



City of Manassas Park  
Governing Body Agenda  
October 6, 2015 7:00 PM  
Manassas Park Community Center

| Item # | Description  | Page # |
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| 5a     | Proclaim October 2015 as Mental Health Awareness Month Carol Thacker Mental Health Program Manager                         |        |
| 6      | Consent Agenda   |        |
| 6a     | Approval of Minutes September 1, and 15, 2015  |        |
| 6b     | Manassas Park City Schools 2016 Second Quarter Appropriation: Oct-Dec 2015   |        |
| 6c     | PR: Gym Curtain Replacement  |        |
| 6d     | Resolution: Senator Charles J. Colgan  |        |
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| 7      | Unfinished Business  |        |
| 7a     | Residences at Dominion Reserve CPA 13-15 and REZ 13-16 applications and Waiver A&B: Public Hearing held September 15, 2015 |        |
| 8      | New Business:  |        |
| 8a     | Manassas Park Fee Schedule   |        |
| 8b     | Adtek Engineers task order dev site plan for modular unit  |        |
| 8c     | Consider Resolutions Concerning the Conner Drive Extension Project   |        |
| 8d     | November 3 Meeting: Elections at City Hall: New date or location   |        |
| 9      | Manager Report   |        |
| 10     | Closed Meeting: State Code: VA Freedom of Information Act: Sec 2.2-3711a: Paragraph (7) Consultation with City Attorney    |        |
| 11     | Return to Open Meeting & Action if necessary   |        |
| 12     | Certification  |        |
| 13     | Adjournment  |        |

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**AGENDA ITEM** 5A

**REQUESTING DEPARTMENT: Governing Body**

*Proclaim October 2015 as Mental Health Awareness Month*

|  |                   |                     |
|--|-------------------|---------------------|
| <b>FINANCIAL IMPACT:</b><br>Yes: ___ No: ___ x | Budgeted:         | YES ___ NO <u>x</u> |
|  | Amount:           |                     |
|  | Budget Line Item: |                     |

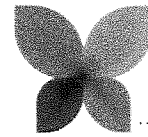
Approve Proclamation as presented.

|   |                                    |
|---|------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: ___ Not Approved: ___  | <hr/> <i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: ___ Not Required: ___ | <hr/> <i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:**



**PRINCE WILLIAM COUNTY  
COMMUNITY SERVICES**



...where change is possible

Charles S. Rigby, III Alan D. Wooten  
Chairman Executive Director

Administrative Office  
Sudley North Govt Center  
8033 Ashton Avenue  
Manassas, VA 20109  
703-792-7800  
Fax: 703-792-7704

Service Location  
7969 Ashton Avenue  
Manassas, VA 20109  
703-792-7800  
Fax: 703-792-7817

A. J. Ferlazzo Building  
15941 Donald Curtis Dr,  
Suite 200  
Woodbridge, VA 22191  
703-792-4900  
Fax: 703-792-7057

Human Services Building  
14716 Potomac Mills Road  
Woodbridge, VA 22192  
703-792-4900  
Fax: 703-792-5098

Prince William Club  
8521 Phoenix Drive  
Manassas, VA 20110  
703-792-5480  
Fax: 703-361-8840

Infant & Toddler  
Connection of VA  
7987 Ashton Ave, Ste 231  
Manassas, VA 20109  
703-792-7879  
Fax: 703-792-4954

September 18, 2015

**TO:** Members, Manassas Park City Council

**FROM:** Alan Wooten, Executive Director  
Community Services Board

**THRU:** Kimberly Alexander  
City Manager

**RE:** Proclaim October 2015 as Mental Health Awareness Month

I. Background in chronological order is as follows:

- A. Annual Observance – This is Community Services' 10<sup>th</sup> Annual Mental Health Awareness Event.
- B. Purpose of Observation – The goal is to enhance the community's awareness and understanding of mental health and the importance of appropriate and accessible services.
- C. Community Event - This year's event is being held on Thursday October 8, 2015 at the Ferlazzo Building from 3-7:30 PM. This year's theme is "**Celebrate! Finding Purpose**". Activities will focus on the Health Wellness Wheel and will include a panel discussion on finding purpose and mental health recovery. Mental Health consumers will be selling their arts and craft wares and community resource information will be provided.

Mental Health Awareness Month  
September 18, 2015  
Page 2

- II. Recommendation is that the Manassas Park City Council proclaim October 2015 as Mental Health Awareness Month.

Staff: Carol Thacker

Phone: 703-792-7866

**MOTION:**

**October 6, 2015  
Regular Meeting  
Res. No.**

**SECOND:**

**RE: PROCLAIM OCTOBER 2015 AS MENTAL HEALTH AWARENESS  
MONTH**

**ACTION:**

**WHEREAS**, mental health is essential to everyone's overall physical and emotional well-being; and

**WHEREAS**, mental illness will strike one in five adults and children in a given year regardless of age, gender, race, ethnicity, religion or economic status; and

**WHEREAS**, people who have mental illness can recover and lead full, productive lives; and

**WHEREAS**, an estimated two-thirds of adults and young people with mental health disorders are not receiving the help they need; and

**WHEREAS**, the goal of Mental Health Awareness Month is to raise awareness and understanding of mental illness and the importance of appropriate and accessible services; and

**WHEREAS**, the Community Services Board does hereby request that the City of Manassas Park join in recognizing the importance of mental health awareness and the need for appropriate and accessible services;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Manassas Park does hereby recognize the month of October 2015 as "Mental Health Awareness Month" and proclaims their continued support for awareness and understanding of mental health and the need for appropriate and accessible services for citizens with mental illness.

**Votes:**

**Ayes:**

**Nays:**

**Absent During Vote:**

**Absent From Meeting:**

**For Information:**

Community Services Board Executive Director

**CERTIFIED COPY** \_\_\_\_\_

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**AGENDA ITEM 6a**

**REQUESTING DEPARTMENT** City Clerk

**MEETING DATE:** *October 6, 2015*

**SUBJECT/TOPIC:** Approval of Minutes

|   |                   |                           |
|---|-------------------|---------------------------|
| <b>FINANCIAL IMPACT:</b><br>Yes: ____ No: <u>x</u> ____ | Budgeted:         | YES ____ NO <u>x</u> ____ |
|   | Amount:           |                           |
|   | Budget Line Item: |                           |

Request approval of September 1 and 15, 2015 Governing Body minutes

|   |                                       |
|---|---------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: ____ Not Approved: ____  | _____<br><i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: ____ Not Required: ____ | _____<br><i>Dean H. Crowhurst</i>     |

**ATTACHMENTS** Minutes

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, SEPTEMBER 15, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**Roll Call:** Frank Jones, Mayor  
Bryan E. Polk, Vice Mayor  
Keith Miller  
Suhas Naddoni  
Preston Banks  
Jeanette Rishell  
Michael Carrera

**Absent:** None

**Staff:** Lana A Conner, City Clerk  
Dean Crowhurst, City Attorney  
Kimberly Alexander, City Manager

**1. Approval of Agenda:**

**MOTION:** Councilmember Naddoni moved to approve the agenda with 6a. Superintendent of Schools report moved up and addressed as 3a. Citizens Time

**SECOND:** Councilmember Carrera

**VOTE:** Unanimously passed

**2. Moment of Silence/Pledge of Allegiance:** Governing Body

**3. Citizens Time:** None

**3a. Dr. Bruce McDade, Superintendent of Schools:**

Presentation made part of the record. Schools and school divisions are required to increase achievement rates in reading and math over the course of six years for all students, proficiency gap groups, individual subgroups, high schools – meet the Federal Graduation Indicator (FGI). The Annual Measurable Objective (AMO) has been set through 2016-2017. Copy of presentation sent to Governing Body.

**4. Sale of Parcel #30-3-1A-2: Public Hearing held September 1, 2015: (1644)**

This is the central park area. The issue of whether or not the park would be owned by the developer, applicant or city. It is important for the rezoning application. The purchase and sales agreement before Governing Body tonight has been negotiated and is presented for your approval.

K. Hovnanian Homes has made an offer to purchase Tax Map Parcel #30-3-1A-2 for the amount of \$300,000.00 within 30 days of site plan approval for the site plan for the Residences at Dominion Reserve which is the subject of REZ #13-16.

**MOTION:** Councilmember Carrera moved to approve purchase and sales agreement as presented.

**SECOND:** Councilmember Polk

Councilmember Banks arrived at this time (7:17pm).

Councilmember Rishell stated she had some discussions but would postpone them until later.

**VOTE:** Yes: Carrera, Polk, Miller, Jones No: Banks, Naddoni, Rishell

Passed with majority vote

**4. Public Hearing:**

**4a Public Hearing Residences at Dominion reserve CPA 13-15 and REZ 13-16 applications and Waiver A & B: (1839)**

The Mayor opened the Public Hearing at 7:20pm.

At that meeting, the changes to the applications were heard with the Commission deferring their final recommendation on these applications to their next meeting scheduled August 3, 2015. The Planning Commission made their final recommendation of approval to the Governing Body at the August meeting with revisions to the proffers submitted dated July 24, 2015. Because of new developments with potential purchase of land, the applicant requested a postponement of the public hearing to the September 15, 2015 date.

Mr. Jay Du Von, Attorney with Walsh, Colucci and Lubeley, represented KHovnanian Homes. Copy of presentation made part of the record.

The subject parcels are located at intersection of Digital Drive and Manassas Drive. It is currently zoned I-1 industrial. At present, there is no restriction on usage. Some of those usages might not fit in with the surrounding residential neighborhood. Their proposal is to rezone from I-1, Industrial to the PUD, Planned Unit Development zoning district for +/- 5.293 acres.

(1) a change of the Long Range Land Use designation in the Comprehensive Plan from City Center Redevelopment District to Multi-family,

The subject parcels are within the City Center Redevelopment District (CCRD) as defined in the Long Range Land Use Chapter of the Comprehensive Plan.

and (There are also two waiver requests submitted for the application that are being processed concurrently with the Rezoning, REZ#13-16 and the Comprehensive Plan Amendment, CPA#13-15. Waiver A is requesting allowance of a pedestrian trail, vehicle turnarounds, and utility crossings within the required 40-foot buffer along the northern part of the property. Waiver B is requesting elimination in the interior buffer 35-foot requirement adjacent to a proposed central park, identified as tax map number 30-3-1A-2, which is zoned I-1, Industrial.

The purpose of these requests is to allow the residential development of 120 two-over-two dwelling units. they are a hybrid between an apartment and a traditional townhome. Each unit has a private entrance, with the lower level units occupying the first and second floors of the building in approximately 1,550 square feet. The third and fourth floors are the upper level units, which are approximately 2,550 square feet. All units will have 3 bedrooms. The development will also be managed by a Condominium Unit Owners Association ("UOA").

The applicant has proffered a monetary contribution of \$15,000 per unit (totaling \$1,800,000.00), which would be paid at the time an occupancy permit is issued for each unit. The applicant believes that this contribution is sufficient to mitigate the impacts of this development on public facilities and services.

The applicant has contractual obligations which required completing the zoning in September so they respectfully request a vote either on September 15th or at a following meeting in September.

This request will be placed on the October 6, 2016 agenda for consideration.

Citizens wishing to address the Public Hearing:

1. Richard Shubert: 9217 Zachary Court: The city plan was created with a concept of commercial on main routes and home being more private and tucked away. City approved 1 rezoning for Belmont Reserve which lost the community more valuable commercial property and gained more homes and also more burdens on services. The creation of 120 more units is going to increase the traffic problem we already have. He thinks 60 units is more realistic. It takes him 40 minutes in the mornings now and even getting onto 28 is already very difficult. He thinks the

2. Mark Scheufler, 9402 Wilcoxon Drive: He recommends:

\*rejecting or deferring application to a date unknown.

\*reassessing property in 5 years after 1000+ residential units (Walker Station, Belmont Reserve, Eight Acre Parcel, Cayden Ridge, Palisades, and Dominion Crossing) are built within ½ mile of the site.

\*rezoning after a fully funded Route 28 Improvement Plan for Prince William County is in place (Route 28 Bypass or Route 28 to Six Lanes or Euclid Ave Extension) - (Estimated 2021).

\*rezoning after a parking garage and second platform are constructed at the VRE station (Estimated 2021).

\*a higher density development similar to The Enclave at Potomac Club Apartments with a wrapped parking garage in Woodbridge, VA.

\*development to include more households (studio/1 bedroom apartments). Manassas Park has one of the highest "Persons per household"– 3.41 in Virginia. The city needs a more diversified house stock. The city has enough 3 bedroom units. <http://quickfacts.census.gov/qfd/states/51/51685.html>.

\*development with a long term positive net revenue for the city (City Center). Recommends proffers (Monetary Contributions) to be at least \$25,000 per dwelling unit (3 bedroom MF). These should be considered large MF units with a Population per unit of 2.2 and Child per unit of .3. If this property were to be developed in Sterling, VA, Loudon County would receive \$25,000 per dwelling unit.

\*the city develop a proffer policy similar to Loudon County. Loudon County guidelines: <http://www.loudoun.gov/DocumentCenter/Home/View/55679>.

\*the City use proffers (If Developed) to acquire Mature Forest PWC Parcels across from development along Manassas Dr and convey to Signal Hill Park (Every resident in this area would be happy if this could happen). Do not recommend two Right Turn Lanes. This promotes vehicle usage. If the goal is to promote an urban walkable environment the city needs to Promote Bike/Ped usage to City Center/Signal Hill Park/VRE. Recommend Striping all of Digital Drive and adding 10' Protected Bike Lane along west side (Carondelet to Manassas)

3. Owen Davies, 9197 Matthew Drive: The city is a very dense residential neighborhood and this will increase the density. This will not bring in more businesses. Manassas Park is a nice livable place. The city will need more services for new residents. Traffic is a problem and getting worse. Governing Body should reconsider anything that will bring in more traffic and less services. This will only create more traffic. He would like to see more neighborhood space.

4. Darcey Damon, 9303 Karen Drive: She agrees with all the points the other citizens have said. She lives near the golf course and it takes her 30-45 to get to fire house and appropriately 1.5 hours to get to I-66. Turn lanes will help but will not alleviate the situation. City needs more businesses and not residential. She does not believe there are enough funds set aside for the burden on police, fire and schools. All of our money is spent outside Manassas Park. City needs to bring in businesses that will make more jobs available to city residents. Have a moratorium on development. Try to entice small businesses to locate in city. This will increase property values increasing real estate taxes. Have a planning board to address these issues.

5. Donald Shuemaker, 8644 Burnside Court: This is the last vacant parcel facing

MOTION: Councilmember Polk moved to close Public Hearing at 7:50pm.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

Because of emergency closure of city hall, the Governing Body will give citizens additional time to make their comments. Governing Body will receive comments until October 6, 2015. This will be placed on October 6, 2015 agenda. The staff report will be placed on city website for citizen review and comments.

**E-mail from citizens:**

James and Debra Foster, 9314 Michael Court: This type of housing would not greatly contribute to the tax base for the City. They believe the city would be better served to see how it will accommodate the current projections of population increases. They do not want the City to become just a place to live while we continue to support neighboring jurisdictions by building their economy when citizens go to their restaurants, stores and businesses. It will be difficult for our schools to keep up with increasing numbers of students and balance maintaining a quality level of instruction. Additional units can only add to the nightmare experiences of life on Rte. 28. It would be profitable for city to focus on bringing in businesses/restaurants for a broader base.

Noel Montesa, 9205 Golf Court: Traffic is his major concern, then schools and then other public services such as police. Adding more to the residential density will further aggravate the congestion on our one and only main crossroad. It takes him 20 minutes to get from his house to Route 28. There is a constant need for funds for schools. Can he expect his taxes to increase as well as the water & sewer rate? What happened to the balance of residential and commercial support in the city? What happened to city center? He would love to see what financial impact will change the existing zoning to benefit the city. Will added taxpayers add to quality of life or make it so crowded that we start competing and cheating for the limited resources we have.

**7. Consent Agenda**

**7a. Ordinance \_\_\_\_\_ Extending Personal Property Tax and decal due dates: One Time Extension:**

**7b. Approve purchase of Uninterrupted Power Supply (UPS): \$47,095.00**

**7c. Williams Scotsman Leases (Two Leases) Mobile Offices: Ratification**

MOTION: Councilmember Miller moved to approve Consent Agenda.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

**8. Unfinished Business: None**

**9. New Business: None**

**10. Manager's Report:**

City Hall: there are two trailers at city hall which houses, treasurer, commissioner of revenue, registrar's office and part of social services administrative staff. DSS staff for citizen who needs services will be located off staff. We have a information trailer. Accounts payable, payroll, finance and City Clerk are at parks & recreation. City Management is at police department. Planning is at public works. Right now it is estimated that city hall will not be able to open for at least a month. The air quality was tested and will be retested before city hall opened again.

A city resident will be featured on True Life

Fire Department will hold a 2015 Preparedness Fair on September 26 from 10am-2pm

October 6 2015 Governing Body meeting will be held at community center

Keystone training went well but implementation might be delayed due to number of bills that will be coming due next couple of months and relocation of offices of

**11. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph 1, and 7 at 8:03pm:**

MOTION: Councilmember Naddoni that the Governing Body go into closed meeting (i) to discuss the performance of two specific public officers or employees, and (ii) consult with the City Attorney regarding three (3) legal matters requiring the provision of legal advice by the City Attorney, pursuant to Paragraphs 1 and 7, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

**12. Return to Open Session: 9:10PM:**

MOTION: Councilmember Naddoni

SECOND: Councilmember Polk

VOTE: Unanimously passed

**13. Certification & Action out of Closed Meeting if Necessary**

MOTION: Councilmember Carrera moved the following Resolution:

WHEREAS, the Governing Body of the City of Manassas Park has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this public body that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Naddoni

VOTE ROLL CALL: Yes: Carrera, Naddoni, Banks, Miller, Polk, Rishell, Jones

**13. Adjourn:** The Mayor adjourned the meeting at 9:11pm.

Approved October 6, 2015

\_\_\_\_\_  
Frank Jones, Mayor

\_\_\_\_\_  
Lana Conner

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, SEPTEMBER 1, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**Roll Call:** Frank Jones, Mayor  
Bryan E. Polk, Vice Mayor\*  
Keith Miller  
Suhas Naddoni  
Preston Banks  
Jeanette Rishell  
Michael Carrera

**Absent:** None

**Staff:** Lana A Conner, City Clerk  
Dean Crowhurst, City Attorney  
Kimberly Alexander, City Manager

\*Vice Mayor Polk arrived at 7:15pm.

