



CITY OF MANASSAS PARK
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Mayor
 Alanna Mensing

Vice Mayor

City Clerk:
 Lana A. Conner

Interim City Manager:
 Keith Nguyen

City Attorney:
 Dean Crowhurst

MANASSAS PARK GOVERNING BODY
Agenda Tuesday, January 7 2025 7:00 PM
City Hall Board Meeting Room

Councilmembers
 Haseeb Javed
 Darryl Moore
 Yesy Amaya
 Michael Carrera
 Stacy Seiberling

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City of Manassas Park AGENDA ITEM 6A

Proclamation

Recognizing the Manassas Park Marching Band and Color Guard

For Their Outstanding Achievement at the Manassas City Christmas Parade

WHEREAS, the Manassas Park High School Marching Cougars and Color Guard represent the spirit, talent, and dedication of our community through their exceptional musical and artistic performances; and

WHEREAS, under the inspiring leadership of Mx. Molly Brolaski, Director of Bands, Mrs. Kristina Schenck, Assistant Director, and Mrs. Anna Lowrie, Color Guard Director, the Marching Band and Color Guard achieved a momentous milestone at the Manassas City Christmas Parade; and

WHEREAS, the Manassas Park Marching Band and Color Guard were awarded the prestigious Chairman's Award, earning a perfect score for their captivating and flawless performance, bringing pride and recognition to our city; and

WHEREAS, the dedication and hard work of the students, directors, and supporting families reflect the values of excellence, teamwork, and perseverance that are hallmarks of Manassas Park. Let us all applaud their success and continue to support their endeavors as they inspire and elevate the cultural and artistic spirit of Manassas Park.

NOW, THEREFORE, BE IT RESOLVED, that I, Alanna Mensing, Mayor of the City of Manassas Park, on behalf of the Governing Body, do hereby recognize and commend the Manassas Park High School Marching Cougars and Color Guard for their outstanding achievement, and declare January 7, 2025, as a day of celebration and honor for this incredible accomplishment.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Manassas Park to be affixed this 7th day of January 2025.

Alanna Mensing, Mayor

Certificate

of appreciation

Presented to

Mrs. Kristina Schenck, Assistant Director of Bands

In recognition of for your hard work and dedication and your continued support of the Manassas Park Marching Band and Color Guard

Presented January 7, 2025

By Manassas Park Governing Body

Alanna Mensing
Mayor



Lana A Conner
City Clerk

Certificate

of appreciation

Presented to
Ms. Molly Brolaski, Director of Bands

In recognition of for your hard work and dedication and your continued support of the Manassas Park Marching Band and Color Guard

Presented January 7, 2025

By Manassas Park Governing Body

Alanna Mensing
Mayor



Lana A Conner
City Clerk

Certificate

of appreciation

Presented to

Mrs. Anna Lowrie Color Guard Director

In recognition of for your hard work and dedication and your continued support of the Manassas Park Marching Band and Color Guard

Presented January 7, 2025

By Manassas Park Governing Body



Alanna Mensing
Mayor

Lana A Conner
City Clerk

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

REQUESTING DEPARTMENT: City Manager's Office

MEETING DATE: January 7, 2025

SUBJECT/TOPIC: Recognition of Police Department employees for their hard work, dedication, and selfless service during the Mamta Kafle Bhatt Missing Person Case.

BACKGROUND: On August 5, 2024, Mamta Kafle Bhatt was listed as a missing person. The Governing Body of Manassas Park and the Community are grateful for the work of the Manassas Park Police Department, who through their tireless efforts determined that Mamta Kafle Bhatt was presumed dead and they arrested Naresh Bhatt in connection on August 22nd, 2024. Throughout the investigation, the Manassas Park Police Department conducted itself professionally and engaged with the community and all stakeholders with great care. In addition to recognizing the entire department for their dedication, the city specifically recognizes the following officers for their efforts in this case:

- Thomas Abilmona
- Marcel Barrett
- Steven Loving
- Mario Lugo
- Elpidio Munoz-Pineda
- Stephen Oxendine
- Christopher Seise
- Joshua Truslow
- Dustin Walker
- Thomas Wheeler
- Matthew Willeke
- Claudia Ventura
- and
- Patrol Division

STAFF RECOMMENDATION: That the Governing Body approve and adopt a Resolution to recognize Thomas Abilmona, Marcel Barrett, Steven Loving, Mario Lugo, Elpidio Munoz-Pineda, Stephen Oxendine, Christopher Seise, Joshua Truslow, Dustin Walker, Thomas Wheeler, Matthew Willeke, and Claudia Ventura, and the Patrol Division, and provide them with an Employee Spotlight Award for their hard work, dedication, and selfless service during the Mamta Kafle Bhatt Missing Person case as presented and subject to final City Attorney review.

CITY MANAGER APPROVAL: Required: ☒ Not Required: ☐	 _____ Keith K. Nguyen, Interim City Manager
CITY ATTORNEY APPROVAL: Required: ☐ Not Required: ☐ 6 of 29	_____ Dean H. Crowhurst

ATTACHMENTS:

- 1) *Resolution*

RESOLUTION _____

RECOGNITION OF MANASSAS PARK POLICE DEPARTMENT

WHEREAS, the Governing Body (the “Governing Body”) of the City of Manassas Park (the “City”) are extremely grateful for the great service provided to our community by all of our employees; and

WHEREAS, the Governing Body desires to recognize outstanding performance of our employees as they work together to positively impact the community; and

WHEREAS, on; August 5, 2024, Mamta Kafle Bhatt was listed as a missing person; and

WHEREAS, the Manassas Park Police Department worked tirelessly to find Mamta and bring the case to a resolution; and

WHEREAS, through their investigation the Police determined that Mamta Kafle Bhatt was presumed dead and they arrested Naresh Bhatt in connection on August 22nd, 2024; and

WHEREAS, throughout the investigation, the Manassas Park Police Department conducted itself professionally and engaged with the community and all stakeholders with great care;

NOW, THEREFORE, BE IT RESOLVED THAT the Governing Body hereby recognizes the great service and extraordinary teamwork of the Manassas Park Police Department for their hard work, dedication, and selfless service during the Mamta Kafle Bhatt Missing Person case

BE IT FURTHER RESOLVED THAT the Governing Body specifically recognizes Thomas Abilmona, Marcel Barrett, Steven Loving, Mario Lugo, Elpidio Munoz-Pineda, Stephen Oxendine, Christopher Seise, Joshua Truslow, Dustin Walker, Thomas Wheeler, Matthew Willeke, Claudia Ventura, and the Patrol Division, and provides them an Employee Spotlight Award for their hard work, dedication, and selfless service during the Mamta Kafle Bhatt Missing Person case signed by both the Mayor and Interim City Manager of Manassas Park.

Approved by the Governing Body in its regularly scheduled meeting held on the 7th day of January, 2025.

