

*CITY*  
*of*  
*MANASSAS PARK*



*ANNUAL BUDGET*  
Fiscal Year 2007-2008

CITY OF MANASSAS PARK  
OPERATING BUDGET  
Fiscal year 2007-2008

Table of Contents

<b>City Manager's Budget Message</b>	i-ii
<b><u>General Fund:</u></b>	
Revenues	1-2
Expenditures – summary	3
Graph – comparison of budgeted expenditures	4
<b><u>Departmental Budgets:</u></b>	
Governing Body and City Clerk	5-6
City Manager/Management Services	7-8
Legal Services, Independent Auditor and Insurance	9-10
Commissioner of Revenue	11-12
Assessor	13-14
Treasurer	15-16
Finance	17-18
Information Technology	19-20
Registrar	21-22
Law Enforcement	23-25
Fire & Rescue Services	26-27
Building, Planning & Zoning	28-29
Public Works	30-32
Social Services	33-34
Parks & Recreation	35-36
Transfers and Regional Services	37-38
<b>Capital Projects Fund</b>	39-41
<b>Debt Service Fund</b>	42-43
<b>Water &amp; Sewer Fund</b>	44-46
<b>PRTC Trust Fund</b>	47-48
<b>Bull Run ASAP</b>	49-50



1957-2007

# CITY OF MANASSAS PARK

*Proudly Serving the Community for 50 Years*

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

*Mayor:*  
*Frank Jones*

*Vice Mayor:*  
*Bryan E. Polk*

*Council Members:*  
*Michael R. Bunner*  
*Cynthia Gardner*  
*Fran D. Kassinger*  
*Keith D. Miller*  
*William J. Treuting, Jr.*

*City Manager:*  
*Mercury T. Payton*

*Deputy City Manager:*  
*Laura A. Fitzpatrick*

April, 2007

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

Presented herewith is the City of Manassas Park's FY2007-08 Adopted Budget. This document includes balanced budgets for the City's General Fund, Capital Projects Fund, Debt Service Fund, Water & Sewer Fund, PRTC Trust Fund and Bull Run ASAP Fund. The budgets for the various school funds are in a separate document and not included here.

The General Fund budget includes appropriations for the Schools, in accordance with the revenue sharing agreement, as well as funding for required debt service and all other anticipated operations.

### **Overview:**

Preparing a balanced General Fund budget (without the use of reserves) was accomplished in spite of major revenue reductions due to a significant decline in the growth of the City's assessed values. In 2007 there was a 33% increase in the tax base, while 2008 taxable values increased by only 7%. Decreases of this magnitude and more were seen throughout Northern Virginia.

We continue to have increasing expenditure needs for equipment and infrastructure needs, additional services required from our work force, yet a relatively constant pool of available revenue sources. These expenditure growth and needs, without additional revenue sources require us to make difficult choices in regards to the budget. Providing high quality services and infrastructure to our Citizens is our highest priority.

We continue to maintain a "healthy" fund balance in the General Fund to provide for unforeseen contingencies.

### **Other General Fund Highlights:**

- In order to stay competitive and retain existing police and fire personnel, the pay scales for Public Safety officers was increased significantly. Other general employees were budgeted with a 4% increase.
- Staffing of 2 additional Police Officers and 3 additional Firefighters/medics will be funded through additional revenues for traffic enforcement and billing for emergency medical services.
- Departmental management reserves have been eliminated.

The Capital Projects Fund and Debt Service Fund are balanced. The City's debt service payments are provided for within the "transfers" portion of the General Fund budget. Capital Projects will be funded from PRTC, VDOT and remaining bond proceeds for the Parks and Recreation building.

New for FY 2008 capital projects is funding of certain necessary and vital major projects through the use of short-term financing. The City will spend approximately \$1.9 million on projects (detailed on page 43) in FY 2008 with required debt service expenditure of \$302,000.

The Water & Sewer Fund budget has been prepared as if the City will continue those operations. However, the City is currently in discussions with the County Service authority to take over Water and Sewer services for the City.

**Conclusion:**

Budget challenges are common with governmental entities. As stewards for taxpayer dollars, we strive to provide additional, higher quality services at additional costs due to inflation and other factors, with a relatively stagnant, if not decreasing revenue stream. Simply put, trying to do more with less.

This budget represents significant work of the entire city team, including the Governing Body, to address the needs of our community. I sincerely thank the Governing Body for their oversight and concern for every Citizen; the department heads and city staff for their diligent efforts and sacrifices on behalf of the City. They have made difficult and informed decisions as stewards of City funds.

Respectfully submitted,



Mercury T. Payton,  
City Manager



# *General Fund Budget*

**CITY OF MANASSAS PARK  
GENERAL FUND  
FYE 2008 BUDGET - Revenues**

<b>Uncommitted Revenues:</b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Current Real Estate Taxes	\$ 16,567,710	\$ 20,424,859	\$ 18,985,230	\$ 19,500,672
Less: Tax Relief for the Elderly				(272,181)
Delinquent Real Estate Taxes	71,155	300,000	100,000	100,000
Current Real P/S Property Taxes	310,135	311,819	311,819	321,174
Current Personal Property Taxes	2,721,749	2,702,931	3,202,931	3,296,000
Delinquent Personal Property Taxes	100,211	128,125	128,125	131,328
Penalties - All Property Taxes	235,602	185,400	200,000	240,000
Interest - All investments	115,745	102,500	110,000	112,750
Local Sales Taxes	2,041,465	2,126,250	2,100,000	2,205,000
Utility Taxes - Electric	474,504	458,080	450,000	463,500
Utility Taxes - Gas	212,093	210,500	210,000	216,300
Utility Taxes - Telephone (Communication Svc Tax)	268,365	270,339	250,000	278,100
Utility Taxes - Consumption	32,281	30,900	60,000	61,800
Utility Taxes - Cell phone (Communication Svc Tax)	286,224	236,250	290,000	315,000
Business Licenses	830,605	714,000	847,000	851,700
Cable TV Franchise Fee (Communications Svc Tax)	120,187	114,293	110,000	127,500
Motor Vehicle Licenses	287,777	281,875	280,000	287,000
Bank Stock Taxes	28,617	13,504	30,000	30,000
Recordation Taxes	556,676	500,000	500,000	500,000
Cigarette Tax	342,608	386,250	386,250	397,838
Meals Tax	300,270	288,400	310,000	330,000
Animal Licenses	2,075	1,000	2,000	2,000
Sign Permits	2,000	500	2,000	2,000
Concealed Weapons Permits	799	400	500	500
Dumpsters/Storage containers	50	25	50	50
Yard Sale Permits	121	130	130	130
Conditional Use Permits	300	600	600	600
Street Cut Permits	-	100	100	100
Court Transfer Fees	790	600	600	600
Subdivision Plats	-	800	800	800
Home Occupation Permits	5,600	5,000	5,000	5,000
Document Sales	1,230	600	1,000	1,000
Court Fines & Forfeitures	147,544	118,819	140,000	155,000
Parking Fines	29,480	25,750	30,000	35,000
Courthouse Security Fund	3,579	3,844	4,000	4,120
Bldg/Zoning Violation Ticket Fees	1,550	2,369	2,369	2,440
Rent - Alliance Bank	6,000	-	-	-
Interest earned	180,215	61,800	125,000	150,000
Commuter Rail Parking Fee	58,402	63,000	63,000	66,150
Other Revenue	5,142	21,000	21,000	22,050
Collection Admin Fees	16,201	11,000	11,000	17,500
Attorney Fees - Delinquencies	11,707	8,000	10,000	12,500
ABC Taxes	6,032	6,032	6,032	6,032
Wine Taxes	6,323	6,323	6,323	6,323
Personal Property Tax Relief	1,534,191	1,487,373	1,500,000	1,575,000
Rolling Stock Tax	2,919	3,167	3,167	3,167
Tax on Deeds	122,654	102,500	120,000	123,000
Automobile Rental Tax	27,990	21,000	30,000	30,000
<b>Uncommitted Total</b>	<b>\$ 28,076,873</b>	<b>\$ 31,738,007</b>	<b>\$ 30,946,026</b>	<b>\$ 31,714,543</b>
School portion (57%) of uncommitted revenue		<b>\$ 18,090,664</b>	<b>\$ 17,639,235</b>	<b>\$ 18,077,289</b>

