City of MANASSAS PARK

Governing Body Members

Back row (left to right) – Vice Mayor Brian Polk, Suhas Naddoni, Michael Carrera, Preston Banks
Front row: - Jeanette Rishell, Mayor Frank Jones, Keith Miller

Adopted Budgets

For the Fiscal Year Ending
June 30, 2016

CITY OF MANASSAS PARK
ADOPTED BUDGETS
Fiscal Year 2016

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CITY OF MANASSAS PARK

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City Manager:
Kimberly Alexander

Mayor:
Frank Jones

Vice Mayor:
Bryan E. Polk

Council Members:
Keith Miller
Suhas Naddoni
Preston Banks
Jeanette Rishell
Michael Carrera

April 7, 2015

To the Mayor, Governing Body Members and Citizens of Manassas Park:

In accordance with the City Charter, I am submitting the City of Manassas Park's Fiscal Year (FY) 2015-2016 Proposed Budgets. Included are balanced budgets for the City's General Fund, Proffer Fund, Capital Projects Fund, NVTA Local Fund, Debt Service Fund, Enterprise Funds (Water & Sewer, Solid Waste and Storm Water Management), Potomac & Rappahannock Transportation Commission (PRTC) Trust Fund, and the Bull Run Alcohol Safety Action Program (ASAP) Fund.

The budgets for the Manassas Park City School Funds are in a separate document and not included here. However, the City's General Fund budget includes a transfer to the Schools for operating costs and to the City's Debt Service Fund for the required debt service payments for the School's bonds.

Attempting to balance the City's budget with the looming $2 million increase in debt service in FY2016, along with other critical needs in the City, while maintaining vital services to our citizens, created a difficult and challenging budget process for us. The budgets presented in this document represent hundreds of hours of staff time to maintain the quality of services our citizens expect.

The large increases in debt service that began in FY 2015 and peak in FY 2016 and 2017 have been on our radar for several years. The Governing Body adopted a Financial Plan in 2012 to provide for those increases as well as bring our Fund Balance back to an acceptable level. That plan called for a very meager 0.5% growth in expenditures from 2013 to 2018 and a level tax rate of $1.65 for the same period.

In first budget year (FY2013) under that plan, we were able to hold to the 0.5% growth. However, the reality of subsequent years created much larger increases in our expenses. The FY 2014 and FY 2015 budgets had expenditure increases of 2.6% and 4.5% (5% for Schools), respectively. We also decreased the tax rate 10 cents for FY 2015, providing significantly less revenue for FY 2015 and FY 2016 that would have helped us cover the additional debt.

Even with these changes from the Financial Plan, we are still providing for the additional debt service in FY 2016. There are a number of important needs that are unfunded in this proposed budget, including cost-of-living increases for our employees; project management funding; various employee retention programs; several new position requests, including an Economic Development Director, a Revenue Manager, a Deputy Parks & Recreation Director, two additional Police Officers, additional Fire Department personnel hours (via Kelly Day elimination), and several other positions. Further, this budget will require a Reduction in Force (RIF) of several positions, and we are unable to provide for a decrease in the tax rate without the addition of a significant additional number of RIFs.

While I fully understand the desire to reduce our real estate property tax rate, it is simply not feasible nor prudent to do so with our increased debt service requirements without a severe impact to staff and services.

I will provide more detail in the Budget PowerPoint presentation included at the end of this letter but wanted to provide a few highlights here.

General Fund:

Although the General Fund budget is increasing a total of 5.2%, please note that the transfer for debt service is increasing by 20%. We are currently projecting an increase in real estate property value of 6.6%.

Other General Fund highlights

- No pay increases for employees.
- Healthcare insurance cost increase of 7%.
- Established a tuition reimbursement plan for employees - proposed funding of $15,000.
- Appropriation of $269,886 from fund balance to subsidize the Solid Waste Fund, eliminating the accumulated deficit in the Solid Waste Fund.
- Increase in Motor Vehicle Decal Fees, the Cigarette Tax, and various Parks & Recreation Fees.

Proffer Fund and Northern Virginia Transportation Authority (NVTA) Local Fund

The Proffer Fund has just been established to account for proffer monies received from various residential developments. Proffers are primarily for capital needs of the City and had been accounted for in the City's Capital Projects Fund in previous years.

The FY 2015 Capital Projects Fund budget approved by the Governing Body provided for the use of some of the proffer money for capital items. In setting up a separate Fund for Proffers, it removed the funding in the Capital Projects Fund. That funding will need to be transferred from the Proffer Fund to the Capital Projects Fund for FY 2015 to cover the Capital Projects Fund deficit that resulted from the removal of those funds.

Also, for the FY 2016 Capital Projects Fund budget, any capital not funded by other sources (e.g., VDOT, PRTC, etc.) will need to be funded from proffers, as the General Fund is not in a position to cover those costs.

The NVTA Local Fund was established to account for the 30% local share of receipts as well as the City's contribution of an additional Commercial & Industrial Tax or the equivalent amount where a jurisdiction does not impose the additional tax. As you are aware, the City elected not to impose the tax but rather to transfer an equivalent amount into the Fund.

For FY 2014 and 2015, the transfer was made from the Capital Projects Fund. The funds can only be used for eligible transportation related projects. At this time, no expenditures are being budgeted.

Capital Projects Fund and Debt Service Fund:

The Capital Projects Fund and Debt Service Fund are balanced as presented. The City's and School's debt service payments are provided for within the "transfers" portion of the General Fund budget.

The Capital Projects Fund is funded by PRTC funds, Virginia Department of Transportation (VDOT) funds, other granting agencies, and from proffers as noted above.

Water & Sewer Fund:

As you are aware, our Water & Sewer Fund face two significant challenges that other similar enterprises in larger jurisdictions do not. First, we are a very small system. We do not enjoy the "economies of scale" that larger jurisdictions have which allow them to spread their fixed costs to a larger number of customers, thereby reducing those costs per customer. We spread our fixed costs to less than 5,000 customers. Fairfax and Prince William Counties spread their costs to hundreds of thousands of customers, but even comparable communities such as Dale City (21,000) and City of Falls Church (52,000) have a much larger customer base than ours.

Another key challenge we face is that we do not have our own water supply nor treatment facilities, and therefore must pay higher costs as the "middle-man" for water supply and treatment. The only means we have of meeting these and other challenges is through higher rates for our customers as compared to surrounding jurisdictions.

The Water & Sewer Fund budget presented is balanced. The operating budget is basically flat – less than a half percent increase. The capital side of the budget, which includes debt service, is increasing primarily due to a million dollar increase in debt service for FY 2016.

Solid Waste Fund and Storm Water Management Fund:

The Garbage Collection Fund continues to operate at a deficit despite a small rate increase for FY 2015. As projected/budgeted, the Fund will have $50,249 and $53,603 shortfalls for FY 2015 and FY 2016, respectively. As noted in the General Fund highlights above, in order to balance the FY 2016 budget and eliminate the accumulated Fund deficit, the proposed budget includes a transfer of $269,886 from the General Fund to subsidize the Solid Waste Fund.

The Storm Water Management Fund accounts for the costs of our storm water management and control programs as required by federal and state regulations. It is funded by an "equivalent residential unit" (ERU) annual charge - $35.58. An ERU is the amount of impermeable surface area on an average residential property. Commercial properties pay an amount that calculates a number of ERUs equivalent to a residential unit.

Closing Comments:

This budget document represents the end result of several months of teamwork by the entire City staff and the Governing Body to address the needs of our community. I believe we have met the very difficult challenges and proposed a FY 2016 budget that meets those needs and will continue to allow us to provide quality services to our citizens.

In December, I asked all City employees for suggestions that would make the City a better place to work for employees or a better place to live or to visit for our citizens. I received a number of valuable ideas, some of which have already been implemented, and I would like to thank all of those people for their assistance. Our employees help the City in so many ways to deliver quality services, above and beyond their routine duties. We will continue to analyze other suggestions and implement those when feasible.

I would also like to recognize our Department Directors for their time involved in submitting as lean a budget as possible and the sacrifices they have made to help us balance the budgets. Without their work, the Governing Body would not be able to make its difficult, informed decisions.

Additionally, I would specifically like to recognize and thank the City's Finance Director, Gary Fields, for the tremendous amount of time and effort he has put into the development of this budget. Without his leadership, commitment, expertise, and hard work, this process would have been far more stressful and much less productive.

And as always, I would like to sincerely thank the Governing Body for their oversight and concern for the City, our employees, and our citizens.

Respectfully Submitted,

Kim Alexander
City Manager

CITY OF MANASSAS PARK

FY 2016 Proposed Budgets
Overview

Presented at Governing Body Meeting 4/7/15

Budget Assumptions

- No increase in real estate property tax rate
- Real Estate assessments up 6.7%
- Must cover $1.9 million increase in debt service payments
- No new programs – target flat Departmental budgets
  - Fund tuition reimbursement program - $15,000
  - Fund Solid Waste Fund deficit - $270,000
- No pay increases to employees
  - Reduction in Force & Position Restructuring
  - Targeted hiring freeze
- Health insurance cost increase – 7%

General Fund

Funding Sources – FY 2016

Property Taxes 65.5%

State of VA 12.8%

Other Local Taxes 12.5%

Chgs for Srvc 4.2%

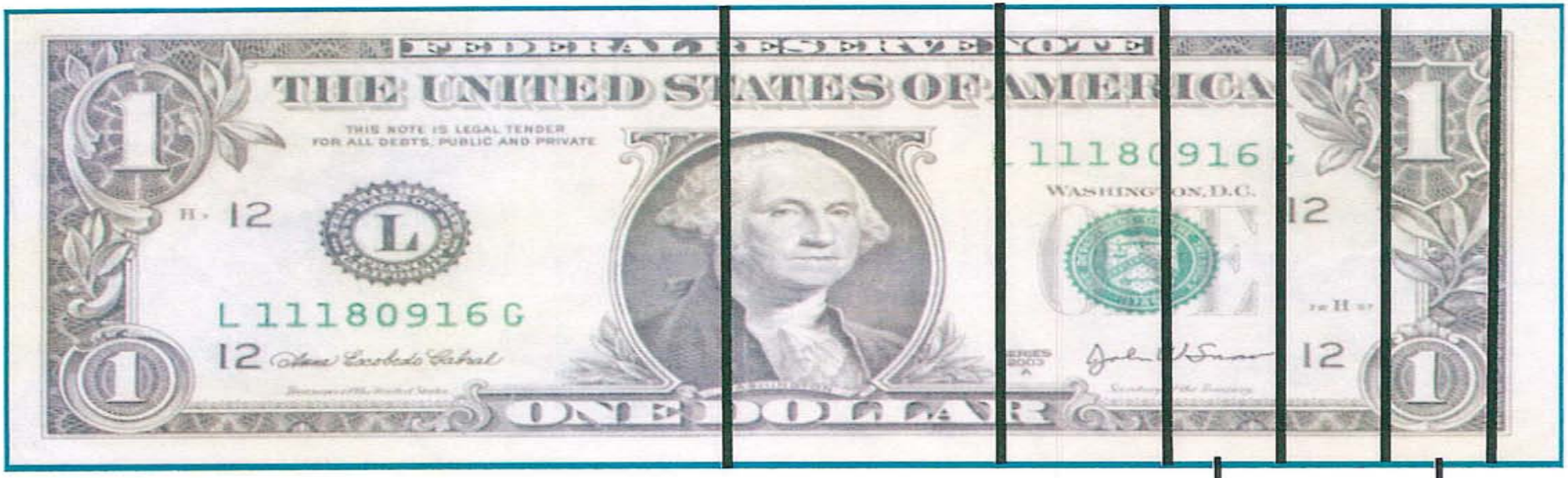
Admin Fees 2.9%

Other 2.1%

General Fund

Tax $ Allocation – FY 2016

$1.55 Tax Rate



Schools
70 ¢
(Includes transfers from City for Operations and Debt Service for School Bonds)

Police & Fire
27 ¢

Gov't Svcs/ DSS
17 ¢

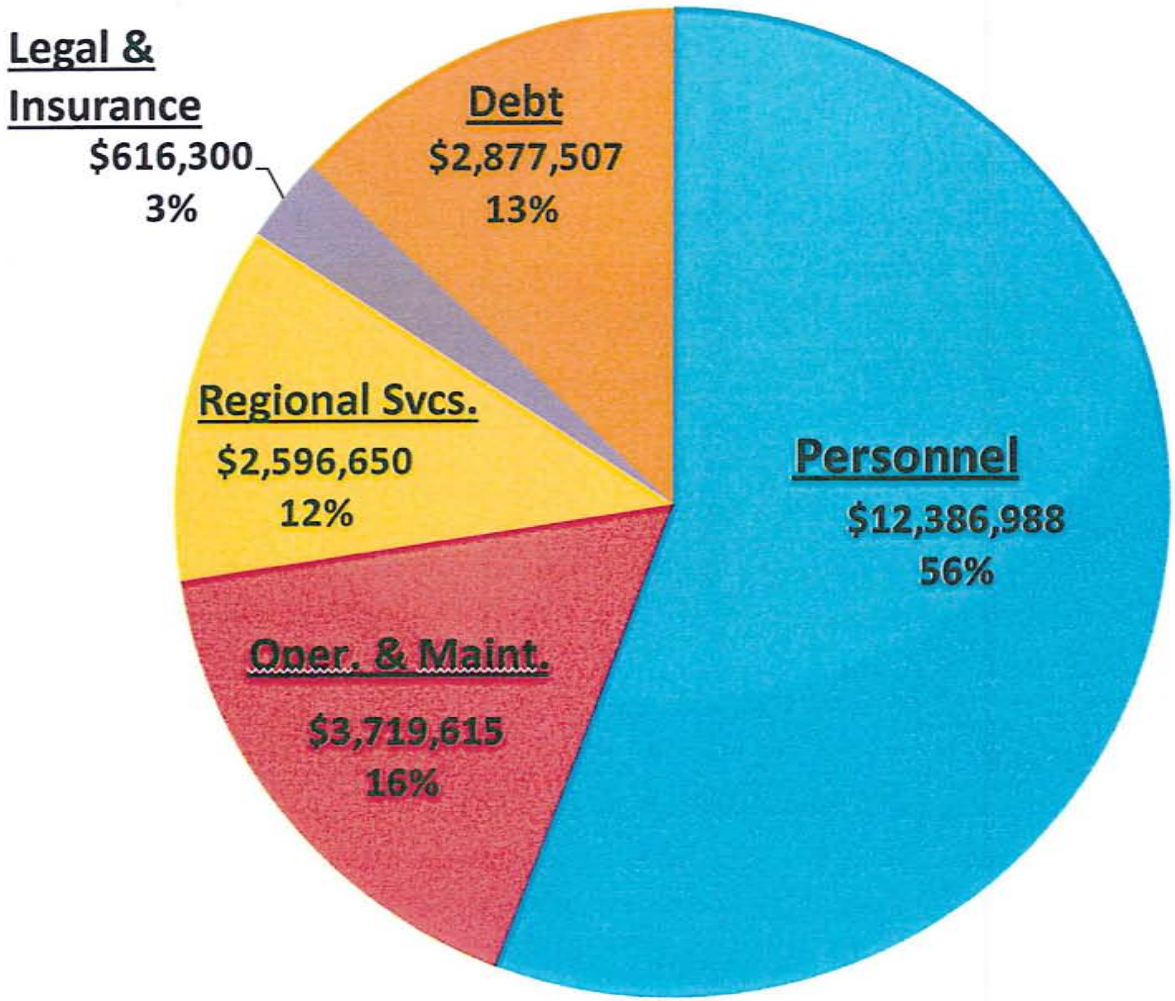
Parks & Rec
12 ¢

City Debt
12 ¢

Reg. Svcs.
10 ¢

DPW
7 ¢

General Fund Costs



General Fund
Departmental Summaries

	% Personnel to Dept. Total	Personnel Costs	O & M	Total Budget	FY 16 Bud. Increase
Police	90%	$ 3,603,488	$ 406,300	$ 4,009,788	0.2%
Fire	95%	2,620,043	130,600	2,750,643	6.1%
DPW	56%	930,087	739,950	1,670,037	1.9%
Social Svc.	47%	909,548	1,023,351	1,932,899	-7.4%
Parks & Rec.	77%	2,308,249	705,160	3,013,409	4.8%