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

REQUESTING DEPARTMENT: CITY CLERK

AGENDA ITEM 9A

MEETING DATE: January 7 2025

SUBJECT/TOPIC: APPROVAL OF MINUTES December 3, 10, 2024

FINANCIAL IMPACT: Total: \$(AMOUNT)	Budgeted:	YES ____ NO ____
	Amount Budgeted:	
	Amount Spent:	
	Amount Requested:	
	Budget Line Item:	

STAFF RECOMMENDATION: Approve as presented or corrected

CITY MANAGER APPROVAL: Required: ____ Not Required: ____	 <i>Keith Nguyen, Interim City Manager</i>
CITY ATTORNEY APPROVAL: Required: ____ Not Required: ____	 <i>Dean H. Crowhurst</i>

ATTACHMENTS:

1)

OFFICIAL MINUTES OF THE MANASSAS PARK GOVERNING BODY MEETING HELD ON
TUESDAY, DECEMBER 3, 2024, AT 7:00 PM AT MANASSAS PARK CITY HALL, 100 PARK
CENTRAL PLAZA, MANASSAS PARK, VIRGINIA

Roll Call

Present Jeanette Rishell, Mayor
 Alanna Mensing, Vice Mayor
 Laura Hampton Councilmember
 Haseeb Javed, Councilmember (R)
 Darryl Moore, Councilmember
 Michael Carrera, Councilmember
 Yesy Amaya, Councilmember

Staff Lana Conner, City Clerk
 Keith Nguyen, Interim City Manager
 Dean Crowhurst City Attorney (R)

- 1. Call to Order:** 7:00 pm
Councilmember Javed requested to participate remotely for this meeting. He is participating remotely from his home at 9420 Sonia Court because he caught a virus bug over the weekend and is resting. Consensus of Governing Body to allow Councilmember Javed to participate remotely.

2. Approval of Agenda:

MOTION: Councilmember Carrera
SECOND: Councilmember Amaya
VOTE: Yes: Carrera, Amaya, Hampton, Javed, Moore, Mensing, Rishell

3. Moment of Silence/Pledge of Allegiance: Councilmember Moore

4. Presentation:

4a. FD Employer Support of the Guard and Reserve (ESGR) Special Presentation: Firefighters (Michael Soaper and James Tharpe):

Mr. David Schlager with the Central Virginia Committee of Employer Support of the Guard and Reserve (ESGR), a Department of Defense organization that works to ensure cooperative relationships between Reserve Component members and their civilian employers has a special Patriotic Employee Award to present to Battalion Chief Michael Soaper and Battalion Chief Jamie Tharp. Battalion Chief’s Soaper and Tharp were nominated for the Patriot Award by Firefighter / EMT Genadi Vrechkov, who also continues to serve in the United States Air Force Reserves as a Master Sgt. Mr. Vrechkov has worked for the City of Manassas Park for a year and a half, he has been assigned to Battalion Chief Michael Soaper’s shift with newly promoted Battalion Chief Jamie Tharp serving as his Captain and first line supervisor.

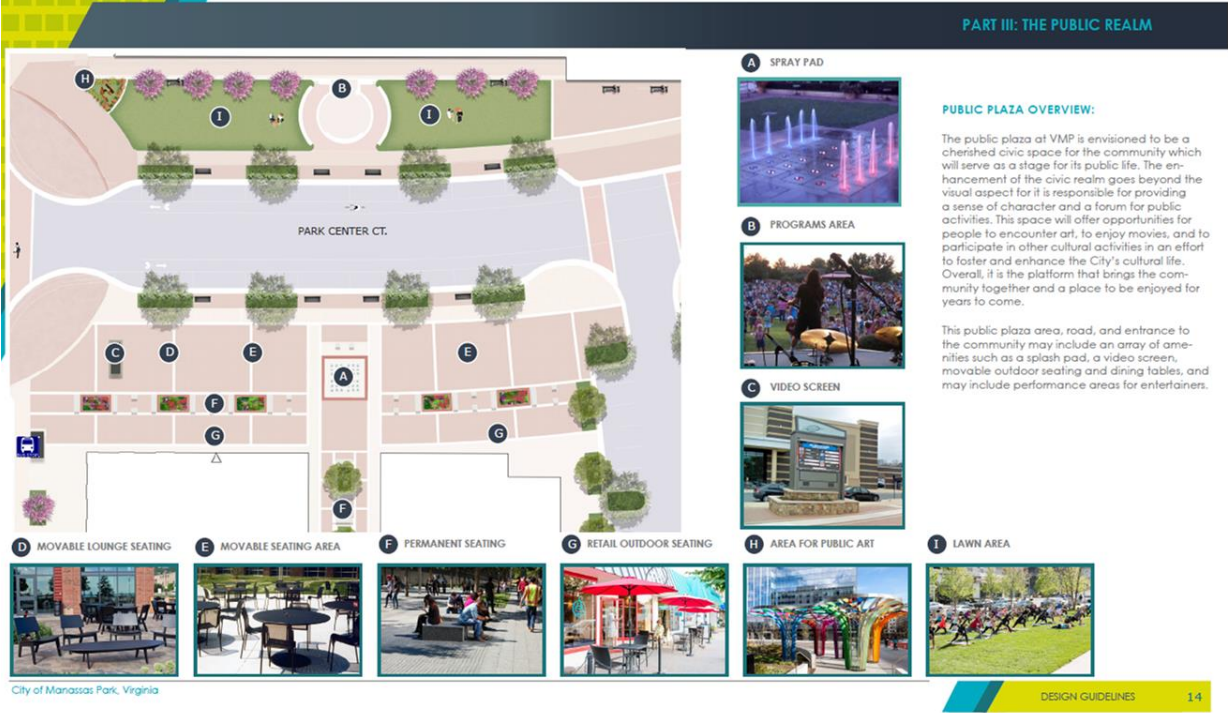
An employee serving in the National Guard or Reserve, or the spouse of a Guard or Reserve member, may nominate individual supervisors and bosses for support provided directly to the nominating Service member and his or her family. The Patriot Award reflects the efforts made to support citizen warriors through a wide range of measures including flexible schedules, time off prior to and after deployment, caring for families, and granting leaves of absence if needed. Patriot Awards are awarded to individual supervisors, not to an entire staff or organization. The City of Manassas Park Fire and Rescue Department is extremely proud of all our personnel and truly humbled by Mr. Vrechkov’s nomination of his supervisors Battalion Chief Michael Soaper and Battalion Chief Jamie Tharp for the Patriot Award. Mr. Vrechkov recognized that both chiefs are beacons of support for those who serve or have served in the military.

The Award reads for contributing to national security and protecting liberty and freedom by supporting employee participation in Americas National Guard and Reserve Forces.
Both Battalion Chief were presented with lapel pins. Both Battalion Chief Soaper and Tharp signed a statement of support which they pledge to continue to do what they are already doing. They recognize the value that military service members in guard and reserve bring to our civilian employment.

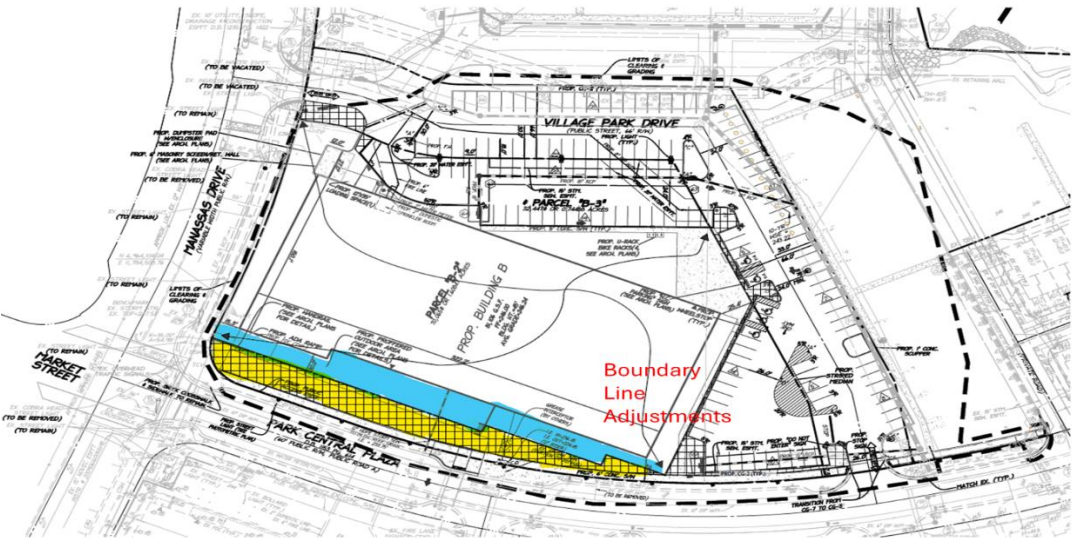
5. Public Hearing:

5a. The sale Parcel “B-2”, CONNER CENTER, Blooms Court, consisting of 1.60847 acres (70,065 square feet) of land, more or less, to B&B Movie Theatres, LLC or its assigns.

