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CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 4b

REQUESTING DEPARTMENT: *City Clerk*

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: *Local Government Education Week Proclamation*

BACKGROUND: In 2012 the General Assembly adopted House Joint Resolution #93 proclaiming the first week of April as Local Government Education week in honor of the formation of the Council-Manager form of government in the City of Staunton, VA. The VLGMA Civic Engagement Committee has been developing tools to help spread the word of this honor in order to acknowledge good community building work, educate on all local government services provided at the local level, and to increase student's awareness of career opportunities in local government. This will help us strengthen interest in local government management/public service as a viable career.

FINANCIAL IMPACT: None	Budgeted:	YES	NO	<u>x</u>
	Amount:	\$		
	Budget Line Item:			

There is no financial impact to the city.

STAFF RECOMMENDATION: Governing Body approve Proclamation as presented

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

ATTACHMENTS: *Proclamation*

**PROCLAMATION
APRIL 1-7, 2015 AS
LOCAL GOVERNMENT EDUCATION WEEK**

WHEREAS, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

WHEREAS, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

WHEREAS, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

WHEREAS, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

WHEREAS, April 2, 1908 was the creation of the Council-Manager form of government in the City of Staunton thereby making the first week in April appropriate for this designation.

WHEREAS, the City of Manassas Park will honor the intent of Local Government Education Week

NOW, THEREFORE, BE IT PROCLAIMED, by the Manassas Park Governing Body that April 1-7, 2015 is hereby designated as Local Government Education Week; and

BE IT FURTHER PROCLAIMED, that the City of Manassas Park will promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

ADOPTED this 7th day of April, 2015.

Frank Jones, Mayor

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 6a

REQUESTING DEPARTMENT: *City Clerk*

MEETING DATE: *April 7, 2015*

SUBJECT/TOPIC: *Approval of Minutes of March 17, 2015*

BACKGROUND: *The Governing Body held regular meeting on March 17, 2015*

FINANCIAL IMPACT: <i>None</i>	Budgeted: YES _____ NO <u>x</u>
	Amount: \$ _____
	Budget Line Item: _____

There is no financial impact to the city.

STAFF RECOMMENDATION: *Governing Body approve Minutes as presented*

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

ATTACHMENTS: *March 17, 2015 minutes*

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, MARCH 17, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

1. Roll Call:

Bryan E. Polk, Vice Mayor
Keith Miller
Suhas Naddoni
Preston Banks
Jeanette Rishell
Michael Carrera

Absent:

Frank Jones, Mayor

Staff:

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

Vice Mayor Polk chaired the meeting in the absence of the Mayor.

1. Approval of Agenda:

MOTION: Councilmember Naddoni moved to approve the agenda with following changes:

6e Finance: Proffer Transfer to General Fund fund balance move from Consent Agenda and add as 7a Unfinished Business

6f Planning Capital Improvement Plan FY2016-FY2021 Recommendation of Planning Commission: move from Consent Agenda and add as 8f New Business

Add new Item 8e Intersection improvements at Manassas Drive and Euclid Avenue and task order associated with this project

10 Closed Meeting under Paragraph 1, 4, 7, and 29

6c HVAC Preventive Maintenance Agreement move to 8g under New Business.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

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

2a. Press Release: Vice Mayor Polk stated that there was an incident at one of our elementary schools today. All of the children are safe and the police department will be issuing a Press Release.

3. Citizens Time: None

4. Presentation:

4a. Prince William Library: Kirk Johnson, Electronic Resources: Connie Gilman, Director of Central Community Library and Judith Rodriguez, Branch Administrator, was present.

Mr. Johnson stated he manages and selects subscription data basis that library system provides to patrons and staff members and is based on consideration of cost. He gets feedback from staff and patrons. He conducts a quarterly meeting with staff members from different libraries to get their feedback and see what works for them and their patrons. He gathers usage statistics and tracks, on a monthly basis, all of the projects on how often they are being used either through searches or logins.

A to Z databases: provides institutional memberships to libraries and other institutions and provides database of residential and business information. It allows people to do background searches. It allows job seekers to hunt for jobs in particular industries or fields. You can research existing businesses in any given area if you are a small business owner who is looking to expand or build a new business. This data base has been used by the County governments and other entities to do a demographic study of various areas in the county. The cost last year to library was under \$10,000 but taxpayers used it over 15,000 times. This is not a classified site for job.

Value Line: This is a data base for stocks and mutual funds research. This data base is used quite often. Last year over 3,600 patrons performed over 60,000 searches. The library pays \$6,500 for this service which is free to patrons. Privately you would have to pay \$598 per year for this program.

Pronunciator: This is a language learning product. You can learn up to eighty (80) languages. It has an ESL component where you can learn in your native language. Several people log in every month. One of the most popular logged into is the American language.

Ancestry.Com: last year 135,000 searches were completed on family history and genealogy, etc. Privately it would cost \$20 a month but is free through the library.

Scholastic: This is a common publisher of books for kids on school information. They have a product called Warrior on Line which collects seven different versions of digitized encyclopedias on line. One is Spanish language. Last year 6,000 articles were downloaded.

Zinio: This is free and offers downloadable magazines to most computers, phones, iPod, etc. They have 140 digital versions of magazines. Once downloaded you get to keep the entire magazine forever. They have a program for downloading newspapers also.

Childrens & Mitchell: auto repair and maintenance products. A lot of auto shops, mechanics and persons restoring vehicles subscribe to these.

They have about eighty (80) sites you can download. All of these are available on line to anyone with a library card. We now live in an on-line world.

Mr. Johnson will send the Governing Body a report on information on the different projects as far as statistics.

4b. Comcast Care Day: Marie Shuler:

She is working with Vanessa Watson and Parks & Recreation Staff to schedule this Comcast Care Day for April 25, 2015 which is the largest day of giving from a corporation in the country. This is Comcast's way to give back to the community. Comcast, NBC Universal Staff, their friends, non-profits, and families, work on specific projects decided by the group. For the past several years they have partnered with Leadership Prince William. They will center on work around the community center and the schools. This will be a beautification project which will be landscaping, repairs and painting. Governing Body has been given invitations and she hopes the members of Governing Body can attend this fun day. WWW.comcast in the community.com is their website. They will be sending out more information as the date gets closer.

5. Recognitions: None

6. Consent Agenda:

- 6a. Approval of Minutes March 3, 2015
- 6b. 2015 Fireworks: Bay Fireworks: \$16,500
- 6c. HVAC Preventive Maintenance Agreement move to 8g under New Business
- 6d. Replacement of Damaged Police Vehicle
- 6e. Finance: Proffer Transfer to General Fund fund balance: 7a Unfinished Business
- 6f. Planning Capital Improvement Plan FY2016-FY2021 Recommendation of Planning Commission: move from Consent Agenda and add as 8fNew Business
- 6g. Local Choice Insurance Program: 2016

MOTION: Councilmember Miller moved to approve Consent Agenda with correction to minutes of March 3, 2015: number of units for Cayden Ridge should be 188 instead of 489.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

7. Unfinished Business:

7a. Finance Director: Proffer Transfer to General Fund fund balance

The City has a policy of maintaining an unreserved fund balance in the General Fund of 15% of expenditures. Due to economic conditions the City has not been able to meet this requirement for a number of years. The Governing Body passed a resolution on June 21, 2011 earmarking proffers from the Glory Hill (now Belmont Reserve) and Manassas Park Station II (now Dominion Crossing) projects for restoration of the General Fund fund balance to the 15% level.

Pursuant to that resolution city transferred \$2.3 million at the end of FY2014 that brought this to a 14.7% fund balance level. In order to fully comply with the fund balance requirement now and in the near future, we need to transfer an additional \$1 million, as presented to the Governing Body at its Finance work-session on February 25, 2015.

As noted in the meeting, these Funds are necessary to comply with the 15% fund balance requirement and will not be appropriated for expenditure. They will be held in escrow.

Councilmember Rishell requested that information provided the Governing Body be made a part of the minutes of record. Listed below is the information:

CITY OF MANASSAS PARK				
Summary of Fund Balance				
	General Fund			
	FY2014	FY2015	FY2016	FY2017
	(Per audit)	(Per Budget)	(Estimated)	(Estimated)
Available Fund Balance (subject to 15% requirement) (a)	\$ 5,221,220	\$6,221,220	\$6,221,220	\$6,221,220
	(b)			
General Fund expenditures	\$35,447,009	\$37,150,552	\$ 39,750,000	\$40,750,000
Available Fund Balance as a % of Exp.	14.7%	16.7%	15.7%	15.3%

(a) Excludes Fund Balance Restricted for use by PRTC
 (b) Includes the \$1,000,000 transfer from proffers approved 3/17/2015

The Finance Director noted that these projections/estimates do not provide any changes to the Fund Balance amounts from possible surplus or shortfall for a given fiscal year. It simply demonstrates that we are maintaining sufficient fund balance over the next several years.