General Fund
Departmental Summaries

	% Personnel to Dept. Total	Personnel Costs	O & M	Total Budget	FY 16 Bud. Increase
Clerk/GB	94%	$ 185,871	$ 12,210	$ 198,081	0.8%
City Manager	95%	291,677	16,250	307,927	8.2%
Comm. Of Rev.	94%	317,358	19,475	336,833	1.3%
Treasurer	83%	316,211	66,080	382,291	2.4%

General Fund
Departmental Summaries

	% Personnel to Dept. Total	Personnel Costs	O & M	Total Budget	FY 16 Bud. Increase
Finance	98%	$ 365,262	$ 6,190	$ 371,452	-0.4%
Human Res.	89%	229,720	28,710	258,430	12.8%
Registrar	83%	123,666	24,622	148,288	8.3%
Plan. & Zoning	91%	185,806	18,480	204,286	-10.1%
Info. Tech.	13%	65,000	448,237	513,237	-2.9%

Summary – All Funds

Fund:	FY 2015 Adopted Budget	FY 2016 Proposed Budget	Increase (Decrease) $	Increase (Decrease) %
General Fund	$ 37,150,551	$ 39,097,995	$ 1,947,444	5.2%
Proffer Fund	-	1,684,631	1,684,631	
Capital Projects Fund	5,810,793	6,505,607	694,814	12.0%
NVTA Local Fund	-	-	-	0.0%
Debt Service Fund (incl. Schools)	7,475,250	8,794,457	1,319,207	17.6%
Water & Sewer Fund	7,111,569	7,145,563	33,994	0.5%
Water & Sewer Capital Improv. Fund	3,989,441	5,608,343	1,618,902	40.6%
Solid Waste Management Fund	855,500	853,603	(1,897)	-0.2%
Storm Water Retention Fund	317,204	321,262	4,058	1.3%
PRTC Trust Fund	1,683,594	2,555,429	871,835	51.8%
Bull Run Alcohol Safety Action Program	1,286,151	not avail		0.3%
Total - City Funds	65,680,054	73,536,382	7,856,329	12.0%

City of Manassas Park
SUMMARY OF BUDGETS - FY 2015-2016

Fund:	FY 2015 Adopted Budget	FY 2016 Adopted Budget	Increase (Decrease) $	Increase (Decrease) %
General Fund	$ 37,150,551	$ 39,083,669	$ 1,933,118	5.2%
Proffer Fund	-	2,086,225	2,086,225	
Capital Projects Fund	5,810,793	6,440,056	629,263	10.8%
NVTA Local Fund	-	-	-	0.0%
Debt Service Fund (includes School Debt Service)	7,475,250	8,838,452	1,363,202	18.2%
Water & Sewer Fund	7,111,569	7,145,563	33,994	0.5%
Water & Sewer Capital Improvements Fund	3,989,441	5,544,566	1,555,125	39.0%
Solid Waste Management Fund	855,500	853,603	(1,897)	-0.2%
Storm Water Retention Fund	317,204	321,262	4,058	1.3%
PRTC Trust Fund	1,683,594	2,555,429	871,835	51.8%
Bull Run Alcohol Safety Action Program	1,290,250	1,275,561	(14,689)	-1.1%
Total - City Funds	65,684,153	74,144,386	8,460,233	12.9%
School Budgets:				
Operating & Federal Fund	37,523,000	38,727,895	1,204,895	3.2%
Capital Fund		1,177,934	1,177,934	n/a
Food Service Fund	1,714,000	1,779,370	65,370	3.8%
Medical Trust Fund	5,000	28,320	23,320	466.4%
Total - School Funds	39,242,000	41,713,519	2,471,519	6.3%
Total All - Funds	$ 104,926,153	$ 115,857,905	$ 10,931,752	10.4%

CITY OF MANASSAS PARK
Summary of Fund Balances

	General Fund (a)	Proffer Fund	Capital Projects Fund	NVTA Local Fund	Water/Sewer Fund	Water/Sewer Capital Improve. Fund	Solid Waste Fund	Stormwater Mgt. Fund
Beginning Fund Balance (audited) - July 1, 2014	$ 5,221,220	$ -	$ 3,625,356	$ 596,700	$ 7,027,084	$ 1,641,444	$ (166,034)	$ 310,117
FYE 2015 - Projected revenues over (under) exp. & other adjustments to Reserves	1,062,418	2,430,987	(3,625,356)	641,776	584,084	1,370,278	(50,249)	35,149
Ending Fund Balance (projected) - June 30, 2015	6,283,638	2,430,987	-	1,238,476	7,611,168	3,011,722	(216,283)	345,266
	16.6%							
FYE 2016 - Budgeted revenues over (under) exp. excluding any appropriations from fund balance as a funding source	45,479	(602,699)	(0)	653,960	178,345	(2,013,250)	216,283	(86,262)
Ending Fund Balance (budgeted) - June 30, 2016	$ 6,329,117	$ 1,828,288	$ (0)	$ 1,892,436	$ 7,789,514	$ 998,472	$ (0)	$ 259,003
	16.2%							
Fund Balance required?	Yes	No	No	No	Yes	No	No	No
	15% established by GB To cover short-term shortfalls & provide cushion for cash flow	(b)	(b)	(b)	Not % based Necessary to provide for unanticpated/emergency costs not able to cover from current rates & provide buffer for rates from short-term economic issues & future debt svc needs	(b)		(b)

(a) excludes amount assigned for transportation restricted for use by PRTC

(b) While there is not a required fund balance, it may exist when amounts are being accumulated for capital expenditures

CITY OF MANASSAS PARK
GENERAL FUND SUMMARY

	FY 2014	FY 2015		FY 2016
	ACTUAL	Adopted Budget	Estimated Actual	Adopted Budget
TOTAL REVENUE(includes proffer xfer)	$ 38,001,786	$ 37,150,552	$ 38,807,837	$ 39,129,149
EXPENDITURES by DEPT:				
GOVERNING BODY	188,115	196,491	195,852	318,081
CITY MANAGER	140,139	284,487	285,972	307,927
COMMISSIONER OF REVENUE	324,651	332,420	332,660	336,833
TREASURER	393,313	373,226	379,366	382,291
FINANCE	460,100	372,809	370,753	371,452
HUMAN RESOURCES	213,418	229,123	218,171	264,440
REGISTRAR	107,676	136,959	121,480	148,288
PLANNING & ZONING	140,755	227,325	221,875	204,286
INFORMATION TECHNOLOGY	537,464	528,542	491,587	515,037
AUDIT, LEGAL & INSURANCE	634,657	580,539	615,300	610,300
POLICE DEPARTMENT	3,024,584	3,310,936	3,206,491	3,426,957
E911	742,579	578,519	576,629	461,787
ANIMAL CONTROL	100,480	113,369	110,615	123,422
TOTAL LAW ENFORCEMENT	3,867,643	4,002,825	3,893,735	4,012,166
FIRE AND RESCUE SERVICES	2,283,192	2,591,693	2,651,271	2,727,248
DEPARTMENT OF PUBLIC WORKS				
STREET DEPARTMENT	546,187	487,999	587,195	536,251
GARAGE	514,001	546,561	461,012	554,565
BUILDINGS & GROUNDS	364,941	494,161	341,315	458,435
BUILDING INSPECTIONS	147,276	109,907	119,035	120,786
TOTAL DPW	1,572,406	1,638,629	1,508,557	1,670,037
SOCIAL SERVICES	1,850,469	2,087,330	2,035,347	1,934,546
PARKS & RECREATION	2,726,451	2,874,266	3,083,065	3,018,784
TRANSFERS				
TRANSFER TO DEBT SVC - City	1,803,361	1,907,939	2,607,939	1,977,507
TRANSFER TO DEBT SVC - Schools	4,510,017	4,760,758	4,760,758	5,541,177
TRANSFER TO SOLID WASTE FUND	144,584	-	-	269,886
TRANSFER TO SCHOOL BOARD	10,691,498	11,250,290	11,192,183	11,775,761
TOTAL TRANSFERS	17,149,460	17,918,987	18,560,880	19,564,331
REGIONAL SERVICES	2,857,098	2,774,902	2,779,548	2,697,622
TOTAL EXPENDITURES	35,447,010	37,150,551	37,745,419	39,083,669
Excess revenue over expenditures	$ 2,554,776	$ 1	$ 1,062,418	$ 45,479
Fund Balance Restoration from Proffers			$ 1,000,000	$ -

CITY OF MANASSAS PARK
GENERAL FUND - REVENUES
PROPOSED BUDGET FY 2016

	FY 2014		FY 2015		FY 2016
	Actual	Adopted Budget	Actual -11/30/14	Projected Revenue	Adopted Budget
General Property Taxes					
Current Real Estate Tax (Net Of Relief & Debt Levy)	$ 18,544,917	$ 19,115,112	$ 2,249,455	$ 19,125,000	$ 20,548,672
Debt Service Levy (6 Cents)	726,245	799,524	-	799,524	852,852
Delinquent Real Estate Tax	412,490	700,000	230,226	627,000	632,000
Current Real Public Service Property Tax	429,354	460,000	115,445	445,000	445,000
Current Personal Property Tax	2,584,738	2,480,000	2,480,929	2,625,000	2,625,000
Delinquent Personal Property	127,123	105,000	92,097	135,000	130,000
Penalties - All Property Taxes	144,595	150,000	60,053	151,500	150,000
Interest - All Property Taxes	96,755	110,000	30,882	100,000	100,000
Total General Property Taxes	23,066,217	23,919,635	5,259,087	24,008,024	25,483,524
Other Local Taxes					
Local Sales Tax	1,641,410	1,600,000	788,778	1,885,000	1,900,000
Utility Taxes - Electric	502,394	510,000	165,634	505,000	505,000
Utility Taxes - Gas	246,415	235,000	83,789	240,000	235,000
Utility Taxes - Consumption	36,818	45,000	12,124	40,000	40,000
Business Licenses	763,567	725,000	55,581	760,000	760,000
Motor Vehicle Licenses	413,127	385,000	327,693	415,000	415,000
Bank Stock Taxes	28,479	20,000	-	25,000	25,000
Recordation Taxes	215,699	220,000	104,850	250,000	260,000
Cigarette Tax	286,532	285,000	132,300	290,000	362,500
Meals Tax	344,444	335,000	158,215	360,000	360,000
Total Other Local Taxes	4,478,885	4,360,000	1,828,964	4,770,000	4,862,500
Intergovernmental Revenue:					
Revenue from Commonwealth of Virginia:					
Categorical aid:					
Commissioner of Revenue	78,542	75,000	32,780	78,672	75,000
Treasurer	65,719	65,000	27,826	66,782	63,000
Electoral Board	41,432	40,000	-	40,000	40,000
Total categorical aid	185,693	180,000	60,606	185,454	178,000
Noncategorical aid:					
Personal Property Tax Relief	1,368,393	1,368,393	1,094,714	1,368,393	1,368,393
Communications Tax (HB568)	735,656	760,000	306,974	737,000	740,000
Tax On Deeds	72,691	65,000	26,660	70,000	65,000
Rolling Stock Tax	4,592	4,500	4,364	4,364	4,500
Automobile Rental Tax	92,786	95,000	272,202	95,000	95,000
Total noncategorical aid	2,274,118	2,292,893	1,704,914	2,274,757	2,272,893
Welfare:					
Welfare Revenue	787,625	902,110	495,659	844,160	756,654
CSA Reimbursement	449,513	466,224	204,904	448,500	460,000
Total welfare	1,237,138	1,368,333	700,563	1,292,660	1,216,654
Other categorical aid:					
Street Maintenance	685,927	675,000	176,197	685,925	680,000
House Bill #599 (Law Enforcement)	419,824	419,825	104,956	419,825	419,825
4-For-Life Grant	12,019	-	-	-	-
Aid To Localities-Va Fire Program	42,457	0	6,777	-	0
Total other categorical aid	1,160,227	1,094,825	287,930	1,105,750	1,099,825
Total Revenue from Commonwealth of VA	4,857,176	4,936,051	2,754,013	4,858,621	4,767,372
Revenue from Federal Government:					
Other Grant Revenues	6,366	7,500	6,357	6,357	6,350
Parks And Recreation Grant	4,262	5,000	1,383	5,000	5,000
Gang Task Force	34,804	25,000	10,152	25,000	25,000
Drug Task Force - Admin Reimbursement - salaries	-	100,000	-	-	-
FEMA Reimbursement	13,242	-	-	-	-
Criminal Justice Grant	-	45,000	-	30,000	45,000
Assistance To Localities For ATF	16,718	5,000	3,955	10,000	10,000
Total Revenue from Federal Government	75,392	187,500	21,847	76,357	91,350