Mayor Rishell opened the Public Hearing at 7:12pm.



When this project first started four years ago, initial concept was Design Guidance not a site or building plan. This was concept city wanted to see. It was being designed by Norton Scott with townhomes, downtown city hall, and plaza with a future anchor site. On the design guidelines C was going to be the large screen. The letters H, I and B will be the other side of the Plaza. Park Center Court is a regular road. Things have changed the screen is no longer there. That is the monument sign. Plans are to put the screen on the side of the building. Park Center Court is a brick road not a paved road.



As Norton Scott completes their townhomes, we are transitioning to working with BnB. There is some site work that has not been completed. There is an escrow fund of \$1.6M which is earmarked for that. That funding is designed to build out that piece on other side of plaza and complete topcoat (approximately \$200,000) on parking lot. Existing parking lot is not final. City is waiting for BnB to build out before putting on topcoat. The \$1.6 is designed to build out this side of the plaza. The bulk of the money is designed for the plaza.

This is actual site plan. H, B, I is the yellow portion on site plan. It is about 20 feet and then part of that Plaza is owned by BnB. The City Manager does not recommend spending \$1.3M to build out the yellow portion.

Better course of action is to use portion of funds to build the big screen there. Staff is recommending a boundary line adjustment which will have to come back to Governing Body for a public hearing. Sell that to BnB so they can better leverage that entire site. This will give them the ability to buildout to their specifications. City will make sure they keep the design. There will be parking spaces available for any future city events. City has ability to close Park Central Plaza if necessary. If boundary line is approved, pedestrian will have access to this site if outdoor seating is needed. It will be open to the public.

The City Attorney stated this annexation is separate from proposed purchase and sales agreement. This is additional land. Essentially to do a boundary line adjustment the Governing Body will have to advertise for a public hearing. The city is not selling this land for profit. It is a \$10 sale. Their profit will be when the anchor is fully built out with taxes, food tax, etc. This land will have to be sold as one parcel if approved.

The downside of not extending boundary line is that the city will still own the land and must maintain it. B&B can't use that land to more effectively locate their building. They could incorporate some of the events with the city. This could allow them to have some outdoor presence from inside of business. This gives them more flexibility and gives us less maintenance responsibilities. There are already approved guidelines. The city will still have access easement to it. They will use the property the best way they see fit. Final building design will dictate where screen will be facing but city plan is hoping the screen will be facing Manassas Drive. Building code will have to be followed as far as building plans as well as approval of site plan. Zoning Ordinance will have to be followed as well as conformance with public facility manual. The proffers and master plan were approved. The design guidelines have been approved.

*Councilmember Carrera left the meeting at 7:30pm.

Was there \$1.6M already budgeted for the screen? \$1.6M was for everything remaining on site but now city proposing to sell this parcel to BnB. If city completed it, they would be about \$1M. If city keeps the property and does not sell to BnB, city does not get a screen. The City Attorney stated we will have to come up with another source of revenue for the screen.

The city will have to pay for topcoat and screen. Screen is about \$1M.

The City Attorney reviewed the proposed change to purchase and sales agreements. Some major points: building shall commence promptly following final approval of final site plan and final plat. Language on movie screen easement will be added. Special Warranty Deed shall contain a reverter clause if property is not used for the uses for six months following issuance of certificate of occupancy by the city. Study period forty-five (45) days following the effective date but no later than January 31, 2025. Closing date is thirty (30) days following expiration of study period. There will be deed of trust and promissory note on those bonds. City must have some way to have corporate guarantee other than LLC. Allow the purchaser to qualify for city's development incentives. There is credit line of \$6.3M. City will give \$6.3M to EDA. BnB has committed to using this bond money first. We are looking at FY2027 to make \$6.3M available. They want the city to charge them for arcade and bowling alley uses. They will have to pay meals tax. They want to get this debt paid off quickly. Tenant improvement program is ARPA funds which must be appropriated by end of year. They have swapped some of the funds and this will be general fund. Once approved, they can market the property.

This agreement will be in final form for consideration of approval on December 10, 2024, meeting. If not ready, the city attorney will ask for special meeting on December 17, 2024.

Citizens wishing to address Public Hearing: None

Close Public Hearing: 8:00pm:

MOTION: Councilmember Moore moved to close the public hearing at 8:00pm.

SECOND: Councilmember Amaya

VOTE: Yes: Amaya, Hampton, Javed, Moore, Mensing, Rishell

5b. Ordinance_____ :charge a tax on admission to amusement and entertainment events, performances, exhibitions and similar productions:

Mayor Rishell opened the Public Hearing at 8:01 pm.

City Attorney: this ordinance has been requested by BnB as discussed in previous public hearing. Governing Body wanted this ordinance to be all encompassing as possible. City Attorney changed the definition of charitable organizations to exempt purposes including city charitable events. City does not want charitable events and schools charged for this. He looked at Fredericksburg and Alexandria ordinances. They were both very concise. Added arcades and bowling alleys. City events are included. Councilmember Hampton stated it makes sense to use the 501c3 exemption.

Sec 22-246 All remittances received pursuant to this article by the commissioner of the revenue shall be promptly, but no later than the month in which it was remitted, turned over to the city treasurer.

Sec 22-252 remove extra paragraph.

Close Public Hearing: 8:16pm:

MOTION: Councilmember Amaya moved to close public hearing.
SECOND: Councilmember Hampton
VOTE: Yes: Amaya, Hampton, Carrera, Javed, Moore, Mensing, Rishell

6. Adjournment: 8:17pm:

MOTION: Councilmember Amaya
SECOND: Councilmember Hampton
VOTE: Yes: Amaya, Hampton, Carrera, Javed, Moore, Mensing, Rishell

Approved January 14, 2025

Jeanette Rishell, Mayor

Lana A Conner, City Clerk

OFFICIAL MINUTES OF THE MANASSAS PARK GOVERNING BODY MEETING HELD ON
TUESDAY, DECEMBER 10, 2024, AT 7:00 PM AT MANASSAS PARK CITY HALL, 100 PARK
CENTRAL PLAZA, MANASSAS PARK, VIRGINIA

Roll Call

Present Jeanette Rishell, Mayor
 Alanna Mensing, Vice Mayor
 Laura Hampton, Councilmember
 Michael Carrera, Councilmember
 Haseeb Javed, Councilmember
 Darryl Moore, Councilmember
 Yesy Amaya, Councilmember

Staff Lana Conner, City Clerk
 Keith Nguyen, Interim City Manager
 Dean Crowhurst, City Attorney

Reception for outgoing Mayor Jeanette Rishell and Councilmember Laura Hampton was held at 6pm.

