



City of Manassas, Virginia
City Council Meeting

AGENDA

City Council Committee of the Whole
Second Floor Conference Room
9027 Center Street
Manassas, VA 20110
Monday, April 18, 2022

Call to Order - 5:30 p.m.

Roll Call

1. Presentations

1.1 **Health District Transition**
(Elijah Johnson, Acting Prince William County Executive)
[Health Dept. Transition Presentation](#)
[Health Department Staff Report - March 2022](#)

1.2 **Crisis Receiving Center**
(Elijah Johnson, Acting Prince William County Executive)
[Crisis Receiving Center 4 18 22](#)

2. Finance Committee

2.1 **Consideration of Resolution 2022-06-R: Amending the Fiscal Year 2022 Budget by Budgeting and Appropriating \$3,000,000 in Private Contributions from Lockheed Martin for the Lockheed Martin Substation Relocation/Upgrade Capital Project**
(Staff: Tony Dawood, Director of Utilities)
[Agenda Statement 2022-06-R: Amending the Fiscal Year 2022 Budget by Budgeting and Appropriating Private Contributions from Lockheed Martin for the Lockheed Martin Substation Relocation/Upgrade Capital Project](#)
[Resolution 2022-06-R](#)
[Backup for Resolution 2022-06-R: Lockheed Substation Relocation Upgrade](#)

3. **Legislative Committee**

4. **Land Use Committee**

5. **Appointments Committee**

6. **Work Session**

6.1 **Events Management**
(Staff: Doug S. Keen, Chief of Police)

[Event Permit Process](#)
[Event and Noise Ordinance](#)
[Community Events Ordinance](#)
[Outdoor ABC Ordinance](#)
[HMI Funding Agreement](#)
[VMS Program Guidelines 2020](#)

6.2 **Compensation Study**
(Staff: Darla Hicks, Human Resources Director)

[Agenda Statement - Committee of Whole Employee Pay Scale Increase 041822](#)
[Resolution R-2022-48 - Employee Pay Scale Increase](#)
[FY22 Benefits Guide - Active Employees Updated 4.13.22](#)
[Benefits Comparison by Jurisdiction](#)
[FY22 Classification Plan Draft](#)
[FY22 Public Safety Pay Scale Draft](#)
[City of Manassas - Impact of Potential Adjustments to Market Competitiveness](#)
[City of Manassas - Impact of Potential Adjustments to Public Safety Competitiveness](#)

7. **City Manager's Time**

8. **Authorize a Closed Meeting**

8.1 **Authorize a Closed Meeting**
[Agenda Statement - Authorize a Closed Meeting - April 18 2022](#)

9. **Certify the Closed Meeting**

9.1 **Certify the Closed Meeting**
[Agenda Statement - Certify a Closed Meeting](#)

Adjournment



HEALTH DISTRICT TRANSITION UPDATE

March/April 2022

Background

- **PWHD is operated by VDH and serves Prince William County, the City of Manassas and City Of Manassas Park**
 - 96 Positions + 124 Contractors
 - Community Health Division (family planning, immunizations, WIC nutrition program, emergency preparedness and response program, Medical Reserve Corps program and more)
 - Environmental Health Division (inspections and permitting for hotels, motels, bed and breakfasts, restaurants and other food establishments; inspections and permitting of septic systems, swimming pools and wells; rabies response and investigation; education and outreach regarding indoor air quality and radon in structures)
- **PWHD has cooperative budget (55% state; 45% localities)**
 - PWC allocates additional funding in salary supplements
- **Oct. 20, 2020, during COVID-19 pandemic** - BOCS issued directive for "staff to study and create proposal for a locally administered health department"
- **March 1, 2021** – Elected officials from the county and 2 cities sent letter to Governor Northam
- **April 7, 2021** – General Assembly adopted legislation allowing the county and two cities to enter into a contract with the state to administer a local health department
- **July 2021** – Stakeholder working group created to research and gather data (PWC, Manassas, Manassas Park, VDH, PWHD)
 - 5 subteams created based on major areas of transition – Administration, HR, Technology, Facilities and Fleet, Finance

Virginia Department Health, Prince William Health District, Prince William County, City of Manassas and City of Manassas Park

Health Department Partnership Transition Subteam Reference Chart

Admin Team
 Jim Woodworth, Elijah Johnson, *Dr. Alison Ansher, *Anika Wilson, *Patrick Jones, MP-Randi Knights, MP-Francis Rath, MC-Bryan Foster, Peter Grasis, Michelle Casciato, Rebecca Horner, Wade Hugh, Teresa Dakon, *Jeff Lake

IT/Telecom

Human Resources

Facilities and Fleet Management

Finance

Kim Maurer
 Charnita Allen
 *Anika Wilson
 *Patrick Jones
 Rob Rollins
 *Jeff Lake
 MP-Francis Rath
 MC-Bryan Foster

Susan Washington
 Adreanne Simms
 Andrea Brenner
 *Linda Woods
 *Anika Wilson
 *Dr. Alison Ansher
 *Monica Woody
 *Cliff Heller
 *Rebecca Bynum
 *Jeff Lake
 MP-Francis Rath
 MC-Bryan Foster

Darrel Reynolds
 Peter Grasis
 *Patrick Jones
 Ali Haddad
 Curtis Brenner
 Mark Kitta
 Kim Downen
 *Anika Wilson
 *Jeff Lake
 MP-Francis Rath
 MC-Bryan Foster

Michelle Attreed
 Tim Leclerc
 MC-Bryan Foster
 Michael Hurlocker
 *Anika Wilson
 *Jeff Lake
 MP-Toni Jenkins
 Kim Downen
 Michelle Casciato
 David Sinclair
 *Jeff Lake
 MP-Francis Rath

Bold- Main POC
 *- State/VDH Employee
 MC- City of Manassas Employee
 MP- City of Manassas Park Employee

Admin Subteam

Purpose: Provide oversight to the project and policy guidance (includes leadership from the county, the cities, VDH and PWHD)

Determined Admin Requirements & Recommendations:

- Agreed work consisted of establishing one locally administered Health Department
- Examined MOUs between the state and other local jurisdictions
- Reviewed legal issues/concerns with transition
- Created VDH employee communication plan
 - Working to respond to all employee questions
- Oversee transition efforts, if approved by the local governing bodies, to include ensuring collaborative efforts to address policy concerns and issues as they may arise

IT/Telecom Subteam

Purpose: Assess the IT & telecom needs of PWHD to maintain operations and service if transitioned to a county department

Determined Technical Requirements & Recommendations:

- 27 unique requirements, across 4 categories of need (hardware, software, unique requirements, project-based IT support)
- DoIT equivalent (or enhanced) services exist for all current needs
- Recommendation: Full Replacement Strategy
- County replacement enables:
 - Consistency in DoIT standard equipment & services
 - No impact to existing security policy, controls and enforcement
 - Cost savings through economies of scale
- Several risks and dependencies will need to be tracked throughout the process

Facilities and Fleet Management Subteam

Purpose: Assess the facilities and fleet requirements of PWHD to maintain operations if transitioned to a county department

Determined Facilities and Fleet Requirements & Recommendations:

- PWHD currently operates out of 5 locations and will continue to do so
 - 2 leases will be transferred to county from VDH along with funding for leases
 - There are facility maintenance & equipment replacement costs in addition to the cost of leases
- All maintenance and fuel costs for PWHD vehicles will be included in the county's operating budget
 - The county will enroll the vehicles and users in the county's existing motor pool program, which spreads vehicle utilization across the entire fleet, minimizes mileage reimbursement for driving personal vehicles and provides greater accident coverage.

Human Resource Subteam

Purpose: Assess requirements of transitioning VDH employees from state payroll, retirement and benefits system to the county's system

Determined Human Resources Requirements & Recommendations:

- Classification and Compensation/Recruitment –
- PWHD has 96 positions; 32 employees have 10+ years of service.
 - County engaged with a third-party vendor to review the PWHD/VDH position structure
 - Those positions that are vacant will be advertised on the county's recruitment site 60-90 days before the effective date of transition.
 - Employees with more than one year of eligible service (combining state and county service) will be considered non-probationary. Those with less than one year of service will be considered probationary until the year is complete.
 - 5 additional positions identified as needed (4 replacement VDH positions)
- Benefits and Leave –
 - Minor differences in plans, which will lead to minimal impact to the employees.
 - Leave accrual will include years of service at the state.
 - Staff will transfer their annual leave from the state to the county, which is a split agreement between the county and state.
 - Staff will be granted sick leave at the value of the balance not payable by state policy.

Human Resource Subteam

Determined Human Resources Requirements & Recommendations, cont.:

- Retirement and Disability –
 - County and state are both members of the Virginia Retirement System (VRS) and offer comparable health insurance credit at retirement.
 - There are differences in short- and long-term disability benefits; the county is working to address these differences with adding supplemental plans through Anthem.
 - In 1999, sick leave disability credits were offered to state employees. This currently impacts eight staff members. Staff has the option convert to years of service or pay tax deferred. VRS dictates the service conversion portion, paid by the state; and the state handles the option of leave payout (instead of service conversion).

- Payroll –
 - State payroll is semi-monthly; county payroll is bi-weekly.
 - Paydays align if the transition occurs July 1, 2022.

Finance Subteam

Purpose: Help identify the financial requirements of a locally administered health department

Determined Requirements & Recommendations:

- Reviewed year-end statements and chart of accounts
- Reviewed VDH/PWHD vendor contracts, contracted services and relationships to determine transition requirements
- Creating workplan on integration of the new department into the county's financial system
- PWHD budget is comprised of four areas
 - Local Agreement (Coop Budget) – State 55% & Localities 45%
 - Local Support
 - Annual Grants
 - COVID Grants
- Additional Malpractice Insurance
- Additional Equipment, Supplies, and Contractual Services
- Legal Services
 - County Attorney and Paralegal

New Proposed COOP Budget

◦ Total Proposed FY23 Budget	\$12,260,128
◦ Revenue Sources (State, Grants, & Revenue)	-\$6,027,701
◦ Net Budget	\$6,232,427
◦ Estimated Proposed FY23 Budget Breakdown	\$6,232,427
◦ County Portion (88.94%)	\$5,542,842
◦ City of Manassas (7.89%)	\$491,656
◦ City of Manassas Park (3.18%)	\$197,929

Identified Transition Costs – HR & IT

Department Operating Expenditures	FY23 County Base Budget	FY22 PWPB Adopted Budget	Additional Funds
HR Sub Team			
Salary & Benefits	\$ 9,520,484	\$ 9,392,365	\$ 128,119
Short/Long Term Disability (Addition)	\$ 52,318	\$ -	\$ 52,318
New Public Health (5.0 FTE)	\$ 459,493	\$ -	\$ 459,493
Assistant Director \$120K			\$ -
Grant Position \$84K			\$ -
(2.0) Dept HR position \$168K			\$ -
Data Analyst \$89K			\$ -
HR Sub Total	\$ 10,032,295	\$ 9,392,365	\$ 639,930
DoIT Sub Team			
Annual Software & Seat Management	\$ 641,413	\$ 451,843	\$ 189,570
CID Engineering Services – Onboarding Contractual Transition Support (3-Month Contractual Support)	\$ 230,400	\$ -	\$ 230,400
DoIT Sub Total	\$ 871,813	\$ 451,843	\$ 419,970

Identified Transition Costs – Facilities and Fleet

Department Operating Expenditures	FY23 County Base Budget	FY22 PWPH Adopted Budget	Additional Funds
Building & Grounds			
Operation Expense	\$ 44,807	\$ -	\$ 44,807
Building & Grounds Sub Total	\$ 44,807	\$ -	\$ 44,807
Fleet			
Fuel (Suburban & F-350 Truck)	\$ 5,500	\$ 230	\$ 5,270
Parts/Labor (Suburban & F-350 Truck)	\$ 1,100	\$ 160	\$ 940
Motor Pool Kiosk	\$ 1,590	\$ -	\$ 1,590
Fleet Sub Total	\$ 8,190	\$ 390	\$ 7,800
Property Management/Leases			
4001 Prince William Parkway 9430 Forestwood Lane	\$ 483,344	\$ 542,118	\$ (58,774)
9301 Lee Avenue	\$ 41,293	\$ -	\$ 41,293
Increase in lease costs (3%)	\$ 14,500	\$ -	\$ 14,500
Leases Sub Total	\$ 539,137	\$ 542,118	\$ (2,981)

Identified Transition Costs – Finance & General Operations

Department Operating Expenditures	FY23 County Base Budget	FY22 PWPH Adopted Budget	Additional Funds
Finance			
Fiscal Services	\$ -	\$ 19,770	\$ (19,770)
Malpractice Insurance	\$ 300,000	\$ 2,645	\$ 297,355
General Liability Insurance	\$ -	\$ 2,661	\$ (2,661)
Mobile Trailer & Suburban State Vehicles Insurance	\$ -	\$ 219	\$ (219)
Workers Comp	\$ -	\$ 40,142	\$ (40,142)
Property Insurance	\$ -	\$ 269	\$ (269)
Equipment, Supplies and Contractual Services	\$ 345,000	\$ -	\$ 345,000
Finance Sub Total	\$ 645,000	\$ 65,706	\$ 579,294
Total	\$ 12,260,128	\$ 10,576,164	\$ 1,683,964

Identified One-Time Transition Costs (ARPA)

Department	One Time Costs
DoIT Sub Team	
Hardware	\$ 459,374
DoIT Sub Total	\$ 459,374
Building & Grounds	
Equipment Replacement	\$ 60,000
Building & Grounds Sub Total	\$ 60,000
Fleet	
Motor Pool Kiosk	\$ 15,191
Fleet Sub Total	\$ 15,191
Total	\$ 534,565

Benefits of Local Administration

- Continue with current services + ability to invest in resources to address local needs based on data
- Continue work of the Community Healthcare Coalition of Greater Prince William
 - Bringing entities involved in housing and health to work together to improve health of community
 - ADC MAT program that uses the Peer Recovery Specialist program & other services to help prevent recidivism, overdose deaths and crime for those released from incarceration
- Make connections to and address local strategic plan goals
- Ability to be responsive and agile in meeting the needs of the community during emergencies, to include procuring and obtaining goods, materials and resources
- Provides pay equity for employees, as state employees will be transitioned to the county, providing consistent classifications, pay scales, benefits and policies
- Allows for streamlining of administrative practices and provides equal access to technology and other material
- Emphasizes the partnership between the county, the cities and the Commonwealth
- Increases ability to respond to new local health initiatives
- Establishes a tri-jurisdictional advisory board

Timeline

- February - March 2022: Board of County Supervisors and City Councils to provide guidance as to whether or not they would like to move forward with the project
- February – April 2022: FY23 Budget development for county and cities
- April/May 2022: FY23 Budget Adoption for county and cities
- April 2022 – Mid-May 2022: Subteams to prepare formal transition plan
- Starting in Mid-May 2022:
 - Execute contract between county and state
 - Execute memorandum of agreements between county and two cities
 - Departments finalize preparations and deliverables for go live
- July 1, 2022: Soft transition
- July 1, 2023: Official transition “go live”



Prince William
Health District





STAFF REPORT

Board Meeting Date:	March 8, 2022
Agenda Title:	Transition to a Locally Administered Health Department
District Impact:	All
Requested Action:	None – Information Only
Department / Agency Lead:	Office of Executive Management
Staff Lead:	Elijah Johnson, Acting County Executive

EXECUTIVE SUMMARY

The Board of County Supervisors issued a directive to staff in October 2020 to study and create a proposal to create a locally administered health department. Over the past year, staff from the county, the cities of Manassas and Manassas Park, the Prince William Health District and the Virginia Department of Health have worked collaboratively in subteams to research requirements and potential impacts of a transition to a locally operated health department, which is outlined in this document. The county and cities were also able to work with the Governor and state delegation to ensure that needed legislation was adopted allowing the jurisdictions the ability to enter into a contract with the state to administer a local health department.

Local administration provides the opportunity for a greater investment in the public health through the local jurisdictions' budgets and other resources available to address local needs based on data. It allows the health district to continue its work with the Community Healthcare Coalition of Greater Prince William, make connections to local strategic plan goals, and the ability to be responsive and agile in meeting the needs of the community during emergencies, to include procuring and obtaining goods, materials and resources.

Local administration can also provide pay equity for employees, as state employees will be transitioned to the county, providing consistent classifications, pay scales, benefits and policies. It allows for streamlining of administrative practices and provides equal access to technology and other material.

While there is an additional cost along with additional liability the county and cities take on, local administration assures that public health services continue to be responsive and reflective of the community, while emphasizing the partnership between the county, the cities and the Commonwealth. It also increases the ability to be responsive to local community health needs.

The cost of the transition is broken down in the attached presentation. This information includes the transition of staff (to include compensation and benefits), technology and facilities' requirements, as well as legal and other additional resources that are required for the transition.

If the Board of County Supervisors and the city councils of Manassas and Manassas Park give the approval to move forward with the transition of the health district from a state department to a county department, county staff will work with the state to draw up the contract with an official transition date of July 1, 2023.

BACKGROUND

Currently, the Prince William Health District (PWHD) is operated by the Virginia Department of Health (VDH) and provides health services to the residents of Prince William County, City of Manassas and City of Manassas Park.

The PWHD is led by the Prince William Health District Director (Director of Health), who is an employee of VDH and reports to the Deputy Commissioner of Community Health Services. The Director of Health liaises with the executive leadership of the county and cities and leads a total of 96 positions and 124 contractors.

The PWHD is organized into two main divisions, Community Health and Environmental Health. The Community Health Division provides various services, including family planning and immunizations, as well as testing for tuberculosis, sexually transmitted diseases and HIV. The division provides follow-up of all reportable communicable diseases and information on illness prevention, wellness, chronic diseases and many other health-related subjects. This division also encompasses the Women, Infants and Children (WIC) nutrition program, the emergency preparedness and response program, and the Medical Reserve Corps program.

The Environmental Health Division is responsible for performing inspections and permitting for hotels, motels, bed and breakfasts, restaurants and other food establishments, septic systems, swimming pools and wells. This division is also involved in rabies response and investigation, as well as education and outreach regarding indoor air quality and radon in structures.

The PWHD currently has a cooperative budget with 55 percent of the budget provided by the state, as well as grants, and 45 percent provided by the localities. In addition, the county allocates additional funding in salary supplements to help with recruitment and retention of positions.

On October 20, 2020, during the COVID-19 pandemic, the Board of County Supervisors issued directive 20-83 for staff to study and create a proposal to create a locally administered health department. On March 1, 2021, the elected officials from Prince William County, City of Manassas Park and City of Manassas sent a letter to Virginia Governor Ralph Northam seeking to amend legislation SB 1221, allowing the county and the two cities to enter into a contract with the State Board of Health to operate and locally administer a health department.

SB 1221 was adopted by the General Assembly on April 7, 2021, as Chapter 521 of the Virginia Acts of Assembly – 2021 Reconvened Special Session I (attached) and became effective on July 1, 2021.

In July 2021, a stakeholder working group was formed to research and gather data regarding the resources needed and the potential impact of transitioning the PWHD to a county department. The stakeholders included staff from the county, the cities of Manassas and Manassas Park, the Prince William Health District and the Virginia Department of Health. The working group formed five subteams based on the major areas of transition: Administration, Human Resources, Technology, Facilities and Fleet, and Finance.

By transitioning to local administration, PWHD will become a fully functional county department. This will require a one-to-one transition of state employees, assets and operating costs to the county. Ongoing costs associated with the purchase of assets, management of technology, contracts, supplies, vehicles and other needs would transfer to the county's operating budget. Revenue currently received by the state will be reallocated to the county in the manner of the current cooperative budget between the county and VDH. The cost breakdown is available in the attached presentation.

The work of transitioning from a state to a county department requires a great deal of coordination between various county departments and the VDH's Community Health Services, Financial Management and Human Resources offices. In addition, there must be coordination of outreach and communication to the PWHD employees to ensure effective change management.

SERVICE LEVEL/POLICY IMPACTS:

The legislation states that a contract will not eliminate or reduce any service required by law or the level of any service currently delivered in connection with the Commonwealth's program of medical assistance. In addition, the county and the cities have committed to providing continuity of services throughout the transition.

Therefore, there will not be a reduction in services as a result of the transition to a locally administered health department.

Major components of negotiating the contract with the state include transitioning state employees to county employees, asset ownership, use of state procurement contracts, information systems usage, as well as funding and service requirements. It is expected that a tri-jurisdictional advisory board will be created and operated, similar to the Community Services Board and Social Services Board.

Human Resources: A key facet of the transition to local administration is the conversion of the state employees and wage workers to the county job classification and benefits program.

- Classification and Compensation –
 - The PWHD currently has 96 positions. The county engaged with a third-party vendor to review the PWHD/VDH position structure and compare to the county's structure with the goals of aligning like positions under the county structure and alignment of pay, as well as identify areas where additional classifications are necessary.
 - Recommendations: create three new classifications, change six existing classifications, and ensure all positions are paid at the entry of the county's classifications, which impacts 26 positions.

- Recruitment -
 - Vacant positions will be advertised on the county's recruitment site 60-90 days before the effective date of transition.
 - Employees with more than one year of eligible service (combining state and county service) will be considered non-probationary. Those with less than one year of service will be considered probationary until the year is complete.

- Benefits and Leave –
 - In many areas, there are minor differences in plans, which will lead to minimal impact to the employees.
 - Leave accrual will include years of service at the state.
 - It is anticipated that staff will transfer their annual leave from the state to the county, which is a split agreement between the county and state.
 - It is anticipated that staff will be granted sick leave at the value of the balance not payable by state policy.

- Retirement and Disability –
 - The PWHD currently has 32 employees with 10+ years of service.
 - The county and state are both members of the Virginia Retirement System (VRS) and offer comparable health insurance credit at retirement.
 - There are differences in short- and long-term disability benefits; these differences will be addressed by adding supplemental plans through Anthem.

- Payroll –
 - State payroll is semi-monthly; the county payroll is bi-weekly. If the transition goes into effect on July 1, 2022, the pay dates align and there will not be an impact to PWHD staff. If the effective transition date is different, the impact will need to be reevaluated.

The transition to local administration will result in the loss of some centralized processes provided by VDH, in particular related to grants management, data analysis, legal and human resource needs. As such, additional positions are required once the transition occurs and the state ceases to provide those central services. These

positions include a data analyst, two human resources specialists and a grants management position, as well as the need for an addition of an assistant county attorney and paralegal in the County Attorney's Office. In addition, an assistant director of health position is recommended to align with the county's organizational structure.

Technology: In researching the technology and telecom requirements of the PWHD, it is determined that all of the technology needs fall into one of four IT categories:

Category of Need	Description
Enterprise IT - Hardware	Standard issued PCs, Monitors, Peripherals
Enterprise IT – Software	Standard issued Microsoft 365, productivity & collaboration software licensing
Department – Unique Requirements	Continuation of VDH hosted email boxes, additional SW licensing, shared printers, cell devices and service
Project – Based IT Support	Capacity upgrades to support PWHD at various locations, engineering support for transition and sustainment

There are county equivalents (or enhanced) services that exists for all current needs. The IT subteam recommended the county undertake a full technology replacement strategy, which allows for consistency in county standard equipment and services; no impact to existing security policy, controls and enforcement; and cost savings through economies of scale. The PWHD employees will continue to have access to their state email accounts, which is required in order to access critical state systems.

Facilities and Fleet: The PWHD currently operates out of five locations and will continue to do so. Two of the five leases are funded by VDH. Those leases, along with the corresponding funding, will be transitioned from VDH to the county's Department of Facilities and Fleet Management for ongoing management.

In addition, all vehicles used by PWHD will be enrolled into the county's motor pool program; and maintenance and fuel costs for these vehicles will be included in the county's operating budget.

Finance: The PWHD budget is comprised of four areas:

- local agreement (state – 55 percent, localities – 45 percent)
- additional local support
- annual grants
- COVID grants

The state portion is decided by the state's budget process, and the state will continue to provide this funding to the local health department even as a locally administered department. This will require the county enter into a contract with the state, as well as new memorandum of agreements with the cities of Manassas and Manassas Park.

Additional considerations include grants management and possible obligations to general fund for any grant funding changes, procurement and contracts management, patient billing, unclaimed property, collections, risk mitigation and malpractice insurance, as well as contract negotiations with insurance providers. While the current configuration of the PWHD as administered by VDH does not capture information at the level required to approach the market ensuring a comprehensive insurance plan, a line item has been established in the transition budget to mitigate the cost of procuring adequate malpractice coverage.

LEGAL IMPACTS:

The General Assembly passed SB 1221 during the 2021 Special Session I, allowing Loudoun County, Prince William County, the City of Manassas and the City of Manassas Park to enter into contracts with the State Board of Health for the local administration of local health services (Chapter 521 of the 2021 Acts of Assembly – Reconvened Special Session I). If the Health District transitions to a locally administered department, then the county will enter into a contract with the state for the delivery of health services for the county, the City of Manassas and the City of Manassas Park. The contract shall not eliminate any service required by law or reduce the level of service below that required by law and shall not eliminate or reduce the level of any service currently delivered in connection with the Commonwealth’s program of medical assistance. The county will also enter into memorandum of agreements with the cities and address other legal issues as they arise.

FINANCIAL IMPACTS:

The subteams identified \$1,683,964 in ongoing additional funding needed for the transition. Of the amount, Human Resources needs accounts for 44 percent. The other three subteams include Finance (31percent), Information Technology (22 percent), and Facilities & Fleet (3 percent) contribute to the additional funding.

There is also \$534,565 in one time funding needs. Staff recommends utilizing ARPA funds to cover this cost.

There will be a need for further budget analysis in future fiscal years to meet and deliver designated services levels, which will be determined by the county and cities to address emerging community health needs.

In addition, the Health Department, regardless of local administration transition, requires additional resources to respond to strategic initiatives and maintain current service levels. These positions and resources were presented as part of the FY2023 Proposed Budget.

NEXT STEPS AND TIMELINE:

Staff will present its findings to the Board of County Supervisors on March 8, 2022, to the City Council of Manassas Park on March 29, 2022, and the City Council of Manassas on April 18, 2022. The Acting County Executive included the anticipated costs of the transition as part of the FY2023 Proposed Budget, which was presented to the Board of County Supervisors on Feb. 15, 2022; and he will present any updates to the Board during Budget Recap on April 12. The Board of County Supervisors is scheduled to adopt the FY2023 Budget on April 26.

Staff will also collaborate with the state to draft a contract that describes all operational and financial aspects of the transition to local administration, as well as terms and conditions under which Prince William County will administer a health department that serves the residents of Prince William County and the Cities of Manassas and Manassas Park. Memorandum of Understanding agreements will also be coordinated between the county and the two cities.

Pending approval of the transition, it is expected that the Prince William Health District will become a county agency starting July 1, 2023.

