 19,372.50
100-41566-6009-00-01-07	Fleet Replacement, Repairs, and Maintenance - DSS	\$ 210.00	\$ 250.00
100-41566-6011-00-00-00	Fleet Uniforms	\$ 1,500.00	\$ 1,537.50
100-41566-6012-00-00-00	Fleet Books and Subscriptions	\$ 5,000.00	\$ 5,125.00
100-43166-1101-00-00-00	Facilities Salary/Wages	\$ 227,244.87	\$ 284,768.25
100-43166-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-43166-1201-00-00-00	Facilities Overtime	\$ 500.00	\$ -
100-43166-1301-00-00-00	Part-Time Salaries & Wages	\$ 22,048.00	\$ 16,051.28
100-43166-2100-00-00-00	FICA	\$ 19,116.80	\$ 23,012.69
100-43166-2210-00-00-00	Retirement	\$ 23,633.47	\$ 30,470.20
100-43166-2310-00-00-00	Group Health	\$ 28,669.51	\$ 48,844.88
100-43166-2400-00-00-00	Life Insurance	\$ 1,227.12	\$ 1,537.75
100-43166-3170-00-00-00	Facilities Contract Services	\$ 111,669.96	\$ 143,299.44
100-43166-5110-00-00-00	Facilities Electrical Services	\$ 196,000.00	\$ 203,500.00
100-43166-5120-00-00-00	Facilities Heating Services	\$ 27,072.15	\$ 27,072.15
100-43166-5130-00-00-00	Facilities Water and Sewer Services	\$ 11,500.00	\$ 12,075.00
100-43166-5500-00-00-00	Facilities Travel/Education/Training	\$ 3,000.00	\$ 3,000.00
100-43166-3310-00-01-01	Facilities Replacement, Repairs, and Maintenance - City Hall	\$ 11,600.00	\$ 11,890.00
100-43166-6007-00-02-01	Facilities Equipment, Improvements, and Upgrades - City Hall	\$ 11,000.00	\$ 11,000.00
100-43166-3310-00-01-02	Facilities Replacement, Repairs, and Maintenance - Fire Department	\$ 33,000.00	\$ 33,825.00
100-43166-6007-00-02-02	Facilities Equipment, Improvements, and Upgrades - Fire Department	\$ 8,600.00	\$ 8,600.00
100-43166-3310-00-01-03	Facilities Replacement, Repairs, and Maintenance - Parks and Recreation	\$ 5,000.00	\$ 7,500.00
100-43166-3310-00-01-04	Facilities Replacement, Repairs, and Maintenance - Police	\$ 37,468.00	\$ 34,097.50
100-43166-6007-00-02-04	Facilities Equipment, Improvements, and Upgrades - Police	\$ 10,000.00	\$ 10,000.00
100-43166-3310-00-01-05	Facilities Replacement, Repairs, and Maintenance - Public	\$ 10,800.00	\$ 27,662.50
100-43166-6007-00-02-05	Facilities Equipment, Improvements, and Upgrades - Public	\$ 1,000.00	\$ 14,000.00
100-43166-3310-00-01-06	Facilities Replacement, Repairs, and Maintenance Contingency	\$ 50,000.00	\$ 50,000.00
100-43166-6007-00-02-06	Facilities Equipment, Improvement, and Upgrades Contingency	\$ 10,000.00	\$ 10,000.00
100-43166-3310-00-01-07	Facilities Replacement, Repairs, and Maintenance - CH - Schools	\$ 1,000.00	\$ 10,000.00
100-43166-3310-69-00-00	Facilities Replacement, Repairs, and Maintenance - Blooms Park	\$ 5,000.00	\$ 10,000.00
100-43166-3310-75-00-00	Facilities Replacement, Repairs, and Maintenance - DSS	\$ 1,000.00	\$ 1,025.00
100-43166-3310-00-01-08	Facilities Replacement, Repairs, and Maintenance - Library	\$ 12,000.00	\$ 12,000.00
100-43166-6001-00-00-00	Facilities Office Supplies	\$ 500.00	\$ 1,000.00
100-43166-6005-00-00-00	Facilities Cleaning Supplies	\$ 15,250.00	\$ 18,500.00
100-43166-6007-00-00-00	Facilities Repair and Maintenance Supplies	\$ 8,000.00	\$ 8,000.00
100-43166-6011-00-00-00	Facilities Uniforms	\$ 3,500.00	\$ 3,500.00
100-43166-6012-00-00-00	Facilities Books and Subscriptions	\$ 500.00	\$ 500.00
	Subtotal	\$ 4,140,806.22	\$ 4,110,009.94

TRANSPORTATION CAPTIAL PROJECTS

Culvert Upgrade at PW (Account No. 302-94100-3174-74): (NVTa)	\$180,000.00
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This project will repair the culvert due to deterioration of corrugated pipe. Failure to repair this culvert will eventually result in culvert failure, disrupting the main east - west travel artery through Manassas Park.

Street Improve Resealing (Account No. 302-94100-0143): (NVTa)	\$485,153.39
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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. The amount of NVTa funding requested is a 2.5% increase from the previous year to account for inflation, and the City supplements this amount with Grantor's Tax revenue when surplus exists. This line item will be covered by NVTa Local Fund and Grantor's Tax revenue.

Additional Street Projects (Account No. 302-94100-0135): (NVTa)	\$98,573.94
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Funding for maintenance/replacement of curb/gutter, sidewalk, drop inlets and minor pavement repairs. The amount is adjusted by 2.5% each year to account for inflation. This line item will be covered by the NVTa Local Fund.

Manassas Drive Primary Extension Resurfacing (VDOT SGR)	\$1,581,832.00
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A section of Manassas Drive from the western corporate limits of the City to Rt. 28 carries a primary extension number with VDOT, which qualifies that section for State of Good Repair Grant funding. When this money becomes available, it allows us to resurface this section of Manassas Drive without tapping into City General Fund, NVTa Local Fund, or PRTC Motor Fuels Tax dollars. The project would include milling, paving, restriping, and potential ADA ramp improvements.

Sign Installation (302-94100-8223): (PRTC)	\$16,557.19
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This is an on-going program (minimum 10-year) primarily to add "No Parking" signs throughout the City, with special emphasis on locations highlighted by the Fire Marshall. In addition to "No Parking" signs, faded and out-of-date signs will be replaced. Each year the task will be for post, labor, signs, and materials.

Manassas Park Entrance/Park Central Signage (302-94100-8226-74):	\$200,000.00
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This project will install monuments and informational signage at the entrances to Manassas Park and Park Central. Signage will help create a sense of place, and direct visitors towards key attractions and businesses downtown.

Downtown Transportation Infrastructure (302-94100-1889-09-02):	\$1,995,100.00
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This project will cover the costs of developing public roads, sidewalks, lighting, and other transportation related infrastructure associated with the Park Central downtown development.

Upgrade Traffic Signals (Account No. 302-94100-0283-74-00-00): (PRTC)	\$29,500.00
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Upgrade traffic signal heads, back plates, detection cameras/detection loops, pedestrian buttons & pedestrian signals. The cost of this project does not include detection cameras or options.

Conner Drive Southern Extension Engineering and Construction (and Rt.28 Bridge)	\$920,000.00
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The City needs to extend the southern portion of Conner Drive under the VRE to Manassas Drive to ensure connectivity in the event of an emergency on Manassas Drive north of the VRE line. This project will cross the VRE tracks (via a bridge, tunnel, or at-grade crossing) and develop a roundabout with Conner and Manassas Drive south of the tracks. The City's RCN federal grant application also included funding to study a potential grade separated crossing of Route 28

VRE Garage Construction Contribution (Account No. 302-94100-8231-74) : (I-66 Commuter Choice)	\$8,600,000.00
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The location changes of the VRE Garage, coupled with design modifications to add a floor of City controlled parking, increased construction cost estimates beyond the NVTA funding budget. To ensure that the garage potential is maximized, the City must be prepared to offset any funding deficit created by location and design changes.

Manassas Drive Systemic Safety Improvements (VDOT HSIP) (Account No. TBD)	\$785,565.00
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The City implemented VDOT Highway Safety Improvement Program funding along Manassas Drive from the western corporate limit to Carondelet Drive. This funding will be utilized specifically in FY24 to conduct preliminary engineering activity for safety improvements such as crosswalks, signage, landscaping trimming/maintenance, lighting, high-visibility signal backplates, rectangular rapid flashing beacons, among others. Implementation funding will be provided in FY26 and FY27, if not sooner.

Community Development General Fund Capital Projects

PW Miscellaneous	Expenditure
Rugby Road Storage Yard Improvements	\$ 187,500.00
Smart Meters (ARPA-Funded)	632,980.79
SCADA System (ARPA-Funded)	1,000,000.00
Comprehensive Plan Professional Assistance	150,000.00
Total Expenditures	\$1,970,480.79

Facilities (City-Wide):	Expenditure
Police Department Rooftop Unit Replacement	250,000.00
Police Department Community Room	30,000.00
Fire Department Window Replacement	42,741.79
School Security Enhancement Project	479,251.44
Acquisition/Renovation of new CD Facility	2,337,000.00
City Hall Lease Payments (Interest)	1,070,950.00
Total Expenditures	\$4,209,943.23

Fleet:	Expenditure
Enterprise Fleet Program Principal	\$644,757.40
Enterprise Fleet Program Interest	113,780.72
Enterprise Fleet Program Management Fees	22,614.35
Total Expenditures	\$781,152.47

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

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-Time
DSS Staff	19	2	19	2

Financial Summary:

Total Revenues:	\$2,631,945	
Operating Expenditures:	\$4,443,539	Includes 3% COLA increase.
Capital Expenditures:	N/A	
Total Expenditures:	\$4,443,539	Overall, operating expenditures increased by 1.8% and/or \$78K compared to FY24 amended budget (including ARPA expenditures).
Departmental Net:	\$1,811,594	

Expenditure Categories:

SALARIES/WAGES - (State 855 & 858): We average an overall **60% federal/state** and 40% 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 standby or call- out pay when a family services specialist 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) (Account No. 3150):	\$120,000.00
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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) (Account No. 3160):	\$1,000.00
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CONTRACT SERVICES (State 855& 858) (Account No. 3170):	\$6,000.00
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Contractual Expenses include translation services and background checks.

PRINTING/BINDING (State 855 & 858) (Account No. 3500):	\$2,000.00
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Staff business cards, office stationery, envelopes, etc. are charged to this line item.

POSTAGE (State 855& 858) (Account No. 5210):	\$4,000.00
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The State requires dated notice of actions to be postmarked daily. Mail is “dropped” two times a day. As a result, DSS has a postage meter machine on site.

RENTS/LEASE EQUIPMENT (State 855& 858) (Account No. 5420):	\$3,500.00
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The primary charge to this line is for the lease of the copy machines.

DSS OFFICE RENTS (State 855& 858) (Account No. 5425):	\$104, 948.00
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The primary charge for this line is for the lease of the current DSS space.

TRAVEL/EDUCATION/TRAINING (State 855& 858) (Account No. 5500):	\$7,500.00
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Most of the State mandated training is offered remotely and does not require a registration fee or travel expenses. However, there is training that are beneficial to the department. When there is a cost associated, it is charged along with any allowable accommodations to this line. As a result of the pandemic, many of the trainings are offered remotely.

ELECTRICAL SERVICES (State 855 & 858) (Account No. 5110)	\$10,000.00
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The NOVEC bill for 100 Nadia St is charged to this line.

Water/Sewer (State 855& 858) (Account No. 5130):	\$300.00
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The water bill for 100 Nadia St is charged to this line.

TELECOMMUNICATIONS (State 855& 858) (Account No. 5230):	\$5,760.00
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The Comcast landlines are charged to this line item.

DUES AND MEMBERSHIPS - (State 855 & 858) (Account No. 5810):	\$1,740.00
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Funds used for various committees and community partner engagements.

OFFICE SUPPLIES- (State 855/858) (Account No. 6001):	\$8,900.00
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Funds used to purchase paper, notepads, printers, ink toners, etc.

BOOKS/SUBSCRIPTIONS- (State 855/858) (Account No. 6012):	\$150.00
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Funds used to purchase various State required data.

AUXILIARY GRANT – DISABLED - (State 804) (Account No. 5704):	\$13,000.00
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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 can 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 (State 811) (Account No. 5706):	\$285,922.00
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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. The agency has seen a significant increase in at risk youth coming into foster care. As a result, this line item is subject to increase or decrease at any time.

Federal/State 100% No local match is required. The services are mandated.

TITLE IVE Adoption (State 812 & 817) (Account No. 5714):	\$62,004.00
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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.***

Federal/State 100% No local match is required. The services are mandated.

FOSTERING FUTURES IVE FOSTER CARE (State 814) (Account No.6019):	\$35,556.00
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The goal is to provide a program defined by the federal Fostering Connections to Success and Increasing Adoptions Act (FCA) of 2008 which allows states to extend foster care services and support to youth who turn 18 while in foster care, until they reach the age of 21. This includes youth that were in foster care immediately prior to commitment to DJJ who are released after they turn 18. Traditionally, foster care ends when a child reaches the age of 18. By extending foster care services to age 21 youth will be able to successfully transition to adulthood and creation of positive, permanent connections.

REFUGEE SETTLEMENT (State 819) (Account No. 5709):	\$5,000.00
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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.***

ADOPTION INCENTIVES – (State 820) (Account No. 5989):	\$5,000.00
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Funds used to conduct PRIDE/Resource/Foster Parent training. ***15.5% local match rate***

FAMILY PRESERVATION AND SUPPORT - (State 829) (Account No. 5729):	\$2,064.00
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Funds used to keep at-risk youth from entering Foster Care. ***15.5% local match rate***

Child Welfare Substance Abuse - (State 830) (Account No. 5740):	\$2,459.00
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Funding for drug testing and treatment services for children and families that are at risk due to substance abuse/misuse as well as other supplemental services. ***15.5% local match***

ADULT SERVICES - (State 833): (Account No. 5719):	\$5,500.00
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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.**

JOBS PURCHASE - (State 872) (Account No. 5711):	\$13,000.00
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“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 childcare, transportation, and the purchase of work-related items such as uniforms. **15.5% local match is required.**

TITLE IVE-E Foster/Adoptive Initiative - (State 873) (Account No. 5733):	\$5,000.00
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Funding provided by the State to conduct prospective Foster Parent training sessions. We currently have two workers who are participating in PRIDE training so that the Department may begin recruiting prospective foster families. **8% local match rate**

These funds are client driven. **Federal/State 100% No local match is required.**

PROTECTIVE SERVICES Promoting Safe & Stable - CHILDREN - (State 866): (Account No. 5722):	\$26,245.00
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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**

PROTECTIVE SERVICES – ADULT - (State 895) (Account No. 5725):	\$21, 970.00
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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 aged 60 and older and incapacitated adults aged 18 and older. **15.5% local match rate.**

AT RISK POOL - CSA (Account No. 5734):	\$1,500,000.00
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The 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%***

CSA ADMINISTRATION (Account No. 7002):	\$23,407.00
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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 was awarded an additional \$4,580 in FY2018. ***Federal/State \$10,787 local \$8,050 Total funds \$18,837***

CHAFEE – EDUCATION AND TRAINING VOUCHERS Program (State 861) (Account No.6014):	\$5,000.00
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Funds may be used to provide financial assistance to eligible students for education and training expenses associated with college, universities, and post-secondary vocational training programs. Eligible youth are ages 14 to 26 who are currently in Foster Care of the Fostering Futures programs, have aged out of foster care or left Fostering Futures after turning 18, or left foster care through adoption or the Kinship Guardianship Assistance Program after turning 16. Funding \$5,000 maximum per eligible youth. ***Federal/State 100% No local match is required.***

CHAFEE PROGRAM-BASIC Allocation (State 862) (Account No.6015):	\$5,000.00
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The Chafee Program is a component of the VDSS Foster Care and Fostering Futures programs. Services that are based on a formalized life skills assessment that can determine strengths and needs. Job readiness, money management abilities, decision-making skills, goal setting and transitional living needs. Services are designed to help young people make the transition to self-sufficiency: Eligible youth include ages 14-18. Funding \$5,000 maximum per eligible youth. ***Federal/State 100% No local match is required.***

RESPIRE CARE FOR FOSTER FAMILIES (State 864) (Account No. 6017):	\$1,000.00
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Designed to offer short-term relief to foster family caring for children by providing substitute care for their child, allowing the foster family a "break." ***0% local match rate***
\$4,580 in FY2018. ***Federal/State \$10,787 local \$8,050 Total funds \$18,837***

Local Only (L/O) Support Cost for FOSTER Care Program (Account No. 6016):	\$2,500.00
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Local Only funding line established for foster youth who are undocumented and/or accrue unallowable CSA costs. **100% Local**

VJCCCA - (Account No. 7003):	\$20,794.00
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In 1995, the Virginia General Assembly passed the Virginia Juvenile Community Crime Control Act (VJCCCA) "to establish a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs." (Code of Virginia, §16.1-309.2) The purpose of the VJCCCA is "to deter crime by providing immediate, effective punishment that emphasizes accountability of the juvenile offender for his actions as well as reduces the pattern of repeat offending" ([Code of Virginia, §16.1-309.2](#)) VJCCCA is meant to:

Be a community-based system; be made up of progressive intensive sanctions and services. Correspond with the severity of the offense and treatment needs; encourage communities to develop, implement, operate and evaluate programs and services responsive to juvenile offender needs and crime trends in their community; Provide an adequate level of services available to every Juvenile and Domestic Relations District Court; Allow local autonomy and flexibility in addressing juvenile crime; Encourage public and private partnership in the design and delivery of services; Emphasize parental responsibility, through services that hold juveniles and families accountable for their behavior; facilitate a locally driven statewide planning process for allocating state resources; and provide adequate service capacity. Unused funds must be returned at the end of each fiscal year. **0% local match rate.**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Social Services			
100-53100-1101-00-00-00	(855/858 Staff & Operations) Social Services Salaries/Wages	\$ 1,320,894.68	\$ 1,466,853.99
100-53100-2831-00-00-00	DSS Stipend/Signing Bonus	\$ 15,000.00	\$ 15,000.00
	Customer Service/Admin Rep	\$ 63,000.00	\$ -
100-53100-1101-21-00-00	(849 Staff & OPS) DSS Medicaid Funds	\$ 100.00	\$ 100.00
100-53100-1103-00-00-00	(855/858 Staff & Operations) Soc. Svcs. Standby/Oncall Pay	\$ 18,500.00	\$ 18,500.00
100-53100-1201-00-00-00	(855/858 Staff & Operations)Social Services - Overtime	\$ 24,000.00	\$ 5,000.00
100-53100-1201-90-85-03	(851) Unwinding-Local Medicaid	\$ 46,446.00	\$ -
100-53100-1301-00-00-00	(855/858 Staff & Operations) Soc. Svc. Part-time Salaries/Wa	\$ 45,931.99	\$ 46,620.97
100-53100-1302-00-00-00	(855/858 Staff & Operations)Soc. Services Standby/Service	\$ 14,000.00	\$ 14,000.00
100-53100-2100-00-00-00	(855/858 Staff & Operations)FICA	\$ 118,794.76	\$ 118,649.58
100-53100-2210-00-00-00	(855/858 Staff & Operations) Retirement	\$ 137,373.05	\$ 171,621.92
100-53100-1101-01-00-00	(855/858 Staff & Operations) VRS Hybrid STD	\$ 5,000.00	\$ 5,226.75
100-53100-2310-00-00-00	(855/858 Staff & Operations)Group Health	\$ 171,840.00	\$ 151,698.40
100-53100-2400-00-00-00	(855/858 Staff & Operations) Life Insurance	\$ 7,132.83	\$ 8,002.01
100-53100-3150-00-00-00	(855/858 Staff & Operations) Professional Services - Legal	\$ 120,000.00	\$ 120,000.00
100-53100-3160-00-00-00	(855/858 Staff & Operations)Professional Services	\$ 1,000.00	\$ 1,000.00
100-53100-3170-00-00-00	(855/858 Staff & Operations) Contract Services	\$ 6,000.00	\$ 6,000.00
100-53100-3500-00-00-00	(855/858 Staff & Operations)Printing/Binding	\$ 2,000.00	\$ 2,000.00
100-53100-5110-00-00-00	(855/858 Staff & Operations) Electric	\$ 10,000.00	\$ 10,000.00
100-53100-5130-00-00-00	(855/858 Staff & Operations) Water/Sewer	\$ 300.00	\$ 300.00
100-53100-5230-00-00-00	(855/858 Staff & Operations) Telecommunications	\$ 5,760.00	\$ 5,760.00
100-53100-5210-00-00-00	(855/858 Staff & Operations) Postage	\$ 4,000.00	\$ 4,000.00
100-53100-5420-00-00-00	(855/858 Staff & Operations) Leases (Equipment)	\$ 3,500.00	\$ 3,500.00
100-53100-5425-00-00-00	Expenditure-DSS Office Lease	\$ 101,891.04	\$ 104,947.77
100-53100-5500-00-00-00	(855/858 Staff & Operations) Travel/Education/Training	\$ 7,500.00	\$ 7,500.00
100-53100-5810-00-00-00	(855/858 Staff & Operations) Dues/Memberships	\$ 1,740.00	\$ 1,740.00
100-53100-6001-00-00-00	(855/858 Staff & Operations) Office Supplies	\$ 10,000.00	\$ 8,900.00
100-53100-6012-00-00-00	(855/858 Staff & Operations)Books/Subscriptions	\$ 150.00	\$ 150.00
100-53100-5704-00-00-00	(804) Auxiliary Grant	\$ 13,000.00	\$ 13,000.00
100-53100-5706-00-00-00	(811 AFDC-) Foster Care	\$ 285,922.00	\$ 285,922.00
100-53100-5717-00-00-00	(812 Title Iv-E Adoption) Special Needs Adoption	\$ 46,748.00	\$ 62,004.00
100-53100-6019-00-00-00	(814 - State) - Fostering Futures IV-E Foster Care	\$ -	\$ 35,556.00
100-53100-5709-00-00-00	(819 Refugee Resettlement) Refugees	\$ 5,000.00	\$ 5,000.00
100-53100-5989-00-00-00	(820) Adoption Incentives	\$ 2,000.00	\$ 5,000.00
100-53100-5729-00-00-00	(829 Family Preservation) Prevention CPS	\$ 1,548.00	\$ 2,064.00
100-53100-5740-00-00-00	(830) Child Welfare Substance Abuse) CW Substance Abuse	\$ 1,844.00	\$ 2,459.00
100-53100-5719-00-00-00	(833 Adult Services) Adult Services	\$ 2,000.00	\$ 5,500.00
100-53100-5992-00-00-00	(849 Staff & OPS) DSS Medicaid Funds - Logistics	\$ -	\$ 100.00
100-53100-5711-00-00-00	(872 VIEW) Jobs Purchase	\$ 13,000.00	\$ 13,000.00
100-53100-5733-00-00-00	(873 IV-E Foster/Adoption Parenting) Title IVE-E Foster/Ado	\$ 5,000.00	\$ 5,000.00
100-53100-5722-00-00-00	(866 Promoting Safe & Stable)Protective Services - Childre	\$ 26,245.00	\$ 26,245.00
100-53100-5725-00-00-00	(895 Adult Protective Services) - Adult Protective Services	\$ 17,567.00	\$ 21,970.00
100-53100-5725-79-00-00	895 Pass-thru Fee Expenditure	\$ 100.00	\$ 100.00
100-53100-5734-00-00-00	At Risk Pool (CSA-CPMT)	\$ 1,500,000.00	\$ 1,500,000.00
100-53100-7002-00-00-00	CSA Admin	\$ 35,000.00	\$ 23,407.00
100-53100-6013-92-00-00	847- In-Home Services Specialist Staffing	\$ 62,903.16	\$ 58,788.00
100-53100-6014-94-00-00	(861 - ETV) Education Training Voucher	\$ 5,000.00	\$ 5,000.00
100-53100-6015-95-00-00	(862 - John H. Chafee) Education	\$ 5,000.00	\$ 5,000.00
100-53100-6017-00-00-00	864 - Respite Care for Foster Families	\$ 1,000.00	\$ 1,000.00
100-53100-6016-00-00-00	Support Cost for Foster Care Program	\$ 2,500.00	\$ 2,500.00
100-53100-7003-00-00-00	VJCCCA-Expenditure	\$ 20,794.00	\$ 20,794.00
100-53100-1889-03-08-33	EC 3.8 .5 FTE Family Services Specialist	\$ 30,000.00	\$ 30,000.00
100-53100-1889-03-08-21	EC 3.8 FICA	\$ 2,295.00	\$ 2,295.00
100-53100-1889-03-08-38	EC 3.8 Health Insurance	\$ 8,964.00	\$ 4,482.00
100-53100-1889-03-08-30	EC 3.8 VRS	\$ 3,120.00	\$ 3,120.00
100-53100-1889-03-08-31	EC 3.8 Life Insurance	\$ 162.00	\$ 162.00
100-53100-1889-01-10-13	EC 1.10 Mental Health Screenings	\$ 2,000.00	\$ 2,000.00
100-53100-1889-02-01-20	EC 2.1 Food Support Program	\$ 5,000.00	\$ 5,000.00
	Subtotal	\$ 4,365,566.51	\$ 4,443,539.40

COMMUNITY SERVICES

The Department of Community Services is committed to improving the well-being of Manassas Park residents related to their housing, public health, mental health, and economic needs. The Department provides and coordinates resident access to community-based resources made available to our city at the federal, state, and local levels to ensure a safe, healthy, and vibrant community in which to live, work, and raise a family.

BUDGET HIGHLIGHTS

Personnel:

	FY2024 Full-Time	FY2025 Full-Time
Community Services	3	3
Total:	3	3

Financial Summary:

Total Revenues:	\$0	
Operating Expenditures:	\$1,575,710	Includes a 3% COLA increase. \$1.39M in ARPA-funded support programs & \$88K of non-ARPA funded services
Capital Expenditures:	\$0	
Total Expenditures:	\$1,575,710	Overall, operating expenditures increased by 46.2% and/or \$498K compared to FY24 amended budget (due to ARPA tenant improvements payments).
Departmental Net:	\$1,575,710	

Expenditure Categories:**ARPA FUNDED EXPENDITURE CATEGORIES (Account No. 1889):**

Item Description	Expenditures
ARPA Expenditure Categories are justification-based criteria set by the federal government that the City has prioritized into several recovery initiatives and programs along with general administrative and operational support for the Community Services staff	
EC 2.0 Negative Economic Impact Series	
EC 2.11 Aid to Tourism, Travel or Hospitality (tenant improvement payments)	\$980,000.00
EC 7.0 Administrative Series	
EC 7.1 Community Services Printing/Binding	4,660.00
EC 7.1 Community Services Postage	2,401.25
EC 7.1 Community Services Travel/Education	12,678.66
EC 7.1 Community Services Dues/Memberships	3,535.38
EC 7.1 Community Services Professional Services	1,250.00
EC 7.1 Community Services Contract Services	2,780.63
EC 7.1 Community Services Office Supplies	4,000.00
EC 1.10 Mental Health Services for Employees	100,000.00
Total Estimated Expenditures:	\$1,111,306.00

COMMUNITY SERVICES PRINTING/BINDING (Account No. 3500):

Item Description	Expenditures
Support for non-ARPA Economic Development initiatives to continue enhancing community engagement around City programs and activities	
Community Services Printing /Binding (Non-ARPA)	\$2,500.00
Total Estimated Expenditures:	\$2,500.00

ECONOMIC DEVELOPMENT SERVICES/SUPPORT (Account No. 3160):

Item Description	Expenditures
Content creation for the city website and tourism promotion; social media; Support for current development plans; Additional consultant services (market analysis, inventory, etc.)	
Economic Development Professional Services (Non-ARPA)	\$44,250.00
Economic Development Events/Small Business Dev. Support (Non-ARPA)	10,500.00
Total Estimated Expenditures:	\$54,250.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Community Services			
100-81500-1101-00-00-00	Community Services Salaries/Wages	\$ 24,620.74	\$ 177,056.64
100-81500-2100-00-00-00	FICA	\$ -	\$ 13,544.83
100-81500-2210-00-00-00	Retirement	\$ -	\$ 18,945.06
100-81500-2310-00-00-00	Group Health	\$ -	\$ 16,218.00
100-81500-2400-00-00-00	Life Insurance	\$ -	\$ 956.11
100-81500-3160-00-00-00	Professional Services	\$ 44,250.00	\$ 44,250.00
100-81500-3170-00-00-00	Contract Services	\$ -	\$ -
100-81500-3160-00-00-01	Coroner's Fee	\$ 250.00	\$ 250.00
100-81500-6999-00-07-23	Opioid Settlement Fund - Expenditures	\$ 5,921.00	\$ 5,730.00
100-81500-3500-00-00-00	Printing/Binding	\$ 2,500.00	\$ 2,500.00
100-81500-6023-63-00-00	Keep the Park Beautiful Grant - Expenditures	\$ 500.00	\$ 100.00
100-81500-6013-00-00-00	Economic Development Events/Small Business Dev. Support	\$ 10,500.00	\$ 10,500.00
100-12120-1889-02-11-00	EC 2.11 Aid to Tourism, Travel or Hospitality	\$ 502,500.00	\$ 980,000.00
100-81500-1101-00-00-00	ARPA Community Services Salaries	\$ 250,950.76	\$ 129,239.64
100-81500-2100-00-00-00	FICA	\$ 19,197.73	\$ 9,886.83
100-81500-2310-00-00-00	Health Insurance	\$ 41,400.00	\$ 20,700.00
100-81500-2210-00-00-00	VRS Retirement	\$ 26,098.88	\$ 13,828.64
100-81500-2400-00-00-00	VRS Life Insurance	\$ 1,355.13	\$ 697.89
100-81500-1889-01-10-00	EC 1.10 Mental Health Services for Employees	\$ 100,000.00	\$ 100,000.00
100-12120-1889-02-02-03	EC 2.2 Rent/Mortgage/Utilities Support	\$ 15,000.00	\$ -
100-81500-1889-07-01-01	EC 7.1 Community Services Printing/Binding	\$ 3,070.00	\$ 4,660.50
100-81500-1889-07-01-02	EC 7.1 Community Services Postage	\$ 2,300.00	\$ 2,401.25
100-81500-1889-07-01-03	EC 7.1 Community Services Travel/Education/Training	\$ 19,400.00	\$ 12,678.66
100-81500-1889-07-01-04	EC 7.1 Community Services Dues/Memberships	\$ 2,935.00	\$ 3,535.38
100-81500-1889-07-01-05	EC 7.1 Community Services Professional Services	\$ 1,250.00	\$ 1,250.00
100-81500-1889-07-01-06	EC 7.1 Community Services Contract Services	\$ 2,725.00	\$ 2,780.63
100-81500-1889-07-01-07	EC 7.1 Community Services Office Supplies	\$ 1,000.00	\$ 4,000.00
	Subtotal	\$ 1,077,724.24	\$ 1,575,710.06

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 all City residents 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 with the freedom to enrich their lives through recreational activities and leisure opportunities year-round.