GENERAL FUND - REVENUES
PROPOSED BUDGET FY 2016

	FY 2014		FY 2015		FY 2016
	Actual	Adopted Budget	Actual -11/30/14	Projected Revenue	Adopted Budget
Licenses & Permits:					
Animal Licenses	$ 3,985	$ 3,500	$ 1,500	$ 3,500	$ 3,500
Court Transfer Fees	423	400	189	400	400
Zoning And Subdivision Permit	200	1,000	50	250	250
Building Permits	70,295	41,000	184,544	210,000	80,000
Site Inspection Fees	111,374	-	100	100	-
Sign Permits	1,550	1,000	700	1,500	1,500
Certificate Of Occupancy	1,600	1,500	4,240	5,000	5,000
Concealed Weapons Permits	-	150	-	-	-
Yard Sale Permits	100	100	87	100	100
Conditional Use Permit	-	150	150	150	-
Home Occupation Permits	3,900	3,000	1,050	3,000	3,000
Total Licenses & Permits	193,427	51,800	192,610	224,000	93,750
Fines & Forfeitures:					
Court Fines/Forfeitures	259,891	290,000	86,122	260,000	255,000
Parking Fines	23,742	30,000	8,060	25,000	25,000
Courthouse Security Fund	20	-	8	20	-
Ticket Fees For Bldg/Zoning Violations	708	1,500	286	1,000	1,000
Total Fines & Forfeitures	284,361	321,500	94,476	286,020	281,000
Charges for Services:					
Parks & Recreation:					
Community Center Revenue	625,414	700,000	279,126	700,000	847,000
Extended Care Revenue	145,095	185,000	50,853	150,000	150,000
Pool Revenue-Signal Bay	129,057	115,000	87,273	130,000	130,000
Signal Hill Park Revenue	23,956	25,000	6,922	25,000	25,000
Program Revenue	75,706	110,000	45,883	110,000	110,000
Special Events Donation/Sponsors	10,265	10,000	3,073	10,000	10,000
Total Parks & Recreation	1,009,493	1,145,000	473,130	1,125,000	1,272,000
Fiscal Agent fee (ASAP)	16,425	15,000	4,518	15,000	15,000
Prisoner Extradition/Overtime Reimburse.	-	44,000	-	44,000	51,000
Site Plan Review	14,970	5,000	41,100	50,000	25,000
Commuter Rail Parking Fee	86,285	90,599	20	90,599	95,129
EMS Cost Recovery	267,502	275,000	161,285	327,000	315,000
Total Charges for Services	1,394,675	1,574,599	680,053	1,651,599	1,773,129
Miscellaneous Revenue:					
Sale Of Surplus Equipment/Assets	9,517	1,000	352	5,000	5,000
Fire Donations/Misc Revenue	1,698	2,000	200	1,500	1,500
Interest Earned	21,378	55,000	23,889	55,000	50,000
Collection Admin Fees	32,739	25,000	6,111	25,000	25,000
Other Revenue	100,284	76,500	103,682	140,000	118,638
Lease- General's Ridge (from County Parks Authority)	64,669	39,200	20,726	60,000	60,000
Cash - Over/Under	(133)	-	(14)	-	-
NSF Check Fee	882	750	754	750	750
Expenditure Refunds/Rebates	19,170	30,000	18,070	27,450	27,500
Attorney Fees - Delinquencies	642	500	(3,387)	500	500
Recoveries & Rebates - School	61,383	70,000	-	70,000	70,000
Insurance Claims & Recoveries	19,468	1,500	35,619	50,000	20,000
Total Miscellaneous	331,697	301,450	206,002	435,200	378,888
Total Revenues	**34,681,830**	**35,652,536**	**11,037,052**	**36,309,821**	**37,731,513**
Transfers from other Funds					
From Fund Balance to subsidize Solid Waste Fund					269,886
From Capital Projects Fund - Admin.	-	390,266	-	390,266	-
Proffers from CP Fund for Fund Balance restoration	2,300,000	-	-	1,000,000	-
From Water & Sewer Fund - Admin.	890,228	977,407	-	977,407	997,407
From Solid Waste Fund - Admin.	94,386	95,000	-	95,000	95,000
From Stormwater Fund - Admin	35,342	35,343	-	35,343	35,343
Total Transfers from Other Funds	3,319,956	1,498,016	-	2,498,016	1,397,636
Total Revenue & Transfers- General Fund	**$ 38,001,786**	**$ 37,150,552**	**$ 11,037,052**	**$ 38,807,837**	**$ 39,129,149**

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
SUMMARY OF EXPENDITURES						
Salaries/Wages	$ 7,403,814	$ 8,331,363	$ 3,312,838	$ 8,172,237	$ 8,136,486	
Part-time salaries/wages	880,552	897,975	543,855	1,138,560	1,110,086	
Overtime	367,221	400,000	186,550	431,404	438,500	
FICA	629,658	726,668	296,006	738,601	728,433	
Retirement (and LODA Fy2012)	887,183	966,801	397,692	954,740	939,139	
Group Health	797,393	894,242	345,899	851,358	891,546	
Life Insurance	34,139	43,856	15,324	37,861	42,463	
Unemployment & ST Disability	3,076	11,000	2,666	6,666	16,500	
Assessors contract	130,000	131,950	54,979	131,950	131,950	
	-		-	-		
Total personnel costs	11,133,037	12,403,854	5,155,809	12,463,378	12,435,102	31.8%
Professional Services/Health Services	252,220	258,744	119,744	256,681	360,115	
Repairs/Maintenance	285,294	263,800	180,049	298,369	293,450	
Contractual services	414,400	249,261	95,719	236,101	359,316	
Printing & Binding/Copiers	108,642	80,990	28,320	76,190	47,533	
Advertising	26,062	28,837	18,494	27,398	29,098	
Telecommunications & Technology	213,536	198,562	79,866	203,562	181,250	
Postage	30,201	25,400	11,355	27,322	30,000	
Travel/Education	20,843	31,167	29,670	47,074	52,570	
Dues/Memberships	54,530	60,033	37,584	57,186	180,310	
Office Supplies	33,961	40,897	7,155	34,970	40,755	
Other supplies/Gas	441,141	388,555	149,627	386,827	405,400	
Uniforms	52,968	70,000	19,359	70,109	78,500	
Books/Subscriptions	8,043	7,400	3,533	10,257	9,100	
Social Services Programs	921,154	933,375	178,778	877,128	927,051	
Parks & Rec programs/services	154,116	141,487	54,107	139,278	133,487	
Legal & Insurance	626,325	571,539	294,638	606,300	601,300	
Utilities	569,500	624,500	197,567	516,041	555,000	
Other line items	94,478	78,262	109,452	70,820	102,380	
Debt Service	1,803,361	1,907,939	-	2,607,939	1,977,507	
Solid Waste Fund Subsidy	144,584	-	-	-	269,886	
Schools (Operations & Debt)	15,201,515	16,011,048	-	15,952,941	17,316,938	
County/regional services	2,857,098	2,774,902	955,083	2,779,548	2,697,622	
Dept. managed reductions/Add'l approp.	-		-	-	-	
Other - Non-departmental	-	-	-	-	-	
Total operations & maintenance	24,313,973	24,746,698	2,570,100	25,282,042	26,648,568	
						5.2%
Total General Fund Expenditures	**$ 35,447,010**	**$ 37,150,551**	**$ 7,725,909**	**$ 37,745,419**	**$ 39,083,669**	**$ 1,933,118**

GOVERNING BODY & CITY CLERK

The Governing Body sets policies and procedures as identified in the Adopted Budget, the City Code and Charter, and through specific directives. The Mayor and six Council Members are elected every two years on an at-large basis.

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 within the framework of the Constitution, the laws of the Commonwealth of Virginia, and the City Code and Charter of Manassas Park, and to document those actions accordingly.

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Governing Body & City Clerk	1	1

Note: Governing Body members are considered part-time employees, receiving no benefits. The annual salary of Governing Body members is set by the General Assembly of the Commonwealth of Virginia. For FY 2010, the salary is $9,200 ($9,800 for Mayor).

Operations :

- Other than the following note regarding Dues and Memberships there are no significant changes in this budget.
- Dues & Memberships - City-wide memberships/support have been moved to the Regional Services/Other budgets at the end of the General Fund expense section. They include COG, Flory Small Business Center and the Chamber of Commerce. The separate line for "Payment to NVRC has also been moved there.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
GOVERNING BODY						
Salaries/Wages	149,602	$ 156,753	65,679	$ 156,753	$ 156,753	
FICA	11,345	11,992	4,985	11,992	11,992	
Retirement	10,397	10,506	4,424	10,618	10,506	
Group Health	5,510	5,712	2,380	5,712	6,134	
Life Insurance	414	486	184	442	486	
Total personnel costs	177,267	185,449	77,652	185,516	185,871	58.4%
Awards/Misc	2,800	3,200	160	3,200	3,200	
Professional Services - Bd Of Equal.	850	1,200	-	900	1,350	
Printing/Binding	374	500	-	400	500	
Advertising	2,165	2,500	5	1,800	2,500	
Postage	237	250	6	200	250	
Telecommunications		500	-	-	-	
Travel/Education		182	-	-	200	
Dues/Memberships	706	210	12,180	210	210	
Office Supplies	660	1,000	526	1,000	1,000	
Books Subscriptions	3,055	1,500	1,355	2,626	3,000	
COLA - to be determined					120,000	
Total operations & maintenance	10,848	11,042	14,232	10,336	132,210	
						61.9%
Total Department	**$ 188,115**	**$ 196,491**	**$ 91,884**	**$ 195,852**	**$ 318,081**	**$ 121,590**

The City Manager facilitates the effective communication and implementation of the policies and procedures set forth by the Governing Body as identified in the 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 must propose and submit an annual budget to the Governing Body and, once approved, is responsible for its implementation. The City Manager directs and supervises the administration of all Departments, offices, and agencies of the city, except as otherwise provided in the City's Charter.

The City Manager directs and supervises efforts to facilitate the effective communication in the community and region. Community relations are managed with the goal of keeping residents and the media informed of current municipal services and activities.

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
City Manager	2	2

The FY 2016 budget reflects a higher amount in salaries and benefits primarily due to the reclassification of the Business Manager position.

Operations :

- The increase in Travel & Education reflect costs of continuing education for the City Manager and Business Manager.
- Dues & Memberships - City-wide memberships/support have been moved to the Regional Services/Other budgets at the end of the General Fund expense section. They include the Virginia Municipal League (VML), Weldon Cooper Center and the NVRC.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
CITY MANAGER						
Salaries/Wages	104,724	$ 227,745	92,097	$ 217,684	$ 240,321	
FICA	9,220	15,426	6,966	14,700	16,432	
Retirement	13,155	26,077	11,309	27,142	27,517	
Group Health	2,755	5,712	2,380	5,712	6,134	
Life Insurance	505	1,207	467	1,121	1,274	
Total personnel costs	130,359	276,167	113,219	266,358	291,677	94.7%
Employee Awards	1,402	712	0	700	2,000	
Professional Services	3,383	3,050	300	3,050	3,050	
Printing/Binding	191	200	0	200	300	
Advertising	594	-	298	298	500	
Postage	5	-	1	100	200	
Travel/Education	2,873	1,000	2,443	6,000	7,000	
Relocation expenses			5,952	6,000	-	
Dues/Memberships	829	2,408	10,190	2,016	1,800	
Office Supplies	501	750	628	1,100	1,200	
Books/Subscriptions	3	200	0	150	200	
Total operations & maintenance	9,780	8,320	19,812	19,614	16,250	
						8.2%
Total Department	**$ 140,139**	**$ 284,487**	**$ 133,031**	**$ 285,972**	**$ 307,927**	**$ 23,441**

The Commissioner of the Revenue Office performs all duties prescribed by the laws of the Commonwealth relating to the assessment of property and taxes in a fair and equitable manner. The Department diligently and carefully maintains all records in the office to ensure accuracy and thoroughness.

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

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Commissioner of the Revenue	4	4

- Salaries and benefits lines are increasing as a result of additional Overtime and increased cost of healthcare coverage.

Operations :

- There are no significant changes in the operating budget.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
COMMISSIONER OF REVENUE						
Salaries/Wages	222,610	$ 236,208	99,652	$ 236,208	$ 236,208	
Additional staffing request - w/ benefits						
Overtime	1,003	500	1,039	1,039	2,000	
FICA	15,282	18,108	6,955	18,149	18,223	
Retirement	26,869	27,046	11,391	27,338	27,046	
Group Health	29,318	30,394	12,660	30,384	32,629	
Life Insurance	1,068	1,252	473	1,135	1,252	
Total personnel costs	296,150	313,509	132,170	314,254	317,358	94.2%
Maintenance Service Contract	1,789	2,211	0	2,524	2,600	
Printing	16,614	4,300	716	4,500	4,700	
Postage	7,216	7,500	462	7,500	7,700	
Travel/Education	126	500	0	500	1,000	
Dues/Memberships	805	850	470	825	875	
Office Supplies	1,724	3,000	0	2,000	2,000	
Books/Subscriptions	226	550	148	557	600	
Total operations & maintenance	28,501	18,911	1,796	18,406	19,475	
						1.3%
Total Department	**$ 324,651**	**$ 332,420**	**$ 133,966**	**$ 332,660**	**$ 336,833**	**$ 4,414**

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

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

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Treasurer	4	4

- Salaries and benefits are increasing as a result of the increased cost for healthcare coverage.