STAFF CONTACT INFORMATION

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ejohnson@pwcgov.org

ATTACHMENTS

1. Presentation: Health District Transition Update
2. Legislation SB 1221 adopted by the General Assembly on April 7, 2021, as Chapter 521 of the Virginia Acts of Assembly – 2021 Reconvened Special Session I



PRINCE WILLIAM
COUNTY

Crisis Receiving Center

April 18, 2022

Agenda

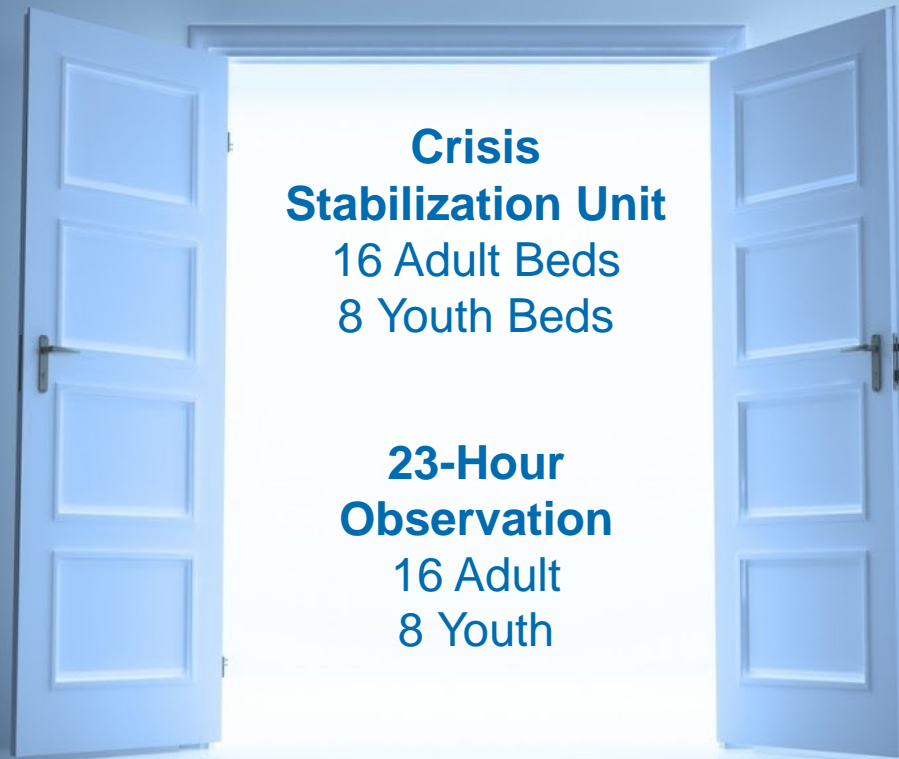
- Vision for the Crisis Services In Greater Prince William Area (GPWA)
- Need for Crisis Receiving and Stabilization Services
- Percentage of Temporary Detention Orders (TDOs) Placed Out of the
- Core Elements of Crisis Receiving Center
- Phased-In Options and Estimated Costs
- Potential Funding
- Questions

Vision for Crisis Services in GPWA

**No Wrong Door for Behavioral Health Crisis
Accepts ECOs/TDOs and offers medical detox when needed**

Relocation/Added
CS Programs:

- Crisis Assessment Centers
- Marcus Alert Outreach and Engagement
- Trauma Program to include treatment for Service Members, Veterans and their families



**Crisis
Stabilization Unit**
16 Adult Beds
8 Youth Beds

**23-Hour
Observation**
16 Adult
8 Youth

*Vision for other
Community Services
(space permitting):

Urgent Care
Housing Assistance
Peer Support
Pharmacy
Mobile Crisis

GPWA- Greater Prince William Area
ECO-Emergency Custody Order
TDO-Temporary Detention Order

Need for Crisis Receiving and Stabilization Services

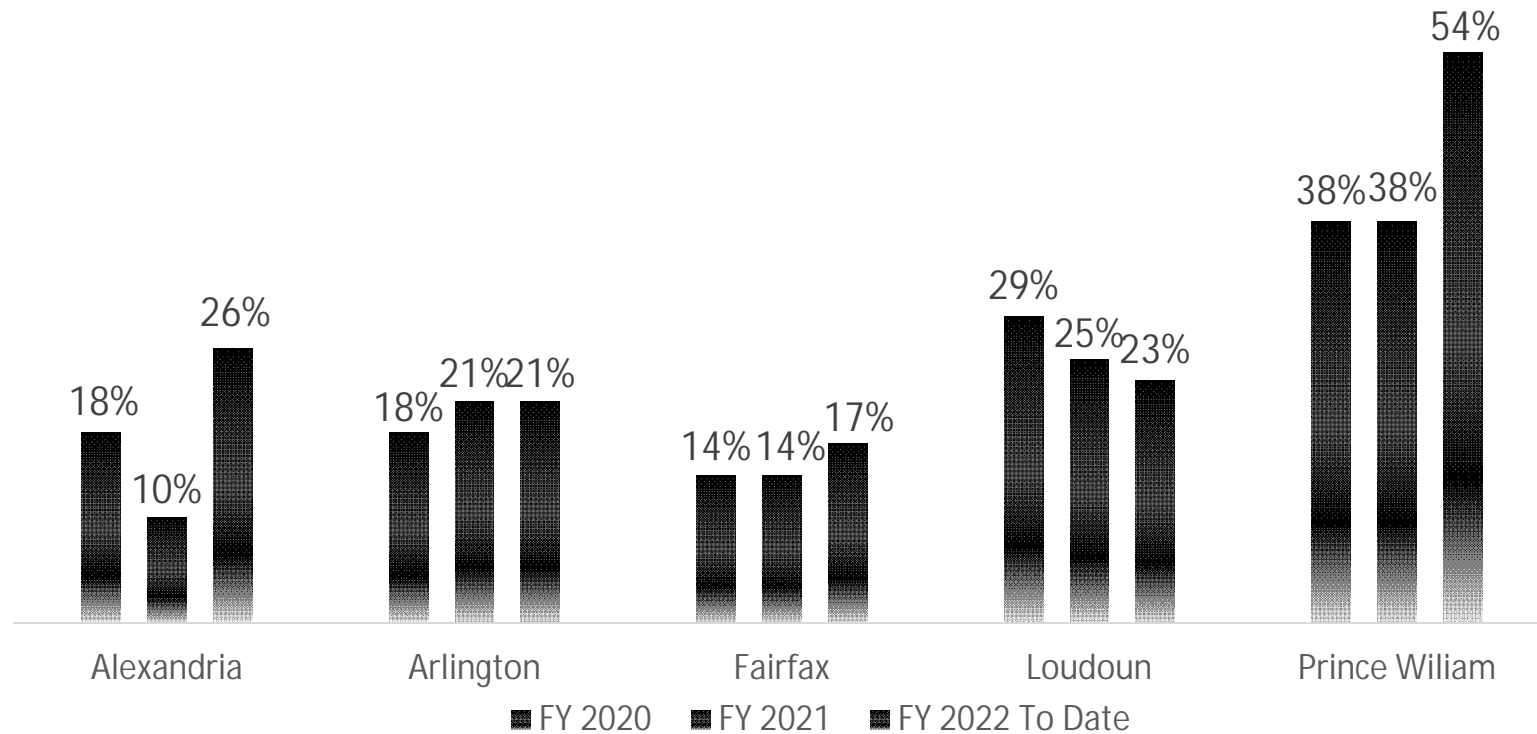
Increased Demand for Inpatient Psychiatric Beds

Increased Demand on State Psychiatric Hospital Census Concerns

Increased Effects on Public Safety

Increased Effects on Local Hospitals

% Of Total TDOs Placed Out of Area By CSB



	FY20				FY21				FY22 YTD			
	In-Area	Out-of-Area	Total TDOs	% out-of-area	In-Area	Out-of-Area	Total TDOs	% out-of-area	In-Area	Out-of-Area	Total TDOs	% out-of-area
Alexandria	308	68	376	18%	351	77	428	18%	160	57	217	26%
Arlington	431	97	528	18%	454	121	575	21%	209	57	266	21%
Fairfax	1333	209	1542	14%	1484	250	1734	14%	704	145	849	17%
Loudoun	289	117	406	29%	294	98	392	25%	186	54	240	23%
Prince William	598	364	962	38%	600	362	962	38%	184	215	399	54%
Total	2959	855	3814	22%	3183	908	4091	22%	1443	528	1971	27%

Phased Options at Phase I Estimated Operational Cost



Options	#Beds/23 Hr. Observation	Estimated Program Expenditures	Estimated Program (Medicaid, & Private	Estimated Program from Jurisdiction Other Funding Sources	Estimated Startup Cost & Lease-38K-41K
(Needs Additional Option A- Adult CRC	Adult 16 CSU 16-23 Hr. Observation	\$10M	\$5.3M	\$4.7M	\$4.2M
(Staff Recommended) Option B- Adult CRC - Half	Adult 8 CSU 8 -23 Hr. Observation	\$5.3M	\$2.6M	\$2.7M	\$4.2M

Locally Supported Adult Crisis Receiving Center



Core Elements of Crisis Care

Benefits of a CRC:

- Timely
- Safe
- Accessibility
- Least-Restrictive
- Effective
- Consumer & Family Oriented
 - Keep youth & adults local
- Partnership
 - Law Enforcement
 - Schools
 - Treatment Providers
 - Community

Accepts ECOs/TDOs and offers medical detox when needed

Secured and Potential Funding



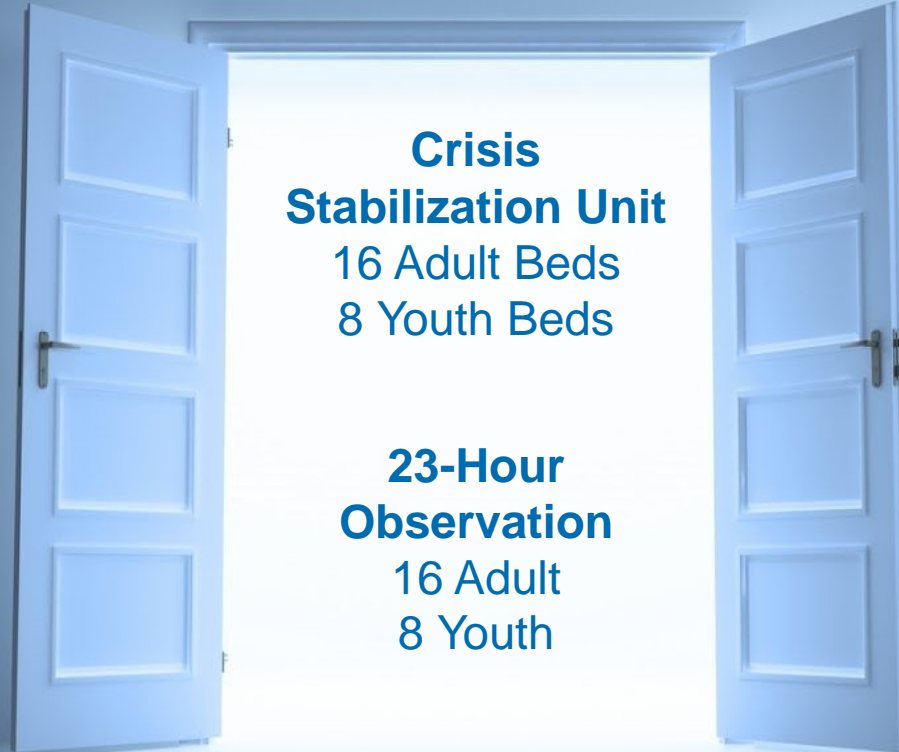
Source	One-Time	On-going
STATE (DBHDS) (Secured)	\$1.5M	TBD
VA General Assembly (Potential)	House \$2.5M	Senate DBHDS-\$24M over biennium- CSB's Apply
REGIONAL (Secured)	\$1.5M	\$200k
LOI/Grant (Potential)	PHF- In Process \$250K	TBD
County ARPA (Potential)	\$4.4M (up to)	TBD
County General Fund (Potential)	\$0	\$2.7M

Vision for Crisis Services in GPWA

**No Wrong Door for Behavioral Health Crisis
Accepts ECOs/TDOs and offers medical detox when needed**

Relocation/Added
CS Programs:

- Crisis Assessment Centers
- Marcus Alert Outreach and Engagement
- Trauma Program to include treatment for Service Members, Veterans and their families



Crisis Stabilization Unit

16 Adult Beds
8 Youth Beds

23-Hour Observation

16 Adult
8 Youth

*Vision for other
Community Services
(space permitting):

Urgent Care
Housing Assistance
Peer Support
Pharmacy
Mobile Crisis

GPWA- Greater Prince William Area
ECO-Emergency Custody Order
TDO-Temporary Detention Order

Questions?



For additional questions, contact:
Lisa C. Madron, LCSW, CTS
lmadron@pwcgov.org



City of Manassas
Committee of the Whole
9027 Center Street
Manassas, VA 20110

Meeting Date: April 18, 2022

Time Estimate: 2 Minutes

Agenda Title: Consideration of Resolution 2022-06-R Amending the Fiscal Year 2022 Budget by Budgeting and Appropriating \$3,000,000 in Private Contributions from Lockheed Martin for the Lockheed Martin Substation Relocation/Upgrade Capital Project

Recommendation: Approve Resolution 2022-06-R

Motion: I move that Resolution 2022-06-R be approved.

Date Last Considered
by City Council: N/A

Summary and/or
Comments: This project involves the reclassification and relocation of the Lomar Energy Delivery Point to Dominion Energy Cannon Branch substation and upgrade the delivery point to 230 KV. In order to meet NERC/PJM standards, Dominion Energy is required to convert the existing 115 KV lines to a new 230 KV system. This project is included in the FY 2023 CIP, but in order to meet completion timelines will need to begin in the current fiscal year. Lockheed Martin is paying for the upgrade.

This resolution will budget and appropriate \$3,000,000 from Lockheed Martin in the Electric Capital Projects Fund.

Board – Committee – or
Commission Reviewed: Utility Commission Approved as part of the FY 2023 Budget/CIP Process

Fiscal Impact: \$3,000,000 Private Contributions

Staff Contact: Tony Dawood, Director of Utilities
tdawood@manassasva.gov
(703) 257-8382

RESOLUTION 2022-06-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 25th day of April, 2022, that the following funds be budgeted and appropriated as shown.

ELECTRIC CAPITAL PROJECTS FUND		
Revenue:		
54597700-318450 C3527	Donations/Contributions	3,000,000
Expenditure:		
54505600-439000 C3527	Other Purchased Services	3,000,000

For: Lockheed Martin Substation Relocation/Upgrade Project

This resolution shall take effect upon its passage.

Michelle Davis-Younger MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Lee Ann Henderson City Clerk

E-042 Lockheed Substation Relocation/Upgrade

Year Introduced: 2023
Change: New Project
Associated Proj: N/A
Program Area: Electric
Managing Dept: Utilities
Manager: T. Dawood

Plan Conformance:
 CFI 7.4.8 **Est. Start:** 7/1/2022
Est. Complete: 6/30/2023



Description:

This project involves the reclassification and relocation of the Lomar Energy Delivery Point to Dominion Energy Cannon Branch substation and upgrade the delivery point to 230 KV. In order to meet NERC/PJM Standards, Dominion Energy is required to convert the existing 115 KV lines to a new 230 KV system.

Cost Estimate: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Planning	-	300	-	-	-	-	-	300
Land	-	-	-	-	-	-	-	-
Construction	-	2,700	-	-	-	-	-	2,700
Total Cost	-	3,000	-	-	-	-	-	3,000

Funding Sources: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
General Fund	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-
Electric Fund	-	-	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-	-	-
Airport Fund	-	-	-	-	-	-	-	-
School Fund	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-
NVTA	-	-	-	-	-	-	-	-
Other Sources	-	3,000	-	-	-	-	-	3,000
Total Funding	-	3,000	-	-	-	-	-	3,000

Operating Impacts: (\$ in 1,000s)	Prior Years	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Future	Total Project
Revenue	-	-	-	-	-	-	-	-
Staffing (Costs) Savings	-	-	-	-	-	-	-	-
Facility (Costs) Savings	-	-	-	-	-	-	-	-
Program (Costs) Savings	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Net Revenue	-	-	-	-	-	-	-	-

Special Events in the City of Manassas

I am planning a **PUBLIC** for-profit event for 200 or more people at a city-owned event venue or park

I am planning a non-profit **PUBLIC** gathering for 15 or more on a public sidewalk



I am planning a **PRIVATE** event for 50 or fewer people at a city-owned park or event venue

- Visit cityofmanassas.recdesk.com to rent a park, field, or venue
- check the calendar and rules
- fill out an application
- pay the fee
- Call us at 703-257-8453 for more information
- Reserve in person at Echoes Store at the Railway Depot, 9431 West St.
- email: pcr@manassasva.gov

- Visit manassasva.gov/specialevent to get started on a special event permit at least **45 days before the event.**

- Visit manassasva.gov/publicforum to get started on a public forum permit at least **2 business days in advance** for groups of 200 or less. For larger groups, you must apply at least **5 business days in advance.**



Events requiring a permit might include: Parade using City streets; Stationary Gathering on City Sidewalks; March or Picket along City Sidewalks; Run and/or Walk Event; Unattended Display (sign or symbolic display); Park Gathering; Street Closure for Stationary Event; or other organized public gathering.

- Need help? Call the Police Department's Planning and Resource Manager: 703-257-8017 or email: cshields@manassasva.gov

A special event or public forum may have these additional requirements:



- A general liability insurance policy and certificate of insurance of at least \$1 million or \$5 million if alcoholic beverages are served. (call 703-257-8236)



- A Security Plan for parades, street closures, sidewalk processions of more than 50 persons, and events between sunset and sunrise. The Police Department can help with the plan. (call 703-257-8017 or email: cshields@manassasva.gov)



- A plan for trash and recycling. (call 703-257-8252)

I plan to have a **temporary outdoor event** on private commercial property:

- Submit application online: manassasva.gov/zoning
- Application must be submitted 30 days in advance
- After review by development and public safety departments, applicant is notified of approval
- Applicant pays \$50 fee and permit is issued

Rules for food trucks, tents, vendors, and alcohol apply:

For a **temporary indoor event** where the building's occupant load may need to be increased (like holding an event in an airport hangar):

- Written approval by the building official and approval by the airport (for events on airport property) is required.

For a **temporary outdoor event on private residential property:**

- No permit is required but residents and their guests must adhere to all city ordinances, including noise and parking rules.



I plan to have a food truck at my event:

Food Trucks need:

- a city peddler's license (call 703-257-8214)
- licenses and inspections from the Virginia Department of Health (vdh.virginia.gov)
- inspection by the Fire Marshal's office (call 703-257-8455)



I plan to have vendors at my event

- All merchants, peddlers or vendors must be licensed to do business in the City of Manassas with the Commissioner of the Revenue. Event organizers may obtain an umbrella permit for all businesses at the event. (call 703-257-8214)



I plan to have a tent, structure, amusement or special vehicles at my event:

- Tents over over 900 sq. feet and/or hold more than 50 occupants need inspections.
- Bleachers, stages or other structures more than 120 sq. feet and hold more than 10 occupants need inspections. (call 703-257-8278)



I plan to serve alcohol at my event:

- You need a VA ABC banquet license 3-4 weeks in advance. (abc.virginia.gov/licenses)
- You need to hire public safety personnel (call 703-257-8017)



I plan to have animals at my event:

- Check with Animal Control (call 703-257-8009)



Sec. 14-41. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Attendee means members of the general public that are present at a special event that did not take part in the development or organization of the event program.

City for purposes of implementing this article, means the City of Manassas, Virginia and includes a designated officer or employee of the city.

Closure means the prohibition of vehicle or pedestrian traffic of any part of a public parking lot or public right-of-way to permit the use of the public parking lot or public right-of-way for the program of an event.

Commercial enterprise means any public advertisement by event participants, as part of the event program, which conveys a message that markets for sale a product or commercial service, which is designed to earn a profit for the advertiser. This includes the listing, announcing, or otherwise posting for public review prior to or during the event any sponsors that are engaged in for-profit business.

Community event means an annual or recurring special event that has been officially sanctioned by the City of Manassas in a resolution or ordinance enacted by city council.

Dawn means one hour before sunrise as determined by the National Weather Service.

Dusk means one hour after sunset as determined by the National Weather Service.

Event program means the planned activities of an event or the public advertisement of those activities.

Historic district means any area designated by city council as a historic overlay zoning district pursuant to City Code section 130-402.

Organized physical activity means any event program that includes a race, run, walk or other athletic activity.

Parade means a procession, with or without vehicles, requiring the closure of city streets to vehicle or pedestrian traffic.

Parks means any city-owned outdoor area normally open to the public for active or passive recreational activities. As used herein "parks" does not include city recreational areas when they have been leased, licensed or reserved for the exclusive use of a third party.

Participant means any individual, business, sponsor or other entity taking part in the development or implementation of the program of a special event.

Peak attendance means the greatest number of attendees at an event at any one time as determined by the city.

Private security service means any private agency or person that has received accreditation from the Virginia Department of Criminal Justice Services to provide security services.

Special event means any planned gathering held on public property consisting of an event program that will be open or advertised to the public and will include any commercial enterprise by the participants. Special events include, but are not limited to, pageants, celebrations, sports events, historical reenactments, carnivals, music festivals and other entertainments, exhibitions, dramatic presentations, fairs, festivals, races (i.e., run/walks), block parties, parades and other similar activities.

Sponsor means any individual, business, or other entity that makes a contribution to an event program but is not necessarily a participant of the event program.

Traffic control means any temporary restriction of regular vehicle or pedestrian traffic of any public right-of-way to allow for safe passage of persons or vehicles participating or attending an event.

(Ord. No. O-2020-04, 11-25-2019)

Sec. 14-42. - Permit required.

- (a) A permit is required for any special event that consists of any one of the following:
 - i. A street closure
 - ii. A public parking lot closure
 - iii. An event that will require traffic control
 - iv. Alcohol being offered for consumption or sale
 - v. Any special event being held on the grounds of a city park where the city reasonably expects a peak attendance of more than 200 attendees. The special event permit required will be in addition to any park reservation requirements enacted by the city.
 - vi. Unless otherwise specified, any special event where the city reasonably expects a peak attendance of more than 30 attendees on any public property or any property maintained by the city other than a city park.
- (b) All special events that require traffic control or a street or parking lot closure shall be required to have a minimum peak attendance of 30 persons. The expected peak attendance shall be determined by the city based on past experience or reasonable expectation.
- (c) Parades are eligible for a special event permit only if there will be a minimum of 100 participants in the procession.
- (d) The city reserves the right to require a street or parking lot closure or traffic control as a part of any special event, regardless of whether such measures were requested in the event application.

(Ord. No. O-2020-04, 11-25-2019)

Sec. 14-43. - Location, general restrictions, and requirements.

- (a) The event cannot interfere with any activities of the U.S. Government, Commonwealth of Virginia, City of Manassas or any department, division, or agency thereof.
- (b) The events program, not including set-up or break-down, may occur at any time between:
 - i. Dawn to dusk Sunday through Thursday.
 - ii. Dawn to 11:00 p.m. Fridays, Saturdays and federal holidays.
- (c) Special events may be located in any public area or facility except in those areas outlined in this subsection. Special events are prohibited in:
 - i. Any public facility or area not suitable for the proposed event for specific public safety reasons articulated by the city, based on past experience or reasonable anticipation.
 - ii. Any public facility or area where an event, because of its size or nature, cannot be accommodated and would unreasonably interfere with the normal operation of the public facility or area.
 - iii. Any street closures required for the event cannot be accommodated as the closures would unreasonably interfere with regular traffic or access to private property.
 - iv. The use or closure of any parking garage or any portion of any parking garage for special events is prohibited.
 - v. The use or closure of the Candy Factory parking lot located at 9414 Main Street is prohibited, except for activities of the Center for the Arts of Greater Manassas/Prince William County.
 - vi. Special events may be permitted to include traffic control but shall not require the closure of:
 - a. Any part of Ashton Avenue.
 - b. Any part of Breeden Avenue.
 - c. Any part of Center Street from Wellington Road to Stonewall Road.
 - d. Any part of Centreville Road.
 - e. Any part of Church Street.
 - f. Any part of Dumfries Road.
 - g. Any part of Euclid Avenue.
 - h. Any part of Gateway Boulevard.
 - i. Any part of Godwin Drive.
 - j. Any part of Grant Avenue.
 - k. Any part of Harry J. Parrish Boulevard.
 - l. Any part of Hastings Drive.
 - m. Any part of Liberia Avenue.

- n. Any part of Main Street.
 - o. Any part of Nokesville Road.
 - p. Any part of Portner Avenue.
 - q. Any part of Stonewall Road.
 - r. Any part of Sudley Road.
 - s. Any part of Wakeman Drive.
 - t. Any part of Wellington Road.
 - u. Any street reasonably necessary for emergency vehicle dispatch due to its proximity to a police station, a fire station, or a rescue squad.
 - v. Any other street which unreasonably interferes with traffic for specific reasons articulated by the city, based on past experience or reasonable anticipation.
- (d) If a special event also uses city park facilities then the permittee must also complete an application for rental, pay all applicable fees to the city, and enter into a park use contract.
 - (e) Events taking place on any property owned by the Manassas City Public School System require the approval of the city school administration.
 - (f) In addition to the permit required under this article, special events taking place at the Manassas Regional Airport require the advance written approval of the airport director.
 - (g) Events involving organized physical activity that includes a race, run, or walk, will be required to utilize a route that is predetermined by the chief of police or their designee. The police department shall maintain routes available for use which will incorporate the city's parks and recreation systems. The chief of police, or designee, may grant exceptions to this restriction in situations where a race makes a request for an official certification for time and distance.
 - (h) If a special event includes the distribution or sale of alcohol, the permittee and all other participants will be required to obtain all appropriate licenses and/or permits required by Virginia Alcoholic Beverage Control Authority.
 - (i) Special events that include the distribution or sale of alcohol shall be required to include security services by a request for supplemental city services or through the use of private security services.
 - (j) Participants of the event program engaging in commercial enterprise that accept payment for goods or services shall have all necessary licenses and pay all applicable taxes.
 - (k) All special events shall be open to the general public. Permittees and participants are prohibited from restricting access to any public area except for when it is required for public safety purposes which have been approved by the city.
 - (l) If a special event involves the use of any public area or facility within any historic district, then the event is also subject to the additional provisions of section 14-44 of this article.

Sec. 14-44. - Historic district special events.

- (a) All special events in a historic district must be coordinated with an agent of the city designated by the city manager to coordinate special events. That coordination will be accomplished by the following procedure:
- i. Prior to the established permit application deadline outlined in this article, all permit applications for special events proposed for the same day in a historic district will be considered simultaneous regardless of the actual date of submission.
 - ii. All simultaneous applications in a historic district will be collected and coordinated into a single event by the city's coordinating agent and will be designed to conform to all the conditions of this article.
 - iii. The coordinated event will be forwarded to the city by the city's coordinating agent at least 30 days prior to the proposed event date in the form of a single permit application.
 - iv. Only one permit shall be issued per day for an event within the historic district.
- (b) Special events in a historic district shall not be permitted to close any public street within the historic district that is not specifically authorized by this subsection.
- i. Events where the city reasonably expects a peak attendance of 30 to 100 attendees may be permitted in the following areas but shall not close Center Street:
 - a. Public parking lots within the historic overlay district.
 - b. City parks within the historic overlay district.
 - c. Battle Street from Church Street to the railroad track.
 - ii. Events where the city reasonably expects a peak attendance of more than 100 but less than 2,500 attendees may be permitted in the following areas but shall not close Center Street:
 - a. West Street from Church Street to Prince William Street.
 - b. Battle Street from Church Street to Prince William Street..
 - c. Prince William Street from West Street to Battle Street
 - d. Public parking lots within the historic overlay district.
 - e. City parks within the historic overlay district.
 - iii. Events where the city reasonably expects a peak attendance of more than 2,500 attendees, or events consisting of a parade, may be permitted to close any portion of Center Street from Stonewall Road to Prescott Avenue.

Sec. 14-45. - Community events.

At least once annually the city may specifically authorize certain recurring city community events. Events sanctioned in that manner by city shall have priority over other special events requested in the same area for the same time, and shall be exempt from the restrictions and requirements of section 14-43 and section 14-44 of this article except for:

- i. All requirements related to the sale or consumption of alcoholic beverages.
- ii. All requirements related to licensing and payment of taxes for the sales of goods and services.

(Ord. No. O-2020-04, 11-25-2019)

Sec. 14-46. - Prohibited activities.

Unless otherwise expressly provided for by a permit or approved security plan, the following general rules apply to all activities governed by this article:

- (a) The collection of entrance fees from members of the public is prohibited; provided, however, that nothing herein prohibits permittees from collecting an entry fee from participants in scheduled events (i.e., runs or walks).
- (b) Duly licensed peddlers, solicitors and other mobile vendors shall not be restricted from the permitted event area except when that vendor directly interferes with the program of the event or the placement of other vendors associated with the event as outlined in the permit and security plan.
- (c) Except for lawfully carried firearms, no one present at a special event may carry any weapon. A "weapon" for purposes of this provision includes:
 - i. Any of the items which may not be carried hidden from observation without a concealed weapon permit under Virginia Code § 18.2-308.
 - ii. Any other object with a sharp point or edge, except a knife with a blade of less than three inches.
- (d) Special events shall not restrict the public use of any sidewalks within the permitted event area.
- (e) Animals shall not be sold as part of the program of a special event.
- (f) The event program and participants shall not violate any of the provisions of chapter 78 of this Code.

(Ord. No. O-2020-04, 11-25-2019)

Sec. 14-47. - City services.

Supplemental city services, including but not limited to public safety, or private services, including but not limited to private security services, may be required as deemed necessary by the city to protect public health, safety, and welfare. Supplemental city services may also be requested by the event permittee(s) or participants. The cost of any supplemental services shall be fully covered by the permittee(s) and participants as required by the city. The costs for city services and procedure for receiving payment will be determined by the city. Whether city supplemental services can be made available on the date of the special event will be determined in the sole discretion of the city.

(Ord. No. O-2020-04 , 11-25-2019)

Sec. 14-48. - Noise control.

- (a) Noise levels generated from the operating, playing or permitting the operation of any radio, television, phonograph, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound at any special event shall not exceed 85 db(A) as read by the slow meter response on a sound level meter at any site normally occupied by an attendee or participant of such special event.
- (b) The procedure used to measure noise levels shall be the same procedure as outlined in chapter 58 of this Code.

(Ord. No. O-2020-04 , 11-25-2019)

Sec. 58-6. - Measurement procedures.