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:

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-Time
Parks & Rec. Staff	18	96-176	18	101-185*

*Projected Range

Financial Summary:

Total Revenues:	\$1,370,534	
Operating Expenditures:	\$5,108,790	Includes 3% COLA increase.
Capital Expenditures:	\$3,028,000	\$2.6M ARPA-funded
Total Expenditures:	\$8,136,790	Overall, operating expenditures increased by 2.9% and/or \$144K compared to FY24 amended budget (including ARPA expenditures).
Departmental Net:	\$6,766,256	

Expenditure Categories:**CONTRACT SERVICES (Account No. 3170):**

Category	Description/Purpose	Expenditure
Preventive Maintenance-HVAC	Roof top units and associated internal systems	24,552.00
Preventive Maintenance-Fitness Equipment	Cardiovascular units and selectorized machines	3,600.00
Preventive Maintenance-Caterer's Kitchen	Refrigerators, freezers, ovens, range, ice machine	5,000.00
General Corrective Maintenance	HVAC, fitness, refrigeration systems, appliances	30,726.00
Irrigation	MPCC	2,400.00
AV/Projector Work	Blue/Yellow Conference Rooms, BH, Admin.	8,000.00
Pest Control	MPCC, SBWP	4,200.00
Security Monitoring	Bloom's	3,000.00
Background Checks	NSCI for all FT/PT staff	3,800.00
Splashpad Maintenance	Vendor contract/service	27,000.00
Additional Items	Misc.	3,368.00
Total Estimated Expenditures		\$115,646.00

REPAIRS & MAINTENANCE (Account No. 3310):

Category	Description/Purpose	Expenditures
Power Equipment	Chain saws, trimmers, blowers, limb saw, power washer, generator, mower, etc.	8,000.00
MAP Clinic Repairs	HVAC, repairs/paint, floor care, plumbing	10,400.00
Chemicals	Herbicides, pesticides, fertilizer, ice melt	1,500.00
Seed/Dirt/Mulch	Fescue/Kentucky Blue blend for fields/common area, infield dirt, topsoil/mulch for beds	12,000.00
Park Equipment	Tables, benches, lumber, grills, playground repair parts, outdoor sports equipment	15,000.00
Paint	MPCC/Parks	1,000.00
Dumpsters/Rental	Units @ Costello and SHP; rental equipment	3,000.00
Roofing	MPCC	6,000.00
VCT Floor Care	Strip/wax/buff at MPCC	8,500.00
Doors	Door PM plan	4,000.00
Gym/Dance Studio Floor Recoat	Scrub and recoat full gymnasium and dance studio	5,500.00
Plumbing Supplies/Repairs	Toilets, sinks, showers, water fountains (MPCC, SHP, Blooms)	10,102.00
Electrical Supplies/Repairs	Ballasts, bulbs, outlets, bollards (MPCC, SHP, Blooms)	9,000.00

General Supplies	Tools, hardware, sconces, fixtures, hinges, springs, drywall mud, stain, brushes, rollers, sandpaper, keys, blacktop patch, glass repairs, crack filler (tennis courts), locks, tile, etc. (Parks and MPCC)	5,500.00
Gym Maintenance	Curtains, hoops, bleachers, scoreboards	15,000.00
Downtown Maintenance	Bags, cleaner, equipment, snow removal, lights, attic stock (e.g. planters, benches, tables/chairs)	5,500.00
Splashpad Repairs	Downtown plaza	2,500.00
Additional Items	Misc.	6,125.00
Total Estimated Expenditures		\$128,627.00

PRINTING/BINDING (Account No. 3500):

Category	Description/Purpose	Expenditures
Promotional Items	Branded giveaways, staff marketing supplies (pens, lanyards, drinking cups, etc.), sponsorship related promotional products (MPYBL, SBWP)	5,100.00
Collateral	Business cards, flyers, brochures, branded items (tablecloths)	3,500.00
MOSAIC	Quarterly menu of dept. offerings	12,500.00
Artwork/Signage	Posters, wall decals, signs, wall art, banners	5,000.00
Total Estimated Expenditures		\$26,100.00

ADVERTISING (Account No. 3600):

Category	Description/Purpose	Expenditures
Advertising Contracts	Potomac Local, Prince William Living, Bristow Beat, Manassas Mall	15,321.00
Community/Special Events	Networking meeting fees, trade shows, expo events	1,624.00
Graphics/Technology	Adobe Creative Cloud fees, stock photos	4,000.00
Digital Advertising	Short term ads, social media boosts	1,802.00
Communications	Email newsletter, SMS campaign	5,000.00
Plaza Event Marketing	Farmer's Market, Last Friday, Movies	5,549.00
Total Estimated Expenditures		\$33,296.00

UTILITIES (Account No. 5110, 5120, 5130):

Category	Description/Purpose	Expenditures
Electrical	Costello/SHP/SBWP/MPCC/Blooms	\$240,000.00
Water/Sewer	Costello/SHP/SBWP/MPCC/Blooms	163,894.00
Heating	MPCC/Blooms	29,759.00
Total Estimated Expenditures		\$433,653.00

LIBRARY SERVICES (Account No. 5140):

Category	Description/Purpose	Expenditures
Contracted Services (LS&S)	Salaries/Benefits, dues, subscription, professional development, professional services, equipment maintenance, ILS	\$633,238.00
Material Costs (via State aid)	Books, databases, subscriptions, e-books	104,191.00
Total Estimated Expenditures		\$737,429.00

POSTAGE (Account No. 5210):

Category	Description/Purpose	Expenditures
General Mailing		\$ 190.00
Delinquency/ Collection	Membership/rental contracts, extended care,	170.00
Certified Mail	Confidential Documents (i.e. Contracts), notices	210.00
Promotional Items	Invitations to member specific events	180.00
Additional Items	Misc.	23.00
Total Estimated Expenditures		\$773.00

TRAVEL/EDUCATION (Account No. 5500):

Category	Description/Purpose	Expenditures
CPR/First Aid/AED Training	Necessary certifications for department staff	\$1,500.00
Staff Development	Leadership, management, and soft skill training/seminars	1,953.00
Revenue Development School	Conference	2,500.00
VRPS Conference	Annual State Conference	4,400.00
Additional Items	Misc.	311.00
Total Estimated Expenditures		\$10,664.00

DUES & MEMBERSHIPS (Account No. 5810):

Category	Description/Purpose	Expenditures
Parks/Recreation Membership	VRPS, NRPA	\$1,156.00
Costco	Events, programs, classes	60.00
Additional Items	Misc.	36.00
Total Estimated Expenditures		\$1,252.00

EXTENDED CARE (Account No. 5843):

Category	Description/Purpose	Expenditures
Arts/Crafts	Construction paper, glue, season specific kits,	\$1,290.00
General Supplies	Notebooks, pencils, scissors, markers, crayons	1,200.00
Games		1,050.00
Outside Vendor/Trip		524.00
Cleaning Supplies		456.00
Pro-Care App	Digital Registration	316.00
Additional Items	Misc.	145.00
Total Estimated Expenditures		\$4,981.00

COSTELLO POOL OPERATIONS (Account No. 5846):

Category	Description/Purpose	Expenditures
Disinfectants	Liquid and Granular chlorine, Bromine	\$15,000.00
Water Balancing Chemicals	CO2 (PH), muriatic acid (PH), sodium bicarbonate (PH), calcium chloride,	11,560.00
Preventative Maintenance	UV Systems, Heaters, Pumps	16,000.00
Lifeguard Equipment	First aid supplies, rescue tubes, hip packs	1,500.00
Programs/Course Cert.	Lifeguard classes, pool operator classes	1,500.00
Swim Lesson Equipment	Gear for lessons	150.00
Other Chemicals	Algaecide, reagents	350.00
Additional Items	Misc.	1,382.00
Total Estimated Expenditures		\$47,442.00

SIGNAL BAY POOL OPERATIONS (Account No. 5850):

Category	Description/Purpose	Expenditures
Preventive Maintenance Program	Scheduled maintenance program designed to prolong the lifespan of SBWP play features, components, and hard surfaces.	16,000.00
Disinfectants	Liquid and Granular chlorine, Bromine	15,000.00
Other Chemicals	Algaecide, reagents	1,000.00
Water-Balancing Chemicals	Muriatic acid, Calcium Chloride, CO2 and Sodium Bicarbonate	3,500.00
LG Equipment	First Aid supplies, hip packs	1,000.00
Tubes	Inner tubes for lazy river	150.00
Lazy River Drain/Clean	Annual maintenance requirement	4,964.00
B/day Party Supplies	Cake, cutlery, plates, drinks, pizza, etc.	3,000.00
Additional Items	Misc.	1,338.00
Total Estimated Expenditures		\$45,952.00

INDEPENDENCE DAY CONTRACTS (Account No. 5851):

Category	Description/Purpose	Expenditures
Fireworks (contract)	Show set up, execution, and tear down	\$24,000.00
Vendor Fees	Music, entertainers, inflatables, etc.	20,000.00
Total Estimated Expenditures		\$44,000.00

RECREATION CENTER OPERATIONS (Account No. 5854):

Category	Description/Purpose	Expenditures
WheniWork Software	Timekeeping software for payroll	\$5,995.00
Membership Supplies	Key fobs, printer ribbons, credit card swipe, wristbands, printer, etc.	2,350.00
Workstraight Software	Work order platform	475.00
Stereo Equipment		946.00
MPCC Decor	Rugs, furniture, tables, etc.	650.00
Additional Items	Misc.	312.00
Total Estimated Expenditures		\$10,728.00

PRESCHOOL (Account No. 5856):

Category	Description/Purpose	Expenditures
VDSS Training	Mandated by State	650.00
Licensing	Mandated by State	150.00
MAT Training	Mandated by State	150.00
Special Events/Parties	Harvest Dinner, Holiday Party, Valentine's Day Party, Easter, Mother's Day Tea, etc.	900.00
Program Supplies	Books, crafts, art, games	950.00
Summer Camp Supplies	Paper, Crayons, Markers, Kits	1,005.00
Field Trips		300.00
NAEYC Membership		180.00
Kids Korner (Childcare)	Books, games, toys	250.00
Online Registration Sub.		600.00
Additional Items	Misc.	154.00
Total Estimated Expenditures		\$5,289.00

SEASONAL EVENTS (Account No. 5857):

Category	Description/Purpose	Expenditures
Trunk or Treat	Candy, moon bounce, decorations	2,000.00
Easter Egg Event	Eggs, decorations	1,220.00
Black History Month, Chalk Festival, Kite Festival	Event vendors, arts/craft kits, decorations, kites, moon bounce, face painting	3,000.00
Christmas Events	Ornaments, plates, food/drinks, decorations	5,880.00

Independence Day	Light towers, portable toilets, staff supplies	4,800.00
Yard Sale	Stakes, paper, admin. supplies	200.00
Miscellaneous Events	Fall Festival, Ice Cream Social, Glow-In-The-Park	2,900.00
Additional Items	Misc.	600.00
Total Estimated Expenditures		\$20,600.00

DPR SEASONAL EVENTS-LATINO FESTIVAL (Account No. 5857-18):

Category	Description/Purpose	Expenditures
Vendor Costs	Entertainment, waste management, tables/chairs, performers, tables/chairs, marketing, etc.	20,000.00
Total Estimated Expenditures		\$20,000.00

PROGRAMS-OTHER (Account No. 5862):

Category	Description/Purpose	Expenditures
School Age Programs	Paint, arts/crafts, equipment, general supplies, summer camp supplies	6,409.00
Adult Programs	Paint, arts/crafts, equipment, food, utensils	2,500.00
Senior Programs	Food, beverages, crafts, continuing education, literature, games, sports specific equipment	2,500.00
Buddy Club Programs	Arts/crafts, food, and t-shirts	1,700.00
Additional Items	Misc.	393.00
Total Estimated Expenditures		\$13,502.00

REC-DESK SUBSCRIPTION FEE (Account No. 5868):

Category	Description/Purpose	Expenditures
Annual Subscription Fee	Recreation Management Software	14,935.00
Total Estimated Expenditures		\$14,935.00

PROGRAMS-SPORTS (Account No. 5864):

Category	Description/Purpose	Expenditures
MPYBL	Officials, jerseys, equipment, trophies	27,700.00
Adult Athletic Leagues	Officials, medals, trophies	4,800.00
FCYBL (Travel League)	Officials, fees, jerseys, trophies	7,250.00
Fitness Supplies	Dumbbells, body bars, resistance bands, mats, medicine balls, group X accessories	2,000.00
Monthly Athletic Programs	Sports equipment	303.00
Summer Camps	Supplies and equipment	1,500.00
Gym Equipment/Parts	Basketball hoop winch/motor, nets	2,500.00
Additional Items	Misc.	1,382.00
Total Estimated Expenditures		\$47,435.00

OFFICE OF TEENS (Account No. 5870):

Category	Description/Purpose	Expenditures
Summer Camp Supplies	Venue passes, general supplies	2,000.00
Classes	Outdoor supplies, art/craft supplies	800.00
Cooking Classes	Ingredients	1,200.00
Teen Center Supplies	Games, movies, furniture, equipment	1,500.00
Events/Trips	Food, entrance fees	1,512.00
Additional Supplies	Misc.	210.00
Total Estimated Expenditures		\$7,222.00

OFFICE SUPPLIES (Account No. 6001):

Category	Description/Purpose	Expenditures
General Supplies	Paper, pens, stationery, tape, storage (digital and written), dry erase, markers, folders, etc.	5,745.00
Additional Supplies	Misc.	172.00
Total Estimated Expenditures		\$5,917.00

JANITORIAL SUPPLIES (Account No. 6005):

Category	Description/Purpose	Expenditures
Cleaning Supplies	Disinfectant, toilet paper, paper towels, bags, soap, wax, gloves, etc.	27,523.00
Additional Supplies	Misc.	826.00
Total Estimated Expenditures		\$28,349.00

UNIFORMS (Account No. 6011):

Category	Description/Purpose	Expenditures
Shirts (polo and t- shirts), sweatshirts, jackets, and boots	Uniforms for Aquatics, Customer Service, Custodial, Recreation Services, Parks, and Fitness Division staff.	7,800.00
Additional Supplies	Misc.	234.00
Total Estimated Expenditures	TOTAL	\$8,034.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Parks & Rec			
100-71300-1101-00-00-00	Parks/Rec Salaries/Wages	\$ 1,213,943.88	\$ 1,257,262.12
100-71300-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
100-71300-1201-00-00-00	Parks/Rec Overtime	\$ 6,666.00	\$ 12,000.00
100-71300-1301-00-00-00	Parks/Rec Part-time Wages/Salaries	\$ 1,416,056.00	\$ 1,483,004.25
100-71300-1103-00-00-00	P&R Standby/Oncall Pay	\$ 15,375.00	\$ 15,529.00
100-71300-2100-00-00-00	FICA	\$ 202,888.78	\$ 211,744.00
100-71300-2210-00-00-00	Retirement	\$ 126,250.16	\$ 141,803.44
100-71300-2222-00-00-00	401 A ICMA	\$ -	\$ -
100-71300-2310-00-00-00	Group Health	\$ 190,486.00	\$ 166,232.00
100-71300-2400-00-00-00	Life Insurance	\$ 6,555.30	\$ 6,789.22
100-71300-3170-00-00-00	Contract Services	\$ 112,278.00	\$ 115,646.00
100-71300-3310-00-00-00	Repairs & Maintenance	\$ 122,502.00	\$ 128,627.00
100-71300-3500-00-00-00	Printing/Binding	\$ 22,613.00	\$ 26,100.00
100-71300-3600-00-00-00	Advertising	\$ 27,747.00	\$ 33,296.00
100-71300-5110-00-00-00	Electrical Services	\$ 214,322.00	\$ 240,000.00
100-71300-5120-00-00-00	Heating Services	\$ 28,892.00	\$ 29,759.00
100-71300-5130-00-00-00	Water & Sewer	\$ 159,120.00	\$ 163,894.00
100-71300-5140-00-00-00	Library Services	\$ 739,989.00	\$ 737,429.00
100-71300-5210-00-00-00	Postage	\$ 750.00	\$ 773.00
100-71300-5500-00-00-00	Travel/Education/Training (Portion Reimbursable)	\$ 10,353.00	\$ 10,664.00
100-71300-5810-00-00-00	Dues & Memberships	\$ 1,216.00	\$ 1,252.00
100-71300-5843-00-00-00	Extended Care	\$ 4,836.00	\$ 4,981.00
100-71300-5846-00-00-00	Costello Pool Operations	\$ 46,060.00	\$ 47,442.00
100-71300-5850-00-00-00	Signal Bay Pool Operation	\$ 44,614.00	\$ 45,952.00
100-71300-5851-00-00-00	Independence Day Contracts	\$ 24,000.00	\$ 44,000.00
100-71300-5854-00-00-00	Recreation Center Operations	\$ 10,416.00	\$ 10,728.00
100-71300-5856-00-00-00	Preschool	\$ 5,135.00	\$ 5,289.00
100-71300-5857-00-00-00	Seasonal Events	\$ 20,000.00	\$ 20,600.00
100-71300-5857-18-00-00	DPR Seasonal Events - Latino Festival	\$ 6,600.00	\$ 20,000.00
100-71300-5862-00-00-00	Programs - Other	\$ 13,109.00	\$ 13,502.00
100-71300-5868-00-00-00	DPR Rec-1 Management Fees 1%	\$ 14,500.00	\$ 14,935.00
100-71300-5869-00-00-00	DPR Rec-1 Management Fees (\$.30 per transaction)	\$ -	\$ 2,500.00
100-71300-5864-00-00-00	Programs - Sports	\$ 46,053.00	\$ 47,435.00
100-71300-5870-00-00-00	Office of Teens Exp	\$ 7,012.00	\$ 7,222.00
100-71300-6001-00-00-00	Office Supplies	\$ 5,745.00	\$ 5,917.00
100-71300-6005-00-00-00	Janitorial Supplies	\$ 27,523.00	\$ 28,349.00
100-71300-6011-00-00-00	Uniforms	\$ 7,800.00	\$ 8,034.00
100-71300-1891-93-57-11	Child Care Stabilization Grant Program - Salaries/Bonus	\$ 37,500.00	\$ -
100-71300-1891-93-57-21	Child Care Stabilization Grant Program - FICA	\$ 2,868.75	\$ -
100-71300-1891-93-57-38	Child Care Stabilization Grant Program - Health Insurance	\$ 14,460.00	\$ -
100-71300-1891-93-57-30	Child Care Stabilization Grant Program - VRS	\$ 3,900.00	\$ -
100-71300-1891-93-57-31	Child Care Stabilization Grant Program - Life Insurance	\$ 202.50	\$ -
100-71300-1890-36-60-00	VA Tourism Corp. Grant Exp. - Marketing	\$ 3,700.31	\$ -
	Subtotal	\$ 4,964,137.68	\$ 5,108,790.02

SCHOOLS

City of Manassas Park Schools Budget		
Revenue Category	FY 24 A2	FY 25
REVENUES	\$ 56,807,090	\$ 58,169,055
ADDITIONAL CONTRIBUTION FROM CITY'S CIP FUND FOR CAPITAL PROJECTS	\$ 1,262,331	\$ 1,850,000
Expense Category	FY 24 A2	FY 25
TOTAL EXPENSES	\$ 59,196,093	\$ 60,444,988
NET INCOME (SURPLUS/DEFICIT)	\$ (1,126,672)	\$ (425,933)

For more information on the City School Budget please visit their website at [FY25 Superintendents Proposed Budget.pptx \(sharpschool.com\)](#)

Superintendent's FY25 Proposed Budget

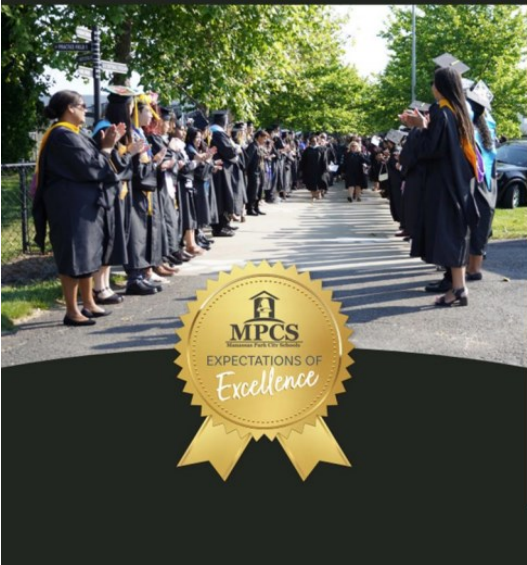


February 5, 2024



MANASSAS PARK CITY SCHOOLS

STRATEGIC PLAN 2023



Pillar #1: Reimagining the School Experience

We will cultivate a positive and purposeful learning environment where students engage in deep and authentic learning experiences.

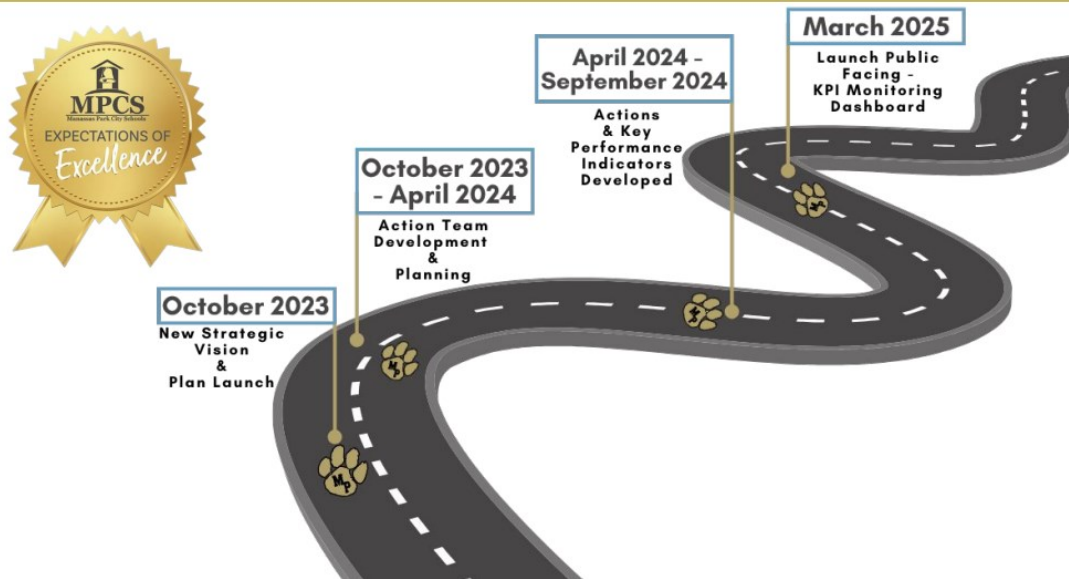
Pillar #2: Building Community and Connection

We will engage the school community in shared purposes and experiences that best support students.

Pillar #3: Creating Safe Spaces

We will create a school environment that supports the whole child with safety in mind.

MPCS STRATEGIC PLAN PROGRESS



COUGAR PRIDE

- ★ Full State Accreditation
- ★ MLK Oratorical Winner - Myles Lanier
- ★ Football Coach Teague Commanders Coach of the Week
- ★ MPES Robotics Team Qualified for State Competition
- ★ 27 MPMS Students in District Honors Band
- ★ 25 MPHS Students All District Choir
- ★ MPHS Marching Band 1st Place Greater Manassas Christmas Parade
- ★ 80 GMU Direct Admissions
- ★ Monthly New Employee Orientation Program
- ★ ALL In VA Tutoring Program - 3-8 Literacy & Math
- ★ Claude Moore Partnership - Inaugural Class Health Science Pathway
- ★ Care Solace Greater Community 24/7 Mental Health Resources
- ★ MPHS Daniel Cuthbertson - Military Bowl DC Touchdown Club High School Football Player of the Week



SUPERINTENDENT'S PROPOSED BUDGET

- [§ 22.1-92](#). Estimate of moneys needed for public schools; notice of costs to be distributed.
- It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in § 15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division.

FY25 Budget Development and Inputs

- All funds were developed using a needs and zero-based budget development framework
- Total proposed FY25 Budget, which consists of all six funds (Federal, Operating, Grants, Capital, Medical Trust, and Food Services) totals \$60,444,988.
 - Federal fund is balanced based upon projected grant allocations
 - Capital Fund is balanced based upon Governing Body projected allocation and Governing Body approved fund balance carryover
 - Medical Trust Fund is balanced based upon projected state and local funding and fund balance carryover
 - Other Grants Fund is balanced based upon projected FY24 fund balance carryover
 - General Operating Fund is balanced using projected local funds, projected Governing Body allocation, a request for partial use of City's School Reserve funds, and projected state funds

BUDGET PRIORITIES

- Literacy
- Compensation
- Sustainability & Future Planning

BUDGET PRIORITY - LITERACY

FY25 Proposed Budget-Literacy Highlights

- 6 New Positions
 - 2 Reading Specialists
 - 2 Instructional Coaches
 - 1 Reading Intervention Assistant
 - 1 ESOL Teacher
- English Language Arts K-8 Core, Supplemental and Intervention Materials
- Professional Learning - Science of Reading

VIRGINIA LITERACY ACT (VLA) 2022 HB 319/SB616

- **Every student in kindergarten to grade three** will receive **core literacy instruction based** in scientifically based reading research and evidence based literacy instruction, as defined in the VLA. Students will also receive evidence-based instruction and intervention, as outlined in an **individualized student reading plan**, if they do not meet literacy benchmarks.
- **Every family** will have access to **online resources** to support literacy development at home, and will be able to participate in the development of their child's student reading plan, if their child does not meet literacy benchmarks.
- **Every teacher** will use evidence-based literacy curriculum, assess student learning using approved literacy screeners, use student-level data to inform instruction and intervention, and participate in **pre-service preparation or training on evidence-based literacy instruction**.
- **Every reading specialist**, in consultation with classroom teachers, will **coordinate and oversee intervention** for students not meeting literacy benchmarks, and will develop and monitor student progress on student reading plans, working closely with families and teachers.
- **Every division** will develop a **literacy plan**, ensure the use of evidence-based literacy curriculum, **staff enough reading specialists** to support intervention needs, and **provide professional development** to support teachers, reading specialists, and principals.