1. **Call to Order:** 7:00 pm

2. **Approval of Agenda:**

MOTION: Councilmember Moore moved to approve Agenda with removal of Item 8d Keep America Beautiful presentation from Mallory Coffey.
SECOND: Councilmember Carrera
VOTE: Yes: Moore, Carrera, Amaya, Hampton, Javed, Mensing, Rishell

3. **Moment of Silence/Pledge of Allegiance:** Councilmember Javed

4. **Public Comment Time:**

*Ms. Emma Glover: Park Place: She thanked Mayor Rishell for her dedicated service to the City and to the MP senior citizens. Enjoy your retirement.
*Miss Sunshine Inyo Place: she presented the mayor with flowers on her retirement so she could enjoy them now while she could smell them. Take this time for you and your family. Each day celebrate our fireman, police officers and local officials. Thank you for your service.
*Michael Smith: 102 Colfax: Item 5b: 25-52: these huge permits fee is going to hurt the small businesses and residents. It might push residents into not getting a permit. He congratulated the mayor on her retirement.
Stacy Seiberling 9212 Williams Street: We are here to celebrate the remarkable leadership and guidance of outgoing mayor Jeanette Rishell. She is a steadfast champion for Manassas Park dedicating time, energy and vision making the city a striving community we are proud to call home. Enjoy your retirement.
*Rachel Kirkland: 9313 Brandon Street: She thanked the mayor for all she had done in the city and for being a dear friend especially the last two years. She was a true mentor. They had a fantastic relationship. Between city and schools. She thanked Laura Hampton for her commitment to the city and for her boundless energy. She wishes her well.

Councilmember Laura Hampton: The winter light extravaganza closes Friday. She is asking everyone to participate. Winter will be Grand Marshal for next years light parade. She thanked staff for the winter lights parade last weekend.
First and foremost, I want to express my heartfelt gratitude to the MP residents for granting me the privilege of serving as your voice on this dais over the past four years. It has been an honor to work on your behalf. I also want to extend my deep thanks to the dedicated MP staff, who have been incredible collaborators on various projects and issues. To my family, my neighbors, my fellow MP residents, and Derek Lane and volunteers at Good Party.org — thank you for standing by me in the days leading up to Election Day, especially during the challenging time after I fractured my left foot. I am especially grateful to my mother, my neighbor, my fellow MP residents, and one non-MP resident who selflessly volunteered their time to staff polls for me on Election Day. Your dedication was and is inspiring.
Despite all our earnest efforts, I came up just short — by only half a percent. While the outcome wasn’t what we hoped for, the journey and the sense of community it fostered were nothing short of extraordinary. To every person who reached out with words of encouragement, I want you to know that I’m still here. My 40-plus year commitment to this community remains steadfast as I continue volunteering with the Community Maintenance Working Group, Keep the Park Beautiful, and the upcoming 50th Anniversary celebration. And I stand ready to support and engage my fellow MP residents and our city in any way I can.

Over the weekend, I came across a quote by the late Justice Ruth Bader Ginsburg that perfectly encapsulates my journey over the last four years: 'Fight for the things that you care about but do it in a way that will lead others to join you.' Thank you all for walking alongside me on this journey. Together, we can continue to create a brighter future for our city.

Mayor Rishell: It has been a wonderful experience serving the city and I have enjoyed every minute of it. I will miss it but I am a supporter of term limits and you have to apply your beliefs to you own life. 4 years on council and 8 years as mayor is 12 years and I believe that is enough for one person to have influence on the public policy of a jurisdiction. I am so proud of all the teamwork that has been done to move the city forward, and the teamwork to reduce the General Obligation debt by half. Each budget season, the departments only asked for what they really needed, staff presented balanced options for the GB to consider, and the GB did its job by being financially responsible to the residents of the city. So thank you all! And also, many thanks to you all for being so considerate and accommodating regarding my hearing problems that cropped up over the last 2 or 3 years.

She thanked Councilmember Hampton for her service to the city.

Councilmembers Carrera, Amaya, Hampton, Mensing, Moore and Javed thanked the Mayor and Councilmember Hampton for their loyal service to the city and their dedication and leadership. It has been an experience for all of them. They will be missed.

5. Public Hearing:

5a. Public Hearing CMO: FY25 A1 which includes ARPA budget:

Mayor Rishell opened the Public Hearing at 7:24pm. Backup was presented on November 13, 2024. FY25 Amendment:

City of Manassas Park General Fund Budget			
Revenue Category	FY 25	FY 25 A1	Comment
PROPERTY TAXES	\$ 45,435,852	\$ 45,435,852	No Change
ECONOMIC REVENUES	\$ 5,299,999	\$ 5,299,999	No Change
POLICE	\$ 2,549,364	\$ 2,575,894	No Change
FIRE	\$ 1,729,316	\$ 1,729,316	No Change
EMERGENCY MANAGEMENT	\$ 7,500	\$ 7,500	No Change
COMMUNITY DEVELOPMENT	\$ 1,789,667	\$ 1,815,393	Increase in Street Maintenance Revenue
SOCIAL SERVICES	\$ 2,631,945	\$ 2,631,945	No Change
PARKS & REC	\$ 1,370,534	\$ 1,321,510	Decrease in pool revenue due to delayed opening due to construction
MISCELLANEOUS & OTHER	\$ 3,514,117	\$ 3,579,617	Increase due to CAM Revenue for Digital Drive Building
FUND TRANSFERS	\$ 12,464,493	\$ 17,376,298	Due to City and Schools Carryover Funds for CIP Projects
CAPITAL BUDGET REVENUE	\$ 32,972,685	\$ 36,686,510	Increase Due to CIP Carryover Funds from FY24 to FY25 and New Transportation Projects
TOTAL REVENUES	\$109,765,472	\$118,459,833	
Expenditure Category	FY 25	FY 25 A1	Comment
GB/CLERK/ATTORNEY	\$ 1,171,358	\$ 1,256,488	Increase in VRSA Insurance Premium
CONSTITUTIONAL OFFICERS/ REGISTRAR	\$ 2,321,459	\$ 2,321,459	No Change
CITY ADMINISTRATION (CM/HR/FINANCE/IT/GSA)	\$ 4,788,109	\$ 4,946,292	New City Manager Salary, IRS, Tuition Reimbursement Increase and Proposed FY24 Bonuses
POLICE	\$ 7,454,174	\$ 7,496,880	Increase in Overtime
FIRE	\$ 6,314,224	\$ 6,365,958	New Fire Drug Program (due to PW Hospital changes)
COMMUNITY DEVELOPMENT	\$ 4,110,010	\$ 4,170,010	CAM Expenditures for Digital Drive Building
HEALTH & HUMAN SERVICES	\$ 6,019,249	\$ 5,643,559	Decrease and redirecting of ARPA expenditures
PARKS & REC	\$ 5,108,790	\$ 5,120,290	Increase in Library reimbursement
TRANSFER TO DEBT, CAPITAL & RESERVES	\$ 21,925,853	\$ 26,872,827	Carryover from FY24 CIP for both City and Schools CIP Projects
TRANSFER TO SCHOOLS	\$ 14,454,727	\$ 14,454,727	No Change
CONTRIBUTIONS TO COUNTY	\$ 2,926,963	\$ 2,926,963	No Change
LEGAL SUPPORT/DUES	\$ 197,870	\$ 197,870	No Change
CAPITAL BUDGET	\$ 32,972,685	\$ 36,686,510	Increase Due to CIP Carryover Funds (City & Schools) from FY24 to FY25 and new Transporation Projects
TOTAL EXPENDITURES	\$109,765,472	\$118,459,833	

GENERAL FUND BUDGET

Note:

The “\$8.7M increase” double counts \$3.7M Capital Increase, thus actual increase is \$7.4M.