The measurement of sound or noise pursuant to this section shall be as follows:

- (a) The measurement of sound or noise shall be made with sound level meters Type 1 or Type 2 which meet the standards prescribed by the ANSI and approved by the Division of Consolidated Laboratory Services in the Virginia Department of General Services. The instruments shall be maintained in calibration and good working order. A calibration shall be made of the system at the time of any noise measurement. Measurements recorded shall be taken so as to provide a proper representation of the noise source. The microphone during measurement shall be positioned so as not to create any unnatural enhancement or diminution of the measured noise. A windscreen for the microphone shall be used when required. A minimum of three sound level readings will be taken. The geometric mean of these readings will be used as the average sound level. If the background noise is equal to the levels set forth in section 58-3 above, three dB shall be subtracted out of the average sound level.
- (b) The slow meter response of the sound level meter shall be used to determine that the average amplitude has not exceeded the dBA readings or the limiting noise spectra set forth in section 58-3 above.
- (c) Unless otherwise specified, the measurement shall be made at the lot line on which such noise is generated, or at any point within the receiving property affected by the noise.

(Ord. No. O-2016-002, § 1, 8-10-2015)

Sec. 58-7. - Exemptions.

- (a) Any person responsible for noise resulting from the operating of any equipment used in construction, repair, alteration, excavation or demolition work on structures or appurtenances thereto in the outdoors may apply to the manager or designee for an exemption or partial exemption from the provisions of this chapter. The application shall be accompanied by such information and data as the manager or designee shall require. The manager or designee may grant such exemption or partial exemption if he/she finds that:
 - (1) The detriment to the community due to the noise is outweighed by the benefit to the public interest during the period of the exemption or partial exemption; and
 - (2) Strict compliance with the provisions of this article would produce serious hardship. Any such exemption or partial exemption shall be revocable at the sole discretion of the manager or designee. A copy of any exemption shall be conspicuously posted at the source of the noise.
- (b) Any person aggrieved by a decision of the manager's designee under subsection (a) of this section may request review of such decision by the city manager by delivering a written

statement of appeal to the office of the city manager within ten days of the date of the decision. The city manager shall review all statements of appeal and shall, within ten days after receipt of such statement grant an exemption, grant a partial exemption with terms, or deny an exemption, based on the criteria listed in subsections (a)(1) and (2) of this section. The decision of the city manager shall be the final administrative level of appeal.

(Ord. No. O-2016-002, § 1, 8-10-2015)

MOTION: SEBESKY

**March 28, 2022
Regular Meeting
Res. No. R-2022-42**

SECOND: SMITH

RE: A RESOLUTION DESIGNATING A LIST OF COMMUNITY EVENTS TO BE HELD IN THE CITY OF MANASSAS FOR CALENDAR YEAR 2022

WHEREAS, Section 14-45 of the Code of Ordinances, City of Manassas, Virginia provides that the City may specifically designate at least once annually a list of community events; and

WHEREAS, Section 14-41 of the Code of Ordinances, City of Manassas, defines a “Community Event” as an annual or recurring special event that has been officially sanctioned by the City of Manassas in a resolution or ordinance enacted by City Council; and

WHEREAS, Section 14-45 of the Code of Ordinances, City of Manassas, provides that event an event designated as a “Community Event” will have scheduling priority of other special events permitted in the City, will be exempt from certain general restrictions, and may be sponsored by the City as determined in the City Manager’s budget; and

WHEREAS, City staff has identified annual special events that are recommended for designation by City Council as “Community Events”;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Manassas hereby designates that the following special events in calendar year 2022 are hereby designated as Community Events pursuant to Section 14-45 of the Code of Ordinances, City of Manassas, Virginia:

- **The First Friday** of every month from February through December;
- **Small Business Saturdays** each Saturday of every month From February through December;
- **The Annual St. Patrick’s Day Parade** in March;
- **The Manassas Airshow** and the **Manassas Viking Festival** during May;
- **The Annual Manassas Railway Festival**, the **Annual Manassas Jazz Festival**, and the **Manassas Bee Festival** during June;
- **Celebrate America** during July;
- **The Annual African American Heritage Festival** during August;
- **The Annual Bands, Brews and Barbeque**, the **Annual Edgar Rohr Memorial Car Meet**, and the **Annual Latino Festival** during September;
- **The Annual Fall Jubilee** and **Haunted Happenings** during October;
- **The Annual Veteran’s Day Parade** during November;
- **And Santa Lights Manassas**, the **Annual Christmas Parade**, and the **Santa Train** during December.

ORDINANCE # O-2022-02

First Reading: _____

Second Reading: _____

Enacted: _____

Effective: _____

**AN UNCODIFIED ORDINANCE DESIGNATING AN OUTDOOR REFRESHMENT AREA
AND REQUESTING THE BOARD OF DIRECTORS OF THE VIRGINIA ALCOHOLIC BEVERAGE CONTROL
AUTHORITY TO INCREASE THE ANNUAL FREQUENCY OF LICENSEE EVENTS
WITHIN THE OUTDOOR REFRESHMENT AREA**

WHEREAS, since 2019 Historic Manassas, Inc. (“HMI”) has held a Virginia Alcoholic Beverage Control Special Events License for a designated area in Downtown Manassas; and

WHEREAS, as a result of recent legislation by the Virginia General Assembly a locality, business improvement district or nonprofit organization may obtain a “Designated Outdoor Refreshment Area License” which authorizes the licensee to permit the consumption of alcoholic beverages in an outdoor refreshment area designated by the Board of Directors of the Virginia Alcoholic Beverage Control Authority (the “Board”); and

WHEREAS, designated outdoor refreshment area licensees are limited to sixteen (16) events per year, with the duration of any event not to exceed three (3) consecutive days, unless the Board increases the frequency and duration of events after adoption of an ordinance by locality requesting such increase in frequency and duration; and,

WHEREAS, the local ordinance must also include the size and scope of the area within which such events will be held, and a public safety plan; and

WHEREAS, it appears that HMI’s use of the special event license in prior years has contributed to an increase in sales at both restaurants and retail establishments in Downtown Manassas, without causing increased security or public safety concerns; and

WHEREAS, HMI has asked City Council to support an increase in the number of annual licensed events in designated outdoor refreshment areas beyond the sixteen currently allowed; and

WHEREAS, it appears to be in the best interests of the City, its residents and its business community to support HMI’s request.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this ____ day of _____, 2021, that Uncodified Ordinance O-2021-__ designating an outdoor refreshment area and requesting an increase in the frequency of licensee events within the outdoor refreshment area is hereby adopted as follows:

Sec. 1. Definitions.

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Approved consumption area means the public property and any private property, with the consent of the owner or the owner's designee of such private property, located within the designated outdoor refreshment area.

Approved sales area means the premises of any permanent retail on-premises licensee that is located within the designated outdoor refreshment area, or fronting on a boundary of such area as defined in Section 2 and selling alcoholic beverages that may be consumed within the approved consumption area.

Board means the Board of Directors of the Virginia Alcoholic Beverage Control Authority.

Designated outdoor refreshment area means an area open to the public, which has been approved by the Virginia Alcoholic Beverage Control Authority, pursuant to § 4.1-206 of the Code of Virginia, where the consumption of alcoholic beverages is permitted in accordance with § 4.1-206 of the Code of Virginia.

Retail on-premises licensee means any businesses licensed by the Virginia Alcoholic Beverage Control Authority to offer for sale and allow the consumption of alcoholic beverages on the premises of the establishment.

Sec. 2. Designated outdoor refreshment area.

If approved by the Board, the designated outdoor refreshment area, consisting of the approved consumption areas and approved sales areas, shall be the public property and private property within the area defined by the following boundaries:

1. Grant Avenue between the railroad tracks and Church Street;
2. Church Street between Grant Avenue and Battle Street;
3. Battle Street between Church Street and Quarry Street;
- 4.

5. Quarry Street between Battle Street and Zebedee Street, including that portion of Quarry Road between Church Street and Zebedee Street;
6. Zebedee Street between Quarry Street and Center Street;
7. Center Street between Zebedee Street and Fairview Avenue;
8. Fairview Avenue between Center Street and the railroad tracks; and
9. The railroad tracks between Fairview Avenue and Grant Avenue.

Those designated outdoor refreshment area boundaries are shown on the following map:



Sec. 3. Exceptions and limitations.

- (A) Alcoholic beverages are prohibited on railroad tracks and at railroad crossings.
- (B) The consumption of alcoholic beverages on the public property within the designated outdoor refreshment area is prohibited between the hours of 12:00 a.m. and 10:00 a.m.
- (C) Any private property owner, or his or her designee, within the designated outdoor refreshment area may prohibit the consumption of alcohol on their property. Businesses located within the designated outdoor refreshment area should indicate their policy regarding alcohol consumption on their property to the public. This notice may include signage at the public entrance of the business indicating "No alcohol permitted on premises" or other notice of similar language. Nothing in this ordinance shall limit a private business from requiring an individual to leave their premises at any time for any lawful reason. Individuals remaining on the property of a private business after being asked to leave are trespassing and may be subject to arrest by a law enforcement officer.

- (D) Any licensee authorized by the Board to permit the consumption of alcoholic beverages within a designated outdoor refreshment area shall comply with all applicable license and permit requirements of the City of Manassas, and all applicable regulations and requirements of the Commonwealth of Virginia.

Sec. 4. Required signage.

The approved consumption area shall be marked with permanent signage at all places where a public sidewalk intersects the designated outdoor refreshment area. The signage shall face the interior of the designated outdoor refreshment area and indicate “No alcohol permitted past this point” and “Alcohol prohibited 12:00 a.m. to 10:00 a.m.”. The construction of the permanent signage shall consist of a permanent and reflective material. The signage shall measure at least 10 inches by 16 inches with the longer side of the signage fixed parallel to the ground. The signage shall be installed at a height where bottom edge is no greater than six feet and no less than five feet off of the ground.

Sec. 5. Frequency and duration

Designated outdoor refreshment area licensees shall be limited to no more than thirty-two (32) events per year, with no event exceeding three (3) consecutive days duration, subject to the approval of the Board pursuant to Virginia Code sec. 4.1-206.

Sec. 6. Participation, requirements, and compliance.

- (A) Any retail on-premises licensee located within the designated outdoor refreshment area or bordering on a boundary of such area, shall comply with all requirements of the Virginia Alcoholic Beverage Control Authority and all requirements of Title 4.1 Alcoholic Beverage Control Act of the Code of Virginia.
- (B) Any retail on-premises retail licensee located within the designated outdoor refreshment area or bordering on a boundary of such area, including any owner, manager, or employee thereof, when issued a summons by law enforcement alleging a violation of any provision of the Alcoholic Beverage Control Act, Title 4.1 of the Code of Virginia, shall have their authorization to participate within the designated outdoor refreshment area as an authorized sales area immediately suspended. The suspension will be immediately rescinded if the summons is dismissed or nolle prosequied, or the licensee is acquitted of the charge.

(C) In the event the retail on-premises licensee, including any owner, manager, or employee thereof, is found guilty of a violation of any provision of the Alcoholic Beverage Control Act, Title 4.1 of the Code of Virginia, the retail on-premises licensee shall have their authorization to participate within the designated outdoor refreshment area as an authorized sales area suspended for a period of ninety (90) days beginning on the date of conviction for the offense.

Sec. 7. Public Safety Plan

The consumption of alcoholic beverages within the designated outdoor refreshment area, in accordance with the provisions of § 4.1-206 of the Code of Virginia and this ordinance, is permitted.

The Manassas City Police Department ("Police Department") shall regularly patrol the designated outdoor refreshment area to monitor compliance with the provisions of this ordinance, and shall coordinate with the licensee regarding the provision of adequate security for all special events within the designated outdoor refreshment area.

The Police Department shall report any suspected violation of any licensing provisions outlined in § 4.1-206 of the Code of Virginia to the Virginia Alcoholic Beverage Control Authority as soon as practicable.

Public intoxication within the designated outdoor refreshment area is prohibited. Any individual appearing intoxicated in public is subject to arrest by a law enforcement officer consistent with the Code of Virginia and the City of Manassas Code of Ordinances.

Drinking alcoholic beverages while operating a motor vehicle within the designated outdoor refreshment area is prohibited. Any individual drinking while operating a motor vehicle is subject to arrest by a law enforcement officer consistent with the Code of Virginia and the City of Manassas Code of Ordinances.

Driving or operating a motor vehicle while under the influence of alcohol within the designated outdoor refreshment area is prohibited. Any individual driving a motor vehicle while under the influence is subject to arrest by a law enforcement officer consistent with the Code of Virginia and the City of Manassas Code of Ordinances.

Drinking alcohol on the private property of another person within the designated outdoor refreshment area, without the consent of the owner or the owner's designee, is prohibited. Any individual engaging

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in this conduct is trespassing and subject to arrest by a law enforcement officer consistent with the Code of Virginia and the City of Manassas Code of Ordinances.

If deemed necessary for the protection of public health and safety, the Police Department may close to vehicular traffic any public streets within the designated outdoor refreshment area during any licensed event.

Michelle Davis-Younger, Mayor
On behalf of the City Council of the City of Manassas

ATTEST:

Lee Ann Henderson City Clerk

MOTION:
SECOND:
RE: Ordinance # O-2022-02
ACTION:

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:

FUNDING AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of July, 2020, by and between the **CITY OF MANASSAS, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (hereafter “City”), and **HISTORIC MANASSAS, INC.**, a Virginia nonprofit corporation (hereafter “HMI”).

WHEREAS, the City is authorized by Virginia Code §15.2-953 to appropriate public funds to any charitable association located within the City; and

WHEREAS, Virginia Code §15.2-940 provides that the City may expend funds from local revenues for the purpose of promoting the resources and advantages of the City; and

WHEREAS, Virginia Code §15.2-942 provides further that localities may enter into agreements with private or public nonprofit organizations to stage and promote important historical or cultural events associated with the locality; and

WHEREAS, HMI is a Virginia charitable non-profit corporation located in the City of Manassas, and is exempt from federal taxation under section 501 (c) (3) of the Internal Revenue Code; and

WHEREAS, HMI has promoted Historic Downtown Manassas by sponsoring special events throughout the year including, but not limited to, First Fridays, the Farmers’ Market, the 4th of July Celebration, the Fall Jubilee and the Manassas Jazz Festival, which bring local residents and visitors to the downtown area and reinforce the identity of the historic area; and

WHEREAS, HMI has made significant contributions to the promotion of the City and its economic development by recruiting new businesses to Manassas, providing relocation packages to new residents, and organizing a cooperative advertising program for local businesses; and

WHEREAS, the City wishes to provide funding to support HMI's continuing efforts to improve the City, including the business community in Historic Downtown Manassas, through marketing, promotion, education and economic development.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. Term.

The term of this Funding Agreement shall be one fiscal year, beginning July 1, 2020 and ending June 30, 2021. The Agreement may be renewed for future fiscal years if (i) renewal is requested by HMI as provided herein, and (ii) the Manassas City Council approves funding for HMI as part of the City's annual operating budget.

2. City Funding.

(A) As a part of the City's FY 21 operating budget the Manassas City Council has approved and appropriated funding for HMI in the amount of Two Hundred Ninety-Seven Thousand, Seven hundred and 00/100 Dollars (\$297,700.00). That amount shall be paid to HMI by the City, by mutually agreeable means, on July 1, 2020.

(B) HMI covenants and agrees that the funding provided pursuant to this Funding Agreement will be used to benefit the City of Manassas and its residents, businesses and visitors, through the performance of the initiatives described herein. Any funds provided by the City and unexpended and uncommitted at the end of the fiscal year shall be returned to the City, unless re-appropriated to HMI by the City Council. Nothing in this Agreement precludes HMI from seeking

additional funding and services from other public and private entities, to be used in conjunction with or independently of City funding.

3. Administration and Coordination

(A) For the purposes of this Agreement, the City shall be represented by the City Manager or his/her designee(s). HMI shall be represented by President of its Board of Directors or his/her designee(s). Designees shall be named by June 1st for the upcoming year to facilitate communication between the parties.

(B) When providing services funded through this Agreement, including but not limited to special events and festivals, HMI shall coordinate directly with all City departments and agencies including, but not limited to, Public Works, Community Development, Police, and Fire and Rescue, for all City services including traffic control, trash collection and removal, security and other public safety needs.

(C) HMI shall have the opportunity to participate (i) in any studies or analysis conducted by the City that involve the business community in the City's Downtown Historic District, and (ii) on any boards or commissions that may impact the continued vitality of Historic Downtown Manassas. HMI shall appoint the City Manager or his/her designee to a seat on its Board of Directors.

4. HMI Initiatives

During the term of this Funding Agreement HMI may use the City funding as provided herein on any or all of the following initiatives:

(A) Economic Development

HMI will directly assist the City's Department of Economic Development in its business recruitment efforts for retail, restaurants, entertainment venues and similar businesses for the purpose of filling vacant space in Historic Downtown Manassas, and expanding the commercial tax base for the City of Manassas.

(B) Promotion

HMI will actively engage in the promotion of the City of Manassas as a desirable place to live, work and visit. Specifically, HMI will use its best efforts to encourage visitors and residents to shop, dine and generally utilize the services available from the businesses and property owners in Historic Downtown Manassas.

The City and HMI agree that the following list of activities that HMI is currently providing or performing fulfill the purpose of this Agreement to promote the City of Manassas and its Historic Downtown Area, and that City funding may be used to support these activities:

- (i) The marketing, advertising, management and operation of a twice weekly Farmer's Market from April to November, in accordance with standards developed by the Virginia Cooperative Extension and Virginia Department of Agriculture.
- (ii) The marketing, advertising, management and operation of special events and festivals in Historic Downtown Manassas, including as examples First Fridays, the 4th of July Celebration, the Fall Jubilee and the Manassas Jazz Festival.

(C) Education

HMI will actively engage in the provision of educational information to tourists and visitors to the City, that presents the City as a desirable and attractive place to live, work and visit.

The City and HMI agree that the following list of activities that HMI is currently providing or performing fulfill the purpose of this Agreement to provide educational information about the

City of Manassas and its Historic Downtown Area, and that City funding may be used to support these activities:

- (i) The management, staffing and operation of a Visitor Center for the purpose of providing visitor services to tourists and other visitors and to encourage utilization of the shops and services available from the businesses and property owners of Historic Downtown Manassas, provided such Center is operated pursuant to the standards set by the Virginia Tourism Corporation for an accredited facility.
- (ii) The development, maintenance and publicizing of the VisitManassas.org website, which includes a web-based up-to-date annual community calendar of events that is easily usable by any Manassas business or organization that wants to list an event.
- (iii) The development, marketing and promotion of an e-list notification system of events available by subscription to area residents

5. City Support

(A) In addition to the funding provided herein the City shall make available to HMI space in the Manassas Train Station located at 9431 West Street, or at another location in Downtown Manassas that is mutually agreeable to both parties, for both a Visitors Center, if provided by HMI, and a suite of offices / work area for HMI operations. The area designated for use by HMI shall include just the western portion of the Train Station ending at the partition wall which separates the Visitor Center area and the James and Marion Payne Railroad Heritage Gallery. The City retains the right to use other areas of the Train Station for exhibits, receptions and other events upon reasonable notice to HMI. Smoking is prohibited in the Train Station.

(B) HMI recognizes that the Train Station is identified as an historic property in both the Virginia Landmarks Register and National Register of Historic Places and agrees to be sensitive

to that fact, if space is used by HMI pursuant to this Agreement. HMI will not make any alterations, repairs, additions or improvements in or to the Train Station or in any way change the structure of the Train Station without the prior written consent of the City.

6. HMI Status

(A) Nothing herein contained shall be construed or be held to make the City a partner, joint venture, or associate of HMI in the conduct of its business, except only in those instances where it specifically and expressly provides therein that HMI shall be and act as an agent for the City.

(B) In expending funds provided pursuant to this Agreement HMI shall have the authority to hire, train, supervise, direct the work of, and discharge all necessary personnel. Salaries, wages, and other compensation of HMI's employees, who work full or part-time, including social security, taxes, workers compensation insurance, and the like shall be an operating expense of HMI and paid by and the sole responsibility of HMI.

(C) During the term of this Agreement the City shall not take any action which would unreasonably interfere with the operation of HMI, including without limitation, the hiring of any other party having any rights or responsibilities with respect to the management or operation of the Visitor Center, or to impose any other duty upon HMI which is inconsistent with the terms of this Agreement.

7. HMI Reports.

(A) HMI shall provide monthly reports detailing the number of visitors served in person, by mail and by telephone, and an analytics report related to the website, and an annual report to the Manassas City Council summarizing Visitor Center operations, special events,

marketing efforts and other activities relative to the funding provided pursuant to this Agreement for the previous fiscal year.

(B) HMI shall have the right to address City Council whenever the business of HMI is under consideration, and HMI hereby agrees that a representative of HMI will attend any City Council meetings when requested by the Council.

8. Insurance.

(A) With respect to the Visitor Center the City shall provide and maintain insurance in an amount not less than Two Million Dollars (\$2,000,000) on the buildings and furnishings and equipment, against loss or damage by fire, lightening, wind storm, tornado, flood, hail, explosion, riot, or civil commotion, damage from aircraft, vehicles and smoke, vandalism, and malicious mischief, against loss or damage resulting from leakage of sprinkler systems now or hereafter installed, and against loss or damage by any steam boiler, pressure vessel, or other such apparatus. HMI shall be named as an additional insured, as its interest may appear, on any said policies pursuant to this paragraph and provided with a certificate establishing that HMI as an additional insured and that policy cannot be canceled without giving HMI thirty (30) days' notice in advance of effective cancellation date.

(B) As an operating expense of the Visitor Center, HMI shall provide Comprehensive General Liability Insurance (including protective liability coverage on operations of independent contractors and also blanket contractual liability insurance) on an "occurrence" basis in an amount not less than Two Million Dollars (\$2,000,000) per occurrence, for benefit of HMI and the City as additional named insured, against claims for a "personal injury," including without limitation, bodily injury, death and property damage; such insurance shall also include coverage against liability for bodily injuries and property damage arising out of the use by or on behalf of the City and HMI, of an owned, non-owned, or hired automotive equipment to the extent required by the

laws and the jurisdiction of which the Visitor Center is located. The City shall be provided with a Certificate establishing that the City is an additional named insured and that the policy cannot be canceled without giving the City thirty (30) days' notice in advance of effective cancellation date.

9. Indemnification.

HMI shall indemnify and hold harmless the City and its officers, officials, and employees from and against all claims, losses, demands, actions, payments, suits, recoveries, judgments or settlements of any kind brought against or recovered from the City in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence whether active or passive of HMI or of anyone acting under its direction or control or on its behalf in connection with or incident to carrying out any activity supported by City funding.

10. Annual Audit.

HMI shall provide to the City, at its own expense, a certified annual audit of its financial records within sixty (60) calendar days from the end any fiscal year in which HMI received City funding. Additional audits may be required at the request and expense of the City. HMI shall keep and maintain all financial records pertaining to its operations and events, which records shall be available for the City inspection at all reasonable times.

11. HMI Covenants.

HMI covenants, warrants and represents the following:

(A) HMI does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but

are not limited to, hiring, discipline and discharge of employees, selection of volunteers and vendors, and the provision of services.

(B) Where applicable HMI shall comply with the requirements of the Americans with Disabilities Act.

(C) HMI shall provide a drug-free workplace for its employees.

(D) HMI acknowledges and covenants that as a charitable nonprofit organization that is tax exempt pursuant to section 501 (C) (3) it is absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of, or in opposition to, any candidate for elective office. Prohibited activities include, but are not limited to, contributions to a political campaign fund and the publication or distribution of written or printed statements or the making of oral statements on behalf of or in opposition to a candidate.

(E) HMI shall be solely responsible for complying with all applicable federal, state and municipal laws, codes and regulations when performing activities funded pursuant to this Agreement. HMI agrees that it shall not, during any activity funded pursuant to this Agreement, knowingly employ unauthorized alien or aliens as defined in the Federal Immigration Reform and Control Act of 1986.

(F) HMI agrees that it will be solely responsible for maintaining Manassas' designation as a Virginia Main Street Community pursuant to the terms set by the Virginia Main Street office of the Virginia Department of Housing and Community Development.

12. Termination.

(A) This Agreement may be terminated by either party with a minimum of 120 days' notice to the other Party. In the event of such termination HMI shall return any unexpended and uncommitted funds to the City.

(B) The City may terminate this Agreement immediately if (i) HMI ceases to exist or function as a charitable non-profit organization, or (ii) defaults in the performance of any of its obligations under this Agreement after being given a reasonable opportunity to remedy the default. In the event of such termination HMI shall return any unexpended and uncommitted funds to the City.

13. Renewal

(A) If HMI desires to renew this Funding Agreement beyond the City's FY 21 fiscal year, or any future fiscal year, it shall submit a written request to the Manassas City Manager no later than January 31st, 2021.

(B) The submittal shall include a proposed line item budget for the services HMI proposes to provide if City funding is approved by City Council, a projected income and expense statement and projected year-end balance sheet and statement of projected sources and applications of funding.

14. Notices.

Any notice, desired or necessary hereunder, shall be given in writing and either hand-delivered, facsimile transmitted, telexed or made with proper postage prepaid, certified, return-receipt requested. If hand-delivered, facsimile transmitted or telexed, any such notice shall be effective upon delivery. If mailed, such notice shall be effective on the second business day following mailing. Notices to parties hereto shall be to the address stated below or such successor address as may be specified by notice hereunder. The addresses are as follows:

If to City of Manassas:	City Manager City of Manassas, Virginia 9027 Center Street Manassas Virginia 201 10 FAX: (703) 257-5813
With a copy to:	City Attorney

City of Manassas, Virginia
9027 Center Street, #102
Manassas, Virginia 20110

If to HMI:

Historic Manassas, Inc.
9431 West Street
Manassas, VA 20110
Phone Number: (703) 361-6599
Fax Number: (703) 361-6942
President, Board of Directors

With a copy to:

Historic Manassas, Inc.
9431 West Street
Manassas, VA 20110
Phone Number: (703) 361-6599
Fax Number: (703) 361-6942
Executive Director/CEO

15. Partial Invalidity.

If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to person or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term shall be valid and enforceable to the fullest extent permitted by law.

16. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

WITNESS the following authorized signatures:

CITY OF MANASSAS, VIRGINIA

By: _____

Title: City Manger

Date: _____

HISTORIC MANASSAS, INC.

By: _____

Title: _____

Date: _____

V I R G I N I A

MAIN

VIRGINIA DEPARTMENT
OF HOUSING AND
COMMUNITY DEVELOPMENT

Street

2020 Program Guidelines



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INTRODUCTION

The Virginia Main Street (VMS) program nurtures successful local revitalization programs across the state based on the Main Street Approach™.¹ Main Street is a national model created by the National Main Street Center (NMSC), a subsidiary of the National Trust for Historic Preservation. Main Street is designed to bring jobs, dollars, and people to small towns and commercial districts. Main Street programs leverage private investment and capitalize on the unique appeal of historic downtowns. The result is one of the most successful economic revitalization strategies in the country. From 1984 to 2019, the Virginia Main Street program has created more than 7,000 businesses; 24,000 jobs; and generated more than \$1.8 billion in public and private investment in Virginia.²



Over 35 years the Virginia Main Street program has created more than 7,000 businesses, 24,000 jobs, and generated \$1.8 billion in public and private investment in Virginia. The Virginia Department of Housing and Community Development is a Main Street America™ Coordinating Program for the Virginia Main Street program. As a Main Street America™ Coordinating Program, DHCD helps to lead a powerful, grassroots network consisting of over 40 Coordinating Programs and over 1,200 neighborhoods and communities across the country committed to creating high-quality places and to building stronger communities through preservation-based economic development.



4 Tiers of Participation

Housed in the Virginia Department of Housing and Community Development (DHCD), the Virginia Main Street program provides technical assistance, consulting services, training and grant funding to communities of all sizes with different levels of experience in, and commitment to, commercial district revitalization. Every community in Virginia falls within one of the following tiers:

1

Introducing Main Street
Open to All

2

Exploring Main Street
Formerly Commercial District Affiliates

3

Mobilizing Main Street
Formerly Virginia Downtowns

4

Advancing Main Street
Virginia Main Street Designated Communities

¹ National Main Street Center; Main Street America; Main Street; Main Street Four Points; and Main Street Approach are registered trademarks of the National Main Street Center.

² Adjusted to 2019 dollars using the Consumer Price Index.

The Department, through the Virginia Main Street program, works with all four tiers, utilizing local and regional assets, community vision, and market understanding to create qualitative and quantitative outcomes through targeted design, economic, organization and promotional strategies and activities. Through grant opportunities and technical assistance with economic development, entrepreneurship, urban design, and fundraising, DHCD strives to provide each community with individualized support.

Communities in all four tiers are encouraged to leverage VMS training, information, and consulting services, with other DHCD programs and funding such as Community Development Block Grants (CDBG), Community Business Launch (CBL), and the Industrial Revitalization Fund (IRF) – just to name a few.