BUDGET PRIORITY - COMPENSATION

FY25 Proposed Budget-Compensation Highlights

- 5% Average Salary Increase for All Employees
 - 2% COLA
 - 3% Step
- New Employee Recruitment and Relocation Bonuses
- Mentor Program Stipends

Phase I December 2021-June 2022	Phase II July 2022- June 2023	Phase III July 2023- June 2024	Phase IV July 2024-June 2025
Milestones			
✓ Develop competitive salary scale for teachers ✓ Plot teachers to new scale based on years of experience and degree ✓ Develop FY 23 Budget with new teacher salary scale	✓ Implement new teacher salary scale ✓ Develop competitive salary scale for support staff based on market analysis ✓ Plot support staff to new scale ✓ Develop FY 24 Budget with new support staff salary scale 🔧 Rewrite job descriptions ✓ Establish a policy/procedure for classification and reclassification	✓ Implement new support staff salary scale ✓ Develop competitive salary scale for administrators based on market analysis 🔧 Review/revise stipend scale ✓ Plot administrative staff to new scale ✓ Develop FY 25 24 Budget with new administrative staff salary scale and stipend update	• 🔧 Implement new administrative staff salary scale and stipend update

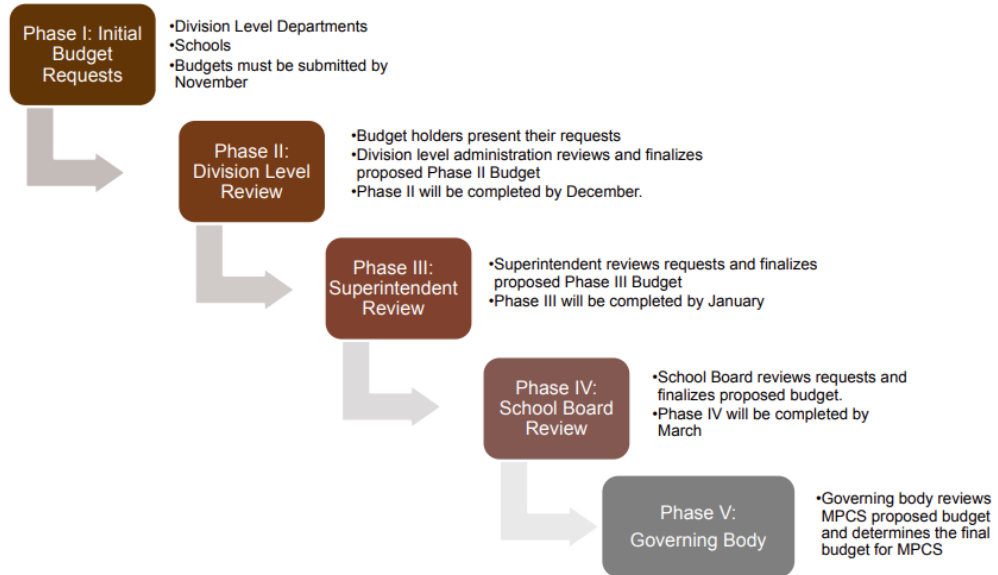
FY25 Proposed Pay Scales - [Instructional](#) - [Classified](#) - [Managerial](#)

BUDGET PRIORITY - SUSTAINABILITY

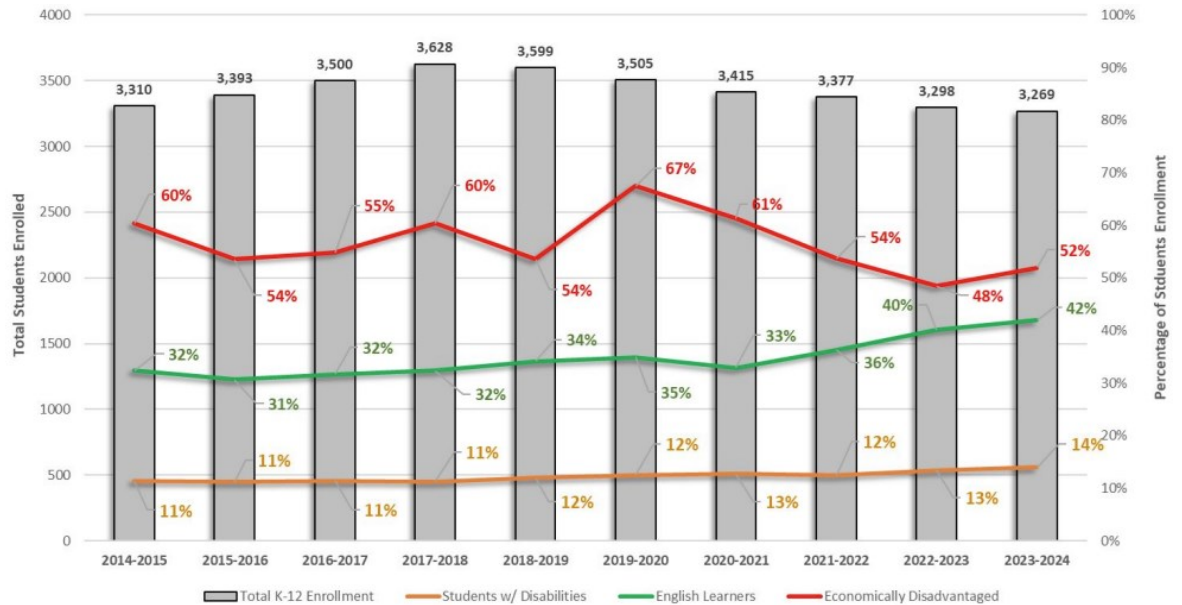
Maintaining the School Reserve Line Item within the Governing Body's Budget - Created in FY23

- Purpose
 - Provide sustainability for salaries for all positions ✓
 - Begin preparing for the potential change in the local composite index
- Reserve Line Item has grown as a result of fiscal prudence and year end surplus
- FY25 Superintendent's Proposed Budget requests partial use of City's School Reserve Fund in the amount of \$754,727

FY25 BUDGET DEVELOPMENT PROCESS



K-12 September 30th Fall Enrollment Report Data



Data Source: VDOE Fall Membership Report

DIVISION ENROLLMENT

DIVISION ENROLLMENT

	K-12	Students w/ Disabilities (SWD)		English Learners (EL)		Economically Disadvantaged	
School Year	Total	Count	%	Count	%	Count	%
2014-2015	3,310	376	11%	1,073	32%	1,997	60%
2015-2016	3,393	380	11%	1,040	31%	1,818	54%
2016-2017	3,500	401	11%	1,108	32%	1,918	55%
2017-2018	3,628	410	11%	1,175	32%	2,190	60%
2018-2019	3,599	430	12%	1,228	34%	1,929	54%
2019-2020	3,505	438	12%	1,223	35%	2,364	67%
2020-2021	3,415	434	13%	1,124	33%	2,094	61%
2021-2022	3,377	419	12%	1,227	36%	1,814	54%
2022-2023	3,298	443	13%	1,322	40%	1,597	48%
2023-2024	3,269	458	14%	1,373	42%	1,697	52%

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PER STUDENT FUNDING

Fiscal Year	ADM (EOY Prek - 12)	Local Per Pupil	State Per Pupil	Sales Tax Per Pupil	Federal Per Pupil	Total Per Pupil
2017	3,624.83	3,210	6,167	821	774	10,971
2018	3,710.67	3,383	6,112	789	688	10,972
2019	3,714.99	3,261	6,476	878	697	11,312
2020	3,625.63	3,402	6,671	918	691	11,682
2021	3,499.13	3,584	7,214	1,084	1,035	12,918
2022	3,483.82	3,666	7,501	1,273	1,475	13,915
2023	3,410.83	3,363	9,123	1,333	1,865	15,288
*2024	3,396.00	3,964	9,408	1,155	762	14,975
*2025	3,374.09	4,354	10,358	1,218	503	16,432

*FY24 and FY25 are projected calculations.

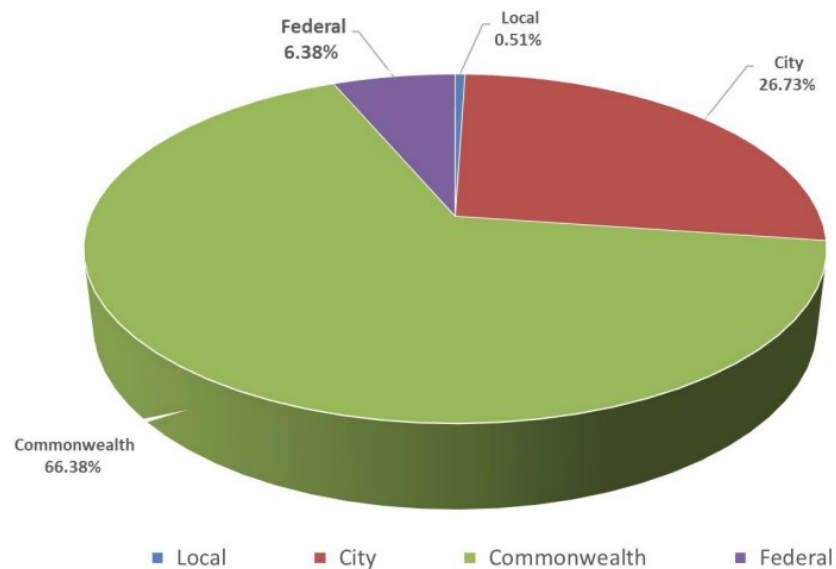
Source: VDOE Annual Score Reports and Calculation Worksheet

STAFFING

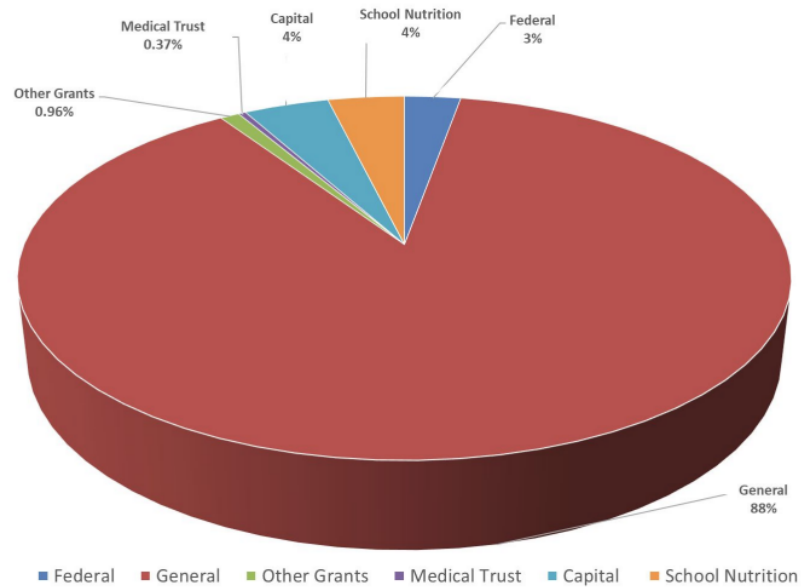
	FY25
Total FTEs	529.6

- K-3 class size remains 22 : 1
- Grade 4 class size remains 26 : 1
- Grade 5 class size remains 26 : 1
- Middle and high school remains 26 : 1

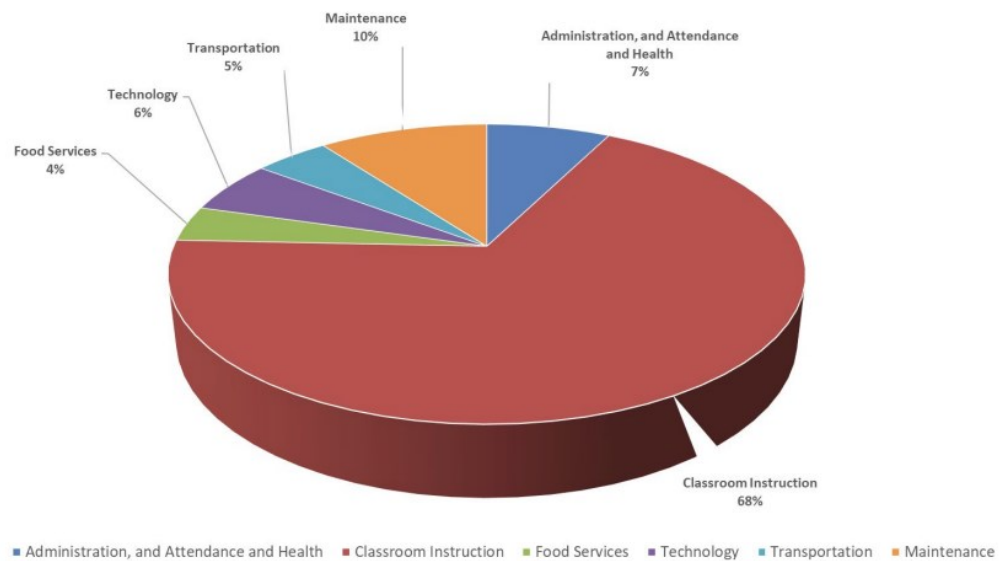
FY25 REVENUES BY SOURCE



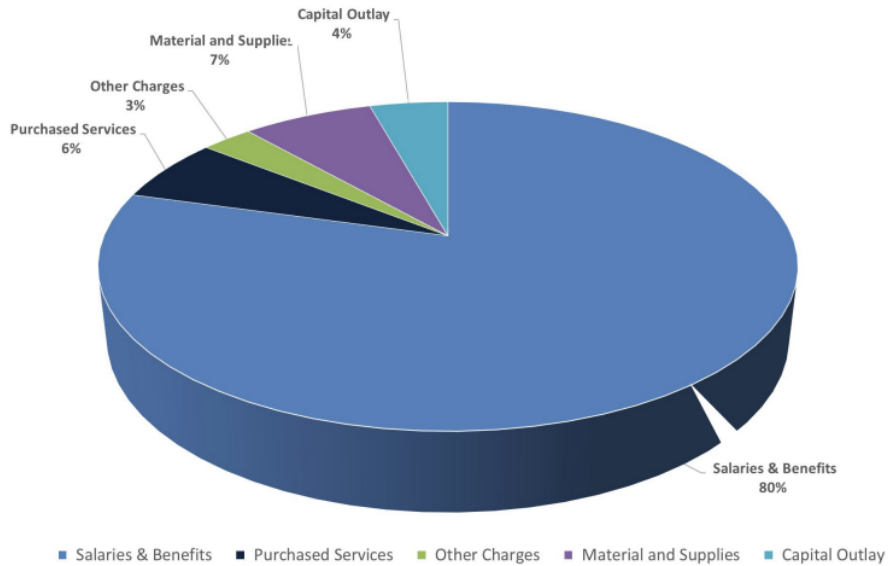
FY25 EXPENDITURES BY FUND



FY25 EXPENDITURES BY FUNCTION



FY25 EXPENDITURES BY OBJECT



FEDERAL FUND

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	-	-	-	-	-
City	-	-	-	-	-
Commonwealth	-	3,959,184	-	-	-
Federal	2,381,067		2,587,152	1,697,285	(889,867)
Total Revenue	2,381,067	3,959,184	2,587,152	1,697,285	(889,867)
EXPENDITURES					
Salaries	959,220	1,627,344	1,155,350	1,107,290	(48,061)
Benefits	356,622	387,173	350,718	376,770	26,052
Contract Services	325,452	550,302	497,945	107,186	(390,759)
Other Charges	29,704	66,766	23,984	36,804	12,820
Materials and Supplies	967,788	1,141,591	559,155	69,236	(489,919)
Tuition	-	-	-	-	-
Capital Outlay	-	194,796	-	-	-
Other Uses of Funds	(257,719)	(8,788)	-	-	-
Transfers (In)Out	-	-	-	-	-
Total Expenditures	2,381,067	3,959,184	2,587,152	1,697,285	(889,867)
Change in Balance	-	-	-	-	-
Beginning Balance	-	-	-	-	-
Ending Balance	-	-	-	-	-

GENERAL FUND

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	349,258	346,977	148,732	235,000	86,268
City	12,024,051	11,104,698	13,300,000	13,700,000	400,000
Commonwealth	30,411,432	33,670,917	35,294,985	38,375,360	3,080,375
Federal	-	384,547			0
Total Revenue	42,784,741	45,507,139	48,743,717	52,310,360	3,566,643
EXPENDITURES					
Salaries	26,366,922	28,481,071	31,061,386	33,380,600	2,319,214
Benefits	9,116,002	9,705,511	10,212,503	10,919,756	707,253
Contract Services	3,346,496	3,391,155	3,594,617	3,659,556	64,939
Other Charges	1,312,524	1,528,142	1,408,842	1,677,245	268,403
Materials and Supplies	1,897,570	2,755,372	2,355,209	3,251,488	896,280
Tuition	59,502	161,842	-	-	-
Capital Outlay	75,829	48,962	50,000	-	(50,000)
Other Uses of Funds	609,896	(564,917)	61,162	176,441	115,279
Transfers (In)Out	-			-	-
Total Expenditures	42,784,740	45,507,138	48,743,717	53,065,087	4,321,370
Change in Balance	1	1	-	(754,727)	(754,727)
Beginning Balance	.		-	-	-
Ending Balance	1	1	-	-	-

OTHER GRANT FUNDS

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local			11,812	-	(11,812)
City					-
Commonwealth			1,875,925	-	(1,875,925)
Federal				-	-
Total Revenue			1,887,737	-	(1,887,737)
EXPENDITURES					
Salaries			319,147	486,763	167,616
Benefits			94,000	167,824	73,824
Contract Services			22,000	22,000	-
Other Charges				-	-
Materials and Supplies			5,000	5,000	-
Tuition				-	-
Capital Outlay				-	-
Other Uses of Funds				-	-
Transfers (In)Out				-	-
Total Expenditures			440,147	681,586	241,439
Change in Balance			1,447,590	(681,586)	—
Beginning Balance			-	1,447,590	-
Ending Balance			1,447,590	766,004	

SCHOOL NUTRITION FUND

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	27,256	33,652	30,990	23,500	(7,490)
City	-	-	-	-	-
Commonwealth	45,116	80,450	30,000	54,526	24,526
Federal	2,894,189	2,273,935	2,102,617	2,011,000	(91,617)
Total Revenue	2,966,561	2,388,037	2,163,607	2,089,026	(74,581)
EXPENDITURES					
Salaries	772,469	820,193	885,427	937,899	52,472
Benefits	320,253	306,971	328,515	295,522	(32,994)
Contract Services	3,272	19,223	36,202	7,900	(28,302)
Other Charges	167	141	1,645	150	(1,495)
Materials and Supplies	1,023,186	1,128,988	1,297,390	1,027,600	(269,790)
Tuition	-	-	-	-	-
Capital Outlay	22,165	373,542	80,000	40,000	(40,000)
Other Uses of Funds	-	-2,171	-	-	-
Transfers (In)Out	-	-	-	-	-
Total Expenditures	2,141,512	2,646,887	2,629,179	2,309,071	(320,108)
Change in Balance	825,049	(258,850)	(465,572)	(220,045)	245,527
Beginning Balance	426,682	1,251,731	992,881	527,309	(465,572)
Ending Balance	1,251,731	992,881	527,309	307,264	(220,045)

*FY25 Student Meals Remain Free for All MPCs Students

CAPITAL PROJECTS FUND

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	-	-	-	-	-
City	1,200,000	1,005,509	1,262,331	1,850,000	587,669
Commonwealth	-	1,956,515	600,000	-	(600,000)
Federal	81,974	-	-	-	-
Total Revenue	1,281,974	2,962,024	1,862,331	1,850,000	(12,331)
EXPENDITURES					
Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Contract Services	-	-	287,846	-	(287,846)
Other Charges	-	-	-	-	-
Materials and Supplies	-	204,243	-	-	-
Tuition	-	-	-	-	-
Capital Outlay	1,601,729	806,257	2,181,162	2,570,000	388,838
Other Uses of Funds	(319,755)	624,847	-	-	-
Transfers (In)Out	-	-	-	-	-
Total Expenditures	1,281,974	1,635,347	2,469,008	2,570,000	100,992
Change in Balance	-	1,326,677	(606,677)	(720,000)	(113,323)
Beginning Balance	-	-	1,326,677	720,000	-
Ending Balance	-	1,326,677	720,000	-	-

MEDICAL TRUST FUND

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	31,611	31,592	34,741	39,024	4,283
City	-	-	-	-	-
Commonwealth	151,282	121,785	152,650	183,360	30,710
Federal	-	-	-	-	-
Total Revenue	182,893	153,377	187,391	222,384	34,993
EXPENDITURES					
Salaries	-	-	-	-	-
Benefits	212,589	202,349	205,306	222,384	17,078
Contract Services	-	-	-	-	-
Other Charges	-	-	-	-	-
Materials and Supplies	-	-	-	-	-
Tuition	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Uses of Funds	(29,695)	(48,972)	-	-	-
Transfers (In)Out	-	-	-	-	-
Total Expenditures	182,893	153,377	205,306	222,384	17,078
Change in Balance	-	(0)	(17,915)	-	17,915
Beginning Balance	241,343	241,343	241,343	223,428	(17,915)
Ending Balance	241,343	241,343	223,428	223,428	-

ALL FUNDS SUMMARY

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	408,125	424,033	226,275	297,524	71,249
City	13,224,051	12,122,019	13,937,485	15,550,000	1,612,515
Commonwealth	30,607,830	39,800,663	37,953,560	38,613,246	659,686
Federal	5,357,230	2,670,294	4,689,769	3,708,285	(981,484)
Total Revenue	49,597,236	55,017,009	56,807,089	58,169,055	1,361,966
EXPENDITURES					
Salaries	28,098,611	30,940,420	33,421,310	35,851,422	2,430,112
Benefits	10,005,466	10,613,816	11,191,042	11,942,956	751,914
Contract Services	3,675,220	3,972,492	4,438,610	3,796,642	(641,968)
Other Charges	1,342,395	1,606,861	1,434,471	1,714,199	279,728
Materials and Supplies	3,888,544	5,242,006	4,216,754	4,353,328	136,575
Tuition	59,502	173,654	-	-	-
Capital Outlay	1,699,723	1,435,369	2,311,162	2,610,000	298,838
Other Uses of Funds	2,726	11,812	61,162	176,441	115,279
Transfers (In)Out	-	-	-	-	-
Total Expenditures	48,772,187	53,996,429	57,074,510	60,444,988	3,370,478
Change in Balance	825,050	1,020,580	(267,421)	(2,275,933)	(2,008,513)
Beginning Balance	668,025	1,493,074	3,185,748	2,918,327	(267,421)
Ending Balance	1,493,075	3,185,748	2,918,327	1,397,118	(1,521,208)

FIVE-YEAR FORECAST FY25 – FY29

Forecast model assumptions

- All employees receive a step each year.
- In FY27 and FY29, all employees are projected to receive a 2% COLA increase in addition to receiving a step.
- Non-personnel costs increase 3% each year.
- State funding for FY25 reflect VDOE projections. The remaining out year projections are based on 2% increase annually.
- Federal funding is projected to increase 2% each fiscal year.

Manassas Park City Schools 5-Year Budget Forecast

	FY25	FY26	FY27	FY28	FY29
Revenue					
Federal	1,887,288	1,926,336	1,965,384	2,004,432	2,043,480
State	1,887,288	1,926,336	1,965,384	2,004,432	2,043,480
Local	1,887,288	1,926,336	1,965,384	2,004,432	2,043,480
Total Revenue	5,661,864	5,779,008	5,896,152	6,013,296	6,130,440
Expenditures					
Salaries	3,176,786	3,286,886	3,396,986	3,507,086	3,617,186
Benefits	577,000	597,000	617,000	637,000	657,000
Purchase Services	90,260	92,260	94,260	96,260	98,260
Materials	30,000	31,000	32,000	33,000	34,000
Other Charges	-	-	-	-	-
Capital	-	-	-	-	-
Total Expenditures	4,874,046	5,007,146	5,140,246	5,273,346	5,406,446
Surplus	787,818	771,862	755,908	739,950	723,994
General Operating Fund					
Revenue					
Local	235,000	235,000	235,000	235,000	235,000
City Transfer	12,762,000	12,762,000	12,762,000	12,762,000	12,762,000
Commonwealth	30,275,000	30,275,000	30,275,000	30,275,000	30,275,000
Federal	1,887,288	1,926,336	1,965,384	2,004,432	2,043,480
Total Revenue	45,159,288	45,198,336	45,237,384	45,276,432	45,315,480
Expenditures					
Salaries	3,176,786	3,286,886	3,396,986	3,507,086	3,617,186
Benefits	577,000	597,000	617,000	637,000	657,000
Purchase Services	90,260	92,260	94,260	96,260	98,260
Materials	30,000	31,000	32,000	33,000	34,000
Other Charges	-	-	-	-	-
Capital	-	-	-	-	-
Total Expenditures	4,874,046	5,007,146	5,140,246	5,273,346	5,406,446
Surplus	40,285,242	40,191,190	40,097,138	39,999,132	39,898,994
Other Grants					
Revenue					
City Transfer	-	-	-	-	-
Commonwealth	-	-	-	-	-
Federal	-	-	-	-	-
Total Revenue	-	-	-	-	-
Expenditures					
Salaries	425,000	425,000	425,000	425,000	425,000
Benefits	225,000	225,000	225,000	225,000	225,000
Purchase Services	10,000	10,000	10,000	10,000	10,000
Materials	5,000	5,000	5,000	5,000	5,000
Other Charges	-	-	-	-	-
Capital	-	-	-	-	-
Total Expenditures	665,000	665,000	665,000	665,000	665,000
Surplus	-665,000	-665,000	-665,000	-665,000	-665,000

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Manassas Park City Schools 5-Year Budget Forecast

	FY25	FY26	FY27	FY28	FY29
Revenue					
City Transfer	12,762,000	12,762,000	12,762,000	12,762,000	12,762,000
Commonwealth	30,275,000	30,275,000	30,275,000	30,275,000	30,275,000
Federal	1,887,288	1,926,336	1,965,384	2,004,432	2,043,480
Total Revenue	45,159,288	45,198,336	45,237,384	45,276,432	45,315,480
Expenditures					
Salaries	3,176,786	3,286,886	3,396,986	3,507,086	3,617,186
Benefits	577,000	597,000	617,000	637,000	657,000
Purchase Services	90,260	92,260	94,260	96,260	98,260
Materials	30,000	31,000	32,000	33,000	34,000
Other Charges	-	-	-	-	-
Capital	-	-	-	-	-
Total Expenditures	4,874,046	5,007,146	5,140,246	5,273,346	5,406,446
Surplus	40,285,242	40,191,190	40,097,138	39,999,132	39,898,994
Capital Budget					
Revenue					
City Transfer	-	-	-	-	-
Commonwealth	-	-	-	-	-
Federal	-	-	-	-	-
Total Revenue	-	-	-	-	-
Expenditures					
Salaries	425,000	425,000	425,000	425,000	425,000
Benefits	225,000	225,000	225,000	225,000	225,000
Purchase Services	10,000	10,000	10,000	10,000	10,000
Materials	5,000	5,000	5,000	5,000	5,000
Other Charges	-	-	-	-	-
Capital	-	-	-	-	-
Total Expenditures	665,000	665,000	665,000	665,000	665,000
Surplus	-665,000	-665,000	-665,000	-665,000	-665,000

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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. The City is charged for these services on a per capita basis.

For specific services, see below:

Courts – Prince William court services provide 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.

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 Board- 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 is funded by Medicaid and Medicare, depending on family size and income.

Comprehensive Community Services- Referrals from Prince William Courts for local offenders' pre-trial services, programs, and monitoring.