Councilmember Naddoni would like to create a proffers fund that is separate from other funds. If funds are needed for capital projects they can be appropriated from that fund. The Finance Director stated that should not be a problem. Councilmember Naddoni would like to see this with 2015 budget but if that is not possible with 2016 budget. The Finance Director stated he would like to go ahead and set this account up now. You will see that as a separate fund in the budget. These funds will be part of city audit.

MOTION: Councilmember Naddoni moved that the Governing Body approve the transfer of \$1million dollars from Capital Projects Fund Proffer Revenue to General Fund balance in accordance with Resolution 11-1000-1117, include the final numbers in the minutes, and set up a proffers fund as discussed.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

8. New Business:

8a. Ordinance 15-1700-966: Years of Services:

MOTION: Councilmember Miller moved to recognize the following employees by Ordinance:

WHEREAS, Section 58.1-7.4 of the Code of Virginia (1950), as amended, authorizes the Governing Body of any county, city or town, by ordinance, to pay a monetary bonus to any of the local governments' officers and employees for exceptional services rendered; and

WHEREAS, the Governing Body of the City of Manassas Park has determined that the recognition of city employees with long-term service to the city is of significant benefit to the City and that certain employees of the City, as set forth in this ordinance and by Memorandum of Understanding, have provided continuing exceptional service and should be thus recognized; and

IT IS HEREBY ORDAINED that the following service awards be made to the following employees in the following amounts:

- Five (5) Years of Service \$50.00
Winifred O'Neal, Treasurer's Office
Jerry Swisher III, Parks & Recreation
- Ten (10) Years of Service \$100.00
Adam Jones, Fire Department
Adrian Tibbs, Parks & Recreation
Jennifer Spring, Human Resources
Thomas Oliver, MPFR
Aaron Root, Treasurer Office
William Quesenberry, MPPD
Steven Loving, MPPD
James Roberts, MPPD
Joshua Brandon, MPFR
James Tharp MPFR
- Fifteen (15) Years of Service \$150.00
Howard Perry, Police Department
- Twenty (20) Years of Service \$200.00
Bonnie Pool, Bull Run ASAP
- Twenty five (25) Years of Service \$250.00
Anthony Defelice, Police Department
Mark Rohland, Public Works
Terry Whisenhunt, Public Works
- Thirty Years of Service \$500.00
- Thirty five (35) Years of Service \$750.00
- Forty Years of Service \$1,000.00
- Forty Five Years of Service \$1,250.00
Lana Conner, City Clerk

SECOND: Councilmember Carrera

The total amount is \$3,450.00.

VOTE: Unanimously passed

8b. Voluntary Early Retirement Incentive Offer (VERIO) Program Guidelines:

MOTION: Councilmember Rishell moved to approve the following Incentive Offer:

A. Eligibility: The City of Manassas Park VERIO will be made available to all regular full-time employees, subject to the following eligibility criteria: a) The Employee must be eligible for early or full retirement under the provisions of the Virginia Retirement System; and b) The Employee's current salary must be above the MID level of the salary range for their position OR financial savings to the City must be determined in writing by the City Manager, in consultation with the HR Director and Department Director.

B. Benefits: VERIO benefits shall be paid as a lump-sum stipend. This stipend shall be paid within 60 days of the effective retirement date. The stipend shall be as follows: \$25,000 for eligible employees whose effective retirement date is on or before June 30, 2015. \$20,000 for eligible employees whose effective retirement date is on or before June 30, 2016.

Taxes will be withdrawn from the stipend amount, in accordance with applicable law. Employees accepting the VERIO shall remain entitled to compensation for accrued annual and sick leave in accordance with the City's Employment Policies and Practices Manual.

C. Acceptance: Signed and witnessed acceptance of the VERIO must be received by the City Manager prior to June 30, 2015. This offer becomes null and void at 12:00a.m., July 1, 2015.

D. Retirement Date: Employees accepting the VERIO agree to retire from service prior to June 30, 2016, subject to approval by the City Manager. The retirement date may be extended by the City Manager in order to avoid disruption of essential functions of any department.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

8c. Ordinance 15-1700-967 Comcast Extension Letter: April 30, 2015

The franchise has been extended twice. The city is in negotiations with Comcast right now and once the franchise is formalized, the city must hold a public hearing. The City Attorney has drafted an ordinance to approve the extension to April 30, 2015. The City Attorney will send out a draft copy of franchise agreement to Governing Body for their review. He has requested a closed meeting to discuss some of the terms before finalizing the agreement.

MOTION: Councilmember Naddoni moved to approve the Ordinance as presented by City Attorney.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

8d. Virginia Retirement System: Hybrid Report: Myra Carmona, Director of Human Services:

In October 2013, the City opted out of VRS disability (VA Local Disability Program) to join a comparable employer-paid disability program effective January 1, 2014 which would affect employees hired after this date. A recommendation was to select VACORP/Standard to administer the program but it was never approved. VACORP was contacted and they stated they would administer the disability program with an effective date of March 1, 2015 so the city will not have to pay any back premiums. There are approximately fourteen (14) employees in the hybrid system.

This is not a budgeted program. The City Manager stated the city has no choice either choose a disability program or self insure. The Director stated VACORP would be a third party administrator for the disability portion of the VRS hybrid program.

MOTION: Councilmember Naddoni moved to accept recommendation of staff to elect VACORP to administer the disability program with an effective date of March 1, 2015 and that it be included in the 2015 budget.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

Councilmember Rishell has requested a list of items that have been approved by the Governing Body that was not been budgeted because they are going to start adding up. Some do not have line items.

8e. Intersection Improvements at Manassas Drive and Euclid Avenue: Task Order:

Whitman, Requardt & Associates, LLP has submitted a supplemental proposal for providing services for revising the appraisals on the Manassas Drive/Euclid Avenue Intersection Improvements Revisions to Right of Way Plats due to Project Design Revisions by VDOT. The draft appraisals will be completed by May 4, 2015 and submitted to the review appraiser. It is anticipated that the appraisal review will be completed by May 18, 2015 and submitted to the City for approval for preparation of offer packet to the property owner. Total cost of task order would be \$33,900. These funds are reimbursable from the \$300,000 for right of way acquisition. These funds must be expended by September 2015.

Councilmember Miller asked and the City Manager stated that this is VDOT wanting to redo the plans not a lapse in time. This design will save the city approximately \$1 million dollars from the original design. The City Attorney stated the original appraisals were done with the old design which is no longer viable. The previous plan had a retaining wall along Guy Lewis property on Euclid Avenue which would require significant utility relocation but VDOT by redesign was able to get rid of the retaining wall (\$800,000 savings). Because of realignment there was a different amount of land needed for the taking for this project. The City Attorney stated it was both because of time and because of the scope. The design changed which caused the previous design to go stale. Funding would come from Capital Projects Fund. This is a recommendation from VDOT on the appraisal.

MOTION: Councilmember Miller moved to approve and move forward with Task Order with Whitman Requardt in the amount not to exceed \$33,900.

SECOND: Councilmember Carrera

Councilmember Naddoni asked if another engineering company could do this contract. Whitman Requardt is under contract for this project. The City Attorney stated that the VDOT Representative that was here at the February meeting stated it was his understanding of the situation that if the city tried to go with another manager for this project at this time, there would be a significant up front time and cost associated to get that additional company on board because of the institutional knowledge that this engineering firm has. VDOT and the Berkley Group is watching this project very closely in order to get it completed.

Councilmember Naddoni stated he will not support them doing this job because of prior problems and will not support approving this task order. Councilmember Miller, Banks, Rishell, and Carrera agreed with what Councilmember Naddoni was saying but stated this component of the project needs to keep moving forward. The Governing Body can deal with Whitman Requardt once this project is complete. Councilmember Banks stated he believes this project will take longer than the time line presented because of utility relocation. The utility relocations will add a significant amount of time to this project. City just found out it is both Verizon and Comcast that the city must deal with as far as relocation of utilities.

Councilmember Polk had asked for a detailed time line on safer route project.