COMMUNITY REVITALIZATION PROGRAM TIERS

A community does not need to be designated as “Main Street” to do “Main Street” work. In fact, many of the most successful programs started off by focusing on the work of a downtown organization and eventually applied for designation later. DHCD assists all communities working to improve the vitality of their downtowns, whether designated or not. Appendix B outlines a non-exhaustive list of progressive activities communities can undertake across all four tiers of participation.

Tier One: Introducing Main Street

The Introducing Main Street tier has no VMS requirements while still offering access to high-quality resources to get started. There is no application and there are no ongoing requirements. Just join the email list at www.virginiainstreet.com, follow our social media platforms, and attend any training events.

Introducing Main Street	
Services available (as resources permit)	
Training Opportunities	Introducing Main Street staff and volunteers are encouraged to attend any VMS training opportunities and the annual NMSC Conference.
VMS Staff Consultation	DHCD is available by phone, e-mail, virtual meetings, or in-person as resources allow.
Resource & Information Sharing	Phone consultations and DHCD’s web-based communication platforms allow local programs to access programs, services, and information from anywhere. On-site state and regional trainings also connect local programs with peers.
Other DHCD Revitalization Grants	DHCD can connect communities with other DHCD revitalization programs such as Community Development Block Grants, the Industrial Revitalization Fund, Community Business Launch, and others.

Tier Two: Exploring Main Street (formerly Commercial District Affiliates)

Exploring Main Street communities can be incorporated municipalities, counties, or urban neighborhood commercial districts who are exploring the Main Street Approach for commercial revitalization. Exploring Main Street communities have access to all the same services as Introducing Main Street communities *plus* organizational structure development assistance, milestone and achievement awards, and grant funding.



Application Process: Communities complete a simple, non-competitive application. Applications are accepted on a rolling basis. Exploring Main Street communities must keep their community contact information updated with DHCD and are expected to attend VMS trainings or request VMS technical assistance at least once a year. Participants are also encouraged to join the NMSC at the Affiliate level. To learn more, contact Virginia Main Street at mainstreet@dhcd.virginia.gov.



Grants: Exploring Main Street communities may apply for DHCD Community Vitality Grants. An Exploring Main Street applicant can apply for projects such as: organizational development consulting services, entrepreneur support programs, place making projects, façade programs, and environmental design consulting services. Each fiscal year, DHCD publishes a Community Vitality Grant application instruction manual that outlines all program requirements, application deadlines, and available grant amounts. Applicants are strongly encouraged to consult with DHCD staff throughout the grant application process to ensure compatibility with the program’s desired outcomes.



Main Street Idea Pitch: Main Street Idea Pitch! is a live pitch competition for Exploring Main Street, Mobilizing Main Street, and Advancing Virginia Main Street communities to present innovative commercial revitalization project ideas to a panel of judges and the winner(s) receive(s) grant funding to implement their project. Applicants must be active in the VMS network as of the date the pitch application is submitted.³

Exploring Main Street	
Requirements	
Follow the Main Street Approach	The Main Street Approach is the foundation of long-term sustainable revitalization.
Active Participation	Each year, Exploring Main Street staff or volunteers <u>should</u> attend at least one VMS-sponsored training from the calendar at www.virginiamainstreet.com .
Reporting Requirement	Exploring Main Street communities <u>must</u> maintain updated contact information with DHCD.
National Main Street Center Membership at Affiliate level	Exploring Main Street communities are encouraged to join the NMSC at the Affiliate level. This membership provides access to additional resources, contacts, and examples.
Work in a pedestrian-oriented commercial district	Exploring Main Street programs should generally have a pedestrian-oriented commercial area with a high percentage of locally owned businesses. A county may become an Exploring Main Street community on behalf of one or more communities within the county. Neighborhood districts within larger cities may become Exploring Main Street communities through their local government, or an active non-profit organization.
Services available (as resources permit)	
Tier 1 Services	Exploring Main Street communities have access to all the services available to Introducing Main Street communities.

³ “Active” is defined as within the last year a community representative contacted a Virginia Main Street representative for technical assistance or attended a Virginia Main Street training.

Organizational Visit	DHCD assists with organizational issues including roles and responsibilities of staff and Board. Work planning assistance is also provided. (On-site or Virtual)
Awards Program	Exploring Main Street communities are eligible to participate in the VMS annual milestone and achievement awards programs.
Grants	Grants of up to \$7,000 are available for services such as organizational development, facilitating visioning or mission statements; brand development; and physical enhancement projects. Eligible to present a Main Street Idea Pitch with a maximum award of \$5,000. May be eligible for other DHCD grants.

Tier Three: Mobilizing Main Street (formerly Virginia Downtowns)

The third tier provides targeted organizational development support to build a community's revitalization program using the Main Street Approach. This tier is ideal for communities that intend to pursue application for Advancing Virginia Main Street designation.

Mobilizing Main Street communities work with DHCD staff to develop individualized work plans with the expectation of implementation and outcomes measured by completion of program benchmarks. Participation in Mobilizing Main Street typically lasts two years.



Application Process: Local programs aspiring to pursue Advancing Virginia Main Street designation should contact DHCD staff to discuss their goals, level of need, potential for investment, and resources, including those available through DHCD. If appropriate, DHCD will invite the community to submit an application for the Mobilizing Main Street tier. The community should meet the description of a Traditional Main Street District as described in Appendix A unless previously discussed with DHCD. If the community and VMS determine that the community could support a Main Street program, the local program will submit an application for Mobilizing Main Street. Application is on a rolling basis and new communities will be accepted into this tier as resources allow.

Mobilizing Main Street communities must document their program's progress each year, by submitting an annual report to include:

- ◆ Current/updated community contact information;
- ◆ Dates, topics, & attendance records for board, volunteer and staff training;
- ◆ Key accomplishments and achievements using the Main Street Approach;
- ◆ Net new jobs and net new businesses in the downtown district, if available; and
- ◆ Current downtown revitalization work plan, if applicable.

Mobilizing Main Street communities may also have community-specific benchmarks which typically include:

- Board training
- Incorporation and 501(c)(3) non-profit status
- A balanced and comprehensive work plan
- A fund development strategy
- Participation in all Virginia Main Street training opportunities

Mobilizing Main Street communities meeting the criteria for Advancing Virginia Main

Street designation may apply during those program designation application cycles.



Grants: Mobilizing Main Street communities are eligible for DHCD Community Vitality grants. For more information, see the Exploring Main Street tier above. They are also encouraged to apply for additional DHCD grants to leverage additional resources in the community. DHCD staff can assist with more information on these opportunities.



Main Street Idea Pitch: Mobilizing Main Street communities are also eligible for the annual Main Street Idea Pitch competition detailed in the Exploring Main Street tier above.

Mobilizing Main Street	
Requirements	
Tier Two Requirements	Mobilizing Main Street communities must meet all the requirements of Exploring Main Street communities.
Active Participation	Mobilizing Main Street community staff and/or volunteers are expected to attend all VMS-sponsored trainings. Steering Committee/Board of Directors members are required to complete training around topics such as: Main Street 101; Board Roles & Responsibilities; Work Plans & Budgets; Marketplace Development. Paid or volunteer Executive Directors are encouraged to complete VMS Professional Development training prior to designation application.
Progress Reporting	Mobilizing Main Street programs must annually submit to DHCD: minutes of Steering Committee/Board of Directors meetings; Treasurer's Reports; and follow-up activity evaluations.
National Main Street Center Membership at Affiliate level	Mobilizing Main Street programs must join NMSC at the Affiliate level. This membership provides access to additional resources and examples of how to implement the Main Street Approach.
Work in a pedestrian-oriented commercial district	Mobilizing Main Street communities should have pedestrian-oriented commercial areas with a high percentage of locally owned businesses, unless otherwise approved by DHCD. See Appendix A for more details.
Services available (as resources permit)	
Tier Two Services and Grants	Mobilizing Main Street communities are eligible for all the services and grants of Exploring Main Street communities.
Reconnaissance Visit	VMS and/or outside specialists perform a preliminary needs assessment of the physical and economic environment of the community and downtown. (On-site or virtual)
Organizational Services	VMS and/or NMSC staff assists with organizational issues including roles and responsibilities of staff and Board. Assistance includes: annual work plan development, fund development, volunteer management plans, and non-profit organizational management. Additional topics available.

Tier Four: Advancing Virginia Main Street (Virginia Main Street Designated Community)

Advancing Virginia Main Street designations are available through a competitive application process offered every few years as state resources permit. Competitive applicants are community driven and have strong organizational capacity to implement downtown revitalization based on the Main Street Approach. Advancing Virginia Main Street programs must be established 501(c)(3) non-profit

organizations with an independent Board of Directors and a paid executive director dedicated to managing the work plan of an all-volunteer organization.

New Advancing Virginia Main Street communities receive a full range of intensive services to accelerate their revitalization programs, while established Advancing Virginia Main Street communities continue to monitor and fine-tune their effectiveness. All Advancing Virginia Main Street communities adopt tools for downtown revitalization such as design and economic incentives, market driven promotions, and volunteer recruitment programs, with information and technical support from DHCD. Key things to keep in mind include:

Independent Organization Experience shows that an Advancing Virginia Main Street organization functions most successfully as an independent 501(c)(3) nonprofit. Working in partnership with local government, as well as Chambers of Commerce and other community organizations, successful Advancing Virginia Main Street programs focus on creating an inviting downtown business environment, rather than the larger geographical area addressed by other community partners. If your community is interested in Advancing Virginia Main Street designation, your organization will need to apply with the Internal Revenue Service for 501(c)(3) status.

Financial Commitment Financial support, stability, and diversity is key to an Advancing Virginia Main Street program's success. A comprehensive fund development program should include pledged support from local government(s), corporations, independent businesses, and individuals, as well as anticipated revenue from fee-based programs and services, registrations from events, attractions, and organizational/event sponsorships. Commitments for funding support for your Advancing Virginia Main Street program's first three years of operation must be in place and documented in the designation application.

Community Driven Main Street promotes a community-driven process that brings diverse stakeholders from all sectors together, inviting them to be proactive participants in the revitalization process. This essential step provides a foundation for outlining the community's own identity, expectations, and ideals while confirming real and perceived perceptions, needs and opportunities. It also ensures that the vision is a true reflection of the diversity of the community.

Eligibility Criteria

Towns, cities, or counties must meet the following requirements to be eligible to apply for Advancing Virginia Main Street designation:

1. **Have a population of no more than 75,000 based on the 2010 Census (cities and towns only).** There is no population maximum for Counties that apply on behalf of an unincorporated area or village.
2. **Have at least 50 commercial enterprises and 70 commercial structures in the proposed Main Street district.** Experience shows that there must be a critical mass of buildings and businesses in a traditional district to form a foundation for revitalization efforts (see "Traditional Main Street Districts" in Appendix A). The pace of transformation can be quickened and further leveraged if those buildings are also eligible for other

rehabilitation/financial incentives. Counties may submit an application on behalf of an unincorporated area that has at least 50 commercial enterprises and 70 commercial structures in the proposed Main Street district.

3. **Be an Affiliate member of the National Main Street Center (NMSC).** The most basic form of participation in the Main Street America network, NMSC Affiliate membership indicates a community's commitment to the Main Street Approach to revitalization. To join, visit www.mainstreet.org.
4. **Demonstrate local program support through a 501(c)(3) non-profit organization dedicated to downtown revitalization.** Revitalization organizations must be incorporated with the Commonwealth of Virginia, hold or have applied for 501(c)(3) non-profit status with the Internal Revenue Service, and maintain an independent Board of Directors with independent decision making, fund development, and fiscal management. With written approval by DHCD, local programs may be housed within or partnered with another local organization, but must maintain organizational self-government.
5. **Demonstrate active partnership with at least one (1) local government partner.** The municipality within which a local program operates benefits the most from the revitalization organization's efforts. Increased entrepreneurship, private investment, and social activity restore economic vitality to the heart of the community. Fiscal and in-kind support from local government is critical to, but not the sole support of, the local program. Communities are required to provide a written commitment of the financial support provided by their local governments as a component of eligibility, as well as ongoing support.
6. **Demonstrate a plan for organizational sustainability.** Local revitalization efforts are often in the hands of a dedicated group of property owners, business owners, and community volunteers. However, the demands of work, family, and other community activities can become too demanding for that core volunteer group to maintain their initial level of activity. Many Boards of Directors serve no more than two (2) successive terms with one-third (1/3) of the Board rotating from service on an annual basis. Former Board members can make valuable committee members and are encouraged to serve in alternate capacities for at least one three-year term before being invited to return to Board service.

Requirements for Designation

Communities selected to join Advancing Virginia Main Street must meet the National Main Street Center accreditation requirements found in Appendix D. In addition to those, DHCD expects the program will also meet the following criteria and continue to meet them to maintain their designation and receive VMS services.

Advancing Virginia Main Street Requirements (in addition to National Standards)	
Work in a traditional Main Street district	Main Street districts must be a physical setting conducive to applying the Main Street Approach, including a pedestrian scale and orientation; critical mass of buildings and businesses; and critical mass of structures that would be eligible for frequently used rehabilitation incentives. See Appendix A for the specific criteria.
Use the Main Street Approach	Main Street provides the only proven, comprehensive approach specifically designed to address the issues and opportunities of traditional downtown commercial districts. Following the approach is a requirement of initial and on-going designation. Downtown revitalization in the context of historic preservation is central to the approach. Whether your program is project- or committee-driven, the strategic inclusion of the components of Design, Organization, Economic Vitality, and Promotion are vital to its success.
Public/Private Letter of Agreement; DHCD Contracts	Local commitment and support is critical to Main Street success. In designated communities, the downtown organization signs a letter of agreement with the local government as well as an organization contract with DHCD that clearly specifies the responsibilities of each entity. Advancing Virginia Main Street communities are required to renew their contract with DHCD bi-annually.
Submit timely information to VMS	All designated Main Street communities must submit the following each year: 1) twelve monthly reports (submitted quarterly); 2) salary survey; 3) program survey; and 4) an annual report that includes: a) a vision and mission statement, b) the actual budget, including revenues and expenses, c) a list of the board of directors, d) dates and topics of training for board, volunteers and staff (including attendance record for VMS training), e) key accomplishments and achievements, and f) the current Comprehensive Main Street work plan.

Resources for New Advancing Virginia Main Street Communities

DHCD provides the most intensive services in the first three years of Advancing Virginia Main Street program designation. Special services are provided in the first year in order to help the community assess issues facing downtown, map out a strategy for revitalization, and equip the community with tools and techniques needed to succeed. The services listed below are provided to communities based on their progressive performance in reaching appropriate targets and outcomes discussed by DHCD and the community.

Resources for New Advancing Virginia Main Street Communities	
Advancing Virginia Main Street Services	New Advancing Virginia Main Street communities receive all services available to established Advancing Main Street communities
Specialist Services and Technical Assistance	
Resource Team Visit	A team composed of members from NMSC, DHCD, and specialists will spend several days with local public and private stakeholders to analyze, evaluate, and make recommendations for organizational work plan, budget, and marketplace development direction. (On-site or Virtual)
Specialist Visits	On-site visits by DHCD staff and subject matter experts to help communities address specific issues identified during resource team visits. (On-site or Virtual)
Annual Evaluations	DHCD and outside professional staff may provide on-site organizational progress assessments and recommendations.
Program Support and Professional Development	
NMSC Network Membership	Benefits include subscriptions to technical publications, newsletters, trainings and access to archived resources.
Work Planning Assistance	DHCD staff is available to facilitate local strategic and work planning. (On-site or Virtual)

Marketing	
Road Signage	Road signs to denote Main Street designation are provided.
Public Relations	Regular press coverage and exposure provided through media releases and marketing materials, consumer advertising, and other promotional opportunities.

Resources for Established Advancing Virginia Main Street Communities

Restored facades, lower vacancy rates, and new streetscapes are not signs that revitalization is finished. It means that Advancing Virginia Main Street programs are entering the management phase and must continue to meet all designation requirements. DHCD provides ongoing services to assist current communities in maintaining long-term effectiveness and progress. Using a performance-based approach, DHCD will provide the services listed below, as resources allow and as determined between the community and DHCD to set appropriate strategic outcomes.

Resources for Established Advancing Virginia Main Street Communities	
Tier Three Services	Established Advancing Virginia Main Street communities are eligible for all the services of Mobilizing Main Street communities. They are also eligible to participate in the Idea Pitch competition but not the Commercial District Affiliate grant program.
Specialist Services and Technical Assistance	
Design Assistance	Comprehensive assistance from an architect experienced with older historic commercial architecture, including façade designs, consultations, and training.
Specialist On-site Visits	DHCD staff available on request.
Remote Consultation	DHCD and NMSC staff members available by phone, video meetings, and e-mail.
Organizational Visit	DHCD and/or NMSC staff assists with organizational issues including roles and responsibilities of staff and Board. Assistance includes: annual work plan development, fund development, volunteer management plans, and non-profit organizational management. Additional topics available. (On-site or Virtual)
Annual Evaluations	An annual evaluation is conducted to determine NMSC Accreditation according to ten performance standards which provides national recognition.
Research	DHCD research assistance on topics of interest using state and national contacts.
Program Support and Professional Development	
Program Director Training	Regular training by state and national experts is provided. Local program directors must attend.
Regional Board Training	Board members are required to attend State or National Main Street Board training within one year of the beginning of their term of service.
Virginia Main Street Conferences, Webinars and Trainings	A variety of training for local program professionals, public and private partners, and local officials. Provided by DHCD and outside specialists to include virtual, classroom and field session training, as well as presentations on downtown revitalization topics.
Main Street Now Conference	Scholarships to the NMSC’s annual conference are provided as resources allow. (Only available to Accredited Main Street communities.)
Resource & Information Sharing	Frequent electronic communications from the NMSC and DHCD assist local programs with accessing programs, services, and information around the Main Street global network. On-site state and regional meetings provide networking and resourcing opportunities among local programs.

Marketing	
Public Relations	Regular press coverage and exposure provided through media releases and marketing materials, consumer advertising, and other promotional opportunities.
Use of Main Street Logo	The Main Street America logo is available for use only by nationally accredited communities.
Use of VMS Logo	The Virginia Main Street logo is available for use only by designated Advancing Main Street communities.

Consultant Services



DHCD, through the VMS program, provides consultant services that are connected to the ongoing work and plans of Advancing Virginia Main Street, Mobilizing Main Street, and Exploring Main Street communities as resources and eligibility allow. Steady progress in meeting fundamental activities must occur during the first three to five years of the organization’s Advancing Virginia Main Street designation in order for specialist services to continue. Progress on fundamental activities will be assessed during end-of-year evaluations.

Architectural Design Services



Design services are available, as program resources allow, for a variety of services. Those services, based on the scope of work identified by DHCD and the architectural design service consultant each program year, may include the following services.

Site visits - Site visits can include meetings with property owners and studying individual buildings to find feasible design solutions for historically sensitive restoration and maintenance. Design consultations will range from providing assistance with compatible signage design to storefront design and rehabilitation recommendations. The Consultant shall also provide general technical assistance on proper building rehabilitation techniques consistent with the *Secretary of the Interior’s Standards for Rehabilitation*, as well as look at non-building improvements such as streetscape or parking lot layouts.

Long Distance Façade Renderings – Long distance façade improvement renderings and recommendations that property owners can use to complete their projects in a historically sensitive manner.

Specialized Design Visits – A limited number of specialized design visits are offered to Advancing Virginia Main Street communities. The purpose of the visits may include:

- a. Wayfinding Sign Systems. Wayfinding consultation includes a preliminary inventory of existing signs, interviews with key stakeholders in the community about the need for a system, potential destinations, and current and potential graphics or system. During the visit, a presentation to the community summarizes these findings along with an overview of how wayfinding works, and recommendations for next steps. A follow-up report includes schematic designs for the community including gateway and trailblazer signage, shows examples from other communities, and provides guidance for the community to move forward with designing and implementing a system. This guidance includes cost estimates and examples, but not construction documents.

- b. Adaptive Reuse/Feasibility Study. Feasibility studies show property owners and the community how to proceed with making improvements to “white elephant” buildings or buildings “ready for demolition.” A feasibility study visit includes the evaluation of the building, which can be roughly 30 feet wide by 100 feet deep and two-stories high. The visit also includes a preliminary assessment of the building’s architectural features and historic value, documentation of the building, and an interview with the property owner to learn possible uses. The feasibility report outlines a scope of work to bring the building back into service, a building code analysis, potential uses, plans, historic tax credit potential, and a range of comparable construction cost estimates.
- c. Other Study. In the course of the year, if another type of study related to design or aesthetics is determined necessary by the DHCD, a specialized site visit can be customized to that need.

Only Advancing Virginia Main Street organizations may apply for these services. DHCD approves each service in consultation with the Consultant (architect). Service value ranges from \$1,500 - \$25,000 per project, depending on the service.

Organization Visits



Organization visits must involve the local Advancing Virginia Main Street organization board, all of the committees, staff, local government representatives and other local Main Street stakeholders. Organization services are available, as program resources allow, for a variety of services. Those services, based on the scope of work identified by DHCD and the National Main Street Center each program year, may include the services described below.

Organizational Assessment Visit - NMSC and DHCD staff conduct a one or two-day visit to evaluate an Advancing Virginia Main Street organization’s efforts, recognize the program’s accomplishments and develop strategies for future programming. This includes assessing the Advancing Virginia Main Street program’s structure, strategic plan, and committee work plans. The consulting team looks at Board health, the effectiveness of each committee to ensure that Design, Promotion, Economic Vitality, and Organization activities are included, and the perception of the Advancing Virginia Main Street organization by local government leaders and stakeholders. A final report providing recommendations for the Advancing Virginia Main Street program will be provided shortly after the visit.

Organization Consulting Visit - NMSC provides, in coordination with DHCD, one- to one-and-half day visits for communities needing additional board and committee training, strategic planning assistance, fundraising planning, and/or work plan development. The NMSC consultant customizes each organizational visit.

Fundraising Plan Development - NMSC provides, in coordination with DHCD, one-and-a-half day visits for communities needing additional fundraising development assistance. This service helps the organization plan, implement, and market a comprehensive fundraising campaign tailored to challenges and opportunities in a specific community.

Promotional Assessment Visit - NMSC provides, in coordination with DHCD, one-and-a-half

day visits for communities needing assistance evaluating their promotions events and calendars. This service helps the organization better plan, implement, and market a comprehensive promotional calendar given the distinct challenges and opportunities in a specific community.

Advancing Virginia Main Street communities are eligible for these organizational services, valued at an estimated \$7,500 each. DHCD, at its discretion and as funds are available, may offer any organizational consulting visits and services to Exploring Main Street and Mobilizing Main Street communities that are working to pursue Advancing Virginia Main Street designation.



Downtown Development Planning / Economic Vitality Visits

Economic Vitality services are available, as program resources allow. Those services, based on the scope of work identified by DHCD and the National Main Street Center each program year, may include the follow services.

Community Transformation Strategy - NMSC and DHCD staff conduct a two-day visit to assist in creating a downtown development plan, identifying and prioritize work for the Economic Vitality Committee, and developing a market position strategy. The visit usually includes a two- to three-hour work session and results in a final report providing recommendations for the Advancing Virginia Main Street organization's economic vitality strategies. The report will be provided shortly after the visit. All visits are customized based on a community's previously completed economic vitality studies and planning.

This service is only effective with the full involvement of the Advancing Virginia Main Street Board, Economic Vitality Committee, staff, local downtown development experts and local stakeholders.

Only Advancing Virginia Main Street communities are eligible for this service with priority given to Accredited Main Street America programs. The value of this service is estimated at \$7,500.



Center for Nonprofit Excellence

The Center for Nonprofit Excellence (CNE) is a 501(c)(3) that provides consulting, training, information, tools, and resources to nonprofits organizations. Advancing Virginia Main Street communities may access CNE member services such as:

- Discounted training rates for board, management, and finance,
- Leadership mentoring, coaching, and mastermind groups,
- Best practices information and research, and
- Online job board, event calendar and social media postings.

More information about CNE and their services can be found at their website, www.thecne.org. If used to its full capacity, this service value is estimated at approximately \$1,000 or more per community, annually.



Grant Funding

Each year Advancing Virginia Main Street communities are eligible for competitive grant funding, with NMSC accredited communities given first priority.

Applications must be completed through DHCD's CAMS online system. All applicants must complete an organization profile before submitting an application. Applicants are encouraged to consult with DHCD/Virginia Main Street staff throughout the grant application process to ensure compatibility with the program's desired outcomes.

Quarterly progress and final reporting through CAMS are required.



Downtown Investment Grants

Purpose: Downtown Investment Grants (DIGs) allow Main Street organizations to take on unique, one-time projects that measurably, creatively, and sustainably advance the organization's goals and strategies. DIGs involve multiple downtown partners and require active leadership and participation by the organization's board, committees and volunteers.

Communities are encouraged to utilize Consultant Services to develop design projects, as well as the planning and organizational support components for economic vitality projects. DIGs can be used to complete projects, provide seed funding for new projects, develop a website or mobile application, or close financing gaps to allow a project to become fully funded. Other categories contributing to economic vitality will be considered.

Each fiscal year, DHCD publishes a Downtown Investment Grants (DIGs) application instruction manual that outlines all program requirements, application deadlines and available grant amounts. Applicants are strongly encouraged to consult with DHCD staff throughout the grant application process to ensure compatibility with the program's desired outcomes.



Financial Feasibility Grants

Purpose: Financial Feasibility Grants allow Advancing Virginia Main Street organizations to work with owners of significant "white elephant" buildings or those with non-productive upper floor space. The purpose is to identify the highest and best use of such properties, and to develop sufficient information to allow the owner or the Advancing Virginia Main Street organization to market the rehabilitation and reuse of the property to private developers and investors. Feasibility grants can fund the development of preliminary engineering reports, environmental reports, and market demand studies for an identified highest and best use and gap-financing research for identified properties, as well as identify sources and uses for funding the rehabilitation.

Financial Feasibility grants are available on a rolling basis as funds are available. These grants target projects that hold the potential for positive impact on the Economic Vitality goals and strategies. Priority is given to projects that demonstrate the presence of: match funding, a financial feasibility team with appropriate credentials, and the organization's capacity to complete the project on time. Feasibility grants require the awarded organization to complete a full study as designed during contract negotiations.

Each fiscal year, DHCD publishes a Financial Feasibility Grant application instruction manual that outlines all program requirements, application deadlines and available grant amounts. Applicants are strongly encouraged to consult with DHCD staff throughout the grant application process to ensure compatibility with the program's desired outcomes.

DHCD, at its discretion and as funds are available, may offer Financial Feasibility Grants to Exploring Main Street and Mobilizing Main Street communities.



Performance Monitoring

DHCD maintains long-term relationships with Advancing Virginia Main Street communities. To keep their progress visible, Advancing Virginia Main Street Communities are required to submit quarterly and annual performance reports (see Appendix C).



Main Street America Standards of Performance

NMSC has ten (10) Standards of Performance that a community program must meet to be considered an Accredited Community (See Appendix D). Receiving Accredited Main Street America status is a prestigious designation. While every Advancing Virginia Main Street program can work toward accreditation, not every program receives it every year. DHCD evaluates Advancing Virginia Main Street programs every year and submits those eligible for national accreditation to NMSC for recognition.

Performance to the accreditation standards of the NMSC is required of all Advancing Virginia Main Street communities. Failure to achieve accreditation for two consecutive years may result in a program losing Advancing Virginia Main Street designation. If an Advancing Virginia Main Street program is unable to meet the accreditation standards, the organization, DHCD, and the local government will agree upon a remedial action plan.



Non-Compliance and Remediation

Occasionally, a community with an interest in maintaining Advancing Virginia Main Street designation encounters difficulty meeting the requirements in one or more areas. The organization is strongly recommended to contact DHCD as soon as possible to discuss the situation, arrange assistance, and develop a schedule to address the issues in a timely manner.

DHCD will review the reporting information that programs submit (Appendix C) and will work with localities, as needed, to strengthen areas that may impact the program's effectiveness and its ability to meet designation requirements. In such cases, DHCD will offer targeted assistance to the program, including assisting with the development of a detailed work plan to address areas of concern in a timely fashion.

Advancing Virginia Main Street communities that are unable to meet accreditation requirements for two consecutive years will be offered the choice to: 1) join the Mobilizing Main Street program and commit to a remediation plan designed by DHCD to address the organizational issues preventing the community from achieving full accreditation, or 2) be placed in the Exploring Main Street program. At DHCD's sole discretion, and based on extenuating circumstances, DHCD may allow additional options for participation.

Communities choosing option one (1) above that successfully complete their remediation plan will have their Advancing Virginia Main Street designation reinstated administratively. If the community is not able to successfully complete the remediation plan, they will relinquish their Advancing Virginia Main Street designation. Any former Advancing Virginia Main Street community may re-apply for designation through the competitive application process during a regular VMS designation round.

Dedicated and well-planned efforts by a local program to meet designation requirements are vital to continued economic health in downtown and a strong partnership with DHCD. Additional special services may be provided at DHCD discretion to help the community with designation requirements and strengthening their organization. Other staff and consultant services may be provided to assist with this organizational growth, as well as to identify areas of improvement.