**1. Approval of Agenda:**

MOTION: Councilmember Carrera moved to approve the amended agenda with removing Item 6d from Consent Agenda and adding as Item 8b under New Business and Item 10 Closed Meeting will have five items for consultation with City Attorney. Item 6a: Councilmember Rishell had submitted changes to the minutes which will be incorporated into the minutes as approved.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

**2. Moment of Silence/Pledge of Allegiance:** Councilmember Carrera

**3. Citizens Time:** None

**4. Public Hearing:**

**4a Sale of Property: Tax Map Parcel #30-3-1A-2: City Attorney**

The Mayor opened the Public Hearing at 7:04pm.

Citizens: There were no citizens present wishing to address this Public Hearing.

Close Public Hearing at 7:05pm:

MOTION: Councilmember Naddoni moved to close this Public Hearing.

SECOND: Councilmember Banks

VOTE: Unanimously passed

This parcel will be conveyed to the City by Ryland as part of proffers for the Belmont Reserve development. This parcel is part of a project being built at the corner of Andrew Drive/Manassas Drive. This is coming as part of a proffer requirement for Belmont Reserve. The rezoning showed the parcel as city owned and was going to be developed as City Park. As staff went through the process, it became obvious this was going to be a private park. The developer has asked to purchase this parcel for the amount of \$300,000.00 to make it a private park. This will become taxable property. The city will lose the liability associated with having a public park. Originally the city wanted the condo association to take care of this park but there were complications because the city would still be liable for injuries that might occur if city became aware of something that was not repaired. This sale will help this confusion and help the process along. There is a restrictive covenant on this parcel that requires it must be used as a park per the Belmont Reserve proffers put on by the former owner before being sold to Ryland. Initially it has to be used as a park. The City does not like to take ownership of a property that we do not have the right to do what we want with it. The covenant remains. The offerer does not have a problem with the covenant because they will keep it as a park.

K. Hovnanian Homes has made an offer to purchase this property within 30 days of site plan approval for the site plan for the Residences at Dominion Reserve which is the subject of REZ #13-16. The sale would be contingent upon approval of the rezoning of the project.

The City Attorney received the purchase and sales agreement last Friday and has not had time to review it. He will send to Governing Body for their review with a request that comments be sent back to him by Friday, September 4, 2015 so he can review with their Attorney. In this agreement, the City Attorney thinks the study period should be shortened. This item will be placed on Governing Body September 15, 2015 agenda.

## **5. Recognitions/Presentations:**

### **5a. Proclaim September 2015 as Alcohol and Drug Addiction Recovery Month: Heather Martinson-Hill:**

MOTION: Councilmember Naddoni moved to proclaim September 2015 as Alcohol and Drug Addiction Recovery Month.

SECOND: Councilmember Carrera

Ms Martinson-Hill thanked the Governing Body for recognizing the importance of this proclamation and for their continued support in promoting addiction recovery and mental health in the community. She appreciated the city advertising the "Drug Take Back" flyer that is placed on city hall doors for September 26, 2015 because they are partnering with area police departments to encourage residents to bring extra prescription drug to reduce harm in that area.

VOTE: Unanimously passed

### **5b. Proclaim September 9-15, 2015 as National Suicide Prevention Week:**

MOTION: Councilmember Naddoni moved to proclaim September 9-15, 2015 as National Suicide Prevention Week.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

\*Vice Mayor Polk arrived at this time.

### **5b. Robert G. Goldsmith, President and CEO People Inc.:**

He presented their 2014 annual report to the Governing Body which shows highlights from their financials and a list of board of directors and summary of their activities and services. Copy of report made part of the record.

In the opinion of the independent auditors, the financial statement present fairly, in all material respects, the financial position of People Incorporated of Virginia as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. He thanked the Governing Body for appointing Randi Knights to this Board. Within the next year, they will be relocating from Gainesville to Manassas.

Councilmember Banks

### **5c. Berkley Group Presentation: Andrew D. Williams, Owner:**

There are five transportation projects the Berkley Group is helping the City complete. Copy of presentation made part of the record.

### **1. Euclid Avenue/Manassas Drive Intersection Improvement Project (18:46):**

The City received funding through the American Recovery & Reinvestment Act (ARRA) to finance the right of way phase and the deadline to request reimbursement for these funds is September 1, 2015.

All properties the city needed to acquire as a result of that project has been acquired. City has sent their last reimbursement request to VDOT yesterday in the full amount of all of the eligible properties and expenditures that qualify for that. It has been a lot of hard work from

All utility companies have been notified to submit their final utility relocation plans to the City's design engineer (Whitman, Requardt Associates) for incorporation into the roadway design plans. A utility coordination meeting will be held on September 10, 2015 to review the utility companies' plans relocation activities.

Mayor Jones asked as we look at utility relocation is there an anticipation of service disruption to any of the addresses in or around the intersection. Mr. Williams is not aware of any and that is one of the things they want to discuss with the utility companies to understand what is their plans are. There could be minimal shortage and outage as they are doing transfers but normally they work with the property owners and give them advance notice when that will happen.

VDOT Review/Construction Authorization: There is a 90% plan review and there is 100% plan review that VDOT has to do. They are working with the City's design engineer (Whitman Requardt Associates) to make sure city is on schedule to get the plans cleaned up and to VDOT by October 1, 2015 so city can begin the process. They need the reviews and authorizations in place in order to advertise for construction. After they advertise and bids come and they find a low bidder, VDOT has to review those bids and have to concur with the findings of the low bid before award is made.

Anticipated Project Delivery Schedule: Right of way acquisition is complete. Utility relocations schedule is from September 2015 through March 2016. VDOT Reviews/Approvals are from October 2015 through February 2016. Construction advertisement is scheduled for March 2016. Projects must be advertised for a 21 day minimum for all federal aid transportation projects. Bid opening scheduled for late March/April 2016. VDOT concurrence is April/May 2016 and contractor notice to proceed (NTP) June/July 2016. Once bids are received, VDOT must review them and concur with a recommendation to award. This process can take an additional 6-8 weeks. It should be anticipated that the contractor be given Notice to Proceed (NTP) approximately 60 days after bids are opened. Mr. Williams stated they are a little ahead of the schedule they presented six months ago. This project delivery schedule assumes construction beginning in the summer of 2016.

Councilmember Banks stated in regards to the schedule, VDOT's plan review in both section: does both reviews each take the six to eight week time period. It is twice on the schedule. Mr. Williams stated fortunately that is what you are looking. They look at the 90% level which takes six to eight weeks. Then it goes to the central office for final approvals and reviews for the 100%. Mr. Williams stated they can go longer than eight weeks depending on the time frame for the schedule. Holidays can create challenges so they are trying to get ahead of that with the 90% getting comments back before Christmas packaging that up and after holidays hit them with the final 100% request for authorization.

Councilmember Rishell stated if that was the reason that the VDOT review for October/February is longer than the VDOT review for April/May. The concurrence with the bid is usually more straight forward. Plan reviews have to be distributed to all of the different disciplines and so there are a bunch of divisions looking at the plans and then they consolidate the comments and then they get routed back through the project manager and then back to the city. The VDOT concurrence is the construction division looking at the bid and saying okay it looks reasonable which can take place in a matter of days but if there are challenges with the bids or if there is only one bid it can take longer depending on what the bids look like when they come back in. It could go quicker but a rule of thumb is six to eight weeks.

Councilmember Banks asked if they had questions or concerns in regards to how Whitman Requardt design was could that take longer and extend the time period. Mr. Williams stated the department can always come back with comments based on the design. Typically at the 90% level, they do not anticipate that we are talking about design elements so much as looking at the plan and specifications and making sure that everything is in place and you are meeting all of the federal criteria. This project has been unique. VDOT had a heavy hand in the design of it and they have been working closely with VDOT so they are trying to ensure that when the plans are received by the state that VDOT will help pull and push that through the proper channels that we need to

Mayor Jones stated he would contact the owners if he had to because these projects need to proceed without further delay or them dragging their feet on utility relocation. Councilmember Banks wanted to make sure we are meeting the deadlines for reimbursement requests. If we do that he thinks it will work.

**2. Manassas Park Middle School (MPMS) Safe Routes to Schools Project (28.22):**

Right of Way/Utility Relocation Phase: This is a sidewalk/pedestrian project along the western side of Euclid Avenue from Manassas Drive, Blooms Quarry road back to MPMS. This is a combination of state, local and federal funds. The City of received authorization to proceed with right of way acquisition from VDOT in June, 2015. Offer packages were compiled and sent to respective property owners on July 3, 2015. City only needs easements and not right of ways. City has been actively negotiating with the property owners to reach settlement as quickly as possible and anticipate settlement complete by the end of September, 2015. City is coordinating with Comcast and Verizon to relocate an underground utility line that will be in conflict with a proposed storm drain pipe associated with this project. Comcast has submitted the work order and plans to begin construction within the next month. Comcast will need to relocate prior to Verizon's relocation work. All property acquisition and utility relocation work will need to occur prior to advertising the project for construction. Next week they will be meeting with utility companies to coordinate all aspects of the utility work.

VDOT Review/Construction Authorization: As with the Euclid Avenue/Manassas Drive Intersection Project, the City's design engineer (Whitman Requardt Associates) will need to finalize engineering plans and submit to VDOT at the 90% design level and 100% design level. It is estimated that the design plans are at a 70% design level. It is anticipated that this work again will take the better portion of the remainder of 2015 as each subsequent review will take anywhere from 6-8 weeks to complete.

This project delivery schedule assumes construction beginning in the summer of 2016. Right of way acquisition Under way. Utility Relocations September 2015-December 2015. VDOT Plan Submissions/Review October 2015 – February 2016. City has to go through same reviews and process because this is federal money. Construction Advertisement March 2016. Bid Opening late March/early April 2016 VDOT Review/Concurrence April/May 2016. Contractor Issued NTP June/July 2016. City is about where they thought they would be in terms of schedule at this point. Utility relocation should not take as long as the proposed schedule on the spread sheet.

Councilmember Banks wanted to know why the plans for design level were at 70% design level because it is just a sidewalk. He thinks it should be 90%. Mr. Williams stated the 70% includes pulling the contract documents together, the specifications which involves a lot of federal language that needs to go into the projects. Yes, it is just a sidewalk but there are other challenges this project has faced and trying to understand some of the storm water issues. They are going to be taking storm water that is open channel in a ditch and putting it underground and try to understand how the storm water is going to flow. This takes more time than you think. They have reviews at 30, 60, and 90% for VDOT. City has gotten the 60% VDOT design comments in conjunction with the right of way authorization. That gave Whitman another laundry list of items that VDOT has that they want to see changed in the plan that has to be addressed at the 90% level. Not a lot of extensive work that needs to be done but still needs to be done.

Councilmember Banks stated that you have time built in for delivery schedule for the sidewalk but schools started two weeks early (mid August) and the city needs to inform the schools and the parents. It is cutting the schedule close of next year school opening.

Mayor Jones stated there is no way this project will be complete before next school year opening (August). This is more than just running a sidewalk. The majority of the

The Mayor requested the City Manager meet with School Staff and make sure they are aware of the schedule for this project for next year school opening. They must be made aware this will impact their access to the ball field area, etc for home games. The west side of Euclid will not be accessible nor will people be able to park there.

Mr. Williams agreed that the City is probably going to be at least 90 days into the school year. He stated that the contractor that gets this bid will be made aware of the expectations the city has on how that worksite will be managed and maintained during construction. They must look at the safety of the children and finding ways to keep the children away from the construction site. The children will not be able to walk on this street. The alternate access will have to be moved to the east side. There will need to be a mechanism to move them across Euclid, down and then back across.

**3. Denver Drive Culvert Replacement Project Project Status: On Schedule (3560):**

Since this project is funded through VDOT's Revenue Sharing Program, there is significantly less oversight from VDOT. The City is required to certify that all state and federal regulations were adhered to at the conclusion of the project. Design Progress: The City's design engineer (Bowman Consulting Group) was given notice to proceed April 2015 to develop engineering plans and construction documents to replace the culvert on Denver Drive in the western part of the city. Engineering work is approximately 30% complete. Drainage Design schedule by October 2015. Permitting and environmental works needs to occur by spring 2016. Finalize the design May 2016. Advertise July 2016\* Contractor NTP August 2016

\*Fully funding the construction phase of this project is contingent on additional funding. Please refer to Memorandum dated 8/12/2015.

This culvert does need to be replaced because of constant over flows during major storms. The water runs over the culvert when the culvert cannot take all the water.

Efforts are underway to better understand environmental and determine what permitting that will be required as a result of the project and to verify whether right of way/easements will need to be acquired. This will be determined in the next month. This is a maintenance project on existing culvert.

**4. Conner Drive Extension Project (3723):**

This is funded through Federal Revenue funds through VDOT. In April 2015, the City's design engineer (Bowman Consulting Group) was given notice to proceed to develop engineering plans to extend Conner Drive to provide a connection between Euclid Avenue and Route 28. Engineering work is estimated to be approximately 30% complete. Project was identified in CIP in 2000. Benefits; grid network relieves congestion (Rte 28/Manassas Drive), provides property access. It is partially constructed along the townhomes. Engineers believe this project will help with traffic congestion. Preliminary design concepts have been submitted to city staff for initial comment and review. There is substantial design challenges associated with this project, including utility locations, topography, and existing right of way width. A traffic study is forthcoming for review to better understand traffic volumes in order to inform the roadway design (pavement depth, width, etc.) Once a concept is finalized, public input will be solicited in the form of a citizen information meeting. City staff will summarize comments received and request the Governing Body endorse/approve proposed roadway design to proceed with final construction plans. It is anticipated that utility relocations will be necessary and right of way/easements will need to be obtained from at least two property owners. Right of way and utility impacts will be better understood within the next 60 days.

Mayor Jones stated this will be a right in/right out on Route 28 with island separator. The Mayor is not sure of the condition of the existing road bed on Conner Drive (width and thickness). This project only goes from Sandstone Way to Route 28. Mr. Williams stated NOVEC substation will cause a problem because they have facilities within the right of way and they will have to be relocated outside the right of way. Access to the substation will present a challenge. The width of the road is not part of this project. There is a constrained right that exist today which they are going to try to build a roadway on. There are traffic needs that need to be met. Engineers will have to do some core sampling to better determine what that roadway and pavement section looks like. It doesn't make sense to construct a roadway and then have the other section you are tying into not be able to handle that kind of traffic. What is there today and what should this project do with that section that already exists.

The Mayor asked if the city is in a position where we could end up saying no parking on Conner Drive which will be an immediate impact to citizens who park there today.

#### Project Elements

\*Utility relocation challenges. \*Planning a 38 foot wide pavement section based on anticipated 2,000-4,000 vpd by 2038. \*Consider alternate to add parking on-street on south side of the roadway which would be in addition to parking on north side. It would increase the number of parking spot. The Mayor stated you cannot do that with a 38 foot wide roadway if trucks go down it without risk of hitting parked vehicles. One of the items they are looking at doing on south side is you have to have 38 feet of paving but would add additional parking lane. The Mayor stated you don't own the land on south side because it belongs to the County. City would have to negotiate with the property owner if you plan on a 38 foot wide pavement section for the roadway. Staff has discussed reaching out to the owners believed to be Prince William County to talk about land development and what plans are in place. Mr. Williams is not sure if there would be a financial impact. The Mayor stated do not design something that can never be built. Access to the county land from that roadway could be a negotiating tool for the city.

Mr. Williams stated they understood that parking was going to be a critical issue. They have tasked the design engineers with looking at constructing the dedicated parking lane on the south side of the roadway. There are also NOVEC utility poles that run down that side of the road as well. They would have to have bump outs because relocation of utility poles would be cost prohibitive. Parking could be placed between those utility poles.

Mayor Jones: The north west most end where we would have the intersection of Conner Drive road bed there is NOVEC transformer compound. Between that compound and the property owners that are in the townhouse there is a slice of land that is associated with U-Haul. Is there an expectation that U-Haul will want to create an entryway into their property from Conner Drive if City were to do this. Mr. Williams stated he is not sure but that might be a possibility. Mayor Jones stated that land is not usable for any other thing because of its size. Part of the negotiation could be as an offset for the townhouse community would be if we could be do a land adjustment there that would allow them to have access to the road bed in exchange for some surface parking for the people as surge parking for the townhouses. That may take some of the burden off of what we would have to do on the periphery of the road bed itself.

Vice Mayor Polk (Manassas Park Planning Commission member) stated there is some dialogue and U-Haul may have some interest in a possible opening over there. Councilmember Banks asked if that was doable because that is an extension to a highway and then you have a road a couple of feet from it. He would think that would be a danger. The Mayor stated if you were coming off Route 28 there would be a right turn onto Conner and then go 40/50 feet past the NOVEC compound and then there

Staff looked at constructing new parking isle on south side of roadway exclusive of the 38 foot paving width. Through the design, city is able to accommodate approximately 52 new parking spaces on that roadway not counting the existing the parking on the north side of the road if city gets the land. They hadn't considered that with the original cost estimate. To construct the isle would increase the cost by approximately \$380,000. There is also the sidewalk on south side of street to accommodate pedestrians accessing cars. There is additional storm drainage that needs to occur.

\*Right in/right out proposed for intersection with Route 28

\*Will include pedestrian facilities

Revenue Sharing Funding: The funding memo sent out August 12, 2015. Conner and Denver Drive are both revenue sharing projects and first priority is getting the construction projects that have previously received revenue sharing fund completed. They have \$400,000 each (\$200,000 local and \$200,000 state). They are running into deficit on both projects. Conner Drive without on street parking runs over \$1 million (deficit over \$634,000) and when you add in parking, it is \$1.4 million. Denver Drive is running close to \$900,000. There is left over revenue sharing funding where other projects were closed out and can be transferred to another revenue sharing project. If the City wants to go for revenue sharing in 2017 (application due to VDOT on or about October 12, 2015), you would be looking at a \$317,000 application for \$317,000 local match without on street parking. With on-street parking based on what city knows, total cost would be \$1,413,160 with deficit of \$1,013,160. The revenue sharing application would be about \$506,000 application and \$506,580 local commitment to matching state funds. Funding available July 1, 2106. If application is made, project delivery schedule will not be delayed.