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

8f. Planning: Capital Improvement Plan FY2016-FY2021: Recommendation of Planning Commission:

Staff begins this process in September of each year and presents it to the Planning Commission who prioritizes the projects they believe are urgent. The Planning Commission held a public hearing on March 2, 2015 on this Capital Improvement Plan. This is their recommendation to Governing Body. This is used as a budgeting tool with the annual budget. The Governing Body has the power to accept with or without amendments or Governing Body can reject the program.

The City Attorney stated that the City Code on this matter has not been changed. Staff only listed the pertinent codes for the process.

Councilmember Banks asked about the quiet zone project because he is constantly getting complaints about the train whistle. The quiet zone project must have billing by April 15, 2015 or VDOT is taking away the revenue sharing money. The City Manager has assigned the project to the Berkley Group to get it completed. The coordination with Southern Railroad is going to be very complicated. Staff is working on the design at this time.

Tennis Courts: Councilmember Banks wanted to know about the tennis court. They are in bad shape and need to be repaved. The Parks and Recreation Director have placed this project as a priority. The City has received very few complaints on the tennis court. It is in bad shape because of constant use over the years. Councilmember Banks stated as far as he was concerned everything is data driven and if nobody is complaining then there is no demand.

Skate Park: Councilmember Naddoni stated he is going to start pushing the skate park project from necessary to urgent priority. Councilmember Banks stated there is a demand for this. They get a lot of support for the skate park.

Bike Path: Councilmember Banks would like the Governing Body to consider a bike path in some way. The City Manager will gather information on this item.

Potholes: roads cannot be repaired until the weather gets better. They are only cold patching right now.

Pool: The Aquatics Supervisor stated it would cost a minimum of \$8,500 to get the pool operational this year. It is going to need some major repairs in the near future.

Councilmember Rishell wanted to know in order to qualify for grants the level of need needs to be either urgent or necessary. Does the level of need correlate to the availability of grants and the ease in which we could get a grant. The City Manager stated it depends on your funding source and their criteria. She has never written a grant that requested a copy of the Capital Improvement Plan.

The City Manager is asking that if any member of Governing Body has a priority they would like to see funded to send that request to her within two weeks. When she presents the budget, she will present the capital projects budget.

The Planner will send the Capital Improvement Plan electronically to the Governing Body.

The City Attorney stated the city has public/private guidelines and sometimes someone will look at the Capital Improvement Plan to see if there is a need. Sometimes that is where you get unsolicited proposals. It is important that the Capital Improvement Plan reflect the priorities of the City beyond budget purposes.

MOTION: Councilmember Carrera moved to accept Capital Improvement Plan as recommended by Planning Commission and that Governing Body send their priorities needs to City Manager within next couple weeks with the expectation that the city could have future anticipated amendments or modifications.

SECOND: Councilmember Miller

VOTE: Unanimously passed

8g. HVAC Preventive Maintenance Agreement:

MOTION: Councilmember Miller moved to approve HVAC Preventive Maintenance Agreement with the following change:

Page 22: under purchaser agrees to the following, Paragraph 8: 4 lines up from the bottom, owner shall indemnify and hold S&D harmless, etc: The City Attorney stated city does not indemnify and recommends the language to be changed to read: Insert at beginning of line 4 from bottom: To the extent permitted by applicable law, the owner shall indemnify.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

9. Manager's Report: None

10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711a of the Code of Virginia: Paragraph (1), (4), (7) and (19): 8:40pm:

MOTION: Councilmember Rishell moved to accept recommendation of City Attorney that the Governing Body go into closed meeting (i) to discuss the assignment and performance of specific public officers and employees of the City, (ii) to protect the privacy of individuals in personal matters not related to public business, (iii) to consult with the City Attorney regarding two legal matter requiring the provision of legal advice by the City Attorney and (iv) to discuss the award and terms of two public contracts involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City, pursuant to paragraphs 1, 4, 7, and 29, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

11. Return to Open Session: 8:42PM:

MOTION: Councilmember Miller

SECOND: Councilmember Rishell

VOTE: Unanimously passed

12. Certification & Action out of Closed Meeting if Necessary

MOTION: Councilmember Miller 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: Miller, Naddoni, Carrera, Banks, Polk, Rishell

Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711a of the Code of Virginia: Paragraph (1), (4), (7) and (19): 8:45pm:

MOTION: Councilmember Rishell moved to accept recommendation of City Attorney that the Governing Body go into closed meeting (i) to discuss the assignment and performance of specific public officers, appointees and employees of the City, (ii) to protect the privacy of individuals in personal matters not related to public business, (iii) to consult with the City Attorney regarding two legal matter requiring the provision of legal advice by the City Attorney and (iv) to discuss the award and terms of two public contracts involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City, pursuant to paragraphs 1, 4, 7, and 29, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

Return to Open Session: 10:50PM:

MOTION: Councilmember Miller

SECOND: Councilmember Rishell

VOTE: Unanimously passed

Certification & Action out of Closed Meeting if Necessary

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SECOND: Councilmember Naddoni

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

F1 Computer:

MOTION: Councilmember Rishell moved to authorize the City Manager to enter into agreement with F1 Computer for \$10,400 a month.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

Berkley Group Task Order:

MOTION: Councilmember Rishell moved to approve Task Order 2 with Berkley Group for \$56,550.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

13. Adjourn: The Mayor adjourned the meeting at 10:55pm.

Approved April 7, 2015

Frank Jones, Mayor

Lana A. Conner, City Clerk

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

REQUESTING DEPARTMENT: Fire and Rescue Department

MEETING DATE: April 7, 2015

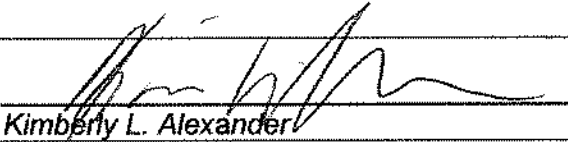

AGENDA ITEM 66

SUBJECT/TOPIC: Purchase Air Compressor

BACKGROUND: The Governing Body approved the purchase of Self-contained Breathing Apparatus (SCBA) at the February 17, 2015 meeting. In order to use the newly purchased SCBA's, the fire departments 30 year old air compressor must be replaced. The purchase of an air compressor was addressed in the FY2015 budget by providing the necessary funds in the SCBA Capital Projects. The new ("Bauer") air compressor will be purchased from Atlantic Emergency Solutions (AES). The total cost of the air compressor purchase is \$44,975. The annual cost will be \$9,606.32 for 5 years using a 5-year financing plan from KS StateBank. The expected delivery date is May 1, 2015.

FINANCIAL IMPACT: Yes: <u> X </u> No: _____	Budgeted:	YES <u> X </u> NO
	Amount:	\$44,975 Total - \$9,606.32 FY2015
	Budget Line Item:	DFR Capital Projects: 302-94100-0261-00-00-00

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to purchase the recommended air compressor from Atlantic Emergency Solutions (AES) for a total cost of \$44,975 using a 5-year financing plan from KS StateBank.

CITY MANAGER APPROVAL: Approved: <u> / </u> Not Approved: _____	 _____ Kimberly L. Alexander
CITY ATTORNEY APPROVAL: Required: <u> X </u> Not Required: _____	 _____ Dean H. Crowhurst

ATTACHMENTS:

1. Quote from Atlantic Emergency Solutions (AES)
2. Bauer Compressors, Inc. Warranty
3. KS StateBank Formal Proposal



James Soaper, Assistant Chief of Ops.
City of Manassas Park Fire & Rescue
9080 Manassas Drive
Manassas Park VA 20111

04 December, 2014

Chief Soaper,

Atlantic Emergency Solutions is pleased to provide you with the following proposal for the following Bauer Compressor System you have requested –

- ✓ Provide a New Bauer UNIII / 13 AFG E1 Compressor
- ✓ Two additional ASME Storage Cylinders
- ✓ Electronic CO Monitor with Calibration Kit
- ✓ Regulated Remote Fill
- ✓ Installation of new compressor to include start up, connection of storage cylinders and air quality test to Grade E.
- ✓ Freight
- ✓ 5 year Manufacturer Warranty (Manufacturer Warranty Statement Attached)

The customer is responsible for receiving the compressor and it's removal from the delivery vehicle and placement in the station. Additionally, the customer is responsible for obtaining a certified electrician for the installation of the electrical junction box and the connection of all electrical components per code.

Lastly, an additional quote will be provided regarding service and periodic maintenance outside of the warranty program. This quote will outline the costs of scheduled PM and service from Atlantic Emergency Solutions should the city decide to obtain these services from us.