DHCD will always work to assist communities in maintaining their designation.

Fine Print

Until a community achieves Advancing Virginia Main Street accreditation, they may not use the Main Street America™ logo, unless they have been accredited or are affiliated, through membership, with Main Street America™. A community may not use the Virginia Main Street logo unless it achieves Advancing Virginia Main Street designation. Former Advancing Virginia Main Street Communities, who are no longer designated, may not continue using the logo until they have been re-designated as an Advancing Virginia Main Street community.

MAIN STREET AMERICA™ word and logo marks: The Licensee's right to use, and to delegate use of the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logos are limited to use made to identify the Licensee as a member in good standing as a Coordinating Partner Member in the MAIN STREET AMERICA program, and to identify Local Programs, that are members in good standing of the MAIN STREET AMERICA program at the Affiliated and Accredited membership levels.

APPENDICES

Appendix A: Traditional Main Street® Districts

The Virginia Main Street Program is a preservation-based economic and community development program that follows the Main Street Approach created by Main Street America. The program was designed to address the need for revitalization and on-going management of smaller to mid-sized downtowns and uses the traditional assets of downtowns as a catalyst for revitalization. Nationwide and in Virginia, successful Main Street districts share certain common characteristics:

- A pedestrian scale and orientation;
- A critical mass of buildings and businesses which form the foundation for revitalization efforts;
- A critical mass of structures that would be eligible for frequently used rehabilitation incentives (for example, state and federal tax credits and local tax abatement).

In order to assure a physical setting conducive to applying the Main Street Approach to commercial revitalization, Mobilizing Main Street and Advancing Main Street districts must have:

- At least **50 commercial enterprises** and **70 commercial structures**;
- At least **2/3rds of the structures are commercial** (or commercially zoned) buildings and have a pedestrian scale and orientation including such elements as ground floor storefronts;
- At least **25 percent** of the linear street frontage has a **setback of 15' or less** from the sidewalk;
- A **compact size** and regular pattern of sidewalks so that it can be comfortably walked by pedestrians.

Communities interested in Mobilizing Main Street or Advancing Virginia Main Street designation may request that DHCD review a potential district for its appropriateness. Advancing Main Street programs seeking to enlarge the boundaries of their current districts must also meet these guidelines for the expanded district. Exploring Main Street communities are not required to have a traditional district, but should have a pedestrian-oriented commercial district and submit the appropriate maps along with their application. For Exploring Main Street and Mobilizing Main Street communities that plan to pursue Advancing Virginia Main Street designation in the future, it is suggested that the traditional district criteria be used in order to prevent the need for a change to the boundaries when application for designation is made.

The community must propose specific boundaries for the commercial district revitalization effort and provide evidence that the district meets these criteria. DHCD can provide assistance with methods for compiling this information including building and business inventories, as well as guidance on how to measure setbacks.

DHCD will review the district criteria and make an on-site visual assessment of the commercial district at the request of the community to determine the appropriateness of the proposed new or expanded district. A written summary of the assessment can also be provided.

Appendix B: Main Street Fundamental Activities

While individual projects and activities are unique to the community, there are some general tasks and types of projects found to be vital to the progressive growth of a Main Street program. These competencies are meant to be a base level of activity, and communities should strive to undertake more challenging projects as they build capacity.

In order to build a strong foundation for the program, a very active Board of Directors should work on many of the projects listed under this category. Although there are many important organizational tasks, it is necessary to remember that the Main Street Approach is comprehensive. Activities in the areas of Economic Vitality, Design, Promotion, as well as Organization, are also essential for an action-oriented program that achieves successful, on-going revitalization of the historic central business district.

Broad community engagement supports the implementation of a successful Main Street program. A collaborative Main Street vision with wide support drives quantifiable outcomes that demonstrate economic impact to funders and key stakeholders. The Main Street Approach consists of three tightly-integrated components:

1. Identifying local and regional assets, community vision, and understanding the local market (Inputs)
2. Implementing transformation strategies through the Main Street Approach framework
3. Impact and measurement, monitoring quantitative, and qualitative outcomes (Outputs)

Fundamental Activities often build upon each other and are interrelated. While each community will complete the fundamental activities in their own time frame, it is recommended that they be completed in the general sequence in which they are listed. The activities listed are for guidance and should not be considered all-inclusive or exhaustive.

ECONOMIC VITALITY

This element of the Main Street Approach concentrates on strengthening the district's existing economic base while finding ways to expand its economy and introduce compatible new uses. This work is rooted in a commitment to making the most of a community's unique sense of place and existing historic assets, harnessing local economic opportunity and creating a supportive business environment for small businesses and entrepreneurs.

The Economic Vitality Committee and/or project teams have the job of identifying new market opportunities for the traditional commercial district, finding new uses for historic commercial buildings, and stimulating investment in real property. To succeed, this committee must develop a thorough understanding of the community's economic condition and opportunities for incremental market growth. Specifically:

- ⇒ Build entrepreneurial economies;
- ⇒ Strengthen and grow existing businesses and recruiting new ones;
- ⇒ Find new economic uses for traditional Main Street buildings;
- ⇒ Develop financial incentives and capital for business development and retail operations layout;
- ⇒ Monitor the economic performance of the district.

Basic

- Complete and maintain building inventory for the downtown including:
 - Rental rates
 - Square footage
 - Age of building
 - Unique features
 - Condition
 - Ownership
 - Vacancy
 - Taxes
 - Current photograph
- Complete and maintain a business inventory for the downtown including:
 - Cumulative number of businesses
 - Ownership
 - Product / Service
 - Customers
 - Amount of sales
 - Sales patterns
 - Lease conditions
 - Availability (date / price)
- Track program impact, including:
 - Changes in sales tax revenue
 - Changes in property tax revenue
 - Net new jobs
 - Net new businesses
 - Amount of private investment
 - Number of volunteer hours
- Create a new business owners' orientation kit. Develop a network of entrepreneur development partners to assist new entrepreneurs and existing businesses (micro-enterprise development organizations, SBDC, SCORE, EDA, Chamber of Commerce, etc.)

Intermediate

- Complete market analysis including:
 - Surveys
 - Sales leakage assessment
 - Business recruitment plan
 - Business retention plan
 - Summary report
- Develop a downtown development vision and strategy
 - Identify target niche markets
 - Develop a downtown clustering/leasing plan/strategy
- Develop and market economic development incentives, including
 - Business seminars
 - Loan pool programs
 - Grant programs
- Develop a small, local business recruitment packet and procedures
- Develop business retention programs

Advanced

- Expand organization's role to develop or be a partner in the development of property in downtown
- Expand organization's role to provide micro-business development services, including micro-financing, credit building, etc.
- Tap the power of local banks for local investment and work with financial institutions to create additional lending platforms (e.g. linking local deposits with local loans)
- Develop community owned and supported businesses
- Start a Local Investment Opportunity Network (LION) or other local angel investor "club"
- Find ways to incorporate crowdfunding (e.g., Kickstarter.com, Indiegogo.com, Fundrise.com) into new business development

DESIGN

This element of the Main Street Approach focuses on improving the physical environment by renovating buildings, constructing compatible new buildings, improving signs and merchandise displays, creating attractive and usable public spaces and ensuring that planning and zoning regulations support Main Street revitalization.

The Design Committee and/or its project teams play a key role in shaping the physical image of Main Street as a place attractive to shoppers, investors, business owners, and visitors. To succeed this committee must persuade business owners, building owners, and civic leaders to adopt a specific approach for physical improvements to buildings, businesses, and public improvements. Specifically:

- ⇒ Educate others about good design by enhancing the image of each business as well as that of the district;
- ⇒ Provide good design advice by encouraging quality improvements to private properties and public spaces;
- ⇒ Plan Main Street's development by guiding future growth and shaping regulations;
- ⇒ Motivate others to make changes by creating incentives and targeting key projects.

Basic

- Develop and market improvement incentives and assistance including:
 - Working with the Virginia Department of Historic Resources to list the downtown district on the National Register of Historic Places and/or the Virginia Landmarks Register
 - Design assistance through VMS consultant
- Evaluate existing physical assets – buildings, streets, public signs, parking lots and open spaces
- Inventory conditions of physical environment
- Façade improvements

Intermediate

- Develop and market improvement incentives and assistance including:
 - Loan programs
 - Grant programs
 - Design Assistance through VMS services
- Explore a formalized design review process with custom design guidelines
- Develop district identification signs
- Create a detailed and visually appealing map of downtown
- Photograph downtown extensively; including before, during and after photos of rehabilitation work and promotional events; Streetscape improvements
- Mid-size rehabilitation projects

Advanced

- Conduct a traffic study
- Conduct a parking study (if appropriate)
- Continue façade improvements
- Large rehabilitation projects
- New development
- Infill development

PROMOTION

This element of the Main Street Four Points deals with marketing the district's assets to residents, visitors, investors, and others through special events, retail promotion, and activities that improve the way the district is perceived.

Promoting Main Street takes many forms, but the ultimate goal is to position the downtown or commercial district as the center of the community and the hub of economic activity, while creating a positive image that showcases a community's unique characteristics. To be effective this committee and/or project teams must move beyond cookie-cutter downtown promotion ideas. Specifically:

- ⇒ Understand the changing market - identifying both potential shoppers and the competition;
 - ⇒ Identify downtown assets - including people, buildings, heritage and institutions;
 - ⇒ Define Main Street's market niche - its unique position in the marketplace;
 - ⇒ Create new image campaigns, retail promotions and special events - to bring people back to downtown.
-
- Create coordinated website, social media, and direct e-mail platforms
 - Develop, approve and publish a balanced annual calendar of promotional events that includes a mix of special events, retail and image events.
 - Evaluate promotional events - including information on number of attendees and impact in reaching program goals
 - Develop a media resource list
 - Conduct outreach / media relations activities including:
 - Press releases
 - Print media columns
 - Press liaison
 - Feature articles
 - Radio/TV talk shows
 - Create a downtown business directory
 - Initiate and complete at least one special event
 - Initiate and complete at least one retail event
 - Conduct downtown image development activities including:
 - Identify downtown's assets
 - Compile information about the marketplace
 - Analyze data
 - Match assets with market niches
 - Write a positioning statement
 - Conduct Image advertising (Examples: social media, newspaper, radio, TV, direct email, etc.)
 - Develop collateral materials (Examples: entrance signs, banner, shopping bags, buttons, Tee-shirts w/ logo)
 - Develop media relations (Examples: media kits, press releases, press receptions for major projects, TV, radio and newspaper interviews)
 - Develop image-building events (Examples: downtown progress awards ceremonies, ribbon-cutting for new projects, "before and after" renovation displays)

ORGANIZATION

A strong organizational foundation is crucial for a sustainable Main Street revitalization effort. This element of the Main Street Four Points focuses on building collaboration among a broad range of public and private sector groups, organizations and constituencies.

The Organization Committee and/or its project teams play a key role in keeping the board, committees and staff functioning by attracting people and money to the Main Street Program. To succeed, this committee must take responsibility for managing these financial and logistical aspects of the non-profit organization:

- ⇒ Raise money - for projects and administration, from donations and sponsorships;
- ⇒ Oversee volunteer activities- recruit and supervise people, and reward good work;
- ⇒ Promote the program - to downtown interests and the public;
- ⇒ Manage finances - develop good accounting procedures.

In general, projects grouped in the basic category should be completed before the organization moves onto intermediate activities. Intermediate activities should be completed before tackling advanced projects. This progression will serve to build a strong foundation upon which the organization can build a long-term, successful program.

Basic

- Develop an organizational structure, Articles of Incorporation and by-laws
- Formulate accounting systems (It is suggested that all programs have an annual audit by a CPA.)
- Bookkeeping system
- Payroll/employee number
- Bank/charge accounts
- Hire a Program Director
- Set up Main Street office including:
 - Permanent Location
 - Equipment
 - Furnishings
- Registrations: state, county, city
- Develop a clear, shared mission and write it as a mission statement
- Hold annual work planning sessions
- Develop a written work plan
 - Achieve Board approval
 - Send to VMS
- Form committees and hold regular meetings

Intermediate

- Develop an organization logo (letterhead, etc.)
- Develop 501(c)(3) non-profit application to Internal Revenue Service (IRS)
- Develop an annual Board approved budget
- Initiate an annual, signed agreement with local government
- Create and regularly update job descriptions for both staff and volunteers
- Compile and send Board of Directors list, including contact information and mini-resume for each Officer and Director

Advanced

- Develop a five-year fundraising plan including:
 - Sustainable and diverse income base
 - List of private contributors
 - At least one fundraising event
 - Produce an informational brochure about the organization
 - Develop various methods for communicating with donors throughout the year
- Create email and snail mailing lists for the organization including:
 - Downtown business owners
 - Downtown property owners
 - Local interest groups
 - Officials
 - Supporters
- Develop a communications strategy
 - Website
 - Social media
 - Downtown map with business and attractions directory
 - Print and broadcast media resources
 - Downtown brochure
- Build a volunteer database
 - Develop and maintain a method for documenting volunteer hours and skill sets
 - Develop and maintain a Volunteer Participation waiver

Appendix C: Reporting Information Required for Advancing Virginia Main Street Communities

Main Street program performance information must be submitted to DHCD each year. This serves the dual purpose of determining eligibility for recognition as an Accredited Main Street America™ Community and providing an opportunity for targeted assistance from VMS as needed. Communities must submit:

- Monthly business creation, job creation and investment reports, which are submitted quarterly to DHCD
- An annual report that includes:
 - ♦ Vision and mission statement,
 - ♦ The actual budget, including revenues and expenses,
 - ♦ List of board of directors,
 - ♦ Dates and topics of training for board, volunteers and staff (including attendance record for VMS training),
 - ♦ Key accomplishments and achievements,
 - ♦ Policies and procedures,
 - ♦ The current Comprehensive Main Street work plan,
 - ♦ Salary and benefits survey, and
 - ♦ Program evaluation survey.

If these items are not submitted, or indicate that the organization may not be meeting accreditation requirements, DHCD will immediately begin working with the community on a plan to maintain designation.

Appendix D: Main Street America Accreditation



Main Street America™

Nationally Recognized. Locally Powered.

The Main Street America network consists of well over 1,000 community based organizations and 45 city, state, and regional Coordinating Programs working together to create vibrant, people-centered places to live, work, and play. United by a commitment to revitalizing historic downtowns and commercial districts, Main Street America communities represent the great diversity this country has to offer, from small rural towns to busy urban corridors, and everything in between.

Being a recognized community or program of Main Street America is a mark of distinction, and represents a commitment to continual improvement, community engagement, and rigorous outcome measurement. The status that comes with being a part of this network also sends a strong message to local stakeholders, as well as city, state, and national funders. It signifies that you are part of a greater movement that has a proven track record for generating impressive economic returns for the economy, preserving community character, and celebrating local history.

Each year, Coordinating Programs may designate their Main Street America communities as either Accredited or Affiliate programs. The guidelines for each category are below.

Accredited

Being a Main Street America Accredited community is a mark of distinction that signifies commitment to comprehensive revitalization, community engagement, and rigorous outcome measurement. These are programs or organizations that have a proven track record of success in planning, implementing, and measuring results that align with the Main Street Approach and have met a series of rigorous accreditation standards.

Main Street America Accreditation Criteria

- Has developed vision and mission statements relevant to community conditions and to the program's organizational stage.
- Has a current work plan which ties directly to the community's vision and mission statement and prioritizes activities based on established community transformation strategies
- Actively demonstrates a commitment to reusing older and historic buildings within the district.
- Demonstrates active engagement with key community stakeholders, including local government. Has active Board of Directors which meets regularly and conducts annual review of Director.
- Has an adequate operating budget.
- Has paid professional staff.
- Staff/board/volunteers attends ongoing training as required by Coordinating Program.
- Tracks and Reports key statistics in accordance with NMSC guidelines.

Terms and Conditions of Receiving Designation

- Makes use of “Main Street America” Logo as required by terms of NMSC branding licensing agreement.
- Is a member in good standing with the National Main Street Center.

In exceptional circumstances, Coordinating programs or NMSC may designate programs that do not meet certain governance or programmatic requirements.

Affiliate

Main Street America Affiliates are programs or organizations that have demonstrated a commitment to the comprehensive community revitalization and are on the pathway to achieving meaningful economic, social, physical and organizational improvements in their downtown or commercial districts.

Affiliate communities are selected by their Coordinating Program according to local criteria, or by NMSC in consultation with existing Coordinating Program. NMSC may also designate Affiliates in areas where there is no Coordinating Program.

AT-A-GLANCE

VIRGINIA MAIN STREET PROGRAM

How to Apply for Designation

Any Virginia community may participate under Introducing Main Street. Applications for Exploring Main Street and Mobilizing Main Street are accepted on a rolling basis. Application rounds for Advancing Virginia Main Street designation are competitive and held every few years as state resources allow. Communities with an interest in Advancing Virginia Main Street designation are encouraged to start with Exploring Main Street or Mobilizing Main Street and work toward competence in the Main Street Approach until the next designation cycle.

How to Apply for Grants

Application rounds are typically held each spring for funding projects beginning on or around July 1, as state resources permit. Matching requirements vary depending on the nature of the program.

	Introducing Main Street	Exploring Main Street	Mobilizing Main Street	Advancing VA Main Street
REQUIREMENTS				
Employ the Main Street Approach	Encouraged, not required	•	•	•
Attend Trainings	Encouraged, not required	At least 1 per year	•	•
Member of the National Main Street Center Network	Encouraged, not required	Goal	•	•
Reporting Requirements		Minimal	Annual	Quarterly and Annual
Traditional Main Street District			•	•
Public/Private Letter of Agreement			Encouraged, not required	•
DHCD Contract			Encouraged, not required	•
Independent Downtown Organization			Goal	•
Diversified & Sustainable Funding			Goal	•
Employ an Executive Director			Goal	•
Organizational Systems & Structures: Vision, Mission, and Work Plan			Goal	•
Competitive Application and maintain NMSC Accreditation				•

Introducing
Main Street

Exploring
Main Street

Mobilizing
Main Street

Advancing VA
Main Street

SERVICES THROUGH VIRGINIA MAIN STREET PROGRAM				
Virginia Main Street Trainings/Workshops	•	•	•	•
Telephone Consultation	•	•	•	•
Main Street Information Resources and Sessions	•	•	•	•
Organizational Assistance		•	•	•
Community Milestone Awards		•	•	•
Award Program Eligibility		•	•	•
Designated Staff Contact at DHCD			•	•
Director Training/Professional Development			•	•
New Director Orientation			•	•
Media Releases About Your Community			•	•
Work Plan Retreat for Board			•	•
Economic Vitality Assistance				•
Promotion Development Assistance				•
Design Services and Assistance				•
Training and Event Scholarships			As resources allow	As resources allow
Main Street America™ Accreditation Review				•
May use the Main Street Trademark				•
Center for Nonprofit Excellence Membership				•
SERVICES FROM MAIN STREET AMERICA™				
Organization Consultant Visits			As resources allow	•
Fundraising Plan Development			As resources allow	•
Downtown Marketplace Assessment & Plan Development			As resources allow	•
“Tune Up” Consultant Visits				•
Promotion Assessment Visit				•
COMPETITIVE GRANTS				
Eligible for other DHCD Grants	•	•	•	•
Main Street Idea Pitch		•	•	•
DHCD Affiliate Grants		•	•	
VMS Downtown Investment Grant				•
VMS Financial Feasibility Grant				•



Department of Housing and Community Development

600 East Main Street

Richmond, Virginia 23219

804-371-7171

mainstreet@dhcd.virginia.gov

www.dhcd.virginia.gov/mainstreet



City of Manassas
Committee of the Whole
9027 Center Street
Manassas, VA 20110

Meeting Date: April 18, 2022

Time Estimate: 10 Minutes

Agenda Title: Resolution supporting the FY22 Compensation Study recommendations to provide a 5% increase to General and Public Safety Employees as of May 9, 2022 and adjust the pay scales

Recommendation: Approve resolution supporting the FY22 Compensation Study recommendations to be placed on an upcoming Council agenda.

Motion: I move that the Resolution to support the increase of General and Public Safety employees and adjustment of the pay scales be approved and placed on the next Council Agenda for approval.

Date Last Considered by City Council: March 23, 2022 Council Budget Work Session

Summary and/or Comments: The attached resolution is proposed to support the increase of General and Public Safety Employee pay scales to assist with recruitment and retention in the competitive Northern Virginia marketplace.

Board – Committee – or Commission Reviewed: Council Budget Work Session March 23, 2022

Fiscal Impact: Unknown

Staff Contact: Darla J. Hicks
dhicks@manassasva.gov
703-257-8248

Pat Pate
ppate@manassasva.gov
703-257-8212

MOTION:

April 25, 2022
Regular Meeting
Res. No. R-2022-48

SECOND:

RE: RESOLUTION SUPPORTING THE PAY AND CLASSIFICATION STUDY TO ADJUST PAY SCALES AND PROVIDE AN INCREASE TO GENERAL AND PUBLIC SAFETY EMPLOYEES MAY 9, 2022

WHEREAS, City Council strives to provide competitive salaries in the Northern Virginia market for all City employees; and

WHEREAS, City services have continued to be provided throughout the pandemic and the 2020 community survey showed significantly higher satisfaction ratings with City services than the national and regional norms; and

WHEREAS, City Council recognizes the outstanding work being done by City employees to provide City services; and

WHEREAS, City Council has received findings from the FY22 Compensation Study that shows the City's pay ranges lag the market; and

WHEREAS, the Human Resource Director has recommended that salary scales for General and Public Safety employees be adjusted to the study recommendations; and

WHEREAS, the Finance Director has determined that the Pay Scale Adjustment can be accommodated within the existing FY2022 Budget Appropriations and the Proposed FY23 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Manassas, Virginia, that the Council supports an adjustment in the pay scales for General and Public Safety employees effective May 9, 2022 as proposed in the Pay and Classification Study and supported by the City Manager.

Michelle Davis-Younger Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Lee Ann Henderson

City Clerk

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

DRAFT

CITY OF MANASSAS BENEFITS ENROLLMENT GUIDE

FY22: July 1, 2021 – June 30, 2022



**City of Manassas Human Resources Division
8500 Public Works Drive
Manassas, Virginia 20110
Main Number: (703) 257-8268
Fax Number: (703) 257-5827**

PICK THE BEST BENEFITS FOR YOU AND YOUR FAMILY.

The City of Manassas strives to provide you and your family with a comprehensive and valuable benefits package. We want to make sure you’re getting the most out of our benefits—that’s why we’ve put together this Benefits Enrollment Guide.

Open enrollment is a short period each year when you can make changes to your benefits. This guide will outline all of the different benefits, so you can identify which offerings are best for you and your family.

If you have questions about any of the benefits mentioned in this guide, please don’t hesitate to reach out to Human Resources. You may also access detailed benefit information at ManassasWorks.com.

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Did you know?

Open Enrollment is the only chance to make changes, unless you experience a “change in status.”

The information in this Enrollment Guide is presented for illustrative purposes. The text contained in this guide was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately report your benefits, discrepancies or errors are always possible. In case of discrepancy between the guide and actual plan documents, the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about this guide, please contact HR.

YOUR HR TEAM

The Human Resources team is available to answer any questions you may have about your benefits or any other aspect of your employment.

Darla J. Hicks	Human Resources Director	(703) 257-8248
Michelle Austin	Human Resources Coordinator	(703) 257-8268
Jim Hanley	Senior Risk & Safety Analyst	(703) 257-8236
Jeff Stephens	Risk & Safety Analyst / Safety Officer	(703) 257-8282
Mollie Blanchard	HR Business Partner - Talent	(703) 257-8420
Terri Jackson	HR Analyst	(703) 257-8262
Melissa Davis	HR Business Partner - Benefits	(703) 257-8207



CARRIER AND VENDOR CONTACTS

Medical	Anthem	(800) 552-2682 Member Services (866) 587-6713 ID Card Ordering Line (800) 810-2583 24/7 NurseLine https://livehealthonline.com/ Virtual Visits https://www.anthem.com/tlc/
	Kaiser Permanente	(800) 777-7904 https://my.kp.org/commonwealthofvirginia/
Dental	Delta Dental (Anthem PPO Members)	(888) 335-8296 www.deltadentalva.com
	Dominion Dental (Kaiser Permanente Members)	(855) 733-7524 https://www.dominionnational.com/
Supplemental Vision	VSP	(800) 877-7195 https://www.vsp.com/
Flexible Spending Account	P&A Group, Inc.	(800) 688-2611 https://www.padmin.com/
Employee Assistance Program (EAP)	Anthem	(855) 223-9277 www.anthem.com/employer/eap/employee/
	Kaiser Permanente	(866) 517-7042 www.achievesolutions.net/kaiser
	Not covered by city insurance	(800) 346-5484 www.anthem.com/eap
Retirement	Virginia Retirement System (VRS)	(888) VARETIR (827-3847) www.varetire.org
City of Manassas 457 Deferred Compensation Plan and Roth IRA	ICMA-RC	Antoinette Guy-Wharton Toll Free: 800-283-1762 Email: AGuy-Wharton@icmarc.org
Group Life Insurance	Minnesota Life (Securian Financial)	(833) 810-8260 https://www.securian.com/contact-us.html
Legal Plan	Legal Resources	(800) 728-5768 https://www.legalresources.com/members/videos
Voluntary Benefits	Employee Family Protection (EFP)	(877) 881-6132
	Unum	(866) 679-3054 https://www.unum.com/employees

WHO IS ELIGIBLE?

If you're a full-time employee at the City of Manassas, you're eligible to enroll in the benefits outlined in this guide. Part-time regular appointment employees scheduled for 20 hours or more per week are eligible for limited benefits. In addition, the following family members are eligible for medical, dental and vision coverage:

- Legal Spouse – the marriage must be recognized as legal in the Commonwealth of Virginia
- Natural or adopted children up to age 26, regardless of student and marital status
- Children under your legal guardianship, under a qualified medical child support order, or placed in your physical custody for adoption
- Incapacitated dependents – adult children who are incapacitated due to a physical or mental disability

WHEN WILL BENEFITS BECOME EFFECTIVE?

Benefits are effective the first of the month following your first day of employment. Your request to enroll must be received within 30 days of hire or eligibility.

Example:	Hire Date	Benefits Begin
	October 23 rd	November 1 st

If you miss the enrollment deadline, you must wait for Open Enrollment or a qualifying mid-year event, whichever comes first.

ANNUAL OPEN ENROLLMENT

Open enrollment for FY22 will run from April 13, 2021 through May 11, 2021. This is your opportunity to switch plans, enroll in additional plans you previously waived, and enroll or drop eligible dependents. All changes are due to Human Resources by **May 11, 2021**, and will become effective on **July 1, 2021**.

QUALIFYING MID-YEAR EVENT

With supporting documentation, certain events during the plan year permit enrollment or election changes. The City's health insurance provider (The Local Choice) requires that your request be received within 60 days of the event. Your request must be consistent with the event. For example, divorce is consistent with removing a spouse; marriage is consistent with adding a spouse; birth is consistent with adding a child.

Coverage begins on the first day of the month after your request is received except in the case of birth or adoption, in which coverage takes effect on the first day that the child is born, adopted or placed for adoption. If you miss the 60-day deadline, you must wait for Open Enrollment or another mid-year qualifying event.

WHEN WILL BENEFITS END IF I LEAVE EMPLOYMENT?

Benefits coverage will end on the last day of the month in which you separate employment. Health premiums paid in advance will be refunded to you on final paycheck. You will have the opportunity to enroll in Extended Coverage/COBRA upon separation. Your COBRA election form must be received within 60 days of separation.

UNDERSTANDING YOUR HEALTHCARE COSTS

The City of Manassas offers health insurance under the Commonwealth of Virginia's "The Local Choice" (TLC) plan. We offer three PPO options and an HMO option, with prescription coverage, dental and vision.



PPO Options – Anthem Blue Cross Blue Shield

As a Preferred Provider Organization (PPO) member:

- You *do not* need to select a primary care physician, or need a referral to see a specialist.
- You may choose an in-network or out-of-network provider. You will receive the most cost-effective benefits when you see a provider in the network.
- Whether you choose an in- or out-of-network provider, certain services require that you satisfy a co-pay, deductible and/or coinsurance.
- If you receive care from an out-of-network provider, your coverage will result in a lower benefit level and you will have to pay a higher deductible and coinsurance.

HMO Options – Kaiser Permanente

As a Health Maintenance Organization (HMO) member:

- You will have a designated *Primary Care Physician* and must obtain referrals in order to receive care/treatment from a specialist.
- Your Primary Care Physician (PCP) will coordinate care and services with other health care providers within the plan's network.

All of our health insurance options cover a broad range of healthcare services and supplies, including prescriptions, office visits and hospitalizations. Depending upon the plan you choose, the type of service, whether it be a routine office visit, a trip to the emergency room, or any other covered service under the plan, your health insurance plan will share the cost with you in different ways.