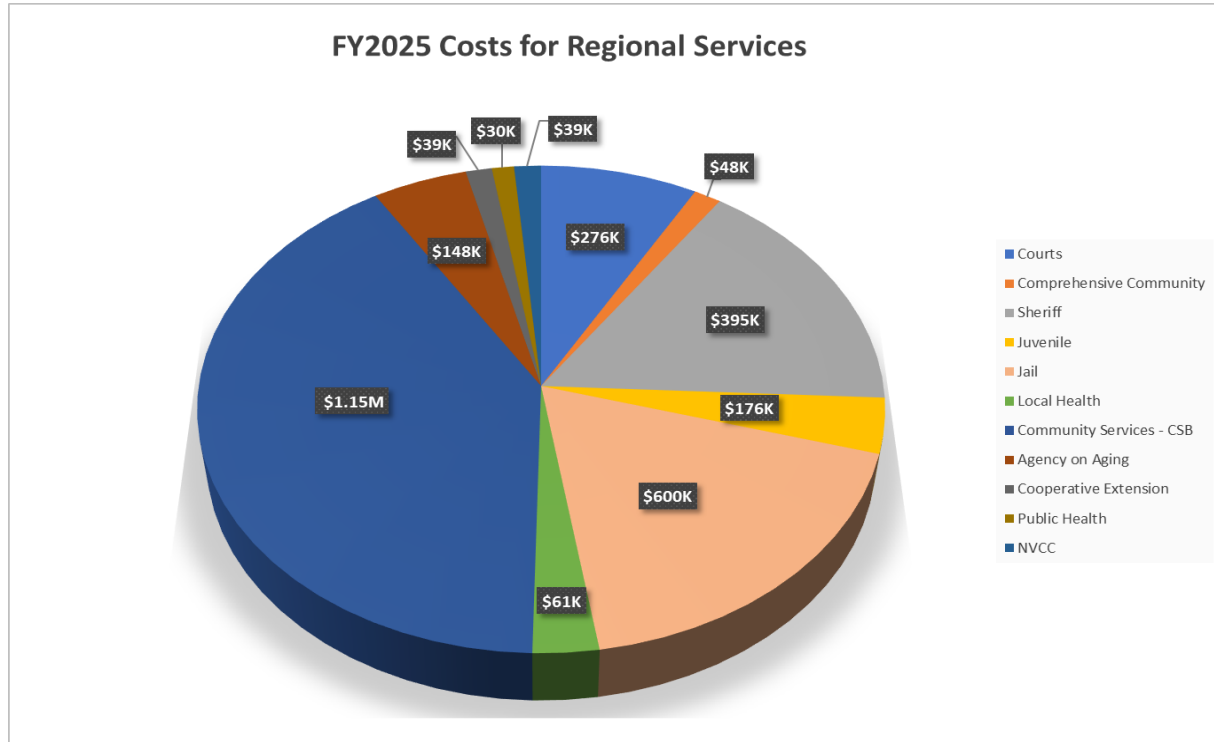
BUDGET HIGHLIGHTS

Personnel:

- None.

Operations:

Below is a chart of the FY2025 costs of regional services.



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
Contributions to County			
100-21100-7001-00-00-00	Co. Shared Services - Courts	\$ 216,177.00	\$ 237,465.00
100-21100-7002-00-00-00	Co. Regional Services - (Criminal Justice) Comprehensive Community	\$ 40,000.00	\$ 41,200.00
100-21700-7001-00-00-00	Co. Shared Services - Sheriff	\$ 461,074.00	\$ 475,400.00
100-33200-7001-00-00-00	Co. Regional Services - Juvenile	\$ 90,000.00	\$ 107,000.00
100-33200-7002-00-00-00	Co. Regional Services - Jail	\$ 550,000.00	\$ 530,000.00
100-51100-7001-00-00-00	Co. Regional Services - Local Health	\$ 65,571.74	\$ 83,240.00
100-52500-7001-00-00-00	Co. Shared Services - CSB	\$ 1,160,043.00	\$ 1,196,085.00
100-53230-7003-00-00-00	Co. Shared Services - Agency on Aging	\$ 129,646.00	\$ 143,090.00
100-53500-7001-00-00-00	Co. Shared Services - Outreach to Detention	\$ -	\$ -
100-53500-7002-00-00-00	Co. Shared Services - Cooperative Extension	\$ 38,306.00	\$ 39,496.00
100-53500-7005-00-00-00	Co. Shared Services -Public Health	\$ 32,419.00	\$ 33,426.00
100-68100-5640-00-00-00	Co. Regional Services - NVCC	\$ 40,399.00	\$ 40,561.00
100-73200-7001-00-00-00	Co. Shared Services - Library	\$ -	\$ -
	Subtotal	\$ 2,823,635.74	\$ 2,926,963.00

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:	\$138,742	Overall, expenditures increased by 2.8% and/or \$4K compared to the FY24 Amended Budget for Legal Services Support.
Capital Expenditures:	N/A	
Total Expenditures:	\$138,742	
Departmental Net:	\$138,742	

Expenditure Categories:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2	FY2025
		Amended Budget	Proposed
Legal Support			
100-12210-3150-00-00-00	Legal Services Support	\$ 77,272.58	\$ 78,045.30
100-12210-3151-00-00-00	Prosecuting Attorney	\$ 51,005.00	\$ 54,000.00
100-12210-3152-00-00-00	Court Appointed Legal Services	\$ 6,630.65	\$ 6,696.96
	Subtotal	\$ 134,908.23	\$ 138,742.26

DUES AND MEMBERSHIPS:

The City is a member of the following organizations:

Metropolitan Washington Council of Government (MWCOC) Membership – MWCOC 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.

NOVA Economic Development Alliance – This membership enables the City to align itself with other jurisdictions to promote Northern Virginia as the best place to do business. The Northern Virginia regional brand – **innovation lives here** - is a part of the NOVA EDA that provides a website and a wealth of information that highlights the strength of the region. Local economic development leadership is encouraged to collaborate on a state and local level.

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.

Item Description	Amount
Metropolitan Washington Council of Government	\$18,430.00
Northern Virginia Regional Commission (NVRC)	18,298.00
Virginia Municipal League (VML)	10,700.00
NOVA EDA	10,000.00
Prince Williams Chamber of Commerce	1,700.00
TOTAL	\$59,128.00

INTERFUND TRANSFERS:

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

BUDGET HIGHLIGHTS

Personnel:

- Refer to the Budget Overview and City Manager's executive summary for further details

Operations/Debt Service:

- The FY 2025 total budget transfer to Debt Service Fund in the amount of \$8,178,345.99 provides the required debt service payments due.

Item Description	Amount
Debt Service Fund- City	\$3,438,604.91
Admin Fees	\$8,310.00
Debt Service Fund- Schools	\$4,731,432.08
TOTAL	\$8,178,345.99

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

Reimbursement to Solid Waste Fund from the following:

The transfer from the Storm Water Fund to Solid Waste Fund is presented below:

Item Description	Amount
Storm Water Fund	\$7,500.00
TOTAL	\$7,500.00

Transfer to General Fund for Administrative Fees from the following:

Item Description	Amount
Storm Water	\$118,405.03
Solid Waste	\$148,867.12
TOTAL	\$267,272.15

Transfer from Water & Sewer Fund to the following:

Item Description	Amount
Transfer to General Fund	\$1,832,194.83
Transfer to Water & Sewer Capital	\$5,374,838.59
TOTAL	\$7,207,033.42

Contribution to Storm Water Capital Reserve from the following:

Item Description	Amount
Storm Water Fund	\$947,001.45
TOTAL	\$947,001.45

Transfer to Capital Project Fund from the following:

Item Description	Amount
General Fund	\$6,892,707.16
TOTAL	\$6,892,707.16

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:

- The required C&I Equivalent local fund share is transferred from the Proffer Fund, in lieu of levying an additional commercial property tax. As of the most recent audited financial statements of the city, the size of the Proffer Fund is \$3.2M. This amount is sufficient to offset the C&I Equivalent city contribution requirement through FY 25. Due to depletion of funds in the Proffer Fund by FY 25, starting in FY 2025, the required C&I Equivalent local fund share will be transferred from the Operating Cash fund balance or from new Cash Proffers from development.
- The FY 2025 budget proposes funding certain eligible expenditures as detailed in the CIP (See Appendices A-C).

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

NVTA	FY25	FY26	FY27	FY28	FY29
NVTA Fund Start Balance	\$2,288,945.58	\$2,832,098.84	\$3,730,958.84	\$3,037,392.59	\$3,966,477.59
NVTA 30% Revenues	\$650,000	\$524,806	\$540,550	\$556,767	\$573,470
City CNI Equivalent 30% Revenue	\$372,621	\$374,054	\$375,592	\$372,318	\$375,000
NVTA 30% Expenditures	\$479,468	\$0	\$1,609,708	\$0	\$0
NVTA 30 End Balance	\$2,832,099	\$3,730,959	\$3,037,393	\$3,966,478	\$4,914,948

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 and ongoing PRTC subsidies. The City has a strong PRTC fund balance that will allow the City to continue to fund the PRTC without City tax dollars through the 2030's.
- See table below which outlines PRTC operational expenditures and unencumbered amounts available to the City during the CIP period:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2025	BUDGET AMOUNT FY2026	BUDGET AMOUNT FY2027	BUDGET AMOUNT FY2028	BUDGET AMOUNT FY2029
PRTC Expenitures:		FY 25	FY 26	FY 27	FY 28	FY 29
	PRTC Admin Subsidy	\$17,500.00	\$17,900.00	\$18,600.00	\$18,800.00	\$20,200.00
	Ridesharing/Marketing	\$20,100.00	\$20,700.00	\$21,400.00	\$22,200.00	\$22,900.00
	OmniRide Local	\$252,700.00	\$264,300.00	\$276,600.00	\$289,300.00	\$302,800.00
	Flex	\$93,400.00	\$98,000.00	\$102,600.00	\$107,500.00	\$112,600.00
	Local Capital Match	\$20,800.00	\$44,800.00	\$46,600.00	\$57,900.00	\$59,300.00
	VRE Operational Subsidy (PRTC Operations Need	\$531,102.00	\$544,380.00	\$557,989.00	\$571,939.00	\$586,237.00
	Additional Req'd for Operations/Base Program					
	Transportation Program Reimbursements	\$0.00	\$16,557.19	\$16,971.12	\$17,395.40	\$17,830.29
	Subtotal:	\$935,602	\$1,006,637	\$1,040,760	\$1,085,034	\$1,121,867
Revenue Sources:						
	Fuel Tax Receipts	\$730,400.00	\$742,900.00	\$749,800.00	\$755,600.00	\$760,600.00
	Interest Income	\$8,020.64	\$7,468.53	\$6,750.98	\$5,955.19	\$5,049.45
	Other Local Funds					
	Operating Fund Balance					
	Subtotal:	-\$197,181	-\$256,269	-\$284,209	-\$323,479	-\$356,218
PRTC Ending Unencumbered Fund Balance		\$2,667,332.92	\$2,411,064.26	\$2,126,855.12	\$1,803,375.91	\$1,447,158.07

RESERVES

General Fund Reserves

Prioritizing the establishment of Reserve Funds for the City is a paramount fiscal responsibility. These reserves are a vital buffer during economic downturns, ensuring a stable cash position throughout the fiscal year while awaiting revenues. Additionally, they mitigate the necessity for inter-fund cash transfers, alleviate financial challenges, and cater to sudden surges in operational demands. Furthermore, reserves also reduce reliance on substantial debt to finance capital projects.

It's also noteworthy to mention the recent approval and funding of the asset management plan, which marks a significant milestone for the City's financial planning. The funding of this plan addresses a longstanding need for the City. The City will have a much more informed estimate of the funds necessary to support the asset management plan in the upcoming fiscal year. The FY25 Budget Model presents a funding strategy that seeks to operate under our target amounts. However, we anticipate reaching the annual targets due to projected annual surpluses.

FY 25 BUDGET- RESERVE STRUCTURE (GENERAL FUND)						
RESERVE CATEGORY	TOTAL (as of 7/1/23)	FORECASTED TOTAL (7/1/24)	FORECASTED TOTAL (7/1/34)	Target Ratio	Target Amount FY 25	Target Amount FY 34
OPERATING CASH (Fund Balance- Cash Equalization)	\$ 18,001,680.00	\$ 14,302,881.37	\$ 14,837,421.15	90 Days Cash on Hand	\$ 17,237,475.86	\$ 20,189,143.58
RAINY DAY FUND (Business Cycle)	\$ -	\$ -	\$ 4,376,290.36	10% of Budget	\$ 6,894,990.35	\$ 8,075,657.43
HR FUND (Turnover, Short Term Disability, Surge, OT Contingency)	\$ -	\$ -	\$ -	5% of Personnel Budget	\$ 959,129.21	\$ 1,099,306.49
School State Stabilization Fund	\$ 1,765,355.00	\$ 1,765,355.00	\$ 1,010,628.00	N/A	N/A	N/A
ASSET MANAGEMENT CAPITAL FUND ("3RM"- Repair, Renew, Replace, Maintain; Paygo Capital Strategy; Down Payments and Over-run coverage)	\$ -	\$ -	\$ 13,420,329.99	TBD Asset Management Plan	\$ 6,000,000.00	\$ 10,000,000.00
TOTAL	\$ 19,767,035.00	\$ 16,068,236.37	\$ 33,644,669.50		\$ 31,091,595.42	\$ 39,364,107.50
				Funded:	\$ (15,023,359.05)	\$ (5,719,438.00)

The City improves its reserve position dramatically almost reaching 100% funded. The City has been ending FY's with large surpluses due to tight spending controls. We forecast this continuing thus will likely achieve 100% funded reserves in the 2030's, which will make the City a financially sustainable enterprise. We have weathered the past decade plus of financial hardship well.

Water and Sewer Reserve Fund

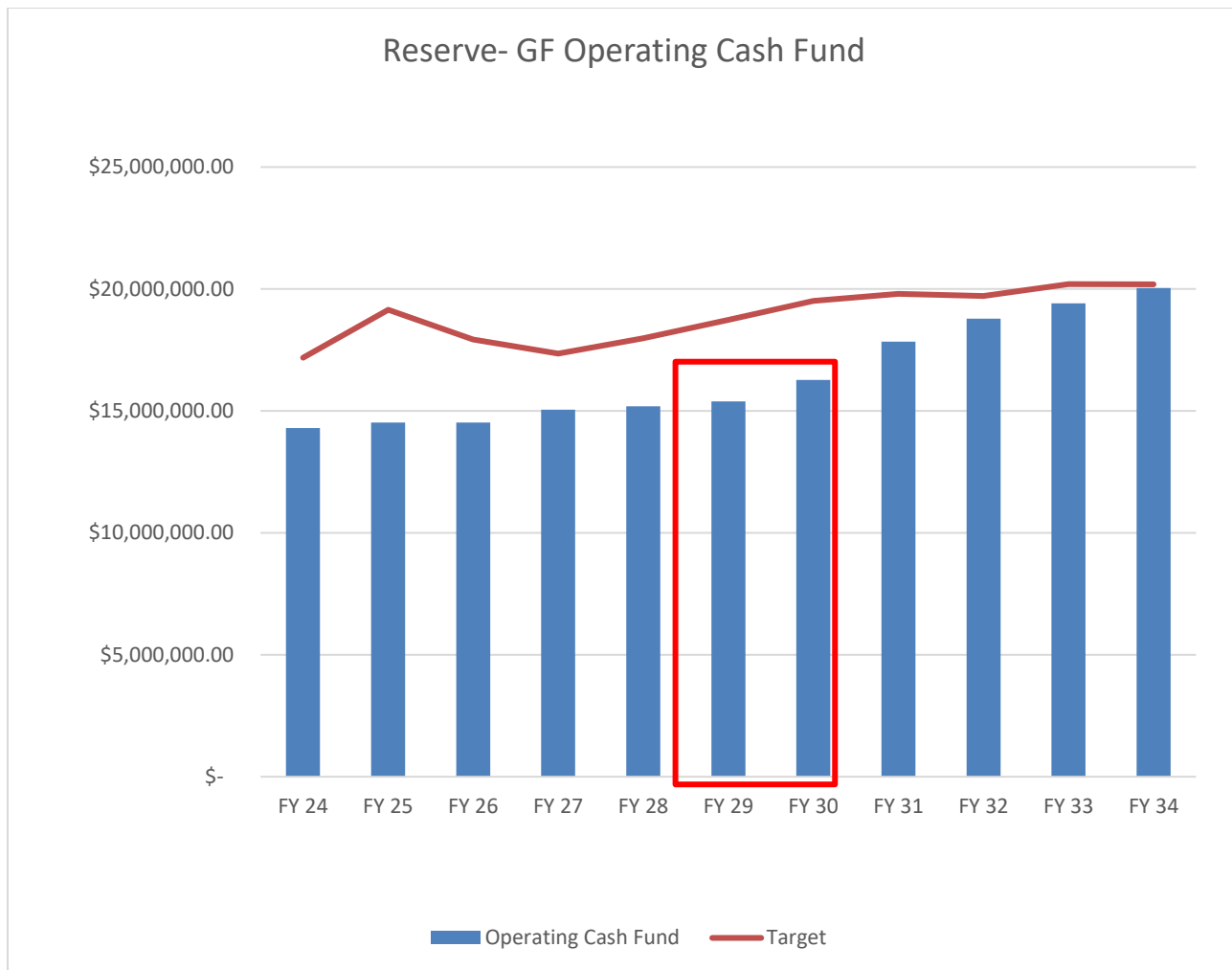
The Water and Sewer reserve fund has a positive long-term position, but projections indicate a potential temporary decline into the negative by FY26, primarily due to substantial capital spending. However, this situation is expected to rebound to a positive balance by FY30 as the City's debt decreases.

FY 25 BUDGET- RESERVE STRUCTURE (WATER & SEWER FUND)						
RESERVE CATEGORY	TOTAL (as of 7/1/23)	FORECASTED TOTAL (7/1/24)	FORECASTED TOTAL (7/1/34)	Target Ratio	Target Amount FY 25	Target Amount FY 34
OPERATING CASH (Fund Balance- Cash Equalization)	\$ 10,907,276.00	\$ 4,112,963.39	\$ 1,060,810.74	60 Days Cash on Hand	\$ 2,166,291.53	\$ 2,036,127.98
HR FUND (TURNOVER, SHORT TERM DISABILITY, SURGE, OT CONTINGENCY)	\$ -	\$ -	\$ -	5% of Personnel Budget	\$ 72,309.46	\$ 90,386.82
ASSET MANAGEMENT CAPITAL FUND ("3RM"- Repair, Renew, Replace, Maintain; Paygo Capital Strategy; Down Payments and Over-run coverage)	\$ -	\$ -	\$ -	TBD Asset Management Plan	\$ 3,000,000.00	\$ 3,000,000.00
TOTAL	\$ 10,907,276.00	\$ 4,112,963.39	\$ 1,060,810.74		\$ 5,238,600.99	\$ 5,126,514.80
				Funded:	\$ (1,125,637.60)	\$ (4,065,704.06)

Total W&S Reserve position remains positive in the long run but may temporarily go into negative balance (to be floated by the General Fund) by FY 26 due to high capital spending (no desire for one-time large rate increases or debt). However, it rebounds to a positive by FY 30 (as debt drops) and beyond. Like the General Fund Reserves strategy, the City needs an Asset Management Plan to strategize Capital RRUM and long-term financial requirements.

General Fund Operating Cash Fund

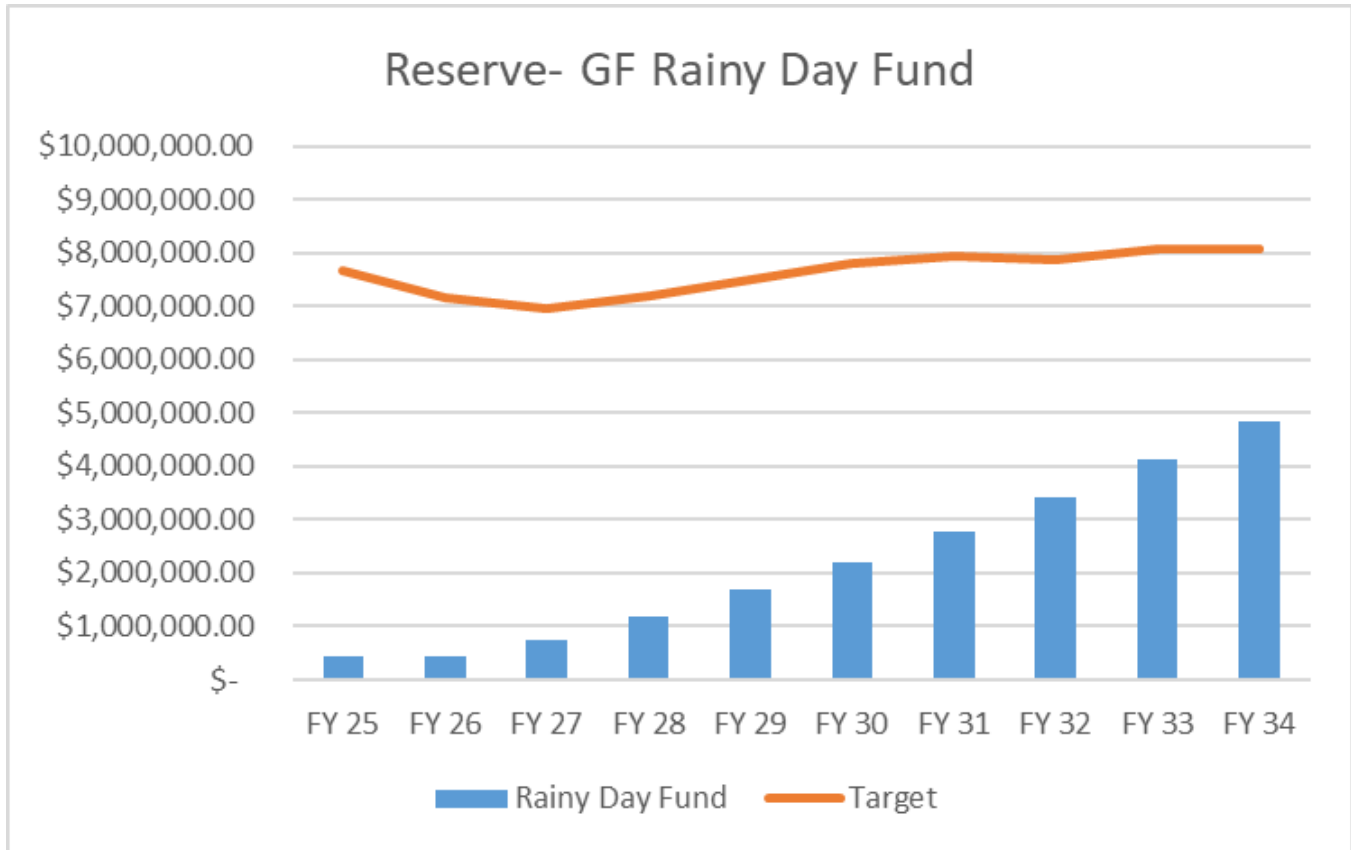
Below is a graph showing the 10-year model for building up the City's Operating Cash Fund. The presence of an Operating Cash Fund is imperative for the City's financial health. This fund is a liquidity reserve to cover day-to-day operating expenses, ensuring smooth and uninterrupted delivery of essential services to residents. The fund remains healthy, as the stability reflects prudent financial management and ensures the City can meet its operational obligations without disruption.



The Operating Cash Fund is needed to ensure the City has enough cash on hand during the year to meet operational requirements such as payroll and vendor invoices. Without cash, the City is forced to borrow money first from Enterprise Funds. However, since the City’s Enterprise Funds are in weak positions at the moment, the City would need to incur debt to avoid running out of cash. Furthermore, 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; all requirements that put additional pressures on the City’s cash position. In this 10-year model, the City’s Operating Cash fund is much healthier as is the total City Financial Position- reducing our overall cash risk. In this budget model, the Total Fund Balance across all City Funds will surpass \$15M starting in FY29.

General Fund Rainy Day Fund

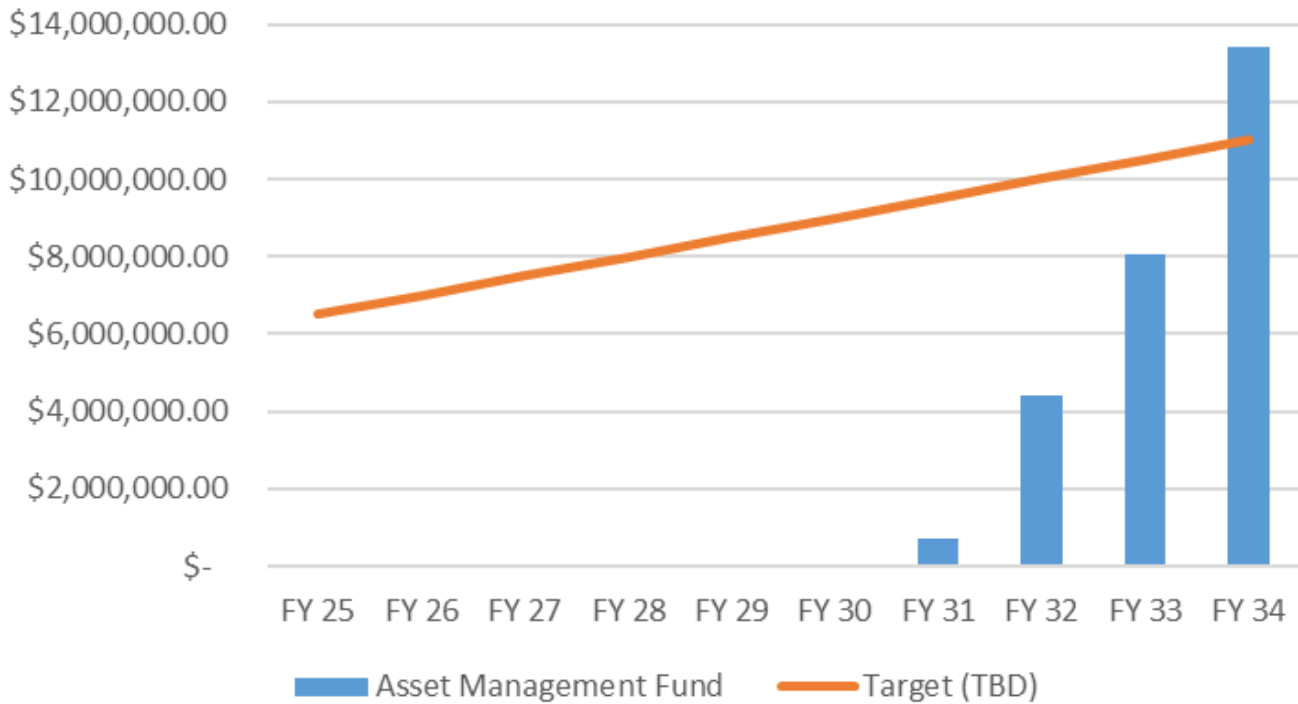
Below is a graph showing the 10-year model of the City’s Rainy-Day Fund. This Rainy-Day Fund is a critical safety net, providing financial protection against unforeseen emergencies, economic downturns, and unexpected expenses. It ensures that the City can weather challenging times without compromising essential services or resorting to drastic measures such as tax increases or service cuts. Through diligent financial management and consistent annual surpluses, we are confident that we can gradually increase the funds’ balance over time.



General Fund Asset Management Fund

Below is a graph illustrating the 10-year model for the City's Asset Management Fund. This fund is necessary for addressing the City's capital needs and reaffirming our “RRUM” strategy of Repairing, Replacing, Upgrading, and Maintaining our infrastructure assets. As our debt decreases over time, we build future pay-go capital and debt capacity for future investments and contingencies.