Jerry

Jerry Hackney
Director of Equipment Sales
Atlantic Emergency Solutions
13051 Redwater Dr.
Chester VA 23836
757.630.7904



December 23, 2014

Firefighter J. Pearre
Manassas Park Fire and Rescue

Reference: Bauer Compressor Quote

Firefighter Pearre,

Atlantic Emergency Solutions is pleased to offer the following proposal for the Bauer Compressor installation at the Manassas Park Fire and Rescue Department.

- Provide a new compressor system. Compressor shall be a Bauer UNIII / 13 AFG E1 compressor with the following options:
- Two additional ASME Storage cylinders
- Electronic CO monitor with calibration kit.
- Regulated remote fill
- Installation including start up services, connecting storage, air quality test to Grade E.
- freight
- Unit includes a 5 year factory warranty on Block

Total price including shipping, handling and installation: \$ 44,975.00

Delivery 6-8 weeks ARO
Terms Net 30 days

Customer is responsible for forklift removal of the compressor from delivery truck, providing a certified electrician for installation of disconnect box and wiring to compressor as per code, adequate ventilation, removal of any extra equipment and debris from existing compressor room. All connections shall be made with high pressure flexible hoses from compressor to storage and fill station.

Sincerely,
Rudy Doering
Rudy Doering
Regional Account Manager

WARRANTY RECIPROCATING COMPRESSOR PRODUCTS for MUNICIPAL BREATHING AIR SYSTEMS

Scope of Warranty: BAUER COMPRESSORS, INC. ("BAUER") warrants that, for a period of twenty-four (24) months from date of shipment from BAUER, this product shall conform to the applicable drawings and specifications approved in writing by BAUER, and that such product shall be free of defects in both material and workmanship. This warranty is specific to this product and applies only to the first purchaser ("Customer") during the twenty-four month warranty period and may not be transferred or enforced by any other party. The foregoing warranty period shall be extended to five (5) years from the date of shipment from BAUER for Customers that are Municipal Fire Departments with respect to the compressor block (breathing air application), provided that such extended warranty period shall only apply to product parts with proof of proper maintenance being completed in accordance with published BAUER factory recommendations. To be eligible for this limited warranty to cover Customer's product, Customer must return a properly completed start-up/warranty registration form to BAUER at the address below within ninety (90) days from the date of start-up.

Warranty Service: If, in the sole judgement of BAUER or its designated representative, the product does not conform to the applicable drawings and specifications approved in writing by BAUER for the product, or is found to be defective in material or workmanship, BAUER will at its option, either: (a) Repair or replace the product, or refund the product purchase price to the Customer, or (b) Furnish a service representative to correct the defects with the product.

Obtaining Service: To obtain warranty service, Customer should contact BAUER directly at the address below. BAUER may, at its option, refer customer to a BAUER designated representative, such as an authorized distributor, or provide Customer with authorized instructions on the return of the product to BAUER for assessment. Any product shipped to BAUER pursuant to BAUER's authorized return instructions shall be shipped F.O.B. to BAUER at the address below or as otherwise specified by BAUER. All return freight charges incurred shall be the sole responsibility of the Customer.

Warranty Exclusions: This warranty does not cover or shall be void with respect to the following:

- a. Any product for which the Customer has not submitted to BAUER a start-up/warranty registration form within ninety (90) days of the start-up of such product.
- b. Any product which Customer fails to ship to BAUER within thirty (30) days of receipt of BAUER's authorized return instructions after submitting a warranty claim to BAUER.
- c. Any defective or damaged products, parts or components resulting directly or indirectly from the use of repair or replacement parts, including filter and separator elements or oil, not manufactured or approved by BAUER or from Customer's failure to store, maintain, and operate the product according to recommendations contained in the INSTRUCTION MANUAL AND REPLACEMENT PARTS LIST included with the product as well as under standard engineering practices.
- d. Any product for which Customer does not have a service record book showing that regular maintenance work has been carried out utilizing Genuine Bauer Components. BAUER or its designated representative may require proof of maintenance prior to rendering any decision on the validity of a warranty request.
- e. Any alleged product defect resulting from deterioration or wear occasioned by chemical and/or abrasive action.
- f. Component parts or assemblies not manufactured by BAUER to the extent that such component parts or assemblies are not warranted by the original manufacturer. Further, BAUER shall have no responsibility for any cost or expense incurred by Customer due to the inability of BAUER to repair a component part or assembly under said third-party manufacturer warranty when such inability is beyond the control of BAUER or is caused solely by the Customer.

Additional Limitations: The warranty service and procedures described in this warranty constitutes Customer's sole and exclusive remedy for any claim hereunder. BAUER MAKES NO WARRANTIES, REPRESENTATIONS OR PROMISES AS TO THE QUALITY, PERFORMANCE OR OTHERWISE WITH RESPECT TO ITS PRODUCTS OTHER THAN THOSE SPECIFICALLY STATED IN THIS WARRANTY. FURTHER, TO THE EXTENT PERMITTED BY APPLICABLE LAW, BAUER EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL BAUER'S LIABILITY, WHETHER BASED ON CONTRACT, TORT, WARRANTY, STRICT LIABILITY, OR ANY OTHER THEORY, EXCEED THE PRICE OF THE INDIVIDUAL PRODUCT WHOSE DEFECT FOR DAMAGE IS THE BASIS OF THE CLAIM. BAUER SHALL NOT BE RESPONSIBLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, OR LOSS OF USE OF FACILITIES OR EQUIPMENT.

BAUER COMPRESSORS, INC.
1328 Azalea Garden Road, Norfolk Virginia 23502
Phone: (757) 855-6006 Telefax (757) 855-8654



Baystone Government Finance

February 27, 2015

FORMAL PROPOSAL

OBLIGOR: CITY OF MANASSAS PARK, VIRGINIA

- ✓ This is a finance/ownership contract. No residual value.
- ✓ Fixed interest rate for the five (5) year term.

EQUIPMENT: NEW AIR COMPRESSOR

OPTION 1

Acquisition Cost:	\$44,975.00	Term:	Five (5) years	First Payment Due:	At Closing
Down Payment:	\$0.00	Payment Mode:	Annual in Advance	Payment Amount:	\$9,606.32
Trade In:	\$0.00	Interest Rate:	3.400%		
Principal Balance:	\$44,975.00	Rate Factor:	0.213592		

- * This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- * Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor will result in a documentation fee being assessed to the Obligor.
- * This transaction must be credit approved, all documents properly executed and returned to Baystone Government Finance and the transaction funded on ALL proposals on or before March 13, 2015. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligee or its assignees, then Obligee or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety.
- * This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- * **OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE \$10,000,000 LIMIT, OR THE INTEREST RATE IS SUBJECT TO CHANGE.**

BAYSTONE GOVERNMENT FINANCE	CITY OF MANASSAS PARK, VIRGINIA
	Signature:
	Typed Name & Title
<i>Linda Tiers</i>	Date:
<i>Vice President</i>	

1680 Charles Place Manhattan, KS 66502
Ph: 800.752.3562; Fax: 785.537.4806
ltiers@ksstatebank.com

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

REQUESTING DEPARTMENT: Fire and Rescue Department

MEETING DATE: April 7, 2015

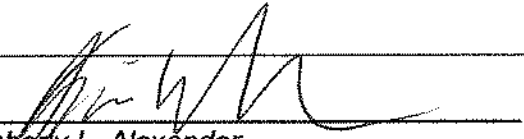
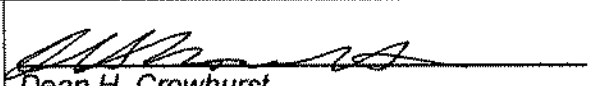
AGENDA ITEM 6c

SUBJECT/TOPIC: Financing Change for Vehicle Purchase

BACKGROUND: The Governing Body approved the purchase of a Chevrolet Tahoe at the January 6, 2015 meeting using a 3-year Commercial Term Loan from WashingtonFirstBank. The loan application process with WashingtonFirstBank has been extremely complicated and has not made much progress. A change in financing is necessary. The vehicle has been ordered and will still be purchased from Atlantic Emergency Solutions (AES). The total cost of the vehicle is \$38,529.90. The financing will now be provided by KS StateBank. The semi-annual cost will be \$6,702.55 using a 3-year financing plan. The delivery date has not yet been determined.

FINANCIAL IMPACT: Yes: <u> X </u> No: <u> </u>	Budgeted:	YES <u> X </u> NO <u> </u>
	Amount:	\$ 38,529.90 Total - \$6,702.55 FY2015
	Budget Line Item:	DFR Capital Projects 302-94100-0260-00-00-00

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to stop the financing process with WashingtonFirstBank and purchase the Chevrolet Tahoe from Atlantic Emergency Solutions (AES) using a 3-year financing plan from KS StateBank.