This information will be sent to Governing Body electronically.

Councilmember Banks asked if this includes any pedestrian improvements such as signage. He is worried about residents in townhomes but also the Osborne Park students across the street (especially cross country runners and walkers). Mr. Williams stated this would be for sidewalks on north side of street and would be sidewalk on south side where proposed parking would be including crosswalks depending on condition of existing pavement on Conner Drive. It does not contemplate having to rebuild that base.

Councilmember Banks stated if Prince William County develops their property that will increase traffic significantly using that extension. It could call for traffic signalization at some point. Mr. Williams stated they have 30% design levels going on right now and this is something the Governing Body should consider. Even if the city did not want to move forward with this construction aspect at this time, they could get the engineering component ready so you could have the project shovel ready and work toward the right of way and trying to fund the deficit for the construction. The local match portion could be funded through Potomac and Rappahannock Transportation Commission (PRTC) or NVTA. This portion of Conner Drive is in the city but when you go across Euclid, it is in the County road bed. The city side improvements would enhance the property between the street and Birmingham Green. The Mayor stated there is value providing to the County enhancing the property that is between road bed itself and between Birmingham Green.

The city could elect to apply for revenue sharing funds by Resolution but could elect to cancel the project but if they do that, VDOT has the option to require the city reimburse them for all funds expended (approximately \$10,000) to date for Conner Drive. Funding is determined on a case by case so he is not sure whether cancelling a project hurts the city. The state would like to use the funding as soon as possible to help municipality with transportation projects.

Councilmember Banks stated in ten years he could see a stop light at intersection of Conner Drive and Euclid Avenue especially when city develops the eight acres. If something happens on Prince William side, he wants to plan for the future but he does not want to spend a lot of money and then have to go back and redevelop this area again. Currently there is a right in/right out only at Route 28 but there are things going

Resolution: Approval of Application for 2017 Revenue Sharing: Staff will send information to Governing Body for their review and place on October 6 agenda for consideration.

Originally staff thought we would have to have revenue sharing application for both Denver and Conner Drive but there is left over revenue sharing funding where other projects were closed out. These funds can be transferred to Denver Drive and that would fully fund Denver Drive project. Mr. Williams believe there is no action required from Governing Body on Denver Drive and can be handled administratively. The outstanding cost item for the city is Conner Drive project.

#### **Anticipated Project Delivery Schedule**

Project delivery schedule assumes construction beginning fall of 2016, Conceptual Design Underway October 2015, Citizen Information Meeting late September/early October 2015, 60% Design October 2015/January 2016, 100% final construction Plans/Complete by August 2016 bid documents, Right of Way Acquisition/ February 2016-July 2016 Utility Relocation, Advertise Project\* September 2016, Contractor Issued NTP October 2016

\*Fully funding the construction phase of this project is contingent on additional funding. Please refer to Memorandum dated 8/12/2015

Calvin O'Dell, Deputy Public Works Director, stated that if the City did not wish the match money to come out of general fund then city would to approve a Resolution for that money to come out of motor fuels tax fund. Currently Denver Drive is 50/50 split of motor fuel tax as city match on top of state money. The Mayor stated that is \$200,000 motor fuels tax. Mr. O'Dell stated now we have increased both the state contribution and the local match. The local match currently, if we request VDOT to transfer those funds over to that project, the remaining local match is not accounted for except city general fund. There is already Potomac and Rappahannock Transportation Commission (PRTC) funds allocated. You could look at it as a clerical change. PRTC had allocated match money for Mathis that did not get used but completed Euclid and Mathis, with PRTC resolution funds. We used a good deal of the PRTC money to get back right of way purchase on Mathis. Mr. O'Dell stated he cannot say with certainty that the remaining balance is there still tied to Mathis. We may have to create an additional PRTC Resolution to cover city match. We won't know final amount until Euclid Avenue project is completed. He did not want the city to think that the additional \$230,000 is covered when right now it is city funds but he thinks there are options with PRTC funds.

The Mayor stated the only issue would be the possibility of having to go to PRTC to say either administrative adjustment in the allocation of project named for already authorized PRTC funds or a draw on additional PRTC funds. That is correct according to City Manager.

Mr. Williams stated the funds we are talking about that needs to be transferred is also under threat of de-allocation. The state is looking for some place to put those funds and fully funding Denver Drive is the logical place to use it. The City must approve where the funds are to go. City must go to another revenue sharing project. The existing culvert at Denver Drive has structural issues and needs to be replaced. They would replace with a designed 100 year flood culvert which is a larger facility. If the road overflows, you are placing the citizens down from it in a surge danger.

#### **5. Manassas Drive Railroad Crossing Improvements (Quiet Zone) (1:08:23)**

This project is also funded with VDOT Revenue Sharing funds that recently faced de-allocation and progress must be demonstrated through project progress and reimbursement requests to VDOT

Bowman Consulting Group, the City's design engineer, has been given notice to

Early in the process, Bowman Consulting Group viewed the qualifying SSMs that are acceptable for establishing a Quiet Zone and recommended proceeding with the channelizing curb system (FG-300) which is bolted down delineators which would go down the double yellow line. City has been working with them for six months (February 2015). The project has been progressing through Norfolk Southern's review/approval process, which alone can take a year. A forthcoming field inspection meeting is in the process of being set for mid-September to discuss this concept. Plan submission will occur about the time the city will go out in the field and railroad will look at all their equipment and say all the equipment is in the cabinet to make sure we have a safety check. They will review the plans we are working on and there is a 90 day comment period for review of city plans. They will give the city a preliminary engineering agreement if the plans are approved or send back comments for adjustments. It must be determined who is responsible for the maintenance of the equipment to insure the quiet zone is in place. The City was told to anticipate another three months to six months after the Preliminary Engineering Agreement (PEA) is in place. Staff is recommending that city continue with the FG-300 system and the Phase I approach. Deviating from the current SSM system would effectively require the process being restarted. It may not be aesthetically compatible with design features incorporated in the City Center but it allows continuity instead of starting over again. The city can look at some grant opportunities that could be available thru VDOT and federal government for a Phase II project to replace those delineators.

The SSMs that were reviewed came from available options through FRA and includes the following: Four-Quadrant Gate systems medians or Channelization Devices and Permanent Street Closure Grade separated crossing. The magnitude of cost for alternative options is significantly greater than the FG-300 system. Adding gate systems would cost approximately \$300,000-\$500,000. A grade separate crossing would be in the magnitude of millions of dollars, and a permanent street closure is not feasible.

Councilmember Banks agrees with the project but not with the FG 300 system because they are not aesthetically pleasing for City Center. He understands why the city must use this system at time. Councilmember Polk stated he agrees but right now the city is vested in getting the "quiet zone" established and they can look at other options later on. The Mayor stated we may be able to get some "proffers" for second phase.

Based on the current project schedule, anticipate that approval could be obtained by April, 2016 from all agencies/partners to install the SSMs already identified. The City can proceed with a more extensive project that would be visually compatible as a subsequent phase.

Denver Drive Project and Funding:

MOTION: Councilmember Banks moved to authorize staff to request VDOT to transfer the balance of revenue sharing funds to fully fund the Denver Drive project and authorize the Denver Drive project to move forward understanding that city may have to request additional PRTC 2% motor fuels tax depending on what happens with completion of Mathis Avenue/Euclid Avenue projects.

SECOND: Councilmember Miller

VOTE: Unanimously passed

Conner Drive Project:

City will put project on hold until they get the issue of the resolution and whatever other documentation is needed to proceed and will address at their next meeting.

Move Forward with the Quiet Zone:

**6 Consent Agenda**

**6a. Approval of Minutes of August 18, 2015**

**6b. SS: Social Services Advisory Board: Patricia Rhodes September 30, 2019**

**6c. PW: Allstate Contracting Corporation: Extension to City Hall Roof Repair Contract: Ratification**

**6d. Ordinance: Amend Article III, City Vehicle License, Chapter 14, Licenses: removed and addressed under new business**

**6e. PR: ASCAP License Agreement: two additional license agreements through BMI and SESAC**

**6f. Purchase Updated Firewall Technology (Fortinet Fortigate): \$15,717.92**

MOTION: Councilmember Rishell moved to approve Consent Agenda.

SECOND: Councilmember Carrera

Changes to minutes sent by Councilmember Rishell will be incorporated into minutes.

VOTE: Unanimously passed

**7. Unfinished Business:**

**7a. Ordinance: Amendment for Off-Street Parking and Loading Discussion (1:18:22): Darren Coffey, Berkley Group:**

A Public Hearing was held on August 18, 2015 on this ordinance and Governing Body decided they needed more time to receive comments and to discuss this issue further. The parking and loading section of the zoning ordinance is badly out of date and the idea was to bring it up to more modern standards based on examination of best practices with some computer analysis and field examinations of the practicality of some of the recommendations. A zoning ordinance should not be a static thing you never touch. Get in the habit of having it be dynamic amending it as you need to; keep it up to date. It is more a living breathing piece of art than scientific document that is not to be touched. Staff has established a purpose in the zoning ordinance for parking regulations which were absent previously. They looked at the different uses. One of the ideas they had was to treat City Center differently from rest of zoning districts in the city by recognizing it has a unique character and Comprehensive Plan remunerates that but yet it is less apparent in the zoning ordinance. One of the sensitive issues is with residential parking. If you had a mixed use district and wanted to treat parking differently you would have reduced parking standards than what you typically have in rest of city. Since parking is an issue and we are going to recommend increasing the parking standard throughout the majority of the city, they recommend let's keep it where it is at in City Center and for all the other areas we will require more for residential uses. With commercial, industrial and other non-residential uses it was a use analysis that set forth in the table provided in this Section of the ordinance. There are other nuances, improvements, clarifications that were made in the proposed language. He is here to answer questions and guide Governing Body through comments and issues that might arise.

Councilmember Rishell thanked everyone who worked on this document. A lot of work went into it. She has several parking concerns. She would like to emphasize that she thinks we need to approach this from the perspective of resident parking convenience, for residences and for running errands in the City.

First Point: Regarding "(a)(5) Residential garage:" this indicates all spaces inside the garage shall be considered as off-street parking. This will have a huge impact on families in townhouses. I believe it is not realistic, and it is not enforceable. Let me be clear. I'm not condoning the type of misuse of garage space where residents turn it into an apartment. That's not what I'm referring to. I'm referring to practical and legitimate family uses. Families make use of their garages for play areas, a place to

According to this code revision, each garage space is counted as one off-street parking space, and because of this it reduces the number of off-street parking spaces that must be provided. This is not practical. I do understand the desire to count garages in some manner. Therefore, I request a compromise, which would allow each covered garage space to be counted as One-Half an off-street parking space.

Second Point: I also believe that the parking in the Down Town Mixed Use District is not sufficient. This refers to the general area that most folks know as the City Center. City Center parking has been low-balled because of an assumption that is not correct now, and will not be correct for some time into the future. That assumption is that it is an urban environment with transit. That's wrong. It is not urban and does not have transit. It has the VRE, which goes one way in the morning and one way in the afternoon. There is minimal bus service in the form of a simple bus route. And it is likely to remain this way for a while, because the rate at which the General Assembly appropriates funding for infrastructure will not provide an alternative for years to come. Existing new funding is currently constructing infrastructure that was left un-built for the last several decades. And other state construction funding is shrinking relative to maintenance needs because, by law, transportation maintenance must be funded first. So folks residing in the City Center area still need vehicles. Case in point, if I lived at City Center apartments, I would not be able to go to the locations of my choice without my vehicle. I could not go to the following: work (when I worked in Oakton), dentist, eye doctor, family doctor, church, volunteer commitments, drug store of choice, grocery store and businesses of choice. Therefore, I request that City Center area parking in the below categories be brought up to the standard of the "All Other Areas" category:

**Multi-family** dwelling be changed to 1.75 spaces per dwelling unit plus 1 space for each 10 units

**Townhouses** be changed to 2 spaces per each dwelling unit plus 1 space for each 3 units

**Doctor or dentist** office be changed to 1 space per 250 SF

**Retail sales establishments** be changed to 1 space per 250 SF

**Barber or beauty salon, Self serve laundry, or dry cleaning establishment** be changed to 1 space per 500 SF

**Business, governmental, professional office buildings** be changed to 1 space per 300 SF

There is already a parking deficit at City Center regarding the number of spots per thousand SF of retail space. This is why when realtors promote City Center they calculate parking using the 146 spaces in the City Hall lot across the street. And this is so we can get competitive with the parking space for retail over on Liberia. So the point here is, let's not continue to perpetuate a parking deficit. And again, I would emphasize that we should look at this from the perspective of resident parking convenience, for living and for running errands in the City.

Councilmember Banks agreed with Councilmember Rishell's recommendations and points. Some townhomes garages are too narrow to park in so they park in their driveway. Section A #8: backyards: prohibit the parking of vehicles in back yards where there is not a driveway or paved space. The Mayor stated there is a statute in city code that talks to that. Councilmember Polk stated this does not prohibit anything. He is clarifying the discussion about residential garage. This is just whether it is counted for purposes of parking regulations. The Mayor stated the statute talks about the amount of yard surface area that can be paved.

Councilmember Rishell: The "all other" area category in category she pointed out is twice the parking space as the City Center and sometime is more than doubled. Example: Retail establishment: if you take 1800 SF establishment one space per 600

Councilmember Naddoni shares some of the same concerns as Councilmember Rishell. Item #3: Principal use: No motor vehicle repair work, except emergency service, no storage of merchandise, and no motor vehicles for sale, shall be permitted in association with any required off-street parking facilities. Most people store things in their garage. We are approving an ordinance to make it illegal for people to keep their stuff in storage such as bikes. He has renters and have concerned with multiple items. He thinks this ordinance should be looked at in further detail and edited. It is not ready for adoption.

Councilmember Carrera: He appreciates the time and detail put into this and he is in support with Councilmember Rishell's recommendation but he would like to see the recommendation put into the final draft ordinance before he would vote on it.

Councilmember Polk: he is in support of the residential changes. He asked Mr. Coffey what is your reactions to the ones for the businesses recommendations around square footage for doctor or dentist, retail sales establishments, barber or beauty salon, self serve laundry, or dry cleaning establishment. Mr. Coffey stated the theory is if you have mixed use development where people are living, working, and playing and lease space was vacant now fills up with these types of uses, the residential area would be a primary user of those uses because they are right there near where they live and they could walk to it. Because part of that business demand is there, you need less parking because a lot of the demand for that business generates traffic. There is no magic to it and if it is the will of the Governing Body to not differentiate in those categories, City Center vs another location, that is Governing Body prerogative. Mr. Coffey stated from a business perspective if I am looking to locate one of these uses in City Center, I would put my dentist office in there and would have to adhere to the parking standards that are more stringent that would be more difficult to do in City Center than it would be out on a commercial shopping area or professional office park. Whereas if it is less stringent standard and more compatible with the mixed use walk ability of the area, then it would be easier to pull the trigger on that lease. He understands the sensitivity of parking in the city particularly residential as well as some business uses. That is the theory behind it and that is his response to it. It really is more art than science. Once this ordinance is amended it will not be perfect there will still be issues you will notice and you are going to have to tweak it and amend it again. This is intended to be an overall improvement and motorization of that section of the ordinance. There isn't anything in it to tell anybody how they can use their garage or not use your garage. What it is saying for development purposes a garage counts as space. Councilmember Rishell stated that has a direct impact on the homeowner. Mr. Coffey stated he wanted this to be clear that no code enforcement officer will come to tell you to clean out your garage because it can only be used for parking. It is for new single family or multi-family residential going in here is how we count it, etc. Mr. Coffey is not aware of any empirical data on how many use garages for storage and how many for parking. He is not aware of any jurisdiction not counting a garage space as a space. It is up to the Governing Body to do what they feel is prudent. They are not recommending a reduction in residential parking in City Center. They are recommending that the regulations that are in place today stay in place with regard to that area then they become slightly more stringent more parking is required in other areas of the city to help address and alleviate that issue. Whether that is the right balance or not, he does not know but they intentionally didn't recommend reducing parking because they were acutely aware of the sensitivity of the parking issues in the City Center area.

Mayor Jones asked what the statutory definition of off-street parking is.

The Mayor stated suppose someone on the west side of the city constructed a garage in the back of their home and wanted to use it for something other than parking a vehicle such as home business. If we have a narrow definition of off-street parking that is not allowed. Specifically Paragraph 3 would prohibit that. He is not sure city has the ability or right to go in and tell folks they can't use a structure that they built in concert with code in a way they intended to use. He is not sure that Paragraph 3 can stand

The City Attorney stated the definition is: a parking area serving a non-residential principal use which is located on a lot. Everything says non-residential. The Mayor stated some of this is not in concert with the definition provided in our own code. The Mayor understands the intent but his point is everything we have talked about has been in reference to what is residential but yet the statutory definition as read by City Attorney has nothing to do with residential at all. Definition for private garage: an accessory building designed or used for storage purposes only by the occupants of the building to which it is an accessory and having a capacity of not more than four (4) automobiles. Space therein may be used for not more than one (1) commercial vehicle of not more than two (2) ton capacity. It just talks about storage

Mayor Jones stated this is a good start but he thinks there is some code cross reference that needs to be done and some adjustments in terms of what is in existence today in our city code that needs to be referenced. He is not sure that trying to categorize off-street parking works for residential given the language that is there. It is clearly a non-residential entity only in those terms. Garages are different but we are not necessarily talking about garages in a number of these paragraphs. We are talking about off-street parking. The Governing Body embraces the changes as recommended by Councilmember Rishell on the tables and he is asking that Staff take this back to make it a more harmonized product with remainder of city code than what is here. Staff will get a draft back to Governing Body before being placed on agenda so Governing Body can provide additional feedback. This would include feedback from Councilmember Rishell given tonight.

Councilmember Rishell stated she did not prescribe changes to every single category just those she thought were pertinent and would affect families the most.