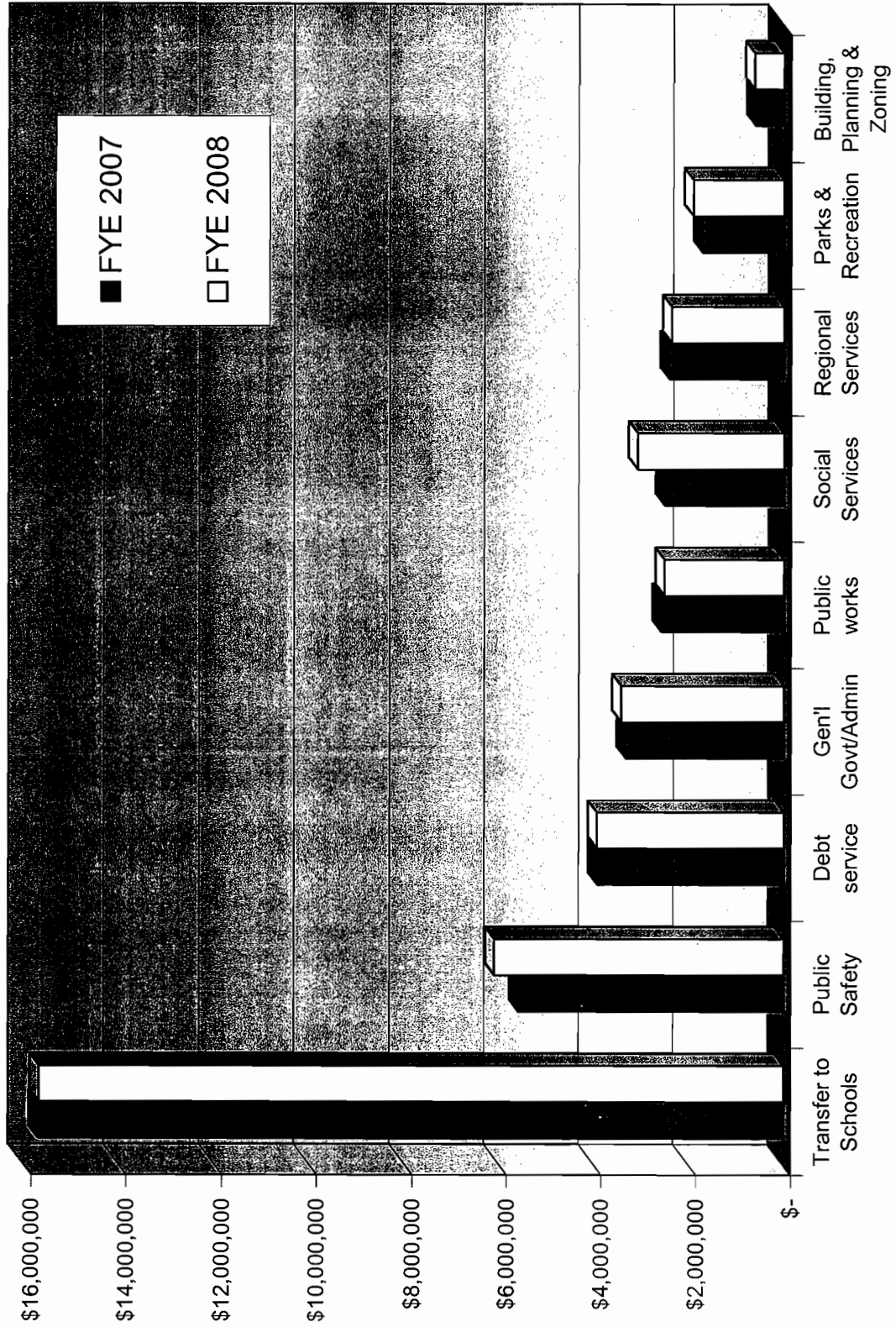
<b>GENERAL FUND - FYE 2008 REVENUES BUDGET</b>	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Approved</b>
<b>Committed Revenues</b>	<b>FYE 2006</b>	<b>FYE 2007</b>	<b>FYE 2007</b>	<b>Budget</b>
				<b>FYE 2008</b>
E-911 Revenue (Communication Svc Tax)	\$ 147,055	\$ 107,139	\$ 150,000	\$ 160,000
Cigarette Tax - Police set aside	75,000	75,000	75,000	75,000
Zoning and Subdivision Permits	6,170	2,000	5,000	7,500
Building Permits	246,651	250,000	250,000	275,000
Court Maintenance Fees	124	100	100	100
Recreation Center Revenues	31,478	23,690	32,000	32,960
Pool Revenue - Costello	23,501	25,750	25,750	26,523
Sports Revenue	5,835	5,250	11,000	50,000
Extended Care Revenue	246,914	276,912	250,000	262,500
Pool Revenue - Signal Bay	147,290	133,900	175,000	165,000
Signal Hill Park Revenue	30,497	29,561	29,561	35,000
Program Revenue	17,676	10,801	20,000	42,000
Special Events Donations	54,185	40,000	55,000	57,750
School Board - Gasoline payments	25,931	38,701	38,701	39,862
Expenditure refunds/rebates	72,667	74,805	74,805	77,049
VRE Reimbursement	140,701	-	150,000	150,000
NSF Check Fee	-	1,030	1,030	1,061
Garbage collection fee	-	-	-	707,278
Site Plan Review	1,000	5,150	65,150	123,000
Site Inspection Fees	-	-	-	30,000
Charges for Services - Fiscal Agent	14,000	14,420	14,420	16,500
DSS - Utilities	4,982	4,120	4,120	4,244
Changes in PRTC Joint Venture	369,761	-	175,000	221,827
Recoveries & Rebates (Schools)	77,000	43,619	77,000	80,000
Recoveries - Water & Sewer	-	70,035	70,035	73,537
Insurance claims & reimburse.	17,688	-	15,000	15,000
Sale of Surplus Equipment/Assets	15,188	13,834	13,834	14,525
House Bill #599 (Law Enforcement)	418,920	422,049	496,864	520,000
Commissioner of Revenue	80,789	82,400	82,400	84,872
Treasurer	74,264	74,121	74,121	76,344
Electoral Board	51,237	50,202	50,202	51,708
Rent - DSS	23,880	26,841	26,059	30,000
DSS Donations/Construction reimburse. from State	-	2,575	2,575	45,000
VJCCCA	-	29,763	29,763	29,763
Welfare Revenue - State & Federal	1,172,148	806,041	1,461,366	1,577,210
CSA Reimbursement (58% of CSA/CPMT exp)	683,914	522,000	522,000	667,000
CSA Administration	-	7,159	7,159	7,159
Street maintenance	570,758	540,750	575,000	592,250
Litter Control	-	5,000	5,000	5,000
Traffic Enforcement Unit	-	-	-	185,000
EMS Cost Recovery (net)	-	-	-	174,125
Grant Revenues	53,710	-	50,000	50,000
4-for-Life Grant	8,661	8,661	8,661	8,550
Fire grant - Aid to Localities	23,313	23,313	24,000	24,000
Economic Development Grant	-	150,000	150,000	-
CRO/ SRO MPHS Grant	114,373	200,000	200,000	200,000
Local Law Enforcement Block Grant	-	1,219	-	-
SRO MPMS Grant	-	30,000	30,000	-
Law Enforcement -2007 Congress. Mandated	-	205,000	205,000	-
DMV Overtime Grant	-	24,000	31,000	24,000
Gang Task Force Grant	157,462	78,000	78,000	85,000
Gang Task Force Grant - vehicle lease	-	9,400	9,400	9,400
ODP Grant - (Police Stn Generator)	-	21,684	31,136	31,136
Homeland Security Grant - CAD Server	219	25,070	25,070	25,070
Welfare Revenue - Federal	-	615,000	Budgeted above with State & Fed welfare	-
Proceeds from Bonds	65,007	-	-	-
Transfer Park Ctr Sales to Gen Fund Reserve 5%	-	375,000	125,000	220,000
Recovery of admin expenses from Park Center proffers	-	-	100,000	100,000
Appropriation of General Fund Fund Balance	-	448,470	-	-
Transfer from Water & Sewer Fund - Admin costs	-	350,000	350,000	470,000
Transfer from Cap Proj Fund - reimburse for house	-	371,800	371,800	-
<b>Committed Total</b>	<b>5,269,949</b>	<b>6,751,335</b>	<b>6,899,082</b>	<b>8,035,803</b>
<b>General Fund Total</b>	<b>\$ 33,346,822</b>	<b>\$ 38,489,342</b>	<b>\$ 37,845,108</b>	<b>\$ 39,750,346</b>

**CITY OF MANASSAS PARK**  
**GENERAL FUND - Expenditures Budget**  
**FYE June 30, 2008**

	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Governing Body	\$ 213,295	\$ 241,237	\$ 224,677	\$ 239,605
City Manager/Management Svcs	982,894	499,843	500,029	597,497
Legal Services	352,812	270,000	340,000	275,000
Independent Auditor	47,940	27,500	30,000	30,000
Insurance	206,330	164,854	205,000	190,000
Comm. Revenue	312,329	414,148	383,378	419,178
Assessor	89,400	92,548	92,000	96,587
Treasurer	378,266	401,735	402,956	415,531
Finance	468,000	427,615	407,742	425,346
Information technology	190,274	667,645	625,022	607,766
Registrar	116,484	138,141	145,835	140,061
Law Enforcement	2,879,149	3,568,899	3,510,487	3,803,209
Fire & Rescue Svc	1,945,217	2,041,968	2,013,593	2,318,034
Building, Planning & Zoning	409,616	601,007	574,531	624,643
Public works	2,401,200	2,597,734	2,525,951	2,529,080
Social Services	2,825,339	2,524,026	2,805,899	3,093,612
Parks & Recreation	1,333,705	1,728,276	1,771,325	1,921,373
Transfers & debt service	16,521,497	19,653,181	19,201,752	19,649,614
Regional Services	1,856,444	2,428,986	2,428,986	2,374,209
<b>Total General Fund Expend</b>	<b>33,530,191</b>	<b>38,489,342</b>	<b>38,189,164</b>	<b>39,750,346</b>
<b>Total General Fund Revenue</b>	<b>33,346,822</b>	<b>38,040,872</b>	<b>37,845,108</b>	<b>39,750,346</b>
<b><i>Use of Fund Balance</i></b>	<b>\$ (183,369)</b>	<b>\$ (448,470)</b>	<b>\$ (344,056)</b>	<b>\$ 0</b>



### Comparison of General Fund Budgeted Expenditures





***General Fund  
Departmental Budgets***

## 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 :**

	<u>FY 2007</u>	<u>FY 2008</u>
	<b>Full-time</b>	<b>Full-time</b>
Governing Body & City Clerk	1	1

### **Operations :**

- The FY 2008 budget reflects a \$1,600 decrease from the FY 2007 budget, due in large part to the elimination of the Management reserve, offset by salary and employee benefits increases.

City of Manassas Park  
Departmental Budget

<i>Governing Body</i>	Actual	Budget	Projected	Approved Budget
	FYE 2006	FYE 2007	FYE 2007	FYE 2008
Council Salaries	\$ 125,369	\$ 65,000	\$ 65,000	73,400
Clerk Salary	-	75,496	75,496	78,546
FICA	10,129	10,748	10,748	11,624
Retirement	8,079	8,305	8,080	10,203
457 Match	585	390	390	390
Group Health	3,824	3,824	3,824	3,843
Group life	-	-	340	353
Awards/Misc.(incl. Schools)	3,927	15,000	10,000	10,000
Prof'l Services	4,322	4,000	4,000	4,000
Printing/Binding	2,928	3,000	2,500	3,090
Advertising	6,359	3,000	2,500	3,090
Data Processing	563	-	-	-
Postage	1,210	515	300	530
Telecomm.	4,813	-	-	-
Travel/Edu.	2,447	5,000	5,000	5,000
Dues/Memberships	25,536	25,000	27,000	25,750
Office Supplies	3,774	2,000	2,000	2,060
Books/Subs.	2,569	3,000	3,000	3,090
Payment to NVPDC	6,861	4,500	4,500	4,635
Mgmt. Reserve	-	12,460	-	-
<b>Department Total</b>	<b>\$ 213,295</b>	<b>\$ 241,237</b>	<b>\$ 224,677</b>	<b>\$ 239,605</b>

## CITY MANAGER / MANAGEMENT SERVICES

The City Manager facilitates the effective communication and implementation of the policies and procedures set forth by the Governing Body as identified in the Adopted Budget, the City Code and Charter, and through specific directives. The office 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 City Council and, once approved, must be 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.

Management Services supports the City Manager's efforts to facilitate the effective communication and implementation of the policies and procedures set forth by the Governing Body. Community Relations functions are managed in this department. Communications programs are to keep residents and the media informed of municipal services and activities. Grants administration for Federal, State, and other funding opportunities are sought and administered by the department.

### BUDGET HIGHLIGHTS

---

#### **Personnel :**

	<u>FY 2007</u>	<u>FY 2008</u>
	<b>Full-time</b>	<b>Full-time</b>
City Manager/Management Services	5	6

#### **Operations :**

- The FY 2008 budget reflects the combined City Manager's office and Management Services in one departmental budget to better reflect the organizational structure.
- The FY 2008 Budget also reflects the addition of a Human Resource Manager and salary and employee benefits increases, offset by the elimination of the Management Reserve.