GF Asset Management Fund



In terms of Total City Financial position, the below table shows all 4 unrestricted fund balances and the Total City position including other restricted reserves such as Rainy Day Fund:

General Fund Net Unassigned Position		Water & Sewer Unrestricted Position		Storm Water Unrestricted Position		Solid Waste Unrestricted Position		Total City Position*
FY 20	4,044,028.00	FY 20	\$ 10,211,534.00	FY 20	\$ 1,506,820.00	FY 20	\$ (437,513.01)	\$ 15,324,868.99
FY 21	7,121,248.00	FY 21	\$ 9,637,769.00	FY 21	\$ 1,997,035.00	FY 21	\$ (142,797.00)	\$ 18,613,255.00
FY 22	18,001,680.00	FY 22	\$ 10,260,491.59	FY 22	\$ 2,242,628.62	FY 22	\$ (2,240.00)	\$ 30,502,560.21
FY 23	14,302,881.37	FY 23	\$ 10,907,276.00	FY 23	\$ 2,514,640.00	FY 23	\$ (52,404.00)	\$ 27,672,393.37
FY 24	19,536,704.80	FY 24	\$ 10,907,276.00	FY 24	\$ 2,514,640.00	FY 24	\$ (52,404.00)	\$ 33,353,108.73
FY 25	17,002,354.06	FY 25	\$ 4,112,963.39	FY 25	\$ 1,650,115.86	FY 25	\$ (211,801.49)	\$ 22,553,631.82
FY 26	14,552,227.98	FY 26	\$ (102,164.67)	FY 26	\$ 1,091,616.16	FY 26	\$ (361,992.39)	\$ 15,179,687.08
FY 27	15,078,966.28	FY 27	\$ (3,022,489.84)	FY 27	\$ 495,269.79	FY 27	\$ (489,742.10)	\$ 12,357,465.75
FY 28	15,218,884.64	FY 28	\$ (2,603,908.55)	FY 28	\$ 306,633.47	FY 28	\$ (589,264.85)	\$ 13,071,152.31
FY 29	15,432,473.72	FY 29	\$ (679,126.28)	FY 29	\$ 116,712.98	FY 29	\$ (606,185.63)	\$ 15,510,627.01
FY 30	16,320,744.08	FY 30	\$ 98,815.63	FY 30	\$ (53,452.69)	FY 30	\$ (583,877.13)	\$ 17,566,646.79
FY 31	18,563,880.35	FY 31	\$ 394,730.98	FY 31	\$ (135,829.02)	FY 31	\$ (535,628.54)	\$ 21,329,023.31
FY 32	23,207,499.46	FY 32	\$ 233,480.48	FY 32	\$ (228,625.46)	FY 32	\$ (469,640.38)	\$ 30,112,743.61
FY 33	27,497,990.25	FY 33	\$ 431,018.65	FY 33	\$ (305,281.68)	FY 33	\$ (392,923.46)	\$ 38,965,604.84
FY 34	30,775,319.93	FY 34	\$ 648,316.50	FY 34	\$ (219,923.18)	FY 34	\$ (304,815.51)	\$ 58,396,887.99
*Includes Rainy Day, HR, and Capital Funds								

CAPITAL IMPROVEMENT PLAN

City of Manassas Park General Fund Capital Improvement Plan					
Revenue Category	FY 25	FY 26	FY 27	FY 28	FY 29
TRANSPORTATION	\$ 17,472,454	\$ 1,319,194	\$ 4,768,545	\$ 42,301,708	\$ 34,077,267
PROFFERS/ESCROW CASH	\$ 2,037,000	\$ -	\$ 1,353,461	\$ -	\$ 1,387,139
OTHER- TRANSFERS FROM FUNDS	\$ 13,463,232	\$ 8,634,261	\$ 5,982,629	\$ 6,088,278	\$ 7,650,521
TOTAL REVENUES	\$ 32,972,685	\$ 9,953,455	\$ 12,104,635	\$ 48,389,986	\$ 43,114,927
Expense Category	FY 25	FY 26	FY 27	FY 28	FY 29
TRANSPORTATION	\$ 18,976,516	\$ 1,680,232	\$ 4,643,545	\$ 42,097,589	\$ 33,855,024
POLICE	\$ 290,984	\$ 359,367	\$ 553,529	\$ 228,000	\$ 228,000
FIRE	\$ 475,636	\$ 447,181	\$ 581,681	\$ 439,000	\$ 618,000
COMMUNITY DEVELOPMENT	\$ 2,031,691	\$ 344,239	\$ 367,331	\$ 121,275	\$ 189,991
PARKS & REC	\$ 3,028,000	\$ 546,000	\$ 530,000	\$ 130,000	\$ 159,000
SCHOOLS	\$ 1,850,000	\$ 2,075,000	\$ 1,525,000	\$ 775,000	\$ 400,000
ADMIN. & GEN. SERVICES	\$ 6,319,859	\$ 4,501,436	\$ 3,903,550	\$ 4,599,122	\$ 7,664,912
TOTAL EXPENSES	\$ 32,972,685	\$ 9,953,455	\$ 12,104,635	\$ 48,389,986	\$ 43,114,927

- \$4.8 in proffer/escrow revenues from Downtown Development

Total \$146.6M spending across 5 Years (\$5.6M ARPA-funded). Transportation projects account for \$101.3M. Schools Security, and City Hall Lease Payments are part of Admin. & Gen. Services section (\$15M).

- \$101.3M out of this total (69%) is for Transportation Projects, which are largely funded by grants
- \$18.M+ for Facilities and Grounds (12.7%)
- \$7.4M+ is for Community Development and Parks & Rec.
- \$6.6M+ is for Schools
- \$4.2M+ is for Police & Fire
- \$5.4M+ for Fleet
- \$2.9M+ for Administrative and Technology + Elections

City of Manassas Park General Fund Capital Budget		
Revenue Category	FY 25	Comment
TRANSPORTATION	\$ 17,472,454	NVTA and Multiple Grant funded projects (HSIP, SGR, VRE Garage, I-66, etc.). PRTC Funds preserved for Fund Balance (fund balance expected to last through the 2030's at least to fund PRTC and VRE Ops).
PROFFERS/ESCROW CASH	\$ 2,037,000	Expected ongoing proffers from new developments that largely go to NVTA 70% requirement.
OTHER- TRANSFERS FROM FUNDS	\$ 7,590,959	Transfer from General Fund Operating Budget and ARPA to balance Capital Budget.
TOTAL REVENUES	\$ 27,100,412	Over the next 5 years about \$5.9M expected in cash from developers for capital.
Expense Category	FY 25	Comment
TRANSPORTATION	\$ 18,676,516	\$12.9M more than FY24 Budget Amendment (majority grant-funded)
Culvert Upgrade at Public Works (VDOT/NVTA 50/50)	\$ 180,000	Pre-scoping to determine timeline and replacement cost.
Street Improve Resealing (NVTA)	\$ 485,153	Annual milling and paving of streets throughout the City. (\$400K annually covered by NVTA Fund Balance, the remainder is now paid by VDOT Annual Street Maintenance Funds)
Additional Street Projects (NVTA)	\$ 98,574	Funding for maintenance/replacement of curb/gutter, sidewalk, drop inlets and minor pavement repairs.
Sign Installations (PRTC)	\$ 16,557	Ongoing program to install "No Parking" signs and other sign replacement.
Manassas Park Entrance/Park Central Signage	\$ 200,000	In support of Downtown Development Efforts- signage
Downtown Transportation Infrastructure	\$ 1,995,100	In support of Downtown Development Efforts- sidewalks, pedestrian crossings, etc.
Upgrade Traffic Signals (PRTC or NVTA)	\$ 29,500	Upgrades to traffic signal heads, back plates, detection cameras/loops and pedestrian buttons and signals.
Conner Drive Southern Extension	\$ 920,000	Conner Drive Southern Extension Engineering and Construction (Infrastructure Bill/NVTA)
Manassas Drive Primary Extension Resurfacing (VDOT S	\$ 1,581,832	State of Good Repair Grant funding to allow for milling, paving, restriping and potential ADA ramp improvements. (Grant-funded, \$81K City portion)
VRE Garage Construction Contribution (I-66)	\$ 8,600,000	Supplemental funding to redesign the VRE Garage (Grant-funded)
Manassas Drive Systemic Safety Improvements (VDOT H	\$ 1,149,838	Improvements to intersections and mid-block crossings along the Manassas Drive Corridor 100% grant-funded
Manassas Drive Systemic Safety Improvements (VDOT HSIP) Supplement	\$ 785,565	FY25 Supplement to the line above possible consturction in FY25/FY26
Manassas Drive Sidewalk (VDOT Transportation Alternatives)	\$ 1,722,713	Design and construction of new sidewalk and switchback ramp
Manassas Drive Traffic Calming	\$ 35,400	Implementation of traffic calming measures (speed humps) in Blooms Crossing area of the City
Manassas Drive at Polk Drive Intersection Improvements	\$ 208,662	Streets Study and Design and Construction for traffic signals along Manassas Drive
Rt. 28 Retaining Wall Improvements	\$ 70,000	Design enhancements to existing Route 28 retaining walls.
Downtown Hourly Parking Sinage	\$ 25,000	Implementation of Downtown parking program, sign manufacture and installation
Phase IV Parking	\$ 500,000	Construction of 150 parking spaces for downtown businesses
Transfer to NVTA	\$ 372,621	Annual contribution to NVTA Fund.
POLICE	\$ 290,984	\$454K less than FY 24 Budget Amendment
Police Cruisers - Equipment	\$ 157,455	Motorola Radios, Mobile Data Terminals and In-Car Cameras
CAD/Police Pak/EOC Operations Systems	\$ 48,000	Annual fee for upgrading our Computer Aided Dispatch software (Dispatch to PD)
E-911 Next Generation Upgrade	\$ 60,529	Annual fee for upgrading our E-911 software (resident to PD Dispatch)
Police Canine Replacement	\$ 15,000	Replacement of current retiring K-9 dog
Vehicle Leases, Equipment and Donations	\$ 10,000	Existing Leases + Equipment for new vehicles (radios, toughbooks, and cameras).
FIRE	\$ 475,636	\$11K less than FY 24 Budget Amendment (not including ARPA-funded expenditures)
Fire Utility Vehicles	\$ -	Pickup Trucks (use for snow-plowing and off-road uses)
Fire Equipment Upfit + Donations	\$ 45,000	Upfit of equipment in new leased vehicles to include cabinetry and housing for radios.
EMS Equipment	\$ 9,000	IV Pumps
(Capital Lease - Ambulance)	\$ 64,955	5th Year of 5-year lease.
(Capital Lease - Fire Engine)	\$ 183,681	3rd Year of 5-year lease.
(Capital Lease - Personal Protective Equipment)	\$ 58,000	Ensures compliance with NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
(Capital Lease/SCBA)	\$ 115,000	Self-Contained Breathing Apparatus, 10-year replacement schedule
COMMUNITY DEVELOPMENT	\$ 398,710	\$180K less than FY 24 Budget Amendment
Public Works Fleet Upfit	\$ 51,810	Vehicle Upfitting to include Plowing Equipment and Vehicles.
Equipment	\$ 9,400	Replacement of Rubber Tire Loader. Replacement of Air Compressor and UTV.
Rugby Storage Yard Improvements	\$ 187,500	Based on 75% Design Estimates. Funded across three funds.
Comprehensive Plan Professional Assistance	\$ 150,000	Consultant, Professional Assistance for City Comprehensive Plan
PARKS & REC	\$ 172,000	\$782K less than FY 24 Budget Amendment (not including ARPA projects)
Community Center and Costello Park & Block Parks	\$ 95,000	LED Lighting Upgrades, Community Center Repair, Repalce Upgrades & Maintenance (RRUM) Events Equipment
Aquatics	\$ 57,000	Pool Heater Replacement-MPCC
Park Central Plaza	\$ 20,000	Park Central Plaza Holiday Decorations Lease
Schools City-funded Capital Projects	\$ 1,850,000	Schools Request for Capital Projects - Buses, Technology, Facilities (Middle School Roof)

CITY ADMIN & GENERAL SERVICES	\$ 5,236,566	\$500K less than FY 24 Budget Amendment
Information Technology - Software	\$ 100,000	Strategic Financial Software & Operational Software requirements.
Information Technology - Hardware	\$ 99,412	New Laptops and Battery Replacements
Information Technology - Infrastructure	\$ 76,471	Server Upgrades and Network Appliance Upgrades
Information Technology - Security	\$ 35,588	Disaster Recovery Planning and Implementation
Facilities Repair across all City Buildings	\$ 72,742	City-wide Facility requirements to include Public Works, Police, Fire, New City Hall
Facilities - Schools	\$ 479,251	School Security Enhancement Project
Facilities - Community Development & Public Works	\$ 2,337,000	Acquisition of New Building for Community Development and Public Works
Facilities - City Hall	\$ 1,070,950	City Hall Lease (Second Year Interest Payment)
Enterprise Fleet program	\$ 781,152	City-wide Fleet with Enterprise - spread across all funds.
"Green Plan"- Policy Recommendations and Roadmap	\$ 100,000	Governing Body Initiative to establish the City's Environmental Strategy and Funding Roadmap.
Grants Program	\$ 84,000	Merchant McIntyre grant consultants to assist the City with grant opportunities (Have brought in over \$5M
TOTAL EXPENSES	\$ 27,100,412	\$5M less than FY 23 Budget Amendment due to less culverts and no HS roof project.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
GF Capital Revenues			
Transportation			
302-18030-0003-00-08-00	VDOT Reimbursement (Revenue Sharing)	\$ 733,488.68	\$ -
302-24040-0001-00-10-00	PRTC Motor Fuels Tax Fund	\$ 216,153.36	\$ 16,557.19
302-41050-0012-00-11-00	Transfer from NVTA Fund for Transportation	\$ 2,866,040.13	\$ 479,467.74
303-41050-0003-00-11-00	Contribution from Proffer Fund for NVTA	\$ 433,340.00	\$ 372,621.00
303-24040-0001-00-11-00	NVTA 30% Locality Revenue	\$ 650,000.00	\$ 650,000.00
302-18030-0001-74-21-00	Manassas Drive Primary Extension Resurfacing (VDOT) - SGR	\$ -	\$ 1,500,000.00
302-18030-0001-74-31-00	Manassas Drive Systemic Safety Improvements (VDOT HSIP)	\$ 129,428.00	\$ 1,935,403.00
303-24041-0001-00-11-00	NVTC I-66 Commuter Choice	\$ -	\$ 2,500,000.00
TBD	Transportation Alternatives (VDOT)	\$ -	\$ 1,378,151.20
TBD	DRPTCapital Improvements Grant (State)	\$ -	\$ 6,100,000.00
TBD	Reconnecting Communities Grant (Federal)	\$ -	\$ 800,000.00
TBD	Federal Earmark for Downtown Infrastructure	\$ -	\$ 1,495,100.00
TBD	Our Town Grant NEA	\$ -	\$ 35,000.00
302-41050-0006-74-10-00	Transfer from Operating Budget- VDOT Street Mnt. Rev.	\$ 41,048.54	\$ 85,153.39
302-24010-0040-00-00-00	DPW - Grantors Tax Revenue for Transportation	\$ 125,000.00	\$ 125,000.00
	<i>Subtotal</i>	\$ 5,194,498.71	\$ 17,472,453.53
Proffers/Escrow Revenue			
302-18990-0013-00-07-00	Contribution from Proffer Fund	\$ 100,000.00	\$ -
304-18990-0016-00-07-00	Proffers/Land Value from Development	\$ 1,197,303.00	\$ 2,037,000.00
302-41020-0005-00-12-00	Sale of City Land		
	<i>Subtotal</i>	\$ 1,297,303.00	\$ 2,037,000.00
Other			
302-41050-0001-00-11-00	Transfer from Capital Project Fund	\$ 7,991,119.44	\$ 6,892,707.16
302-41050-1889-00-00-00	Transfer ARPA Capital Project Fund	\$ 5,015,934.22	\$ 5,871,273.29
302-41050-1889-15-00-00	Transfer of ARPA Interest	\$ 500,000.00	\$ 200,000.00
302-14010-0009-76-04-00	Photo Enforcement Revenue	\$ -	\$ 479,251.44
302-18030-0001-76-82-00	PD -Police Donations/Misc. Revenue-Capital	\$ 10,000.00	\$ 10,000.00
302-18030-0001-00-08-04	DFR - Fire Donations/Misc. Revenue - Capital	\$ 10,000.00	\$ 10,000.00
	<i>Subtotal</i>	\$ 13,527,053.66	\$ 13,463,231.89
Revenue GF Capital Total		\$ 20,018,855.37	\$ 32,972,685.42
GF Capital Expenditures			
Transportation			
302-94100-0112-00-00-00	Conner Drive (VDOT/NVTA 50/50)	\$ 1,683,924.02	
302-94100-0276-00-00-00	Upper Kent Drive Reconstruction (VDOT/NVTA 50/50)	\$ 120,522.47	\$ -
302-94100-8224-74-00-00	Manassas Drive Russia Branch Culvert Replacement (VDOT/NVTA 50/50)	\$ 879,400.30	\$ -
302-94100-3174-74-00-00	Culvert Upgrade at PW (NVTA)	\$ 180,000.00	\$ 180,000.00
302-94100-0143-00-00-00	Street Improve Resealing (NVTA \$400K/City VDOT Maintenance Rerr	\$ 718,527.99	\$ 485,153.39
302-94100-0135-00-00-00	Additional Street Projects (NVTA)	\$ 163,775.97	\$ 98,573.94
302-94100-8225-74-00-00	Manassas Drive Primary Extension Resurfacing (VDOT SGR/NVTA \$81	\$ -	\$ 1,581,832.00
302-94100-8223-00-00-00	Sign Installations (PRTC)	\$ 16,153.36	\$ 16,557.19
302-94100-8226-74-00-00	Manassas Park Entrance/Park Central Signage (City)	\$ 398,875.00	\$ 200,000.00
302-94100-1889-09-02-00	Downtown Transportation Infrastructure (ARPA, Grant)	\$ 300,000.00	\$ 1,995,100.00
302-94100-0283-74-00-00	Upgrade Traffic Signals (NVTA)	\$ 76,000.00	\$ 29,500.00
302-94700-8911-74-00-00	Opticom (Emergency Response Controls for Traffic Signals) Upgrade:	\$ 100,000.00	\$ -
302-94100-8232-74-00-00	Conner Drive Southern Extension Engineering and Construction (Infrastructure Bill-Reconnecting Communities 80%/NVTA20%)	\$ -	\$ 920,000.00
302-94100-8231-74-00-00	VRE Garage Construction Contribution (I-66 \$2.5M/DRPT \$6.1M)	\$ -	\$ 8,600,000.00
302-94700-3301-74-00-00	Manassas Drive Systemic Safety Improvements (VDOT HSIP)	\$ 129,428.00	\$ 1,149,838.00
TBD	Manassas Drive Systemic Safety Improvements (HSIP) Supplement (FY23 Application)	\$ -	\$ 785,565.00
302-94100-8223-74-00-00	No Commercial Overnight Parking Signs (City)	\$ 6,033.47	\$ -
302-94100-3175-74-00-00	Manassas Drive Traffic Study (NVTA)	\$ 150,000.00	\$ -
302-94100-0110-00-00-00	VRE Garage Design Contribution (NVTA)	\$ 700,000.00	\$ -
TBD	Manassas Drive Sidewalk (VDOT Transportation Alternatives- \$1,378,151.20/NVTA \$344,561.80)	\$ -	\$ 1,722,713.00
TBD	Manassas Drive Streetlight Improvements (City)	\$ -	
TBD	Manassas Drive Traffic Calming-Speed Humps (City)	\$ -	\$ 35,400.00
TBD	Manassas Drive at Polk Drive Intersection Improvements (City)	\$ -	\$ 208,662.00
TBD	Rt. 28 Retaining Wall Improvements (Our Town Grant 50%/City	\$ -	\$ 70,000.00
TBD	Downtown Hourly Parking Signage (City)	\$ -	\$ 25,000.00
TBD	Phase IV Parking (City)	\$ -	\$ 500,000.00
304-93100-0303-00-00-00	Transfer to NVTA	\$ 433,340.00	\$ 372,621.00
	<i>Transportation Subtotal</i>	\$ 6,055,980.58	\$ 18,976,515.53

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
Police			
302-31400-0256-00-00-00	Contribution to City of Manassas Motorola Radio System Upgrades	\$ 157,758.61	
302-94100-0031-00-00-00	Police Cruisers - Equipment	\$ 313,362.38	\$ 157,455.00
302-94100-0185-00-00-00	CAD/Police Pak/EOC Operations Systems	\$ 96,000.00	\$ 48,000.00
302-94100-0257-00-00-00	E-911 Next Generation Upgrade	\$ 60,529.00	\$ 60,529.00
TBD	Police Canine Replacement	\$ -	\$ 15,000.00
302-94100-8136-76-00-00	K-9 Kennel Replacement	\$ 37,500.00	\$ -
302-94100-8202-76-82-00	PD-Donor Restricted Expenditures - Capital	\$ 10,000.00	\$ 10,000.00
302-94200-9110-03-11-00	PD CL Principal	\$ 66,734.03	\$ -
302-94200-9120-03-11-00	PD CL Interest	\$ 3,239.88	\$ -
	(Capital Lease - Police Cruisers)		\$ -
	Police Subtotal	\$ 745,123.90	\$ 290,984.00
Fire			
302-94100-0201-00-00-00	Radio Communications Upgrade	\$ -	\$ -
302-94100-8203-77-00-00	Fire Fleet Equipment Upfit	\$ 30,247.50	\$ 35,000.00
302-94100-8204-77-00-00	Fire Utility Vehicles	\$ 86,869.00	\$ -
TBD	EMS Equipment	\$ -	\$ 9,000.00
	(IV Pumps)	\$ -	\$ 9,000.00
302-94100-8202-77-82-00	DFR-Donor Restricted Expenditures - Capital	\$ 10,000.00	\$ 10,000.00
302-94200-9110-03-21-00	FD Capital Lease - Principal	\$ 321,241.64	\$ 346,795.55
302-94200-9120-03-21-00	FD Capital Lease - Interest	\$ 38,243.90	\$ 74,840.38
	(Capital Lease - Ambulance)		\$ 64,955.07
	(Capital Lease/Fire Engine)		\$ 183,680.86
	(Capital Lease - Personal Protective Equipment)		\$ 58,000.00
	(Capital Lease/SCBA)		\$ 115,000.00
			\$ 475,635.93
302-32100-1889-01-08-11	Fire Fleet Equipment Upfit	\$ 92,784.01	\$ -
302-32100-1889-01-08-12	Fire Utility Vehicles	\$ 68,000.00	\$ -
302-32100-1889-01-08-01	EC 1.8 Medic Unit	\$ 463,385.00	\$ -
302-32100-1889-01-08-02	EC 1.8 Ladder Truck	\$ -	\$ -
302-32100-1889-01-08-06	EC 1.8 Interactive EMS Software	\$ -	\$ -
302-32100-1889-01-08-07	EC 1.8 Westnet Alerting System Upgrade	\$ 140,000.00	\$ -
302-32100-1889-01-08-08	EC 1.8 CAD/HDMI Switch Upgrade	\$ -	\$ -
302-32100-1889-01-08-03	EC 1.8 Cardiac Monitors (2)	\$ 140,000.00	\$ -
302-32100-1889-01-08-04	EC 1.8 Lucus Devices (2)	\$ 61,786.62	\$ -
302-32100-1889-01-08-05	EC 1.8 Thermal Imagers (2)	\$ 14,416.00	\$ -
302-32100-1889-01-08-09	EC 1.8 Radio System Upgrades	\$ 413,081.00	\$ -
302-32100-1889-01-08-10	EC 1.8 Gear Washer	\$ 11,200.00	\$ -
	Fire Subtotal	\$ 1,891,254.67	\$ 475,635.93
Community Development			
302-94100-0255-00-00-00	PW Vehicle Replacement	\$ 77,125.00	\$ -
302-94100-8140-74-00-00	Public Works Fleet Upfit - Plowing Equipment	\$ 48,909.52	\$ 37,599.19
302-94100-3144-74-00-00	Public Works Fleet Upfit	\$ 2,876.35	\$ 14,211.20
	PW Vehicle Replacement Subtotal:	\$ 128,910.87	\$ 51,810.39
302-94100-8217-00-00-00	PW Equipment	\$ 130,000.00	\$ -
	(3) Light Towers (Replacement)	\$ -	\$ -
	Skid-Steer Track Machine (Replacement)		
	Snow Blowers (Replacement)		\$ 8,000.00
	Portable Generators (Replacement)		\$ 1,400.00
	PW Equipment Subtotal:	\$ 130,000.00	\$ 9,400.00
	Miscellaneous		
302-94100-5501-00-09-00	Property Demolition	\$ -	\$ -
302-94100-6603-74-00-00	City Hall Holiday Lights	\$ 50,000.00	\$ -
302-94100-0281-74-00-00	Rugby Storage Yard Improvements	\$ 119,489.08	\$ 187,500.00
302-94100-1889-05-06-02	EC 5.6 Culvert Repairs	\$ 192,121.88	\$ -
302-94100-1889-05-14-02	EC 5.14 Smart Meters	\$ 632,980.79	\$ 632,980.79
302-94100-1889-05-14-01	EC 5.14 SCADA System		\$ 1,000,000.00
TBD	Comprehensive Plan Professional Assistance	\$ -	\$ 150,000.00
	Miscellaneous Subtotal:	\$ 994,591.75	\$ 1,970,480.79
	Community Development Subtotal	\$ 1,253,502.62	\$ 2,031,691.18