Operations :

- The FY 2015 budget reflects increases for Postage cost and budgeting for incurred bank charges which was not previously budgeted.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
TREASURER						
Salaries/Wages	218,097	$ 229,117	96,505	$ 229,117	$ 229,117	
Part-time wages						
FICA	15,031	17,527	6,637	17,527	17,527	
Retirement	26,324	26,234	10,979	26,234	26,234	
Group Health	37,706	39,233	16,195	39,233	42,118	
Life Insurance	1,047	1,214	455	1,214	1,214	
Total personnel costs	298,205	313,326	130,771	313,326	316,211	82.7%
Professional Services *	26,285	15,400	5,296	15,400	15,400 *	
Printing/Binding	5,055	6,500	4,336	7,000	7,000	
Advertising	42	300	42	200	200	
Postage	12,944	8,200	8,465	12,500	12,500	
Surety Bonds	100	100	0	100	100	
Travel/Education	384	500	335	500	500	
Dues/Memberships	475	850	375	500	500	
Bank Charges	1,580	-	780	1,560	1,600	
Credit Card Expense *	47,408	25,000	4,622	25,000	25,000 *	
Auto License Decals	(36)	1,500	1,687	1,700	1,700	
Dog License Tags	129	250	278	280	280	
Office Supplies	637	1,200	239	1,200	1,200	
Books/Subscriptions	106	100	49	100	100	
Total operations & maintenance	95,108	59,900	26,504	66,040	66,080	
						2.4%
Total Department	**$ 393,313**	**$ 373,226**	**$ 157,275**	**$ 379,366**	**$ 382,291**	**$ 9,065**

* A portion of the professional services is for the $20 fee charged for DMV stops - this amount is recovered from the customer in the total fee charged to them. Similarly, the credit card expense is for the 1% - 3% convenience fee charged to the customer.

The Finance Department provides for the general financial management of the City including budgeting, assessing, accounting and financial reporting, purchasing, accounts payable, water & sewer billing and grants management. Grants administration for Federal, State, and other funding opportunities are sought and administered by the Department. The Department develops and implements the City's financial policies and procedures and responds to public inquiries concerning financial operations.

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

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Finance	2	2

The Salaries and benefits are remaining constant after the re-assignment of 2 staff positions to other departments in the City for FY 2015.

Budgeted costs also include the contract for the City Assessors.

Operations :

There are no significant changes requested.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
FINANCE						
Salaries/Wages	273,377	$ 196,086	82,551	$ 196,086	$ 196,086	
FICA	16,688	13,642	6,114	13,642	13,735	
Retirement	27,294	22,452	9,457	22,452	22,452	
Group Health		-		-	-	
Life Insurance	1,162	1,039	392	1,039	1,039	
Assessors contract	130,000	131,950	54,979	131,950	131,950	
Total personnel costs	448,521	365,169	153,493	365,169	365,262	98.3%
Professional Services - Assessing		1,500		-	-	
Printing/Binding - Assessment Notices	2,197	2,000	437	2,000	2,000	
Postage - Assessment Notices	2,438	1,900	102	1,750	1,900	
Travel/Education	318	800	0	600	800	
Dues/Membership	1,085	190	190	190	190	
Office Supplies	480	750	39	500	750	
Books/Subscriptions (Assessor)	1,464	500	0	544	550	
Bull Run ASAP/Fringes	3,596		66,793	-		
Total operations & maintenance	11,579	7,640	67,561	5,584	6,190	
						-0.4%
Total Department	**$ 460,100**	**$ 372,809**	**$ 221,054**	**$ 370,753**	**$ 371,452**	**$ (1,357)**

The Human Resources 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 payroll, benefits administration, employee relations, recruitment, classification and compensation, employee and payroll information systems, city-wide employee training, personnel policies and procedures, risk management and safety.

BUDGET HIGHLIGHTS

Personnel:

	FY 2015	FY 2016
	Full-time	Full-time
Human Resources	2	2

- Salaries and benefits lines are increasing as a result of higher salary for the HR Director and additional amount added for short-term disability resulting from the Obama-care plan.

Operations:

- The FY 2016 budget request includes $15,000 for tuition assistance for employees.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
HUMAN RESOURCES						
Salaries/Wages	152,908	$ 160,919	60,873	$ 151,745	$ 170,197	
FICA	11,188	12,326	4,401	11,608	13,020	
Retirement	18,444	18,425	5,647	17,375	19,488	
Group Health	14,030	14,551	5,113	13,605	15,623	
Life Insurance	733	853	233	695	902	
ST Disability					5,500	
Unemployment/ST Disability	3,076	11,000	2,666	6,666	11,000	
Total personnel costs	200,379	218,073	78,933	201,694	235,730	89.1%
Professional Services	8,666	9,200	5,378	9,000	9,200	
Printing/Binding		100	94	100	100	
Advertising	46	150	0	50	50	
Postage	318	100	38	322	350	
Training Programs	2,661	250	0	250	1,350	
Travel/Education	42	100	4,470	4,470	500	
Tuition Assistance					15,000	
Employee relations/Team-building					1,000	
Dues/Memberships	545	550	365	545	560	
Office Supplies	732	500	60	434	500	
Books/Subscriptions	30	100	17	30	100	
Capital Outlay			1,276	1,276	-	
Total operations & maintenance	13,040	11,050	11,698	16,477	28,710	
						15.4%
Total Department	**$ 213,418**	**$ 229,123**	**$ 90,631**	**$ 218,171**	**$ 264,440**	**$ 35,317**

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.

BUDGET HIGHLIGHTS

Personnel :

	FY 2015		FY 2016	
	Full-time	Part-time	Full-time	Part-time
Registrar	1	1	1	1

- Salaries and benefits lines are increasing as a result of an increase in pert-time wages for elections and a new precinct..

Operations :

- The FY 2016 budget reflects a small increase primarily due to increased cost of office supplies as a result of adding a 3rd precinct..

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
REGISTRAR						
Salaries/Wages	69,370	$ 74,795	30,895	$ 73,850	$ 74,795	
Part-Time Wages	11,743	15,661	5,935	14,028	23,320	
Election Officials Stipend	2,126	7,314	2,766	5,532	9,275	
FICA	6,184	7,479	2,806	7,146	8,215	
Retirement	7,627	7,705	3,245	7,705	7,705	
Life Insurance	303	357	135	324	357	
Total personnel costs	97,354	113,310	45,782	108,585	123,666	83.4%
Professional Services	3,252	3,032	0	1,380	2,340	
Maintenance Service Contract	3,496	12,465	1,430	4,000	6,429	
Printing	393	3,000	1,105	3,000	6,483	
Advertising	68	540	44	300	500	
Postage	804	800	221	600	950	
Travel/Education	1,650	2,320	1,044	2,620	4,920	
Dues/Memberships	295	295	0	295	295	
Office Supplies	364	1,197	358	700	2,705	
Total operations & maintenance	10,322	23,649	4,202	12,895	24,622	
						8.3%
Total Department	**$ 107,676**	**$ 136,959**	**$ 49,984**	**$ 121,480**	**$ 148,288**	**$ 11,329**

Part-time wages: Includes 1,156 hours for the Assistant Registrar costing $18,496; Back-up Assistant covers training, 1/2 day on Election Day and will need to begin training for the presidential election starting January 2016 - cost $4,824.

Travel/Education: $2,720 for staff; $2,200 for election officers

The Planning & Zoning Department provides services related to development within the City, including compliance with established and accepted ordinances and installation and use of facilities.

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BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Planning & Zoning	2	2

- An additional staff person was added for FY 2015 to assist with administrative tasks and other duties.

Operations :

- The FY 201 budget reflects a decrease of $8,700, primarily due to reduced Professional Services for economic development costs included in a separate line.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
PLANNING & ZONING						
Salaries/Wages	93,715	$ 149,620	63,001	$ 149,620	$ 136,312	
FICA	7,292	11,446	4,383	11,446	10,428	
Retirement	12,715	17,131	7,124	17,131	15,608	
Group Health	14,034	21,180	8,690	21,180	22,736	
Life Insurance	506	793	295	793	722	
Total personnel costs	128,262	200,170	83,493	200,170	185,806	91.0%
Professional Services		10,000	400	5,000	2,000	
Printing/Binding	16	250	0	150	250	
Advertising	542	1,000	0	750	1,000	
Postage	127	300	58	200	300	
Travel/Education	1,881	1,300	785	1,300	2,500	
Dues/Memberships	635	1,155	50	1,155	930	
Economic Development	8,126	12,000	6,748	12,000	10,000	
Office Supplies	413	400	108	400	500	
Employee clothing					400	
Books/Subscriptions	753	750	20	750	600	
Total operations & maintenance	12,493	27,155	8,169	21,705	18,480	
						-10.1%
Total Department	**$ 140,755**	**$ 227,325**	**$ 91,662**	**$ 221,875**	**$ 204,286**	**$ (23,039)**

The Information Technology (IT) Department provides leadership and guidance to all City Departments in the introduction and use of new technologies to enhance City services to citizens. The staff provides an array of technical services and products for staff, management, elected officials and citizens.

IT services include development and implementation of the strategic IT plan, centralized computer support for municipal functions, development and implementation of e-government applications. The Department is also responsible for software/database analysis and design, security of electronically-stored information, microcomputer and peripheral support, and local and wide-area network communication design and implementation.

BUDGET HIGHLIGHTS

In total the IT budget remains constant. However, due to a shift in personnel, the costs of personnel are dropping approximately $90,000 with a corresponding increase in operations.

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Information Technology	2	1

- The IT Director position will be unfunded for the FY 2016 budget. Those services will be provided by an outside consultant with the costs reflected in the Operations budget.
- An IT Specialist, provided for in the FY 2015 budget, was hired in February 2015 and is budgeted in FY16

Operations :

- As noted above, the overall operating budget is increasing primarily as a result of contracting for an IT consultant. Various lines within the budget have changed as a result of the consultant budgeting these lines..

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
INFORMATION TECHNOLOGY						
Salaries/Wages	95,548	$ 144,414	47,173	$ 138,414	$ 65,000	
FICA	7,157	8,541	3,544	10,589	-	
Retirement	11,668	12,784	5,384	12,784	-	
Group Health	5,510	5,712	2,380	5,712	-	
Life Insurance	464	592	223	592	-	
Total personnel costs	120,348	172,043	58,704	168,090	65,000	12.6%
Professional Services	114,157	98,112	21,588	61,500	132,800	
Maintenance service contracts	17,754	17,585	7,816	17,585	133,487	
Data Processing	1,779	1,250	125	1,250	1,250	
Telecommunications:						
VOIP/Telephone	51,782	51,312	14,112	51,312	52,000	
Wireless	74,056	75,000	25,114	75,000	75,000	
Internet	23,669	24,000	8,685	24,000	24,000	
E-911	25,173	26,000	8,689	26,000	26,000	
Long Distance	3,658	3,000	1,182	3,000	3,000	
Travel/Education	71	-		60	1,500	
Copier	62,412	37,440	13,548	37,440		(incl w Maint Cont.)
Postage Meter	3,372	3,500	1,158	3,000		(incl w Maint Cont.)
AS/400 Computer	30,047	14,000	20,801	20,000	-	
Office Supplies	1,164	500	27	350	1,000	
Repairs & Maintenance supplies	8,023	4,500	3,461	1,000		
Books/Subscriptions & Dues	0	300	0	2,000		
Total operations & maintenance	417,117	356,499	126,306	323,497	450,037	-2.6%
Total Department	**$ 537,464**	**$ 528,542**	**$ 185,010**	**$ 491,587**	**$ 515,037**	**$ (13,505)**

These are budgets for contracted services:

Legal Services includes: the City Attorney, who provides general legal advice to the Governing Body, City staff and appointed committees and boards; 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.

The Audit budget provides for an annual independent audit of the City's financial and administrative affairs as required by City Code.

The Insurance budget provides for property and liability coverage in order to safeguard the City's assets. The City's portion of health insurance costs are reflected in the individual departmental personnel budgets.

BUDGET HIGHLIGHTS

Personnel :

No city personnel included in these budgets.

Operations :

No significant changes are requested.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
AUDIT, LEGAL SERVICES & INSURANCE						
Professional Services - Audit	$ 8,332	$ 9,000	$ -	$ 9,000	$ 9,000	
City Attorney/General Matters	311,766	306,300	124,737	306,300	291,300	
Insurance	314,559	265,239	169,901	300,000	310,000	
						5.1%
Total Department	**$ 634,657**	**$ 580,539**	**$ 294,638**	**$ 615,300**	**$ 610,300**	**$ 29,761**

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

BUDGET HIGHLIGHTS

Personnel:

	FY 2015		FY 2016	
	Full-time	Part-time	Full-time	Part-time
Police	34	1	34	1
E-911 & Code Enforcement	8.5	-	8.5	-
Animal Control	.5	-	.5	-

- Salaries and benefits lines are increasing mainly as a result of increased costs of healthcare insurance.

Operations:

- The Police operating budget reflects an increase of $16,000 as a result a number of minor cost increases in line items, the largest two being Maintenance Contracts ($4,000) and Uniforms ($6,000).