CITY MANAGER APPROVAL: Approved: <u> X </u> Not Approved: <u> </u>	 _____ Kimberly L. Alexander
CITY ATTORNEY APPROVAL: Required: <u> X </u> Not Required: <u> </u>	 _____ Dean H. Crowhurst

ATTACHMENTS:

1. Quote from Atlantic Emergency Solutions
2. Montgomery County, Maryland Contract
3. KS StateBank Formal Proposal



October 2, 2014

Assistant Chief James Soaper
City of Manassas Park Fire Department
9080 Manassas Drive
Manassas Park, Virginia 20111

Atlantic Emergency Solutions is pleased to submit the following estimate:

1. One 2015 Chevrolet Tahoe per the attached quote.
2. One Havis Shield center mounted console (mounting plates and armrest included)
3. One Whelen 295 series switch controller, siren and speaker.
4. Four Maxxima red/blue LED grill warning lights.
5. One Maxxima red/blue front glass LED warning light.
6. One Maxxima red/blue rear glass LED warning light.

Chassis	\$34460.85
Warning Package	\$1407.05
Labor	\$2352.00
Shop Supplies	\$235.00
Shipping	\$75.00
Total	\$38529.90

This estimate includes part and labor and is good for 30 days. Please feel free to contact me with questions and/or scheduling information. Thank you.

Scotty Williams
Service Manager
Atlantic Emergency Solutions, Manassas VA

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 6d

REQUESTING DEPARTMENT: *City Manager*

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: Request for Determination about 30% Funding

BACKGROUND:

The City would like to receive a determination from the NVTA Council of Counsels regarding the use of 30% funds. Specifically, the City is investigating the feasibility of acquiring the services of a transportation planning consultant to supplement the efforts of our staff. The main focus of the consultant would be advising on and developing transportation plans for the use of 30% funds and determining a project list for the upcoming NVTA TransAction plan update, using Regional Revenue funding.

The planning would include analyses of road and other capital improvements that would reduce congestion and other public transportation projects. A specific objective would be to prepare projects for the City's submission to the TransAction Plan update. The increased professional capacity would also allow the City to better plan and coordinate with its neighbors on regionally significant projects.

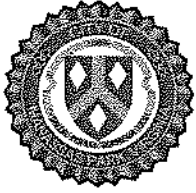
City would appreciate a formal determination on the use of 30% funds for these purposes so as to be able to present the concept accurately to the Manassas Park Governing Body for their consideration and direction.

FINANCIAL IMPACT:	Budgeted:	YES _____ NO _____
	Amount:	\$ _____
	Budget Line Item:	{example: DPR Professional Services}

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to send letter.

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

ATTACHMENTS: Letter to Monica Backmon, NVTA



CITY OF MANASSAS PARK

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

Mayor:
Frank Jones

Vice Mayor:
Bryan E. Polk

City Manager:
Kimberly L. Alexander

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

March 30, 2015

Ms. Monica Backmon
Executive Director
Northern Virginia Transportation Authority
3040 Williams Drive, Suite 200
Fairfax, Virginia 22031

Re: Request for Determination about 30% Funding

Dear Ms. Backmon:

The City would like to receive a determination from the NVTA Council of Counsels regarding the use of 30% funds.

Specifically, the City is investigating the feasibility of acquiring the services of a transportation planning consultant to supplement the efforts of our staff. The main focus of the consultant would be advising on and developing transportation plans for the use of 30% funds and determining a project list for the upcoming NVTA TransAction plan update, using Regional Revenue funding.

The planning would include analyses of road and other capital improvements that would reduce congestion and other public transportation projects. A specific objective would be to prepare projects for the City's submission to the TransAction Plan update. The increased professional capacity would also allow the City to better plan and coordinate with its neighbors on regionally significant projects.

We would appreciate a formal determination on the use of 30% funds for these purposes so as to be able to present the concept accurately to the Manassas Park Governing Body for their consideration and direction.

Please let me know if you need any additional information.

Sincerely,

Kimberly L. Alexander
Office: (703) 335-8813
Cell: (571) 359-2248

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 6e

REQUESTING DEPARTMENT: Manassas Park Police

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: Purchase of E-Citation ticketing program

BACKGROUND:

The Manassas Park Police has been working with Brazos Technology on an E-Citation System. Brazos Technology offers a turnkey, end-to-end solution that is fully customizable and interfaces with existing systems. The modules/tasks we are looking to implement are:

- Traffic Citations and Warnings
- Parking Citations and Warnings
- Accident/Crash Reporting
- Towed Vehicle Reports
- Code Enforcement Citations and Warnings

Some of the benefits this technology will provide:

- Reduces time spent on traffic stops
- Eliminates data entry errors on citations
- Eliminates data entry errors into Court and Police RMS systems
- Reduces total cost of processing citations
- Requires minimal IT support

Over the last several months the Police Department has met with the Prince William County General District Courts and Clerk Administrator along with the Virginia Supreme Court. Both Courts have approved the program to move forward. On March 3, 2015, The City of Manassas Park Governing Body passed an ordinance adopting the Code of Virginia, 17.1-279.1. This ordinance will assess a sum of \$5.00 as part of costs in each criminal and traffic case filed in the 31st Judicial District. These fees, are remitted by the City Treasurer and are subject to disbursement by the Governing Body to the Police Department solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of the electronic summons system.

We are requesting authorization to implement the E-Citation system and purchase the hardware and software needed. We would also request authorization to enter into an annual maintenance and service agreement of approximately (\$4,900) after review and approval of the City Attorney has been completed.

If options are being presented for the Governing Body's review or action, state those in this section.

Costs have been identified for this project within the current budget through the utilization of – Asset Seizures and collected Court Authorized Fees. Brazos has been identified as a pre-approved vendor by the Virginia Supreme Court.

The purchases of these items are listed under GSA Contract Number: GS-35F-0096X. The pricing provided to Manassas Park by Brazos will be less than the current GSA Contract pricing. Brazos is the only provider of a system that currently integrates with our existing technology RMS/CAD system, in addition to providing access for Code Enforcement purposes.

Purchase of E-Citation System:

- Hardware, Software, and Training.

FINANCIAL IMPACT:	Budgeted:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Amount:	\$36,900
	Budget Line Item:	Asset Seizure / Other

STAFF RECOMMENDATION:

Request that the Governing Body approves the purchase and implementation of the E-Citation system. Total estimated cost of system would be \$36,900.

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

ATTACHMENTS: {name/number of attachments}

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 6f

REQUESTING DEPARTMENT: *Public Works*

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: *Final payment to Finley Asphalt and Sealing, Inc. for work on the Manassas Drive at Mathis Avenue Intersection Improvements Project*

BACKGROUND: *Major work on the Manassas Drive at Mathis Avenue Intersection Improvements Project was completed by Finley Asphalt and Sealing, Inc. in May of 2011. Staff submitted a punch list of items requiring correction later that year. A final invoice for release of retainage was submitted in August of 2012. However, certain contractual obligations had not been met by the contractor, and staff was not able to make a recommendation for payment at that time. Those contractual obligations have now been fulfilled, and a final invoice for release of retainage has been resubmitted. Staff recommends that the Governing Body approve the payment as requested, in the amount of \$14,916.53.*

FINANCIAL IMPACT:	Budgeted:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Amount:	\$ 14, 916.53*	
	Budget Line Item:	Capital Projects Fund, Mathis/Manassas Int	

**Actual financial impact to fund expected to be \$0.00 after subsequent VDOT and PRTC reimbursements are processed.*

STAFF RECOMMENDATION: *That the Governing Body approves the payment of \$14,916.53 to Finley Asphalt and Sealing, Inc.*

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

ATTACHMENTS:

- 1) AIA payment application #6

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/CMa

PAGE 1 OF 2 PAGES

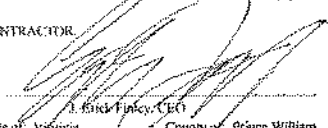
<p>TO OWNER: City of Manassas Park One Park Center Court Manassas Park, VA 20111</p> <p>FROM CONTRACTOR: Finley Asphalt and Sealing, Inc. PO Box 1710 Manassas, VA 20108</p>	<p>PROJECT: Manassas Cr. @ Mathis Avenue</p> <p>VIA CONSTRUCTION MANAGER: VIA ARCHITECT:</p>	<p>APPLICATION NO: 6 App Date: 03/25/15</p> <p>PERIOD TO: 07/01/12</p> <p>PROJECT NO: 7/31/2012</p> <p>CONTRACT DATE:</p>	<p>Distribution to:</p> <p><input checked="" type="checkbox"/> OWNER</p> <p><input type="checkbox"/> CONSTRUCTION MANAGER</p> <p><input type="checkbox"/> ARCHITECT</p> <p><input checked="" type="checkbox"/> CONTRACTOR</p>
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CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that no payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	253,653.00
2. Net change by Change Orders	\$	44,677.32
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	298,330.32
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	298,330.32
5. RETAINAGE		
a. 0 % of Completed Work (Column D + E on G703)	\$	0.00
b. 0 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	298,330.32
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	285,413.79
8. CURRENT PAYMENT DUE	\$	14,916.53
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 8 less Line 6)	\$	0.00

CONTRACTOR: 
 By: J. Rick Finley, CEO Date: 3-25-15
 State of: Virginia County of: Prince William
 Subscribed and sworn to before me this 30th day of March
 Notary Public: Timothy Knight
 My Commission expires: 8/31/15

TIMOTHY S. KNIGHT
 NOTARY PUBLIC
 REGISTRATION # 7086776
 COMMONWEALTH OF VIRGINIA
 MY COMMISSION EXPIRES
 AUGUST 31, 2015

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed in conform to the amount certified.)
 CONSTRUCTION MANAGER: _____ Date: _____
 ARCHITECT: _____ Date: _____
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$44,677.32	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$44,677.32	0
NET CHANGES by Change Order	\$44,677.32	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In calculations below, amounts are stated to the nearest dollar.

Use Column I on Contract where variable retainage for line items may apply.

APPLICATION NO: 6

APPLICATION DATE: 03/25/15

PERIOD TO: 07/31/12

ARCHITECT'S PROJECT NO:

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D or E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % (G / C)	I AMOUNT TO BE PAID (C - G)	J RETAINAGE (IF VARIABLE RATE) 50%
			E FROM PREVIOUS APPLICATION (D - E)	F THIS PERIOD					
110	General Conditions	\$24,775.00	\$24,775.00			\$24,775.00	100%		
270	Erosion Control	\$3,796.00	\$3,796.00			\$3,796.00	100%		
291	Asphalt Demolition	\$5,850.00	\$5,850.00			\$5,850.00	100%		
292	Concrete Demolition	\$8,110.00	\$8,110.00			\$8,110.00	100%		
293	Stone Demolition	\$500.00	\$500.00			\$500.00	100%		
310	Earthwork	\$27,300.00	\$27,300.00			\$27,300.00	100%		
510	Storm Sewer Pipe	\$10,022.00	\$10,022.00			\$10,022.00	100%		
520	Storm Structures	\$15,570.00	\$15,570.00			\$15,570.00	100%		
600	Manhole	\$6,495.00	\$6,495.00			\$6,495.00	100%		
700	Handicap Ramps	\$11,550.00	\$11,550.00			\$11,550.00	100%		
710	curb & Gutter	\$10,750.00	\$10,750.00			\$10,750.00	100%		
720	Sidewalks	\$7,275.00	\$7,275.00			\$7,275.00	100%		
800	Aggregate Base	\$6,495.00	\$6,495.00			\$6,495.00	100%		
810	Asphalt Base	\$11,265.00	\$11,265.00			\$11,265.00	100%		
820	Asphalt Surface	\$37,000.00	\$37,000.00			\$37,000.00	100%		
850	Milling	\$12,017.00	\$12,017.00			\$12,017.00	100%		
880	Asphalt Intermediate	\$5,655.00	\$5,655.00			\$5,655.00	100%		
1020	Traffic Signification	\$52,750.00	\$52,750.00			\$52,750.00	100%		
C009	Water/Elec Excavation	\$29,622.00	\$29,622.00			\$29,622.00	100%		
C005	Rock Excavation	\$3,186.00	\$3,186.00			\$3,186.00	100%		
C003	Gas Line Relocation	\$3,056.00	\$3,056.00			\$3,056.00	100%		
C004	Upsize Tapping Sleeve	\$800.00	\$800.00			\$800.00	100%		
C005	CTA in lieu of 21A	\$1,638.00	\$1,638.00			\$1,638.00	100%		
C006	Base Asp. Patching	\$4,776.00	\$4,776.00			\$4,776.00	100%		
C007	Asphalt Buildup	\$1,599.00	\$1,599.00			\$1,599.00	100%		
GRAND TOTAL		\$298,330.00	\$298,330.00	\$0.00	\$0.00	\$298,330.00	100%	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401 - Certification of Document's Authenticity

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 6g

REQUESTING DEPARTMENT: Public Works

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: Task Order No. 3 under Services Agreement with Paciulli, Simmons, and Associates, Ltd.

BACKGROUND: EMSI 3 has submitted Park Tower (8 Acre Parcel) architectural, structural, and trade plans and a master plan review application for utilizing the option of "Outside Agency Plan Review", as stated in the approved Building Inspections Fee Schedule. Paciulli, Simmons, and Associates, Ltd. (City Engineers) has provided a proposal for the review of these plans, and EMSI 3 has provided a check for the amount of the estimate for these services as contained in the proposal (\$11,500.00). Staff has created a task order (Task Order No. 3 under Services Agreement), referencing this proposal, and further outlining party responsibilities for review of this plan submission.

Staff recommendation is that the Governing Body approve Task Order No. 3 under Services Agreement with Paciulli, Simmons, and Associates, Ltd.

FINANCIAL IMPACT:	Budgeted:	YES _____	NO _____
	Amount:	\$ _____	
	Budget Line Item:	_____	

Since the amount of the review portion of the proposal has been paid up-front, and further expenditure under Task Order No. 3 would require staff approval, there is no financial impact to the budget at this time.

STAFF RECOMMENDATION: That the Governing Body authorizes staff to issue Task Order No. 3 under the Services Agreement with Paciulli, Simmons, and Associates, Ltd., and authorizes the mayor, clerk, or manager to sign the document.

CITY MANAGER APPROVAL:	_____ Kimberly L. Alexander
CITY ATTORNEY APPROVAL: Required: _____ Not Required: _____	_____ Dean H. Crowhurst

ATTACHMENTS:

- 1) Task Order No. 3 under the Services Agreement

TASK ORDER NO. 3

**TO SERVICES AGREEMENT BETWEEN
PACIUILLI, SIMMONS & ASSOCIATES, LTD.
AND
CITY OF MANASSAS PARK
For the Building Code Compliance Review of the
PARK CENTER – 8 ACRE SITE DEVELOPMENT PLAN**

This TASK ORDER NO. 3 is made by and between the City of Manassas Park ("CITY") and Paciulli, Simmons & Associates, LTD. ("ENGINEER"), in accordance with the Services Agreement between CITY and ENGINEER dated July 15, 2014 (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, "Proposal for Professional Services", dated February 18, 2015, and as revised through March 26, 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 staff to the project to coordinate with EPI3, LLC ("APPLICANT"). Coordination with APPLICANT shall include:
 - Reviewing, compiling, and transmittal of comments from ENGINEER to APPLICANT.
 - Requesting information from APPLICANT as needed to satisfy comments from ENGINEER.
 - Transmittal of requested information from APPLICANT to ENGINEER.
 - Conveyance from ENGINEER to APPLICANT of estimates of hourly fees for any additional service (as described in ITEM 1 of Attachment A) as may be required to ensure the plans are in conformance with the Virginia Uniform Statewide Building Code.
- 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 (as described in the third to the last paragraph on page 2 of Attachment A) to be billed, or that would otherwise increase the scope of the work defined in Attachment A.
- CITY shall timely notify ENGINEER when it desires action based on ITEM C of this TASK ORDER NO. 3, as stated below, and shall provide timely response and/or approval of the fee proposal described in ITEM C.

C. ADDITIONAL ENGINEER RESPONSIBILITIES

ENGINEER'S responsibilities outside of the scope of Attachment A shall include:

- ENGINEER shall, upon request of CITY, coordinate a pre-construction meeting with the project review team of Gauthler, Alvarado Associates ("SUBCONTRACTOR"), to brief and answer questions from CITY staff on critical aspects of design, construction and inspection of the proposed structure as submitted by APPLICANT. Upon such request by CITY, ENGINEER will provide a fee proposal for the pre-construction meeting based upon the hourly rates of SUBCONTRACTOR as set forth in EXHIBIT C to the Agreement. The fee proposal will be subject to the approval of the Building Official, the Director of Public Works, and the City Manager for CITY, as appropriate. ENGINEER shall coordinate the pre-construction meeting with SUBCONTRACTOR within 14 days following approval of the fee proposal.