Operating Budget total of \$54.9M, only up \$35K original adopted FY25 budget.



ARPA Carryover and Closeout

- **\$1.6M total in ARPA carryover from FY24 to FY25**
 - \$475K Carryover for Fire Station Building Renovations
 - \$396K Carryover for WestNet Alerting System Upgrade, Fire Utility Vehicle & Cardiac Monitors
 - \$175K Carryover for Engineering Design for Signal Hill Park Renovations
 - \$526K Carryover for Information Technology Projects (i.e., ERP)
 - \$92K Carryover for Downtown Transportation Infrastructure
- **\$3.5M closeout redirected to purchase of Digital Drive building (Loss Revenue Category)**
- **\$700K closeout budgeted in FY25 for ERP**
- **\$356M closeout redirected to Police Department for Rooftop Units (Loss Revenue Category)**
- **\$1.1M for Signal Hill Park Renovations (Outpost, Pavillion, Tennis Courts)**
- **\$527K closeout budgeted in FY25 Smart Meter project.**
- **\$300K closeout budgeted in FY25 for Downtown Transportation Infrastructure**
- **\$1.4M in Expenditures for Salaries & Benefits, Aid to Tourism and Mental Health Services**

\$9.6M Total Operating & CIP Expenditures in FY25 to closeout ARPA

There are several projects that we need to close out by December 31, 2024. Any funds left over will be used to cover ARPA salary.

FY 25 Budget Amendment Highlights – General Fund

Carryover:

\$1.8M+ in Carryover for Transportation Capital Projects (NVT/VDOT Grant-funded).

\$293K+ in Carryover for Police Cruiser Equipment & CAD/Police Pak/EOC Operations.

\$184K in Carryover for other Public Works Capital Project- Rugby Storage Yard.

\$9K+ in Carryover Parks & Rec. Event Equipment and Pool Lighting Replacements.

\$430K+ in Carryover for Information Technology Capital Spending.

\$520K+ in Carryover for Facilities (PD Electrical Room, Asset Management & Green Plan)

\$1.9M total carryover not counting ARPA and Transportation; \$5.6M total carryover when counting all sources (\$2.0M Transportation and \$1.7M ARPA)

Positive Financial Impacts- \$86K (not counting ARPA impacts)

\$14K increase in Police revenue from the State HB #599

\$26K increase in DPW – Street Maintenance from the State

\$26K reduction in IT Dept. for Printers and Postage Machine

\$20K reduction in Animal Control Contract

Negative Financial Impacts- \$ 220K+ (not counting Capital/ARPA)

\$50K reduction in forecasted Pool Revenue (due to late start to FY25 Season)

\$25K reduction in Bank Stock Taxes based on FY24 Actuals

\$60K increase in Insurance Premiums (Workers Comp and new Fleet, and Accidents)

\$18K increase in new City Manager’s negotiated salary (pending council approval of agreement)

\$27K increase for Tuition Assistance and IRS fines

\$40K increase for Police Overtime to cover Investigation

\$15K increase for EMS Stock of Medications

Staffing Additions

Frozen Positions for FY25 Budget:

IT - Help Desk - \$45K

Police – Sergeant - \$95K Parking Enforcement - \$42K

Community Development – Building Inspector - \$97K and Zoning Enforcement - \$82K, Building Official - \$110K, Mechanic - \$63K, Streets Crew Worker 1 - \$45K

Positions from Desired List as part of FY25 Budget:

PIO Communications Director

Staff Recommendation:

1 FTE – Collections Specialist – \$72K– to recover past due red/speed light violations approximately \$1M delinquency (not including parking citations).

1 FTE – Building Official - \$110K – Frozen position in FY25 Budget – Community Development (savings from vacant systems engineer position and building inspector retirement)

Fire Department has sufficient personnel for instituting the new EMS medications program. City has to front load the expenditures to buy the drugs for rest of year.

City is going forward with \$1,000 bonus but staff will contact Treasurer to make sure we have funds available. Final decision will be by Interim City Manager based on revenue.

Enterprise Fund Budget

City of Manassas Park W&S Fund Budget			
Revenue Category	FY 25	FY 25 A1	Comment
User Fees	\$ 8,554,552	\$ 8,554,552	No Change
Other	\$ 228,069	\$ 228,069	No Change
Tap Fee Revenue	\$ 586,300	\$ 586,300	No Change
Reserve Transfer/Capital	\$ 3,628,828	\$ 8,560,021	Increase due to CIP Carryover Funds from FY24 to FY25
TOTAL REVENUES	\$ 12,997,749	\$ 17,928,942	
Expense Category	FY 25	FY 24 A2	Comment
Personnel	\$ 1,446,189	\$ 1,446,189	No Change
Overhead Support + Supplies	\$ 1,983,600	\$ 1,983,600	No Change
Contracted Support	\$ 258,681	\$ 258,681	No Change
Water Purchase	\$ 1,683,553	\$ 1,683,553	No Change
UOSA	\$ 2,038,437	\$ 2,038,437	No Change
Repairs & Maintenance	\$ 212,450	\$ 212,450	No Change
Debt/Capital/Reserves	\$ 5,374,839	\$ 10,306,032	Increase due to CIP Carryover Funds from FY24 to FY25
TOTAL EXPENSES	\$ 12,997,749	\$ 17,928,942	
City of Manassas Park Storm Water Fund Budget			
Revenue Category	FY 25	FY 25 A1	Comment
TOTAL REVENUES	\$ 1,948,336	\$ 3,256,812	Increase due to CIP Carryover Funds from FY24 to FY25
Expense Category	FY 25	FY 24 A2	Comment
Personnel	\$ 595,738	\$ 595,738	No Change
Overhead Support + Supplies	\$ 178,327	\$ 178,327	No Change
Contracted Support	\$ 174,394	\$ 174,394	No Change
Repairs & Maintenance	\$ 52,875	\$ 52,875	No Change
Capital + Reserve Contribution	\$ 947,001	\$ 2,255,478	Increase due to CIP Carryover Funds from FY24 to FY25
TOTAL EXPENSES	\$ 1,948,336	\$ 3,256,812	
City of Manassas Park Solid Waste Fund Budget			
Revenue Category	FY 25	FY 25 A1	Comment
TOTAL REVENUES	\$ 1,726,881	\$ 1,726,881	No Change
Expense Category	FY 25	FY 24 A2	Comment
TOTAL EXPENSES	\$ 1,726,881	\$ 1,726,881	No Change

Discussion followed on the many duties of the Community Development Department and need for Building Official. At present they do not have staff to do the many things this department needs to do.

Citizens wishing to address Public Hearing: none

*Tyler Ragula: Moseby Court: Just saw all of these cities permit increases, all this is going to do is burden the residents of Manassas Park and discourage people from pulling permits to do work.

*Stacy Seiberling: 9212 Williams Street: City isn't worried about increasing commercial fees but the city must think about our small businesses. She hears from small businesses about our fees. She would like to see another column showing what the fees were originally for Manassas Park.

Close Public Hearing at 7:38pm

MOTION: Councilmember Amaya

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Javed, Moore, Mensing, Rishell

5b. Increasing the amounts charged for all work regulated by the Virginia Universal Statewide Building Code and items listed in the Land Use and Development Fee Schedule:

Mayor Rishell opened the Public Hearing at 7:38 pm.