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
Parks & Recreation			
	Signal Hill Park		
302-94100-1889-01-07-31	EC 1.7 Design Engineering for SHP	\$ 300,000.00	
302-94100-1889-01-07-32	Outdoor Stairway SHP	\$ 100,000.00	\$ -
302-94100-1889-01-07-33	Basketball Court Resurface-SHP	\$ 141,065.15	
TBD	Tennis Court Resurface-SHP		\$ 223,000.00
TBD	SHP Restoration Project-Outdoor Lighting		
TBD	Pavillion Renovation		\$ 209,000.00
	Signal Hill Park Subtotal:	\$ 541,065.15	\$ 432,000.00
	Community Center and Costello Park & Block Parks		
302-94100-8226-71-00-00	Banquet Hall AV Equipment Update	\$ 7,740.30	\$ -
TBD	MPCC Light Fixture replacements to allow for LED lighting		\$ 50,000.00
302-94100-0264-00-00-00	Wellness Center Equipment-Strength Line	\$ 105,000.00	
302-94100-0165-71-00-00	Parks & Rec. Repair, Replace, Upgrade & Maint.	\$ 70,000.00	\$ 20,000.00
302-94100-1889-01-07-34	Walking Path Bollard Replacement-Costello Park	\$ 30,000.00	
302-94100-0185-71-81-00	Event Equipment	\$ 60,000.00	\$ 25,000.00
	Community Center and Costello Park Subtotal:	\$ 272,740.30	\$ 95,000.00
	Aquatics		
302-71300-1889-01-07-35	SBWP-Remove/Replace Perimeter Caulk	\$ 29,000.00	\$ -
302-71300-1889-01-07-36	Whitecoat Replacement-SBWP	\$ 85,000.00	\$ -
302-94100-2017-00-05-00	Pool Heater Replacement-MPCC	\$ -	\$ 57,000.00
302-94100-5114-71-00-00	Pool Lighting Replacement	\$ 50,000.00	
302-71300-1889-01-07-37	SBWP Furniture Refresh	\$ 55,000.00	
TBD	SHP Restoration Project-SBWP Safety Matting Replacement		\$ 39,000.00
TBD	SHP Restoration Project-SBWP Outpost Replacement		\$ 510,000.00
TBD	SHP Restoration Project-SBWP Spray Cannon Replacement		\$ 55,000.00
TBD	SHP Restoration Project-SBWP Facility Demo/Rebuild		\$ 1,820,000.00
	Aquatics Subtotal:	\$ 219,000.00	\$ 2,481,000.00
	Parks Equipment		
302-94100-0185-71-82-00	Zero-Turn Mower Replacement	\$ 14,000.00	\$ -
	Parks Equipment Subtotal:	\$ 14,000.00	\$ -
	Library		
302-94100-0279-00-00-00	Library Establishment	\$ 76,450.85	\$ -
	Downtown Development		
TBD	Park Central Plaza Holiday Decorations Lease		\$ 20,000.00
		\$ -	\$ 20,000.00
	Parks and Recreation Subtotal	\$ 1,123,256.30	\$ 3,028,000.00
Schools			
302-93100-9210-00-00-00	City Contribution to Schools for Capital Projects	\$ 1,262,331.00	\$ 1,850,000.00
	Bus Replacements (2-3)	\$ 325,000.00	\$ 220,000.00
	R-22 HVAC Replacement	\$ 25,000.00	\$ 25,000.00
	Division-Wide Technology Upgrades		\$ 50,000.00
	Replace Student and Staff desks, cafeteria tables and chairs		\$ 150,000.00
	MPMS Roof Replacement	\$ 1,000,000.00	\$ 2,000,000.00
	Carpet Replacement (Division Wide)		\$ 125,000.00
	Cellular Signal Boost (Elementary Campus)	\$ 300,000.00	
	MPHS Chiller Replacement	\$ 200,000.00	
	Choral Risers Replacement	\$ 30,000.00	
	Upgrade MDF to IDF Fiber (Tech Infrastructure)	\$ 200,000.00	
	Extreme Cloud IQ Pilot Wireless Controller (Tech Infrastructure)	\$ 63,000.00	
	Schools Total:	\$ 1,262,331.00	\$ 2,570,000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
Administration and General Services			
	Information Technology		
302-94100-0192-00-00-00	Information Technology - Software	\$ 106,326.25	\$ 100,000.00
302-94100-0250-00-00-00	Information Technology - Hardware	\$ 100,663.38	\$ 99,411.76
302-94100-8218-73-00-00	Information Technology - Infrastructure	\$ 395,207.93	\$ 76,470.59
302-94100-8221-73-00-00	Information Technology - Security	\$ 116,170.68	\$ 35,588.24
302-12500-1889-01-07-03	EC 1.7 IT Software - ERP Implementation Support	\$ 325,000.00	\$ 135,762.50
302-12500-1889-01-07-01	EC 1.7 IT Software - ERP	\$ 525,000.00	\$ 550,000.00
302-12500-1889-01-07-05	EC 1.7 ArchiveSocial	\$ 4,788.00	\$ -
302-12500-1889-01-07-06	EC 1.7 Velocity GIS (AVL & Cloud - MS Azure)	\$ 14,305.00	\$ -
302-12500-1889-01-07-07	EC 1.7 IT Hardware - Red Canary	\$ 54,985.00	\$ 47,530.00
302-12500-1889-01-07-09	EC 1.7 IT Hardware - Laptops - Police	\$ 15,000.00	\$ -
302-12500-1889-01-07-11	EC 1.7 Public Meeting Broadcast Equipment	\$ 19,628.21	\$ -
302-12500-1889-05-17-01	EC 5.17 IT Public WiFi	\$ 29,302.06	\$ -
	Information Technology Total:	\$ 1,706,376.51	\$ 1,044,763.09
	Facilities		
	Police Station		
302-94100-3170-76-00-00	PD Leak Repairs	\$ 350,697.00	\$ -
302-94100-8171-76-00-00	PD Rooftop Unit Replacement	\$ 250,000.00	\$ 250,000.00
302-94100-8172-76-00-00	PD Electrical Equipment Replacement	\$ 180,000.00	\$ -
TBD	PD Community Room	\$ -	\$ 30,000.00
	Subtotal:	\$ 780,697.00	\$ 280,000.00
	Fire Station		
302-94100-3171-77-00-00	Fire Department Interior Painting	\$ 42,025.00	\$ -
302-94100-8172-77-00-00	Fire Department Dumpster Enclosure Replacement	\$ 7,879.69	\$ -
TBD	Fire Department Window Replacement		\$ 42,741.79
302-94100-8173-77-00-00	Fire Department Exhaust Removal System	\$ 156,465.48	\$ -
302-43166-1889-01-07-03	EC 1.7 Fire Station Renovations	\$ 613,105.50	\$ -
	Subtotal:	\$ 819,475.67	\$ 42,741.79
	City-Wide		
302-94100-3170-74-00-00	Building Automation System (BAS)	\$ 25,000.00	\$ -
302-12200-3778-00-00-00	Public Parking Lot Repairs/Resurfacing	\$ 100,000.00	\$ -
302-43166-1889-01-07-01	Public Parking Lot Light Upgrades (LEDs)	\$ 45,000.00	\$ -
302-94100-3172-74-00-00	Security System Replacements and Upgrades (e.g. card readers, cameras etc.)	\$ 304,919.15	\$ -
302-94100-3310-00-00-23	Schools Security Enhancement Project + System Maintenance	\$ 745,164.51	\$ 479,251.44
302-94100-8228-00-00-00	New City Hall Furniture	\$ 30,537.75	
302-12200-8220-00-00-00	Funds for Acquisition/Renovation of new CD Facility	\$ 1,497,303.00	\$ 2,337,000.00
302-43166-1889-06-00-00	EC's 6.0/3.5/5.5/5.15 Facilities Enhancements	\$ 100,000.00	\$ 100,000.00
302-94100-3173-74-00-00	Contribution to Proffer Fund	\$ -	\$ -
302-94220-9110-00-00-00	Capital Lease Principal: City Hall Lease Payments	\$ -	\$ -
302-94220-9120-00-00-00	Capital Lease Interest: City Hall Lease Payments	\$ 535,475.00	\$ 1,070,950.00
	Subtotal:	\$ 3,383,399.41	\$ 3,987,201.44
	Facilities Total:	\$ 4,983,572.08	\$ 4,309,943.23
Fleet	Fleet (Vehicle Replacement)		
302-94210-9110-03-12-00	Enterprise Fleet Program Principal	\$ 486,066.86	\$ 644,757.40
302-94210-9120-03-12-00	Enterprise Fleet Program Interest	\$ 85,776.51	\$ 113,780.72
302-94210-9131-03-12-00	Enterprise Fleet Program Management Fees	\$ 22,614.35	\$ 22,614.35
	Fleet Total:	\$ 594,457.72	\$ 781,152.47
	Registrar		
302-94100-8132-00-00-00	Voting Machine Replacements	\$ 100,000.00	\$ -
	Registrar Total:	\$ 100,000.00	\$ -
	General Administration		
302-12200-3222-00-00-00	City Wide Asset Management Plan	\$ 100,000.00	
302-12200-6222-00-00-00	"Green Plan"- Policy Recommendations and Roadmap	\$ 100,000.00	\$ 100,000.00
302-94100-8229-78-00-00	Contribution to Food Bank for new Warehouse	\$ 25,000.00	
302-94666-3160-00-00-00	Grants Program	\$ 78,000.00	\$ 84,000.00
	General Administration Total:	\$ 303,000.00	\$ 184,000.00
	Administrative and General Services Subtotal	\$ 7,687,406.31	\$ 6,319,858.78
Expenditures GF Capital Total		\$ 20,018,855.38	\$ 32,972,685.42

City of Manassas Park Water & Sewer Capital Improvement Plan					
Revenue Category	FY 25	FY 26	FY 27	FY 28	FY 29
Tap Fee Revenue	\$ 586,300	\$ 972,400	\$ 3,417,700	\$ 3,889,600	\$ 2,860,000
Transfer in for WS Capital Maintenance	\$ 5,374,839	\$ 4,112,408	\$ 937,874	\$ (346,641)	\$ 1,056,052
TOTAL REVENUES	\$ 5,961,139	\$ 5,084,808	\$ 4,355,574	\$ 3,542,959	\$ 3,916,052
Expense Category	FY 25	FY 26	FY 27	FY 28	FY 29
UOSA Debt	\$ 1,991,099	\$ 2,051,547	\$ 2,035,014	\$ 2,034,112	\$ 2,034,893
Water Debt	\$ 1,083,463	\$ 1,086,634	\$ 1,084,150	\$ 1,081,726	\$ 1,088,769
Capital Maintenance - Repair, Replace, Upgrades and Maintenance	\$ 1,100,000	\$ 1,300,000	\$ 200,000	\$ 200,000	\$ 200,000
Water System Improvements	\$ 450,000	\$ 375,000	\$ 475,000	\$ -	\$ 400,000
Equipment	\$ 39,200	\$ 68,333	\$ 190,000	\$ -	\$ 39,900
Vehicles	\$ 142,916	\$ 199,275	\$ 366,339	\$ 220,283	\$ 135,362
Facilities	\$ 1,147,500	\$ -	\$ -	\$ -	\$ -
Information Technology	\$ 6,961	\$ 4,020	\$ 5,072	\$ 6,838	\$ 17,127
TOTAL EXPENSES	\$ 5,961,139	\$ 5,084,808	\$ 4,355,574	\$ 3,542,959	\$ 3,916,052

Total \$22.9M spending across 5 Years.

- \$15.6M+ out of this total (68%) is for Debt
- \$3.0M (13%) is for Infrastructure Maintenance and Upgrades
- \$1.7M+ (7%) is for Water System Improvements
- \$1.1M (5%) is for Facilities
- \$1.4M (6%) for Other Categories

City of Manassas Park Water & Sewer Capital Budget

Revenue Category	FY 25	Comment
Tap Fee Revenue	\$ 586,300	Tap Fees expected for Phase 3 Development (\$300K less than FY 24 Amendment)
Transfer from W&S Operating Budget	\$ 5,374,839	\$3M less than FY 24 Amendment
TOTAL REVENUES	\$ 5,961,139	
Expense Category	FY 25	Comment
UOSA Debt	\$ 1,991,099	Annual Debt Payment to UOSA
Water Debt	\$ 1,083,463	Combined Debt taken for Water
Water/Sewer Repair, Replace, Upgrade and Maintenance	\$ 600,000	Water and Sewer Lining, Valve Improvements, Meters, Tank work, Gravel Easements Roads, and Master Plan - Water System.
Water System Improvement Phase VI-VIII	\$ 450,000	Comprehensive replacement and upgrade of existing water lines.
SCADA	\$ 500,000	Update current outdated SCADA system that monitors the water distributions system and sewer lift stations. Current system installed in 2010.
Equipment	\$ 39,200	Pipe Saw, Utility Locating Equipment (replacement), Open Trailer (replacement), Portable Generators.
Vehicle Replacement	\$ 142,916	Fleet replacement with Enterprise.
Facilities	\$ 1,147,500	Rugby Yard Improvements
Information Technology	\$ 6,961	W&S portion for IT Software, Hardware, Infrastructure and Security.
TOTAL EXPENSES	\$ 5,961,139	About \$3.1M decrease in spending from FY 24

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
Water & Sewer Capital Revenues			
501-16810-0005-00-06-00	Tap Fee Revenue	\$ 886,600.00	\$ 586,300.00
501-41050-0014-00-11-51	Transfer in for WS Capital Maintenance	\$ 8,251,970.10	\$ 5,374,838.59
Water & Sewer Capital Revenue Total		\$ 9,138,570.10	\$ 5,961,138.59
Water & Sewer Capital Expenditures			
	Debt		
501-98102-9118-00-00-00	UOSA Debt Service	\$ 1,949,112.39	\$ 1,991,098.81
501-98102-9138-00-00-00	Water Debt- 2014 GO Refunding	\$ 926,646.89	\$ 929,248.46
501-98102-9140-00-00-00	Water Debt- VRA 2015A Refunding Bonds (Taxable)	\$ 27,679.93	\$ 28,558.56
501-98102-9139-00-00-00	Water Debt- VRA 2015A Refunding Bonds (Tax Exempt)	\$ 114,989.33	\$ 114,024.57
501-98102-9141-00-00-00	Water Debt- VRA 2021 Refunding Bonds (Taxable)	\$ 10,808.70	\$ 11,631.09
	Debt Total:	\$ 3,029,237.24	\$ 3,074,561.49
	Capital Maintenance - Repair, Replace, Upgrades and Maintenance		
501-94100-0165-00-00-51	Water/Sewer Repair, Replace, Upgrade and Maintenance	\$ 900,000.00	\$ 400,000.00
501-94100-0284-74-00-00	Conner Center - Master Rehab	\$ -	\$ 200,000.00
501-94100-0108-00-00-00	Water System Improvement Phase VI	\$ 1,050,000.00	\$ -
501-98104-0108-74-00-00	Water System Improvement Phase VII	\$ 450,000.00	\$ 450,000.00
501-94100-8315-00-00-00	Water System Improvement Phase VIII	\$ 100,000.00	\$ -
TBD	SCADA	\$ -	\$ 500,000.00
	Capital Maintenance Total:	\$ 2,500,000.00	\$ 1,550,000.00
501-94100-0113-00-00-00	Equipment	\$ 100,000.00	\$ -
	Pipe Saw	\$ -	\$ 10,000.00
	Utility locating equipment (replacement)	\$ -	\$ 15,000.00
	Open Trailer (Replacement)	\$ -	\$ 10,000.00
	Portable Generators (Replacement)	\$ -	\$ 4,200.00
	Equipment Total:	\$ 100,000.00	\$ 39,200.00
	Vehicle Replacement		
501-94210-9110-09-81-02	W&S Enterprise Fleet Program Principal	\$ 25,882.54	\$ 47,349.35
501-94210-9120-09-81-02	W&S Enterprise Fleet Program Interest	\$ 4,567.51	\$ 8,355.77
501-94100-8311-00-00-00	#7007-Large Dump Truck w/ Plow and Spreader (Replaces PW-135)	\$ 77,125.00	\$ -
501-94100-8312-00-00-00	#7008-Flusher (Replaces PW-142)	\$ 150,000.00	\$ 85,000.00
501-94100-8313-00-00-00	Public Works Fleet Upfit	\$ 2,876.35	\$ 2,211.20
	Vehicle Replacement Total:	\$ 260,451.40	\$ 142,916.32
	Facilities		
501-94100-0287-74-00-00	Security Fencing DPW	\$ -	\$ 22,500.00
501-94100-0288-74-00-00	Rugby Storage Yard Improvements	\$ 336,186.46	\$ 1,125,000.00
501-94100-8314-00-00-00	Acquisition of Facility for Community Dev	\$ 2,500,000.00	\$ -
	Facilities Total:	\$ 2,836,186.46	\$ 1,147,500.00
	Miscellaneous		
TBD	Transfer to Reserves		
501-94100-0164-00-00-00	Water & Sewer Rate Study & Asset Mgt Plan	\$ 150,000.00	\$ -
	Miscellaneous Total:	\$ 150,000.00	\$ -
501-94100-0289-74-00-00	Information Technology-Software	\$ 240,000.00	\$ -
501-94100-0290-74-00-00	Information Technology-Hardware	\$ 3,946.08	\$ 2,549.02
501-94100-0291-74-00-00	Information Technology-Infrastructure	\$ 8,986.96	\$ 1,960.78
501-94100-0292-74-00-00	Information Technology-Security	\$ 9,761.96	\$ 2,450.98
	Information Technology Total:	\$ 262,695.00	\$ 6,960.78
Water & Sewer Capital Expense Totals		\$ 9,138,570.10	\$ 5,961,138.59

City of Manassas Park Storm Water Capital Improvement Plan					
Revenue Category	FY 25	FY 26	FY 27	FY 28	FY 29
Transfer from Operating Fund	\$ 947,001	\$ 936,756	\$ 505,798	\$ 605,611	\$ 597,782
Congressional Directed Funding	\$ 479,879	\$ 479,879	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 1,426,880	\$ 1,416,634	\$ 505,798	\$ 605,611	\$ 597,782
	FY 25	FY 26	FY 27	FY 28	FY 29
Infrastructure Repair, Replace, Upgrade, and Maintenance	\$ 1,073,453	\$ 1,310,381	\$ 363,141	\$ 365,969	\$ 368,869
Equipment	\$ 121,400	\$ 6,000	\$ -	\$ 20,000	\$ 13,300
Vehicles	\$ 28,958	\$ 97,037	\$ 139,520	\$ 204,172	\$ 204,211
Facilities	\$ 197,500	\$ -	\$ -	\$ 10,000	\$ -
Information Technology	\$ 5,569	\$ 3,216	\$ 3,137	\$ 5,471	\$ 11,402
TOTAL EXPENSES	\$ 1,426,880	\$ 1,416,634	\$ 505,798	\$ 605,611	\$ 597,782

Total \$4.6M spending across 5 Years.

- \$1.6M+ is for Infrastructure Maintenance (34.7%)
- \$1.5M is for Bird Sanctuary Stream Restoration
- \$400K is for additional TMDL projects
- \$1.1M for Other Categories
- \$-0- for Debt

City of Manassas Park Storm Water Capital Budget		
Revenue Category	FY 25	Comment
Transfer from Operating Fund	\$ 947,001	
Congressionally Directed Funding	\$ 479,879	Bird Sanctuary Stream Restoration
TOTAL REVENUES	\$ 1,426,880	
Expense Category	FY 25	Comment
Infrastructure Repair, Replace, Upgrade, and Maintenance	\$ 1,073,453	Replacement / Rehabilitation of existing storm sewers and appurtenances. Also projects that are included in the City's mandatory Total Maximum Daily Load (TMDL) Plans. Bird Sanctuary Stream restoration.
Equipment	\$ 121,400	Bush Hog (Trac Machine) Replacement, Portable Generators
Vehicle Replacement	\$ 28,958	Fleet replacement with Enterprise.
Facilities	\$ 197,500	Security Fencing and Rugby Storage Yard.
Information Technology	\$ 5,569	Stormwater Portion of IT Software, Hardware, Infrastructure and Security.
TOTAL EXPENSES	\$ 1,426,880	About \$800K increase in spending due to Stream Restoration.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET AMOUNT FY2024 A2	BUDGET AMOUNT FY2025
Storm Water Revenues			
502-41050-0015-00-11-00	Transfer from Operating Fund	\$ 1,299,947.05	\$ 947,001.45
502-24010-0005-00-00-00	SLAF Grant Reimb. (50%)	\$ 540,000.00	\$ -
TBD	Congressionally Directed Funding	\$ -	\$ 479,878.50
Storm Water Revenue Total		\$ 1,839,947.05	\$ 1,426,879.95
Storm Water Expenditures			
TBD	Debt		
	Infrastructure Repair, Replace, Upgrade, and Maintenance		
502-94100-0259-00-00-00	Stormwater Repair, Replace, Upgrade and Maintenance	\$ 315,564.06	\$ 215,764.10
502-94100-0259-00-00-00	Conner Center Maintenance Projects	\$ -	\$ 107,689.06
502-94100-0299-74-00-00	Gravel Easement Roads	\$ -	\$ -
502-94100-0117-00-00-00	PW-16 Conner Center Pond 1 Retrofit	\$ 700,000.00	\$ -
502-94100-0161-00-00-00	Bird Sanctuary	\$ 380,000.00	\$ 750,000.00
502-94100-0162-00-00-00	TMDL Projects SW quality projects	\$ 100,000.00	\$ -
502-98102-3170-74-00-00	Pond Evaluations	\$ -	\$ -
	Infrastructure Total:	\$ 1,495,564.06	\$ 1,073,453.16
502-94100-0113-74-00-00	Equipment	\$ 46,000.00	\$ -
	Bush hog (trac machine)	\$ -	\$ 120,000.00
	Portable Generators	\$ -	\$ 1,400.00
	Equipment Total:	\$ 46,000.00	\$ 121,400.00
502-94100-0166-74-00-00	Vehicle Replacement	\$ -	
502-94210-9110-09-81-03	StormWater Enterprise Fleet Program Principal	\$ 12,941.27	\$ 23,674.68
502-94210-9120-09-81-03	StormWater Enterprise Fleet Program Interest	\$ 2,283.75	\$ 4,177.88
502-94100-0166-74-00-00	#7007-Large Dump Truck (Replaces PW-135)	\$ 38,563.00	\$ -
502-94100-8313-00-00-00	Public Works Fleet Upfit	\$ 1,438.18	\$ 1,105.60
	Vehicle Replacement Total:	\$ 55,226.20	\$ 28,958.16
	Facilities		
502-94100-0293-74-00-00	Security Fencing DPW	\$ -	\$ 10,000.00
502-94100-0294-74-00-00	Rugby Storage Yard DPW	\$ 65,447.31	\$ 187,500.00
502-94100-8228-74-00-00	Salt Shed BMP Replacement	\$ 100,000.00	\$ -
	Facilities Total:	\$ 165,447.31	\$ 197,500.00
	Miscellaneous		
502-98102-3171-74-00-00	Manassas Drive at Bull Run A LOMR	\$ 50,000.00	\$ -
	Miscellaneous:	\$ 50,000.00	\$ -
502-94100-0295-74-00-00	Information Technology-Software	\$ -	\$ -
502-94100-0296-74-00-00	Information Technology-Hardware	\$ 3,715.69	\$ 2,039.22
502-94100-0297-74-00-00	Information Technology-Infrastructure	\$ 12,769.63	\$ 1,568.63
502-94100-0298-74-00-00	Information Technology-Security	\$ 11,224.16	\$ 1,960.78
	Information Technology Total:	\$ 27,709.48	\$ 5,568.63
Storm Water Expenditures Total		\$ 1,839,947.05	\$ 1,426,879.95

MANASSAS PARK CITY SCHOOLS

CAPITAL PROJECTS FUND

	FY22 (A)	FY23(A)	FY24(BA)	FY25(B)	Variance
REVENUES					
Local	-	-	-	-	-
City	1,200,000	1,005,509	1,262,331	1,850,000	587,669
Commonwealth	-	1,956,515	600,000	-	(600,000)
Federal	81,974	-	-	-	-
Total Revenue	1,281,974	2,962,024	1,862,331	1,850,000	(12,331)
EXPENDITURES					
Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Contract Services	-	-	287,846	-	(287,846)
Other Charges	-	-	-	-	-
Materials and Supplies	-	204,243	-	-	-
Tuition	-	-	-	-	-
Capital Outlay	1,601,729	806,257	2,181,162	2,570,000	388,838
Other Uses of Funds	(319,755)	624,847	-	-	-
Transfers (In)Out	-	-	-	-	-
Total Expenditures	1,281,974	1,635,347	2,469,008	2,570,000	100,992
Change in Balance	-	1,326,677	(606,677)	(720,000)	(113,323)
Beginning Balance	-	-	1,326,677	720,000	—
Ending Balance	-	1,326,677	720,000	-	-

TOTAL CITY CIP SUMMARY

Not counting Enterprise Debt payments, the City will be spending over \$158.4M+ in Capital Expenditures across all funds over the next 5 years. Of that total, \$101.3M is Transportation (majority grant-funded) and \$5.6M is ARPA-funded.

- \$101.3M out of this total is for Transportation Projects (64%)
- \$18.6M+ is for Facilities
- \$12.1M+ for Administrative/Technology/General Services Overhead
- \$7.4M+ is for Community Development & Parks & Recreation
- \$6.6M+ is for Schools
- \$4.7M is for Water & Sewer Infrastructure Maintenance and Improvements
- \$4.2M+ is for Police & Fire
- \$3.5M is for StormWater Infrastructure Maintenance and TMDL Projects

UNFUNDED CAPITAL SUMMARY

- **Total of \$24M+**
 - \$12.2M+ for New Fire Station
 - \$3.9M Culvert Upgrade and Street Extensions
 - \$7.7M in Park improvements
 - \$765K Police

ENTERPRISE FUNDS

WATER & SEWER FUND

The Water & Sewer Fund provides the citizens of Manassas Park with high quality 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:

	FY2024 Full-Time	FY2025 Full-Time
DPW Water & Sewer	10	10

Note: The City Engineer is the Water & Sewer Program Manager, and his FTE count is counted with the Central Staff of the Department. 2 FTEs were added in FY 24 - Water Operator and Utility Location/Leak Detection Specialist.

Financial Summary Water & Sewer:

Total Revenues:	\$12,997,749	
Operating Expenditures:	\$7,622,911	Includes a 3% COLA increase.
Capital Expenditures:	\$5,374,839	
Total Expenditures:	\$12,997,749	Overall, expenditures decreased by 14.5% and/or \$2.2M compared to FY24 amended budget.
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
Water Sample Testing	\$20,000.00
DAC Compliance Reporting	2,500.00
Total Estimated Expenditures	\$22,500.00

IT Contract Services (501-98104-3160-73):

This line item covers IT contract service charges for support, maintenance, and subscription to software benefitting the Water & Sewer Enterprise Fund. Software plays an integral role in billing and utility maintenance.

Item Description	Amount
Keystone/ESRI/Dude Solutions – Asset Essential	\$186,687.36
Total Estimated Expenditures:	\$186,687.36

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	\$12,576.00
Total Estimated Expenditures	\$12,576.00

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
Generator Maintenance	\$4,200.00
Mowing	10,878.79
Spoils Removal	20,600.00
Total Estimated Expenditures:	\$35,678.79

Water Repairs & Maintenance (501-98104-3310-00-02-01): This line item covers parts, materials, equipment, and other expenses associated with handling specific repair and maintenance tasks.

Item Description	Amount
Contract Repairs	\$20,000.00
Quarried Materials	10,300.00
Repair Parts	5,150.00
Total Estimated Expenditures	\$35,450.00

Sewer Repairs & Maintenance (501-98104-3310-00-02-02): This line item covers parts, materials, equipment, and other expenses associated with handling specific repair and maintenance tasks.

Item Description	Amount
Contract Repairs	\$30,000.00
Quarried & Fill Materials	5,150.00
Repair Parts	5,150.00
Lateral Grant Program	30,000.00
Total Estimated Expenditures	\$70,300.00

Fleet Replacement, Repairs, and Maintenance – Public Works (501-98104-6009-74): This line item is 40% allocation of facilities expenditures covered by the Water & Sewer Enterprise Fund.

Item Description	Amount
Fleet Maintenance	\$13,288.01
Total Estimated Expenditures	\$13,288.01

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	\$10,000.00
Total Estimated Expenditures	\$10,000.00

Advertising (501-98104-3600): This line item provides for public notification of Annual Water Quality Report availability, notification of lead/copper test results, and any items/publications required for public distribution. In addition, this line is utilized to purchase novelty items for public education and outreach at public events.

Item Description	Amount
Advertising	\$1,287.50
Novelty Items for Public Events	1,287.50
Total Estimated Expenditures	\$2,575.00

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

Item Description	Amount
Electricity	\$17,185.38
Total Estimated Expenditures	\$17,185.38

Facilities Electrical Services (501-98104-5110-00-00-01): This line item is the water/sewer enterprise fund share (40%) of the Public Works building's electrical services.

Item Description	Amount
Electricity	\$6,000.00
Total Estimated Expenditures	\$6,000.00

Facilities Heating Services (501-98104-5120): This line item is the water/sewer enterprise fund share of the Public Works building's gas services.

Item Description	Amount
Columbia Gas	\$3,600.00
Total Estimated Expenditures	\$3,600.00

Facilities Water & Sewer Services (501-98104-5134): This line item is the water/sewer enterprise fund share of the Public Works building's water and sewer services.

Item Description	Amount
Services	\$670.00
Total Estimated Expenditures	\$670.00

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

Item Description	Amount
City of Manassas	\$ 626,281.65
PWCSA	1,047,375.12
New Development	10,101.32
Total Estimated Expenditures	\$1,683,758.09

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. Our portion of these costs is based on the metered flow of sewage from the City to UOSA.

Item Description	Amount
Operation & Maintenance	\$1,674,738.80
Total Estimated Expenditures	\$1,674,738.80

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 Quarterly Payments	\$48,000.00
Total Estimated Expenditures	\$48,000.00

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
NVRC Quarterly Payments	\$1,239.00
Total Estimated Expenditures	\$1,239.00

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	\$315,698.60
Total Estimated Expenditures	\$315,698.60

Postage (501-98104-5210): Expenses to this line item include postage for the mailing of monthly utility billing statements, shipping costs for equipment repair, shipping of water samples for TTHM - HAA5 testing.

Item Description	Amount
Utility Bills	\$52,000.00
Sample Shipping	1,400.00
Total Estimated Expenditures	\$53,400.00

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	\$2,500.00
SCADA Communication Lines	2,500.00
Total Estimated Expenditures	\$5,000.00

Water & Sewer Travel/Education (501-98104-5500): This line item covers training, certification, and continuing education for Water/Sewer personnel. Specialized training and certification are required for department cross-over work when Water/Sewer staff provide assistance to the Street Dept. Required training includes work zone safety, trench safety, hazardous spill cleanup, etc. Expenditures include course/examination fees, travel expenses, food/lodging, onsite meeting expenses and other costs associated with obtaining and maintaining required certifications. This also includes Water/Sewer staff who are required to maintain CEUs (Continuing Education Units) in order to retain their professional certifications.

Item Description	Amount
Training Courses	\$5,000.00
Testing and Certification	2,000.00
Travel and Lodging	1,000.00
CDL Training	6,000.00
Total Estimated Expenditures	\$14,000.00

Dues/ Memberships (501-98104-5810): Includes Northern Virginia Regional Commission (NVRC) water supply study mandated by the Commonwealth of Virginia. Includes contribution for the Occoquan Watershed Management Program and the Northern Virginia Waste Management Program, membership in the American Waterworks Association and annual Costco membership.

Item Description	Amount
COSTCO	\$ 60.00
AWWA	400.00
Total Estimated Expenditures	\$460.00

Office Supplies (501-98104-6001): This line item is the water/sewer enterprise fund share of the Public Works building's water and sewer services.