City of Manassas Park  
Departmental Budget

<b>City Manager/Management Svcs</b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Salaries/Wages	\$ 331,858	\$ 333,695	\$ 333,695	\$ 415,490
FICA	25,235	25,528	25,528	30,313
Retirement	35,833	36,706	41,478	53,972
457 Match	1,425	1,560	1,560	1,560
Group Health	31,623	24,653	29,266	35,992
Group life	-	-	1,502	1,870
Tuition Assistance	4,320	5,000	5,000	9,000
Bilingual Supplement	7,900	6,000	6,000	-
Uniforms/Clothing	174	-	-	100
Employees - awards & meeting exp	4,748	3,500	3,500	4,000
Prof'l Services	24,691	-	-	-
Printing/Binding	5,680	11,800	10,000	11,800
Advertising	6,631	7,930	7,000	7,000
Data Processing	22,659	-	-	-
Postage	2,487	4,000	3,000	4,000
Telecomm.	6,131	-	-	-
Travel/Edu.	14,657	6,900	7,000	8,900
Dues/Memberships	15,445	8,000	10,000	10,000
Office Supplies	26,419	9,350	10,000	2,000
Books/Subs.	1,220	420	500	1,500
Capital Outlay (Maint in 07)	413,758	5,000	5,000	-
Mgmt. Reserve	-	9,801	-	-
<b>Department Total</b>	<b>\$ 982,894</b>	<b>\$ 499,843</b>	<b>\$ 500,029</b>	<b>\$ 597,497</b>

## LEGAL SERVICES, AUDITOR & INSURANCE

---

These are budgets for contracted services:

Legal Services effectively advises the City of Manassas Park staff and Governing Body in specialized areas requiring legal consultation. The City Attorney represents the City in litigation before state and federal courts, as well as various administrative agencies. The City Attorney also drafts and reviews amendments to ordinances and other legislative matters.

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 budgets.

## BUDGET HIGHLIGHTS

---

### **Personnel :**

None. Contracted Services

### **Operations :**

- Legal Services: The FY 2008 budget reflects a \$5,000 increase over the FY 2007 budget, due primarily to the anticipated increased legal consultations relating to Park Center project, Parks & Recreation building design and construction, and Public Works initiatives and activities.

With the addition of an HR Manager, we anticipate legal costs for employee related issues to decrease.

- Auditor: The FY 2008 budget reflects an increase of \$2,500 from FY 2007, due to the contracted increase for auditor services.
- Insurance: The FY 2008 budget reflects an approximate \$25,000 increase over FY 2007 budget, due primarily to adjustments and increases to the City's insurance coverage.

City of Manassas Park  
Departmental Budget

<b><i>Legal Services</i></b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
City Attorney				
General Matters	\$ 352,812	\$ 270,000	\$ 340,000	\$ 275,000
<b><i>Independent Auditor</i></b>				
Prof'l Services- Auditor	\$ 47,940	\$ 27,500	\$ 30,000	\$ 30,000
<b><i>Insurance</i></b>				
Insurance	\$ 206,330	\$ 164,854	\$ 205,000	\$ 190,000



## COMMISSIONER OF REVENUE

---

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

## BUDGET HIGHLIGHTS

---

### **Personnel :**

	<u>FY 2007</u>	<u>FY 2008</u>
	Full-time	Full-time
Commissioner of Revenue	6	6

### **Operations :**

- The FY 2008 budget reflects a \$5,000 increase over the FY 2007 budget, due primarily to salary and employee benefits expenses, offset by the elimination of the Management Reserve.

City of Manassas Park  
Departmental Budget

<b>Comm. Revenue</b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Salaries/Wages	\$ 203,718	\$ 283,230	\$ 266,413	\$ 286,591
Overtime	3,533	4,000	4,000	5,000
FICA	16,196	21,973	20,687	21,924
Retirement	22,304	31,155	33,115	37,228
457 Match	885	780	780	1,170
Group Health	18,568	27,789	21,984	22,150
Group life	-	-	1,199	1,290
Prof'l Services	-	550	-	600
Maint. Svc. Contracts	767	1,100	1,000	1,200
Printing/Binding	10,163	13,750	13,000	15,125
Advertising	2,154	1,000	1,000	1,000
Data Processing	11,392	-	-	-
Postage	5,538	7,500	7,000	9,000
Telecomm.	2,615	-	-	-
Surety Bonds	-	500	-	500
Travel/Edu.	435	3,500	3,500	3,500
Dues/Memberships	840	1,000	1,000	1,000
Office Supplies	12,743	7,500	8,000	8,500
Uniforms	84	250	250	300
Books/Subs.	394	450	450	600
Capital outlay (office furn & equip)	-	-	-	2,500
Mgmt. Reserve	-	8,121	-	-
<b>Department Total</b>	<b>\$ 312,329</b>	<b>\$ 414,148</b>	<b>\$ 383,378</b>	<b>\$ 419,178</b>

## ASSESSOR

---

The City Assessor function is to accurately assess the real estate that is within the City of Manassas Park's geographical boundaries, on an annual basis.

### BUDGET HIGHLIGHTS

---

**Personnel :**

	<u>FY 2007</u>	<u>FY 2008</u>
	Full-time	Full-time
Assessor	1	1

**Operations :**

- The FY 2008 Budget reflects a \$4,100 increase over the FY 2007 Budget, due to salary and employee benefits increases, offset by the elimination of the Management Reserve.

City of Manassas Park  
Departmental Budget

<i>Assessor</i>	<b>Actual</b> <b>FYE 2006</b>	<b>Budget</b> <b>FYE 2007</b>	<b>Projected</b> <b>FYE 2007</b>	<b>Approved Budget</b> <b>FYE 2008</b>
Salaries	\$ 70,164	\$ 72,662	\$ 72,662	\$ 75,582
FICA	5,639	5,559	5,559	5,782
Retirement	7,775	7,993	9,032	9,818
457 Match	-	-	-	390
Group life	-	-	327	340
Prof'l Services	-	100	-	103
Printing Binding	2,239	1,500	1,500	1,545
Data Processing	95	-	-	-
Postage	1,443	1,500	1,500	1,545
Telecomm.	947	-	-	-
Travel and Edu.	-	300	300	300
Dues/Memberships	195	200	200	210
Office Supplies	128	120	120	132
Books/Subs.	775	800	800	840
Mgmt. Reserve	-	1,815	-	-
<b>Department Total</b>	<b>\$ 89,400</b>	<b>\$ 92,548</b>	<b>\$ 92,000</b>	<b>\$ 96,587</b>

## TREASURER

---

The Treasurer Department 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 office 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 :

	<u>FY 2007</u>	<u>FY 2008</u>
	Full-time	Full-time
Treasurer	5	5

### Operations :

- The FY 2008 budget reflects a \$14,000 increase over the FY 2007 budget, due in large part to salary and employee benefits increases, offset by a reduction in credit card expenses, capital outlays, and the elimination of the management reserve.

City of Manassas Park  
Departmental Budget

<i>Treasurer</i>	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Approved Budget</b>
	<b>FYE 2006</b>	<b>FYE 2007</b>	<b>FYE 2007</b>	<b>FYE 2008</b>
Salaries/Wages	\$ 221,445	\$ 205,309	\$ 236,517	\$ 245,977
Overtime	3,151	4,556	4,500	4,784
Part-time	-	15,142	-	-
FICA	17,385	17,213	18,438	18,817
Retirement	23,110	22,584	29,399	31,952
457 Match	1,650	1,560	1,560	1,560
Group Health	27,230	32,053	32,053	33,126
Group life	-	-	1,064	1,107
Prof'l Services	40,917	28,000	28,000	26,590
Repairs and Maint.	125	500	500	500
Maint. Svc. Contracts	2,260	-	-	-
Printing/Binding	5,879	4,000	4,000	4,500
Advertising	738	1,500	1,500	1,500
Data Processing	10,285	-	-	-
Postage	11,851	12,000	12,000	12,900
Telecomm.	2,291	-	-	-
Surety Bonds	675	675	675	692
Travel/Education	415	5,500	5,000	5,500
Dues/Memberships	400	715	700	715
Bank Svc Charges	-	2,500	2,000	2,500
Credit Card Exp.	1,470	25,000	10,000	10,000
Auto License Decals	3,757	4,100	4,000	4,510
Dog License Tags	419	300	400	300
Office Supplies	2,302	2,100	2,100	3,500
Uniforms	29	150	150	150
Books/Subs.	56	200	200	200
Capital outlay	426	8,200	8,200	4,150
Mgmt. Reserve	-	7,877	-	-
<b>Department Total</b>	<b>\$ 378,266</b>	<b>\$ 401,735</b>	<b>\$ 402,956</b>	<b>\$ 415,531</b>

## FINANCE

---

The Finance Department provides for the general financial management of the City including budgeting, accounting and financial reporting, purchasing, accounts payable, payroll, and benefits management. 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 :**

	<u>FY 2007</u>		<u>FY 2008</u>	
	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>
Finance	4	1	4	1

#### **Operations :**

- The FY 2008 budget reflects a \$2,000 decrease from the FY 2007 budget, due to the reduction in group health expenses and the elimination of the management reserve, offset by salary and employee benefits increases.

City of Manassas Park  
Departmental Budget

<i>Finance</i>	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Approved Budget</b>
	<b>FYE 2006</b>	<b>FYE 2007</b>	<b>FYE 2007</b>	<b>FYE 2008</b>
Salaries/Wages	\$ 246,230	\$ 285,953	\$ 285,953	\$ 297,397
Overtime	1,038	1,000	1,000	1,000
Sal./Wages- Part-time	16,820	27,040	27,040	28,122
FICA	20,692	24,020	24,020	23,659
Retirement	24,278	31,455	35,544	38,632
457 Match	1,020	780	780	1,170
Group Health	12,686	31,031	14,168	14,442
Group life	-	-	1,287	1,338
Prof'l Services	12,102	10,000	10,000	10,500
Contractual svcs	7,062	-	-	-
Printing/Binding	2,350	800	800	824
Advertising	2,951	-	-	-
Data Processing	7,279	-	-	-
Postage	743	350	350	361
Telecomm.	3,691	-	-	-
Travel/Edu.	11,076	4,000	4,000	4,000
Dues/Mbrships	887	800	800	840
Office Supplies	4,823	2,000	2,000	2,500
Books/Subs.	506	-	-	563
Fringes - total City	87,996	-	-	-
Capital outlay - software system	3,770	-	-	-
Mgmt. Reserve	-	8,385	-	-
<b>Department Total</b>	<b>\$ 468,000</b>	<b>\$ 427,615</b>	<b>\$ 407,742</b>	<b>\$ 425,346</b>



## INFORMATION TECHNOLOGY

---

The Information Technology Division 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.

Among these services are development and implementation of the strategic IT plan, centralized computer support for municipal functions, development and implementation of e-government applications, software and 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

---

**Personnel :**

	<b>FY 2007</b>	<b>FY 2008</b>
	<b>Full-time</b>	<b>Full-time</b>
Information Technology	2	2

**Operations :**

- The FY 2008 budget reflects a \$60,000 decrease from the FY 2007 budget, due to the transfer of Capital Outlay expenses to the Capital Projects Fund and the elimination of the management reserve. These decreases are offset by increases in salary and employee benefits and maintenance services contracts.