Michele Barry, Planning & Zoning Administrator:

They looked at the cost-of-living index and the CPI Consumer Price Index. The last increase to land use, development, building permits and inspections fees occurred in June 2018. Staff costs associated with these applications, permits and inspections have significantly increased over the past six years. To hire and maintain capable and dedicated staff, the Governing Body has authorized incremental pay increases since FY2020. In addition, the Development Services Division has added three new positions that are now involved in reviewing rezoning applications, traffic studies, transportation projects, site plans, zoning approvals and permits. Staff is recommending a 25% increase to the site inspection, building permit and inspection fees. The proposed increase is based on the percent change to the consumer price index since July 1, 2018, the effective date of the last fee increase. Note that the 25% increase was not applied to amusement device fees. Charges for such fees are regulated by Virginia Administrative Code, and the proposed fee schedule identifies them by reference. Other minor changes to the building permit and inspection fees include charging reroofing by square footage instead of the cost of work and removing the distinction between revisions to approved or pending plan to solely charge per revised page, thereby eliminating the charge of 5% of the original plan review fee for pending plan revisions.

Except for the site inspection fees, the proposed increases to the land use and development fee schedule were calculated based on the hourly rate of staff members and consultants involved in the processing and review of each application. The proposed fees are representative of the actual staff and consultant costs it takes to process and review an application. Other changes to the land use and development fee schedule included new fees for the third and subsequent review of approved public improvement plans, site plans and plats.

Staff has processed and reviewed several resubmissions of an approved plan revision that charging for the third and subsequent resubmissions is warranted. Lastly, the fees for an architectural study and a preliminary site plan are being removed because there is no requirement for either an architectural study or a preliminary site plan in the Zoning Ordinance.

On November 20, 2024, the Planning Commission held a public hearing on the proposed Land Use and Development Fee Schedule, and it recommended to the Governing Body approval of the fees as shown in Attachment 2. Overall, the proposed fees are in line with neighboring jurisdictions.

These are comparisons with Manassas City, Prince William County and Fairfax City. These jurisdictions have upgraded their fee schedule this past year. They have tried to keep fees lower to help out the resident’s getting permits.

Close Public Hearing: 8:09pm:

MOTION: Councilmember Amaya moved to close public hearing at 8:09pm. .

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Carrera, Javed, Moore, Mensing, Rishell

8a. Certificate of Appreciation: Patricia Brendel and Staff:

Councilmember Darryl Moore presented a Certificate of Appreciation to Patricia Brendel, Registrar and Staff for running a clean, successful, and efficient election in November.

8b. Presentation:

- a. **Update on KPB, CMWG & 50th anniversary:** Presentations made part of the record.
Funding for 50th Anniversary will have very little city funding. Plan is to get donations.

b. Certificate of appreciation for KPB events June to Nov 2024:

Keep the Park Beautiful Cleanups June 2024, September 2024 and October 2024 Cleanups: Participants: Mike Smith, Mike Rogers Michelle Rogers, MP Fire Department, Tyler Ragula, Stephanie Poirier, Lalheny Valencia Cervantes, Alexandria Garcia Luis Roman Feldman Marinka Gadzichowski Keith Nguyen Manassas Park Public Works Laurie Miehm Linda George Mike George Ernestine Keaton Maria Siwek Lilibeth Rivera Emily Rosales Unmol Adhikari Vivienne Perez
2024 Halloween House O Lights Participants: Marinka Gadzichowski, Joanne Stevens, Maryna Kotovska, Pamela Hill, Brenda Foster, Aaron Hummeldorf, Patty Winski, Laura Hampton, BSA Troop 1372

- 8c. **Special Presentation to Laura Hampton:** Mayor Rishell presented Laura Hampton with a plaque and thanked her for her four-year service as a Councilmember. Members of Governing Body thanked Councilmember Hampton for her dedication and

9. Consent Agenda

- 9a. **Approval of Minutes November 13, 19, 2024**
- 9b. **Re-appointment Lester Finkle Planning Commission December 31, 2028**
- 9c. **CD: NOVEC Easement on Public Property Parcel A-2**
- 9d. **Resolution 24-1000-2243 of Support for VHSIP Grant Application**
- 9e. **COR/CMO: JD Valuation Data through Avenity**

MOTION: Councilmember Carrera moved to approve Minutes November 13, and 19, 2024, reappoint Lester Finkle to Planning Commission for a term to expire December 31, 2028, approve and authorize the Mayor or the Vice Mayor to sign a deed and plat granting an easement to NOVEC on Parcel A-2 adjacent to Kent Drive, as presented and subject to final City Attorney review, approve resolution of support for VHSIP Grant application, and approve and authorize the City Manager to sign an amendment to the agreement with Avenity for the use of JD Power valuation data for purposes of Personal Property Tax, as presented and subject to final City Attorney review.

SECOND: Councilmember Hampton

VOTE: Yes: Carrera, Hampton, Amaya, Javed, Moore, Mensing, Rishell

10. Unfinished Business:

10a. Ordinance _____ to Levy a Tax on Admissions Charged for Attendance at Amusement and Entertainment Events, Performances, Exhibitions and Similar Productions:

City Attorney: this ordinance has been requested by BnB as discussed in previous public hearing. Governing Body wanted this ordinance to be all encompassing as possible. City Attorney changed the definition of charitable organizations to exempt purposes including city charitable events. City does not want charitable events and schools charged for this. He looked at Fredericksburg and Alexandria ordinances. They were both very concise. Added arcades and bowling alleys. City events are included. Councilmember Hampton stated it makes sense to use the 501c3 exemption. Sec 22-246 All remittances received pursuant to this article by the commissioner of the revenue shall be promptly, but no later than the last business day of the month in which it was remittances were received, be, turned over to the city treasurer. Councilmember Hampton asked for this because the word promptly has different meanings. She just wanted to have some type of time limits on remittances. This wording will remain.

MOTION: Councilmember Amaya moved that the Governing Body approve and adopt an ordinance to levy a tax on admission charged for attendance at amusement and entertainment events, performances, exhibitions, and similar productions, as presented and subject to final City Attorney review.

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Carrera, Hampton, Javed, Moore, Mensing, Rishell

10b. Parcel B-2 purchase and sale agreement B&B Movie Theatres LLC:

MOTION: Councilmember Carrera moved that the Governing Body approve and authorize the Mayor or Vice Mayor to sign a purchase and sale agreement for the sale of Parcel B-2 CONNER CENTER, Blooms Court to Manassas Park Cinema LLC subject to the requirement that the City Attorney obtain clarification from the City’s financial advisors and bond counsel to determine if the revenue bonds can be issued with a stipulation that they can be redeemed if romanette (i) of the reverter clause takes effect and the Property reverts back to the City on December 31, 2027. and subject to final City Attorney review.

SECOND: Councilmember Hampton

VOTE: Yes: Carrera, Hampton, Amaya, Javed, Moore, Mensing, Rishell

10c. Resolution 24-1000-2241 Charter Amendment Vote:

The City Attorney prepared a Resolution if adopted and submitted to General Assembly would become a bill for the General Assembly to amend the city charter. He submitted redlined version of proposed charter showing proposed changes. City Manager must live within 30 miles of the city. Removed the requirement that City Manager no longer had to reside in the city. Require all candidates running for local office to get petitions regardless of where they were supported by a party or not. Transfer state and local taxing and licensing authority from constitutional officers to city department of finance. The rest of the changes are largely to make the charter clearer.

He was tasked with reviewing the charter to make it easier to understand by removing items that was no longer relevant, or outdated. Code: 3.14 City treasurer and Commissioner of the Revenue shall be entitled to employ such staff as the State Compensation Board authorizes.