Item Description	Amount
Staples Supplies	\$1,081.50
Paper, Cardstock, Laminates	1,081.50
Furniture and Filing	1,622.25
Kitchen and Laundry Supplies	515.00
Total Estimated Expenditures	\$4,300.25

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
Valves & Clamps	41,200.00
Site Restoration	20,600.00
PPE Allowance	6,937.05
Tools & Equipment	10,300.00
Total Estimated Expenditures	\$79,037.05

Water & Sewer Uniforms (501-98104-6011): This line item covers uniform contract costs through February 2021 when the Unifirst contract will terminate. Additionally, this line item also covers post-contract clothing costs, logoed work attire, as well as pants, jackets, insulated coverall and boot allowance.

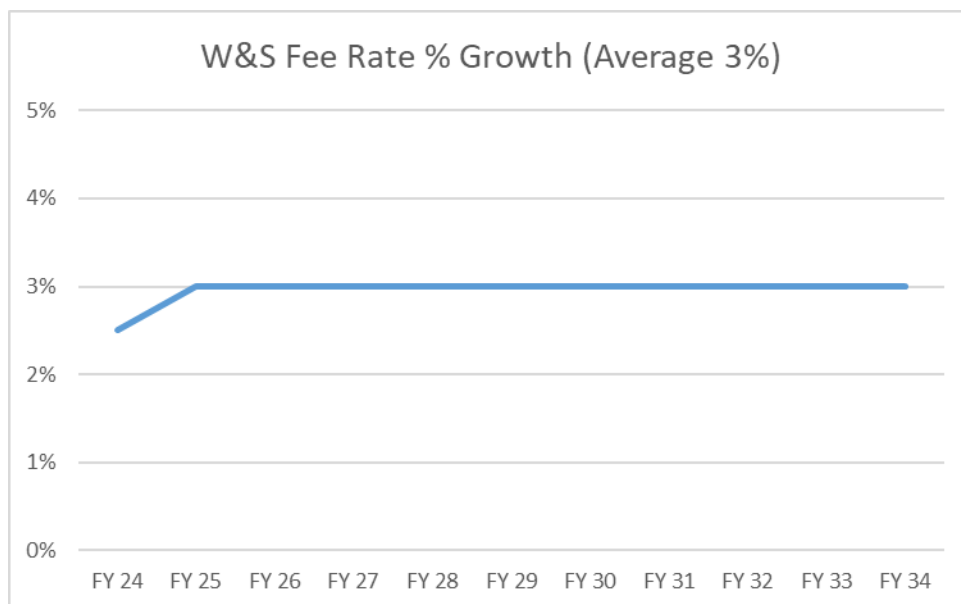
Item Description	Amount
City Logo – Attire and Pants	\$3,296.00
Turnover Replacements	1,456.00
PT T-Shirts	400.00
PT Caps	150.00
Superintendent Share	125.00
Total Estimated Expenditures	\$5,427.00

Books/ Subscriptions (501-98104-6012):

Item Description	Amount
Waterworks Reference	\$500.00
Total Estimated Expenditures	\$500.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
501-93100-0002-00-00-00	Transfer to General Fund/Administrative Fee	\$ 1,697,953.01	\$ 1,832,194.83
501-93100-0008-00-00-00	Transfer to Water & Sewer Capital	\$ 8,251,970.10	\$ 5,374,838.59
501-98104-1101-00-00-00	Water & Sewer Salaries/Wages	\$ 737,260.61	\$ 995,617.00
	Equipment Operator	\$ 39,690.00	\$ -
	Water Operator and Leak Detection/Utility Location Specialist (2 FTEs)	\$ 148,770.00	\$ -
	Mechanic	\$ 12,600.00	\$ -
501-98104-1101-01-00-00	VRS Hybrid STD	\$ 100.00	\$ 100.00
501-98104-1201-00-00-00	Water Overtime	\$ 71,750.00	\$ 73,543.75
501-98104-1301-00-00-00	Water & Sewer Part-Time	\$ 23,399.28	\$ 23,399.28
501-98104-2100-00-00-00	FICA	\$ 63,679.36	\$ 83,580.84
501-98104-2210-00-00-00	Retirement	\$ 76,675.10	\$ 106,531.02
501-98104-2310-00-00-00	Group Health	\$ 121,613.84	\$ 158,040.96
501-98104-2400-00-00-00	Life Insurance	\$ 3,981.21	\$ 5,376.33
501-98104-3160-00-00-00	Professional Services	\$ 22,500.00	\$ 22,500.00
501-98104-3160-73-00-00	IT Contract Services	\$ 150,527.36	\$ 186,687.36
501-98104-3161-00-00-00	State Waterworks Assessment	\$ 13,429.00	\$ 12,576.00
501-98104-3170-00-00-00	Contractual Services	\$ 88,678.79	\$ 35,678.79
501-98104-3310-00-02-01	Water Repairs & Maintenance	\$ 35,000.00	\$ 35,450.00
501-98104-3310-00-02-02	Sewer Repairs And Maintenance	\$ 40,000.00	\$ 70,300.00
501-98104-3310-74-00-00	Facilities Replacement, Repairs, and Maintenance - Public Works	\$ 10,800.00	\$ 27,662.50
501-98104-3500-00-00-00	Printing/Binding	\$ 13,444.47	\$ 10,000.00
501-98104-3600-00-00-00	Advertising	\$ 2,500.00	\$ 2,575.00
501-98104-5110-00-00-00	Electrical Services (Pump Station)	\$ 18,548.00	\$ 17,185.38
501-98104-5110-00-00-01	Facilities Electrical Services	\$ 5,000.00	\$ 6,000.00
501-98104-5120-00-00-00	Facilities Heating Services	\$ 2,400.00	\$ 3,600.00
501-98104-5134-00-00-00	Facilities Water and Sewer Services	\$ 536.76	\$ 670.00
501-98104-5130-00-00-00	Water Purchase	\$ 1,592,804.17	\$ 1,683,552.83
501-98104-5131-00-00-00	Operation/Maintenance of UOSA Plant	\$ 1,400,000.00	\$ 1,674,738.80
501-98104-5132-00-00-00	UOSA Monitoring Laboratory	\$ 48,000.00	\$ 48,000.00
501-98104-5133-00-00-00	NVRC-OBWPM Contribution	\$ 1,479.00	\$ 1,239.00
501-98104-5135-00-00-00	UOSA Reserve Maintenance	\$ 270,000.00	\$ 315,698.60
501-98104-5210-00-00-00	Postage	\$ 31,400.00	\$ 53,400.00
501-98104-5230-00-00-00	Telecommunications	\$ 5,500.00	\$ 5,000.00
501-98104-5500-00-00-00	Travel/Education/Training	\$ 14,000.00	\$ 14,000.00
501-98104-5810-00-00-00	Dues/Memberships	\$ 460.00	\$ 460.00
501-98104-6001-00-00-00	Office Supplies	\$ 4,175.00	\$ 4,300.25
501-98104-6007-00-00-00	Repair & Maintenance Supplies	\$ 136,735.00	\$ 79,037.05
501-98104-6008-00-00-00	Vehicle Fuel and Supplies-W&S	\$ 15,668.00	\$ 15,000.00
501-98104-6009-74-00-00	Fleet Replacement, Repairs, and Maintenance-Public Works	\$ 12,800.00	\$ 13,288.01
501-98104-6011-00-00-00	Uniforms	\$ 6,750.00	\$ 5,427.00
501-98104-6012-00-00-00	Books/Subscriptions	\$ 500.00	\$ 500.00
Water & Sewer Expense Totals		\$ 15,193,078.07	\$ 12,997,749.16

WATER & SEWER RATE GROWTH (10-YEAR MODEL)



WATER & SEWER RESERVES

FY 25 BUDGET- RESERVE STRUCTURE (WATER & SEWER FUND)						
RESERVE CATEGORY	TOTAL (as of 7/1/23)	FORECASTED TOTAL (7/1/24)	FORECASTED TOTAL (7/1/34)	Target Ratio	Target Amount FY 25	Target Amount FY 34
OPERATING CASH (Fund Balance- Cash Equalization)	\$ 10,907,276.00	\$ 4,112,963.39	\$ 1,060,810.74	60 Days Cash on Hand	\$ 2,166,291.53	\$ 2,036,127.98
HR FUND (TURNOVER, SHORT TERM DISABILITY, SURGE, OT CONTINGENCY)	\$ -	\$ -	\$ -	5% of Personnel Budget	\$ 72,309.46	\$ 90,386.82
ASSET MANAGEMENT CAPITAL FUND ("3RM"- Repair, Renew, Replace, Maintain; Paygo Capital Strategy; Down Payments and Over-run coverage)	\$ -	\$ -	\$ -	TBD Asset Management Plan	\$ 3,000,000.00	\$ 3,000,000.00
TOTAL	\$ 10,907,276.00	\$ 4,112,963.39	\$ 1,060,810.74		\$ 5,238,600.99	\$ 5,126,514.80
				Funded:	\$ (1,125,637.60)	\$ (4,065,704.06)

WATER & SEWER CAPITAL PROJECTS

Water/Sewer Capital Maintenance (501-94100-0165):

\$400,000.00

This line item covers cost intensive replacement, repairs, and improvements to the water and sewer systems. Major failures and deficiencies of these systems cause disruptions 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 efficiently in compliance with applicable standards. Examples of expenditures under this line item include water/sewer pumps, generators and electrical equipment, water tank inspection and improvement, lift station improvements, sewer

pipe and manhole relining, waterline repair/replacement, valve repairs / replacements, and numerous other expenditures to maintain or improve the capital assets of the water and sewer systems. The funding level increases 2.5% each year to account for inflation.

Vehicle Replacement (501-94210-9110-09-81-02 & 501-94210-9120-09-81-02)

Item Description	Amount
Water & Sewer Enterprise Fleet Program Principal and Interest	\$ 55,705.12
Flusher Truck Lease	85,000.00
Public Works Fleet Upfit	2,211.20
Total Estimated Expenditures	\$142,916.32

Water & Sewer Facilities (501-94100-74-00-00 & 501-94100-0288-74-00-00)

This line item covers the Water / Sewer Fund's Facility Costs.

Item Description	Amount
Security Fencing DPW	\$ 22,500.00
Rugby Storage Yard Improvements	1,125,000.00
Total Estimated Expenditures	\$1,147,500.00

IT Hardware (501-94100-0290-74)

This line item covers the Water / Sewer Fund's allocation of IT hardware costs.

Item Description	Amount
Server Upgrades and New Laptops	\$2,549.02
Total Estimated Expenditures	\$2,549.02

IT Infrastructure (501-94100-0291-74)

This line item covers the Water / Sewer Fund's allocation of IT Infrastructure costs.

Item Description	Amount
Phone System and Network Switch Updates	\$1,960.78
Total Estimated Expenditures	\$1,960.78

IT Security (501-94100-0292-74)

This line item covers the Water / Sewer Fund's allocation of IT Security costs.

Item Description	Amount
Security Training, Cloud-based Backups and IT Management System	\$2,450.98
TOTAL	\$2,450.98

STORM WATER MANAGEMENT FUND

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 provides services to ensure our City's water is safe and clean.

BUDGET HIGHLIGHTS

Personnel:

	FY2024		FY2025	
	Full-Time	Part-Time	Full-Time	Part-Time
Storm Water Program Manager	1	0	1	0
Storm Water Crew	3	0	3	0
Total:	4	0	4	0

Financial Summary Storm Water:

Total Revenues:	\$1,948,336	
Operating Expenditures:	\$1,001,334	Includes a 3% COLA increase.
Capital Expenditures:	\$947,001	
Total Expenditures:	\$1,948,336	Overall, expenditures decreased by 12.1% and/or \$268K compared to FY24 amended budget.
Departmental Net:	\$0	

Expenditure Categories:

Professional Services (502-98102-3160): This line item covers engineering, 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 covers consultation as required to ensure that we remain in compliance with our MS4 permit.

Item Description	Amount
Engineered Designs and Survey	\$50,000.00
Testing Laboratory Fees	2,500.00
Consultations	5,000.00
Engineer/Expert Reviews	5,000.00

GIS Improvements	2,500.00
Total Estimated Expenditures:	\$65,000.00

IT Contract Services (502-98102-3160-73):

This line item covers IT contract service charges for support, maintenance, and subscription to software benefitting the Water & Sewer Enterprise Fund. Software plays an integral role in billing and utility maintenance.

Item Description	Amount
Keystone, ESRI and Dude Solutions	\$ 13,553.70
Total Estimated Expenditures:	\$ 13,553.70

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
Annual MS4 Permit Maintenance	\$ 3,000.00
Fleet Tracking	2,040.00
Spoils Removal	500.00
Mowing and Tree Service	20,000.00
Mosquito Abatement	15,000.00
Concrete Repair	15,000.00
Snake Deterrent Tactics	15,300.00
PWSCDMOU	25,000.00
Total Estimated Expenditures:	\$95,840.00

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	1,030.00
Equipment Rental	2,575.00
Total Estimated Expenditures:	\$43,605.00

Advertising (502-98102-3600): This line item covers advertising costs for public hearings and public education, outreach, and involvement events. Public hearings are required for fee changes, ordinance changes, and potential acquisitions of real property. Public outreach, education, and involvement are mandated under our MS4 permit.

Item Description	Amount
Advertisement for Public Hearing	\$400.00
Novelties/ printed event items	1,500.00
Total Estimated Expenditures:	\$1,900.00

Postage (502-98102-5210): This line item covers the costs of compliance notice mailings, informative mailings for stormwater related survey and construction activities, as well as mass mailings as required to meet public outreach and education requirements under our MS4 permit.

Item Description	Amount
Postage	\$100.00
Total Estimated Expenditures:	\$100.00

Facilities Electrical Services (502-98102-5110):

Item Description	Amount
Electricity	\$3,000.00
Total Estimated Expenditures:	\$3,000.00

Facilities Heat Services (502-98102-5120):

Item Description	Amount
Heat	\$1,800.00
Total Estimated Expenditures:	\$1,800.00

Facilities Water & Sewer Services (502-98102-5134):

Item Description	Amount
Water & Sewer	\$335.00
Total Estimated Expenditures:	\$335.00

Travel/Education (502-98102-5500): This line item covers the costs of course enrollment and testing, as well as the associated travel and mileage expenses. There are multiple state mandated certification/credential requirements for Stormwater/Erosion and Sediment Control inspections, plan review, and administration. All of these certifications/credentials require both initial training/testing investment, and ongoing education (continuing education credits) to maintain. Stormwater staff continue to train/test to ensure that the City has certified personnel in all required areas, as well as to maintain certifications already acquired.

Item Description	Amount
Course Enrollment, Training Fees	\$3,500.00
Testing and Certification Fees	1,500.00
Travel and Lodging	3,000.00
CDL Training	6,000.00
PW Directors Luncheon	200.00
Total Estimated Expenditures:	14,200.00

VSMP Permit Fees (502-98102-5861): This line item represents the portion of the Virginia Stormwater Management Program Permit fee that is apportioned to the state. Although the City is the program authority, general construction permits are issued by the state, and therefore a fee is passed from the state to the City for every VSMP permit issued.

Item Description	Amount
State Permit Fee	\$2,250.00
Total Estimated Expenditures:	\$2,250.00

Office Supplies (502-98102-6001): Expenditure under this line represents staples office supplies such as pens, pencils, markers, paper clips, printing paper, etc. In addition to staples office supplies this line item provides for the purchase of office equipment and furniture such as printers, scanners, filing cabinets, etc.

Item Description	Amount
Staples Supplies	\$162.23
Paper, Cardstock, Laminates	540.75
Furniture and Filing	324.45
Kitchen and Laundry Supplies	257.50
Total Estimated Expenditures:	\$1,284.93

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	\$1,030.00
Tools	3,090.00
Testing Equipment	2,575.00
PPE	2,575.00
Total Estimated Expenditures:	\$9,270.00

Vehicle Fuel and Supplies (502-98102-6008): This line item covers fuel and supply costs for vehicles used when performing work for the Storm Water Fund.

Item Description	Amount
Vehicle Fuel and Supplies	\$9,000.00
Total Estimated Expenditures:	\$9,000.00

Fleet Replacement, Repairs and Maintenance – Public Works (502-98102-6009-74):

This is to cover the Water & Sewer Enterprise fund allocation (20%) of the Public Works fleet maintenance.

Item Description	Amount
Fleet Maintenance Allocation	\$ 6,644.01
Total Estimated Expenditures	\$ 6,644.01

Uniforms (502-98102-6011): This line item covers clothing allowance which includes logoed work attire and work pants.

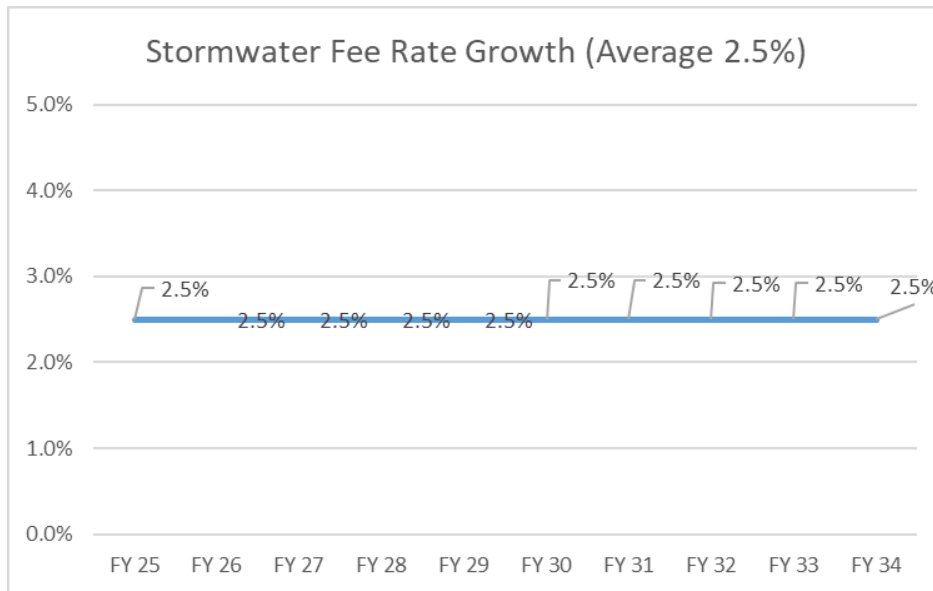
Item Description	Amount
Logoed Attire and Pants	\$2,884.00
Turnover Replacement	721.00
PT T-shirts	200.00
PT Hats	75.00
Total Estimated Expenditures:	\$3,880.00

Books and Subscriptions (502-98102-6012): This line item covers the costs of compliance notice mailings, informative mailings for stormwater related survey and construction activities, as well as mass mailings as required to meet public outreach and education requirements under our MS4 permit.

Item Description	Amount
Books and Periodicals	\$400.00
Tabbing Kits and Study Guides	100.00
Total Estimated Expenditures:	\$500.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
502-98102-1101-00-00-00	Storm Water Salaries/Wages	\$ 269,455.61	\$ 422,677.66
	Storm Water Program Manager	\$ 95,000.00	\$ -
	Equipment Operator	\$ 13,230.00	\$ -
	Mechanic	\$ 6,300.00	\$ -
502-98102-1101-01-00-00	VRS Hybrid STD	\$ 454.03	\$ 476.73
502-98102-1201-00-00-00	Storm Water Overtime	\$ 31,421.25	\$ -
502-98102-1301-00-00-00	StormWater Part-Time	\$ 27,921.00	\$ 27,921.00
502-98102-2100-00-00-00	FICA	\$ 25,153.04	\$ 34,470.80
502-98102-2210-00-00-00	Retirement	\$ 28,023.38	\$ 45,226.51
502-98102-2310-00-00-00	Group Health	\$ 52,631.58	\$ 62,683.00
502-98102-2400-00-00-00	Life Insurance	\$ 1,455.06	\$ 2,282.46
502-98102-3160-00-00-00	Professional Services	\$ 65,000.00	\$ 65,000.00
502-98102-3160-73-00-00	IT Contract Services	\$ 11,953.70	\$ 13,553.70
502-98102-5810-00-00-00	Dues/Memberships	\$ 1,300.00	\$ 1,197.00
502-98102-3170-00-00-00	Contract Services	\$ 70,840.00	\$ 95,840.00
502-98102-3310-00-00-00	Storm Water Repair & Maintenance	\$ 43,500.00	\$ 43,605.00
502-98102-3310-74-00-00	Facilities Replacement, Repairs, and Maintenance - Public Works	\$ 5,400.00	\$ 13,831.25
502-98102-3600-00-00-00	Advertising	\$ 1,900.00	\$ 1,900.00
502-98102-5210-00-00-00	Postage	\$ 100.00	\$ 100.00
502-98102-5110-00-00-00	Facilities Electrical Services	\$ 3,301.50	\$ 3,000.00
502-98102-5120-00-00-00	Facilities Heating Services	\$ 596.40	\$ 1,800.00
502-98102-5134-00-00-00	Facilities Water and Sewer Services	\$ 255.60	\$ 335.00
502-98102-5500-00-00-00	Travel/Education/Training	\$ 14,000.00	\$ 14,200.00
502-98102-5861-00-00-00	VSMP Permit Fees	\$ 1,500.00	\$ 2,250.00
502-98102-6001-00-00-00	Office Supplies	\$ 1,247.50	\$ 1,284.93
502-98102-6007-00-00-00	Repairs and Maintenance Supplies	\$ 9,000.00	\$ 9,270.00
502-98102-6008-00-00-00	Vehicle Fuel and Supplies-SWMF	\$ 9,038.00	\$ 9,000.00
502-98102-6009-74-00-00	Fleet Replacement, Repairs, and Maintenance-Public Works	\$ 8,400.00	\$ 6,644.01
502-98102-6011-00-00-00	Uniforms	\$ 3,500.00	\$ 3,880.00
502-98102-6012-00-00-00	Books and Subscriptions	\$ 500.00	\$ 500.00
502-98102-9999-00-00-00	Administrative Fee/Transfer to General Fund	\$ 106,197.21	\$ 118,405.03
502-93100-9215-00-00-00	Transfer to Solid Waste Fund	\$ 7,500.00	\$ -
502-93100-0003-00-00-00	Transfer to Stormwater Capital	\$ 1,299,947.05	\$ 947,001.45
Storm Water Expenditures Total		\$ 2,216,021.91	\$ 1,948,335.51

STORM WATER RATE GROWTH (10 YEAR MODEL)



STORM WATER CAPITAL PROJECTS

StormWater Repair, Replace, Upgrade and Maintenance (502-94100-0259): \$215,764.10

Replacement / Rehabilitation of existing storm sewers and appurtenances - \$100,000 per year, adjusted annually for inflation (2.5%).

Conner Center Maintenance Projects (502-94100-0259): \$107,689.06

Conner Industrial Park was built in the 1980s and needs repairs and replacement of the culverts and storm pipes that rusted through and causing sink holes. Also needed are a sewer lift station, repairs to intersections and failing pavement.

Bird Sanctuary (502-94100-0161): \$750,000.00

The project is a stream restoration of approximately 1,635 linear feet (LF) of an unnamed tributary of Russia Branch (herein termed “Bird Sanctuary Stream Restoration”, or the “Project”), which will allow for pollutant reduction, also referred to as Chesapeake Bay Total Maximum Daily Load (TMDL) credits, to be applied to the City’s Municipal Separate Storm Sewer System (MS4) permit needs.

Equipment Replacement (502-94100-0113-74-00-00):

Purchase and replace equipment for the Public Works Department. The existing equipment is in need of replacement.

Item Description	Amount
Bush-hog Track Machine (Replacement)	\$ 120,000.00
Total Estimated Expenditures	\$120,000.00

Vehicle Replacement (502-94210-9110-09-81-03 & 502-94210-9120-09-81-02)

Item Description	Amount
StormWater Enterprise Fleet Program Principal & Interest	\$27,852.56
StormWater Fleet Replacement and Upfit	1,105.60
Total Estimated Expenditures	\$28,958.16

Facilities (502-94100-0293-740-00-00 & 502-94100-0294-74-00-00)

Item Description	Amount
Security Fencing DPW	\$ 10,000.00
Rugby Storage Yard DPW	187,500.00
Total Estimated Expenditures	\$197,500.00

IT Hardware (502-94100-0296-74)

This line item covers the Storm Water Fund's pro-rata share of IT hardware costs.

Item Description	Amount
New Laptops, Server Upgrades and Backup Batteries	\$2,039.22
Total Estimated Expenditures	\$2,039.22

IT Infrastructure (502-94100-0297-74)

This line item covers the Storm Water Fund's pro-rata share of IT hardware costs.

Item Description	Amount
VMware Upgrade and Server Refresh	\$1,568.63
Total Estimated Expenditures	\$1,568.63

IT Security (502-94100-0298-74)

This line item covers the Storm Water Fund's pro-rata share of IT Security costs.

Item Description	Amount
Security Awareness Training, Cloud-Based Backups and IT Management System	\$1,960.78
Total Estimated Expenditures	\$1,960.78

Total StormWater Capital Projects Expenditures	\$1,426,879.95
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SOLID WASTE FUND

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

BUDGET HIGHLIGHTS

	FY2024 FTEs	FY2025 FTEs
Solid Waste Program Manager	.5	.5
Total:	.5	.5

Financial Summary Solid Waste:

Total Revenues:	\$1,726,881	Includes \$7,500 transfer from storm water fund
Operating Expenditures:	\$1,726,881	Overall, expenditures increased by 5% and/or \$82K compared to FY2024 amended budget.
Capital Expenditures:	N/A	
Total Expenditures:	\$1,726,881	
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	\$1,320,499.00
Annual 3% Increase	39,615.00
Anticipated addition of 150 SFH units	38,100.00
Total Estimated Expenditures	\$1,398,214.00

Hazardous Waste Events (503-98103-3170-00-91-00): This line item covers the cost of hosting potentially two hazardous waste collection days.

Item Description	Amount
Hazardous Waste Events	\$58,000.00
Total Estimated Expenditures	\$58,000.00

Dumpsters (503-98103-3170-00-92-00): This line item covers additional dumpsters that may be required for municipal operations.

Item Description	Amount
Additional Dumpsters	\$8,500.00
Special Event Dumpsters	1,300.00
Total Estimated Expenditures	\$9,800.00

NVRC Waste Management (503-98103-5133-74):

Item Description	Amount
NVRC Waste Mgmt.	\$2,900.00
Total Estimated Expenditures	\$2,900.00

Glass Dumpsters (503-98103-5699): This line item covers additional dumpsters that may be required for municipal operations.