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

	FY 2014 ACTUAL	FY 2015 Amended Budget	FY 2015 Actual 11/30/2014	FY 2015 Estimated Actual	2016 Adopted Budget	% Personnel to Dept %/$ chg in Budget
POLICE DEPARTMENT						
Salaries/Wages	1,973,097	$ 2,083,603	873,479	2,078,587	2,174,403	
Overtime	92,813	178,000	39,028	120,000	150,000	
DMV Grant Overtime	3,704	30,000	9,735	30,000	35,000	
Reimbursable Overtime	28,176	14,000	9,739	14,000	16,000	
Part Time Wages	9,772	16,000	4,175	14,000	16,000	
FICA	154,688	177,603	69,223	172,629	182,942	
Retirement (and LODA - Beg. FY2012)	252,951	255,373	113,338	255,373	265,769	
Group Health	216,499	231,814	91,738	220,171	245,663	
Life Insurance	9,391	11,043	4,013	9,631	11,379	
Total personnel costs	2,741,090	2,997,436	1,214,468	2,914,391	3,097,157	90.4%
Clothing Allowance	1,200	1,500	1,800	1,800	1,800	
Professional Health Services	1,858	4,000	430	2,800	5,000	
Professional Services	1,580	4,000	1,993	4,000	5,000	
Maintenance Service Contract	56,943	54,000	12,825	56,000	58,000	
Printing/Binding	3,248	3,000	3,336	3,500	3,000	
Postage & advertising	1,535	3,000	764	2,500	3,000	
Travel/Education	13,082	12,000	5,192	12,000	13,500	
Dues/Memberships	42,556	48,000	12,644	46,000	48,000	
Office Supplies	13,026	12,500	2,794	12,000	12,500	
Cleaning Supplies	2,631	4,500	936	4,000	4,500	
Vehicle Parts/Supplies	7,685	5,000	3,367	6,000	6,500	
Public Safety Supplies	61,506	70,000	5,814	65,000	70,000	
Uniforms	38,893	38,000	6,859	38,000	44,000	
Books/Subscriptions	1,411	2,000	1,115	1,500	2,000	
Public Safety Supplies - K-9	8,414	7,000	2,200	7,000	8,000	
Criminal Justice Grant/GTF Admin	27,925	45,000	27,190	30,000	45,000	
Total operations & maintenance	283,495	313,500	89,259	292,100	329,800	
Total Department	3,024,584	3,310,936	1,303,727	3,206,491	3,426,957	3.5% $ 116,020
E911 & Code Enforcement						
Salaries/Wages	435,812	420,828	192,482	423,578	335,430	
Overtime	17,911	30,000	4,502	27,000	30,000	
FICA	36,308	34,488	14,714	34,469	27,955	
Retirement	57,189	48,185	22,015	51,126	37,720	
Group Health	36,952	31,687	11,777	28,265	18,403	
Life Insurance	2,274	2,332	913	2,191	1,778	
Total personnel costs	586,447	567,519	246,403	566,629	451,287	97.7%
Maintenance Service Contract	58,082	Moved to Capital	4,611			
Printing/Binding		500	0	-	-	
Contract - County Dispatch	95,897	Moved to Capital				
Office Supplies	631	2,500	325	2,000	2,500	
Training, Education & Uniforms	1,523	8,000	111	8,000	8,000	
Total operations & maintenance	156,132	11,000	5,047	10,000	10,500	
Total Department	742,579	578,519	251,450	576,629	461,787	-20.2% $ (116,733)
ANIMAL CONTROL						
Salaries/Wage	38,405	40,517	1,566	40,517	48,000	
FICA	228	3,100	119	3,100	3,672	
Retirement		4,639	194	4,890	5,496	
Life Insurance		113	8	108	254	
Total personnel costs	38,633	48,369	1,887	48,615	57,422	46.5%
Contracted Services	61,591	65,000	26,535	62,000	66,000	
Animal Warden Supplies	256	-	0	-	-	
Total operations & maintenance	61,847	65,000	26,535	62,000	66,000	
Total Department	100,480	113,369	28,422	110,615	123,422	8.9% $ 10,053
TOTAL LAW ENFORCEMENT	$ 3,867,643	$ 4,002,825	$ 1,583,599	$ 3,893,735	$ 4,012,166	0.2% $ 9,341

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

BUDGET HIGHLIGHTS

Personnel:

	FY 2015	FY 2016
	Full-time	Full-time
Fire & Rescue Services	28	28

- Salaries are up $30,000 as a result of promotions.
- Overtime is increased by $82,000 to provide for the OT costs being incurred.
- Healthcare costs are up $15,000 as a result of increased costs of healthcare coverage.
- An Administrative Assistant has been added to the budget for FY 2015, transferred from the Finance Department in February 2014.

Operations:

- The FY 2016 operating budget reflects an increase of $19,000 over FY 2015, due to a number of increases in costs, the largest being $5,000 for departmental accreditation and $10,000 for repairs and maintenance to more accurately reflect actual costs.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
FIRE AND RESCUE SERVICES						
Salaries/Wages	1,451,358	$ 1,752,758	640,497	$ 1,748,963	$ 1,782,331	
ALS Incentive Pay	39,232	54,000	18,371	44,000	56,000	
Overtime	149,891	98,000	101,571	185,000	150,000	
FICA	118,075	141,583	55,125	147,948	147,823	
Retirement (and LODA Fy2012)	187,970	214,987	85,152	204,365	217,631	
Group Health	183,656	209,191	74,801	197,503	224,517	
Life Insurance	6,936	9,324	3,059	7,342	9,446	
Total personnel costs	2,137,118	2,479,843	978,576	2,535,121	2,587,748	94.9%
Accreditation	-	-	-	-	5,000	
Professional Health Services	6,724	15,000	0	10,000	18,900	
Professional Services	8,174	9,500	4,821	9,100	9,575	
Repairs/Maintenance	57,560	45,000	25,604	51,200	55,000	
Maintenance Service Contract	28,694		Moved to Capital		-	
Printing/Audio-Visual Aids	1,887	2,500	1,800	2,500	2,500	
Postage & Advertising	409	350	83	350	350	
Travel/Education	4,326	3,000	5,443	6,000	6,500	
Dues/Memberships	4,781	3,500	165	4,000	4,675	
Office Supplies	2,761	3,500	812	3,000	3,500	
Med/Lab Suppl. - Aid To Localities	-			-		
Medical/Lab Supplies - 4 For Life	-			-		
Medical/Lab Supplies	9,538	12,000	5,594	12,000	15,000	
Cleaning Supplies	3,684	4,000	1,289	4,000	4,000	
Uniforms	8,143	12,500	7,019	13,000	13,500	
Books/Subscriptions	896	1,000	0	1,000	1,000	
Emergency management	8,498			-		
Total operations & maintenance	146,075	111,850	52,630	116,150	139,500	
						5.2%
Total Department	**$ 2,283,192**	**$ 2,591,693**	**$ 1,031,206**	**$ 2,651,271**	**$ 2,727,248**	**$ 135,555**

PUBLIC WORKS

The Department of Public Works (DPW) consists of the following Divisions:

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.

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

Building Inspections ensures a high level of safety for residents and businesses. They provide proactive services to assist property owners in complying with established and accepted construction/building ordinances and codes.

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 Fund, included in a separate section later in under this document.

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Administration/Supervision	3	3
Street Maintenance	6	6
Fleet Management	3	3
Building Inspections	2	2
Total – DPW (General Fund)	14	14
Water & Sewer	10	10

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

Operations:

- The FY 2016 total request for DPW reflects an increase of 1.9%. This is a result of a number of changes within various line items to more accurately provide for the needs of the department.
- No significant changes in overall services provided are included in the FY 2016 budget request.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

	FY 2014 ACTUAL	FY 2015 Amended Budget	FY 2015 Actual 11/30/2014	FY 2015 Estimated Actual	2016 Adopted Budget	% Personnel to Dept %/$ chg in Budget
STREET DEPARTMENT						
Salaries/Wages	285,709	$ 252,837	133,140	$ 314,695	$ 278,167	
Overtime	43,587	39,000	19,510	46,115	45,000	
Overtime - Snow Removal	17,692	10,000	0	5,500	10,000	
FICA	25,533	23,091	10,890	28,023	25,487	
Retirement	32,927	28,950	15,465	37,116	31,850	
Group Health	43,418	37,103	19,288	46,291	39,699	
Life Insurance	1,311	1,514	640	1,536	1,648	
Total personnel costs	450,177	392,494	198,933	479,275	431,851	80.5%
Professional Services	2,205	5,000	0	2,500	2,500	
Contractual Services	1,403	5,000	0	1,700	1,800	
Repairs & Maintenance	75,611	70,350	55,121	85,000	85,000	
Street Lights	344	200	85	204	200	
Travel/Education	2,726	1,000	281	674	1,000	
Office Supplies	567	400	36	200	400	
Repair/Maintenance Supplies	10,729	11,055	6,309	15,142	11,000	
Uniforms/Clothing	2,426	2,500	-30	2,500	2,500	
Total operations & maintenance	96,010	95,505	61,802	107,920	104,400	
						9.9%
Total Department	546,187	487,999	260,735	587,195	536,251	$ 48,252
GARAGE						
Salaries/Wages	125,412	185,118	52,835	124,883	185,118	
Overtime	1,156	-		-	-	
Overtime - snow removal	7,853					
FICA	9,615	14,162	3,780	9,554	14,162	
Retirement	15,089	21,196	6,057	14,537	21,196	
Group Health	13,756	20,504	5,660	13,584	22,008	
Life Insurance	600	981	251	602	981	
Total personnel costs	173,481	241,961	68,583	163,159	243,465	43.9%
Professional Services	5,572	5,000	2,902	6,965	5,000	
Contractual Services	18,123	29,000	9,259	22,222	25,000	
Repairs And Maintenance	9,705	23,000	9,237	22,169	23,000	
Office Supplies	305	400	0	400	400	
Repair/Maintenance Supplies	1,598	200	375	900	900	
Gas/Oil/Grease/Anti-Freeze	223,870	194,000	70,839	160,014	172,000	
Vehicle Parts/Supplies	80,891	53,000	35,156	84,374	84,000	
Uniforms/Clothing	457	-	809	809	800	
Total operations & maintenance	340,521	304,600	128,577	297,852	311,100	
						1.5%
Total Department	514,001	546,561	197,160	461,012	554,565	$ 8,004

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

	FY 2014 ACTUAL	FY 2015 Amended Budget	FY 2015 Actual 11/30/2014	FY 2015 Estimated Actual	2016 Adopted Budget	% Personnel to Dept %/$ chg in Budget
BUILDINGS AND GROUNDS						
Salaries/Wages	16,754	$ 99,213	17,169	$ 40,581	$ 101,085	
FICA	1,119	7,590	1,213	3,104	7,733	
Retirement	2,014	11,360	1,957	4,697	11,574	
Group Health	2,241	14,937	2,490	5,976	15,971	
Life Insurance	80	862	81	194	872	
Total personnel costs	22,209	133,961	22,910	54,553	137,235	29.9%
Professional & Contractual Services	52,612	48,000	40,952	47,086	55,000	
Repairs & Maintenance	86,688	75,000	37,821	75,000	80,000	
Maintenance Service Contract	7,075	12,000	7,299	12,000	12,000	
Electrical Services	140,665	170,000	37,182	111,546	120,000	
Heating Services	29,228	40,000	3,310	25,000	35,000	
Water And Sewer Services	22,698	10,000	2,882	8,646	10,000	
Office Supplies	50	400	36	86	200	
Cleaning Supplies	635	300	0	200	300	
Grafitti Removal		1,500	0	-	1,500	
Repair/Maintenance Supplies	3,080	3,000	2,999	7,198	7,200	
Total operations & maintenance	342,732	360,200	132,481	286,762	321,200	
						-7.2%
Total Department	364,941	494,161	155,391	341,315	458,435	$ (35,726)
BUILDING INSPECTIONS						
Salaries/Wages	117,304	84,596	36,547	86,384	92,096	
Overtime	318		519	750		
FICA	8,895	6,472	2,610	6,666	7,045	
Retirement	10,509	9,686	4,080	9,792	10,545	
Group Health	7,214	6,854	4,995	11,988	7,361	
Life Insurance	418	448	169	406	488	
Total personnel costs	144,658	108,057	48,920	115,985	117,536	97.3%
Postage	31	500	0	-	-	
Travel/Education	1,401	400	1,457	1,500	1,500	
Dues/Memberships	593	250	0	250	500	
Office Supplies	594	400	190	400	400	
Books/Subscriptions		300	829	900	850	
Total operations & maintenance	2,618	1,850	2,476	3,050	3,250	
						9.9%
Total Department	147,276	109,907	51,396	119,035	120,786	$ 10,879
						1.9%
TOTAL DPW	**$ 1,572,406**	**$ 1,638,629**	**$ 664,682**	**$ 1,508,557**	**$ 1,670,037**	**$ 31,408**

The Department of Social Services provides time-sensitive, long-term solutions to problems facing needy residents. The Department develops, manages, and assists Federal and State initiatives designed to mitigate potential hindrances to positive quality of life for all eligible citizens. The Department utilizes numerous resources in a caring, professional manner, while providing a network of protection, support, and temporary financial assistance.

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016	
	Full-time	Full-time	Part-time
Social Services	15	12	2

- Approximately 70% of Social Services salaries and benefits are reimbursed by State and federal funding.
- Salaries and benefits lines are increasing as a result of part-time wages and the increased cost of healthcare insurance

Operations:

- The FY 2016 operations budget reflects an increase of $60,000 primarily due to the addition of costs for a DSS attorney in the Professional Services - Legal line item.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
SOCIAL SERVICES						
Salaries/Wages	683,727	$ 860,595	332,889	$ 798,934	$ 685,894	
Overtime (Stimulus Funds)	3,119	500	907	2,000	500	
Standby/Oncall Pay & Part-time	15,970	9,000	17,640	25,000	15,600	
FICA	51,081	66,562	25,247	63,184	53,703	
Retirement	80,428	98,538	37,585	98,538	78,535	
Group Health	69,365	84,633	36,099	84,633	73,329	
Life Insurance	3,201	4,561	1,556	4,231	3,635	
Total personnel costs	906,890	1,124,390	451,923	1,076,519	911,195	47.1%
Professsional Services - Legal	4,643	13,750	34,680	65,000	80,000	
Professional Services	3,927	4,000	1,004	4,000	4,000	
Printing/Binding	1,425	500	96	400	500	
Postage	3,491	1,000	1,007	500	1,000	
Rents/Leases	732	800	629	800	800	
Travel/Education	2,964	3,015	5,177	5,800	5,000	
Aux. Grant - Disabled	15,664	14,900	3,328	14,900	14,900	
Foster Care Aid	38,478	10,000	2,117	5,081	10,000	
Emergency Assistance/FEMA	2,898	5,000	1,892	2,500	5,000	
Refugee Settlement	4,356	5,000	1,452	3,485	5,000	
Day Care Title XX	(6,236)	-	-150		-	
Jobs Purchase	4,470	13,845	575	4,500	13,845	
Special Needs Adoption	9,102	-	-50	-	-	
Adoption Subsidy Funds	100	-		-	-	
Adult Services	7,441	7,365	2,040	4,896	7,365	
Protective Services - Children	18,210	27,191	6,965	16,716	27,191	
Family Services		700	0	500	700	
Protective Services - Adult	12,330	5,500	10,447	12,000	10,000	
Prevention	884	300	9	300	300	
SLH		-		-	-	
At Risk Pool (CSA-CPMT)	781,762	810,824	147,628	780,000	800,000	
Dues/Memberships	475	400	100	400	400	
Quality Day Care Initiative	30,250	30,250	1,375	30,250	30,250	
Office Supplies	4,669	6,000	105	4,700	4,500	
Books/Subscriptions	99	100	0	100	100	
CSA Administration	1,446	2,500	1,150	2,000	2,500	
Total operations & maintenance	943,579	962,940	221,576	958,828	1,023,351	
						-7.3%
Total Department	**$ 1,850,469**	**$ 2,087,330**	**$ 673,499**	**$ 2,035,347**	**$ 1,934,546**	**$ (152,783)**

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 and services, as well as maintains and improves community parks and recreation centers.