City Attorney asked if we can poll other HOA's to see how they use garages. He and Councilmember Rishell had a discussion before the meeting and her ideas are novel one and have not been done anywhere else. If we do this we should do it with the idea that others might follow. If we are going to come up with a number like say out of ten two houses didn't use it. That would mean we would want to make one garage space 80% of a regular space instead of going with an arbitrary number.

Mayor Jones wanted to make it clear it is not just townhouses. We have other locations where we have garage facilities that are affixed to single family dwelling. On the west side of the city we have free standing structures.

The City Attorney stated this would be for future development only. We don't really have any areas in the city that is likely to have single family as it stands now. City Center is the key area. What would go here is multi-family and townhouses. The Mayor likes polling the HOA's. Staff will contact HOA to see how they use garages and get some data to help the decision making.

Councilmember Naddoni: You were given definition of garages and off-street parking. Sec 31-27: The zoning ordinance reads: In any zoning district, all structures built and all uses established hereafter. It just becomes all encompassing. We have to be careful what we are doing. The Mayor stated what you are saying is there needs to be some differentiation based on the zoning type.

This will be brought back to Governing Body at later date.

#### **8. New Business:**

##### **8a. Resolution \_\_\_\_\_ Community Services Performance contract Renewal: Alan Wooten, Executive Director, Community Services Board:**

MOTION: Councilmember Rishell moved to approve Fiscal Year 2016 Community Services Performance Contract Renewal and Revision for Submission to the Department of Behavioral Health and Developmental Services  
SECOND: Councilmember Naddoni

**8b. Ordinance \_\_\_\_\_: Amend Article III, City Vehicle License, of Chapter 14, Licenses, of the Code of the City of Manassas Park, Virginia, to change the dates of the license year, to clarify requirements for issuance and replacement of a decal, and to comply with Section 46.2-752 and Section 46.2-755 of the Code of Virginia:**

The City Attorney prepared this ordinance on behalf of Commissioner of Revenue and Treasurer. According to both of these offices, there is no financial impact with this ordinance amendment. The City Attorney stated this is really just an internal clean up to the ordinance to correspond with state law. City cannot do more than state law allows. Exemption in 14.1-16: match state code. 14-115 b: This is a cleanup of what you can do when moving into the city either scraping off previous decal from another jurisdiction or purchasing a decal from the city.

The City Attorney stated the key thing is the city linked up the decal with the personal property tax. They are sent out at same time. There is a problem because there are dates that make it difficult for the offices to do their jobs. Sec 14-117 License year: License year will be changed from 16<sup>th</sup> day of November to October 6<sup>th</sup> of the current year and shall expire on October 5 of the following year.

Sec 14-115: License required: The Mayor stated for the purpose we are talking about the license instrument itself is the dark blue decal. The City Attorney stated the decal shows that the license has been paid. There is a vehicle license that allows you to have a car in the city and the decal shows it is paid. Prince William County does not have a decal just a license. Therefore you have to show proof you paid because there is no decal.

Councilmember Naddoni asked about the license because he has never a license. The decal is the physical object that shows you have a license. The license is not tangible. Decal used to be a mechanism to see if somebody had a license or not. He does not think the decal is serving any purpose right now. The City Attorney stated if they have a decal and have not paid it does not serve a purpose. If they live in the city and don't have a decal it serves a purpose. The Mayor stated the decal itself doesn't but the presence of the data in the system where the decal was presently issued shows the vehicle was registered here at some point. The Treasurer can follow up. Councilmember Naddoni stated the treasurer is checking up on payment of property tax not the decal fee because the decal fee comes on personal property tax statement.

The City Attorney stated the license is the right to do something like allowing you to drive on the streets of the city. The Mayor stated license doesn't have a direct implication in terms of the decals because the decals are for the life of the vehicle. It is not a paper instrument or a tangible instrument; it is providing an annual fee. The City Attorney stated you pay an annual fee for the license. Most people think of a license as a piece of something that says you have a license. Your tag is what shows that you have a license to drive in Virginia on the roads.

Mayor Jones stated that tangible evidence of the procurement of the annual city vehicle license is the authority to continue to display the decals on the vehicle. The City Attorney stated that is one way to look at it. The City Attorney stated by paying it you do have that license.

Councilmember Naddoni if he goes registers his vehicle pay property tax and gets a sticker and place on vehicle which is permanent. If you don't pay it is not proof of

Councilmember Naddoni stated it gives the impression somebody has paid even though they have not.

The City Attorney stated he cannot speak to the wisdom of having a decal and not having a decal.

Councilmember Polk stated if they paid in the past and has a sticker and hasn't paid now you have a record that says you can go after them. If they come in and have never gotten a sticker, city has no way to know. The City Attorney stated it shows that at some point in the past registered in the city and we have a way to go after them.

The Treasurer has an arrangement with DMV that if money is owed the city and they go to renew their registration it is flagged and they must pay monies owed first. It is a DMV stop. It cost \$20 which is charged to the applicant.

The City Attorney is not sure how DMV differentiates between Manassas, Manassas Park and Prince William County. The zip code is not always correct.

Abolish decals: The Treasurer stated there would be no impact to her office. The Commissioner of Revenue stated the decals give her a mechanism where she can go out and check and see if a person's vehicle does not have a decal that they need to be registered. If there is not decal on the vehicle they are not paying personal property taxes. Out of state tags: it is up to the police department to let them know they need to be registered in the state of Virginia but she issues decals if they know that vehicle has out of state plates. A lot of out of state vehicles belong to someone in military.

Councilmember Carrera stated we could at least go to a single vehicle license with decals for the life of vehicle and not have yearly payment because 28 cities, counties, and towns have done that. Decals are for the life of vehicle but you pay each year. Abolishing the decals would have a huge financial impact to the city.

Councilmember Rishell asked how you distinguish between someone visiting a home with a Virginia plate and the resident of that home. The Commissioner of Revenue stated she doesn't try. They get a list from the apartment complex that says who lives there and they try to match it up that way. If someone is visiting they leave that up to the police department to give them a ticket. She would like to get a recommendation from the police department on whether the decal is necessary or not.

This ordinance does not have anything to do with that and there is a timeline involved.

MOTION: Councilmember Carrera moved to approve Ordinance as presented.

SECOND: Councilmember Naddoni

Councilmember Naddoni asked about proration of personal property taxes.

Discussion followed on payment plan for personal property. It is very hard for some citizens to pay that amount all at one time. The Mayor asked that statutory limitations be brought back for Governing Body discussion on extension and payment plan.

The Mayor stated the Governing Body would like to discuss the issue of getting rid of decals, payment schedule and proration more in detail and it should be discussed at a Work session when they have more time for discussion.

VOTE: Unanimously passed

**9. Manager's Report:**

Personal property bill will be mailed September 8<sup>th</sup> and due October 5, 2015.

Voter Notice mailed noting new location for polling place (city hall)

September 8, 9, 10<sup>th</sup>: Commissioner of Revenue, Treasurer and Water & Sewer offices will be closed for Keystone training

Last week city had issues with the UPS (uninterrupted power supply). IT is working on replacement for the UPS.

New Economic Development Manager will start next Tuesday

Councilmember Banks stated Clarke's will be changing ownership within next month

Refunding of Remaining 2007A GO School Bonds: proposed \$792,333.92 savings: City will proceed with application with formal approval at later date

**10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph 5, and 7 at 9:20pm:**

MOTION: Councilmember Naddoni that the Governing Body go into closed meeting to consult with the City Attorney regarding five legal matter requiring the provision of legal advice by the City Attorney, pursuant to Paragraphs 7, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Banks

VOTE: Unanimously passed

**11. Return to Open Session: 10:28PM:**

MOTION: Councilmember Naddoni

SECOND: Councilmember Carrera

VOTE: Unanimously passed

**12. Certification & Action out of Closed Meeting if Necessary**

MOTION: Councilmember Naddoni moved the following Resolution:

WHEREAS, the Governing Body of the City of Manassas Park has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this public body that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Carrera

VOTE ROLL CALL: Yes: Naddoni, Carrera, Banks, Miller, Rishell, Polk, Jones

Confidentiality Agreement:

MOTION: Councilmember Naddoni moved to approve Confidentiality Agreement with American Water as presented in closed meeting.

SECOND: Councilmember Carrera

**13. Adjourn:** The Mayor adjourned the meeting at 10:30pm.

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**AGENDA ITEM 66**

**REQUESTING DEPARTMENT: Manassas Park City Schools**

*Approval of Second Quarter Appropriation for FY2016*

|   |                   |   |
|---|-------------------|---|
| <b>FINANCIAL IMPACT:</b><br>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | Budgeted:         | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
|   | Amount:           | \$10,423,528  |
|   | Budget Line Item: |   |

Request in amount of \$10,423,528

|   |                                       |
|---|---------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: _____ Not Approved: _____  | _____<br><i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: _____ Not Required: _____ | _____<br><i>Dean H. Crowhurst</i>     |

**ATTACHMENTS: Request from Schools**



**Finance Department**  
 One Park Center Court, Suite A  
 Manassas Park, VA 20111-2395  
 703-335-8850  
 703-361-4583 - Fax

September 12, 2015

The Honorable Francis C. Jones, Jr.  
 Mayor of Manassas Park  
 Members of Governing Body  
 One Park Center Court  
 Manassas Park, VA 20111-2395

Dear Mayor Jones and Members of Governing Body:

The Manassas Park City School Board, at its work session on September 12, 2015, voted unanimously to request the amounts shown below for the Second Quarter Appropriation for fiscal year 2016.

| <u>Fund</u>          | <u>Budget</u>       | <u>Q1 Request</u>   | <u>Q2 Request</u>   | <u>Variance</u>     |
|----------------------|---------------------|---------------------|---------------------|---------------------|
| Federal & Operations | \$ 38,727,895       | \$ 9,681,974        | \$ 9,681,974        | \$ - 0 -            |
| Medical Trust        | 28,320              | 7,080               | 7,080               | - 0 -               |
| Capital Projects     | 1,177,934           | 294,484             | 294,483             | (1)-                |
| Food Service         | 1,779,370           | 459,396             | 459,396             | (19,405)-           |
| <b>Total</b>         | <b>\$41,713,519</b> | <b>\$10,442,934</b> | <b>\$10,423,528</b> | <b>\$ (19,406)-</b> |

These requests represent one quarter of the School Board approved budget by fund. Per conversation with Gary Fields, City Director of Finance, the budgeted amount for the Food Service Fund was changed from the budgeted revenues to the budgeted expenses. This explains the only significant change in appropriation from the first quarter.

Your favorable consideration of this request will be most appreciated.

Sincerely,

Brenda Foster, Chair  
 Manassas Park City School Board

cc: Dr. Bruce McDade, Superintendent  
 Ms. Kim Alexander, City Manager

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**REQUESTING DEPARTMENT:** Parks and Recreation

**MEETING DATE:** October 6, 2015

**AGENDA ITEM** 6c

**SUBJECT/TOPIC:** Approval of Gym Curtain Replacement

**BACKGROUND:** Since the community center opened its doors in 2010, the gym curtains have endured significant wear and tear as a result of the wide variety of programming options that routinely occur. Per our FY 16 Capital Project Request, we are requesting to remove and replace the main gym curtain. Due to product uniqueness and complexity, as well as safety considerations, the equipment manufacturer (Draper) only provides one authorized dealer per territory. The product line is sold through an exclusive dealer network. The dealer available in our territory is Modern Door and Equipment Sales. We have secured a proposal from Modern Door and Equipment in the amount of \$12,148.00.

\*As a result of the abovementioned manufacturer restrictions, we are unable to secure any additional quotes for consideration.

|                              |                   |                              |                                     |    |
|------------------------------|-------------------|------------------------------|-------------------------------------|----|
| <b>FINANCIAL IMPACT: N/A</b> | Budgeted:         | YES                          | <input checked="" type="checkbox"/> | NO |
|                              | Amount:           | \$12,148.00                  |                                     |    |
|                              | Budget Line Item: | CPF: 302-94100-0196-00-00-00 |                                     |    |

**STAFF RECOMMENDATION:**

That the Governing Body authorizes the City Manager to move forward with the attached proposal in the amount of \$12,148.00.

|   |                                       |
|---|---------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: _____ Not Approved: _____  | _____<br><i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: _____ Not Required: _____ | _____<br><i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:**

1. Modern Door and Equipment Proposal



July 10, 2015

City of Manassas Park  
One Park Center Court  
Manassas Park, VA 20111  
(703) 352-0925 ext. 304 (O)

RE: Manassas Park Rec. Center  
Replacement Gym Curtain

ATTN: Jerry Swisher / j.swisher@manassasparkva.gov

This proposal is for the following:

Demo and haul away existing roll up curtain.

FURNISH AND INSTALL One (1) Draper RUFAB8522 roll up divider gym curtain 85' long and 22' tall with 10' tall vinyl bottom. Color will need to be selected unless you would like the original color of the roll up curtain.

All existing hardware is in good shape and will be re-used.

All the above work has been quoted to be performed during regular work hours 6am to 2pm Monday thru Friday. Any work required outside of these hours will incur additional costs.

**\*\*Annual inspections and preventative maintenance will greatly increase the life expectancy of your operable partitions and Skyfold partitions, decrease "downtime" due to repairs, significantly decrease costs associated with repairs, and ensure the safety of your patrons.\*\***

NOTE: Material and Labor as listed above are only an approximation. Invoicing will be based upon actual materials and actual time spent making repairs and performing preventative maintenance. However, MDE's policy does have a 4- hour minimum charge for all labor (2014 rate - \$704.00) The below price is "Not to Exceed" without prior approval.

TOTAL MATERIALS and/or LABOR: \$12,148.00

Note:

Prices above do not include any additional repairs that may be needed. If there are additional repairs needed, we will advise you at that time. Work quoted will be scheduled during the normal workweek. If over time is required, we will need to revise the quote accordingly.

This proposal is subject to change without notice. The terms and conditions are understood by both buyer and seller to be binding. The home office must return acknowledgment and acceptance of this proposal before it becomes a mutual contract. This quote is valid for thirty (30) days.

Accepted by:

FIRM NAME: \_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_  
(Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ PO#: \_\_\_\_\_

Modern Door & Equipment Sales  
4301 Charles Crossing Drive  
White Plains, MD 20695  
Phone: (301) 843-5255  
Fax: (301) 843-7847  
**Kevin Bryant**  
kevinb@moderndoor.com

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**AGENDA ITEM** 6d

**REQUESTING DEPARTMENT:** Governing Body

*Resolution: Senator Charles J Colgan ratification*

|   |                   |                     |
|---|-------------------|---------------------|
| <b>FINANCIAL IMPACT:</b><br>Yes: ___ No: ___x | Budgeted:         | YES ___ NO <u>x</u> |
|   | Amount:           |                     |
|   | Budget Line Item: |                     |

Resolution honoring Senator Charles J Colgan for his years of public service

|   |                                    |
|---|------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: ___ Not Approved: ___  | <hr/> <i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: ___ Not Required: ___ | <hr/> <i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:**



## RESOLUTION HONORING SENATOR CHARLES J. COLGAN

**WHEREAS**, Charles Joseph “Chuck” Colgan was born in Frostburg, Maryland, on September 25, 1926; and

**WHEREAS**, in 1944, Chuck graduated from Gainesville High School in Gainesville, Maryland, and enlisted in the United States Army Air Corp Reserve at age 17 as an Aviation Cadet and served 2 years in the Army Air Corp and 3 years in the Air Force Reserves; and

**WHEREAS**, Chuck married Agnes L. Footen in June 1948, and they had 8 children during their 52 years of marriage; and

**WHEREAS**, after many years in the aviation industry, Chuck and his family moved to Prince William County in 1964. In 1965, Chuck formed Colgan Airways, based at Manassas Airport, and after much success and many more years in the aviation industry, formed Colgan Air, Inc. in 1990; and

**WHEREAS**, in 2003, Chuck was named “Turboprop Airline Executive of the Year” for his accomplishments in the Regional Airline Industry; and

**WHEREAS**, in addition to his accomplishments in the private sector, Chuck Colgan began a very distinguished career in public serve after moving to Manassas; and

**WHEREAS**, Chuck served as a founding member and first president of the Stonewall Jackson High School Boosters Club, and he has served for 50 years as an usher at All Saints Catholic Church in Manassas; and

**WHEREAS**, Chuck served as the first two term president of the Greater Manassas Chamber of Commerce, Chairman of his church building committee, a founding member of the Park West Lions Club, and in various other community service organizations; and

**WHEREAS**, in November 1971, Chuck Colgan was elected as the Gainesville District member of the Prince William County Board of Supervisors, where he served a four year term, which included one year as Chairman; and

**WHEREAS**, Chuck was named “Man of the Year” by the Manassas Journal Messenger in 1974; and

**WHEREAS**, in 1975, Chuck ran for the State Senate and was elected. He was sworn in the State Senate in January 1976; and



**WHEREAS**, in 1980, Chuck Colgan became the 17<sup>th</sup> member inducted into the Virginia Aviation Hall of Fame; and

**WHEREAS**, in 1980, Chuck Colgan was named "Prince William County's Most Influential Citizen" by The Potomac News because of the "sense of trust" that people had in him; and

**WHEREAS**, Chuck Colgan is the only Senator from Prince William County to ever serve as the Chairman of the Senate Finance Committee and President Pro Tempore of the Senate; and

**WHEREAS**, as a result of Senator Colgan's efforts, from 2005 to 2011 Prince William County, Manassas, and Manassas Park received more transportation funds than any other jurisdiction in the Commonwealth, and in 2005, he was named "Virginia Senator of the Year" by the Virginia Transit Association; and

**WHEREAS**, in 2008, Chuck married Alicia Bernal Colgan; and

**WHEREAS**, on January 11, 2012, after being sworn in for the 10th consecutive term of the Virginia State Senate, Senator Colgan became the longest serving Senator in Virginia State History; and

**WHEREAS**, Chuck Colgan is also the last remaining World War II Veteran serving in the Virginia Senate; and

**WHEREAS**, during his 40 years serving in the Virginia Senate, Chuck Colgan introduced 560 bills, of which 304 passed. Additionally, he introduced 120 joint resolutions, of which 96 passed; and

**WHEREAS**, the City of Manassas Park is particularly thankful to Senator Colgan for serving as the Patron for the Senate Bill which established the Charter for the City of Manassas Park in 1975, incorporating Manassas Park as an independent City; and

**WHEREAS**, 2015 marks 50 years of community service for Chuck Colgan. His long record of service clearly demonstrates his on-going commitment to making Prince William County, Manassas, and Manassas Park a better place to live.