City of Manassas Park  
Departmental Budget

<b>Information Technology</b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Salaries/Wages	\$ 785	\$ 127,734	\$ 120,720	\$ 125,549
Overtime	-	-	-	7,295
FICA	60	9,772	9,235	10,163
Retirement	86	14,051	15,005	16,309
457 Match	-	780	780	780
Group Health	-	14,168	20,688	21,197
Group life	-	-	543	565
IT Consulting	-	40,000	40,000	40,000
Maintenance service contracts	-	-	-	30,000
Telecommunications - City wide	28,241	200,000	200,000	200,000
Data processing costs - City wide	11,802	50,000	50,000	62,000
Training & Education	-	5,000	5,000	18,000
Office Supplies	461	5,000	5,000	7,500
Books/Subscriptions	-	13,500	13,500	15,000
Website development	6,549	40,000	10,000	-
Capital Outlay - Computers	10,413	50,000	50,000	-
Capital Outlay - Police Stn Proj	-	50,000	50,000	-
Capital Outlay - Software	-	7,200	7,200	13,000
Capital Outlay - infrastructure	88,691	-	-	7,000
Capital Outlay - wireless headsets (2)	-	-	-	1,000
<b>Central Office Svcs.</b>	-	-	-	-
Copier	16,426	10,000	10,000	10,000
Postage Meter	2,111	2,350	2,350	2,409
AS/400 Computer	24,649	15,000	15,000	20,000
Mgmt. Reserve	-	13,091	-	-
<b>Department Total</b>	<b>\$ 190,274</b>	<b>\$ 667,645</b>	<b>\$ 625,022</b>	<b>\$ 607,766</b>

## REGISTRAR

---

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

### BUDGET HIGHLIGHTS

---

**Personnel :**

	<u>FY 2007</u>		<u>FY 2008</u>	
	Full-time	Part-time	Full-time	Part-time
Registrar	1	2	1	2

**Operations :**

- The FY 2008 budget reflects a \$2,000 increase over the FY 2007 budget, due to increases in salary and employee benefits and maintenance service contracts, offset by the elimination of the management reserve.

City of Manassas Park  
Departmental Budget

<i>Registrar</i>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Elect. Bd. Salaries	\$ 59,317	\$ 62,347	\$ 62,619	\$ 65,131
Sal/Wages Dep/ Asst	24,861	32,473	32,473	32,794
Elect. Bd. Officers	5,770	9,015	9,000	8,500
FICA	6,720	7,943	7,963	7,567
Retirement	5,962	6,858	7,784	7,486
457 Match	-	390	390	390
Group life	-	-	282	293
Prof'l. Svcs.	2,381	4,460	4,400	3,964
Maint. Svc. Contracts	4,170	4,800	4,800	6,400
Printing/Binding	1,348	1,300	1,300	2,000
Advertising	353	1,010	1,000	1,290
Data Processing	303	-	-	-
Postage	683	1,275	1,200	800
Telecomm.	663	-	-	-
Travel/Edu.	2,355	2,636	2,600	2,636
Dues/Mbrships	125	150	150	150
Office Supplies	415	775	775	660
Capital Outlay	-	-	9,100	-
Mgmt. Reserve	1,058	2,709	-	-
<b>Department Total</b>	<b>\$ 116,484</b>	<b>\$ 138,141</b>	<b>\$ 145,835</b>	<b>\$ 140,061</b>

## LAW ENFORCEMENT

---

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

## BUDGET HIGHLIGHTS

---

### **Personnel :**

	<u>FY 2007</u>		<u>FY 2008</u>	
	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>
Police	32	4	34	2
E-911	7	-	7	-
Animal Control	1	-	1	-

### **Operations :**

#### **Police**

- The FY 2008 budget reflects a \$313,000 increase over the FY 2007 budget. The FY 2008 increase is attributed to 2 new Police Officer positions dedicated to traffic initiatives (offset by dedicated additional revenue), significant salary and related employee benefits increases to become more competitive with surrounding jurisdictions and additional capital outlays. These increases are partially offset by the elimination of departmental management reserve.

#### **E-911**

- The FY 2008 budget reflects a \$86,000 decrease from the FY 2007 budget, due primarily to transfer of E-911 telecommunications' services to Information Technology and the elimination of management reserve.

#### **Animal Control**

- The FY 2008 budget reflects a \$8,000 increase over the FY 2007 budget, due to salary and employee benefits increases and increases to contracted services.

City of Manassas Park  
Departmental Budget

<i>Police Department</i>	Actual FYE 2006	Budget FYE 2007	Projected FYE 2007	Approved Budget FYE 2008
Salaries/Wages	\$ 1,360,029	\$ 1,550,137	\$ 1,550,137	\$ 1,771,326
Overtime	114,247	135,000	130,000	140,000
DMV Grant Overtime	19,988	15,000	15,000	20,000
Sal.- Part-time	26,283	57,475	57,475	51,377
FICA	120,332	134,457	134,075	151,677
Retirement	149,979	170,515	160,784	230,095
457 Match	9,930	6,630	9,840	9,750
Group Health	144,463	129,509	167,610	178,144
Group life	-	-	6,976	7,971
Traffic Enforcement Unit (sal/ben/unif)	-	-	-	125,152
Clothing allowance	900	900	900	900
Prof'l. Health Svcs.	2,844	5,000	5,000	5,000
Prof'l. Svcs.	5,511	5,000	5,000	6,000
Maint. Svc. Contracts	10,922	60,000	60,000	38,000
Printing/Binding	1,027	3,000	2,000	3,000
Advertising	1,448	1,000	1,000	1,000
Data Processing	16,332	-	-	-
Postage	3,386	7,000	5,000	5,500
Telecomm.	19,209	-	-	-
Travel/Edu.	11,077	11,000	11,000	11,000
Dues/Mbrships	27,654	37,000	37,000	40,000
Office Supplies	10,476	11,000	11,000	12,500
Cleaning Supplies	1,871	2,500	2,500	3,500
Pub. Safety Supp.	27,106	66,000	65,000	66,000
PS Supp.-Reserve Off.	-	-	-	5,000
PS Supp.-2 K-9's	10,575	-	4,255	-
Uniforms	37,171	40,000	40,000	41,000
Books/Subs.	2,307	3,000	3,000	3,000
Vehicle maint	-	-	-	20,000
Capital Outlay - tech grant	-	205,000	205,000	-
Cap Vehicles	84,018	146,125	146,125	224,200
Cap Vehicle Gang Grant	7,170	9,400	9,400	9,400
Mgmt. Reserve	-	56,233	-	-
Department Total	<b>2,226,255</b>	<b>2,867,881</b>	<b>2,845,076</b>	<b>3,180,493</b>

**E 911**

Sal/Wages	242,173	280,850	280,850	290,323
Overtime	24,616	28,000	28,000	28,000
FICA	20,818	23,627	23,627	24,352
Retirement	26,526	30,894	34,910	37,713
457 Match	1,215	3,120	1,170	1,170
Group Health	22,006	47,367	28,275	28,822
Group life	-	-	1,264	1,306
Maint Svc Contracts	20,128	48,007	48,000	52,000
Printing/Binding	269	2,000	1,000	1,000
Advertising	-	250	250	250
Data Processing	310	-	-	-
Postage	-	200	200	300
Telecomm.	47,804	40,000	40,000	15,000
Travel/Edu	-	1,000	1,000	1,000
Office Supplies	2,501	3,000	3,000	5,000
Uniforms	1,888	3,500	3,000	4,000

City of Manassas Park  
Departmental Budget

<b><i>E 911 (Cont'd)</i></b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Books/Subs	\$ -	\$ 2,000	\$ 1,000	\$ 1,500
E-911 Services/Equipment	53,094	53,000	53,000	-
RMS/CAD/GIS-Upgrade	96,000	-	-	-
Mgmt. Reserve	-	11,336	-	-
Department Total	<b>559,348</b>	<b>578,151</b>	<b>548,546</b>	<b>491,737</b>

***Animal Control***

Sal/Wages	53,276	52,458	52,458	54,556
Overtime	715	700	700	800
FICA	4,097	4,067	4,067	4,174
Retirement	5,901	5,770	6,521	7,087
457 Match	405	390	390	390
Group Health	10,274	10,344	10,344	10,598
Group life	-	-	236	246
Contracted Svcs	17,188	43,000	40,000	49,500
Printing/Binding	-	700	-	700
Advertising	-	50	-	50
Data Processing	50	-	-	-
Travel/Education	364	500	500	500
Dues/Memberships	-	30	-	30
Office Supplies	819	750	750	750
Uniforms/Clothing	185	500	200	500
Books/Subs.	15	100	100	100
Animal Warden Supp	257	1,000	500	1,000
Other Supplies	-	100	100	-
Mgmt. Reserve	-	2,409	-	-
Department Total	<b>93,546</b>	<b>122,867</b>	<b>116,865</b>	<b>130,980</b>

Law Enforcement Summary:

Police Department	<b>2,226,255</b>	<b>2,867,881</b>	<b>2,845,076</b>	<b>3,180,493</b>
Animal Control	<b>93,546</b>	<b>122,867</b>	<b>116,865</b>	<b>130,980</b>
E 911	<b>559,348</b>	<b>578,151</b>	<b>548,546</b>	<b>491,737</b>

<b>Grand Total</b>	<b>\$ 2,879,149</b>	<b>\$ 3,568,899</b>	<b>\$ 3,510,487</b>	<b>\$ 3,803,209</b>
--------------------	---------------------	---------------------	---------------------	---------------------

## FIRE & RESCUE SERVICES

---

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 :**

	<u>FY 2007</u>	<u>FY 2008</u>
	Full-time	Full-time
Fire & Rescue Services	26	29

**Operations :**

- The FY 2008 budget reflects a \$276,000 increase over the FY 2007 budget.

This increase is attributable to 3 new firefighter/EMS positions dedicated to EMS initiatives (funded through billings for EMS services); and significant salary and related employee benefits increases to become more competitive with surrounding jurisdictions. These increases are partially offset by the elimination of the departmental management reserve.