Mayor and city councilmembers in office on the effective date of this Charter shall continue to serve in office following termination of their respective terms of office until their duly elected successors have qualified.

3:15: CR and Treasurer all the local taxes and licenses get transferred to the city finance department. The Treasurer and the Commissioner are only do the duties associated with state taxes and licenses.

Version A is original Resolution with minor modifications (presented at public hearing)

Version B is the revised that retains Treasurer and Commissioner duties with local taxes

Keeps everything with Treasurer and commissioner of the revenue but clarifies what they are supposed to be doing.

Mayor Rishell believes the citizens would appreciate the city trying to streamline financial processes. She is sure special interest group will lobby against this.

Version A: Vice Mayor Mensing stated she will support the original version because this is residents’ number one concern and the number one calls, she gets. She can say she tried. She would like to keep requirement that City Manager live in the city.

The mayor was looking at the overall streamlining of the financial processes that might be for the betterment of the city.

Version A: Councilmember Moore: his preference is probably reverting to the original language the current original revised version.

Version B: Councilmember Hampton but she would like the requirement that City Manager live within city. If you are the CEO and being paid by the residents, you need to understand what we deal with.

Version B: Councilmember Carrera. If you remove the requirement for making City Manager live in the city you are impacting the level of the pool of candidates you will get.

Version B: Councilmember Amaya requirement that City Manager live within city.

Version B: Councilmember Javed but he is not for city manager being required to live in city limits.

Mr. Cole informed the Mayor that he intends to live in Manassas Park.

Consensus: three members Amaya, Hampton, and Mensing would like requirement that City Manager live in City. Four members Rishell, Carrera, Moore and Javed would like requirement removed that city manager must reside in the city.

Consensus: Version B be approved original Resolution with minor modifications.

Councilmember Javed: Governing Body must meet at least eleven months of the year. You get to choose a month where you don't have to meet. You set your monthly schedule in the first month of July each year. He thought Governing Body should meet at least once a month. The City Attorney stated if something comes up, the Governing Body can always vote to schedule a special meeting.

MOTION: Councilmember Amaya moved that the Governing Body approve and adopt a resolution requesting the General Assembly approve a comprehensive amendment to the city's Charter, that includes the Treasurer and Commissioner of the Revenue retaining local tax and licensing authority as presented.

SECOND: Councilmember Moore

VOTE: Yes: Amaya, Moore, Carrera, Javed, Mensing No: Hampton Abstain; Rishell

Councilmember Hampton voted no because we are not requiring the City Manager to live in the city.

11. New Business

11a. Ordinance _____ CM FY25 A1 and ARPA budget presentation: Interim City Manager:

Councilmember Carrera left the meeting at this time.

There were two items not included in the proposed amendment: 50th anniversary budget and additional request to hire a staff for Treasurer's office. There is no impact to A1 due to funding available from part-time position and vacancy.

50th Anniversary: other than staff cost, the only funds spent was \$1,800 for IT program. Committee will look for sponsorships, donations or gift in kind for all other expenditures. It will be the same as 4th of July or Light Parade. They will be depending on volunteers to reduce the burden on staff. If anyone has questions, give her a call and she will be glad to discuss budget in more detail.

Councilmember Moore would like to see a maximum budget for 50th anniversary in amount of \$25,000.

The committee originally asked for \$2,000 budget and spend only \$1,800.

Councilmember Amaya recommended to Councilmember Hampton a budget of \$10,000 for staff.

They have contract with KCBS for bbq event for \$250.

The Interim City Manager stated cost for staff is actual cost not in kind because it is overtime. He would be comfortable with a not to exceed \$25,000 budget.

MOTION: Councilmember Moore moved that the Governing Body adopt a not to exceed budget of \$25,000 for the 50th Anniversary celebration for City of Manassas Park.

SECOND: Councilmember Carrera

VOTE: Yes: Moore, Carrera, Amaya, Hampton, Mensing, Rishell

MOTION: Councilmember Amaya moved that the Governing Body adopt the FY25 budget amendment Number 1 to include the ARPA budget amendment number 5 as presented

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Moore, Carrera, Mensing, Rishell

11b CM: FY25 A1 Q3 Appropriations :

The City and Schools are requesting that the Governing Body appropriate funds to cover both entities through March 31st, 2025 (Quarter 3 of Fiscal Year 24 – January 1, 2025, to March 31, 2025).

Budget Amendment 1: For the General Fund, the City is requesting equalized appropriations for Q3 (Budget divided by 4 for each quarter) for the Operating Budget and the remaining balance of the Capital Budget.

For the Enterprise Funds the City is requesting an equalized appropriation for Q3(Budget divided by 4 for each quarter). The total appropriations for the City in Q3 will be 34,081,470 based on the FY25 A1 Budget Amendment. The School Board voted on their Appropriations request for Q3 and sent their request to Mayor Rishell and the Governing Body on November 7, 2024. Please see attached letter from the School Board requesting their appropriation (Attachment 2). With this appropriation request, the Schools are requesting roughly 27% of their budgeted funds to be appropriated for the third quarter of the Fiscal Year. The total appropriations for Schools in Q3 will be \$17,689,738 based on the FY25 A1 Budget Amendment.

That the Governing Body Appropriate \$34,081,470 to the City for Quarter 3 of Fiscal Year 2025:

MOTION: Councilmember Amaya moved that the Governing Body Appropriate \$34,081,470 to the City for Quarter 3 of Fiscal Year 2025 as presented.

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Javed, Moore, Mensing, Rishell

That the Governing Body Appropriate \$17,689,738 to City Schools for Quarter 3 of Fiscal Year 2025:

MOTION: Councilmember Amaya moved that the Governing Body Appropriate \$17,689,738 to City Schools for Quarter 3 of Fiscal Year 2025 as presented.

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Javed, Moore, Mensing, Rishell

11c. CD: Land Use Development Fee Increases: Increasing the amounts charged for all work regulated by the Virginia Universal Statewide Building Code and items listed in the Land Use and Development Fee Schedule:

Public Hearing held on December 10, 2024.

Councilmember Javed wanted to discuss the residential fees more in detail. Vice Mayor Mensing ask if city could vote on commercial fees only. Councilmember Hampton stated you are still going to have residents putting in applications in coming two or three months for the larger projects so the burden is still on staff. Majority of Governing Body wanted to vote on this issue tonight.

MOTION: Councilmember Amaya moved that the Governing Body approve the proposed increases to the Land Use and Development Fee Schedule and all fees charged for work regulated by the Virginia Universal Statewide Building Code, as presented, with an effective date of January 1, 2025.

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Moore, Mensing, Rishell with Javed opposed

11d PR: Signal Hill Pavilion Refresh: Jay Swisher, Director of Parks and Recreation:

With traffic, exposure to the elements, and general wear & tear, pavilion at Signal Hill Park has reached the end of its useful life. The Signal Hill Park Pavilion Renovation Project was originally approved as part of the City’s FY25 CIP budget. The department worked with the City’s General Services Administrator to solicit bids via a small purchase quote request under the City’s small purchase procedures. Quote requests were submitted on 11/1/24 and contractors were given until COB on 11/25/24 to submit responses. Of the six requests submitted, we received two quotes for consideration. Of those two, Five Star Enterprises came in with the lowest bid at \$136,562.48. Staff is requesting approval to move forward with the lowest bidder, Five Star Enterprises, in the amount of \$136,562.48. Given the potential for future cost increases in the interim period (contract must be signed by 12/31/24 but the project won’t be finalized until the spring), and the fact that the project is scheduled to come in well below the small purchase threshold, we recommend a 15%contingency be added. As a result, staff is requesting a total project budget of \$157,047.00.