D. 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. 3, as shown in Attachment A, a fee not to exceed Eleven Thousand Five Hundred dollars (\$11,500).
3. In addition, CITY shall pay ENGINEER in accordance with the approved fee proposal described in ITEM C of this TASK ORDER NO. 3 within 30 days following completion of the pre-construction meeting outlined in ITEM C.

E. SCHEDULE

ENGINEER shall complete the work in accordance with the deadlines established between CITY and ENGINEER for each activity. This TASK ORDER NO. 3 will expire April 31, 2015, unless extended by the CITY by a subsequent amendment, or otherwise extended by the terms of ITEM C of this TASK ORDER NO. 3.

F. MISCELLANEOUS

All terms and conditions of the Agreement apply to this TASK ORDER NO. 3 as though fully set forth herein. In the event of a conflict between this TASK ORDER NO. 3 and the Agreement, the terms of this TASK ORDER NO. 3 will apply.

The parties do mutually agree to all mutual covenants and agreements contained within this TASK ORDER NO. 3

CITY OF MANASSAS PARK

BY: _____

TITLE: _____

DATE: _____

PACIULLI, SIMMONS & ASSOCIATES, LTD.

BY: *Pete J. O'Leary J*

TITLE: *Vice President*

DATE: *3-28-15*

Attachment

Proposal for Professional Services



PROPOSAL FOR PROFESSIONAL SERVICES

Date: February 18, 2015
Revised February 25, 2015
Revised March 26, 2015

Prepared For: Mr. Calvin E. O'Dell
Deputy Director of Public Works
Department of Public Works
City of Manassas Park
331 Manassas Drive
Manassas Park, VA 20111

Project Name: **PARK CENTER - 8 ACRE SITE DEVELOPMENT PLAN**
Code Review

Paciulli, Simmons & Associates, Ltd. is pleased to present the following proposal for the necessary professional engineering, land surveying, land planning, environmental or archaeological services for Park Center, located in Manassas Park, Virginia. Proposal based on set of permit drawings dated December 15, 2014.

TOTAL COST FOR ITEM #1 BELOW: \$11,500

The scope of work and related fees shall be as follows:

- 1. **CODE REVIEW** - the scope of the project includes Architectural, MEP and Structural code review; we will review the permit documents for conformance with the applicable provisions of the 2009 Virginia Uniform Statewide Building Code (VUSBC).

Review comments are based exclusively upon code requirements and not the design practices of the architect or engineer of record. The architect or engineer of record is responsible for the content of the permit documents in accordance with the Code of the City of Manassas Park, Virginia. Plan Review does not relieve persons who prepare and submit plans of the responsibilities and obligations which they would otherwise have with regard to the preparation of plans.

For the initial review, we will use the set of drawings already in our possession; the initial review will be completed by April 30, 2014. After review comments are satisfied, client has the option of resubmitting the documents for compliance with the comments as an additional service (at hourly rates or fee to be determined). We are not responsible for submission of plans to any governmental or regulatory agency.

We will provide completed review forms to be attached to the permit documents. Although all attempts are made to be comprehensive, we understand other agencies may have additional comments. (#30)



2. MEETINGS, CHANGES, AND COORDINATION – with client, attorney and County on an ongoing basis throughout the review process on building, engineering, and zoning issues. Attend meetings with County staff, client or others. Respond to requests for additional information. (/#30)

TOTAL COST FOR ITEM #2 ABOVE: HOURLY

This proposal anticipates being provided the following information:

- complete architectural drawings or building footprints at start of project;
- permission to access property for the purpose of performing field surveys or site inspection;
- copy of approved site plan.

Specific services that are not to be considered a part of this contract are as follows:

- review of sprinkler drawings or shop drawings;
- re-review of resubmissions, modifications or re-designs.

All work shall be performed pursuant to the conditions defined by the Services Agreement dated July 15, 2014, and made a part of this contract. Other work not listed will be billed on an hourly basis. This will include such items as changes requested by the client. Hourly billing will be in conformance with the schedule of hourly billing rates. Reimbursables will be billed in accordance with schedule.

We appreciate this opportunity to provide our professional services and look forward to working together on this project. An original signed copy of the agreement returned to our office within 30 days will consummate our agreement, which will be valid for six months and serve as authorization to proceed with the described work. A copy of the signed agreement may be faxed or e-mailed prior to returning the original signed copy.

If you have any questions regarding this proposal, please do not hesitate to contact me.

PROPOSAL SUBMITTED BY:

Peter J. Rigby, Jr., P.E.
Vice President
Paclull, Simmons and Associates, Ltd.
3975 Fair Ridge Drive
Suite 300 South
Fairfax, VA 22033

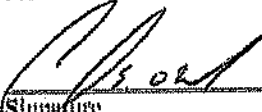


ACCEPTANCE OF PROPOSAL:

Client agrees that it has received and reviewed the attached General Terms and Conditions that was provided with the above Proposal. By signature below, the Proposal with the General Terms and Conditions is hereby accepted and authorization to proceed with the described work is granted.

Client Name: CITY OF MANASSAS PARK
Printed Name

Client Representative: CALVINE O'DELL DEPUTY DIRECTOR OF PUBLIC WORKS
Printed Name Title

Client Authorization: 
Signature

Date: 03/26/2015

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CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 6h

REQUESTING DEPARTMENT: City Manager

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: 2015 Bidy Ball Officials Invoice

BACKGROUND:

The Department of Parks and Recreation provides a youth basketball league each year for ages 4-15 servicing approximately 500 kids. This season brought in \$21,205 in revenue.

We currently utilize a third party for officials to oversee over 217 games throughout the season. We went with a new official company this year which allowed us to save more money than we have in years past.

FINANCIAL IMPACT: N/A	Budgeted:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Amount:	\$11,694.63
	Budget Line Item:	5864

STAFF RECOMMENDATION:

That the Governing Body approve the payment of this invoice.

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

ATTACHMENTS:

1. Invoice.

Biddy Ball Invoice 2014-2015**ES Officials Group****January 10th - March 28th**

# of officials	Games	Fee 1		Fee 2		Total Due
Single (1 officials)	88	\$32.50		\$0.00		\$2,860.00
Double (2 officials)	129	\$32.50	\$4,192.50	\$32.50	\$4,192.50	\$8,385.00
Total Games	217					\$11,245.00
All star Game 4/11 Flat rate \$100						\$100.00
						\$11,345.00

Boys & Girls Game 4/18 Flat Rate \$100.00						\$100.00
Total Due						\$11,445.00

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 8a

REQUESTING DEPARTMENT: *City Clerk*

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: Resolution approving the issuance, sale and award of its public improvement general obligation refunding bonds, series 2015 and setting forth the form, details and provisions for the payment thereof.

BACKGROUND:

On March 29, 2010, the Economic Development Authority of the City of Manassas Park, Virginia issued its \$14,035,000 Lease Revenue Bonds (City of Manassas Park, Virginia Projects), Series 2010A and its \$3,245,000 Lease Revenue Bonds (City of Manassas Park, Virginia Projects), Series 2010B - Taxable (collectively, the "2010 EDA Bonds").

The City desires to issue one or more refunding bonds (the "Bonds") to refund all or a portion of the 2010 EDA Bonds, subject to the terms and conditions herein.

The City has applied to the Virginia Resources Authority ("VRA") for the purchase of the Bonds, and VRA has indicated its willingness to purchase the Bonds from the proceeds of its Infrastructure and State Moral Obligation Revenue Bonds (Virginia Pooled Financing Program), Series 2015A (as more particularly defined in the below-defined Financing Agreement, the "VRA Bonds"), in accordance with the terms of one or more Local Bond Sale and Financing Agreements, between VRA and the City (each a "Financing Agreement"), the form of which is on file with the City Manager.

VRA has advised the City that the sale date of the VRA Bonds is tentatively scheduled for May 13, 2015, but may occur, subject to market conditions, at any time between May 1, 2015 and June 1, 2015 (the "VRA Sale Date").

FINANCIAL IMPACT:	Budgeted:	YES <input checked="" type="checkbox"/> NO
	Amount:	\$1.5 million overall savings
	Budget Line Item:	Debt Service Fund

STAFF RECOMMENDATION: Approve as presented.