Preventive vs Diagnostic: What's the Difference?



Preventive

Helps you stay healthy – before you have symptoms. Routine checkups and screenings are just two examples. Most health plans pay for preventive care without passing on the costs to you when you see a network doctor.



Diagnostic

When you have symptoms, you need diagnostic care to help find out what's wrong. They may be new symptoms or changes to an ongoing health condition. With diagnostic care, you may need to share some of the costs, such as through a copayment, co-insurance or deductible.

UNDERSTANDING YOUR HEALTHCARE COSTS

Deductible

The amount you must pay for care before insurance starts contributing. Some services may or may not count towards the deductible, which will be identified in the benefit summaries.

Copayment

A copay (or copayment) is a flat fee that you pay on the spot each time you go to your doctor or fill a prescription. Let's say you hurt your back and go see your doctor. Or you need a refill of your child's asthma medicine. The amount you pay for that visit or medicine is your copay. Your copay amount is printed right on your insurance card. Copays cover your portion of the cost of a doctor's visit or medicine.

Coinsurance

Coinsurance is a portion of the medical cost you pay after your deductible has been met, and your health plan kicks in. Coinsurance is a way of saying that you and your insurance carrier each pay a share of eligible costs to add up to 100%.

Out-of-Pocket Limit

For any covered medical expenses obtained in network, you'll never pay more than your maximum out-of-pocket limit during the calendar year. The out-of-pocket limit includes all of your copayments, deductibles and coinsurance payments. This does not include your premium contribution.



HIGH LEVEL HEALTH PLAN COMPARISON

The Local Choice Key Advantage Expanded Plan – PPO
The Local Choice Key Advantage 500 Plan – PPO
The Local Choice Key Advantage High Deductible Plan - PPO
The Local Choice Kaiser Permanente - HMO

Plan Name	TLC Expanded	TLC 500	TLC HDHP	Kaiser Permanente
Insurance Type	PPO	PPO	PPO	HMO
Plan Year Deductible (In-Network)	\$100 (Per Person) \$200 (Family)	\$500 (Per Person) \$1,000 (Family)	\$2,800 (Single) \$5,600 (Family)	No Deductible
Out of Pocket Max (In-Network)	\$2,000 (Per Person) \$4,000 (Family)	\$4,000 (Per Person) \$8,000 (Family)	\$5,000 (Single) \$10,000 (Family)	\$1,500 (Single) \$3,000 (Family)
Office Visit (PCP)	\$15 Copay	\$25 Copay	Deductible, then 20% Coinsurance	\$25 Copay
Specialist Referral Required	No	No	No	Yes
Office Visit (Specialist)	\$25 Copay	\$40 Copay	Deductible, then 20% Coinsurance	\$40 Copay
Virtual Visit	No Cost	No Cost	Deductible, then 20% Coinsurance	No Cost
Labs/X-Rays	20% Coinsurance, Deductible Waived	Deductible, then 20% Coinsurance	Deductible, then 20% Coinsurance	\$0 Copay - Labs \$75 Copay - Imaging
Urgent Care	\$15 – PCP \$25 – Specialist	\$25 – PCP \$40 – Specialist	Deductible, then 20% Coinsurance	\$40 Copay
Emergency Room	\$250 Copay, Waived If Admitted	Deductible, then 20% Coinsurance	Deductible, then 20% Coinsurance	\$75 Copay, Waived If Admitted
Hospitalization	\$300 Copay Per Admission	Deductible, then 20% Coinsurance	Deductible, then 20% Coinsurance	\$300 Copay Per Admission
Pharmacy (In-Network / Retail – 30 Day Supply)	Tier 1 - \$10 Copay Tier 2 - \$30 Copay Tier 3 - \$45 Copay Tier 4 - \$55 Copay	Tier 1 - \$10 Copay Tier 2 - \$30 Copay Tier 3 - \$45 Copay Tier 4 - \$55 Copay	Deductible, then 20% Coinsurance	At Kaiser Pharmacy: Tier 1 - \$15 Copay Tier 2 - \$25 Copay Tier 3 - \$40 Copay
Pharmacy (In-Network / Mail – 90 Day Supply)	2x Copay	2x Copay	Deductible, then 20% Coinsurance	2x Copay
Diabetic Supplies	20% Coinsurance, Deductible Waived	20% Coinsurance, Deductible Waived	Deductible, then 20% Coinsurance	20% of allowable charges
Dental & Vision Included	Yes	Yes	Yes	Yes
Dental Provider	Delta Dental	Delta Dental	Delta Dental	Dominion Dental

DENTAL PLAN HIGHLIGHTS

In addition to protecting your smile, dental insurance helps pay for dental care and usually includes regular checkups, cleanings and X-rays. Several studies suggest that oral diseases, such as periodontitis (gum disease), can affect other areas of your body—including your heart. Receiving regular dental care can protect you and your family from the high cost of dental disease and surgery.

NOTE: Employees enrolled under Anthem plans have two choices for dental benefits. The **Comprehensive** dental option includes Preventive, Primary, Major and Orthodontic dental services. The **Preventive** option is available for a lower premium but only includes the twice per plan year routine oral exam, cleaning, x-rays, sealants, and fluoride for children. You indicate which dental option you want using a TLC enrollment form.

Dental Carrier	Delta Dental		Dominion Dental
	Options for Anthem Plans		Included with Kaiser
In-Network Benefits	Preventive	Comprehensive	
Annual Deductible (Individual / Family)	Not Applicable	\$25 / \$75	\$25 / \$75
Diagnostic and Preventive Services Oral exams and cleanings Fluoride treatment Bitewing and full mouth x-rays	0%	0%	0%
Primary/Basic Services Restorative treatment Oral surgery Endodontics and periodontics Denture repair	Not Covered	20%	20%
Major Services Crowns Dentures, Fixed Bridges Dental implants	Not Covered	50%	50%
Additional Plan Information			
Annual Maximum Benefit (Per Member)	Not Applicable	\$1,500 / in-network	\$1,000 / in-network \$500 / out-of-network
Child and Adult Orthodontia Coverage	Not Covered	50% - No deductible	50% - No deductible
Orthodontia Lifetime Maximum	Not Applicable	\$1,500 / member	\$1,000 / member



Did you know?

8.52% of adults age 20 to 64 have periodontal disease.*

* Source: The National Institute of Dental and Craniofacial Research <https://www.nidcr.nih.gov/research/data-statistics/periodontal-disease/adults>

PLAN RATES

FY 2022 Benefits Rates – Full Time Employees Effective July 1, 2021 – June 30, 2022

*** The City pays insurance premiums one month in advance. Premiums will be deducted from the first two paychecks of each month. Where there is a month with three paychecks, no deductions will be taken from the third check in that month.

TLC KEY ADVANTAGE EXPANDED & DELTA DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
COMPREHENSIVE PLAN					
Employee	\$822.00	\$657.60	\$164.40	\$82.20	20.0%
Employee + One (Dual)	\$1,521.00	\$1,140.76	\$380.24	\$190.12	25.0%
Employee + Two+ (Family)	\$2,219.00	\$1,664.26	\$554.74	\$277.37	25.0%
PREVENTIVE PLAN					
Employee	\$805.00	\$644.00	\$161.00	\$80.50	20.0%
Employee + One (Dual)	\$1,489.00	\$1,116.76	\$372.24	\$186.12	25.0%
Employee + Two+ (Family)	\$2,174.00	\$1,630.50	\$543.50	\$271.75	25.0%

TLC KEY ADVANTAGE 500 & DELTA DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
COMPREHENSIVE PLAN					
Employee	\$674.00	\$635.74	\$38.26	\$19.13	5.7%
Employee + One (Dual)	\$1,247.00	\$1,097.06	\$149.94	\$74.97	12.0%
Employee + Two+ (Family)	\$1,820.00	\$1,601.24	\$218.76	\$109.38	12.0%
PREVENTIVE PLAN					
Employee	\$657.00	\$619.50	\$37.50	\$18.75	5.7%
Employee + One (Dual)	\$1,215.00	\$1,069.00	\$146.00	\$73.00	12.0%
Employee + Two+ (Family)	\$1,774.00	\$1,558.00	\$216.00	\$108.00	12.2%

TLC HIGH DEDUCTIBLE HEALTH PLAN & DELTA DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
COMPREHENSIVE PLAN					
Employee	\$550.00	\$533.40	\$16.60	\$8.30	3.0%
Employee + One (Dual)	\$1,018.00	\$1,001.40	\$16.60	\$8.30	1.6%
Employee + Two+ (Family)	\$1,485.00	\$1,468.40	\$16.60	\$8.30	1.1%
PREVENTIVE PLAN					
Employee	\$533.00	\$516.40	\$16.60	\$8.30	3.1%
Employee + One (Dual)	\$986.00	\$969.40	\$16.60	\$8.30	1.7%
Employee + Two+ (Family)	\$1,439.00	\$1,422.40	\$16.60	\$8.30	1.2%

KAISER PERMANENTE & DOMINION DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
Employee	\$773.00	\$730.90	\$42.10	\$21.05	5.4%
Employee + One (Dual)	\$1,422.00	\$1,267.66	\$154.34	\$77.17	1.6%
Employee + Two+ (Family)	\$2,073.00	\$1,849.78	\$223.22	\$111.61	10.8%

PLAN RATES

*** The City pays insurance premiums one month in advance. Premiums will be deducted from the first two paychecks of each month. Where there is a month with three paychecks, no deductions will be taken from the third check in that month.

FY 2022 Benefits Rates – Part Time Employees Effective July 1, 2021 – June 30, 2022

TLC KEY ADVANTAGE EXPANDED & DELTA DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
COMPREHENSIVE PLAN					
Employee	\$822.00	\$328.80	\$493.20	\$246.60	60.0%
Employee + One (Dual)	\$1,521.00	\$570.38	\$950.62	\$475.31	62.5%
Employee + Two+ (Family)	\$2,219.00	\$832.14	\$1,386.86	\$693.43	62.5%
PREVENTIVE PLAN					
Employee	\$805.00	\$322.00	\$483.00	\$238.10	59.2%
Employee + One (Dual)	\$1,489.00	\$558.38	\$930.62	\$465.31	62.5%
Employee + Two+ (Family)	\$2,174.00	\$815.25	\$1,358.75	\$679.37	62.5%

TLC KEY ADVANTAGE 500 & DELTA DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
COMPREHENSIVE PLAN					
Employee	\$674.00	\$317.88	\$356.12	\$178.06	52.8%
Employee + One (Dual)	\$1,247.00	\$548.54	\$698.46	\$349.23	56.0%
Employee + Two+ (Family)	\$1,820.00	\$800.62	\$1,019.38	\$509.69	56.0%
PREVENTIVE PLAN					
Employee	\$657.00	\$309.76	\$347.24	\$173.62	52.9%
Employee + One (Dual)	\$1,215.00	\$534.50	\$680.50	\$340.25	56.0%
Employee + Two+ (Family)	\$1,774.00	\$779.00	\$995.00	\$497.50	56.1%

TLC HIGH DEDUCTIBLE HEALTH PLAN & DELTA DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
COMPREHENSIVE PLAN					
Employee	\$550.00	\$266.70	\$283.30	\$141.65	51.5%
Employee + One (Dual)	\$1,018.00	\$500.70	\$517.30	\$258.65	50.8%
Employee + Two+ (Family)	\$1,485.00	\$734.20	\$750.80	\$375.40	50.6%
PREVENTIVE PLAN					
Employee	\$533.00	\$258.20	\$274.80	\$137.40	51.6%
Employee + One (Dual)	\$986.00	\$484.70	\$501.30	\$250.65	50.8%
Employee + Two+ (Family)	\$1,439.00	\$711.20	\$727.80	\$363.90	50.6%

KAISER PERMANENTE & DOMINION DENTAL			Employee Share		
Type of Coverage	Total Premium	City Share	Monthly	Biweekly	%
Employee	\$773.00	\$365.46	\$407.54	\$203.77	52.7%
Employee + One (Dual)	\$1,422.00	\$633.84	\$788.16	\$394.08	55.4%
Employee + Two+ (Family)	\$2,073.00	\$924.90	\$1,148.10	\$574.05	55.4%

SUPPLEMENTAL VISION INSURANCE

City employees have the option to purchase additional vision insurance through VSP. Please see the below rates for the monthly deduction.



VSP Provider Network: VSP Signature

Benefit	Description	Copay	Frequency
Your Coverage with a VSP Provider			
WellVision Exam	<ul style="list-style-type: none"> Focuses on your eyes and overall wellness 	\$20	Every 12 months
Prescription Glasses		\$20	See frame and lenses
Frame	<ul style="list-style-type: none"> \$130 allowance for a wide selection of frames \$150 allowance for featured frame brands 20% savings on the amount over your allowance 	Included in Prescription Glasses	Every 24 months
Lenses	<ul style="list-style-type: none"> Single vision, lined bifocal, and lined trifocal lenses Polycarbonate lenses for dependent children 	Included in Prescription Glasses	Every 12 months
Lens Enhancements	<ul style="list-style-type: none"> Standard progressive lenses Premium progressive lenses Custom progressive lenses Average savings of 35-40% on other lens enhancements 	\$50 \$80 - \$90 \$120 - \$160	Every 12 months
Contacts (instead of glasses)	<ul style="list-style-type: none"> \$130 allowance for contacts; copay does not apply Contact lens exam (fitting and evaluation) 	Up to \$60	Every 12 months
Extra Savings	Glasses and Sunglasses <ul style="list-style-type: none"> Extra \$20 to spend on featured frame brands. Go to vsp.com/specialoffers for details. 30% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam. Or get 20% from any VSP provider within 12 months of your last WellVision Exam. 		
	Retinal Screening <ul style="list-style-type: none"> No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam 		
	Laser Vision Correction <ul style="list-style-type: none"> Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor 		
Your Coverage with Out-of-Network Providers			
Visit vsp.com for details, if you plan to see a provider other than a VSP network provider.			

Supplemental VSP Vision Plan Rates



Type of Coverage	Monthly
Employee	\$7.48
Employee + Spouse	\$12.59
Employee + Child(ren)	\$12.85
Employee + Family	\$20.72

Did you know?

Your eyes need a rest even while you're awake. Use the 20-20-20 rule to reduce eyestrain. After working for 20 minutes, look away about 20 feet in front of you for about 20 seconds.*

* Source: National Eye Institute <https://nei.nih.gov/health/healthyeeyes>

FLEXIBLE SPENDING ACCOUNTS (FSA)

Flexible Spending Accounts (FSAs) give you a way to pay for qualified health and dependent care expenses with tax-free dollars. The accounts help you stretch your money and reduce your federal, state and Social-Security taxes. How much you save depends on how much you pay in income tax.



Our FSA accounts are administered by P&A Group. There are two types of accounts: a **Health Care FSA** and a **Dependent Care FSA**. You may enroll in one account or both.

When you elect a FSA you decide on an amount that will cover your expected out-of-pocket health and/or dependent care expenses during the plan year, July 1, 2021 – June 30, 2022. The total amount that you elect is withheld in equal amounts from your paychecks on a pre-tax basis throughout the year. You then use the money in your account by using your Benefits debit card. You can also submit claims for reimbursement using P&A Group's Portal, their mobile app, or you can fax it or mail it to them. P&A Group will deposit your money directly into your bank account, or send you a check if you prefer. Your reimbursement is not taxed.

Educational Videos:

- [What is a Health FSA?](#)
- [How an FSA Works](#)
- [Dependent Care FSA](#)
- [How to Submit a Claim](#)
- [How to Log into Your Account](#)
- [P&A Group Mobile App](#)



FLEXIBLE SPENDING ACCOUNTS (FSA)

Health Care FSA

The Health Care FSA lets you pay for medical, dental and vision expenses that aren't covered by insurance with tax-free dollars. Eligible expenses include:

- Deductibles and coinsurance for medical care and prescription drugs, and for dental and vision treatment.
- Office visit and ER copays, orthodontic care, fertility expenses and laser vision surgery.
- Over-the-counter medicines like pain relievers, antacids, cold and allergy medications are eligible, but by law you need a prescription to use FSA dollars. Over-the-counter items that do not require a prescription, like Band-Aids, braces and diabetic supplies are eligible too.

Dependent Care FSA

The Dependent Care FSA allows you to pay eligible dependent care expenses with pre-tax dollars. To decide whether this account is right for you, determine if you will incur eligible expenses for your dependents. Eligible expenses are defined as those that enable you (and your spouse) to work, look for work, or be a full-time student, including:

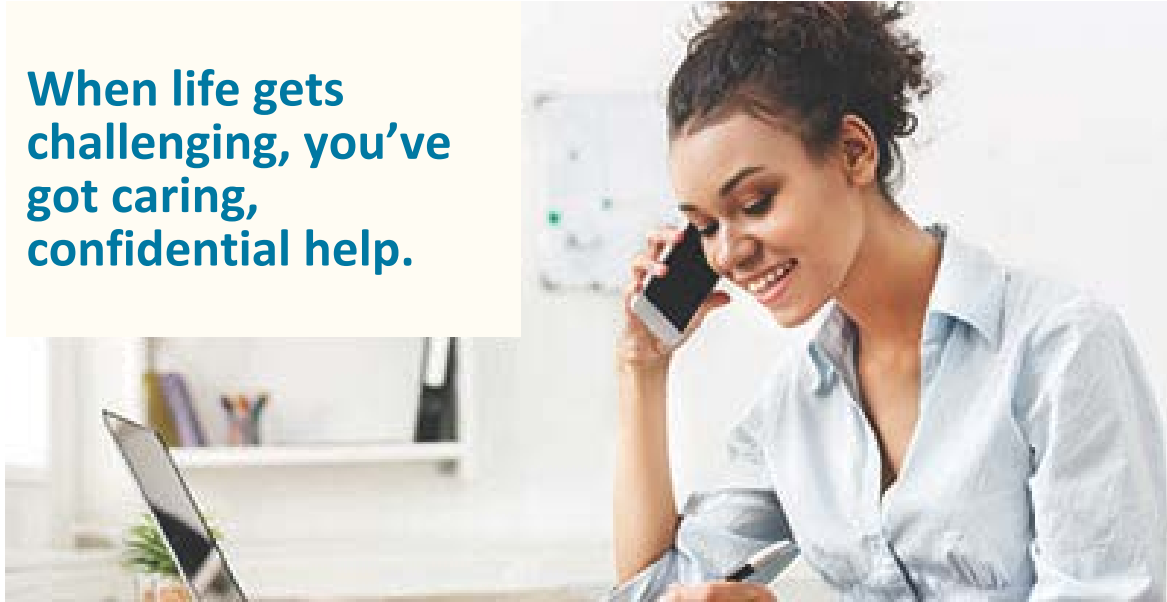
- Child care centers that care for six or more children and that meet the IRS's definition of a qualified day care center
- Caregivers for a disabled spouse or dependent who lives with the participant
- Eligible babysitting
- Nursery schools

	Health FSA	Dependent Care FSA
Which plan is this account available for?	You must be enrolled in any of the following healthcare plans to be eligible for the Health FSA: Anthem TLC Expanded, Anthem TLC 500, or Kaiser HMO.	All benefit eligible employees are able to sign up for a Dependent Care Assistance Account.
What would you use this account for?	Eligible health care expenses, including dental, vision and prescription medication.	The cost of day care, after-school, or elder care programs for your qualified dependents.
What is the maximum amount that can be put in this account?	\$2,750 is the IRS pretax contribution limit for 2021.	\$5,000 (\$2,500 for married participants filing a separate income tax return)
When are the funds available?	Your entire contribution amount is available at the beginning of the plan year.	With a Dependent Care FSA, you can be reimbursed up to the amount that you have in your account. If you file a claim for more than your balance, you'll be reimbursed as new deposits are made.
What happens if you don't use the money during the year?	The Health FSA and Dependent Care FSA accounts are both "use it or lose it" , so if you don't use the funds set aside for eligible expenses within the allowable time frame, you forfeit the funds. You have until September 30, 2022 to obtain reimbursement for claims incurred during the previous plan year.	

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Life is full of ups and downs. The Employee Assistance Program provides you with support services and health information to help. You may have health concerns, personal or family issues, or work-related challenges. This service gives you a wide range of health and well-being information through one toll-free telephone number, provided at no cost to you as part of your health plan.

**When life gets
challenging, you've
got caring,
confidential help.**



All health plans offered to The Local Choice employees and their dependents have employee assistance programs (EAPs). Included are up to four sessions at no charge for such services as:

- Self-assessments for identifying issues with stress, depression or substance use
- Grief counseling
- Health and wellness articles, guides, webinars, podcasts and calculators
- Online assistance with eldercare, child care and other family life resources
- Help with teen and adolescent issues, including eating disorders and relationships
- Tips on parenting and grandparenting
- 24/7 phone consultation with licensed mental health professionals and referrals to supportive resources
- Ongoing personal coaching sessions with scheduled telephonic appointments

Tap into all your EAP has to offer:

If you are covered under Anthem:

- (855) 223-9277
- Visit www.anthem.com/tlc/. Choose the EAP link, enter **Commonwealth of Virginia** as your company, and select The Local Choice.

If you are covered under Kaiser Permanente:

- (866) 517-7042
- www.achievesolutions.net/kaiser

If you are not covered by the City's health insurance:

- (800) 346-5484
- Visit www.anthem.com/eap
- Choose the LOGIN link, enter **City of Manassas** as your company

LEGAL RESOURCES



Legal Resources covers a broad range of legal services. The plan covers you, your spouse, and qualifying dependent children. There are no annual usage limitations, co-pays, or deductibles for the fully covered services. The plan also provides less commonly needed services at a 25% discount on attorney fees.

Legal Resources is a bi-weekly deduction of \$9.00 per pay period.

FULLY COVERED SERVICES

LEGAL SERVICES COVERS 100% OF THE ATTORNEY FEES FOR FULLY COVERED LEGAL SERVICES



General Advice and Consultation

- Unlimited in-person or telephone advice and consultation for fully covered services



Wills and Estate Planning

- Will preparation and periodic updates
- Advance medical directive
- Financial powers of attorney
- Contingent trust for minor children



Preparation and Review of Routine Legal Documents

- Unlimited pages and occurrences



Family Law

- Uncontested domestic adoption
- Uncontested divorce
- Uncontested name change



Traffic Violations

- Traffic infractions and misdemeanors
- Speeding
- Reckless Driving
- Driving under the influence
1st offense



Real Estate

- Purchase, sale, or refinance of primary residence
- Deed preparation
- Tenant-Landlord matters
- Landlord-Tenant consultation



Elder Law

- Estate advice
- Powers of attorney for members' parents



Civil Actions

- Representations as defendant
- Representation as plaintiff
- Insurance matters
- Initial administrative hearing
- Small Claims Court advice



Consumer Relations and Credit Protection

- Warranty disputes
- Billing disputes
- Collection agency harassment



Criminal Matters

- Defense of misdemeanor
- Misdemeanor defense of juveniles
- Fully covered for first offense involving alcohol or illegal drugs



Identity Theft

- Prevention assistance
- Education services
- Identity recovery assistance

This SUMMARY OF COVERAGE is intended to provide a broad general overview of plan coverage and is not a contract. For specific coverage questions, please call Legal Resources' Member Services at 800-728-5768.

RETIREMENT

The Virginia Retirement System (VRS) administers pension plans and other benefits for Virginia’s public sector employees covered under VRS. **City of Manassas employees are automatically enrolled in VRS beginning with their first month of service.** Employees will be enrolled in one of the following plans depending on prior service and/or service date. **A mandatory 5% employee contribution is required.**



VRS PLAN 1	VRS PLAN 2	HYBRID RETIREMENT PLAN
------------	------------	------------------------

About VRS Plan 1

VRS Plan 1 is a defined benefit plan. The retirement benefit is based on your age, creditable service and average final compensation at retirement using a formula. You are in VRS Plan 1 if your membership date is before July 1, 2010, and you were vested as of January 1, 2013.

About VRS Plan 2

VRS Plan 2 is a defined benefit plan. The retirement benefit is based on your age, creditable service and average final compensation at retirement using a formula. You are in VRS Plan 2 if your membership date is from July 1, 2010 to December 31, 2013, or your membership date is before July 1, 2010 and you were not vested as of January 1, 2013. New Sworn Police and Operational Fire employees hired after July 1, 2010 are enrolled as Plan 2 members as well.

About the Hybrid Retirement Plan

The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. The plan applies to most members whose membership date is on or after January 1, 2014, and to VRS Plan 1 and VRS Plan 2 members who were eligible to opt into the plan during the special election window in 2014.

- The defined benefit is based on your age, creditable service and average final compensation at retirement using a formula.
- The benefit from the defined contribution plan depends on the contributions made to the plan and the investment performance of those contributions.
- In addition to the monthly benefit payment payable from the defined benefit plan at retirement, you may start receiving distributions from the balance in your defined contribution account, reflecting the contributions, investment gains or losses and any required fees.



ADDITIONAL RETIREMENT SAVINGS

City of Manassas 457 Deferred Compensation Plan and Roth IRA

The City of Manassas 457 Deferred Compensation Plan and Roth IRA administered by ICMA-RC allows you to set aside additional funds to help prepare for retirement.



Convenient, Voluntary Savings

- Saving through your plan is easy. Your contributions are deducted from your paycheck and deposited in your account.

Save with pretax dollars – 457 Plan

- Your contributions have the pretax advantage: they are deducted from your pay before taxes. This means every dollar you invest in the plan reduces your current taxable income. In addition, you will not pay any taxes on these contributions or your investment earnings until you begin taking withdrawals from the plan.

Save with pretax dollars – Roth IRA

- After tax contributions allow for tax free earnings. You always retain full access to your assets. In addition, contributions can be withdrawn without taxes or penalties. After tax contributions may help offset withdrawals of other taxable plans.

Diverse Investment Options

- Based on your retirement goals, you can allocate your contributions among the different investment options that are offered under the plan. For detailed information about your plan's investment options, including current performance and fees, visit www.icmarc.org

Flexible Contributions

- You decide how much to contribute based on the lesser of the annual IRS limits and any limits set by your employer. You should select a contribution rate that will help you stay on track to reach your retirement goals and leave enough take home pay to cover living expenses and other obligations. Keep in mind—even small amounts can make a big difference over time.

IRS Contribution Limit

- The IRS contribution limit for 2021 is \$19,500 for 457 plans and \$6,000 for Roth IRAs. If you are 50 years of age or older, you may also be eligible for an additional catch-up contribution; \$6,500 for 457 plans and \$1,000 for a Roth IRA.

Learn more...

- If you have any questions about your plan, contact our ICMA-RC Account Rep!

Antoinette Guy-Wharton

Retirement Plan Specialist

777 North Capitol St., NE

Washington, DC 20002

Toll Free: 800-283-1762

Cell: (202) 384-2961

Email: AGuy-Wharton@icmarc.org

GROUP LIFE INSURANCE

MINNESOTA LIFE
A Securian Company



The City of Manassas participates in the VRS Group Life Insurance Program under Minnesota Life Insurance. Eligible employees are covered beginning with your first day of employment. All premiums are paid by the City of Manassas.

Eligible Employees

- Full-time permanent, salaried employees of VRS-participating political subdivisions.

Natural Death Benefit

- The benefit amount is equal to your compensation, rounded to the next highest thousand and then doubled.

Example: If your compensation is \$41,400, that amount would be rounded to \$42,000 and then doubled for a natural death benefit of \$84,000.

Accidental Death Benefit

- The benefit amount is double the natural death benefit.

Example: If your natural death benefit is \$84,000, that amount would be doubled for an accidental death benefit of \$168,000.

Coverage While on Leave Without Pay

If you go on leave without pay or go on military leave, your basic group life insurance coverage will continue for up to 24 months or for as long as you are on military leave, provided the premiums are paid. If you have optional group life insurance, your coverage will continue as long as you pay the premiums and continue to be covered under the basic group life program.

Optional Group Life Insurance Program – Minnesota Life

If you are covered under the VRS Group Life Insurance Program, you may purchase additional coverage for yourself through the Optional Group Life Insurance Program. If you elect optional group life insurance coverage, you also may cover your spouse and dependent children. Optional group life insurance provides benefits for natural and accidental death or dismemberment. You pay the premiums through payroll deduction.