City of Manassas Park  
Departmental Budget

<i>Fire &amp; Rescue Svc</i>	Actual FYE 2006	Budget FYE 2007	Projected FYE 2007	Approved Budget FYE 2008
Sal/Wages	\$ 1,266,754	\$ 1,289,708	\$ 1,289,708	\$ 1,392,609
Overtime	61,255	80,000	75,000	80,000
ALS Incentive pay	-	32,000	32,000	32,000
Fire Marshall	1,346	1,800	1,800	1,800
FICA	103,003	107,368	106,986	115,103
Retirement	135,858	141,868	160,311	180,900
457 Match	7,665	7,800	7,800	7,410
Group Health	138,325	140,710	140,710	153,748
Group life	-	-	5,804	6,267
911 Billed Paramedics (sal & ben)	-	-	-	172,148
Prof'l Health Svcs	9,137	13,000	10,000	13,500
Prof'l Svcs	933	1,500	1,500	1,500
Repairs/Maint	13,124	35,000	35,000	35,000
Maint Svc Contracts	14,046	20,000	20,000	23,000
Printing/Audio-Visual	2,126	2,500	2,500	2,500
Advertising	50	1,500	500	1,500
Data Processing	6,315	-	-	-
Postage	371	1,500	500	1,500
Telecomm.	15,846	-	-	-
Travel/Education	7,193	12,000	12,000	12,000
Dues/Mbrships	1,970	6,000	5,000	6,500
Office Supplies	4,664	5,000	5,000	5,000
Med/Lab Supplies	8,392	10,000	9,000	10,000
4 for life grant exp	3,765	8,662	8,662	8,550
Aid to localities exp	13,321	23,313	23,313	24,000
Cleaning Supplies	2,581	3,200	3,000	4,000
Uniforms	9,995	14,000	14,000	13,000
Books/Subs	1,653	2,000	2,000	2,000
Purchase of Equip	19,037	15,000	15,000	10,000
Capital Outlay (lease pmts)	86,924	-	-	-
2 vehicles	-	24,000	24,000	-
Emergency management	9,568	2,500	2,500	2,500
Mgmt. Reserve	-	40,039	-	-
<b>Department Total</b>	<b>\$ 1,945,217</b>	<b>\$ 2,041,968</b>	<b>\$ 2,013,593</b>	<b>\$ 2,318,034</b>

## BUILDING, PLANNING & ZONING

---

The Building, Planning & Zoning Department ensures the high level of safety and quality of life enjoyed by residents by providing proactive services ensuring compliance with established and accepted ordinances and codes relative to construction, building maintenance, and installation and use of facilities.

### BUDGET HIGHLIGHTS

---

**Personnel :**

	<u>FY 2007</u>	<u>FY 2008</u>
	Full-time	Full-time
Building, Planning, & Zoning	8	8

**Operations :**

- The FY 2008 budget reflects an overall \$24,000 increase over the FY 2007 budget, due to salary and employee benefit costs, offset by eliminations of capital outlay expenses and the management reserve.

City of Manassas Park  
Departmental Budget

<b><i>Building, Planning &amp; Zoning</i></b>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Sal/Wages	\$ 290,022	\$ 454,661	\$ 412,645	\$ 469,710
FICA	23,081	34,782	31,567	35,933
Retirement	30,028	50,013	51,292	61,015
457 Match	900	780	1,560	1,560
Group Health	16,442	14,718	39,911	39,911
Group life	-	-	1,857	2,114
Printing/Binding	2,249	2,500	2,500	2,800
Professional services	11,404	-	-	-
Advertising	5,907	2,500	2,500	2,700
Data Processing	3,741	-	-	-
Postage	888	2,200	2,200	2,500
Telecomm.	3,612	-	-	-
Travel/Edu	9,781	3,000	3,000	3,000
Dues/Mbrships	155	1,000	1,000	1,500
Office Supplies	10,708	1,500	2,000	1,900
Vehicle parts/supplies	-	-	2,000	-
Books/Subs	698	-	500	-
Capital outlay - vehicle	-	22,000	20,000	-
Mgmt. Reserve	-	11,353	-	-
<b>Department Total</b>	<b>\$ 409,616</b>	<b>\$ 601,007</b>	<b>\$ 574,531</b>	<b>\$ 624,643</b>

## PUBLIC WORKS

---

The Public Works Department consists of street maintenance, city garage, building and grounds, and water & sewer operations. Street Maintenance provides for continuous improvement of the safety of the streets in the City of Manassas Park. Fleet management and city garage ensure safety and a full service life for City-owned vehicles through effective execution of preventative maintenance and management of necessary repairs, both in-house and outsourced. Building & Grounds provides effective regular maintenance and improvements to facilities and grounds owned, operated, and maintained by the City of Manassas Park for use by employees and residents. Refuse and recycling provide for the successful collection and removal of solid waste and recyclable refuse to all citizens in the City of Manassas Park.

## BUDGET HIGHLIGHTS

---

### Personnel :

	<u>FY 2007</u>	<u>FY 2008</u>
	<u>Full-time</u>	<u>Full-time</u>
Streets	6	6
Garage	2	2
Building & Grounds	2	2

### Operations :

- The FY 2008 budget reflects an overall \$69,000 decrease from the FY 2007 budget, due in large part to reductions in Engineering, capital outlay expenses in Streets and Garage, and the elimination of management reserve. These reductions are offset by increases in salary and employee benefits expenses and Refuse & Recycling expenses.

City of Manassas Park  
Departmental Budget

<i><b>Engineering</b></i>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Civil Engineering	\$ 51,861	\$ 99,139	\$ 90,000	\$ 60,000
General Engineering		40,000	30,000	10,000
Department Total	<b>51,861</b>	<b>139,139</b>	<b>120,000</b>	<b>70,000</b>
<i><b>Street Department</b></i>				
Sal/Wages	245,703	255,545	255,545	252,291
Sal Reg. Snow	2,891	10,000	3,000	10,000
Overtime	28,043	14,000	20,000	14,000
Overtime Snow	9,152	19,550	9,500	19,550
Part-time (Season)	13,378	-	-	12,921
FICA	22,597	22,881	22,035	23,620
Retirement	20,224	28,110	31,764	32,773
457 Match	570	390	570	956
Group Health	38,832	36,387	36,387	44,157
Group life	-	-	1,150	1,135
Contract Svcs	56,155	15,000	15,000	20,000
Contract Svcs Snow	4,760	10,000	10,000	10,000
Contract svcs-Mosquito Cont	-	35,000	35,000	40,000
Repairs & Maint	48,065	60,000	55,000	60,000
Printing/Binding	1,412	900	900	990
Advertising	1,006	1,000	1,000	1,100
Data Processing	158	-	-	-
Street Lights	145	1,500	1,000	1,650
Telecomm.	3,913	-	-	-
Travel/Edu	233	7,500	7,500	7,500
Office Supplies	138	500	500	550
Repair/Maint Supp	44,561	25,000	25,000	27,500
Uniforms	7,642	5,600	5,600	6,160
Street Signs	8,669	6,000	6,000	6,600
VPDES Compliance	-	15,000	15,000	5,000
Capital Lease	1,765	1,800	1,800	1,980
Capital Outlay	242,320	78,000	78,000	-
Capital Outlay Equip	8,507	-	-	-
Mgmt. Reserve	-	12,993	-	-
Department Total	<b>810,839</b>	<b>662,656</b>	<b>637,252</b>	<b>600,433</b>
<i><b>Garage</b></i>				
Salaries/Wages	112,399	140,117	116,895	122,821
Overtime	16,014	12,000	12,000	20,000
Overtime Snow	-	12,000	5,000	4,000
FICA	10,166	12,555	10,243	11,232
Retirement	12,455	15,413	14,530	15,954
457 Match	660	780	780	780
Group Health	13,981	17,447	15,000	14,709
Group life			526	553
Contract Svcs	732	2,000	1,500	2,500
Repair & Maint	9		-	
Printing/Binding	74	500	500	550
Advertising	-	500	-	550
Data Processing	208			-
Telecomm.	2,644			-
Travel/Edu	210	10,000	8,000	10,000
Office Supplies	208	500	500	550
Med Supplies	-	200	200	220
Repair & Maint Supp	67,831	37,100	37,100	60,000
Petrol products	144,933	158,000	155,000	160,000

City of Manassas Park  
Departmental Budget

<i>Garage (cont'd)</i>	Actual	Budget	Projected	Approved Budget
	FYE 2006	FYE 2007	FYE 2007	FYE 2008
Vehicle Parts/Supp	\$ 46,801	\$ 63,000	\$ 60,000	\$ 63,000
Uniforms	4,003	4,800	4,800	3,000
Books/Subs	-	500	500	550
Capital Outlay Equip	13,258	25,000	20,000	-
Mgmt. Reserve	-	12,295	-	-
<b>Department Total</b>	<b>446,586</b>	<b>524,707</b>	<b>463,074</b>	<b>490,969</b>

<i>Refuse Disposal</i>				
Profl Svcs	43	12,000	20,000	15,000
Contract Svcs	624,206	625,100	625,100	690,000
<b>Department Total</b>	<b>624,249</b>	<b>637,100</b>	<b>645,100</b>	<b>705,000</b>

<i>Buildings &amp; Grounds</i>				
Sal/Wages	108,574	106,176	112,917	149,544
Reg. Time Snow	-	3,000	1,000	3,300
Overtime	10,609	4,500	7,900	4,950
Overtime Snow	-	3,400	-	3,740
FICA	9,508	8,956	9,319	12,357
Retirement	5,392	11,679	14,036	19,426
457 Match	450	390	450	956
Group Health	4,655	6,896	6,896	11,222
Group life	-	-	508	673
Profl Svcs	10,951	1,000	2,500	1,100
Contract Svcs	31,772	170,000	165,000	160,000
Repairs & Maint	57,350	65,000	60,000	60,000
Maint Svc Contract	6,872	21,000	20,000	15,000
Data process	158	-	-	-
Electric Svcs	154,020	149,000	149,000	155,000
Heat Svcs	50,331	45,000	45,000	50,000
Water/Sewer Svcs	2,798	2,400	2,400	3,800
Telecomm.	652	-	-	-
Travel/Edu	-	1,500	1,500	1,500
Office Supplies	501	100	100	110
Clean Supplies	67	500	500	500
Repair/Maint Supp	2,060	2,500	8,000	3,000
Uniforms	2,036	2,700	2,500	1,500
Graffiti Removal	1,170	10,000	5,000	5,000
Cap Outlay	6,358	6,000	6,000	-
Cap Outlay Vehicles	1,381	-	40,000	-
Mgmt. Reserve	-	12,434	-	-
<b>Department Total</b>	<b>467,665</b>	<b>634,132</b>	<b>660,526</b>	<b>662,678</b>

DPW Summary:

Engineering	51,861	139,139	120,000	70,000
Street Department	810,839	662,656	637,252	600,433
City Garage	446,586	524,707	463,074	490,969
Refuse and Disposal	624,249	637,100	645,100	705,000
Buildings and Grounds	467,665	634,132	660,526	662,678
<b>Public Works Dept. Total</b>	<b>\$ 2,401,200</b>	<b>\$ 2,597,734</b>	<b>\$ 2,525,951</b>	<b>\$ 2,529,080</b>

## SOCIAL SERVICES

---

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. Social Services utilizes numerous resources in a caring, professional manner, while providing a network of protection, support, and temporary financial assistance.

## BUDGET HIGHLIGHTS

---

### **Personnel :**

	<u>FY 2007</u>		<u>FY 2008</u>	
	<b>Full-time</b>	<b>Part-time</b>	<b>Full-time</b>	<b>Part-time</b>
Social Services	15	2	16	0

### **Operations :**

- The FY 2008 budget reflects a \$570,000 increase over the FY 2007 budget, due in large part to the mandated services provided (including the Comprehensive Services Act), and salary and employee benefits expenses (including the reclassification of part-time employees to full-time status). These increases are partially offset by the elimination of management reserve.