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the City of Manassas Park recognizes Senator Charles J. Colgan for his many years of service to the residents of Manassas Park, and we sincerely thank him for his dedication to improving our community.

A handwritten signature in black ink, appearing to read "Frank Jones", is written over a horizontal line. The signature is stylized and cursive.

**Frank Jones, Mayor**

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**REQUESTING DEPARTMENT:** Parks and Recreation

**MEETING DATE:** October 6, 2015

**AGENDA ITEM** 6c

**SUBJECT/TOPIC:** Skate Park Surplus Equipment

**BACKGROUND:** Prior to the construction of the new community center in 2008, the department's modular skate park had to be permanently removed and relocated to a fenced in storage area, in order to accommodate site work for the new structure. The initial intent was to reestablish the skate park in an alternate location, shortly after the community center opened its doors, utilizing the existing modular elements that had been stored from the previous year (s). Unfortunately, after a thorough inspection, it was determined that the overall condition of the equipment had deteriorated to the point where it could not be salvaged. The skate park equipment is currently being stored in a fenced in area directly behind the MPCC main entrance parking lot, adjacent to the pavilion.

The department was recently approached by two separate individuals requesting the opportunity to bid on several pieces of skate park equipment. While the equipment as a whole is unsafe for use and non-functional, some individual items have been determined to hold minimal value. These items include: 25 sheets of skatelite, three pieces of metal coping, two metal kick plates, and a bucket of hardware (associated with skatelite).

Due to the costs associated with advertising the above equipment via public auction, and the minimal value of the listed items, we ask the Governing Body to consider allowing the City Manager to accept proposals from the two interested parties. All funds collected from the sale would be allocated to the department's future skate park fund.

We have received one bid thus far and provided the second bidder with a deadline of 9/28/15 to submit their proposal. All items will be sold as is and must be removed from City property by COB on 10/10/15.

*\*All remaining skate park equipment would be submitted to a recycling facility as scrap or disposed of appropriately, with all monies being directed to the department's skate park fund.*

|                              |                   |  |
|------------------------------|-------------------|--|
| <b>FINANCIAL IMPACT: N/A</b> | Budgeted:         | YES _____ NO _____                       |
|                              | Amount:           |  |
|                              | Budget Line Item: | There is no financial impact to the city |

**STAFF RECOMMENDATION:**

That the Governing Body authorizes the City Manager to accept the highest offer for the proposed skate park equipment and circumvent the public auction process.

|   |                                       |
|---|---------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: _____ Not Approved: _____  | _____<br><i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: _____ Not Required: _____ | _____<br><i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:**

1. Skate Park Surplus Equipment Figure 1
2. Skate Park Surplus Equipment Figure 2
3. Skate Park Surplus Equipment Figure 3

## ORDINANCE

MOTION: Councilmember      SECOND: Councilmember  
DATE OF MEETING: October 6, 2015

The Manassas Park Governing Body, meeting in regular session on October 6, 2015, does hereby declare the following equipment surplus and authorizes the sale of equipment and removal from City property:

25 sheets of skatelite  
3 pieces of metal coping  
2 metal kick plates, and a bucket of hardware (associated with skatelite)

Equipment will be sold "as is". If items not sold, the City Manager or designee shall have the authority to dispose of equipment in a timely manner.

Onsite phone 703-335-8872

Equipment must be removed from City property no longer than Close of Business on October 10, 2015.

Approved October 6, 2015

---

Frank Jones, Mayor

Ayes:

Nays:

Absent:

Abstain:

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**AGENDA ITEM** 6 f

**REQUESTING DEPARTMENT:** Finance Department

**Meeting Date:** October 6, 2015

*Resolution authorizing the issuance of not to exceed \$11,500,000 General Obligation School Refunding Bonds of the City of Manassas Park, Virginia, and providing for the form and details thereof*

|   |                   |                                    |
|---|-------------------|------------------------------------|
| <b>FINANCIAL IMPACT:</b><br>Yes: <u>  x  </u> No: <u>    </u> | Budgeted:         | YES <u>    </u> NO <u>  x  </u>    |
|   | Amount:           | Savings approximately \$792,333.92 |
|   | Budget Line Item: |                                    |

Approve Resolution as presented.

|   |                                    |
|---|------------------------------------|
| <b>CITY MANAGER APPROVAL:</b><br>Approved: <u>    </u> Not Approved: <u>    </u>  | <hr/> <i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: <u>    </u> Not Required: <u>    </u> | <hr/> <i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:** Resolution

Resolution No. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$11,500,000 GENERAL OBLIGATION SCHOOL REFUNDING BONDS OF THE  
CITY OF MANASSAS PARK, VIRGINIA, AND PROVIDING  
FOR THE FORM AND DETAILS THEREOF**

**WHEREAS**, the Governing Body (the "Governing Body") of the City of Manassas Park, Virginia (the "City"), has determined that it is necessary and expedient to issue its general obligation school refunding bonds (the "Local School Bonds") to refund all or a portion of the City's outstanding General Obligation Bonds, Series 2007A (the "2007A Bonds"), to achieve debt service savings;

**WHEREAS**, the City issued the 2007A Bonds and applied a portion of the proceeds thereof, along with other available funds, to finance the acquisition and construction of the Cougar Upper Elementary School (the "Project");

**WHEREAS**, the Project constitutes a capital project for public school purposes;

**WHEREAS**, the issuance of the Local School Bonds will be subject to the terms and conditions in this Resolution, including the conditions that (i) the maximum aggregate principal amount of the Local School Bonds not exceed \$11,500,000 (the "Maximum Principal Amount") and (ii) the refunding achieve an aggregate net present value debt service savings of not less than 3.0% of the principal amount of the 2007A Bonds to be refunded (the "Targeted Savings");

**WHEREAS**, in May 2007 the School Board of the City (the "School Board") and the Governing Body submitted an application to the Virginia Board of Education (the "Application") for the purpose of borrowing an amount not to exceed \$7,500,000 from the Commonwealth of Virginia's Literary Fund (the "Literary Fund") to finance, along with other available funds, the Project;

**WHEREAS**, the Application was approved by the Virginia Board of Education and pursuant to Chapter 10 of Title 22.1 of the Code of Virginia of 1950, as amended (the "Literary Fund Chapter"), and in October 2007 the Project was placed on the Literary Fund First Priority Waiting List;

**WHEREAS**, the Governing Body intends to effect the refunding of all or a portion of the 2007A Bonds and paying the costs of issuance of the Local School Bonds and of the refunding of the refunded 2007A Bonds (collectively, the "Authorized Purposes") by issuing the Local School Bonds in the forms of (i) a general obligation school bond in a principal amount not to exceed \$7,500,000 (the "Literary Fund Bond") payable to the Commonwealth of Virginia for the benefit of the Literary Fund and (ii) a general obligation school bond that the Virginia Public School Authority ("VPSA") has offered to purchase (the "VPSA Local School Bond");

**WHEREAS**, the City will issue the Local School Bonds pursuant to the applicable provisions of the Literary Fund Chapter and Chapter 26 of Title 15.2 of the Code of Virginia of 1950, as amended (the "Public Finance Act");

**WHEREAS**, VPSA has offered to purchase the VPSA Local School Bond along with the local school bonds of certain other localities with a portion of the proceeds of certain bonds to be issued by VPSA in the fall of 2015 (the "VPSA Bonds");

**WHEREAS**, the principal amount of the VPSA Local School Bond will be sufficient to provide for that portion of the Authorized Purposes (the "Residual Amount") not covered by the Literary Fund Bond, but the aggregate principal amount of the VPSA Local School Bond and the Literary Fund Bond shall not exceed the Maximum Principal Amount;

**WHEREAS**, the Bond Sale Agreement (as defined below) shall indicate that the Residual Amount is the amount of proceeds requested (the "Proceeds Requested") from VPSA in connection with the sale of the VPSA Local School Bond;

**WHEREAS**, VPSA's objective is to pay the City a purchase price for the VPSA Local School Bond which, in VPSA's judgment, reflects the VPSA Local School Bond's market value (the "VPSA Purchase Price Objective"), taking into consideration of such factors as the Maximum Principal Amount, the Targeted Savings, the amortization schedule the City has requested for the VPSA Local School Bond relative to the amortization schedules requested by other localities, the purchase price to be received by VPSA from the sale of the VPSA Bonds and other market conditions relating to the sale of the VPSA Bonds;

**WHEREAS**, such factors may result in the VPSA Local School Bond having a purchase price other than par and consequently (i) the City may have to issue the VPSA Local School Bond in a principal amount that is greater than or less than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (ii) if the maximum authorized principal amount of the VPSA Local School Bond set forth in paragraph 4 below does not exceed the Proceeds Requested by at least the amount of any discount, the purchase price to be paid to the City, given the VPSA Purchase Price Objective and market conditions, will be less than the Proceeds Requested;

**WHEREAS**, on October 5, 2015, the School Board adopted a resolution that, among other things, requested the Governing Body to cause the City to issue the Local School Bonds and consented to the issuance and sale of (i) the Literary Fund Bond to the Commonwealth of Virginia for the benefit of the Literary Fund and (ii) the VPSA Local School Bond to VPSA; and

**WHEREAS**, pursuant to Section 15.2-2643 of the Public Finance Act no public hearing is required in connection with the issuance of the Local School Bonds.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MANASSAS PARK, VIRGINIA:**

**1. Authorization of Local School Bonds and Use of Proceeds.** The Governing Body hereby finds and determines that it will benefit the inhabitants of the City through the promotion of their safety, health, welfare, convenience or prosperity for the City to contract a

debt and issue and sell its Local School Bonds in an aggregate principal amount not to exceed the Maximum Principal Amount for the Authorized Purposes. The Governing Body hereby authorizes the issuance and sale of the Local School Bonds in the forms and upon the terms established pursuant to this Resolution and in accordance with the Literary Fund Chapter and the Public Finance Act.

**2. Refunding.** (a) The Governing Body hereby authorizes and directs the City Manager and the Mayor, either of whom may act, to exercise their discretion in determining whether or not to refund all or any portion of the 2007A Bonds and in selecting the particular portions of the 2007A Bonds to be refunded; provided, however, that the Targeted Savings are achieved.

(b) The Governing Body hereby authorizes and directs the City Manager and the Mayor, either of whom may act, to cause each portion of the 2007A Bonds selected for refunding under subparagraph (a) above to be called for optional redemption on its earliest optional redemption date required under applicable federal tax law. The proceedings for the redemption of the refunded 2007A Bonds, including the giving of redemption notices to the holders thereof, shall be in accordance with the terms of the 2007A Bonds.

**3. Issuance and Sale of the Literary Fund Bond; Details of the Literary Fund Bond.** (a) The Governing Body hereby authorizes the issuance and sale of the Literary Fund Bond in a principal amount not to exceed \$7,500,000 to the Commonwealth of Virginia for the benefit of the Literary Fund for the Authorized Purposes. The Mayor, the City Manager, the Clerk of the Governing Body, the Chairman of the School Board and the Clerk of the School Board are authorized and directed or requested, as appropriate, to execute and deliver any appropriate documents (the "Loan Documents") with the School Board, the State Treasurer, the Board of Education or any other officer, agent, office, agency or political subdivision of the Commonwealth of Virginia, as appropriate, providing for the sale and delivery of the Literary Fund Bond.

(b) The annual interest rate of the Literary Fund Bond shall be equal to 3.0% and the final maturity of the Literary Fund Bond shall be not more than 20 years from the date of issuance of the Literary Fund Bond. The Literary Fund Bond may be prepayable or redeemable (or not) as determined by the Mayor and the City Manager, either of whom may act. The approval of the final terms and conditions of the Literary Fund Bond subject to the foregoing parameters shall be evidenced conclusively by the execution and delivery of the Literary Fund Bond by the Mayor. The Mayor and the Clerk of the Governing Body are authorized and directed to execute and deliver the Literary Fund Bond and to affix the seal of the City thereto, and the Chairman of the School Board and the Clerk of the School Board are authorized and requested to execute and deliver the Literary Fund Bond and to affix the seal of the School Board thereto.

**4. Issuance and Sale of the VPSA Local School Bond; Details of the VPSA Local School Bond.** (a) The issuance and sale of the VPSA Local School Bond, within the parameters set forth in this Resolution, to VPSA is authorized. The principal amount of the VPSA Local School Bond will be sufficient to provide for that portion of the Authorized Purposes that is not covered by the Literary Fund Bond, but the aggregate principal amount of

the Literary Fund Bond and the VPSA Local School Bond shall not exceed the Maximum Principal Amount. Given the VPSA Purchase Price Objective and market conditions, the City acknowledges that the limitation on the Maximum Principal Amount restricts VPSA's ability to generate the Proceeds Requested, however, the VPSA Local School Bond may be sold for a purchase price not lower than 98% of the Proceeds Requested. The Mayor and the City Manager and such other officer or officers of the City as either of them may designate are hereby authorized and directed to enter into an agreement with VPSA providing for the sale of the VPSA Local School Bond to VPSA (the "Bond Sale Agreement"). The Bond Sale Agreement shall be in substantially the form on file with the City Manager, which form is hereby approved.

(b) The VPSA Local School Bond shall be dated 15 days prior to the date of its issuance and delivery or such other date designated by VPSA for the VPSA Local School Bond; shall be designated "General Obligation School Bond, Series 2015[ ]"; shall bear interest from its dated date payable semiannually on each February 1 and August 1 beginning August 1, 2016 (each an "Interest Payment Date"), at the rates established in accordance with paragraph 5 of this Resolution; and shall mature on August 1 in the years (each a "Principal Payment Date") and in the amounts acceptable to the Mayor and the City Manager, either of whom may act (the "Principal Installments"), subject to the provisions of paragraph 5 of this Resolution. The Mayor or Vice-Mayor and the Clerk or any Deputy Clerk of the Governing Body are authorized and directed to execute and deliver the VPSA Local School Bond and to affix the seal of the City thereto.

(c) The Principal Installments of the VPSA Local School Bond held by VPSA, and the definitive bond for which the VPSA Local School Bond held by VPSA may be exchanged, are not subject to prepayment or redemption prior to their stated maturities without the prior written consent of VPSA.

**5. Interest Rates and Principal Installments for VPSA Local School Bond.** The Mayor and the City Manager, either of whom may act, are hereby authorized and directed to accept the interest rates on the VPSA Local School Bond established by VPSA, provided that each interest rate shall be five one-hundredths of one percent (0.05%) over the interest rate to be paid by VPSA for the corresponding principal payment date of the VPSA Bonds, a portion of the proceeds of which will be used to purchase the VPSA Local School Bond, and provided further that the true interest cost of the VPSA Local School Bond does not exceed five and fifty one-hundredths percent (5.50%). The Principal Installments are subject to change at the request of VPSA. The Mayor and the City Manager, either of whom may act, are hereby authorized and directed to accept changes in the Principal Installments at the request of VPSA based on the final term to maturity of the VPSA Bonds, requirements imposed on VPSA by the nationally-recognized rating agencies and the final principal amount of the VPSA Local School Bond; provided, however, that the final maturity of the VPSA Local School Bond shall be not more than 20 years from the date of issuance of the VPSA Local School Bond. The execution and delivery of the VPSA Local School Bond as described in paragraph 4 hereof shall conclusively evidence the approval and acceptance of all of the details of the VPSA Local School Bond as authorized by this Resolution.

**6. Forms of the Local School Bonds.** The Local School Bonds shall be in substantially the forms attached hereto as Exhibit A and Exhibit B, as applicable, with such appropriate variations, omissions and insertions as are permitted or required by this Resolution,

the Literary Fund Chapter and the Public Finance Act. There may be endorsed on the Literary Fund Bond such legend or text as may be necessary or appropriate to conform to any applicable rules and regulations of any governmental authority or any usage or requirement of law with respect thereto.

7. **Payment; Paying Agent and Bond Registrar.** (a) The Treasurer of the City ("City Treasurer") is appointed as Bond Registrar and Paying Agent for the Literary Fund Bond. The Governing Body or the City Treasurer may appoint successor Bond Registrars and/or Paying Agents for the Literary Fund Bond upon giving written notice to the owners of the Literary Fund Bond specifying the name and location of the principal office of any such successor Bond Registrar or Paying Agent.

(b) The following provisions shall apply to the VPSA Local School Bond:

(i) For as long as VPSA is the registered owner of the VPSA Local School Bond, all payments of principal, premium, if any, and interest on the VPSA Local School Bond shall be made in immediately available funds to VPSA at, or before 11:00 a.m. on the applicable Interest Payment Date or Principal Payment Date, or if such date is not a business day for Virginia banks or for the Commonwealth of Virginia, then at or before 11:00 a.m. on the business day next succeeding such Interest Payment Date or Principal Payment Date.

(ii) All overdue payments of principal and, to the extent permitted by law, interest shall bear interest at the applicable interest rate or rates on the VPSA Local School Bond.

(iii) U.S. Bank National Association, Richmond, Virginia, is designated as Bond Registrar and Paying Agent for the VPSA Local School Bond.

8. **Pledge of Full Faith and Credit.** For the prompt payment of the principal of, premium, if any, and the interest on the Local School Bonds as the same shall become due, the full faith and credit of the City are hereby irrevocably pledged, and in each year while any portion of the Local School Bonds shall be outstanding there shall be levied and collected in accordance with law an annual ad valorem tax upon all taxable property in the City subject to local taxation sufficient in amount to provide for the payment of the principal of and premium, if any, and the interest on the Local School Bonds as such principal, premium, if any, and interest shall become due, which tax shall be without limitation as to rate or amount and in addition to all other taxes authorized to be levied in the City to the extent other funds of the City are not lawfully available and appropriated for such purpose.