VOLUNTARY BENEFITS

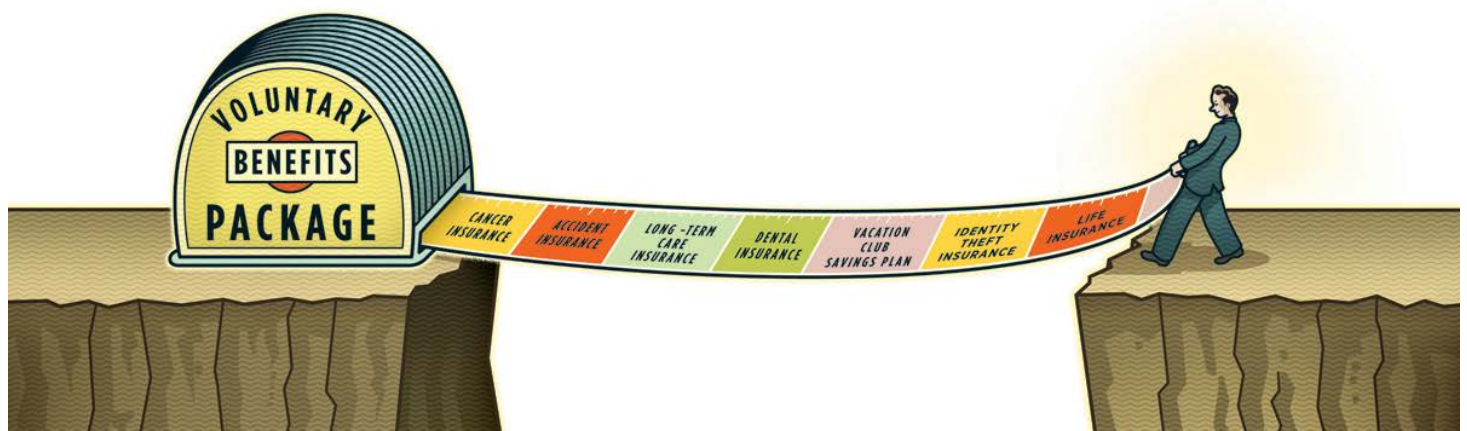
Voluntary Benefits are offered to help fill gaps in coverage by adding more options and individual choices and picking up where traditional coverage leaves off. Voluntary insurance policies offered through Unum, supplement primary health plans by providing cash benefits to you when you need them! In addition, these policies are portable and can be taken with you, should you leave your employment at the City of Manassas. During your first Open Enrollment session when you join the City of Manassas team, you have the option to elect from the following Voluntary Benefits:



- Individual Short Term Disability – This benefit provides you with an additional source of income if you become disabled due to a sickness or off-the-job injury.
- Whole Life Insurance – This plan provides additional life insurance protection, above and beyond the group life insurance benefit. Family members are also eligible for coverage under this policy.
- Group Accident Insurance – This plan is designed to help cover the expenses associated with an accidental injury.
- Group Critical Illness Insurance – This plan provides benefits when a covered person experiences a specified health event.

The City of Manassas has partnered with Employee Family Protection, Inc. (EFP) to offer personal benefit consultations to eligible employees who are interested in learning about these benefits during the Open Enrollment period each year.

NOTE: If you waive coverage for voluntary benefits when you are first eligible (your first open enrollment after new hire date), you may not be able to enroll under Guarantee Issue, and may be subject to medical questions.



PAID HOLIDAYS

Full-time employees will receive holiday benefit (pay) equivalent to their basic hourly rate times their normal hours worked in a day. Normal hours worked in a day is calculated as their FLSA work week schedule (not to exceed ten (10) hours fire, rescue and police officers on 28-day work cycle, eight (8) hours all others).

The employee must have worked his or her complete scheduled workday before and after the holiday, unless the employee was on an approved paid leave.

When a holiday falls on Saturday, it will be observed the preceding Friday; when a holiday falls on Sunday, it will be observed on the following Monday.

The following days have been designated as City holidays:

New Year’s Day	January 1 st
Martin Luther King Day.....	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 18 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	October 11 th
Veteran’s Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25 th
Floating Holiday	City Manager’s Choice

Part-time employees will receive holiday benefit for all holidays observed by the City per the following regular-assigned schedule:

- 10-19 hours per week 2 hours holiday pay
- 20-29 hours per week 4 hours holiday pay
- 30-39 hours per week 6 hours holiday pay



EMPLOYEE LEAVE

Annual and Sick Leave

Newly hired employees must have been employed for a full bi-weekly period in order to start accruing sick and vacation time.

Accrual and Usage

- Annual and Sick pay are not granted in advance of accrual.
- Sick leave or annual leave usage cannot exceed the employee’s accrued leave balance.
- If a holiday occurs during a period of paid vacation or paid sick time, vacation or sick is not charged for that day.
- If an employee is on paid vacation and gets sick, the leave cannot be changed to paid sick.

Schedule of Accruals for Full-Time Employees

Annual Leave Accrual		Sick Leave Accrual
<i>Years of Service</i>	<i>Accrued Days</i>	<i>Hours Accrued Per Pay Period</i>
0-2 Years	12 Days	3.70 Hours
3-15 Years	12 Days + 1 additional day each successive year	3.70 Hours
16 + Years	26 Days	3.70 Hours

Schedule of Accruals for Part-Time Employees

Annual Leave Accrual		Sick Leave Accrual
<i>Hours Worked</i>	<i>Hours Accrued Per Pay Period</i>	<i>Hours Accrued Per Pay Period</i>
30-39 hours per week	3.24 Hours	3.24 Hours
20-29 hours per week	2.32 Hours	2.32 Hours
10-19 hours per week	1.39 Hours	1.39 Hours

2022 PAYROLL CALENDAR

2022 City of Manassas Payroll Calendar



City of Manassas
Paydays & Holidays

Pay Dates

Holidays

Pay Period # / last day of pay pd

JANUARY							FEBRUARY							MARCH								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1				1	2	3	4	5								
1	2	3	4	5	6	7	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
2	16	17	18	19	20	21	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
3	23	24	25	26	27	28	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
	30	31					27	28						27	28	29	30	31				
APRIL							MAY							JUNE								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1																
3	4	5	6	7	8	9	1	2	3	4	5	6	7				1	2	3	4		
8	10	11	12	13	14	15	8	9	10	11	12	13	14	12	13	14	15	16	17	18		
9	17	18	19	20	21	22	15	16	17	18	19	20	21	19	20	21	22	23	24	25		
	24	25	26	27	28	29	22	23	24	25	26	27	28	26	27	28	29	30				
							29	30	31													
JULY							AUGUST							SEPTEMBER								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1																
14	3	4	5	6	7	8	1	2	3	4	5	6						1	2	3		
15	10	11	12	13	14	15	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
	17	18	19	20	21	22	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
	24	25	26	27	28	29	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
							28	29	30	31				25	26	27	28	29	30			
OCTOBER							NOVEMBER							DECEMBER								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1																
21	2	3	4	5	6	7	6	7	8	9	10	11	12	13	25	4	5	6	7	8	9	10
22	9	10	11	12	13	14	13	14	15	16	17	18	19	26	11	12	13	14	15	16	17	
	16	17	18	19	20	21	20	21	22	23	24	25	26		18	19	20	21	22	23	24	
	23	24	25	26	27	28	27	28	29	30					25	26	27	28	29	30	31	

Maximum Tax Withheld
\$8,114.00
\$2,900.00
No Limit

Maximum Salary
\$147,000
\$200,000
Amount over \$200,000

2022
FICA-OASDI 6.20%
FICA-HI 1.45%
FICA-HI (1.45 + .9) 2.35%



Benefits Comparison

	Annual	Sick	Holiday	Vol Deferred Comp	Health Insurance - per month	Self	2-party	Family	Life Ins.	
City of Manassas	<3 yrs	12 days	12 days	13 days	\$10/pp	Kaiser	\$ 42.10	\$ 154.34	\$ 223.22	2X Salary
	3-15 yrs	earn 1 extra day/yr of service				Advantage 500	\$ 38.26	\$ 149.94	\$ 218.76	
	16+	26 days				Expanded	\$ 164.40	\$ 380.24	\$ 554.74	
Town of Herndon	< 5 yrs	13 days	13 days	11 days	\$5/pp	Kaiser	\$ 104.50	\$ 469.38	\$ 684.42	2X salary
	5-10 yrs	19.5 days				Advantage 250	\$ 73.20	\$ 379.12	\$ 553.28	
	10+ yrs	26 days				Expanded	\$ 99.34	\$ 448.62	\$ 654.80	
Fairfax City	<3 yrs	13 days	13 days	11.5 days	\$0	Kaiser	\$69.70	\$190.00	\$276.10	2X salary
	3-14 yrs	19.5 days				Advantage 250	\$20.70	\$103.50	\$151.10	
	15+ yrs	26 days				Expanded	\$49.70	\$157.00	\$229.10	
Town of Vienna	<2 yrs	13 days	13 days	12.5 days	\$0	Kaiser	\$64.22	\$165.51	\$302.22	2X salary
	2-5 yrs	16.25 days				Advantage 250	\$65.13	\$169.50	\$309.57	
	5-8 yrs	19.5 days				Advantage 500	\$58.90	\$153.43	\$279.85	
	8-11 yrs	22.75 days								
	11+ yrs	26 days								
Falls Church City	1 yr	13 days	13 days per year	11.5 days	\$20/pp	Kaiser	\$83.60	\$169.29	\$246.84	2X Salary
		earn 1 extra day/yr of service				Advantage 250	\$76.10	\$154.88	\$226.05	
						Advantage 500	\$68.30	\$139.04	\$202.84	
Prince William Co	0-3 yrs	13 days	13 days per year	11 days	-	Anthem HealthKeepers POS	\$13.76	\$148.88	\$214.18	2X Salary
		Increases every 3 years to a max of 26 days								
	3+					Key Care PPO Core	\$31.01	\$195.34	\$278.97	
						Key Care PPO Enhanced	\$62.56	\$259.79	\$372.16	
						Kaiser	\$11.93	\$129.10	\$185.73	
						Delta Dental Core	\$6.70	\$12.64	\$20.62	
						Delta Dental Enhanced	\$11.73	\$22.16	\$36.14	
					VSP	\$4.66	\$5.78	\$9.48		
Fairfax County	<3 yrs	13 days	13 days per year	13 days	-	Cigna OAP 90%	\$65.74	\$229.84	\$328.65	1X Salary
	3-15 yrs	19.5 days				Cigna OAP 80%	\$46.76	\$163.42	\$233.76	
	15+	26 days				MyChoice CDHP	\$39.26	\$137.16	\$196.24	
						Kaiser	\$50.38	\$176.07	\$251.84	
						Delta Dental	\$10.21	\$19.30	\$31.80	



City of Manassas
FY22 Revised Draft Compensation Plan Draft

Code	Position Title	Grade	Minimum	Midpoint	Maximum	Projected Minimum	Projected Midpoint	Projected Maximum
3005	ACCOUNTANT I	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
3010	ACCOUNTANT II	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
3015	ACCOUNTANT SENIOR	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
3020	ACCOUNTING MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
3000	ACCOUNTING TECHNICIAN	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
3001	ACCOUNTING TECHNICIAN II	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
5500	ADMINISTRATIVE ASSISTANT I	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
5505	ADMINISTRATIVE ASSISTANT II	B08	\$ 41,184.00	\$ 54,579.20	\$ 67,953.60	\$ 43,243.20	\$ 59,459.40	\$ 75,675.60
5510	ADMINISTRATIVE COORDINATOR	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
4020	AIRPORT DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
4015	AIRPORT MAINTENANCE SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
4001	AIRPORT MAINTENANCE TECHNICIAN I	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
4002	AIRPORT MAINTENANCE TECHNICIAN II	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
4000	AIRPORT MAINTENANCE WORKER	B04	\$ 34,548.80	\$ 45,760.00	\$ 56,971.20	\$ 36,276.24	\$ 49,879.83	\$ 63,483.42
4005	AIRPORT OPERATIONS OFFICER	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
4010	AIRPORT OPERATIONS OFFICER SR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
2620	ANIMAL CARETAKER	B05	\$ 36,212.80	\$ 47,944.00	\$ 59,716.80	\$ 38,023.44	\$ 52,282.23	\$ 66,541.02
2645	ANIMAL CONTROL OFFICER	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
2625	ANIMAL SHELTER SUPERVISOR	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
6140	ARBORIST	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
2215	ASSISTANT FIRE MARSHAL	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
9300	ASSISTANT REGISTRAR	B03	\$ 32,843.20	\$ 43,534.40	\$ 54,225.60	\$ 34,485.36	\$ 47,417.37	\$ 60,349.38
6010	ASSOCIATE ENGINEER	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
4210	ASST DIRECTOR, ECONOMIC DEVELOPMENT	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
6705	ASST DIRECTOR, ELECTRIC	B24	\$ 88,524.80	\$ 117,249.60	\$ 146,036.80	\$ 92,951.04	\$ 127,807.68	\$ 162,664.32
6220	ASST DIRECTOR, PUBLIC WORKS	B24	\$ 88,524.80	\$ 117,249.60	\$ 146,036.80	\$ 92,951.04	\$ 127,807.68	\$ 162,664.32
7585	ASST DIRECTOR, SOCIAL SERVICES	B24	\$ 88,524.80	\$ 117,249.60	\$ 146,036.80	\$ 92,951.04	\$ 127,807.68	\$ 162,664.32
6595	ASST DIRECTOR, WATER & SEWER	B24	\$ 88,524.80	\$ 117,249.60	\$ 146,036.80	\$ 92,951.04	\$ 127,807.68	\$ 162,664.32
6300	AUTOMOTIVE/EQUIPMENT TECH I	B08	\$ 41,184.00	\$ 54,579.20	\$ 67,953.60	\$ 43,243.20	\$ 59,459.40	\$ 75,675.60
6305	AUTOMOTIVE/EQUIPMENT TECH II	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
6310	AUTOMOTIVE/EQUIPMENT TECH III	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 92,925.38
6315	AUTOMOTIVE/EQUIPMENT TECH SR	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
6550	BACKFLOW/CROSS CONN PROG INSPCTR	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 92,925.38
7505	BENEFIT PROGRAMS MANAGER	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
7510	BENEFIT PROGRAMS SPECIALIST I	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
7515	BENEFIT PROGRAMS SPECIALIST II	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
7520	BENEFIT PROGRAMS SPECIALIST III	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 92,925.38
3300	BUDGET ANALYST	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
3305	BUDGET MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
4131	BUILDING DEVELOPMENT MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
6130	BUILDING MAINTENANCE SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6110	BUILDING MAINTENANCE TECH I	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
6115	BUILDING MAINTENANCE TECH II	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
6120	BUILDING MAINTENANCE TECH SR	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 92,925.38
6105	BUILDING MAINTENANCE WORKER	B04	\$ 34,548.80	\$ 45,760.00	\$ 56,971.20	\$ 36,276.24	\$ 49,879.83	\$ 63,483.42
6100	BUILDINGS & GROUNDS MANAGER	B21	\$ 73,569.60	\$ 97,468.80	\$ 121,368.00	\$ 77,248.08	\$ 106,216.11	\$ 135,184.14
4220	BUSINESS SERVICES SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
5475	BUSINESS TAX AUDITOR	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
5480	BUSINESS TAX SUPERVISOR	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
3200	BUYER	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
3205	BUYER SENIOR	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
5415	CHIEF DEPUTY CITY TREASURER	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
5485	CHIEF DPTY COMMISSIONER OF REV	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
1003	CITY ATTORNEY	B28	\$ 115,086.40	\$ 152,505.60	\$ 189,924.80	\$ 120,840.72	\$ 166,155.99	\$ 211,471.26
5205	CITY CLERK	B21	\$ 73,569.60	\$ 97,468.80	\$ 121,368.00	\$ 77,248.08	\$ 106,216.11	\$ 135,184.14
6000	CITY ENGINEER	B25	\$ 95,180.80	\$ 126,089.60	\$ 157,019.20	\$ 99,939.84	\$ 137,417.28	\$ 174,894.72
4165	COMBINATION INSPECTOR I	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
4170	COMBINATION INSPECTOR II	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
4175	COMBINATION INSPECTOR III	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
4160	COMBINATION PLAN REVIEWER/INSPECTOR	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
5255	COMMUNICATIONS COORDINATOR	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
5260	COMMUNICATIONS MANAGER	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
4100	COMMUNITY DEVELOPMENT DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
4155	CONSTRUCTION PLANS EXAMINER	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6200	CREW LEADER STREETS	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6580	CREW LEADER WATER & SEWER	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 92,925.38
2635	CRIME ANALYST	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
2630	CRIME PREVENTION SPECIALIST	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
7525	CSA COORDINATOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
4105	CULTURE AND REC SERVICES MGR	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6410	CUSTOMER SERVICE REP I	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
6415	CUSTOMER SERVICE REP II	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
6420	CUSTOMER SERVICE SUPERVISOR	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
5210	DEPUTY CITY CLERK	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 92,925.38
5200	DEPUTY CITY MANAGER	B28	\$ 115,086.40	\$ 152,505.60	\$ 189,924.80	\$ 120,840.72	\$ 166,155.99	\$ 211,471.26
4196	DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
2200	DEPUTY FIRE MARSHAL	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
5300	DEPUTY REGISTRAR	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
5410	DEPUTY TREASURER COMPLIANCE	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
5405	DEPUTY TREASURER FINANCE	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6590	DISTRIBUTION & COLLECTION MGR	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
6585	DISTRIBUTION & COLLECTION SUPV	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
4200	ECONOMIC DEVELOPMENT DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
6650	ELECTRIC DISTRIBUTION SUPV	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6675	ELECTRIC GENERATION MAINT SUPV	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6670	ELECTRIC GENERATION MECHANIC	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6625	ELECTRIC LINE APPRENTICE	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
6640	ELECTRIC LINE TECH 1ST CLASS	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
6635	ELECTRIC LINE TECH 2ND CLASS	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
6630	ELECTRIC LINE TECH 3RD CLASS	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
6645	ELECTRIC LINE TECHNICIAN SR	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
6655	ELECTRIC SUBSTATION APPRENTICE	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
6660	ELECTRIC SUBSTATION ELECT	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
6665	ELECTRIC SUBSTATION SUPERVISOR	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
6030	ELECTRIC UTILITY DESIGNER SR	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56

Code	Position Title	Grade	Minimum	Midpoint	Maximum	Projected Minimum	Projected Midpoint	Projected Maximum
6700	ELECTRONIC SYSTEMS SUPERVISOR	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
6680	ELECTRONIC SYSTEMS TECH I	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6685	ELECTRONIC SYSTEMS TECH II	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6690	ELECTRONIC SYSTEMS TECH SR	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
2211	EMERGENCY MANAGEMENT PLANNER	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6015	ENGINEER	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6020	ENGINEER SENIOR	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6025	ENGINEER SENIOR (PW)	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6005	ENGINEERING TECHNICIAN	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
6507	ENVIRONMENTAL PLANNER	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6503	ENVIRONMENTAL PROGRAM MANAGER	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6325	EQUIPMENT OPERATOR I	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
6330	EQUIPMENT OPERATOR II	B08	\$ 41,184.00	\$ 54,579.20	\$ 67,953.60	\$ 43,243.20	\$ 59,459.40	\$ 75,675.60
6335	EQUIPMENT OPERATOR III	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
5250	EXECUTIVE ASSISTANT	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
7575	FAMILY SERVICES MANAGER	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
7560	FAMILY SERVICES SPECIALIST I	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
7565	FAMILY SERVICES SPECIALIST II	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
7570	FAMILY SERVICES SPECIALIST III	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
3100	FINANCE DIRECTOR	B27	\$ 108,451.20	\$ 143,686.40	\$ 178,921.60	\$ 113,873.76	\$ 156,576.42	\$ 199,279.08
2040	FIRE & RESCUE CHIEF	B27	\$ 108,451.20	\$ 143,686.40	\$ 178,921.60	\$ 113,873.76	\$ 156,576.42	\$ 199,279.08
2035	FIRE & RESCUE DEPUTY CHIEF	B25	\$ 95,180.80	\$ 126,089.60	\$ 157,019.20	\$ 99,939.84	\$ 137,417.28	\$ 174,894.72
2205	FIRE MARSHAL	B21	\$ 73,569.60	\$ 97,468.80	\$ 121,368.00	\$ 77,248.08	\$ 106,216.11	\$ 135,184.14
5520	FISCAL SPECIALIST	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
5515	FISCAL SPECIALIST PUB SAFETY	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
6320	FLEET SERVICES MANAGER	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
5305	GENERAL REGISTRAR	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
6045	GIS ANALYST	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
3440	GIS DATABASE ADMINISTRATOR	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
3441	GIS ENTERPRISE APP SPECIALIST	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
3436	GIS MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
6135	GROUNDNS MAINTENANCE SUPERVISOR	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
6145	GROUNDNS TECHNICIAN	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
6125	HORTICULTURAL TECHNICIAN	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
7545	HOUSING PROGRAM AGENT I	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
7550	HOUSING PROGRAM AGENT II	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
7555	HOUSING PROGRAM SUPERVISOR	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
5001	HUMAN RESOURCES BUSINESS PARTNER	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
5002	HUMAN RESOURCES BUSINESS PARTNER II	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
5006	HUMAN RESOURCES BUSINESS PARTNER, SR	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
5011	HUMAN RESOURCES DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
7535	HUMAN SERVICE ASSISTANT	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
7540	HUMAN SERVICE SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6555	INFLOW & INFILTRATION COORD	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
3450	INFORMATION TECHNOLOGY MANAGER	B25	\$ 95,180.80	\$ 126,089.60	\$ 157,019.20	\$ 99,939.84	\$ 137,417.28	\$ 174,894.72
3447	IT DATA ENGINEER I	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
3410	IT ERP ADMINISTRATOR	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
3448	IT CYBER SECURITY ENGINEER	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
3415	IT NETWORK ADMINISTRATOR	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
3416	IT NETWORK ADMINISTRATOR, SENIOR	B20	\$ 70,262.40	\$ 93,080.00	\$ 115,897.60	\$ 73,775.52	\$ 101,441.34	\$ 129,107.16
3430	IT PUB SAFETY SYSTEM ANALYST	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
3425	IT PUBLIC SAFETY SPECIALIST	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
3405	IT SPECIALIST	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
3400	IT TECHNICIAN	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
3420	IT TELECOMMUNICATIONS ADMIN	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6510	LABORATORY ANALYST	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
4136	LAND DEVELOPMENT MANAGER	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6440	METER SERVICES SUPERVISOR	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6430	METER TECHNICIAN I	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
6435	METER TECHNICIAN II	B08	\$ 41,184.00	\$ 54,579.20	\$ 67,953.60	\$ 43,243.20	\$ 59,459.40	\$ 75,675.60
4125	MUSEUM CURATOR	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
4110	OPS AND MAINT REC SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
5215	PARALEGAL	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
2640	PARKING ENFORCEMENT OFFICER	B03	\$ 32,843.20	\$ 43,534.40	\$ 54,225.60	\$ 34,485.36	\$ 47,417.37	\$ 60,349.38
4140	PERMIT TECHNICIAN I	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
4141	PERMIT TECHNICIAN II	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
4142	PERMIT TECHNICIAN, SENIOR	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
5470	PERSONAL PROPERTY TAX SUPV	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
4180	PLANNER I	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
4185	PLANNER II	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
4190	PLANNER SENIOR	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
4197	PLANNING & DEVELOPMENT DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
6545	PLANT MAINTENANCE MECHANIC	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
2610	POLICE ACCREDITATION COORD	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
2530	POLICE CHIEF	B27	\$ 108,451.20	\$ 143,686.40	\$ 178,921.60	\$ 113,873.76	\$ 156,576.42	\$ 199,279.08
2605	POLICE RECORDS SPECIALIST	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
2615	POLICE RECORDS SUPERVISOR	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
3260	PROCUREMENT MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
9205	PROGRAM ATTENDANT	B03	\$ 32,843.20	\$ 43,534.40	\$ 54,225.60	\$ 34,485.36	\$ 47,417.37	\$ 60,349.38
4115	PROGRAMS & EVENTS COORDINATOR	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
2705	PROPERTY & EVIDENCE TECHNICIAN	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
4145	PROPERTY CODE OFFICER I	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
4146	PROPERTY CODE OFFICER II	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
4147	PROPERTY CODE OFFICER, SENIOR	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
4150	PROPERTY CODE SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
2665	PUBLIC SAFETY COMM MANAGER	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
2650	PUBLIC SAFETY COMM SPEC I	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
2655	PUBLIC SAFETY COMM SPEC II	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
2660	PUBLIC SAFETY COMM SUPERVISOR	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
6350	PUBLIC WORKS DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
6345	PUBLIC WORKS MAINT WORKER	B04	\$ 34,548.80	\$ 45,760.00	\$ 56,971.20	\$ 36,276.24	\$ 49,879.83	\$ 63,483.42
5455	REAL ESTATE APPRAISER I	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
5460	REAL ESTATE APPRAISER II	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
5450	REAL ESTATE SPECIALIST	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
4113	RECREATION SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6155	REFUSE & RECYCLING ADMINISTRATOR	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
6150	REFUSE & RECYCLING COORDINATOR	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
5400	REVENUE SPECIALIST I	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
5401	REVENUE SPECIALIST II	B08	\$ 41,184.00	\$ 54,579.20	\$ 67,953.60	\$ 43,243.20	\$ 59,459.40	\$ 75,675.60
5025	RISK & SAFETY ANALYST	B16	\$ 56,950.40	\$				

Code	Position Title	Grade	Minimum	Midpoint	Maximum	Projected Minimum	Projected Midpoint	Projected Maximum
7500	SOCIAL SERVICES DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
6050	STORMWATER ADMINISTRATOR	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6210	STREET MAINT SUPERINTENDENT	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6215	STREET MAINTENANCE MANAGER	B21	\$ 73,569.60	\$ 97,468.80	\$ 121,368.00	\$ 77,248.08	\$ 106,216.11	\$ 135,184.14
6600	SYSTEMS OPERATIONS APPRENTICE	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
6605	SYSTEMS OPERATOR I	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6606	SYSTEMS OPERATOR II	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
6610	SYSTEMS OPERATOR SENIOR	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
6615	SYSTEMS OPS & GEN MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
5465	TAX SPECIALIST	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
6260	TRAFFIC CONTROL SUPERVISOR	B17	\$ 60,278.40	\$ 79,872.00	\$ 99,486.40	\$ 63,292.32	\$ 87,026.94	\$ 110,761.56
6250	TRAFFIC CONTROL TECHNICIAN I	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
6255	TRAFFIC CONTROL TECHNICIAN II	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6270	TRAFFIC CONTROL TECHNICIAN III	B13	\$ 49,483.20	\$ 65,582.40	\$ 81,640.00	\$ 51,957.36	\$ 71,441.37	\$ 90,925.38
6265	TRAFFIC CONTROL TECHNICIAN, APPRENTICE	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
6425	UTILITIES CUSTOMER SERVICE MGR	B22	\$ 76,918.40	\$ 101,878.40	\$ 126,880.00	\$ 80,764.32	\$ 111,050.94	\$ 141,337.56
6400	UTILITIES DIRECTOR	B26	\$ 101,795.20	\$ 134,888.00	\$ 167,960.00	\$ 106,884.96	\$ 146,966.82	\$ 187,048.68
6405	UTILITIES FINANCE MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
6620	UTILITIES LOCATOR	B10	\$ 44,512.00	\$ 58,968.00	\$ 73,424.00	\$ 46,737.60	\$ 64,264.20	\$ 81,790.80
6407	UTILITY ANALYST	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6450	UTILITY BILLING COORDINATOR	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
6583	UTILITY PROJECT COORDINATOR	B14	\$ 51,168.00	\$ 67,766.40	\$ 84,385.60	\$ 53,726.40	\$ 73,873.80	\$ 94,021.20
6584	UTILITY PROJECT MANAGER	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
7527	UTILIZATION REVIEW ANALYST	B15	\$ 53,643.20	\$ 71,052.80	\$ 88,524.80	\$ 56,325.36	\$ 77,447.37	\$ 98,569.38
9600	VIDEOGRAPHER	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
4215	VISITOR SERVICES AIDE	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
3250	WAREHOUSE TECHNICIAN I	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62
3255	WAREHOUSE TECHNICIAN II	B08	\$ 41,184.00	\$ 54,579.20	\$ 67,953.60	\$ 43,243.20	\$ 59,459.40	\$ 75,675.60
6565	WATER & SEWER UTILITY TECH I	B07	\$ 39,520.00	\$ 52,353.60	\$ 65,187.20	\$ 41,496.00	\$ 57,057.00	\$ 72,618.00
6570	WATER & SEWER UTILITY TECH II	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
6575	WATER & SEWER UTILITY TECH III	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6560	WATER & SEWER UTILITY WORKER	B05	\$ 36,212.80	\$ 47,944.00	\$ 59,716.80	\$ 38,023.44	\$ 52,282.23	\$ 66,541.02
6505	WATER COMPLIANCE OFFICER	B18	\$ 63,627.20	\$ 84,281.60	\$ 104,956.80	\$ 66,808.56	\$ 91,861.77	\$ 116,914.98
6535	WATER PLANT LEAD OPERATOR	B19	\$ 66,934.40	\$ 88,691.20	\$ 110,427.20	\$ 70,281.12	\$ 96,636.54	\$ 122,991.96
6540	WATER PLANT MAINTENANCE SUPERVISOR	B16	\$ 56,950.40	\$ 75,462.40	\$ 93,995.20	\$ 59,797.92	\$ 82,222.14	\$ 104,646.36
6500	WATER PLANT MANAGER	B23	\$ 81,868.80	\$ 108,472.00	\$ 135,096.00	\$ 85,962.24	\$ 118,198.08	\$ 150,433.92
6530	WATER PLANT OPERATOR I	B12	\$ 47,819.20	\$ 63,356.80	\$ 78,915.20	\$ 50,210.16	\$ 69,038.97	\$ 87,867.78
6525	WATER PLANT OPERATOR II	B11	\$ 46,155.20	\$ 61,152.00	\$ 76,148.80	\$ 48,462.96	\$ 66,636.57	\$ 84,810.18
6520	WATER PLANT OPERATOR III	B09	\$ 42,827.20	\$ 56,763.20	\$ 70,678.40	\$ 44,968.56	\$ 61,831.77	\$ 78,694.98
6515	WATER PLANT OPERATOR TRAINEE	B06	\$ 37,876.80	\$ 50,190.40	\$ 62,462.40	\$ 39,770.64	\$ 54,684.63	\$ 69,598.62