City of Manassas Park  
Departmental Budget

<i><b>Social Services</b></i>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Salaries/Wages	\$ 553,912	\$ 729,639	\$ 712,546	\$ 808,863
Overtime	-	7,000	14,000	37,764
Part-time Salaries	100,781	32,459	32,459	23,000
FICA	51,563	58,836	58,064	64,767
Retirement	56,528	80,260	88,569	105,071
457 Match	1,200	780	780	780
Group Health	51,575	52,799	52,799	94,677
Group Life	-	-	3,206	3,640
Prof'l Health Svcs	127	500	500	500
Prof'l Svcs Legal	28,478	27,500	27,500	27,500
Comm Svcs (Donations)	22,850	23,450	23,450	23,450
Maint Svc Contract	1,420	2,100	2,100	1,450
Printing/Binding	1,298	1,100	1,100	1,500
Advertising	3,917	1,000	1,000	3,900
Data Processing	932	-	-	-
Utilities	8,472	4,000	4,000	8,472
Postage	4,588	5,000	5,000	4,300
Telecomm.	13,577	12,000	12,000	1,000
Insurance/ bonding	-	3,500	-	-
Rents/Leases	29,511	26,059	26,059	30,000
Travel/Edu	9,489	10,000	10,000	10,000
General Relief	1,990	5,000	4,000	6,000
Aux. Grant- Disabled	-	5,500	1,500	1,500
Foster Care Aid	76	30,000	9,059	10,000
TANF - Emergency Asst	438	10,000	2,000	2,000
Laundry/Houskeep	-	50	-	50
Refugees Settlem't	1,936	2,640	2,640	2,500
VIEW Working/trans. Day care	356,301	200,000	340,000	360,000
VIEW Admin & purchase	6,775	13,000	40,000	40,507
Spec Needs Adopt	24,844	10,000	31,013	31,013
Adopt Subsidy Funds	22,672	48,000	37,846	38,000
Name change - Adult Svcs.	10,633	14,000	30,000	30,000
Child PS	2,516	2,000	-	-
Family Svcs	666	5,000	870	5,000
Adult PS	15,895	10,000	40,000	48,000
Inc Elig Day Care (100% fed)	25,878	85,000	45,000	40,000
Program Improvement Plan	604	2,000	2,000	2,000
State and Local Hosp.	335	305	335	350
Cooling/Heating Asst	-	-	3,200	3,200
At Risk CSA/CPMT	1,316,244	900,000	1,000,000	1,150,000
Safe & Stable Families	-	-	18,814	18,800
Dues/Mbrships	910	600	600	600
Expend from Contrib	24,891	3,500	3,500	3,500
Qual Day Care Initiative	32,109	30,250	30,250	30,250
Office Supplies	16,599	10,000	10,000	10,000
Cleaning Supplies	-	50	-	50
Repair & Maint Supp	85	700	500	700
Vehicle Repairs/Supp	3,215	1,000	1,000	1,000
Uniforms	253	300	300	300
Books/Subs	1,336	500	500	500
CSA Administration	-	7,159	7,159	7,159
Cap Outlay	17,920	-	68,681	-
Mgmt. Reserve	-	49,491	-	-
<b>Department Total</b>	<b>\$ 2,825,339</b>	<b>\$ 2,524,026</b>	<b>\$ 2,805,899</b>	<b>\$ 3,093,612</b>



## PARKS & RECREATION

---

The Department of Parks & Recreation provides the residents of Manassas Park with an enhanced quality of life through the delivery of diverse educational, recreational, and enrichment activities 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.

### BUDGET HIGHLIGHTS

---

**Personnel :**

	<u>FY 2007</u>		<u>FY 2008</u>	
	Full-time	Part-time	Full-time	Part-time
Parks & Recreation	20	19*	20	19*

\* This number represents the individual positions as grouped for budget preparation. Actual number is higher since certain positions (extended care aids, seasonal crew leaders, etc) are grouped as one position although several are hired.

**Operations :**

- The FY 2008 budget reflects a \$193,000 increase over the FY 2007 budget. Increases in salary and employee benefits expenses, water and sewer, and new programs are offset by reductions in capital outlay and the elimination of management reserve expenses.

City of Manassas Park  
Departmental Budget

<i><b>Parks &amp; Recreation</b></i>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
Salaries & Wages	\$ 544,472	\$ 632,823	\$ 671,409	\$ 823,898
Part-time	233,506	305,790	305,790	290,639
Wages Extend Care	31,126	-	-	-
FICA	63,758	71,804	74,756	85,262
Retirement	61,629	69,610	83,456	107,024
457 Match	1,605	1,170	1,560	1,560
Group Health	41,781	37,141	56,800	60,582
Group life	-	-	3,021	3,708
Contract Svcs	124,219	134,410	130,000	133,000
Repairs & Maint	46,650	140,000	140,000	140,000
Printing/Binding	5,679	15,000	10,000	5,000
Advertising	3,948	4,000	4,000	4,000
Data Processing	7,979	-	-	-
Water & Sewer	5,734	4,500	15,000	40,000
Postage	1,580	4,580	3,000	3,000
Telecomm.	18,156	-	-	-
Travel/Edu	2,725	8,000	8,000	8,000
Dues/Mbrships	1,428	4,000	4,000	4,000
July 4th Contract	16,351	21,000	21,000	21,000
Fall Festival	1,342	1,400	1,400	3,000
Extended Care	10,740	11,000	11,000	11,000
<i><b>    <u>    Pools</u></b></i>				
Costello Ops	37	500	500	500
Costello Chem	-	500	500	500
Costello Equip	1,125	2,929	2,900	3,500
Signal Bay Ops	676	1,000	1,000	2,000
Signal Bay Equip	6,054	9,532	9,532	5,000
Rec Ctr Ops	3,144	12,500	12,000	4,000
Preschool	819	1,500	1,500	1,500
Seasonal Events	25,699	50,000	50,000	50,000
Seniors	216	1,200	1,200	1,200
Programs	297	-	-	45,000
Office for Teens	7,171	15,000	15,000	15,000
Misc. Refunds	9,633	7,000	7,000	7,000
Office Supplies	2,624	5,000	5,000	5,000
Janitorial Supplies	4,782	7,000	7,000	7,000
Uniforms	2,757	6,500	6,000	6,500
Books/Subs	711	1,000	1,000	1,000
Costello Concession	6,292	6,000	6,000	8,500
Signal Hill Concession	7,096	6,000	6,000	8,500
Vehicle maintenance	-	-	-	5,000
Recn Equipt	6,641	8,000	8,000	-
Cap Outlay	23,523	52,000	52,000	-
Capital Vehicles	-	35,000	35,000	-
Mgmt. Reserve	-	33,888	-	-
<b>Department Total</b>	<b>\$ 1,333,705</b>	<b>\$ 1,728,276</b>	<b>\$ 1,771,325</b>	<b>\$ 1,921,373</b>

## TRANSFERS

---

Transfers reflect payments from the City's General Fund to the City's other Operating Funds – Debt Service, Capital Projects, and Enterprise, as well as the transfer to the Manassas Park City Schools' Funds.

### BUDGET HIGHLIGHTS

---

**Personnel :**

- None

**Operations :**

- The FY 2008 budget reflects a \$3,500 decrease from the FY 2007 budget, due in large part to the relatively flat funding to Manassas Park City Schools and slightly decreased debt service payments for the City.

## REGIONAL SERVICES

---

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

### BUDGET HIGHLIGHTS

---

**Personnel :**

- None

**Operations :**

- The FY 2008 budget reflects a \$55,000 decrease from the FY 2007 budget. Budget increases reflect additional contributions to Courts, Community Services/Mental Health, PWC Library System, Cooperative Extension, PWC Jail and Juvenile Detention Center, and Virginia Juvenile Community Crime Control Act (VJCCCA), offset by reclassification of Tax relief for the Elderly as revenue offset.

City of Manassas Park  
Departmental Budget

<i>Transfers</i>	<b>Actual FYE 2006</b>	<b>Budget FYE 2007</b>	<b>Projected FYE 2007</b>	<b>Approved Budget FYE 2008</b>
To Debt Service (Quint, 92 & 93 bonds)	\$ 3,126	\$ 409,702	\$ 409,702	\$ 388,340
To Debt Service (1999 bonds)	117,766	180,301	180,301	178,952
To Debt Service (2005 \$15M bonds)	737,634	972,514	972,514	1,005,033
To School Debt Service	2,256,783	2,380,282	2,380,282	2,380,282
Approp to School	13,406,188	15,710,382	15,258,953	15,697,007
Department Total	<b>\$ 16,521,497</b>	<b>\$ 19,653,181</b>	<b>\$ 19,201,752</b>	<b>\$ 19,649,614</b>
 <b>Regional Services</b>				
Courts	\$ 63,720	\$ (10,162)	\$ (10,162)	\$ 40,911
Comp Comm Cor/Pre	-	12,524	12,524	13,000
Sheriff	158,688	184,396	184,396	204,967
Commwlth Atty	84,060	100,387	100,387	106,476
Juvenile Detention Ctr	32,568	99,750	99,750	102,743
Jail	338,880	346,500	346,500	356,895
VJCCCA	67	58,358	58,358	60,109
Local Health	43,606	45,786	45,786	47,160
Disab Svcs Board	600	1,293	1,293	1,332
Comm Svcs/Mental Hlth	463,001	611,237	611,237	685,279
Agency on Aging	92,400	106,259	106,259	121,960
Tax Relief for Elderly	-	264,253	264,253	-
Outreach to Detention	54,895	14,043	14,043	10,418
Coop Extension	25,128	49,856	49,856	40,517
Public Health	10,248	10,223	10,223	21,962
Contrib to NVCC	13,575	14,254	14,254	14,682
Contrib to Reg Library	475,008	520,029	520,029	545,800
Department Total	<b>\$ 1,856,444</b>	<b>\$ 2,428,986</b>	<b>\$ 2,428,986</b>	<b>\$ 2,374,209</b>
<b>Total General Fund Expenditures</b>	<b>\$ 33,530,191</b>	<b>\$ 38,489,342</b>	<b>\$ 38,189,164</b>	<b>\$ 39,750,346</b>



*Capital Projects Fund  
Budget*

## CAPITAL PROJECTS FUND

---

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and infrastructure (other than those financed by proprietary funds).

The City's Capital Projects Fund is primarily financed through transfers from the General Fund and the sale of General Obligation bonds. Supplementing the General Fund and General Obligation bond monies are additional funding sources including Federal and State grants, contributions.

## BUDGET HIGHLIGHTS

---

### **Personnel :**

- None.

### **Operations :**

- The FY 2008 budget reflects a \$10.7 million decrease from the FY 2007 budget. The FY 2008 decrease is primarily attributable to the completion of the Manassas Park Police Station, decreased Proffer revenues and associated Capital Improvement initiative expenditures, and decreased VDOT revenues and associated expenditure projects. The FY 2008 does include funding for a new Parks & Recreation facility as well as reserve funding for a new Public Works facility.
- Approximately \$1.9 million of short-term financing will be used for various capital items and infrastructure as detailed on page 43.