9. **Use of Proceeds Certificate and Tax Compliance Agreement.** The Mayor of the City, the City Manager and such other officer or officers of the City or the School Board as either may designate are hereby authorized and directed to execute and deliver on behalf of the City a Use of Proceeds Certificate and Tax Compliance Agreement (the "Tax Compliance Agreement") setting forth the expected use and investment of the proceeds of the VPSA Local School Bond and containing such covenants as may be necessary in order to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable regulations relating to the exclusion from gross income of interest on the VPSA Bonds. The Governing Body covenants

on behalf of the City that (i) the proceeds from the issuance and sale of the VPSA Local School Bond will be invested and expended as set forth in such Tax Compliance Agreement and that the City shall comply with the other covenants and representations contained therein and (ii) the City shall comply with the provisions of the Code so that interest on the VPSA Bonds will remain excludable from gross income for federal income tax purposes.

**10. State Non-Arbitrage Program; Proceeds Agreement.** The Governing Body hereby determines that it is in the best interests of the City to authorize and direct the City Director of Finance to participate in the State Non-Arbitrage Program in connection with the Local School Bonds. The Mayor, the City Manager and such officer or officers of the City as either may designate are hereby authorized and directed to execute and deliver a Proceeds Agreement with respect to the deposit and investment of proceeds of the Local School Bonds by and among the City, the other participants in the sale of the VPSA Bonds, VPSA, the investment manager and the depository, substantially in the form submitted to the Governing Body at this meeting, which form is hereby approved.

**11. Continuing Disclosure Agreement.** The Mayor, the City Manager and such other officer or officers of the City as either may designate are hereby authorized and directed to execute a Continuing Disclosure Agreement, as set forth in Appendix F to the Bond Sale Agreement, setting forth the reports and notices to be filed by the City and containing such covenants as may be necessary in order to show compliance with the provisions of the Securities and Exchange Commission Rule 15c2-12, under the Securities Exchange Act of 1934, as amended, and directed to make all filings required by Section 3 of the Bond Sale Agreement should the City be determined by VPSA to be a MOP (as defined in the Bond Sale Agreement).

**12. Filing of Resolution.** The appropriate officers or agents of the City are hereby authorized and directed to cause a certified copy of this Resolution to be filed with Circuit Court of the County of Price William, Virginia pursuant to Sections 15.2-2607 and 15.2-2627 of the Public Finance Act.

**13. Election to Proceed under Public Finance Act.** In accordance with Section 15.2-2601 of the Public Finance Act, the Governing Body elects to issue the Local School Bonds pursuant to the provisions of the Public Finance Act.

**14. Further Actions.** The members of the Governing Body and all officers, employees and agents of the City are hereby authorized to take such action as they or any one of them may consider necessary or desirable in connection with the issuance and sale of the Local School Bonds and otherwise in furtherance of this Resolution and any such action previously taken is hereby ratified and confirmed.

**15. Effective Date.** This Resolution shall take effect immediately.

\* \* \*

The undersigned Clerk of the Governing Body of the City of Manassas Park, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Governing Body held on October 6, 2015, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution, a quorum was present. Members present at the meeting were: \_\_\_\_\_.  
Members absent from the meeting were: \_\_\_\_\_. Members voting in favor of the foregoing resolution were: \_\_\_\_\_. Members voting against the foregoing resolution were: \_\_\_\_\_. Members abstaining from voting on the foregoing resolution were: \_\_\_\_\_.

**WITNESS MY HAND** and the seal of the Governing Body of the City of Manassas Park, Virginia, this 6th day of October, 2015.

\_\_\_\_\_  
Clerk, Governing Body of the City of Manassas Park,  
Virginia

[SEAL]

**EXHIBIT A**

**COMMONWEALTH OF VIRGINIA  
LITERARY FUND PERMANENT BOND**

Name of Locality: «Loc\_name» «Loc\_type»      Project / School: «Purpose»  
Account Number: «litkey»                              Amount: «auth\_amt»

The «council» and the School Board of the «Loc\_type» of «Loc\_name», Virginia, (the “issuer”), for value received from the Literary Fund hereby acknowledges itself indebted and promises to pay to the Commonwealth of Virginia for the benefit of the Literary Fund the principal amount of «authtext» dollars («auth\_amt»), with interest, at an interest rate of «int\_rate» per annum in annual installments of principal and interest in the amounts and on the dates as set forth on Schedule 1 attached hereto.

This bond is registered in the name of the Commonwealth of Virginia for the benefit of the Literary Fund on the books of the «council» and the School Board. This bond is duly authorized and issued in compliance with and pursuant to the Constitution and laws of the Commonwealth of Virginia, and resolutions duly adopted by the «council» and the School Board to provide funds for capital projects for school purposes.

Literary Fund loans are general obligation debt of the issuer and thereby subject to the provisions of state aid intercept under §22.1-168 of the *Code of Virginia*. All acts, conditions and things required or contemplated by the Constitution and laws of the Commonwealth of Virginia, including but not limited to §§ 22.1-142 through 22.1-161 of the *Code of Virginia*, to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed in due time, form and manner as so required.

IN WITNESS WHEREOF, the «council» and the School Board of the «Loc\_type» of «Loc\_name», Virginia, have caused this bond to be issued in the name of the «council» and the School Board, to be signed by the Chairmen of the «council» and the School Board and attested by the signatures of their Clerks, and this bond to be dated «Perm\_date».

\_\_\_\_\_  
Mayor, «council», «Loc\_type» of «Loc\_name»

\_\_\_\_\_  
Chairman, «Loc\_type» of «Loc\_name»  
School Board

Attested:

\_\_\_\_\_  
Clerk, «council», «Loc\_type» of «Loc\_name»

\_\_\_\_\_  
Clerk, «Loc\_type» of «Loc\_name» School  
Board

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Literary Schedule Report  
Department of the Treasury**

Schedule 1

**Locality Name:**

**Account Number**

**Locality Type:**

**School:**

**Loan Rate:**

**Amount Issued:**

**Issue Date:**

**Date Due**

**Principal**

**Interest**

**Payment**

**Outstanding Balance**

**EXHIBIT B**

**(FORM OF TEMPORARY BOND)**

**NO. TR-1**

\$ \_\_\_\_\_

**UNITED STATES OF AMERICA  
COMMONWEALTH OF VIRGINIA  
CITY OF MANASSAS PARK  
General Obligation School Bond  
Series 2015 [\*\*]**

**Dated Date: November \_\_\_ [15 days prior to issuance], 2015**

The **CITY OF MANASSAS PARK, VIRGINIA** (the "City"), for value received, hereby acknowledges itself indebted and promises to pay to the **VIRGINIA PUBLIC SCHOOL AUTHORITY** the principal amount of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), in annual installments in the amounts set forth on Schedule I attached hereto payable on August 1, 20\_\_ and annually on August 1 thereafter to and including August 1, 20\_\_ (each a "Principal Payment Date"), together with interest from the dated date of this Bond on the unpaid installments, payable semi-annually on February 1 and August 1 of each year, commencing on August 1, 2016 (each an "Interest Payment Date"; together with any Principal Payment Date, a "Payment Date"), at the rates per annum set forth on Schedule I attached hereto. Principal of and interest and premium, if any, on this Bond are payable in lawful money of the United States of America.

For as long as the Virginia Public School Authority is the registered owner of this Bond, U.S. Bank National Association, as bond registrar (the "Bond Registrar"), shall make all payments of the principal of and interest and premium, if any, on this Bond, without the presentation or surrender hereof, to the Virginia Public School Authority, in immediately available funds at or

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\*\* Letter designation, if any.

before 11:00 a.m. on the applicable Payment Date. If a Payment Date is not a business day for banks in the Commonwealth of Virginia or for the Commonwealth of Virginia, then the payment of the principal of and interest and premium, if any, on this Bond shall be made in immediately available funds at or before 11:00 a.m. on the business day next succeeding the scheduled Payment Date. Upon receipt by the registered owner of this Bond of said payments of principal, premium, if any, and interest, written acknowledgment of the receipt thereof shall be given promptly to the Bond Registrar, and the City shall be fully discharged of its obligation on this Bond to the extent of the payment so made. Upon final payment, this Bond shall be surrendered to the Bond Registrar for cancellation.

The full faith and credit of the City are irrevocably pledged for the payment of the principal of and the premium, if any, and interest on this Bond. The resolution adopted by the Governing Body authorizing the issuance of this Bond provides, and Section 15.2-2624, Code of Virginia 1950, as amended (the "Virginia Code"), requires, that there shall be levied and collected an annual tax upon all taxable property in the City subject to local taxation sufficient to provide for the payment of the principal of and interest and premium, if any, on this Bond as the same shall become due which tax shall be without limitation as to rate or amount and shall be in addition to all other taxes authorized to be levied in the City to the extent other funds of the City are not lawfully available and appropriated for such purpose.

This Bond is duly authorized and issued in compliance with and pursuant to the Constitution and laws of the Commonwealth of Virginia, including the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code, and resolutions duly adopted by the Governing Body of the City and the School Board of the City to provide funds for capital projects for school purposes.

This Bond may be exchanged without cost, on twenty (20) days written notice from the Virginia Public School Authority, at the office of the Bond Registrar on one or more occasions for one or more temporary bonds or definitive bonds in marketable form and, in any case, in fully registered form, in denominations of \$5,000 and whole multiples thereof, and having an equal aggregate principal amount, having principal installments or maturities and bearing interest at rates corresponding to the maturities of and the interest rates on the installments of principal of this Bond then unpaid. This Bond is registered in the name of the Virginia Public School Authority on the books of the City kept by the Bond Registrar, and the transfer of this Bond may be effected by the registered owner of this Bond only upon due execution of an assignment by such registered owner. Upon receipt of such assignment and the surrender of this Bond, the Bond Registrar shall exchange this Bond for definitive bonds as hereinabove provided, such definitive bonds to be registered on such registration books in the name of the assignee or assignees named in such assignment.

The principal installments of this Bond and the definitive bonds for which this Bond may be exchanged are not subject to prepayment or redemption prior to their stated maturities without the prior written consent of the Virginia Public School Authority.

All acts, conditions and things required by the Constitution and laws of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in due time, form and manner as so required, and this Bond, together with all other indebtedness of the City, is within every debt and other limit prescribed by the Constitution and laws of the Commonwealth of Virginia.

**IN WITNESS WHEREOF**, the Governing Body of the City of Manassas Park has caused this Bond to be issued in the name of the City of Manassas Park, Virginia, to be signed by its Mayor or Vice-Mayor, its seal to be affixed hereto and attested by the signature of its Clerk or any of its Deputy Clerks, and this Bond to be dated November \_\_ [15 days prior to the closing date], 2015.

**CITY OF MANASSAS PARK,  
VIRGINIA**

(SEAL)

ATTEST:

\_\_\_\_\_  
Clerk, Governing Body of the  
City of Manassas Park, Virginia

\_\_\_\_\_  
Mayor, Governing Body of the  
City of Manassas Park, Virginia

**ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(PLEASE PRINT OR TYPEWRITE NAME AND ADDRESS, INCLUDING ZIP CODE, OF ASSIGNEE)

PLEASE INSERT SOCIAL SECURITY OR OTHER IDENTIFYING NUMBER OF ASSIGNEE: \_\_\_\_\_

the within Bond and irrevocably constitutes and appoints

\_\_\_\_\_ attorney to exchange said Bond for definitive bonds in lieu of which this Bond is issued and to register the transfer of such definitive bonds on the books kept for registration thereof, with full power of substitution in the premises.

Date: \_\_\_\_\_

\_\_\_\_\_  
Registered Owner

Signature Guaranteed:

\_\_\_\_\_  
(NOTICE: Signature(s) must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Bond Registrar which requirements will include Membership or participation in STAMP or such other "signature guarantee program" as may be determined by the Bond Registrar in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

(NOTICE: The signature above must correspond with the name of the Registered Owner as it appears on the front of this Bond in every particular, without alteration or change.

## Lana A. Conner

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**From:** Gary Fields  
**Sent:** Thursday, October 01, 2015 8:55 AM  
**To:** Lana A. Conner  
**Cc:** Kimberly Alexander; Julia Drake; Kelly, Krista  
**Subject:** Attached DRAFT Revised Resolution for Manassas Park 2015 GO School Refunding Bonds  
**Attachments:** #71146753v4\_Active\_ - Manassas Park 2015 - Bond Resolution.DOC

Lana,

I don't know if it will help, but I have attached a copy of the revised draft that is being circulated. Typically, there aren't any real substantive changes. Again, I will send you the final version asap.

Gary

SAVINGS

AGENDA ITEM 9

City of Manassas Park, VA  
 Refunding of Remaining 2007A G.O. School Bonds  
 Estimated VPSA Pool Issuance - Tax Exempt Market and OMS Rates 08.25.15

| Date       | Prior Debt Service | Refunding Debt Service | Refunding Expenses | Refunding Net Cash Flow | Savings    | Present Value to 11/20/2015 @ 3.2696204% |
|------------|--------------------|------------------------|--------------------|-------------------------|------------|--|
| 06/30/2016 | 214,987.50         |                        |                    |                         | 214,987.50 | 212,465.22                               |
| 06/30/2017 | 479,975.00         | 447,446.84             | 5,929.24           | 453,376.08              | 26,598.92  | 22,307.60                                |
| 06/30/2018 | 1,362,600.00       | 1,324,337.50           | 4,710.00           | 1,329,047.50            | 33,552.50  | 9,992.36                                 |
| 06/30/2019 | 385,200.00         | 349,562.50             | 4,463.75           | 354,026.25              | 31,173.75  | 26,332.35                                |
| 06/30/2020 | 385,200.00         | 348,812.50             | 4,456.25           | 353,268.75              | 31,931.25  | 26,158.54                                |
| 06/30/2021 | 385,200.00         | 348,062.50             | 4,448.75           | 352,511.25              | 32,688.75  | 25,969.01                                |
| 06/30/2022 | 385,200.00         | 347,312.50             | 4,441.25           | 351,753.75              | 33,446.25  | 25,764.94                                |
| 06/30/2023 | 385,200.00         | 351,437.50             | 4,432.50           | 355,870.00              | 29,330.00  | 21,623.59                                |
| 06/30/2024 | 385,200.00         | 350,437.50             | 4,422.50           | 354,860.00              | 30,340.00  | 21,714.09                                |
| 06/30/2025 | 385,200.00         | 349,437.50             | 4,412.50           | 353,850.00              | 31,350.00  | 21,776.80                                |
| 06/30/2026 | 385,200.00         | 348,437.50             | 4,402.50           | 352,840.00              | 32,360.00  | 21,813.40                                |
| 06/30/2027 | 385,200.00         | 347,537.50             | 4,392.50           | 351,930.00              | 33,270.00  | 21,755.93                                |
| 06/30/2028 | 385,200.00         | 346,737.50             | 4,382.50           | 351,120.00              | 34,080.00  | 21,611.49                                |
| 06/30/2029 | 385,200.00         | 350,837.50             | 4,371.25           | 355,208.75              | 29,991.25  | 18,207.80                                |
| 06/30/2030 | 1,950,200.00       | 1,914,093.75           | 3,961.25           | 1,918,055.00            | 32,145.00  | -2,734.46                                |
| 06/30/2031 | 1,949,775.00       | 1,914,350.00           | 3,138.75           | 1,917,488.75            | 32,286.25  | -3,242.35                                |
| 06/30/2032 | 1,951,200.00       | 1,915,950.00           | 2,283.75           | 1,918,233.75            | 32,966.25  | -3,443.85                                |
| 06/30/2033 | 1,949,250.00       | 1,914,750.00           | 1,393.75           | 1,916,143.75            | 33,106.25  | -3,930.38                                |
| 06/30/2034 | 1,948,925.00       | 1,911,725.00           | 470.00             | 1,912,195.00            | 36,730.00  | -2,413.44                                |
|            | 16,044,112.50      | 15,181,265.59          | 70,512.99          | 15,251,778.58           | 792,333.92 | 481,728.63                               |

Savings Summary

|                               |            |
|-------------------------------|------------|
| Dated Date                    | 11/20/2015 |
| Delivery Date                 | 11/20/2015 |
| PV of savings from cash flow  | 481,728.63 |
| Plus: Refunding funds on hand | 4,152.32   |
| Net PV Savings                | 485,880.95 |

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**REQUESTING DEPARTMENT:** Public Works

**AGENDA ITEM** *Ja*

**MEETING DATE:** October 6, 2015

**SUBJECT/TOPIC:** *Land Use and Development Fee Schedule Update*

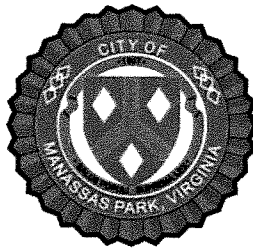
**BACKGROUND:** *Staff has been working with The Berkley Group to incorporate updated site inspection fees into the Land Use and Development Fee Schedule. The Berkley Group was tasked with evaluating fees from nearby and similar sized jurisdictions, to consult with engineering firms on the typical costs of 3<sup>rd</sup> party inspections, and to evaluate Public Works site inspection staff costs. The goal was to construct a site fee schedule that would offset costs incurred by the City for inspecting and monitoring the installation of development infrastructure, and to defray the costs of construction site monitoring and reporting. Staff recommends that the Governing Body approves these updates.*

|                          |  |
|--------------------------|--|
| <b>FINANCIAL IMPACT:</b> | Budgeted: YES <u>      </u> N/A <u>      </u> NO <u>      </u> |
|                          | Amount: _____  |
|                          | Budget Line Item: _____  |

**STAFF RECOMMENDATION:** *That the Governing Body approves the updates to the Land Use and Development Fee Schedule.*

|   |                                       |
|---|---------------------------------------|
| <b>CITY MANAGER APPROVAL:</b>   | _____<br><i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: _____ Not Required: _____ | _____<br><i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:** *Sheet showing tracked changes to the Land Use and Development Fee Schedule.*