*Since this project is ARPA funded, staff is required to have this work under contract no later than 12/31/24, in order to meet federal program guidelines.

MOTION: Councilmember Amaya moved that the Governing Body approve and authorize the Interim City Manager to sign an agreement with Five Star Enterprises to renovate the Signal Hill Park Pavilion at a cost not to exceed \$157,047.00, as presented and subject to final City Attorney review.

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Javed, Moore, Mensing, Rishell

12. Second Comment Time: None

13. City Manager Report:

Thank you to staff for a great light parade. They will meet to discuss areas of improvements.

Last Friday event: Dickens Festival

Holiday Trash Schedule: pickup on Thursday December 26, 2024, and Thursday, January 2, 2025.

City Attorney Dean Crowhurst:

He submitted his retirement letter to be effective July 6, 2025. He has worked for the city a total of 25 years.

He became city attorney in 2017. He has enjoyed his time with the city. He wants to make sure the city has a good turnover with City Attorney. At present you have a law firm that could segway into the city attorney role. He will be recommending that you hire a law firm and not an individual attorney.

All members of the Governing Body wished him well in his retirement.

14. Adjournment: 9:56PM:

MOTION: Councilmember Amaya

SECOND: Councilmember Hampton

VOTE: Yes: Amaya, Hampton, Carrera, Javed, Moore, Mensing, Rishell

Approved January 7, 2025

Jeanette Rishell, Mayor

Lana A Conner, City Clerk

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
Solicitation for Appointments: City of Manassas Park

AGENDA ITEM 9B

Board/Committee	2023 Appointment	2024 Appointments
COG Board of Directors (Appoint 1 member and 1 alternate)	Member Name: Darryl Moore Alternate Name: Vacant	Member Name: Darryl Moore Email: d.moore@manassasparkva.gov Alternate Name: Email:
Transportation Planning Board (Appoint 1 member and 1 alternate)	Member Name: Jeanette Rishell Alternate Name: Vacant	Member Name: Alanna Mensing Email: a.mensing@manassasparkva.gov Alternate Name: Steve Hall Email: s.hall@manassasparkva.gov
Metropolitan Washington Air Quality Committee (Appoint 1 member and 1 alternate)	Member Name: Hasseb Javed Alternate Name: Vacant	Member Name: Haseeb Javed h.javed@manassasparkva.gov Email: Alternate Name: Email:
Region Forward Coalition (Appoint 1 member and 1 alternate)	Member Name: Vacant Alternate: Vacant	Member Name: Email: Alternate Name: Email:
Human Services Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Yesy Amaya Alternate: Vacant	Member Name: Yesy Amaya Email: y.amaya@manassasparkva.gov Alternate Name: Email:
Climate Energy and Environment Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alanna Mensing Alternate: Vacant	Member Name: Stacy Seiberling Email: s.seiberling@manassasparkva.gov Alternate Name: Email:
Chesapeake Bay and Water Resources Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Laura Hampton Alternate: Vacant	Member Name: Email: Alternate Name: Email:
Food and Agriculture Regional Member Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Yesy Amaya Alternate: Vacant	Member Name: Yesy Amaya Email: y.amaya@manassasparkva.gov Alternate Name: Email:
Emergency Preparedness Council	Member Name: vacant	Member Name: Stacy Seiberling s.seiberling@manassasparkva.gov

RESOLUTION 25-1000-

MOTION: SECOND:

Date of Meeting January 7 2025

WHEREAS, bylaws of Potomac Rappahannock Transportation Commission (PRTC) requires formal resolutions from each jurisdiction for Commission appointments; and

WHEREAS, the Governing Body of the City of Manassas Park, Virginia, by Resolution, appoints the following as City Representatives to Potomac Rappahannock Transportation Commission (PRTC):

PRTC City Representative, Alanna Mensing
First Alternate Darryl Moore
Second Alternate
Third Alternate

BE IT FURTHER RESOLVED that Alanna Mensing is appointed as Virginia Railway Express Board member and Darryl Moore is appointed to serve the City as First Alternate on VRE Board.

BE IT FURTHER RESOLVED that all representatives will serve at the pleasure of the Governing Body until their term expires on Council.

Adopted this 7th day of January 2025

Alanna Mensing Mayor

Lana A. Conner, City Clerk

Ayes:

Nays: None

Absent: None

Abstain: None

Sec. 2-142. - Composition; appointment, qualifications and terms of members.

A local planning commission shall consist of not less than five (5) nor more than fifteen (15) members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half ($\frac{1}{2}$) of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office. One (1) member of the commission may be a member of the governing body of the locality; and one (1) member may be a member of the administrative branch of government of the locality. The term of each of these two (2) members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as its representative. The remaining members of the commission first appointed shall serve respectively for terms of one (1) year, two (2) years, three (3) years and four (4) years divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four (4) years each. Vacancies shall be filled by appointment for the unexpired term only. Members may be removed for malfeasance in office.

(Code 1971, § 2-45; Ord. No. 79-1700-130, 2-6-79; Ord. No. 96-1700-547a, 8-6-96; Ord. No. 02-1700-691, § 1, 9-3-02)

State Law reference— Similar provisions, Code of Virginia, § 15.2-2212.

§ 3.5. - Vice-Mayor; acting mayor.

The Governing Body shall biennially, at its first regular meeting in January following the municipal election, choose one of its members as vice-mayor. The vice-mayor shall perform the duties of Mayor during the Mayor's absence or disability. In the event of the death, removal or resignation of the Mayor, the vacancy shall be filled in accordance with general law.

Should a member of City Council be chosen to serve as Mayor until the next municipal election, such City Council seat will be deemed to be vacant upon qualification of the former City Council member as Mayor. The vacancy thereby created in the City Council shall be filled by the Governing Body as provided in this charter.

The member of the City Council who shall be chosen as vice-mayor shall continue to have all rights, privileges, powers, duties and obligations as a member of the Governing Body while performing the duties of Mayor in the absence or disability of the Mayor of the City.

(Acts 2007, Ch. 169, § 1, 3-9-07)

Code of Virginia
Title 24.2. Elections
Chapter 6. The Election

§ 24.2-682. Times for special elections.

A. Notwithstanding any charter or special act to the contrary, the following provisions govern the times for holding special elections. Every special election shall be held on a Tuesday. No special election shall be held within the 55 days prior to a general or primary election. No special election shall be held on the same day as a primary election. A special election may be held on the same day as a general election.

B. A referendum election shall be ordered at least 81 days prior to the date for which the referendum election is called.

C. A special election to fill a vacancy in any constitutional office shall be held promptly and in accordance with the requirements of subsection A.

Code 1950, §§ 24-44, 24-136, 24-137, 24-138, 24-139, 24-141, 24-346; 1956, c. 378; 1966, c. 115; 1970, c. 462, §§ 24.1-1(5)(c), 24.1-163, 24.1-165; 1971, Ex. Sess., c. 119; 1972, c. 620; 1973, c. 30; 1974, c. 428; 1975, c. 515; 1976, c. 616; 1977, c. 30; 1978, cc. 258, 304, 778; 1979, c. 37; 1980, c. 639; 1981, c. 367; 1982, cc. 498, 650; 1983, c. 461; 1989, c. 322; 1991, c. 592; 1991, 1st Sp. Sess., c. 12; 1993, c. 641; 2000, cc. [787](#), [1070](#); 2008, cc. [107](#), [385](#); 2010, cc. [431](#), [542](#).