**CITY OF MANASSAS PARK**  
**Capital Projects Fund**  
**FYE 2008 Budget**

Description	Actual FYE 2006	Budget FYE 2007	Projected FYE 2007	Approved Budget FYE 2008
<b><u>REVENUE:</u></b>				
Proffers (net of 43% schools)	\$ 1,189,821	\$ 1,482,000	\$ 40,000	\$ 50,000
Park Center (land sales)	-	7,500,000	2,500,000	4,400,000
Park Center (for Manassas Dr streetscape)	-	600,000	600,000	600,000
Park Center & Vdot funding (Manassas Dr/Euclid)	-	520,000	520,000	520,000
VDOT	290,424	1,500,000	750,000	250,000
PRTC Funds (Gas Tax Revenues)	296,810	400,000	400,000	450,000
Cigarette Tax Revenue (for Police Station)	-	75,000	75,000	-
Transfer from W&S Fund for PW/Wat & Sewer facility	-	-	-	1,500,000
\$15 Million VML Bond	14,945,610	-	-	-
Interest Earned on \$15 M VML Bond & other proceeds	269,073	245,000	318,687	231,937
Fund balance reserve - total reserve	-	10,225,227	10,510,424	3,837,156
<b>Total Revenue</b>	<b>16,991,738</b>	<b>22,547,227</b>	<b>15,714,111</b>	<b>11,839,093</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Transfer to General Fund</u></b>				
Repay for house @ Police Station	-	371,800	371,800	-
Park Center 5% Emergency reserve	-	375,000	125,000	220,000
<b>Total transfer to General Fund</b>	<b>-</b>	<b>746,800</b>	<b>496,800</b>	<b>220,000</b>
<b><u>VML Bond (&amp; proffers dedicated to Parks &amp; Rec)</u></b>				
Police Station Construction	3,078,743	5,000,000	5,421,257	-
Parks & Rec. Renovation	-	5,000,000	1,500,000	6,500,000
<b>Total Bond Projects</b>	<b>3,078,743</b>	<b>10,000,000</b>	<b>6,921,257</b>	<b>6,500,000</b>
<b><u>PRTC / VDOT/City Funding</u></b>				
Sidewalks (PRTC)	130,922	200,000	200,000	100,000
Manassas Dr. RR X	115,982	-	-	-
Street Improvements (PRTC) - (fy07 for Colfax Ct)	-	200,000	200,000	100,000
Mathis/Manassas Intersection (PRTC)	-	-	-	250,000
Colfax Court additional costs	-	-	14,000	-
Westside Street Improvements (VDOT/City)	-	1,507,173	1,500,000	500,000
Street Improvements -Manassas Dr & Euclid	-	520,000	520,000	520,000
<b>Total PRTC/VDOT Projects</b>	<b>246,904</b>	<b>2,427,173</b>	<b>2,434,000</b>	<b>1,470,000</b>
<b><u>Proffers/Other projects</u></b>				
Lease financing projects - FY2008 (detail attached)	-	-	-	302,093
Reserve for new City Hall (net of 5% transfer)	-	7,125,000	-	-
Reserve for PW vehicle maintenance facility- W&S	-	-	-	2,500,000
PW Operations Center (Salt storage Shed)	19,725	1,000,000	746,078	-
Street Projects	927,120	-	68,820	-
Pond # 6 & Stream rehabilitation (maint in FY 08)	-	-	140,000	150,000
Manassas Dr. S/W-Andrew/Park Center Ct.	113	-	-	-
Manassas Dr. streetscape	-	600,000	600,000	600,000
Digital Drive Signal	-	-	180,000	-
Fire Station - Traffic Signal	14,104	-	-	-
Signal Hill Park Irrigation System	-	90,000	90,000	-
Signal Bay Waterpark - replace features	-	200,000	200,000	-
Police- RMS/CAD/GIS upgrade (moved from Gen Fund)	-	-	-	20,000
Police - E911 & mapping equip. (moved from Gen Fund)	-	-	-	53,000
Fire - final lease pmts on vehicles (moved from Gen Fund)	-	-	-	24,000
Technology Initiative	190,003	-	-	-
CAD PAK system - Police (Not leased)	275,901	-	-	-
Other Projects	32,114	-	-	-
<b>Total Proffer/Other Projects</b>	<b>1,459,080</b>	<b>9,015,000</b>	<b>2,024,898</b>	<b>3,649,093</b>
<b>Total Expenditures</b>	<b>4,784,727</b>	<b>22,188,973</b>	<b>11,876,955</b>	<b>11,839,093</b>
<b>Excess Revenue/Exp PLUS Fund Balance</b>	<b>\$ 12,207,011</b>	<b>\$ 358,254</b>	<b>\$ 3,837,156</b>	<b>\$ -</b>

**CITY OF MANASSAS PARK  
Capital Projects Fund  
FY 2008 Budget**

**FY 2008 Capital Projects for financing**

**Funded Projects - FY 2008**

10-Year Financing:	<u>Total Cost</u>	<u>Annual Debt Svc</u>
Fire pumper	375,000	
Storm water retention pond - Park Center	300,000	
City Hall office expansion/renovations & security (see detail)	<u>300,500</u>	
Financed 10 yrs @ 3.83%	<u><u>975,500</u></u>	117,516
7-Year Financing:		
Street Dept - Salt spreaders (moved from Gen Fund)	25,000	
Street Dept - other equipment (moved from Gen Fund)	10,000	
Garage equipment (moved from Gen Fund)	15,000	
Parks & rec - vehicles (moved from Gen Fund)	35,000	
Parks & rec - equipment (moved from Gen Fund)	10,000	
Parks & rec - pools (white coat & miami filters)	45,000	
Community infrastructure security & monitoring (video in parks/intersections)	<u>130,000</u>	
Financed 10 yrs @ 3.77%	<u><u>270,000</u></u>	43,944
(b) 5-Year Financing:		
Municipal software	500,000	
Buildings & Grounds equipment (moved from Gen Fund)	10,000	
IT - PCs (3 yr financing) (moved from Gen Fund)	110,000	
Copiers (Parks & rec/Commissioner of Rev/ 2 for City Hall)	<u>20,000</u>	
Financed 5 yrs @ 3.75%	<u><u>640,000</u></u>	140,580
	Total annual debt svc	<u><u>302,040</u></u>
Intent to pay off debt with future land sale and/or proffers		





*Debt Service Fund  
Budget*

## DEBT SERVICE FUND

---

The Debt Service Fund is used to account for the accumulation of resources and the payment of principal and interest for the City's general obligation indebtedness.

## BUDGET HIGHLIGHTS

---

### **Personnel :**

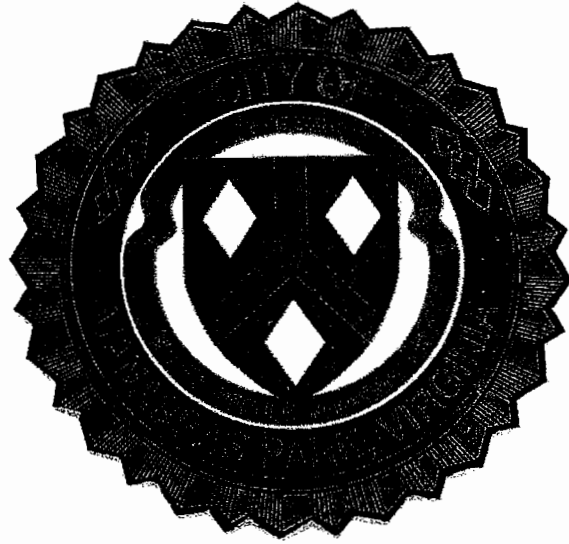
- None.

### **Operations :**

- The FY 2008 budget reflects a \$10,000 increase over the FY 2007 budget, due additional required debt service payments on existing debt.

CITY OF MANASSAS PARK  
Debt Service Fund  
FY 2007 Budget

Description	Actual FYE 2006	Budget FYE 2007	Projected FYE 2007	Approved Budget FYE 2008
<i>Debt Service City</i>				
<b>Reveune:</b>				
<b>Transfer from General Fund</b>	\$ 996,664	\$ 1,562,517	\$ 1,562,517	\$ 1,572,325
<b>Expenditures:</b>				
General Obligation Series 2005 (\$15,000,000-City port.)	-	\$ 972,514	\$ 972,514	1,005,033
General Obligation Series 1999 (\$10.755M - City)	247,531	180,301	180,301	178,952
General Obligation Series 1993 (\$4.8M)	-	340,150	340,150	318,788
General Obligation Series 1992 (\$3.8M)	-	27,000	27,000	27,000
Fire Truck - Quint - Alliance Bank (\$200K)	6,018	42,552	42,552	42,552
<b>Total of Debt Service - City</b>	<b>\$ 253,549</b>	<b>\$ 1,562,517</b>	<b>\$ 1,562,517</b>	<b>\$ 1,572,325</b>



*Enterprise Fund  
Budget*

## ENTERPRISE FUND (Water & Sewer Fund)

---

The Enterprise Fund (Water & Sewer Fund) is the City's single proprietary fund. This type of fund is used to report the same functions presented as business-type activities in the government-wide financial statements. An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services.

The Water & Sewer Fund provides the citizens of Manassas Park with highest quality of potable drinking water on a consistent basis. Water & Sewer enables the highest water quality level through effective maintenance and operation of public wastewater distribution and treatment system.

The Fund also accounts for capital projects for the sanitary sewer system, water distribution system, and wastewater treatment plant. The projects are funded through revenues and fund balances of the fund.

### BUDGET HIGHLIGHTS

---

#### **Personnel :**

	<u>FY 2007</u>	<u>FY 2008</u>
	<b>Full-time</b>	<b>Full-time</b>
Water	14	14
Sewer	2	2

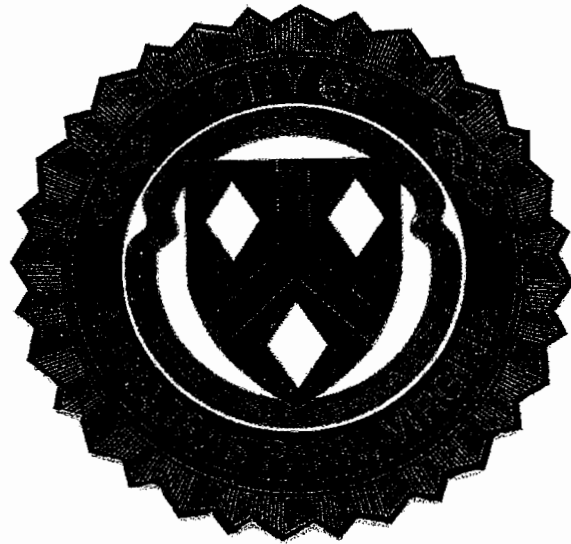
#### **Operations :**

- The FY 2008 budget reflects a \$4.3 million increase over the FY 2007 budget. Increases in the Water & Sewer related capital projects account for the significant portion of the increase in addition to salary and employee benefits increases.
- Discussions are ongoing with the County Service Authority to take over operations of the City's Water and Sewer services.