**City of Manassas Park**  
**Land Use & Development Fee Schedule (latest revised)**  
Effective September 15, 2015

**Planning & Zoning Fees**

*Applicants should use this schedule to identify fees associated with their respective application. Checks for land development review and permit fees should be made out to the "City of Manassas Park". ~~Any plan or permit will not be accepted for review until fee has been submitted.~~ **Fees must be paid prior to the acceptance of any plan or permit for review. Additionally, all applicable fees must be calculated, approved, and submitted, and any required plans approved, prior to land disturbance or inspections.***

|   |  |
|---|--|
| Conditional Use Permit (CUP)                            | \$150.00                                 |
| Proffer Amendment                                       | \$500.00                                 |
| Comprehensive Plan Amendment                            | \$500.00                                 |
| Zoning Text Amendment                                   | \$500.00                                 |
| Rezoning  |  |
| <i>Fee by Zoning Category</i>                           |  |
| PUD & MU-D  | \$1,000.00<br>Plus \$250.00 per acre     |
| R-1, R-2, B-1, B-2, B-3& I-1, I-2                       | \$1,000.00<br>Plus \$200.00 per acre     |
| Site plan review  | \$1,000.00<br>Plus \$100.00 per lot/unit |
| Preliminary site plan                                   | \$400.00<br>Plus \$100.00 per lot/unit   |
| Public Improvement Plan                                 | \$400.00                                 |
| Serving any site/subdivision plan, submitted separately | Plus 2% of bond                          |

|   |   |
|---|---|
| Site plan revision  | \$500.00  |
| Erosion and Sediment Control Plan<br>(no charge if submitted with site plan review)   | \$500.00  |
| Grading permit (land disturbing)  | \$500.00  |
|   | Plus 3% of erosion control escrow   |
| Plat and Deed review<br>(no fee if submitted with site plan)  | \$500.00  |
| Administrative Review<br>(Planning Department review ONLY)  | \$400.00  |
| Bond Reduction or Extension   | \$225.00  |
| Variance Request to BZA   | \$300.00  |
| Appeal to BZA   | \$400.00  |
| Certificate of Zoning Approval  | \$50.00   |
| Zoning Interpretation/Verification  | \$50.00   |
| Waiver request<br>(refer to Section 31-33.2 of city code for requirements)  | \$750.00  |
| Site Development Permit   | \$500.00  |
|   | Plus \$500.00/lot – SFD   |
|   | Plus \$300.00/unit – Multi-family   |
|   | Plus \$0.45 per gross sq. ft. of proposed buildings<br>(non-residential, not to exceed \$25,000.00) |
| Public Improvement Permit<br>(infrastructure serving a residential, non-residential<br>project or both, but submitted separately) | \$500.00  |
|   | Plus 2% of total bond   |
| Sign Permit   | \$100.00  |
| Temporary Use Permit  | \$100.00  |

## Site Development & Inspection Fees

|   |  |                               |
|---|--|-------------------------------|
| Base fee  |  | <u>\$250</u>                  |
| Water (installation and testing)  | <del>\$26.30 per disturbed acre</del><br><del>or minimum base fee of \$250</del> |                               |
| First 400 linear feet (LF)  |  | <del>\$630</del> <u>\$750</u> |
| Per 100 feet (ft) over the initial 400 LF                                 |  | <del>\$325</del> <u>\$450</u> |
| Sanitary Sewer (installation, televising and testing)                     |  |                               |
| First 400 LF  |  | <del>\$630</del> <u>\$750</u> |
| Per 100 ft over the initial 400 LF  |  | <del>\$325</del> <u>\$450</u> |
| Storm Sewer (Drainage) (installation and televising)                      |  |                               |
| First 400 LF  |  | <del>\$400</del> <u>\$650</u> |
| Per 100 ft over the initial 400 LF  |  | <del>\$298</del> <u>\$350</u> |
| Stormwater management facilities (installation and as-built)              |  |                               |
| <del>Detention pond greater than 6 ft in depth</del>                      |  | <del>\$500</del>              |
| <del>Detention pond less than 6 ft in depth</del>                         |  | <del>\$250</del>              |
| <u>&lt;1 ac</u>   |  | <u>\$500</u>                  |
| <u>&gt;=1 &lt; 5 ac</u>   |  | <u>\$2,700</u>                |
| <u>&gt;= 5 &lt; 10 ac</u>   |  | <u>\$3,400</u>                |
| <u>&gt;=10 &lt; 50 ac</u>   |  | <u>\$4,500</u>                |
| <u>&gt;=50 &lt; 100 ac</u>  |  | <u>\$6,500</u>                |
| <u>&gt;=100 ac</u>  |  | <u>\$9,600</u>                |
| Dedicated Streets<br>(installation, pavement design review, and striping) |  |                               |
| First 400 LF  |  | <del>\$675</del> <u>\$850</u> |
| Per 100 ft over the initial 400 LF  |  | <del>\$372</del> <u>\$450</u> |
| Private Streets (installation and pavement design review)                 |  | <del>\$0.45/SY</del>          |
| First 400 LF  |  | <u>\$850</u>                  |
| Per 100 ft over the initial 400 LF  |  | <u>\$450</u>                  |
| Parking lots  | <del>\$0.45/SY</del>   | <u>\$0.50/LF</u>              |

Sidewalks and vehicle entrances \$0.45/SY **\$0.50/LF**

Erosion and Sediment Control

Plan Review

Land Disturbing \$500.00 (plus 3% ESC escrow)

Re-Inspections

**\$150/inspection**

*(First Inspection is free. Fee applies to each subsequent inspection.)*

After Work Day Inspections

~~\$50/hour~~ **\$75/hour (2 hr min)**

Inspections may be conducted after normal work hours with approval and when arranged in advance. The fee for each inspection to be conducted shall be applied separately for each discipline inspected and is payable in advance.

Inspection Cancellation Fee

**\$150**

Refunds

1. Refunds for fees paid in accordance with this schedule must be applied for in writing to the Director of Public Works. There will be a ~~\$50~~ **\$75** administrative fee for processing the refund request, which will be deducted from the refund.
2. Each inspection requested reduces the amount of the refund by a percentage based on the minimum number of total inspections required or remaining work on site. Percentage

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**REQUESTING DEPARTMENT:** Public Works

**AGENDA ITEM 86**

**MEETING DATE:** October 6, 2015

**SUBJECT/TOPIC:** *Mason and Partners' Modular Clinic Site Design*

**BACKGROUND:** *On April 7, 2015 the Governing Body approved the proposed location of the Mason and Partners' Modular Health clinic at Costello Park. In order to accommodate the facility, development of a site plan is required for building location, parking, ingress/egress, utilities, etc. Furthermore, the RFP for the procurement and construction of the modular building will require the creation of specifications specific to modular construction. Staff has requested a proposal from the City's on-call engineers, ADTEK Engineers, because of their cross-discipline expertise in civil, architectural, and structural engineering. ADTEK has provided a proposal for site plan development, creation of specifications, and assistance with creation of the RFP, for the amount of \$23,500.00. Staff has created Task Order No. 1 to further define party responsibility, and provide a schedule for key milestones that must be kept in order to maintain the terms of the awarded grant. Staff's recommendation is that the Governing Body authorize the City Manager to sign the proposal, and Task Order No. 1, thereby entering into contract with ADTEK Engineers for the development of a site plan, specifications, and RFP assistance on the Mason and Partners' Modular Health Clinic Project, for an amount not to exceed \$23,500.00*

|                          |                   |                             |
|--------------------------|-------------------|-----------------------------|
| <b>FINANCIAL IMPACT:</b> | Budgeted:         | YES _____ NO <u>X</u> _____ |
|                          | Amount:           | \$ 23,500.00*               |
|                          | Budget Line Item: |                             |

*\*Funds reimbursable through grant*

**STAFF RECOMMENDATION:** *That the Governing Body authorize the City Manager to sign the proposal, and Task Order No. 1, thereby entering into contract with ADTEK Engineers for the development of a site plan, specifications, and RFP assistance on the Mason and Partners' Modular Health Clinic Project, for an amount not to exceed \$23,500.00.*

|   |                              |
|---|------------------------------|
| <b>CITY MANAGER APPROVAL:</b>   | <br><br>_____                |
|   | <i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b><br>Required: _____ Not Required: _____ | <br><br>_____                |
|   | <i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:** 1) *Task Order No. 1*

**TASK ORDER NO. 1**

**TO SERVICES AGREEMENT BETWEEN  
ADTEK ENGINEERS, INC.**

**AND**

**CITY OF MANASSAS PARK**

***For the Development of a Site Plan and Request for Proposals, for the Mason and Partners' Modular Health Clinic at Costello Park***

This TASK ORDER NO. 1 is made by and between the City of Manassas Park ("CITY") and ADTEK ENGINEERS, INC. ("ENGINEER"), in accordance with the Services Agreement between CITY and ENGINEER dated April 8, 2015 (the "Agreement").

**A. SCOPE OF SERVICES**

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform miscellaneous engineering services as shown in Attachment A (the "Proposal"), dated August 31, 2015. Pursuant to the Agreement, ENGINEER shall confirm the scope, schedule, and anticipated compensation for such services in writing prior to starting work. Email is acceptable written documentation.

**B. CITY'S RESPONSIBILITIES**

CITY's responsibilities on this project include:

- CITY shall assign appropriate reviewers to the project and compile and provide a single consolidated, coordinated, legible, and internally consistent copy of written review comments to ENGINEER for all draft documents and work products, as appropriate.
- CITY shall provide timely review of submitted products (one-week turnaround or as otherwise agreed upon).
- CITY shall assign appropriate staff to the project to coordinate review and approval with Mason and Partners ("MAP"). Coordination with Mason and Partners shall include:
  - Reviewing, compiling, and transmittal of work products from ENGINEER to MAP.
  - Requesting information from MAP as needed to satisfy requests from ENGINEER.
  - Transmittal of requested information and comments from MAP to ENGINEER.
- CITY shall timely notify ENGINEER when the terms of Attachment A have been satisfied, or of any decision by CITY or APPLICANT that would cause ENGINEER to cease work on the project, that might result in hours worked beyond the initial estimate for any additional or for any other work (described as "Additional/Optional Services" in Paragraph D of Attachment A) to be billed, or that would otherwise increase the scope of the work defined in Attachment A.

C. COMPENSATION

1. CITY shall pay ENGINEER according to the rate schedule set forth in Exhibit C to the Agreement.
2. CITY shall pay ENGINEER as complete compensation for services provided under this TASK ORDER NO. 1, as shown in Attachment A, a fee not to exceed Twenty Three Thousand and Five Hundred dollars (\$23,500.00).

D. SCHEDULE

ENGINEER shall complete the work in accordance with the deadlines established between CITY and ENGINEER for each activity, and as otherwise described in Attachment B. This TASK ORDER NO. 1 will expire July 1, 2016, unless extended by the CITY by a subsequent amendment.

E. MISCELLANEOUS

All terms and conditions of the Agreement apply to this TASK ORDER NO. 1 as though fully set forth herein. In the event of a conflict between this TASK ORDER NO. 1 and the Agreement, the terms of this TASK ORDER NO. 1 will apply.

The parties do mutually agree to all mutual covenants and agreements contained within this TASK ORDER NO. 1

CITY OF MANASSAS PARK

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADTEK ENGINEERS, INC.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Attachment A**

ADTEK Engineers Proposal, Dated August 31, 2015



August 31, 2015

Mr. Calvin O'Dell, Deputy Director  
Public Works Facility  
331 Manassas Drive  
Manassas Park, Virginia 20111

Phone: 703.335.0019  
Fax: 703.368.6038  
Email: c.odell@manassaspark.va.gov

**RE: City of Manassas Park - Costello Park Modular Health Clinic**  
99 Adams Street, Manassas Park, Virginia  
ADTEK Project No.: 1501.City of Manassas Park  
City of Manassas Park Professional Engineering Services Contract

Dear Calvin:

We are pleased to submit our proposal to provide professional engineering services in connection with the above-referenced project. Our proposal is based upon your recent conversation with Ashley Beesam and site walk with Tim Vaughan of ADTEK Engineers, Inc. regarding the services that you desire ADTEK to provide and upon the Project Understandings and Exclusions presented herein.

#### **A. PROJECT UNDERSTANDING**

The Virginia and Prince William County Health Departments received a grant to locate a permanent modular health clinic on the existing site of the City of Manassas Park, Costello Park Community Center. Since the modular facility will be located on City property, the City is responsible for the design and permitting. The 1,800 SF modular building including all stairs and ramps will be designed by others. Revised parking, including handicap spaces, and utility services from the existing utilities to the proposed modular facility (sanitary, water, and electricity) are needed. It is our understanding that no communication or data lines are necessary, and the City will coordinate the electric service with NOVEC; therefore, no dry utility coordination is included in this contract. The sizing and detailing of the sanitary and water services will be provided by City engineers. We have assumed that the contractor for the modular building will provide floor plans including framing and foundation plans that are stamped and signed by a registered Professional Engineer in the Commonwealth of Virginia and that the building meets local codes, including ADA.

ADTEK has been asked to provide civil engineering services to survey the site and develop a Site Plan to be processed for approval through the City of Manassas Park. The limits of survey will be in accordance with the attached Exhibit A, and underground utility locating and boundary surveying are not included. The Site Plan and specifications will be included in an RFP submitted to bidders for the construction of the modular facility. This is the first construction project of this type in the City and will be a new RFP template for the City. It is our understanding that the City will install the proposed utility services up to approximately five (5) feet from the building, and the awarded contractor will install the facility and remaining utility services.

Since the facility will be located within an existing parking lot, we have assumed less than 2,500 SF will be disturbed (exposed earth) for the footers and utility installation. No stormwater management facilities, storm sewer design or adequate outfall analysis will be performed with this project. Lastly, the scope in this proposal does not include geotechnical or environmental services.

**B. SCOPE OF WORK**

1. Provide a field topographic survey of the area based on the limits shown on the attached Exhibit A. This includes boundary line location (which will not constitute a certified boundary survey) along the adjacent residential properties, horizontal location of existing utilities based on field markings, topographic contours at 1 foot intervals, location of all above grade features, invert elevations of existing storm and sanitary in the vicinity of the proposed modular location.
2. Conduct site visit to verify the survey, and finalize existing conditions base file. Review modular documents and code requirements. Prepare initial Concept Plan for discussion with the City of Manassas Park Project Manager. This plan will include layout of parking, modular facility and utility services only. Attend up to one (1) meeting with City.
3. Make revisions to the Concept Plan, and prepare a Site Plan to be submitted and approved through the City of Manassas Park for the modular facility. The plan will include erosion and sediment controls, utility connections (as sized and detailed by City engineers), striping of the additional six (6) Handicap Spaces (with two (2) being Van Accessible), striping for revised parking lot travel aisles, and pedestrian and ADA access. ADA access will be provided via verification, painting and/or signage of an accessible path from the proposed handicap parking space locations. No additional parking is included, only restriping of the existing parking lot. Milling and overlay may be utilized to achieve minor grade adjustments as required to meet ADA. This task includes responding to reviewer comments and attendance at up to one (1) meeting.
4. Prepare Civil Design specifications suitable for public bidding, division one specifications to be prepared and provided by the City. All specifications must receive the required approvals from the City prior to advertisement of bids.
5. Assist the City with integrating the Site Plan and specifications, once approved by the City staff, into the RFP for the construction of the modular facility. This task includes up to one (1) meeting with the client.
6. Assist the City with the bid process by attending up to one (1) pre-bid conference, and responding to bidder questions.
7. Construction Administration services include RFI response, shop drawing review, review of change orders, attendance at up to two (2) site visits/meetings, and a final punch list.

**C. ENGINEERING CHARGES**

Our compensation for basic services will be a fixed fee of **\$23,500** (twenty-three thousand five hundred dollars), based on the scope listed above and per the following breakdown:

|  |                 |
|--|-----------------|
| Topographic Survey                     | \$ 4,500        |
| Concept Design                         | \$ 3,500        |
| Site Plan, Specifications & Processing | \$ 8,500        |
| RFP Assistance                         | \$ 2,000        |
| Bid Phase                              | \$ 1,500        |
| Construction Administration Phase      | \$ 3,500        |
| <b>TOTAL</b>                           | <b>\$23,500</b> |

**Payments:** Please note that all payments are payable to ADTEK Engineers, Inc. and sent to our corporate office at 9990 Fairfax Boulevard, Suite 300, Fairfax, Virginia 22030. Billing inquiries should be directed to Michele Jouben in our Accounting Department at 703.691.4040 or via email to mjouben@adtekengineers.com.

#### **D. ADDITIONAL / OPTIONAL SERVICES**

Any additional services, including the exclusions listed in the attached Exhibit B, will be provided pursuant to ADTEK's receipt of a written contract amendment or change order approving additional fees and authorizing ADTEK to proceed with such services.

If ADTEK is required to provide services in advance of written authorization these services will be provided at an hourly basis at our rates prevailing at the time the services are rendered, and may be converted to the appropriate billing format according to the mutually executed formal agreement when available. Prior to execution of a mutually agreed upon formal agreement ADTEK reserves the right to bill hourly, as a fixed fee, or other as appropriate.

#### **E. REPRODUCTION**

As part of our Basic Services, ADTEK Engineers proposes to provide electronic files of the Civil drawings at each project phase including, but limited to, Architect / team coordination, Owner review(s), permitting review(s), and approval, bidding, record set, etc. The electronic files are to be used by the Client to produce multiple sets as an alternative to receiving the project deliverables as a physical hard copy.

In addition to the digital format described above ADTEK will provide hard copies for the following options checked below:

- Owner Review Sets
- Permit Processing Sets
- One Set of Conformance Drawings
- One Record Set

ADTEK shall be reimbursed for reproduction and delivery costs of documents not checked above. Such reimbursement is subject to a 10% administrative fee.

#### **F. AUTHORIZATION AND NOTIFICATION**

Please indicate the items authorized within the proposal for work to begin on. If work authorization is not signed and returned, verbally approved work shall be performed and invoiced according to the fees stated above. Our office's delivery and your use of the work requested shall be regarded as an authorization to perform the work.

In the event that commencement or acceptance of work on this project is delayed for more than 90 days from the date of this proposal, ADTEK reserves the right to escalate the fees in accordance with any increase in our hourly fee schedule. Fixed fees will be escalated at the percentage of increase in the hourly rates for the involved disciplines.

If the project is abandoned/delayed because of the Owner's abandonment/delay of the project for more than 90 consecutive days ADTEK may re-negotiate this agreement by giving written notice. A verbal authorization to proceed shall constitute an acceptance of the contract by the Client.

The Terms and Conditions of City of Manassas Park's Professional Engineering Services Contract with ADTEK Engineers are part of this agreement with hourly rates specified in the attached Hourly Rate Schedule. City of Manassas Park will send the Terms and Conditions for the IDIQ contract for ADTEK's review and acceptance.

Please sign this contract and/or issue a purchase order and return it back to us at your earliest convenience.