The Department is committed to the provision of quality leisure services for the residents of Manassas Park and to the improvement of public understanding of the significance of leisure in a full and meaningful life. Facilities will be made available to provide every citizen of Manassas Park the freedom to enrich their lives through recreational activities and leisure opportunities.

The Department operates under a policy of recovering 65% of its budget from user fees.

BUDGET HIGHLIGHTS

Personnel :

	FY 2015		FY 2016	
	Full-time	Part-time	Full-time	Part-time
Parks & Recreation	17	120	16	130

- Salaries and benefits lines are increasing as a result of increasing the part-time wages request by $196,000 and related FICA to provide for the costs of programs and upkeep at the Community Center.

Operations:

- The FY 2016 operations budget request is decreasing $16,000, primarily a result of reduced costs for electrical service.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
PARKS AND RECREATION						
Salaries/Wages	857,053	$ 921,639	375,437	$ 921,639	$ 893,172	
Part-Time Wages	840,942	850,000	513,339	1,080,000	1,045,891	
FICA	124,728	135,530	66,294	153,125	148,338	
Retirement	93,614	105,528	42,889	105,528	102,268	
Group Health	115,429	135,025	49,253	121,410	119,221	
Life Insurance	3,725	4,885	1,777	4,265	4,734	
Total personnel costs	2,035,490	2,152,607	1,048,989	2,385,967	2,313,624	76.6%
Contractual Services	55,429	40,000	19,196	46,070	44,000	
Repairs & Maintenance	55,731	50,450	52,266	65,000	50,450	
Printing/Binding	14,829	20,200	2,852	15,000	20,200	
Advertising	22,605	24,347	18,105	24,000	24,348	
Electrical Service	186,420	199,500	60,283	180,849	185,000	
Heating	24,376	25,000	3,064	20,000	25,000	
Water & Sewer	166,113	180,000	90,846	170,000	180,000	
Postage	645	1,500	148	800	1,500	
Travel/Education	(13,662)	4,800	3,043	4,800	4,800	
Dues & Memberships	750	1,375	855	800	1,375	
Extended Care	8,727	11,685	41	6,000	6,000	
Community Center Pool	25,262	22,234	9,957	23,897	25,000	
Signal Bay Pool Operation	9,907	8,720	7,512	9,500	8,720	
July 4th Contracts	16,250	17,000	8,250	16,500	18,000	
Recreation Center Operations	20,025	7,000	5,341	12,818	7,000	
Preschool	4,209	3,000	313	3,000	4,000	
Seasonal Events	573	6,320	4,122	6,320	4,500	
Programs - Other	4,759	14,908	5,518	13,243	12,000	
Programs - Sports	59,303	43,620	11,249	43,000	41,267	
Office Of Teens Exp	5,101	7,000	1,804	5,000	7,000	
Office Supplies	4,683	5,500	872	4,500	5,500	
Janitorial Supplies	18,600	20,000	11,288	20,000	22,000	
Uniforms	326	7,500	2,791	6,000	7,500	
Total operations & maintenance	690,961	721,659	319,716	697,098	705,160	
						5.0%
Total Department	**$ 2,726,451**	**$ 2,874,266**	**$ 1,368,705**	**$ 3,083,065**	**$ 3,018,784**	**$ 144,518**

INTERFUND TRANSFERS

Interfund Transfers represent payments from the General Fund to other Funds for Debt Service and Schools operations for Manassas Park City Schools.

BUDGET HIGHLIGHTS

Personnel :

- None

Operations/Debt Service:

- The FY 2016 budget transfer to the Debt Service Fund provides the required debt service payments due. The actual amount due has been reduced by $700,000 which was transferred to the Debt Service Fund in FY 2015 from surplus.

- The Schools debt in FY 2016 reflect an estimated $550,000 reduction in debt service from the VRA refinancing of the 2007 Schools Bonds.

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

- The transfer to the Schools provides an additional $250,000 for operations in FY 2016.

- There is a requested transfer to the Solid Waste Fund to subsidize that Fund's operations and to eliminate the accumulated fund deficit.

REGIONAL SERVICES & OTHER

These are costs related to regional and shared services provided by Prince William County.

BUDGET HIGHLIGHTS

Personnel :

- None

Operations :

- The FY 2016 budget reflects a $184,000 decrease in costs for County services.

- Other costs of regional services are budgeted similar to FY 2015

- The lines for "Organizational Support/Memberships" have been moved from the Governing Body's and City Manager's departmental budgets to be more transparent here. These costs are basically the same as FY 2015 with the exception of an increase in the NVRC line.

CITY OF MANASSAS PARK
GENERAL FUND - EXPENDITURES
ADOPTED BUDGET FY 2016

		FY 2015			2016	
	FY 2014 ACTUAL	Amended Budget	Actual 11/30/2014	Estimated Actual	Adopted Budget	% Personnel to Dept %/$ chg in Budget
TRANSFERS						
To Debt Service Fund - City Debt	$ 1,803,361	$ 1,907,939	$ -	$ 2,607,939	$ 1,977,507	
To Debt Service Fund - School Debt	4,510,017	4,760,758	-	4,760,758	5,541,177	
Subsidy to Solid Waste Fund	144,584	-		-	269,886	
Appropriation to School Board - Oper.	10,691,498	11,250,290	-	11,192,183	11,775,761	
						9.2%
Total Department	**$ 17,149,460**	**$ 17,918,987**	**$ -**	**$ 18,560,880**	**$ 19,564,331**	**$ 1,645,344**
REGIONAL SERVICES & OTHER						
Shared Services Allocation:						
Courts	159,096	$ 127,544	31,887	$ 127,544	$ 142,960	
Sheriff	226,728	222,809	55,701	222,809	243,070	
Community Services/Mental Health	648,348	765,333	191,334	765,333	733,635	
Library	476,124	545,864	136,467	545,864	522,031	
Cooperative Extension	25,440	26,420	6,606	26,420	34,285	
Agency On Aging	45,696	84,490	21,123	84,490	116,594	
Outreach To Detention	25,332	15,687	3,921	15,687	936	
Public Health	54,024	43,171	10,794	43,171	(22,326)	
FY 2015 Billing adjustment					(23,031)	
Other:						
Comprehensive Comm Correct,	27,936	47,262	16,677	47,262	47,262	
Juvenile Detention Home	353,166	60,000	63,881	70,000	60,000	
Jail	648,759	700,000	350,784	700,000	700,000	
VJCCC	73,495	37,193	35,950	37,193	37,193	
Local Health	26,050	25,167	12,667	25,671	25,167	
Organization Support/Membership:						
Northern VA Community College	30,274	37,193	17,291	26,380	37,193	
Flory Small Business Center	10,000	10,000		10,000	10,000	
Washington Council of Gov't	9,550	9,550		9,550	9,550	
Northern VA Regional Commission	7,845	7,845		12,800	13,287	
VA Municipal League	7,395	7,534		7,534	7,976	
Chamber of Commerce	1,340	1,340		1,340	1,340	
Weldon Cooper Center	500	500		500	500	
						-2.8%
Total Department	**$ 2,857,098**	**$ 2,774,902**	**$ 955,083**	**$ 2,779,548**	**$ 2,697,622**	**$ (77,280)**
						5.2%
Total Expenditures-General Fund	**$ 35,447,010**	**$ 37,150,551**	**$ 7,725,909**	**$ 37,745,419**	**$ 39,083,669**	**$ 1,933,118**

The Proffer Fund has just been established to segregate and account for the proffers the City receives from certain developments. In FY 2014 and FY 2015 proffers were accounted for in the Capital Projects Fund as they were to be used for various capital projects.

A portion of proffers has been transferred to the General Fund to re-establish an appropriate level of fund balance. As of March 31. 2015 a total of $3,300,000 has been transferred to the General Fund. Those funds are not available for appropriation at this time.

As described in the narrative for the City's NVTA Local Fund, the City was required to levy an additional Commercial & Industrial Tax or the equivalent amount where a jurisdiction does not impose the additional tax. In order to not overburden our commercial property holders, the City elected not to impose the tax but transfer an equivalent amount into the Fund. These Funds came from the Capital Projects Fund when proffers were a part of that Fund and therefore came from the proffers received.

BUDGET HIGHLIGHTS

Personnel :

- None.

Transfers:

- For FY 2015 the Governing Body approved a transfer of $1,000,000 from Proffers to the General Fund to restore the General Fund's fund balance.

- The FY 2015 budget for the Capital Projects Fund included proffers as funding for some of the capital projects. The FY 2015 Capital Projects Fund budget approved by the Governing Body provided for using some of the proffer money for capital items. In setting up a separate Fund for Proffers it removed the funding in the Capital Projects Fund. That funding will need to be transferred from the Proffer Fund to the Capital Projects Fund for FY 2015 – a total of $1,991,449.

    - Note: This includes $575,000 for renovations and repairs to Signal Bay Water Park, approved by the Governing Body on April 7, 2015 and May 19,2015.

- Similarly, for the FY 2016 Capital Projects Fund budget, any capital not funded by other sources (ie, VDOT, PRTC, etc) will need to be funded from proffers as the General Fund is not in a position to cover those costs. The total proposed for FY 2016 is $1,419,631.

- The commercial & industrial tax equivalent for FY2016 is estimated at $253,960 and again, will be funded from proffers, in lieu of an additional commercial tax levy.

- Transfers will be made to the Debt Service Fund to reduce the impact on the General Fund for the $1.9 million increase in debt service in FY 2016 and provide additional funding for the Schools.

CITY OF MANASSAS PARK
PROFFER FUND
ADOPTED BUDGET FY 2016

Description	Actual FYE 2014	FY 2015 Adopted Budget	FY 2015 Actual On 11/30/2014	FY 2015 Projected	FY 2016 Adopted Budget
Revenue:					
Proffers	$ -	$ -	$ -	$ 2,045,796	$ 1,483,526
Transfer from Capital Projects Fund		-		3,625,356	-
Total Revenue	-	-	-	5,671,152	1,483,526
Transfers:					
General Fund			-	1,000,000	-
NVTA Local Fund				248,716	253,960
Capital Projects Fund			-	1,991,449	1,298,687
Debt Service Fund					200,000
Debt Service Fund - Schools Ops *					333,578
Total Expenses		-	-	3,240,165	2,086,225
EXCESS REVENUES OVER EXP.	$ -	$ -	$ -	$ 2,430,987	$ (602,699)
Fund Balance	$ -	$ -	$ -	$ 2,430,987	$ 1,828,288
Other Proffers on-hand:					
General Fund - fund balance				$ 3,300,000	$ 3,300,000
NVTA Fund - fund balance				$ 484,716	$ 738,676

* This represents the additional funding from proffers for the Schools Operating Fund approved by the GB.

At the request of the School Finance Director, are showing the full amount of the transfer for operations in the General Fund (Appropriation to School Board - Operating) and reducing the General Fund line for transfer to Debt Service for Schools.

The Capital Projects Fund accounts for financial resources for the acquisition or construction of major capital facilities and infrastructure (other than those financed by proprietary funds).

This Fund is historically has been financed through the sale of General Obligation bonds, earmarked State transportation funds, various other Federal and State grants, proffer contributions and other local funds.

The anticipated transportation revenue covers the cost of constructing roads and other transportation projects as shown in the following table. Our ability to use VDOT and PRTC Motor Fuels Tax funds for road maintenance activities like our annual street milling and paving work is limited.

For FY 2015 and FY 2016 the only source of funding for non-transportation capital or non-fire funded capital is from proffers.

BUDGET HIGHLIGHTS

As noted in other sections of this document, the proffers are providing funding for capital items other than those reimbursed by other sources (PRTC, VDOT, and grants).

Personnel :

- None.

Capital Outlay :

- The FY 2016 budget for capital needs is detailed on the facing page.
- The line item for Information Technology capital is detailed on the following page.