**CITY OF MANASSAS PARK**  
**Water and Sewer Fund**  
**FYE 2008 Budget**

	Actual FYE 2006	Budget FYE 2007	Projected FYE 2007	Approved Budget FYE 2008
<b>REVENUES:</b>				
Water and Sewer Charges	\$ 3,313,451	\$ 4,250,000	\$ 4,687,166	\$ 4,500,000
Connect Fees	25,082	48,000	30,000	50,000
Penalties & Interest	128,739	70,000	96,357	75,000
UOSA Payments Fairfax	64,851	60,000	60,000	65,000
Interest Earned	166,238	160,500	160,000	165,000
Interest Earned-GF Loan	-	22,000	20,000	20,000
Antenna Space Lease	33,075	90,000	33,075	90,000
Tap/Availability Fees	1,742,000	2,200,000	1,900,000	2,500,000
Approp. From Reserve	-	450,000	-	4,277,754
Sale of Water Meters	38,171	160,000	40,000	150,000
<b>Total Revenue</b>	<b>5,511,607</b>	<b>7,510,500</b>	<b>7,026,597</b>	<b>11,892,754</b>
<b>EXPENDITURES:</b>				
<b>Water</b>				
Salaries/Wages	444,730	448,875	463,821	547,247
Salaries/Wages Overtime	32,486	50,000	50,000	62,400
Salaries/Wages Part-time	-	13,608	-	14,152
FICA	36,487	39,205	39,307	41,864
Retirement, VRS	60,527	49,376	57,653	71,087
457 Match	1,275	1,080	1,706	1,112
Group Health	57,841	41,237	68,245	56,427
Group life	-	-	1,711	-
Profess Svcs	3,398	10,000	7,368	12,375
State Water Works Assess	6,967	10,000	10,000	12,100
Contract Svcs	11,753	20,625	20,625	22,688
Repairs/Maint	181,077	70,125	75,000	77,138
Printing/Binding	5,322	5,500	3,500	2,200
Advertising	1,680	1,000	1,000	1,100
Data Processing	8,014	-	-	-
Electricity	46,664	34,000	30,000	37,400
Water Purchase	366,969	288,000	300,000	316,800
O&M UOSA Plant (2007 budget in Sewer)	761,566	-	-	-
Monitoring Lab Contribution	22,424	24,000	24,000	23,650
Monitoring NVPDC	1,818	1,850	1,850	2,035
UOSA Res Maint (2007 budget in Sewer)	250,937	-	-	-
Postage	19,135	15,000	15,000	16,500
Telecomm	14,254	10,500	2,500	11,550
Travel/Edu	1,303	7,000	5,000	7,700
Dues/Mbrships	844	1,125	1,125	1,238
Office Supplies	3,036	825	2,500	908
Repairs/Maint Supp	34,156	10,000	25,000	16,500
Uniforms	6,065	5,400	5,400	5,940
Books and Subscriptions	-	225	225	248
Lift Station Supp	931	8,250	5,000	9,075
Cap Outlay	3,276	74,020	50,000	124,300
Cap Outlay-Equip	99,753	60,000	105,000	66,000
Cap Outlay-Vehicles	33,924	30,000	71,952	-
Management Reserve	-	26,617	-	-
Debt Service (98102)	151,471	145,715	145,715	141,338
UOSA Debt Service (98102)	1,419,273	1,294,478	1,294,478	1,300,000
Administration fee	-	350,000	350,000	470,000
<b>Total Water</b>	<b>4,089,356</b>	<b>3,147,636</b>	<b>3,234,681</b>	<b>3,473,073</b>

<b>City of Manassas Park</b>				
<b>Water &amp; Sewer Fund (Cont'd)</b>				
<b>FYE 2008 Budget</b>	<b>2006 Actual</b>	<b>Budget FY 2007</b>	<b>Projected FY 2007</b>	<b>Approved Budget FYE 2008</b>
<b>Sewer</b>				
Salaries/Wages	\$ 79,635	\$ 189,420	\$ 125,000	\$ 115,802
Salaries/Wages Overtime	27,406	11,196	25,000	12,315
FICA	8,402	15,347	11,475	8,859
Retirement, VRS	8,365	20,836	15,538	15,043
457 Match	60	1,080	480	488
Group Health	10,632	18,825	13,000	16,479
Life Insurance	-	-	500	-
Profess. Svcs.	-	5,750	3,000	6,325
Contract Svcs.	-	6,875	5,000	7,563
Repairs & Maintenance	6,295	16,750	25,000	38,913
Printing/Binding	253	1,340	500	1,100
Advertising	656	750	500	825
Data Processing	158	-	-	1,925
Electricity	-	11,300	-	12,430
O&M UOSA Plant (moved from Water)	-	870,000	850,000	957,000
UOSA Res Maint (moved from Water)	-	220,000	220,000	242,000
Postage	142	5,500	-	6,050
Telecommunications	1,855	5,500	500	6,050
Travel/Education	-	3,000	1,000	3,300
Office Supplies	250	400	400	440
Repairs & Maintenance Supplies	6,836	9,125	20,000	10,038
Uniforms/Clothing	2,033	2,520	2,000	1,980
Capital Outlay	4,492	72,000	76,039	193,600
Capital Outlay Vehicle	35,955	30,000	61,439	-
Management Reserve	-	30,350	-	-
<b>Total Sewer</b>	<b>193,425</b>	<b>1,547,864</b>	<b>1,456,371</b>	<b>1,658,523</b>
<b>Capital Outlay</b>				
Water Tank Renovations	79,455	40,000	30,000	40,000
Water System Improvements	301,581	500,000	250,000	246,158
New pressure valves	-	-	-	-
Well System Upgrade	-	75,000	25,000	75,000
Purchase of water capacity - 2004	-	1,000,000	-	3,500,000
Purchase of Water Capacity	225,000	400,000	-	-
Water System Improvements - Hydrants	-	-	-	200,000
Sewer Line Rehab	951,785	600,000	50,000	1,050,000
Birmingham Green	-	-	200,000	-
SCADA	-	200,000	200,000	-
Transfer to Cap Proj Fund - for building	-	-	-	1,500,000
Water & sewer billing software	-	-	-	150,000
Comstock Cost Sharing Agreement	87,204	-	-	-
<b>Capital Outlay Total</b>	<b>1,645,025</b>	<b>2,815,000</b>	<b>755,000</b>	<b>6,761,158</b>
<b>Total Expenditures</b>	<b>5,927,806</b>	<b>7,510,500</b>	<b>5,446,052</b>	<b>11,892,754</b>
<b>Excess revenues over (under) exp</b>	<b>\$ (416,199)</b>	<b>\$ (0)</b>	<b>\$ 1,580,546</b>	<b>\$ (0)</b>



***PRTC Trust Fund  
Budget***



## POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC) TRUST FUND

---

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 :**

- None.

CITY OF MANASSAS PARK  
PRTC Trust Fund  
FYE 2008 Budget

	Actual FYE 2006	Budget FYE 2007	Projected FYE 2007	Approved Budget FYE 2008
<b>Revenue</b>				
PRTC Funds (Gas Tax Revenues)	\$ 411,000	\$ 736,309	\$ 736,309	\$ 955,260
<b>Expenditures</b>				
Westside Sidewalks (capital projects)	130,000	200,000	200,000	200,000
Street Improvements (capital projects)	151,000	200,000	200,000	250,000
<b>PRTC Subsidies</b>				
Administration	-	14,841	14,841	8,794
OmniLink	-	121,161	121,161	136,692
Marketing	-	5,001	5,001	200
Local capital match	-	11,620	11,620	-
VRE	-	183,686	183,686	359,574
Manassas Drive RR Crossing	130,000	-	-	-
<b>Total PRTC Expenditures</b>	<b>\$ 411,000</b>	<b>\$ 736,309</b>	<b>\$ 736,309</b>	<b>\$ 955,260</b>



# ***Bull Run ASAP Budget***

## BULL RUN – ALCOHOL SAFETY ACTION PROGRAM

---

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 :**

- The FY 2008 budget reflects a \$27,000 increase over the FY 2007 budget, due in large part to salary and employee benefits increases, telecommunications, and payments to VASAP.

**CITY OF MANASSAS PARK**  
**Bull Run - Alcohol Safety Action Program**  
**FY 2008 Budget**

	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Approved</b>
	<b>FYE 2006</b>	<b>FYE 2007</b>	<b>FYE 2007</b>	<b>Budget</b>
	<b>FYE 2006</b>	<b>FYE 2007</b>	<b>FYE 2007</b>	<b>FYE 2008</b>
Bull Run ASAP - Salaries	\$ 468,218	\$ 468,648	\$ 463,305	\$ 481,836
ASAP Part-time Wages/Salaries	109,858	158,073	97,986	125,000
FICA	45,293	47,944	41,772	46,423
Retirement (VRS)	47,039	51,552	57,242	57,435
457 Match	1,485	2,028	1,530	1,560
Group Health	56,207	46,800	62,975	63,630
VRS Life Insurance	0	3,640	2,072	2,313
Workers Comp.	1,224	1,560	1,341	1,400
Professional Services	6,750	7,725	3,546	5,000
Janitorial Services	16,780	13,390	16,565	17,000
Fiscal services	14,000	14,420	14,000	14,000
Contractual Services	38,625	20,600	29,418	5,000
Drug Testing	7,846	7,725	7,767	8,000
Repairs and Maintenance	3,897	2,575	857	1,000
Maintenance Service Contracts	3,870	2,369	3,100	3,100
Printing/Binding	2,167	1,545	2,349	2,400
Public Info. & Education	6,255	5,150	3,296	5,000
Advertising	486	103	164	200
Electric & Heating	11,681	7,725	8,505	10,500
Water & Sewer	1,723	2,060	1,403	2,000
Postage	11,510	8,240	6,590	11,000
Telecommunications	9,954	7,725	16,956	17,466
Professional Liability Insurance	691	1,339	691	700
Rentals & Leases	106,759	109,592	109,000	116,037
Travel & Mileage	1,855	1,751	1,914	2,100
Substinance & Lodging	2,174	2,060	1,901	2,000
Convention & Education	921	824	276	700
Payment to VASAP	62,627	57,680	66,500	66,500
Memberships/Dues	535	1,030	750	1,000
Bank Charges	2,156	1,648	1,392	5,000
Office Supplies	13,061	11,330	10,952	12,000
Cleaning Supplies	1,021	618	83	300
Vehicle Fuel & Maintenance	5,519	3,605	3,042	3,500
Books/Subscriptions	239	1,545	756	500
Educational Supplies	2,188	2,060	1,001	1,300
Capital Outlay	1,495	4,120	2,588	3,000
Transfers & Refunds	14,108	8,240	19,876	20,000
<b>Total ASAP Expenditures</b>	<b>\$ 1,080,217</b>	<b>\$ 1,089,038</b>	<b>\$ 1,063,456</b>	<b>\$ 1,115,900</b>