Item Description	Amount
Additional Dumpsters for Recycling Glass	\$8,000.00
Total Estimated Expenditures	\$8,000.00

Cardboard Box Recycling Dumpsters (503-98103-5699-00-00-00):

Item Description	Amount
Cardboard Dumpster	\$2,400.00
Total Estimated Expenditures	\$2,400.00

Printing/Binding (503-98103-3500):

Item Description	Amount
Refuse & Recycling Reports	\$1,500.00
Total Estimated Expenditures	\$1,500.00

Postage (503-98103-5210):

Item Description	Amount
Recycling Rate Report	\$1,360.00
Total Estimated Expenditures	\$1,360.00

Advertising, Outreach and Education (503-98103-3600):

Item Description	Amount
Mass media/ educ. materials	\$3,500.00
Total Estimated Expenditures	\$3,500.00

Training and Certification (503-98103-5500):

Item Description	Amount
Certification Courses	\$3,000.00
Total Estimated Expenditures	\$3,000.00

Office Supplies (503-98103-6001):

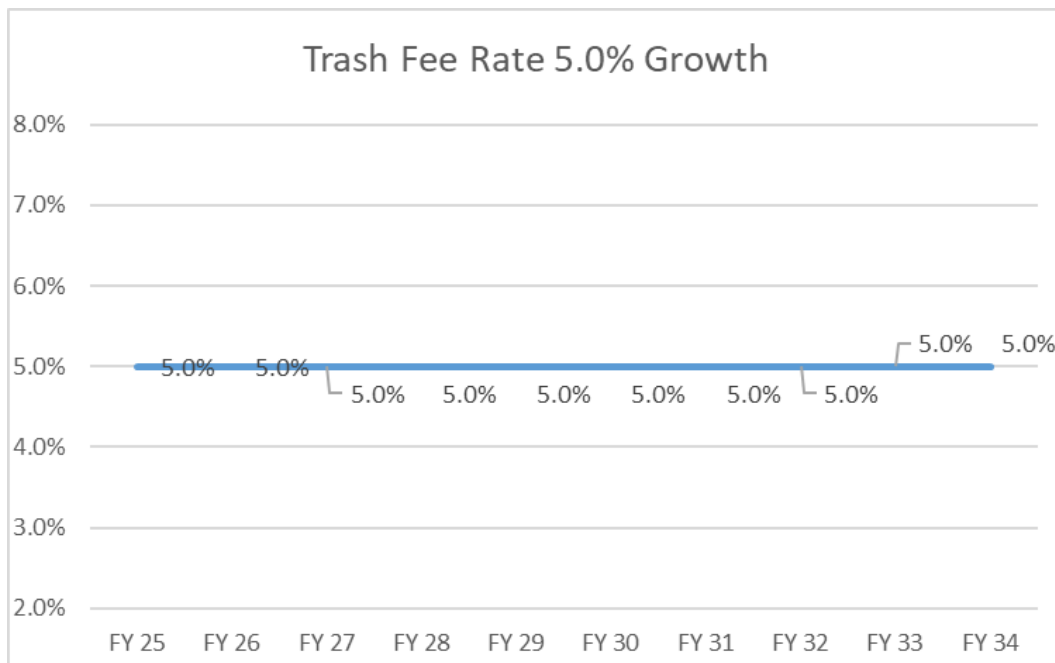
Item Description	Amount
Office Supplies	\$600.00
Total Estimated Expenditures	\$600.00

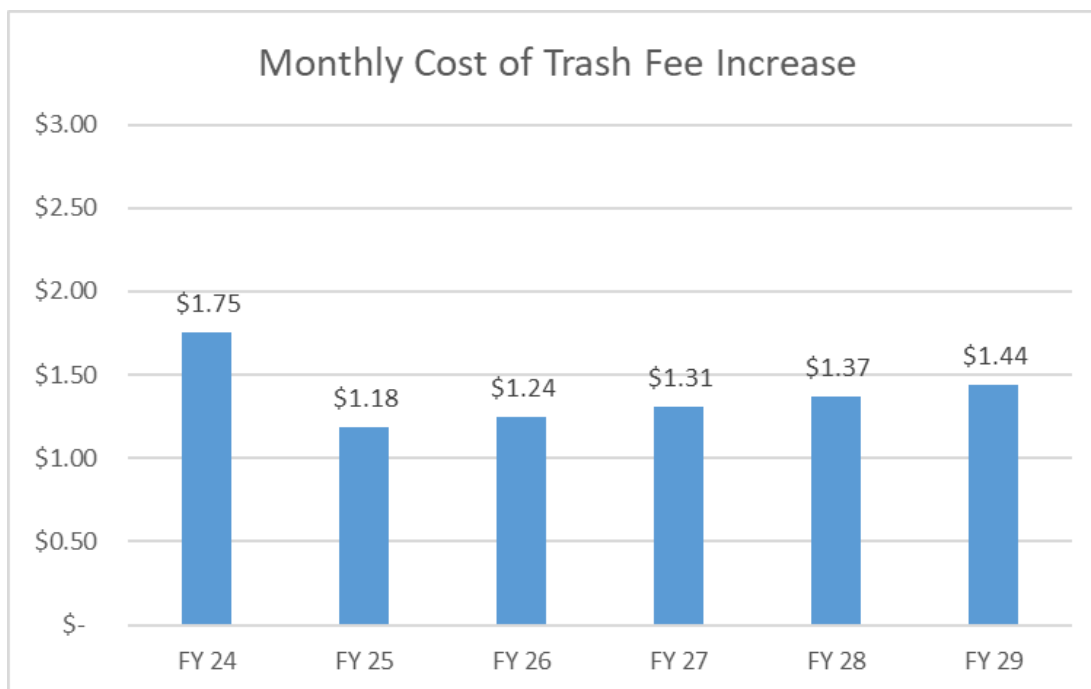
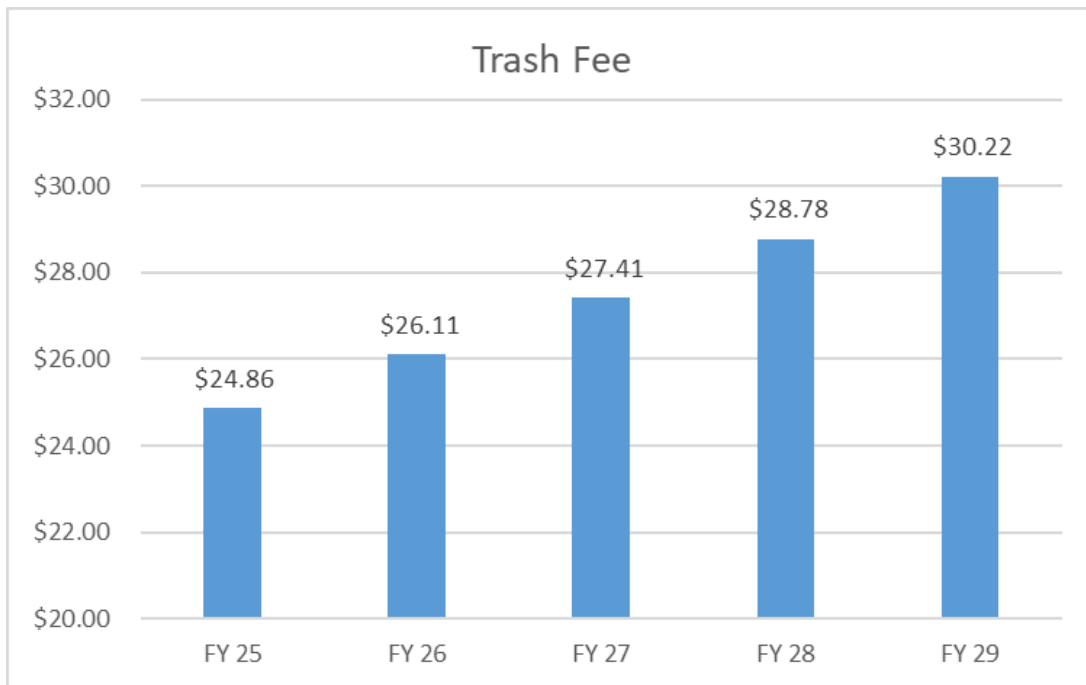
Telecommunications (TBD):

Item Description	Amount
Camera/Video Service/Telecommunications	\$1,200.00
Total Estimated Expenditures	\$1,200.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT FY BUDGET	
		BUDGET AMOUNT	BUDGET AMOUNT
		FY2024 A2 Amended Budget	FY2025 Proposed
503-98103-1101-00-00-00	Refuse & Recycling Salaries/Wage	\$ 64,081.42	\$ 64,213.92
503-98103-1301-00-00-00	Refuse & Recycling Part-Time Wages	\$ 4,521.72	\$ 4,521.72
503-98103-2100-00-00-00	FICA	\$ 5,248.14	\$ 5,258.28
503-98103-2210-00-00-00	Retirement	\$ 6,664.47	\$ 6,870.89
503-98103-2310-00-00-00	Group Health	\$ 2,314.75	\$ 6,328.44
503-98103-2400-00-00-00	Life Insurance	\$ 346.04	\$ 346.76
503-98103-3170-00-00-00	Contract Services	\$ 1,320,499.00	\$ 1,398,214.00
503-98103-3170-00-91-00	Hazardous Waste events	\$ 55,000.00	\$ 58,000.00
503-98103-3170-00-92-00	Additional dumpsters	\$ 8,500.00	\$ 9,800.00
503-98103-5133-74-00-00	NVRC - Northern Virginia Waste Management Program	\$ 2,900.00	\$ 2,900.00
503-98103-5699-00-00-00	Glass Dumpsters & Servicing	\$ 24,000.00	\$ 8,000.00
503-98103-5698-00-00-00	Cardboard Box Recycling Dumpster	\$ 4,656.00	\$ 2,400.00
503-98103-3500-00-00-00	Printing	\$ 1,500.00	\$ 1,500.00
503-98103-5210-00-00-00	Postage	\$ -	\$ 1,360.00
503-98103-3600-00-00-00	Advertising, Outreach, and Education	\$ 2,900.00	\$ 3,500.00
503-98103-5500-00-00-00	Training and Certification	\$ 3,000.00	\$ 3,000.00
TBD	Office Supplies	\$ -	\$ 600.00
TBD	Telecommunications	\$ -	\$ 1,200.00
503-98103-9999-00-00-00	Administrative Fee/Transfer to General Fund	\$ 138,286.93	\$ 148,867.12
Solid Waste Expenditures Total		\$ 1,645,318.47	\$ 1,726,881.12

SOLID WASTE RATE GROWTH (10 YEAR MODEL)





APPENDICES

**Please see Attached City Manager Budget
Power Point Presentation or visit:**

<https://cms7files.revize.com/manassasparkva/FY%202025%20City%20Manager%20Budget%20Presentation.pdf>

**Please see Attached CIP Power Point
Presentation with Project-by-Project
Descriptions or visit:**

<https://cms7files.revize.com/manassasparkva/City%20Manager/FY%2025-29%20CIP%20Presentation%20GB%20April%202024.pdf>

**Please see Attached FY 25 Budget Excel
Spreadsheet or visit:**

**[https://www.manassasparkva.gov/departments/finance/annual
financial reports adopted budgets.php#outer-585](https://www.manassasparkva.gov/departments/finance/annual_financial_reports_adopted_budgets.php#outer-585)**

Appendix D – Unfunded Positions and Capital

Below are the City's unfunded positions and capital projects. Due to the lean budget in FY25 and FY26 having frozen 7 positions, the priority should go to filling those positions prior to filling these, as the annual budget allows.

Department	Desired New Positions	Salary Projection	FTE	Desired Timeframe
Registrar	Deputy Registrar	\$52,783	1	Immediately
Commissioner of Revenue	BPOL Auditor	\$50,000	1	Immediately (after COR is fully staffed at 5)
	Subtotal	\$102,783	1	
Management/ Economic Development	Communications Director	\$85,000	1	Immediately
	General Services Division - Procurement	\$85,000	1	Can wait a few years
Finance	Assistant A/P Clerk	\$40,000	1	Immediately
	Subtotal	\$210,000	3	
Police	Police Officer & Animal Control Sworn-Officer	\$315,000	3	Immediately
	Crime Analyst/Media Management	\$94,066	1	Immediately
	Accreditation Manager	\$82,079	1	Can wait a few years
	Command Staff Executive Assistant II	\$91,566	1	Can wait a few years
	Subtotal	\$582,711	6	
Fire Department	Risk Management/Accreditation Manager	\$115,000	1	Immediately
	Assistant Chief of Operations	\$140,000	1	Immediately
	Fire Medics	\$195,000	3	Can wait a few years
	Subtotal	\$450,000	5	

Department	Desired New Positions	Salary Projection	FTE	Desired Timeframe
Community Development & Public Works	Field Project Manager	\$75,000	1	Immediately
	Senior Traffic Signal Technician	\$85,000	1	Immediately
	Water & Sewer Program Manager	\$105,000	1	Immediately
	Additional crew workers	\$150,000	3	Can wait a few years
	Subtotal	\$415,000	6	
Social Services	Human Services Assistant (Benefits- FT)	\$40,000	1	Can wait a few years
	Human Services Assistant (Services- FT)	\$40,000	1	Can wait a few years
	Operations Manager	\$90,000	1	Immediately
	Administrative Clerk	\$50,000	1	Immediately
	Subtotal	\$220,000	4	
Parks & Recreation	Writer/Content Specialist	\$55,000	1	Immediately
	Therapeutic Recreation Specialist	\$60,000	1	Can wait a few years
	Park Supervisor	\$48,000	1	Immediately
	Custodian	\$40,000	1	Can wait a few years
	Recreation Specialist – Teens	\$48,000	1	Immediately
	Aquatics Supervisor	\$70,000	1	Can wait a few years
	HR Specialist	\$60,000	1	Can wait a few years
	Head Lifeguard	\$85,000	2	Can wait a few years
	Front Desk Supervisor	\$45,000	1	Can wait a few years
	Fitness Supervisor	\$70,000	1	Can wait a few years
	Subtotal	\$581,000	11	
Total		\$2,561,693.91	37	

UNFUNDED CAPITAL PROJECTS

Department	Desired Capital Projects	Cost of Desired Capital Project	Desired Timeframe
Police	Police Critical Incident Capabilities (Armored Vehicle)	\$375,000	FY27-FY31
	Public Safety Barriers	\$125,000	FY31
	Subtotal	\$765,000	
Fire Department	New Fire Station	\$12,234,584	FY31
	Subtotal	\$12,234,584	
Community Development & Public Works	Courtney Drive Culvert Upgrade	\$150,000	FY28
	Euclid Avenue Extension	\$250,000	FY32-FY42
	Polk Drive Extension	\$2,000,000	FY27-FY29
	Kirby Street Extension	\$1,528,000	FY27-FY29
	Subtotal	\$3,928,000	
Parks & Recreation	Manassas Park Skate Park	\$ 500,000	FY29
	Phase II, Costello Park	\$2,000,000	FY32
	Blooms Park Trail Restoration	\$1,892,854	FY32
	Blooms Park Emergency Call Box	\$155,000	FY30
	Signal Hill Park Expansion	\$3,200,000	FY31
	Subtotal	\$7,747,854	
	Total	\$24,410,438	

Appendix E – Letter from Assessors

City of Manassas Park, Virginia

MEMORANDUM

DATE: APRIL 1, 2024

TO: JOSHUA MCNEAL, DIRECTOR OF FINANCE

FROM: DARIUS GOULD, 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 2024 represents an increase of 1 percent or more, over the 2023 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.

2023 assessment figures represent equalized assessments that reflect administrative assessment reviews, supplemental assessments that were issued.

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 7.32 percent.

Dividing the 2024 total for locally assessed real property¹, excluding additional assessments due to new construction or improvements, by the 2023² total for locally assessed real property, equals 1.0732, or a 7.32 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.

² The original 2023 assessed value of \$2,342,762,900 adjusted for equalization.

$$\frac{\$2,545,626,600 - 31,373,596}{\$2,342,762,900}$$

$$= \frac{\$2,514,253,304}{\$2,342,762,900}$$

$$= 1.0732, \text{ or a } 7.32 \text{ percent increase}$$

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 \$1.25 per \$100 of assessed value. This rate is the “lowered tax rate.”

Last year’s estimated tax levy, using the 2023 equalized assessments and the FY 2024 real estate tax rate of \$1.43, divided by the 2024 total for assessed real property, excluding new construction or improvements, equals a rate of \$1.25 per \$100 of assessed value.

$$\frac{\$2,342,762,900 \times .0143}{\$2,545,626,600 - 31,373,596}$$

$$= \frac{\$31,329,085}{\$2,514,253,304}$$

$$= 0.0125 \text{ or } \$1.25 \text{ per } \$100 \text{ of assessed value}$$

3. Effective Rate Increase: The City of Manassas Park is considering the adoption of a tax rate not to exceed \$1.405 per \$100 of assessed value. The difference between the lowered tax rate and the proposed tax rate is \$0.155 per \$100, or a 12.4 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 2024.

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: Interim City Manager Keith Nguyen
City Clerk Lana Conner

City of Manassas Park
Public Hearing Notice
Consideration of Effective Real Estate Tax Rate for FY 2025

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 7.32 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 \$1.25 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 \$1.405 per \$100 of assessed value. The difference between the lowered tax rate and the proposed tax rate would be \$0.155 per \$100, or a 12.4 percent 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 the last years by 9.20%.

Public Hearing. A public hearing on the proposed tax rate will be held on Tuesday, June 4, 2024, at 7:00 p.m. in the Board Meeting Room of City Hall, 100 Park Central Plaza, Manassas Park, Virginia 20111. The City will also be streaming the meeting on YouTube, Facebook live, and Cable TV and will be accepting digital comments prior to (please email l.conner@manassasparkva.gov) and during the meeting.

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.

Appendix F – Schedule of Taxes and Fees

Description	Rate/Fee
General Taxes	
Real Estate Tax	\$1.405 Per \$100
Personal Property Tax	\$3.50 Per \$100
Tangible personal property and machinery and tools	\$3.50 Per \$100
Motor vehicles, trailers and boats	\$3.50 Per \$100
Tangible personal property tax rate for motor vehicles owned or leased by active members of volunteer rescue squads and volunteer fire departments	\$.25 Per \$100
Vehicle License Fee	\$30.00
Motorcycle Fee	\$16.00
Trailer, semi-trailer or vehicle of like design	\$14.00
Cigarette Tax	\$.75 Per Pack
Meals Tax	4%
Sellers Discount	2%

Business Taxes, Licenses, & Business Fees	
Business Licenses	
Business, Trade, Profession, Occupation or Calling:	
Contractors and Persons constructing for their own account for sale	\$.10 Per \$100 of gross receipts with a \$30.00 minimum tax
Retail sales (including Persons engaged in the short-term rental business),	\$.15 Per \$100 of gross receipts with a \$30.00 minimum tax
Financial, real estate and professional services,	\$.35 Per \$100 of gross receipts with a \$30.00 minimum tax
Repair, Personal and business services, and all other businesses and occupations not listed or excepted,	\$.18 Per \$100 of gross receipts with a \$30.00 minimum tax
Wholesale Merchants:	
Purchases under \$10,000	\$50.00
Purchases over \$10,000	\$50 plus \$.05 Per \$100

Peddlers & Itinerant Merchants	\$100.00
Direct Seller	\$.20 Per \$100
Amusement Machines	\$200 plus retail sales license fee
Utility	\$.50 Per \$100 or 1/2 of 1%
Photography	\$25.00
Fireworks Dealer	\$1,000 and Permit expires July 17
Special Event Permit	\$10.00 Per Day
Alcoholic Beverages for Retail	
Beer License:	
On Premises	\$100.00
Off Premises	\$100.00
Wine & Beer License:	
On Premises	\$150.00
Off Premises	\$150.00
Mixed Beverage License:	
Seating Capacity up to 100 Persons	\$200.00
Seating Capacity 100-150 Persons	\$350.00
Seating Capacity Over 150 Persons	\$500.00
Gold, Silver and other precious Metals	\$200 plus \$30 application fee
Pawn Brokers Application Fee	\$200.00
Going out of Business Sale:	
Special sale permit required to advertise or conduct a sale in the city for the purpose of discontinuing a retail business	\$65.00
Solicitors or door-to-door salesmen:	
Business Solicitors or door-to-door salesmen in a private residence Permit	\$20.00
Business Solicitors or door-to-door salesmen in a private residence renewal permit	\$5.00
Penalty for violation	minimum \$100 to maximum \$1,000
Non-Profit Business:	

Permit to distribute handbills, advertisement, flyers, etc. in a publicly owned parking lot	\$50.00
Repairing or dismantling automobiles, boats, etc., in residential districts:	
Permit	\$17.00
Performance deposit refundable if repair is complete within 15 days or 30 days if an extension has been granted	\$25.00

Penalties/Administrative/Miscellaneous:	
Late Payment Penalty	10% of tax assessable or a sum of \$10 whichever is greater
Late Payment Penalty/Interest	10% interest Per annum from the first day following the day such taxes are due
Delinquent taxes or other delinquent charges	Attorney's fees and collection agency's fees shall not exceed 20% of taxes or other charges so collected
Delinquent taxes or other delinquent charges	Administrative costs shall be in addition to all penalties and interest, and shall not exceed \$30.00 for taxes and other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges but prior to the taking of any judgment with respect to such delinquent taxes or charges, and \$35.00 for taxes or other charges collected subsequent to judgment
Delinquent taxes or other delinquent charges	If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150.00 or 25% of the cost, whichever is less; however, in no event shall the fee be less than \$25.00.
Return Check Fee	\$50.00
Dog / Cats	\$5.00-\$10.00
Yard Sale Permit	\$1.00

Criminal Penalties:	
Tax assessable \$1,000 or less	shall not exceed a Class 3 Misdemeanor
Tax assessable more than \$1,000	Class 1 Misdemeanor
Parking Fines	\$20.00-\$50.00
Police reports	\$2.00-\$5.00
School Bus Tickets	\$250.00
Alarm	\$50.00

Land Use and Development Fees	
Planning/Zoning	
Appeal to Board of Zoning Appeals	\$500.00
Comprehensive Plan Amendment	\$1,550.00
Conditional Use Permit	\$2,300.00
Floodplain Permit	\$255.00
Home Occupation Permit	\$50.00
Notice Requirements	
Newspaper Advertisement	At Cost
Adjacent Property Address List	\$50.00
Rezoning	\$4,100.00
PUD and MUD	+ \$350 Per acre
All Other Zoning Districts	+ \$250 Per acre
Proffer Amendment	\$2,800.00
Sign Permit	\$125.00
Temporary Use Permit	\$125.00
Variance (Board of Zoning Appeals)	\$800.00
Waiver Request under Sec. 31-33.2 of Zoning Ordinance	\$1,000.00
Zoning Administrator Written Determination	\$300.00
Zoning Compliance Letter	\$200.00
Zoning Ordinance Text Amendment	\$1,500.00
Zoning Review:	
Building Permit	\$50.00
Business License	\$125.00
Driveway, Fence or Shed	\$30 each

Site Plan/Public Improvement Plan Review	
Public Improvement Plan:	
First Submission	\$2,400.00
Third and Subsequent Resubmissions	\$750 Per submission
Revision to Approved Public Improvement Plan	\$900.00
Site Plan Review:	
Administrative Review – Zoning Review Only	\$200.00
Preliminary Site Plan	\$1,000.00
Site Plan - First Submission	\$3,100.00
Site Plan - Third and Subsequent Resubmissions	\$750 Per submission
Revision to Approved Site Plan	\$1,200.00
Subdivision	
Sketch Plan	\$140.00
Preliminary Plat and Deed Review – First Submission (No Fee if Submitted with Site Plan)	\$1,250.00
Plat and Deed Review – Third and Subsequent Resubmissions	\$625 Per submission
Revision to Approved Plat	\$800.00
Waiver under Sec. 21- 68(a) of the City Code	\$950.00
Appeal under Sec. 21-68(b) of the City Code	\$700.00
Supplemental Study Reviews	
Floodplain Study	At Cost
Traffic Impact Analysis	At Cost
Environmental Analysis or	At Cost
Architectural Study	At Cost
Bonding and Development Permits	
Erosion and Sediment Control Plan (No fee if submitted with site plan)	\$625
Grading Permit	\$800
Site Development Permit:	\$800.00

	Plus \$500 Per lot for single family Plus \$300 Per multi-family unit Plus \$0.45 Per gross square feet of proposed nonresidential buildings, not to exceed \$25,000
Public Improvement Permit	\$800.00 + 2% of bond
Bond Reduction or Extension	\$400.00 Per request
As-Built Plan	\$300.00
Site Inspection Fees	
Base fee	\$250.00
Water (installation and testing):	
First 400 linear feet (LF)	\$750.00
Per 100 feet (ft.) over the initial 400 LF	\$450.00
Sanitary Sewer (installation, televising and testing):	
First 400 LF	\$750.00
Per 100 ft. over the initial 400 LF	\$450.00
Storm Sewer (Drainage) (installation and televising):	
First 400 LF	\$650.00
Per 100 ft. over the initial 400 LF	\$350.00
Storm Water Management Facilities (installation and as built):	
< 1 acre	\$500.00
≥ 1 acre < 5 acres	\$2,700.00
≥ 5 acres < 10 acres	\$3,400.00
≥ 10 acres < 50 acres	\$4,500.00
≥ 50 acres < 100 acres	\$6,500.00
Dedicated Streets (installation, pavement design review, and striping):	
First 400 LF	\$850.00
Per 100 ft. over the initial 400 LF	\$450.00
Private Streets (installation and pavement design review)	
First 400 LF	\$850.00
Per 100 ft. over the initial 400 LF	\$450.00
Parking Lots	\$.50 Per LF
Sidewalks and Vehicle Entrances	\$.50 Per LF

Erosion and Sediment Control (ESC) (Plan Review and Land Disturbing)	\$500 + 3% ESC escrow
Re-Inspections (First Inspection is free. Fee applies to each subsequent inspection.)	\$150 Per inspection
After Workday Inspections	\$75 Per hour (2-hour min)
Inspections may be conducted after normal work hours with approval and when arranged in advance. The fee for each inspection to be conducted shall be applied separately for each discipline inspected and is payable in advance. This amount is in addition to any other required fees.	
Inspection Cancellation Fee	\$150.00
Refunds:	
1. Refunds for fees paid in accordance with this schedule must be applied for in writing to the Community Development Department. There will be a \$75 administrative fee for processing the refund request, which will be deducted from the refund.	\$75.00
2. Refunds shall be based on the amount of uncompleted work associated with an application or inspection and calculated as a Percentage of the total fee.	Percentage

Enterprise Fees	
Residential Water & Sewer:	
Water	\$4.07 Per 1,000
Sewer	\$6.77 Per 1,000
Commercial Water/Sewer:	Water / Sewer
0—10,000 gals	\$ 6.14 + ERU charge** /\$8.88
10,001—20,000 gals	\$ 7.22 + ERU charge**/\$9.96
20,001—40,000 gals	\$ 8.30 + ERU charge**/\$11.04
40,001 and above gals	\$9.38 + ERU charge**/\$12.12
Commercial & Residential Monthly UOSA Fee	\$49.78
Senior Tax Relief	\$19.50
Utility Connection Fee	\$30.00
Application Fee (connection fee and last month's monthly fee paid in advance)	\$79.78
Utility Security Deposit	\$240.00
Utility Penalty Fee for Non-Payment	10% of amount over \$30 plus 1% of balance
Water Fee Schedule:	
Meter Size / Equivalent Residential Unit (s) (ERU)	ERU Fee
5/8" / 1.0 ERU	\$0.00
3/4" / 1.5 ERU	\$ 2.71
1" / 2.5 ERU	\$8.13
1 1/2" / 5.0 ERU	\$21.66
2" / 8.0 ERU	\$37.91
3" / 17.5 ERU	\$89.36
4" / 31.5 ERU	\$165.19
ERU Rate	\$5.42
Water & Sewer Availability Fees for New Connections:	

Residential Uses	\$14,300 Per Dwelling Unit
All Other Uses	The greater of (A) or (B) below
(A) The sum of all fixture units x \$300 <i>(A minimum of \$14,300.00 shall be charged per premises)</i>	
Automatic clothes washer (2-inch standpipe)	3 units
Bathroom group consisting of water closet, lavatory and bathtub or shower stall:	
a. Flushometer valve closet	8 units
b. Tank type closet	6 units
Bathtub (with or without overhead shower)	2 units
Combination sink and tray with food disposal unit	2 units
Combination sink and tray with 1½-inch trap	2 units
Combination sink and tray with separate 1½-inch traps	3 units
Dental unit or cuspidor	1 unit
Dental lavatory	1 unit
Drinking fountain	½ unit
Dishwasher, domestic	2 units
Floor drains with 2-inch waste	2 units
Kitchen sink, domestic, with one 1½-inch waste	2 units
Kitchen sink, domestic, with food waste grinder	2 units
Lavatory with ¼-inch waste	1 unit
Laundry tray (one (1) or two (2) compartments)	2 units
Shower stall, domestic	2 units
Showers (group) per head	2 units
Sinks:	
a. Surgeon's	3 units
b. Flushing rim (with valve)	6 units
c. Service (trap standard)	3 units
d. Service (P trap)	2 units
e. Pot, scullery, etc.	4 units
Urinal, pedestal, syphon jet blowout	6 units
Urinal, wall lip	4 units
Urinal, stall, washout	4 units

Urinal trough (each 6-foot section)	2 units
Wash sink (circular or multiple) each set of faucets	2 units
Water closet, tank-operated	4 units
Water closet, valve-operated	6 units
Fixture drain or trap size:	
a. 1¼-inch and smaller	1 unit
b. 1½-inch	2 units
c. 2-inch	3 units
d. 2½-inch	4 units
e. 3-inch	5 units
f. 4-inch	6 units
(B) Availability fee based on meter size	
Meter Size	Availability Fee
5/8"	\$14,300.00
¾" Low	\$14,300.00
¾" High	\$28,600.00
1"	\$42,900.00
1 ½"	\$71,500.00
2"	\$114,400.00
2"	Negotiated Fee
Storm Water Management	\$182.88/ERU Annually
Rates for Refuse/Recycling:	
Curbside pick-up	\$24.86
Dumpster	\$20.29
Senior Tax Relief Discount	\$ 6.77