CITY OF MANASSAS PARK
CAPITAL PROJECTS FUND
ADOPTED BUDGET FY 2016

		FYE 2015			FY 2016	
	Actual FY/2014	Adopted Budget	Actual On 11/30/2014	Projected	Adopted Budget	Funding Source
REVENUES						
Interest Revenue	$ 13,368	$ -	$ -	$ 14,000	$ 15,000	
Proffers/Transferred from Proffer Fund	6,205,986	750,000	1,234,208	1,991,449	1,298,687	
Transfer from Water & Sewer Allocation for IT Capital (20%)				50,520	55,393	
VDOT, State & Federal Funds - Street Projects	26,028	2,982,862	-	29,484	3,243,196	(1)
PRTC Motor Fuels Tax Fund	1,653	1,035,932		9,748	1,722,530	(1)
Sale of City Land	344,283		20,335			
Gang Task Force Reimbursement		10,500	-	10,500	10,500	(2)
Fire Funds - 4 for Life		12,000		12,000	12,000	(3)
Fire Funds - ATL		40,000		35,000	50,000	(3)
Fire Funds Carryover from FY2013		9,750			-	(3)
Fire Department Donations		250		250	250	(3)
Fire Funds - LEPG grant	8,500	7,500		7,500	7,500	(3)
Fire Funds - SHSP grant				1,250		
Police Dept - E-Ticketing Program Funds				15,000	25,000	(4)
Reserve for Capital Projects (prior year fund balance)	1,077,383	3,073,112	-	3,625,355	-	
Total Revenue	7,677,201	7,921,906	1,254,543	5,802,056	6,440,056	
EXPENDITURES						
DPW:						
Denver Dr.(VDOT/PRTC 50-50)	-	247,873	-	2,500	272,000	(1)
Traffic Signal Connectivity - Manassas Dr (28 to Euclid)	34,134	140,799	-	15,000	155,000	(1)
Manassas Dr. RR Crossing (VDOT/PRTC 50-50)	-	40,000	-	2,500	40,000	(1)
Manassas Dr/Euclid (FY14 - 100% V-DOT)	56,460	2,040,909	-	-	2,100,000	(1)
Conner Dr. extension (VDOT/PRTC 50-50)	-	400,000	-	3,500	400,000	(1)
Euclid Sidewalk Safe Route (Fed. Funded - $385,000)	102,126	839,213	15,252	15,252	1,100,000	(1)
Additional Street Projects (PRTC)	99,962	110,000	480	480	110,000	(1)
Street milling and paving (PRTC)		200,000		-	788,726	(1)
City Hall roof & HVAC		-	20,968	-	200,000	
Fleet replacement - DPW Lease purchase		110,000		55,000	-	
Police:						
AED (defibrillators) - 15 for patrol vehicles					35,000	
Vehicles - Lease Payments ($120,000 committed/5 new)	158,648	195,000	71,684	195,000	195,000	
GTF vehicle lease payment (Reimbursed)	10,500	10,500	3,556	10,500	10,500	(2)
Police & Fire 800 MHZ Radio Upgrade (Project 25 Compliance)	572,944	-		-	-	
CAD/Police PAK System	72,285	73,000	61,565	73,000	73,000	
City E-911 Facility Cost (annual)		58,000	12,153	56,000	65,000	
E-911 Next Generation Upgrade ($325,000 needed in FY17)		225,000	-	-	-	*
E-Ticketing Program expenditures (Funded by specific revenues)				15,000	25,000	(4)
Fire:						
Ambulance (5 yr lease)	41,768	41,768	-	41,768	41,768	
E-911 County Facility Cost (annual)		97,000	24,144	96,577	97,000	
Capital Equipment Maintenance Contracts (annual)		38,600	6,927	33,750	47,900	
Staff vehicle - 1 lease FY 2014/ Add another for FY 2015		17,500		15,300	22,100	
Fire hose		25,000		25,000	-	
Turnout Gear (5 yr lease)		17,000		17,000	17,000	
SCBA (5 yr lease)		42,000		42,000	42,000	
Cardiac Monitor (5 yr lease)	21,067	21,850	10,559	21,850	21,850	
Breathing Air Compressor					44,975	
Lucus CPR device					17,000	
Washer - protective clothing					15,000	
Radio communications upgrade					22,000	
Equipment - 4 for Life funded	7,939	12,000	5,346	12,000	12,000	(3)
Equipment - ATL funded (includes carryover)	38,752	50,000	4,200	35,000	50,000	(3)
Equipment - LEPG grant funded	15,000	15,000	-	15,000	15,000	(3)
Equipment - SHSP funded	3,603		354	1,250		
City Hall:						
Voting machines/Scanner replacement		56,325	51,851	51,851	-	
Software Implementation - Keystone	123,690	109,081	30,262	109,000	12,000	
Info. Tech Capital requests - see attached	110,213	-	6,516	97,500	267,663	
Mass Appraisal System data collection & system modelling	46,755	50,000	55,744	65,685	20,000	
Parks: (In order of priority)						
Wellness Center expansion - ADA requirements (3 year lease)		33,609	2,825	22,600	33,903	
Floor stripper & Tractor		17,500	-	15,000	-	
Master Plan - Signal Hill Park		15,000			-	
Senior Field fence - replacement		12,000	8,000	8,000	-	
Restripe parking lots - Community Center & 2 Parks		15,000	7,500	7,500	-	
Playground equipment - Signal Hill & Costello Park		30,000	12,572	25,572	-	
Landscape, security, safety improvements		14,000	8,500	8,500	-	
Signal Bay Water Park Renovations (Approved 4-7-15 & 5-19-15)				575,000		
Gym curtain - replacement					12,148	
Gym floor covering					5,328	
Tables/Chairs - replacement					12,070	
Outdoor basketball court - resurface					40,000	
Outdoor pickleball court - lines					2,125	
Transfer Proffers to Proffer Fund (Initial Setup)				3,625,355		
Administrative Fee to General Fund	-	390,266	-	390,266	-	
Transfer Proffers to Gen. Fund for Fund Balance restoration	2,300,000			-	-	
Transfer To NVTA Fund (moved to Proffer Fund for FY 15 & 16)	236,000	-	248,716		-	
Total Expenditures	4,051,846	5,810,793	669,674	5,802,056	6,440,056	
Reserve for Capital Projects (funding source in next year)	$ 3,625,355	$ 2,111,113	$ 584,869	$ -	$ (0)	

The NVTA Local Fund was established to account for the 30% local share of receipts from the as well as the City's contribution of an additional Commercial & Industrial Tax or the equivalent amount where a jurisdiction does not impose the additional tax. As you are aware, the City elected not to impose the tax but transfer an equivalent amount into the Fund.

These 30% local share funds may be only used as follows:

1) Urban or secondary road construction;

2) Capital improvements that reduce congestion;

3) Projects included in 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.

The 30% Local Distribution Funds have certain requirements – important here is that they must be deposited into a separate special fund for all local HB 2313 revenues received and each jurisdiction's Commercial and Industrial (C&I) Tax revenues (or the equivalent funding) must also be accounted for in this special fund.

These funds can be allocated towards appropriate 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 compared to the amount it should have deposited.

Each city and county is required to maintain its average expenditures for transportation from FY2010 to FY2013, 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:

- FY 2014 was the first year of the required transfer from the City and a second transfer was made in July 2014 for FY2015. Transfers were $236,000 for FY14 and 248,716 for FY15. As noted above, these funds can only be used for eligible road or transportation projects.
-
- FY 2016 transfer from the City is estimated at $253,960 and the 30% share is projected at $400,000.
-
- None of these funds have been spent nor budgeted through the end of FY 2016. As noted on the bottom line of this budget the Fund Balance is projected at $1.892 million at the end of FY 2016, assuming no funds are expended.

CITY OF MANASSAS PARK
NVTA Local Fund
ADOPTED BUDGET FY 2016

Description	Actual FYE 2014	FY 2015 Adopted Budget	FY 2015 Actual On 11/30/2014	FY 2015 Projected	FY 2016 Adopted Budget
Revenue:					
NVTA 30% share	$ 360,700	$ -	$ 178,742	$ 393,060	$ 400,000
Required City Transfer (from proffers)	236,000	-	248,716	248,716	253,960
Total Revenue	596,700	-	427,458	641,776	653,960
Expenditures:					
Project Management			-		-
Capital - transportation projects			-		-
Total Expenses		-	-	-	-
EXCESS REVENUES OVER EXP.	$ 596,700	$ -	$ 427,458	$ 641,776	$ 653,960
Fund Balance	$ 596,700	$ -	$ -	$ 1,238,476	$ 1,892,436

The Debt Service Fund is used to account for the accumulation of resources and the payment of principal and interest for the City and Schools long-term debt obligations.

BUDGET HIGHLIGHTS

Debt Service payments:

The FY 2016 budget reflects the payments due for each bond. Debt service requirements are as follows:

General Fund supported Debt:	Original Amount	Prin. Balance 7/1/2013	Annual Debt Service Payments FY 2014	FY 2015	FY 2016	FY 2017
City:						
2008 GO Bonds - refinance	$ 5,302,500	$ 5,302,500	$ 253,612	$ 253,612	$ 253,612	$ 253,612
2008 GO Bonds - Community Ctr.	21,635,000	20,140,000	931,982	931,982	1,676,982	1,680,907
2013 VRA Bonds	11,385,000	11,385,000	521,395	694,622	697,684	999,194
2010 Lease Revenue Bonds *	1,800,000	1,800,000	84,637	84,638	305,419	306,500
Total City		38,627,500	1,791,626	1,964,854	2,933,697	3,240,213
Schools:						
2010 Lease Revenue Bonds	11,840,000	11,840,000	885,865	884,119	1,256,437	1,256,663
Series 2008 GO & Refunding Bonds	5,302,500	5,302,500	252,638	252,638	252,637	252,638
Series 2007A GO Bonds (3)	26,875,000	11,655,000	525,325	1,175,326	669,325	1,255,125
2013 VPSA Bonds (4)	23,575,000	23,575,000	760,251	1,112,563	1,112,563	959,525
2007B GO Refunding Bonds	6,695,000	4,090,000	167,613	167,612	682,613	682,013
Series 2005 VPSA Loan	6,314,536	4,084,175	481,250	470,750	460,250	449,750
Series 2004 VPSA Loan	9,145,000	7,840,000	665,825	664,888	663,185	665,590
2002 Literary Fund Loan -VPSA	7,500,000	3,375,000	476,250	465,000	453,750	442,500
1999 Literary Fund Loan -VPSA	5,000,000	1,500,000	295,000	287,500	280,000	272,500
One-time credit to 1/15/2014 pmt		-	(719,638)			
Total Schools		73,261,675	3,790,379	5,480,396	5,830,760	6,236,304
Total annual debt service		$ 111,889,175	$ 5,582,005	$ 7,445,250	$ 8,764,457	$ 9,476,517

* Total 2010 Lease Revenue Bonds issued of $17,280,000, included refinancing of certain School Bonds and Water & Sewer Bonds.

Note: FY 2016 & 2017 include estimated reductions from refinancing 2007A School Bonds in Spring 2015

CITY OF MANASSAS PARK
DEBT SERVICE FUND
ADOPTED BUDGET FY 2016

Description	Actual FYE 2014	FY 2015 Adopted Budget	FY 2015 Projected	FY 2016 Adopted Budget
Funding:				
Transfer from General Fund	$ 1,803,361	$ 1,907,939	$ 2,694,854	$ 1,977,507
Transfer from General Fund - Schools Debt	4,510,017	4,760,758	4,760,758	5,541,177
Transfer from Proffer Fund	-	-		200,000
Transfer from Proffer Fund - Add'l Funding for Schools				333,578
Interest earnings	42,185			
Appropriated Fund Balance	86,916	806,553	805,828	786,190
Total Funding	6,442,479	7,475,250	8,261,440	8,838,452
City:				
VRA 2013 - (Refund VML 2005 Bonds)	521,395	694,622	694,622	697,684
GO Series 2008 ($32.24M)	1,185,594	1,185,594	1,185,594	1,930,594
Administrative fees	54,646	30,000	30,000	30,000
Lease Revenue Bonds - 2010 (City portion)	84,637	84,638	84,638	305,419
Subtotal - City Debt Service	1,846,272	1,994,854 -	1,994,854	2,963,697
Schools:				
VPSA 2013 - (Refund 2005 VML bonds & portion of 2007A bonds)	760,251	1,112,563	1,112,563	1,112,563
2010 Lease Revenue Bonds	885,865	884,119	884,119	1,256,437
Series 2008 GO Obligation & Refunding Bonds	252,638	252,638	252,638	252,637
Series 2007A GO Bonds (Unrefunded only FY2014)	525,325	1,175,326	1,175,326	713,320
2007B GO Refunding Bonds	167,613	167,612	167,612	682,613
Series 2005 VPSA Loan	481,250	470,750	470,750	460,250
Series 2004 VPSA Loan	665,825	664,888	664,888	663,185
2002 Literary Fund Loan -VPSA	476,250	465,000	465,000	453,750
1999 Literary Fund Loan -VPSA	295,000	287,500	287,500	280,000
VPSA 1-time credit- 1/15/2014	(719,638)			
Subtotal - Schools Debt Service	3,790,379	5,480,396	5,480,396	5,874,755
Total Debt Service	5,636,651	7,475,250	7,475,250	8,838,452
Excess revenue over (under) expenditures	$ 805,828	$ -	$ 786,190	$ -

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

BUDGET HIGHLIGHTS

Personnel :

	FY 2015	FY 2016
	Full-time	Full-time
Water	7	7
Sewer	3	3
Total (included with DPW)	10	10

Operations :

- The FY 2016 budget reflects a very small increase of less than one-half of one percent ($34,000)

Capital:

- The FY 2016 budget includes amounts needed for capital as well as required debt service.
- New lines have been added for a project manager consultant and an estimate to provide for the Fund's share of Information Technology needs as outlined in the Capital Projects Fund budget.

CITY OF MANASSAS PARK

WATER & SEWER FUND

ADOPTED BUDGET FY 2016

		FY 2015 CURRENT YEAR			FY 2016
	Actual FY 2014	Adopted Budget	Actual On 11/30/2014	Projected	Adopted Budget
REVENUES					
Water and Sewer Charges	$ 7,718,704	$ 7,260,000	$ 3,297,595	$ 7,150,000	$ 7,100,000
Connect Fees	19,783	17,000	8,592	17,000	17,000
Penalties & Interest	169,850	130,000	68,396	135,000	130,000
Interest Earned	2,591	5,000	184	5,000	5,000
Antenna Space Lease	48,867	46,908	20,133	46,908	46,908
Sale of Water Meters	13,688	10,000	13,688	13,688	10,000
Other revenue	19,182	15,000	7,673	15,000	15,000
Total Revenue	7,992,665	7,483,908	3,416,261	7,382,596	7,323,908
EXPENDITURES					
Transfers					
Transfers to Water/Sewer Capital	2,500,000	2,500,000	518,791	2,500,000	2,500,000
Trans. To General Fund - Admin Fee	890,228	977,407	-	977,407	997,407
Total Department	3,390,228	3,477,407	518,791	3,477,407	3,497,407
Water					
Water Salaries/Wages	310,869	341,656	128,884	320,000	341,656
Water Overtime	32,633	52,000	9,198	25,000	52,000
Overtime Snow Removal	28,243	-		-	-
FICA	29,935	30,115	11,309	26,393	30,115
Retirement	37,201	39,120	15,120	38,624	39,120
Group Health	42,387	37,287	17,261	37,000	39,929
Life Insurance	1,480	1,811	601	1,700	1,811
Professional Services	28,136	31,800	10,558	27,500	31,800
State Waterworks Assessment	11,853	8,000	5,927	8,000	8,000
Contractual Services	250	24,000	250	5,000	24,000
Repairs & Maintenance	17,018	55,000	7,454	40,000	55,000
Printing/Binding	7,214	8,000	1,067	7,500	8,000
Advertising	25	1,800		500	1,800
Electricity	18,052	20,000	5,207	20,000	20,000
Water Purchase	1,004,109	850,000	301,738	850,000	850,000
NVPDC-OBWPM Contribution	2,352	2,035	588	2,035	2,035
Postage	16,277	15,500	5,015	15,000	15,500
Telecommunications	1,924	5,000	750	4,000	5,000
Travel/Education	1,020	6,000	1,020	2,500	6,000
Dues/Memberships	10	1,000	10	750	1,000
Office Supplies	875	1,500	466	1,500	1,500
Repair & Maint Supplies	9,157	24,000	126	3,000	24,000
Uniforms/Clothing	1,462	4,000	511	2,500	4,000
Books/Subscriptions	-	241	-	-	250
Vehicle supplies/equipment		12,000	-	-	12,000
Total Department	1,602,485	1,571,864	523,060	1,438,502	1,574,515
Sewer					
Sewer Salaries/Wages	213,324	271,392	89,354	214,450	271,392
Sewer-Salaries/Wages-Overtim	29,003	25,000	12,392	25,000	25,000
Overtime Snow Removal	9,330	-		-	-
FICA	17,433	22,674	6,898	18,318	22,674
Retirement	26,910	31,074	10,535	25,884	31,074
Group Health	25,134	26,943	10,194	24,466	28,787
Life Insurance	1,070	1,438	419	1,000	1,438
Professional Services	15,762	6,500	11,062	11,062	13,000
Contracted Services		5,000		-	5,000
Repairs/Maintenance	49,638	20,000	19,075	26,000	20,000
Printing/Binding	2,802	2,000	1,067	2,000	5,000
Operation/Maintenance Of UOSA	1,297,590	1,300,000	624,493	1,248,986	1,300,000
UOSA Monitoring Laboratory	31,365	25,000		20,000	25,000
UOSA Reserve Maintenance	177,938	300,000	97,399	250,000	300,000
Postage	8,391	8,700	4,620	11,088	8,700
Telecommunications		1,500		250	1,500
Travel/Education	1,351	2,000	918	1,000	2,000
Office Supplies	243	700	140	350	700
Repairs And Maintenance Supplies	6,159	10,000	600	1,500	10,000
Uniforms/Clothing	883	2,375	102	1,250	2,375
Total Department	1,914,326	2,062,297	889,268	1,882,603	2,073,641
Total Expenditures	6,907,039	7,111,569	1,931,119	6,798,512	7,145,563
EXCESS REVENUES OVER (UNDER) EXP. *	$ 1,085,626	$ 372,339	$ 1,485,142	$ 584,084	$ 178,345

* Excess Revenues over expenses goes to rebuilding the reserves in the Water & Sewer Fund to provide an acceptable reserve and for for $1,000,000 increase in debt service in FY2016.