Offered By:

Accepted By:

ADTEK Engineers, Inc.

City of Manassas Park



08/31/2015

(Signature)

(Date)

(Signature)

(Date)

Shawn Benjaminson, PE, LEED AP BD+C - Principal

(Printed name/title)

Enclosures: Hourly Rate Schedule  
Exhibit A - Limits of Survey  
Exhibit B - Exclusions

Cc: Tim Vaughan, PE - ADTEK  
Ashley Beesam, PE, LEED AP BD+C - ADTEK  
ADTEK Contracts

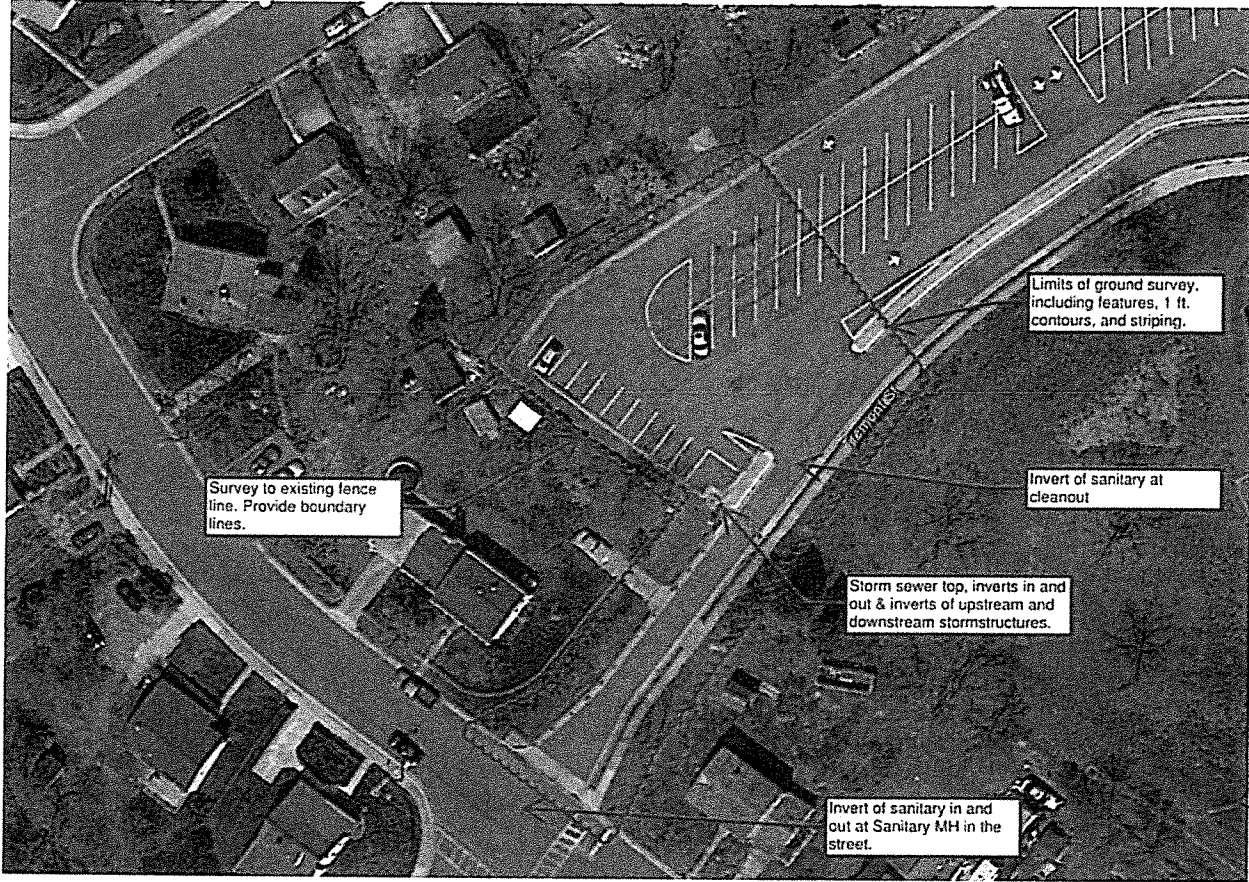
**HOURLY RATE SCHEDULE**

ADTEK Engineers, Inc. (the Firm) shall perform the services outlined in this agreement for the stated fee arrangement.

Additional services will be provided on an hourly basis, the rates shall be those that prevail at the time the services are rendered. Current hourly rates are as follows:

| <b>STRUCTURAL</b>   |          | <b>CIVIL</b>        |          | <b>GENERAL</b> |         |
|---------------------|----------|---------------------|----------|----------------|---------|
| Principal           | \$215.66 | Principal           | \$215.66 | Designer       | \$85.08 |
| Sr. Project Manager | \$163.97 | Sr. Project Manager | \$151.35 | CAD Technician | \$63.43 |
| Project Manager     | \$129.54 | Project Manager     | \$120.22 | Clerical       | \$42.74 |
| Engineer            | \$82.47  | Engineer            | \$85.41  |                |         |

### Exhibit A - Limits of Survey



## Exhibit B - Exclusions

The following additional services, if needed, will be provided pursuant to ADTEK's receipt of a written contract amendment or change order approving additional fees and authorizing ADTEK to proceed with such services.

1. Changes to design standards / requirements (Zoning Ordinance, VDOT, [DCSM, PFM] DCR) or Laws after the date on this proposal.
2. Preparation or submittal of Design Exceptions, encroachment exceptions, Variances or Waivers. Special plan documents.
3. Performance of Underground Utility Designating / Surveying.
4. Preparation of Topographic Surveys that exceeds the limits shown in the attached Exhibit A. Utilities as are visible and/or accessible, or can be made accessible by the Owner prior to the start of work, and other visible surface utilities will be shown on the survey. Inaccessible, covered and/or non-visible utilities will not be shown unless an underground utility designation survey is provided. In addition, the survey will be performed when it is authorized based on the limits shown in Exhibit A. Should modifications or updated surveying or re-surveying be required after the authorized survey is completed, ADTEK will not be responsible to update the survey or design documents due to the impact of the modifications or the changes to the site without an additional service proposal.
5. Preparation of Boundary Surveys.
6. Preparation of any plat.
7. Design of frontage improvements; right-of-way improvements; off-site: sidewalks, trails, roadways, access drives, water, sanitary sewer or storm drainage facilities; or Adequate Outfall Improvements.
8. Structural design of mechanical or equipment pads, modular facility foundation or non-standard drainage structures.
9. Changes to the horizontal geometry of the Site Plan after the geometry has been approved by the client. Changes to the grading of the Site Plan after the grading has been approved by the client. Changes to the utilities layout or utility elevations by a design team member on the Site Plan after the utilities layout or utilities elevations have been substantially completed and approved by the client.
10. Efforts in support of obtaining a VDOT permit.
11. Preparation of an independent Estimate for probable cost.
12. Preparation of a Virginia Storm Water Management Permit (VSMP), including a Stormwater Pollution Prevention Plan (SWPPP).
13. Environmental permitting; including, but not limited to, wetlands, floodplain, critical areas, NPDES, CZMA Compliance, and Chesapeake Bay Critical Area requirements.
14. Environmental assessments / reports. Preparation of a Water Quality Impact Assessment.

15. Preparation of Tree Preservation Plans, Existing Vegetation Maps or Forest Stand Delineation Plans.
16. Performance of Test Pits.
17. Performance of a Water Main Hydraulic Analysis.
18. Preparation of Color Boards or Illustrative Exhibits for presentations.
19. Attendance at meetings in addition to the number of meetings provided in the Scope of Work.
20. Design of Landscape Plans with content beyond the minimum content that is required for County approval of the Site Plan. Streetscape or hardscape for landscape enhancement beyond minimum required by the code.
21. Design of site or street lighting. We will show any of these proposed facilities on the site plan if we are provided with the proposed information.
22. Preparation of Floodplain Studies, preparation of a Resource Protection Area (RPA) boundary delineation study or preparation of a Dam Breach Analysis for a pond embankment.
23. Design of Water Tanks, Sanitary Sewer Septic Tanks, Septic Fields, Sanitary Sewer Lift Stations or Pump Stations and associated Force Mains.
24. Stormwater management design or waivers.
25. Geotechnical engineering, soil mapping, soil borings or soil analysis.
26. Hazardous or contaminated soils related services.
27. Design of Stream Restoration measures.
28. Traffic Engineering including preparation of Traffic Studies or preparation of Traffic Signal Plans, preparation of Maintenance of Traffic Plans or preparation of Signing and Marking Plans.
29. Construction supervision or inspection, including testing or evaluation of pipes after installation.
30. Design of any features associated with the modular unit (i.e. stairs, ramps, foundations, etc.)
31. This agreement does not constitute an engagement to perform any additional services other than in this proposal. Should additional services be requested, they will be performed pursuant to a separate engagement letter.

## **Attachment B**

Schedule and Milestones for MAP Modular Health Clinic Project

**Mason and Partner's Modular Clinic Schedule and Milestones:**

**October 31, 2015:** 30% design plans (conceptual site layout) provided to City by Engineers, for presentation to public and Governing Body at November 6, 2015 Governing Body meeting.

**November 31, 2015:** 60% design plans provided to City by Engineers for City and MAP review.

**December 31, 2015:** 90% design plans and specifications provided to City by Engineers for City and MAP review.

**January 21, 2016:** Final design plans and specifications provided to City by Engineers for City and MAP review. Expectations are for final, biddable site plan and modular clinic specifications to be ready at this time, and for specifications to be incorporated into front end RFP documentation (provided by City), so as to have a ready for advertisement RFP and plans in-hand at this time.

**February 1, 2016:** Public advertisement of RFP. RFP copies (both paper and electronic), as well as bid sets (both paper and electronic) in-hand at Public Works building.

**February 15, 2016:** Pre-bid conference with plan holders and Engineers.

**March 1, 2016:** Public opening of sealed bids.

**March 15, 2016:** Staff award of contract recommendation made to Governing Body at regular Governing Body meeting.

**March 21, 2016:** Notice to Proceed issued to awarded contractor.

**April 1, 2016:** Submittal review completed as required for site work to begin.

**June 1, 2016:** Final invoices for all work, labor and materials in-hand.

**June 15, 2016:** Final request for reimbursement issued to grant issuing authority.

**CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION**

**REQUESTING DEPARTMENT:** City Manager/Department of Public Works

**AGENDA ITEM** 8C

**MEETING DATE:** October 6, 2015

**SUBJECT/TOPIC:** Consider Resolutions Concerning the Conner Drive Extension Project

**BACKGROUND:** The Conner Drive extension was a project identified in the Capital Improvement Projects in the early 2000's. The intent was to extend the road to be accessible between Euclid Avenue and Route 28 (Centreville Road) in order to relieve traffic congestion (Route 28/Manassas Drive) as well as provide property access to residents.

The City has since received Revenue Sharing funding for this project and preliminary design plans are underway by Bowman Consulting. In order to proceed with the project, the City must submit an application through VDOT's FY2016-2017 Revenue Sharing Program. The cost will vary depending on design elements.

|                          |                   |   |          |
|--------------------------|-------------------|---|----------|
| <b>FINANCIAL IMPACT:</b> | Budgeted:         | YES <u>X</u>                            | NO _____ |
|                          | Amount:           | Variable                                |          |
|                          | Budget Line Item: | Capital Projects-Conner Drive Extension |          |

*If expenditure of funds is required, the amount of the expenditure and what line item account number the funds are to be taken from must be stated. If funds are not available in the appropriate line item, however they are available in a different line item within the department, this must be fully explained. If no funds are to be expended simply state: "There is no financial impact to the city."*

**STAFF RECOMMENDATION:** That the Governing Body approves one of the attached resolutions to either 1) Submit an application for an allocation of funds through the VDOT FY2016-2017 Revenue Sharing Program; or 2) Request that VDOT cancel the Conner Drive Extension Project.

|   |                              |
|---|------------------------------|
| <b>CITY MANAGER APPROVAL:</b>                     | _____                        |
|   | <i>Kimberly L. Alexander</i> |
| <b>CITY ATTORNEY APPROVAL:</b>                    | _____                        |
| <b>Required:</b> _____ <b>Not Required:</b> _____ | <i>Dean H. Crowhurst</i>     |

**ATTACHMENTS:** Resolutions

**Lana A. Conner**

---

**From:** Kimberly Alexander  
**Sent:** Wednesday, September 30, 2015 10:27 AM  
**To:** Lana A. Conner; Julia Drake  
**Subject:** Fwd: Resolution to Cancel Conner Drive  
**Attachments:** FY 2016 Conner Drive Revenue Sharing Resolution.docx

Lana,

Attached is the first resolution. I will be forwarding the second one in a few minutes. You can also attach this email, so they understand the difference in the amount options in the resolution attached (i.e., parking spaces or no parking spaces). Thanks!

*Sent from my Verizon Wireless 4G LTE DROID*

*----- Original Message -----*

*Subject: RE: Resolution to Cancel Conner Drive*  
*From: Drew Williams <drew@bgllc.net>*  
*To: Kimberly Alexander <k.alexander@manassasparkva.gov>*  
*CC:*

*<!-- p.MsoNormal, li.MsoNormal, div.MsoNormal {margin:0in; margin-bottom:.0001pt; font-size:11.0pt; font-family:"Calibri", "sans-serif"} -->*

*Sounds good, thanks, Kim.*

*Attached is a slightly revised resolution to proceed with the FY 2016 Revenue Sharing application to fund Conner Drive. As before, highlighted areas will need to be filled in (some of it after the meeting), and if it is the GB's desire to proceed, we will need to determine which amount to apply for. As you know, the lesser dollar amount is to fully fund the project as we have been proceeding today date, and the greater dollar amount funds construction of a dedicated parking lane on the south side of Conner Drive which will accommodate an additional +/- 52 parking spaces.*

*I should know in the next day or two if I can attend the GB meeting next Tuesday.*

*Please let me know if any questions.*

*Thanks,*

*Drew*

**RESOLUTION**

1 of 2

At a regularly scheduled meeting of the City of Manassas Park, Virginia, held on October 6, 2015, on a motion by (NAME OF GOVERNING BODY MEMBER), seconded by (NAME OF GOVERNING BODY MEMBER), the following was adopted by a vote of \_\_\_\_ to \_\_\_\_.

WHEREAS, the City of Manassas Park Governing Body desires to submit an application for an allocation of funds of up to \$506,580 (or \$317,010) through the Virginia Department of Transportation Fiscal Year 2016-2017, Revenue Sharing Program; and,

WHEREAS, \$506,580 (or \$317,010) of these funds requested to fund the Conner Drive Extension Project between Euclid Avenue and Centreville Road (Route 28) to include construction of a street 38' in width including pedestrian facilities in order to fully fund UPC 101302; and

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Manassas Park Governing Body hereby supports this application for an allocation of \$506,580 (or \$317,010) through the Virginia Department of Transportation Fiscal Year 2016-2017 Revenue Sharing Program.

BE IT FURTHER RESOLVED THAT the City of Manassas Park Governing Body hereby grants authority for the City Manager to execute project administration agreements for any approved revenue sharing projects.

ADOPTED this \_\_\_\_ day of October, 2015.

\_\_\_\_\_  
Francis C. Jones, Jr., Mayor

\_\_\_\_\_  
Lana A. Conner, City Clerk  
ATTEST

**RESOLUTION TO CANCEL  
THE CONNER DRIVE EXTENSION IMPROVEMENT PROJECT  
(VDOT UPC 101302)**

**WHEREAS**, the City of Manassas Park received Revenue Sharing funding for a Roadway Improvement Project to extend Conner Drive from its current terminus point to connect with Virginia State Route 28 (Centreville Road) identified as VDOT UPC 101302; and

**WHEREAS**, the City began project planning for the Conner Drive Extension Project in the early 2000s and preliminary cost estimates were based on Capital Improvement Program planning estimates. Since that time the City has undertaken preliminary engineering activities to develop conceptual engineering plans and cost estimates for the Conner Drive Project; and

**WHEREAS**, preliminary cost estimates for the Conner Drive project are in excess of existing funding resources available to the City through previously approved Revenue Sharing funds through VDOT and the Governing Body does not consider the Conner Drive Extension project to be a current transportation priority for the City of Manassas Park; and

**WHEREAS**, the City of Manassas Park understands that in accordance with Section VII.B. of the VDOT Revenue Sharing Program Guidelines, VDOT reserves the right to require reimbursement of all state matching funds granted to the City.

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of Manassas Park, Virginia that the City requests that VDOT cancel the Conner Drive Extension Project (VDOT UPC 101302).

Adopted this \_\_\_\_ day of October, 2015.

\_\_\_\_\_  
Francis C. Jones, Jr., Mayor

\_\_\_\_\_  
Lana A. Conner, City Clerk  
ATTEST

## Lana A. Conner

---

**From:** Kimberly Alexander  
**Sent:** Wednesday, September 30, 2015 10:28 AM  
**To:** Lana A. Conner; Julia Drake  
**Subject:** Fwd: Resolution to Cancel Conner Drive  
**Attachments:** Resolution to Cancel Conner Drive Project.docx

Lana,

Attached is the second resolution to be attached, for project cancellation. Thanks!

*Sent from my Verizon Wireless 4G LTE DROID*

----- Original Message -----

**Subject:** Resolution to Cancel Conner Drive  
**From:** Drew Williams <[drew@bgllc.net](mailto:drew@bgllc.net)>  
**To:** Kimberly Alexander <[k.alexander@manassasparkva.gov](mailto:k.alexander@manassasparkva.gov)>  
**CC:**

Kim: attached is a draft resolution to cancel the Conner Drive project to be considered by the Governing Body. I can coordinate directly with Dean for his review if you'd like.

Let me know any thoughts or questions.

Thanks,  
Drew

---

Andrew D. Williams, AICP  
Co-Founder/Owner

The Berkley Group  
2106 Mount Crawford Avenue  
Bridgewater, Virginia 22812  
t: 540/560.2202

[www.bgllc.net](http://www.bgllc.net)

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Total Control Panel

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To: [k.alexander@manassasparkva.gov](mailto:k.alexander@manassasparkva.gov)  
From: [drew@bgllc.net](mailto:drew@bgllc.net)

Message Score: 50  
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