REVISED FY22 PUBLIC SAFETY SCALE DRAFT
MANASSAS CITY PUBLIC SAFETY STEP SCALE

2080 Hour Employees								
STEP	STAFF				SUPERVISOR			STEP
	RECRUIT	OFFICER	SPO	MPO	SGT	LT	CPT	
	PS1	PS2	4yrs PS3	8yrs PS4	3yrs w/Dept PS5	1yr as Sgt PS6	Appointed PS7	
0	\$25.62	\$26.90						0
1	\$26.39	\$27.77						1
2	\$27.24	\$28.68						2
3	\$28.13	\$29.61	\$29.98		\$32.57			3
4	\$29.04	\$30.58	\$30.87		\$33.55	\$36.91	\$38.99	4
5	\$29.79	\$31.35	\$31.80		\$34.56	\$38.02	\$41.81	5
6	\$30.54	\$32.15	\$32.76		\$35.60	\$39.15	\$43.07	6
7	\$31.32	\$32.97	\$33.74	\$35.09	\$36.67	\$40.33	\$44.35	7
8	\$32.12	\$33.82	\$34.61	\$35.99	\$37.76	\$41.53	\$45.69	8
9	\$32.94	\$34.68	\$35.49	\$37.07	\$38.89	\$42.78	\$47.06	9
10	\$33.79	\$35.56	\$36.38	\$38.18	\$40.06	\$44.07	\$48.47	10
11		\$36.47	\$37.33	\$39.32	\$41.27	\$45.39	\$49.93	11
12		\$37.40	\$38.27	\$40.50	\$42.50	\$46.75	\$51.42	12
13		\$38.52	\$39.24	\$41.72	\$43.77	\$48.15	\$52.97	13
14		\$39.68	\$40.25	\$42.97	\$45.09	\$49.60	\$54.56	14
15		\$40.87	\$41.28	\$44.26	\$46.43	\$51.08	\$56.20	15
16		\$40.87	\$42.33	\$45.58	\$47.83	\$52.62	\$57.88	16
17		\$40.87	\$43.41	\$46.96	\$49.27	\$54.19	\$59.62	17
18		\$40.87	\$44.51	\$48.36	\$50.75	\$55.83	\$61.39	18
19		\$40.87	\$45.64	\$49.81	\$52.27	\$57.50	\$63.24	19
20		\$40.87	\$46.81	\$51.30	\$53.83	\$59.22	\$65.14	20
21		\$40.87	\$48.21	\$52.84	\$55.45	\$60.99	\$67.10	21
22		\$40.87	\$49.66	\$54.43	\$57.11	\$62.82	\$69.11	22
23		\$40.87	\$51.15	\$56.06	\$58.82	\$64.71	\$71.18	23
24		\$40.87	\$51.15	\$56.06	\$60.59	\$66.65	\$73.31	24
25		\$40.87	\$51.15	\$56.06	\$62.41	\$68.65	\$75.51	25
26		\$40.87	\$51.15	\$56.06	\$62.41	\$70.71	\$77.77	26
27		\$40.87	\$51.15	\$56.06	\$62.41	\$72.83	\$80.10	27
28		\$40.87	\$51.15	\$56.06	\$62.41	\$72.83	\$82.51	28
29		\$40.87	\$51.15	\$56.06	\$62.41	\$72.83	\$82.51	29
30+		\$40.87	\$51.15	\$56.06	\$62.41	\$72.83	\$82.51	30+

2496 Hour Employees								
STEP	STAFF				SUPERVISOR			STEP
	RECRUIT	FIREFIGHTER	TECHNICIAN	LT/DFM	CAPT	BC	DEPT CHIEF	
	PS1	PS2	2yrs as FF PS3	1yr as Tech PS4	2yrs at LT PS5	1yr as Capt PS6	Based upon 2080 hours schedule PS7	
0	\$21.35	\$22.43						0
1	\$21.99	\$23.15						1
2	\$22.70	\$23.90	\$24.26					2
3	\$23.44	\$24.68	\$24.98	\$25.99				3
4	\$24.20	\$25.48	\$25.73	\$26.76				4
5	\$24.82	\$26.13	\$26.50	\$27.56	\$28.80			5
6	\$25.45	\$26.80	\$27.30	\$28.39	\$29.66	\$32.62		6
7	\$26.09	\$27.48	\$28.12	\$29.24	\$30.56	\$33.60		7
8	\$26.76	\$28.18	\$28.84	\$29.99	\$31.47	\$34.62	\$45.69	8
9	\$27.45	\$28.90	\$29.58	\$30.88	\$32.41	\$35.65	\$47.06	9
10	\$28.15	\$29.63	\$30.32	\$31.82	\$33.38	\$36.73	\$48.47	10
11		\$30.39	\$31.10	\$32.77	\$34.38	\$37.82	\$49.93	11
12		\$31.16	\$31.89	\$33.76	\$35.42	\$38.96	\$51.42	12
13		\$32.10	\$32.71	\$34.77	\$36.48	\$40.12	\$52.97	13
14		\$33.06	\$33.54	\$35.81	\$37.57	\$41.33	\$54.56	14
15		\$34.05	\$34.39	\$36.89	\$38.69	\$42.57	\$56.20	15
16		\$34.05	\$35.27	\$37.99	\$39.86	\$43.85	\$57.88	16
17		\$34.05	\$36.17	\$39.12	\$41.06	\$45.17	\$59.62	17
18		\$34.05	\$37.09	\$40.31	\$42.29	\$46.52	\$61.39	18
19		\$34.05	\$38.04	\$41.51	\$43.55	\$47.91	\$63.24	19
20		\$34.05	\$39.01	\$42.76	\$44.87	\$49.35	\$65.14	20
21		\$34.05	\$40.18	\$44.04	\$46.21	\$50.83	\$67.10	21
22		\$34.05	\$41.38	\$45.36	\$47.60	\$52.36	\$69.11	22
23		\$34.05	\$42.62	\$46.72	\$49.02	\$53.93	\$71.18	23
24		\$34.05	\$42.62	\$46.72	\$50.50	\$55.53	\$73.31	24
25		\$34.05	\$42.62	\$46.72	\$52.01	\$57.20	\$75.51	25
26		\$34.05	\$42.62	\$46.72	\$52.01	\$58.92	\$77.77	26
27		\$34.05	\$42.62	\$46.72	\$52.01	\$60.68	\$80.10	27
28		\$34.05	\$42.62	\$46.72	\$52.01	\$60.68	\$82.51	28
29		\$34.05	\$42.62	\$46.72	\$52.01	\$60.68	\$82.51	29
30+		\$34.05	\$42.62	\$46.72	\$52.01	\$60.68	\$82.51	30+

Hourly Rates listed are exact



REVISED FY22 PUBLIC SAFETY SCALE DRAFT

MANASSAS CITY PUBLIC SAFETY STEP SCALE

STEP	PS1	PS2	PS3	PS4	PS5	PS6	PS7	STEP
0	\$53,289.60	\$55,952.00						0
1	\$54,891.20	\$57,761.60						1
2	\$56,659.20	\$59,654.40	\$60,540.48					2
3	\$58,510.40	\$61,588.80	\$62,358.40	\$64,864.80	\$67,745.60			3
4	\$60,403.20	\$63,606.40	\$64,209.60	\$66,786.72	\$69,784.00	\$76,772.80	\$81,099.20	4
5	\$61,963.20	\$65,208.00	\$66,144.00	\$68,817.84	\$71,884.80	\$79,081.60	\$86,964.80	5
6	\$63,523.20	\$66,872.00	\$68,140.80	\$70,870.80	\$74,048.00	\$81,432.00	\$89,585.60	6
7	\$65,145.60	\$68,577.60	\$70,179.20	\$72,987.20	\$76,273.60	\$83,886.40	\$92,248.00	7
8	\$66,809.60	\$70,345.60	\$71,988.80	\$74,859.20	\$78,540.80	\$86,382.40	\$95,035.20	8
9	\$68,515.20	\$72,134.40	\$73,819.20	\$77,105.60	\$80,891.20	\$88,982.40	\$97,884.80	9
10	\$70,283.20	\$73,964.80	\$75,670.40	\$79,414.40	\$83,324.80	\$91,665.60	\$100,817.60	10
11		\$75,857.60	\$77,646.40	\$81,785.60	\$85,841.60	\$94,411.20	\$103,854.40	11
12		\$77,792.00	\$79,601.60	\$84,240.00	\$88,400.00	\$97,240.00	\$106,953.60	12
13		\$80,121.60	\$81,619.20	\$86,777.60	\$91,041.60	\$100,152.00	\$110,177.60	13
14		\$82,534.40	\$83,720.00	\$89,377.60	\$93,787.20	\$103,168.00	\$113,484.80	14
15		\$85,009.60	\$85,862.40	\$92,060.80	\$96,574.40	\$106,246.40	\$116,896.00	15
16		\$85,009.60	\$88,046.40	\$94,806.40	\$99,486.40	\$109,449.60	\$120,390.40	16
17		\$85,009.60	\$90,292.80	\$97,676.80	\$102,481.60	\$112,715.20	\$124,009.60	17
18		\$85,009.60	\$92,580.80	\$100,588.80	\$105,560.00	\$116,126.40	\$127,691.20	18
19		\$85,009.60	\$94,931.20	\$103,604.80	\$108,721.60	\$119,600.00	\$131,539.20	19
20		\$85,009.60	\$97,364.80	\$106,704.00	\$111,966.40	\$123,177.60	\$135,491.20	20
21		\$85,009.60	\$100,276.80	\$109,907.20	\$115,336.00	\$126,859.20	\$139,568.00	21
22		\$85,009.60	\$103,292.80	\$113,214.40	\$118,788.80	\$130,665.60	\$143,748.80	22
23		\$85,009.60	\$106,392.00	\$116,604.80	\$122,345.60	\$134,596.80	\$148,054.40	23
24		\$85,009.60	\$106,392.00	\$116,604.80	\$126,027.20	\$138,632.00	\$152,484.80	24
25		\$85,009.60	\$106,392.00	\$116,604.80	\$129,812.80	\$142,792.00	\$157,060.80	25
26		\$85,009.60	\$106,392.00	\$116,604.80	\$129,812.80	\$147,076.80	\$161,761.60	26
27		\$85,009.60	\$106,392.00	\$116,604.80	\$129,812.80	\$151,486.40	\$166,608.00	27
28		\$85,009.60	\$106,392.00	\$116,604.80	\$129,812.80	\$151,486.40	\$171,620.80	28
29		\$85,009.60	\$106,392.00	\$116,604.80	\$129,812.80	\$151,486.40	\$171,620.80	29
30+		\$85,009.60	\$106,392.00	\$116,604.80	\$129,812.80	\$151,486.40	\$171,620.80	30+

Annualized salaries listed are approximate

Base Pay Overall Competitiveness by Benchmark Job Title

Pay Scale Adjustment Impact to Competitiveness	52 jobs at least 5% below market	13 jobs at least 5% below market
	17 jobs at market	56 jobs at market

B Pay Scale Adjustment	5%	B Scale Range Width Adjustment	75%
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Benchmark Job Title	Job Family	Current Pay Grade	Pay Grade Override	Current Manassas Pay		Market Comparison		Manassas Pay Range with Adjustment			Manassas Market Competitiveness at Midpoint	
				Final Pay Grade	Midpoint	Count of Matches	Market Midpoint	Minimum	Calculated Midpoint	Maximum	Current Market Ratio	Market Ratio with Adjustment
Chief, Fire & Rescue	Public Safety - Senior Staff	E27		E27	\$143,686	5	\$182,267	\$113,874	\$156,576	\$199,279	79%	86%
Director, Utilities	Utilities - Senior Staff	B26		B26	\$134,888	4	\$168,274	\$106,885	\$146,967	\$187,049	80%	87%
Public Works Maintenance Worker	Public Works & Maintenance	B04		B04	\$45,760	9	\$50,559	\$36,276	\$49,880	\$63,483	91%	99%
Water & Sewer Utility Worker	Utilities - Water	B05		B05	\$47,944	8	\$53,051	\$38,023	\$52,282	\$66,541	90%	99%
Administrative Assistant I	Office Support	B06		B06	\$50,190	8	\$53,803	\$39,771	\$54,685	\$69,599	93%	102%
Police Records Specialist	Public Safety - Civilian	B06		B06	\$50,190	6	\$55,507	\$39,771	\$54,685	\$69,599	90%	99%
Equipment Operator I	Public Works & Maintenance	B06		B06	\$50,190	9	\$56,882	\$39,771	\$54,685	\$69,599	88%	96%
Chief, Police	Public Safety - Senior Staff	B27		B27	\$143,686	9	\$178,501	\$113,874	\$156,576	\$199,279	80%	88%
Customer Service Representative I	Utilities - Customer Service, Billing, Metering	B07		B07	\$52,354	10	\$54,869	\$41,496	\$57,057	\$72,618	95%	104%
Meter Technician I	Utilities - Customer Service, Billing, Metering	B07		B07	\$52,354	8	\$55,701	\$41,496	\$57,057	\$72,618	94%	102%
Warehouse Technician II	Finance, Accounting, Purchasing	B08		B08	\$54,579	3	\$60,952	\$43,243	\$59,459	\$75,676	90%	98%
Revenue Specialist II	Revenue & Treasurer	B08		B08	\$54,579	4	\$55,966	\$43,243	\$59,459	\$75,676	98%	106%
Permit Technician I	Community Development	B09		B09	\$56,763	7	\$61,721	\$44,969	\$61,832	\$78,695	92%	100%
Parking Enforcement Officer	Public Safety - Civilian	B03		B03	\$43,534	6	\$52,544	\$34,485	\$47,417	\$60,349	83%	90%
Animal Shelter Supervisor	Public Safety - Animal Control	B09		B09	\$56,763	4	\$64,173	\$44,969	\$61,832	\$78,695	88%	96%
Public Safety Communications Specialist I	Public Safety - Civilian	B10		B10	\$58,968	9	\$59,819	\$46,738	\$64,264	\$81,791	99%	107%
Buyer	Finance, Accounting, Purchasing	B11		B11	\$61,152	5	\$64,304	\$48,463	\$66,637	\$84,810	95%	104%
Administrative Coordinator	Office Support	B11		B11	\$61,152	7	\$66,951	\$48,463	\$66,637	\$84,810	91%	100%
Automotive and Equipment Technician II	Public Works & Maintenance	B11		B11	\$61,152	8	\$64,241	\$48,463	\$66,637	\$84,810	95%	104%
Traffic Control Technician I	Public Works & Maintenance	B11		B11	\$61,152	5	\$66,829	\$48,463	\$66,637	\$84,810	92%	100%
Benefit Programs Specialist II	Social Services	B11		B11	\$61,152	4	\$68,926	\$48,463	\$66,637	\$84,810	89%	97%
Utility Billing Coordinator	Utilities - Customer Service, Billing, Metering	B11		B11	\$61,152	7	\$61,261	\$48,463	\$66,637	\$84,810	100%	109%
Information Technology Manager	Senior Staff	B25		B25	\$126,090	10	\$151,791	\$99,940	\$137,417	\$174,895	83%	91%
Property Code Officer I	Community Development	B12		B12	\$63,357	7	\$71,032	\$50,210	\$69,039	\$87,868	89%	97%
Crew Leader Streets	Public Works & Maintenance	B12		B12	\$63,357	9	\$70,445	\$50,210	\$69,039	\$87,868	90%	98%
Electric Generation Mechanic	Utilities - Electric	B12		B12	\$63,357	3	\$67,525	\$50,210	\$69,039	\$87,868	94%	102%
Systems Operator I	Utilities - Process Control	B12		B12	\$63,357	2	—	\$50,210	\$69,039	\$87,868	—	—
Water & Sewer Utility Technician III	Utilities - Water	B12		B12	\$63,357	7	\$63,784	\$50,210	\$69,039	\$87,868	99%	108%
Water Plant Operator I	Utilities - Water	B12		B12	\$63,357	6	\$65,209	\$50,210	\$69,039	\$87,868	97%	106%
Engineering Technician	Engineering	B13		B13	\$65,582	3	\$68,754	\$51,957	\$71,441	\$90,925	95%	104%
IT Specialist	Information Technology	B13		B13	\$65,582	8	\$73,697	\$51,957	\$71,441	\$90,925	89%	97%
Executive Assistant	Office Support	B13		B13	\$65,582	9	\$71,386	\$51,957	\$71,441	\$90,925	92%	100%
Crew Leader Water & Sewer	Utilities - Water	B13		B13	\$65,582	8	\$70,926	\$51,957	\$71,441	\$90,925	92%	101%
Laboratory Analyst	Utilities - Water	B13		B13	\$65,582	5	\$72,027	\$51,957	\$71,441	\$90,925	91%	99%
Site Inspector	Engineering	B14		B14	\$67,766	9	\$74,900	\$53,726	\$73,874	\$94,021	90%	99%
Real Estate Appraiser I	Revenue & Treasurer	B14		B14	\$67,766	5	\$76,211	\$53,726	\$73,874	\$94,021	89%	97%
Combination Inspector II	Community Development	B12		B12	\$63,357	7	\$78,229	\$50,210	\$69,039	\$87,868	81%	88%
Accountant I	Finance, Accounting, Purchasing	B15		B15	\$71,053	9	\$76,545	\$56,325	\$77,447	\$98,569	93%	101%
Electric Substation Electrician	Utilities - Electric	B15		B15	\$71,053	2	—	\$56,325	\$77,447	\$98,569	—	—
Tax Specialist	Revenue & Treasurer	B07		B07	\$52,354	7	\$61,753	\$41,496	\$57,057	\$72,618	85%	92%
City Clerk	Senior Staff	B21		B21	\$97,469	8	\$113,993	\$77,248	\$106,216	\$135,184	86%	93%
Recreation Supervisor	Parks & Recreation	B16		B16	\$75,462	9	\$84,196	\$59,798	\$82,222	\$104,646	90%	98%
Electronic Systems Technician I	Utilities - Process Control	B16		B16	\$75,462	2	—	\$59,798	\$82,222	\$104,646	—	—
Budget Analyst	Finance, Accounting, Purchasing	B17		B17	\$79,872	5	\$85,549	\$63,292	\$87,027	\$110,762	93%	102%
Family Services Specialist I	Social Services	B14		B14	\$67,766	4	\$79,137	\$53,726	\$73,874	\$94,021	86%	93%
Electric Line Technician 1st Class	Utilities - Electric	B17		B17	\$79,872	2	—	\$63,292	\$87,027	\$110,762	—	—
GIS Database Administrator	Information Technology	B18		B18	\$84,282	6	\$88,092	\$66,809	\$91,862	\$116,915	96%	104%
IT Network Administrator	Information Technology	B18		B18	\$84,282	8	\$93,623	\$66,809	\$91,862	\$116,915	90%	98%
IT Telecommunications Administrator	Information Technology	B18		B18	\$84,282	7	\$88,781	\$66,809	\$91,862	\$116,915	95%	103%
Benefit Programs Manager	Social Services	B18		B18	\$84,282	4	\$97,998	\$66,809	\$91,862	\$116,915	86%	94%
Planner Senior	Community Development	B19		B19	\$88,691	9	\$93,151	\$70,281	\$96,637	\$122,992	95%	104%
Water Plant Lead Operator	Utilities - Water	B19		B19	\$88,691	6	\$76,014	\$70,281	\$96,637	\$122,992	117%	127%
Fleet Services Manager	Public Works & Maintenance	B20		B20	\$93,080	8	\$85,547	\$73,776	\$101,441	\$129,107	109%	119%
Communications Manager	Senior Staff	B20		B20	\$93,080	10	\$122,058	\$73,776	\$101,441	\$129,107	76%	83%
Fire Marshal	Public Safety - Fire & Rescue	B21		B21	\$97,469	3	\$103,763	\$77,248	\$106,216	\$135,184	94%	102%
Buildings & Grounds Manager	Public Works & Maintenance	B21		B21	\$97,469	7	\$92,761	\$77,248	\$106,216	\$135,184	105%	115%
Director, Human Resources	Senior Staff	B26		B26	\$134,888	10	\$146,429	\$106,885	\$146,967	\$187,049	92%	100%
Engineer Senior	Engineering	B22		B22	\$101,878	6	\$105,239	\$80,764	\$111,051	\$141,338	97%	106%
Electronic Systems Supervisor	Utilities - Process Control	B23		B23	\$108,472	3	\$98,681	\$85,962	\$118,198	\$150,434	110%	120%
Assistant Director, Electric	Utilities - Electric	B24		B24	\$117,250	0	—	\$92,951	\$127,808	\$162,664	—	—
Building Maintenance Worker	Public Works & Maintenance	B04		B04	\$45,760	10	\$53,068	\$36,276	\$49,880	\$63,483	86%	94%
Director, Public Works	Senior Staff	B26		B26	\$134,888	9	\$156,295	\$106,885	\$146,967	\$187,049	86%	94%
City Engineer	Senior Staff	B25		B25	\$126,090	8	\$135,434	\$99,940	\$137,417	\$174,895	93%	101%
Director, Economic Development	Senior Staff	B26		B26	\$134,888	8	\$146,549	\$106,885	\$146,967	\$187,049	92%	100%
Director, Social Services	Senior Staff	B26		B26	\$134,888	6	\$151,017	\$106,885	\$146,967	\$187,049	89%	97%

Benchmark Job Title	Job Family	Current Pay Grade	Pay Grade Override	Final Pay Grade	Midpoint	Count of Matches	Market Midpoint	Minimum	Calculated Midpoint	Maximum	Current Market Ratio	Market Ratio with Adjustment
Director, Airport	Senior Staff	B26		B26	\$134,888	1	—	\$106,885	\$146,967	\$187,049	—	—
Director, Planning & Zoning	Senior Staff	B26		B26	\$134,888	9	\$151,436	\$106,885	\$146,967	\$187,049	89%	97%
Director, Planning & Development	Senior Staff	B26		B26	\$134,888	9	\$151,436	\$106,885	\$146,967	\$187,049	89%	97%
Risk & Safety Analyst	Human Resources	B16		B16	\$75,462	4	\$86,929	\$59,798	\$82,222	\$104,646	87%	95%
Deputy City Manager	Senior Staff	B28		B28	\$152,506	6	\$175,461	\$120,841	\$166,156	\$211,471	87%	95%
Animal Control Officer (Non-Sworn)	Public Safety - Animal Control	B09		B09	\$56,763	6	\$64,903	\$44,969	\$61,832	\$78,695	87%	95%
Human Resources Business Partner	Human Resources	B16		B16	\$75,462	8	\$86,303	\$59,798	\$82,222	\$104,646	87%	95%
Director, Finance	Senior Staff	B27		B27	\$143,686	10	\$156,871	\$113,874	\$156,576	\$199,279	92%	100%
Housing Program Supervisor	Social Services	B17		B17	\$79,872	3	\$91,282	\$63,292	\$87,027	\$110,762	88%	95%
City Attorney	Senior Staff	B28		B28	\$152,506	6	\$162,741	\$120,841	\$166,156	\$211,471	94%	102%

Base Pay Overall Competitiveness by Benchmark Job Title - Public Safety Benchmark Jobs

Pay Scale Adjustment Impact to Competitiveness	1 jobs at least 10% below market	0 jobs at least 10% below market
	3 jobs at market	9 jobs at market

PS Pay Scale Adjustment	5%
Apply Annual Hours Adjustment to Fire Jobs?	Yes

Benchmark Job Title	Job Family	Current Pay Grade	Pay Grade Override	Current Manassas Pay Range			Count of Matches	Market Comparison			Manassas Pay Range with Scale Adjustment			Manassas Market Competitiveness at Midpoint			
				Final Pay Grade	Pay Range Minimum	Pay Range Midpoint		Pay Range Maximum	Minimum	Midpoint	Maximum	Adjusted Minimum	Calculated Midpoint	Adjusted Maximum	Current Market Ratio	Market Ratio with Adjustment	
Firefighter	Public Safety - Fire & Rescue	PS2 (Fire & Rescue)		PS2 (Fire & Rescue)	\$53,290	\$63,690	\$74,090	5	\$52,060	\$69,398	\$86,736	\$55,985	\$70,487	\$84,989	92%	102%	
Fire & Rescue Lieutenant	Public Safety - Fire & Rescue	PS4 (Fire & Rescue)		PS4 (Fire & Rescue)	\$61,776	\$81,702	\$101,629	5	\$64,150	\$85,120	\$106,090	\$64,871	\$90,742	\$116,613	96%	107%	
Fire & Rescue Captain	Public Safety - Fire & Rescue	PS5 (Fire & Rescue)		PS5 (Fire & Rescue)	\$68,453	\$90,792	\$113,131	5	\$74,127	\$98,264	\$122,401	\$71,885	\$100,851	\$129,817	92%	103%	
Fire & Rescue Battalion Chief	Public Safety - Fire & Rescue	PS6 (Fire & Rescue)		PS6 (Fire & Rescue)	\$77,563	\$104,801	\$132,038	5	\$85,274	\$112,660	\$140,046	\$81,420	\$116,438	\$151,457	93%	103%	
Police Officer I	Public Safety - Police	PS2 (Police)		PS2 (Police)	\$53,290	\$63,690	\$74,090	9	\$55,978	\$74,301	\$92,623	\$55,952	\$70,481	\$85,010	86%	95%	
Police Officer II	Public Safety - Police	PS3 (Police)		PS3 (Police)	\$59,384	\$76,055	\$92,726	9	\$59,982	\$79,836	\$99,691	\$62,358	\$84,375	\$106,392	95%	106%	
Police Sergeant	Public Safety - Police	PS5 (Police)		PS5 (Police)	\$64,522	\$88,826	\$113,131	9	\$68,982	\$92,098	\$115,213	\$67,746	\$98,779	\$129,813	96%	107%	
Police Lieutenant	Public Safety - Police	PS6 (Police)		PS6 (Police)	\$73,112	\$102,575	\$132,038	9	\$80,744	\$109,056	\$137,368	\$76,773	\$114,130	\$151,486	94%	105%	
Police Captain	Public Safety - Police	PS7 (Police)		PS7 (Police)	\$82,826	\$113,402	\$149,573	9	\$94,704	\$125,717	\$156,731	\$81,099	\$126,360	\$171,621	90%	101%	
Overall Average					\$87,281					\$94,050			\$96,960			93%	103%



City of Manassas
Manassas City Council
9027 Center Street
Manassas, VA 20110

Meeting Date:	April 18, 2022
Time Estimate:	5 Minutes
Agenda Title:	Authorization of a Closed Meeting
Recommendation:	Authorize a Closed Meeting
Motion:	I move that Council convene in a closed meeting to discuss the qualifications of specific applicants for appointments to Boards, Committees and Commissions and the performance of specific Boards, Committees and Commission members as authorized by Virginia Code §2.2-3711(A)(1)
Date Last Considered by City Council:	N/A
Summary and/or Comments:	If the City Council votes to hold a closed meeting, the Council will be required to certify by motion that the meeting was held in conformance with the amended Virginia Freedom of Information Act.
Board – Committee – or Commission Reviewed:	N/A
Fiscal Impact:	N/A
Staff Contact:	W. Patrick Pate, City Manager ppate@manassasva.gov (703) 257-8212



City of Manassas
Manassas City Council
9027 Center Street
Manassas, VA 20110

Meeting Date: April 18, 2022

Time Estimate: N/A

Agenda Title: Certification of the Closed Meeting

Recommendation: Certify the Closed Meeting

Motion: I move that the Council certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion.

Date Last Considered by City Council: N/A

Summary and/or Comments: If the City Council votes to hold a closed meeting, the Council will be required to certify by motion that the meeting was held in conformance with the amended Virginia Freedom of Information Act.

Board – Committee – or Commission Reviewed: N/A

Fiscal Impact: N/A

Staff Contact: W. Patrick Pate, City Manager
ppate@manassasva.gov
(703) 257-8212