CITY OF MANASSAS PARK

WATER & SEWER CAPITAL IMPROVEMENTS FUND

PROPOSED BUDGET FY 2016

		FY 2015 CURRENT YEAR			FY 2016
	Actual FY/2014	Adopted Budget	Actual On 11/30/2014	Projected	Proposed Budget
Revenues					
Tap/Availability Fees	$ 2,159,507	$ 2,491,632	$ 373,007	$ 1,573,007	$ 1,031,316
Transfer from Operating Fund	2,500,000	2,500,000	518,791	2,500,000	2,500,000
Avail. for Water & Sewer Capital Improvements from Prior Yr		1,708,193		1,641,444	3,011,722
Total Funding Available	4,659,507	6,699,825	891,798	5,714,451	6,543,038
Capital Expenditures					
Water Tank Renovations	-	10,000	-	-	10,000
Water System Improvements		500,000		100,000	100,000
Water Main/Hydrant Replacement & Loss Detect.		240,000	3,300	10,000	1,150,000
Water Meter Replacement	2,000	10,000	-	5,000	10,000
Sewer Line/Manhole Rehab		250,000	-	100,000	340,000
Sewer System Maintenance	-	500,000	-	100,000	475,000
SCADA	100,679	30,000	-	25,000	30,000
Project Management Consultant					80,000
Vehicle replacement		165,000		65,000	100,000
Information Technology (See Capital Projects Fund - 20%)				50,520	55,393
Keystone Software - Billing component		35,000		35,000	-
Depreciation	679,916	-	-	-	-
2010 Lease Revenue Bonds (Partial refi-1995 & 2009 Bonds)	170,976	170,974	-	170,974	627,257
2009 GO Refunding Bonds	498,852	-			-
2014 GO Refunding Bonds		439,276		402,044	927,725
UOSA Debt Service 1995-2007 Bonds	1,565,640	1,639,191	788,472	1,639,191	1,639,191
Total Department	3,018,063	3,989,441	791,772	2,702,729	5,544,566
Available for Water & Sewer Capital Improvements for Subsequent Year	$ 1,641,444	$ 2,710,384	$ 100,026	$ 3,011,722	$ 998,472

The City's residential garbage collection and recycling services are provided by an outside contractor. The City collects a solid waste fee on its water bill and uses the revenue to pay costs of the contractor, for other solid waste services (like leaf collection and household hazardous waste collection), and cover overhead costs.

> Note: Commercial property owners contract on their own for solid waste services with several competing private firms and are not a part of this Fund.

In prior years the City's solid waste operations were combined with the Water and Sewer Enterprise Fund. During FY2012 Solid Waste was established as a separate enterprise fund. Prior to FY2010 Solid Waste operations were accounted for in the General Fund and supported by property tax collections. The user charge now provides the revenue for garbage collection services.

In spite of a small rate increase in the Fall of 2014, this fund continues to operate at a loss. An additional increase in rates is needed to eliminate the drain on the General Fund to subsidize this enterprise operation.

One penny of the FY 2015 tax rate reduction was included to compensate for the additional rate needed.

BUDGET HIGHLIGHTS

Personnel:

No staff is assigned to solid waste. Staff time is allocated by the DPW Director and represents the Public Works staff hours used to manage the service.

Operations:

No significant changes are requested.

CITY OF MANASSAS PARK
SOLID WASTE MANAGEMENT FUND
ADOPTED BUDGET FY 2016

Description	Actual FYE 2014	FY 2015 Amended Budget	FY 2015 Actual On 11/30/2014	FY 2015 Projected	FY 2016 Adopted Budget
Revenue:					
Garbage Collection Fee	$ 788,931	$ 855,500	$ 288,146	$ 790,000	$ 800,000
General Fund Subsidy	144,584	-		-	269,886
Total Revenue	933,515	855,500	288,146	790,000	1,069,886
Expenses:					
Salaries	24,160	20,060	8,373	19,791	20,060
FICA	136	1,488	613	1,449	1,492
Retirement	2,915	1,395	957	2,262	1,395
Healthcare Insurance	-	1,548	645	1,525	1,657
Life insurance	116		40	95	
Administrative fees	94,386	95,000		95,000	95,000
Contract contingency/reserve	-	7,082	-	-	-
Waste disposal contract	714,204	692,927	234,376	703,128	715,000
Hazardous waste events (2)		34,000		17,000	17,000
Additional dumpsters for City cleanup	-	2,000	-		2,000
Total Expenses	835,917	855,500	245,004	840,249	853,603
EXCESS REVENUES OVER (UNDER) EXPENSES	$ 97,598	$ (0)	$ 43,142	$ (50,249)	$ 216,283
Fund Balance (Deficit)	$ (166,034)			$ (216,283)	$ (0)

The City's Storm Water Utility was established in FY2011 to provide revenue to fund the City's Storm Water Management and Control program required by State and Federal water quality regulations.

The State mandates implementation of ordinance, programs, and practices to meet storm water quality and quantity standards. No existing State or Federal funding is currently allocated to meet all mandated requirements. The goals of the Storm Water fee and this work are to:

- Address program mandates with minimal impact to citizens.
- Utilize existing Public Works staff and budget as much as possible / appropriate.
- Prioritize poor/fair/good, ensure function, rebuild as necessary.
- Comply with "Best Management Practices" to meet EPA and State requirements cost effectively.

Revenue is used to pay the costs of cleaning catch basins, mowing retention ponds and similar activities to maintain the City's storm water system and also to pay for the construction and maintenance of storm water infrastructure. Our review in 2010 estimated that our storm water infrastructure needed $2.3 million in renovation work.

BUDGET HIGHLIGHTS

Personnel:

No staff is assigned to solid waste. Staff time is allocated by the DPW Director and represents the Public Works staff hours used to manage the service.

Operations:

No significant changes are requested.

CITY OF MANASSAS PARK
STORMWATER RETENTION FUND
ADOPTED BUDGET FY 2016

Description	Actual FYE 2014	FY 2015 Adopted Budget	FY 2015 Actual On 11/30/2014	FY 2015 Projected	FY 2016 Adopted Budget
Revenue:					
Stormwater Fee	$ 232,162	$ 245,716	$ 40,645	$ 235,000	$ 235,000
Appropriated fund balance		71,488		-	-
Total Revenue	232,162	317,204	40,645	235,000	235,000
Expenses:					
Pond Maintenance:					
Salaries	84,619	92,529	30,661	72,471	95,274
FICA	4,048	6,984	2,208	5,544	7,203
Retirement	10,109	10,595	3,404	8,170	10,909
Healthcare Insurance	5,030	11,107	3,327	7,985	11,873
Group Life	402	646	141	338	660
Administrative fees	35,342	35,343	-	35,343	35,343
Capital:					
Retention Ponds	4,445	160,000	9,842	70,000	160,000
Total Expenses	143,995	317,204	49,583	199,851	321,262
EXCESS REVENUES OVER EXP.	$ 88,167	$ (0)	$ (8,938)	$ 35,149	$ (86,262)
Fund Balance	$ 310,117			$ 345,266	$ 259,003

The PRTC Trust Fund accounts for the City's Gas Tax revenues, which are administered by the Potomac & Rappahannock Transportation Commission.

BUDGET HIGHLIGHTS

Personnel :

- None.

Operations :

- Required subsidies have been budgeted as provided by PRTC. Amounts budgeted for street improvements support those projects as budgeted in the City's Capital Project Fund.

CITY OF MANASSAS PARK
PRTC TRUST FUND
ADOPTED BUDGET FY 2016

	Actual FY 2014	FY 2015 Adopted Budget	FY 2015 Projected	FY 2016 Adopted Budget
Revenue				
PRTC Funds (Gas Tax Revenues)	$ 908,209	$ 1,018,033	$ 717,780	$ 667,826
Interest from investments	2,827	3,000	3,000	3,000
Spotsylvania deferred subsidy payment				
PRTC Fund Balance	12,690	-		-
Total Revenue	923,726	1,021,033	720,780	670,826
Expenditures				
City Projects				
Street Improvements (C.P. Fund)	645,629	1,035,932	9,748	1,722,530 *
PRTC Subsidies				
Administration	188,900	13,900	13,900	13,000
OmniLink	178,300	201,600	201,600	230,800
Marketing	6,800	6,600	6,600	10,000
Local capital match	12,000	23,800	23,800	2,400
VRE	574,709	401,762	401,762	576,699
Total PRTC Expenditures	1,606,338	1,683,594	657,410	2,555,429
Excess Revenues Over (Under) Exp.	(682,612)	(662,561)	63,370	(1,884,603)
Beginning Fund Balance	3,257,269	3,503,457	2,574,657	2,638,027
Ending Fund Balance	$ 2,574,657	$ 2,840,896	$ 2,638,027	$ 753,424

The Bull Run Alcohol Safety Action Program (ASAP) offers probationary services to court-referred clients, generally for duration of 6 months to 3 years. Most clients are referred for DWI/DUI, Reckless Driving, and Misdemeanor Alcohol/ Drug offenses.

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

BUDGET HIGHLIGHTS

Personnel :

- None. Bull Run ASAP personnel are not considered City of Manassas Park employees.

Operations :

- Budget has not been submitted by ASAP

CITY OF MANASSAS PARK
BULL RUN - ALCOHOL SAFETY ACTION PROGRAM
ADOPTED BUDGET FY 2016

	Actual FY 2014	FY 2015 Adopted Budget	FY 2015 Amended Budget	FY 2015 Projected	FY 2016 Adopted
Revenues					
Funding sources	$1,277,566	$1,290,250	$1,299,800	$1,299,800	$1,275,561
Expenditures					
Bull Run ASAP - Salaries	509,000	$ 513,094	$511,761	$511,761	500,185
ASAP Part-time Wages/Salaries	288,230	255,035	243,839	243,839	220,470
FICA	60,990	58,762	56,610	56,610	55,130
Retirement (VRS)	61,440	61,930	61,770	61,770	57,271
Short-term disability (VRS)					500
457 Match	1,170	1,170	780	780	780
Group Health	76,452	80,040	67,704	67,704	69,686
VRS Life Insurance	2,700	2,719	2,712	2,712	2,401
Workers Comp./Unemployment C	1,600	1,600	1,600	1,600	1,600
Contractual wages			10,121	10,121	2,000
Severance Pay - Director					31,050
Professional Services	7,000	7,600	7,600	7,600	7,000
Janitorial Services	3,900	3,900	3,900	3,900	4,000
Fiscal services	14,000	14,000	14,000	14,000	14,000
Contractual Services	7,500	2,400	2,400	2,400	2,400
Drug Testing	9,000	9,000	9,000	9,000	9,000
Repairs & maintenance	7,800	3,000	3,595	3,595	3,500
Maintenance Service Contracts	3,400	3,400	3,400	3,400	3,400
Printing/Binding	2,100	2,100	2,100	2,100	2,500
Public Info. & Education	6,300	7,000	7,000	7,000	7,000
Advertising	0	200	200	200	500
Electric & Heating	12,000	12,000	12,000	12,000	12,000
Water & Sewer	2,000	2,000	2,000	2,000	2,000
Postage	14,200	15,200	15,200	15,200	15,000
Telecommunications	10,000	10,000	10,000	10,000	10,000
Professional Liability Insurance	700	700	700	700	700
Rentals & Leases	124,470	126,900	126,900	126,900	129,438
Travel & Mileage	2,000	2,000	2,000	2,000	2,000
Subsistence & Lodging	2,600	2,000	2,000	2,000	2,000
Convention & Education	1,145	1,100	1,100	1,100	1,500
Payment to VASAP	35,000	35,000	38,708	38,708	37,500
Memberships/Dues	500	500	500	500	500
Bank Charges	8,000	8,000	8,000	8,000	8,000
Office Supplies	16,500	16,500	16,500	16,500	17,000
Cleaning Supplies	600	600	600	600	600
Vehicle Fuel & Maintenance	10,000	7,500	7,500	7,500	7,500
Books/Subscriptions	100	200	200	200	200
Educational Supplies	500	600	600	600	250
Capital Outlay	0	2,500	25,200	25,200	15,000
Transfers & Refunds	20,000	20,000	20,000	20,000	20,000
Department Total	$ 1,322,897	$ 1,290,250	$ 1,299,800	$ 1,299,800	$1,275,561