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

ATTACHMENTS: Resolution

CERTIFICATE OF CLERK

The undersigned Clerk of the Governing Body of the City of Manassas Park, Virginia, hereby certifies that:

1. A called meeting (the "Meeting") of the Governing Body of the City of Manassas Park, Virginia (the "Governing Body"), was held on April 7, 2015, at which the following members were present and absent:

PRESENT:

ABSENT:

2. A Resolution entitled "A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MANASSAS PARK, VIRGINIA, APPROVING THE ISSUANCE, SALE AND AWARD OF ITS PUBLIC IMPROVEMENT GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015 AND SETTING FORTH THE FORM, DETAILS AND PROVISIONS FOR THE PAYMENT THEREOF" was duly adopted at the Meeting by the recorded affirmative vote of a majority of all of the members elected to the Governing Body, the ayes and nays being recorded in the minutes of the Meeting as shown below:

MEMBER

VOTE

3. Attached hereto is a true and correct copy of the foregoing Resolution as recorded in full in the minutes of the Meeting.

4. The attached Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the City of Manassas Park, Virginia, this ___ day of April, 2015.

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

[SEAL]

**A RESOLUTION OF THE GOVERNING BODY OF THE
CITY OF MANASSAS PARK, VIRGINIA, APPROVING
THE ISSUANCE, SALE AND AWARD OF ITS
PUBLIC IMPROVEMENT GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2015, AND
SETTING FORTH THE FORM, DETAILS AND PROVISIONS FOR THE PAYMENT
THEREOF**

WHEREAS, on March 29, 2010, the Economic Development Authority of the City of Manassas Park, Virginia issued its \$14,035,000 Lease Revenue Bonds (City of Manassas Park, Virginia Projects), Series 2010A and its \$3,245,000 Lease Revenue Bonds (City of Manassas Park, Virginia Projects), Series 2010B - Taxable (collectively, the "2010 EDA Bonds");

WHEREAS, the City desires to issue one or more refunding bonds (the "Bonds") to refund all or a portion of the 2010 EDA Bonds, subject to the terms and conditions herein;

WHEREAS, the City has applied to the Virginia Resources Authority ("VRA") for the purchase of the Bonds, and VRA has indicated its willingness to purchase the Bonds from the proceeds of its Infrastructure and State Moral Obligation Revenue Bonds (Virginia Pooled Financing Program), Series 2015A (as more particularly defined in the below-defined Financing Agreement, the "VRA Bonds"), in accordance with the terms of one or more Local Bond Sale and Financing Agreements, between VRA and the City (each a "Financing Agreement"), the form of which is on file with the City Manager;

WHEREAS, VRA has advised the City that the sale date of the VRA Bonds is tentatively scheduled for May 13, 2015, but may occur, subject to market conditions, at any time between May 1, 2015 and June 1, 2015 (the "VRA Sale Date"), and that VRA's objective is to pay the City a purchase price for the Bonds which, in VRA's judgment, reflects its market value (the "VRA Purchase Price Objective") taking into consideration such factors as the parameters established in this Resolution, the purchase price received by VRA for the VRA Bonds, the issuance costs of the VRA Bonds (consisting of the underwriters' discount and other costs incurred by VRA (collectively, the "VRA Costs")), and other market conditions relating to the sale of the VRA Bonds; and

WHEREAS, each Financing Agreement will provide that the terms of the applicable Bond may not exceed the parameters set forth below in paragraph 3.

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

1. Authorization of Bond and Use of Proceeds. The Governing Body hereby determines that it is advisable to cause the City to contract a debt and to issue the Bonds in an aggregate principal amount not to exceed \$22,650,000. Each Bond shall be designated as the City of Manassas Park, Virginia General Obligation Refunding Bond, Series 2015, with an appropriate identifying designation. The issuance and sale of each Bond under the terms of this Resolution are authorized. Subject to paragraph 14 of this Resolution, the proceeds from the

issuance and sale of the Bonds shall be used, along with other available City funds, if any, to (i) refund all or a portion of the 2010 EDA Bonds and (ii) pay the costs of issuing the Bonds.

2. **Award and Sale to the Virginia Resources Authority.** The award and sale of each Bond to or at the direction of VRA is authorized. Each Bond shall be delivered to or upon the order of VRA upon VRA's payment of the purchase price to be set forth in the applicable Financing Agreement.

3. **Details of Bond.** Each Bond shall be issued as a single, fully-registered bond. The Governing Body hereby authorizes the issuance and sale of the Bonds on terms as shall be determined by VRA subject to VRA's Purchase Price Objective and market conditions described above; provided, however, the Bonds (i) shall be in a principal amount not to exceed \$22,650,000, (ii) shall have a final maturity not later than December 31, of the last year in which a refunded 2010 EDA Bond matures, (iii) shall be subject to prepayment upon the terms set forth in the Financing Agreement and (iv) shall have a "true interest cost" of not less than 5.50%. Subject to the preceding parameters, the Governing Body further authorizes the City Manager of the City (the "City Manager") and the Mayor of the City (the "Mayor"), either of whom may act, to accept the final terms presented by VRA, including (a) the final principal amount of each Bond, (b) the interest rate and (c) the amortization schedule (including the principal installment dates and amounts) for each Bond. The actions of the City Manager or the Mayor in determining the final terms of each Bond shall be conclusive, and no further action shall be necessary on the part of the Governing Body.

4. **Payments under Financing Agreement.** As set forth in the applicable Financing Agreement, the City agrees to pay all amounts required by such Financing Agreement, including any "Supplemental Interest" and other charges as provided therein, and including such amounts as may be necessary to maintain or replenish the VRA Reserve as defined in such Financing Agreement.

5. **Redemption of Bond.** The principal of and premium, if any, and interest on any Bond shall be payable as set forth in the Bond and the Financing Agreement. Each Bond shall be subject to defeasance, refunding or redemption, as provided in such Bond and the applicable Financing Agreement.

6. **Pledge of General Obligation.** The full faith and credit of the City are hereby irrevocably pledged for the payment of the principal of and premium, if any, and interest on each Bond as the same become due and payable. The Governing Body shall levy an annual ad valorem tax upon all property in the City, subject to local taxation, sufficient to pay the principal of, premium, if any, and interest on each Bond as the same shall become due for payment unless other funds are lawfully available and appropriated for the timely payment thereof.

7. **Approval of Financing Agreement.** Each Financing Agreement is hereby approved in substantially the form on file with the City Manager, with such changes, insertions or omissions as may be approved by the City Manager or the Mayor, either of whom may act, whose approval shall be evidenced conclusively by the execution and delivery of such Financing Agreement on the City's behalf. The City Manager and the Mayor, either of whom may act, are

hereby authorized to execute and deliver each Financing Agreement and such other documents and certificates as such officer may consider necessary in connection therewith.

8. **Form of Bonds.** Each Bond shall be in substantially the form on file with the City Manager, with such variations, insertions or deletions as may be approved by the City Manager and the Mayor, either of whom may act. There may be endorsed on each 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.

9. **Evidence of Approval.** The City Manager's or the Mayor's approval or determination of all of the details and provisions of each Bond that such officers have been authorized or directed to approve under this Resolution shall be evidenced conclusively by the execution and delivery of such Bond on the City's behalf.

10. **Execution and Delivery of Bonds.** The City Manager and the Mayor, or either of them, are hereby authorized and directed to execute each Bond and the Clerk of the Governing Body (the "Clerk") is hereby authorized and directed to affix the seal of the City thereon and to attest such seal. Such officers are further hereby authorized and directed to deliver each Bond to or at the direction of VRA upon payment of the purchase price set forth in the applicable Financing Agreement.

11. **Registration, Transfer and Exchange.** The City Manager is hereby appointed as the City's registrar and transfer agent to keep books for the registration and transfer of each Bond and to make such registrations and transfers under such reasonable regulations as the Governing Body may prescribe.

12. **Disclosure Documents.** The City hereby authorizes and consents to the inclusion of information with respect to the City in VRA's Preliminary Official Statement and VRA's Official Statement in final form, both prepared in connection with the sale of the VRA Bonds, a portion of the proceeds of which will be used to purchase each Bond. If appropriate, such disclosure documents shall be distributed in such manner and at such times as any of them shall determine. The City Manager and the Mayor, either of whom may act, are hereby authorized and directed to take whatever actions are necessary or appropriate to aid VRA in ensuring compliance with Securities and Exchange Commission Rule 15c2-12.

13. **Tax Documents.** The City Manager and the Mayor, either of whom may act, are hereby authorized to execute a Nonarbitrage Certificate and Tax Compliance Agreement or any related document (the "Tax Documents") to the extent such Bond is intended to not be a "private activity bond" within the meaning of the Internal Revenue code of 1986, as amended (the "Tax Code"). The Tax Certificate shall set forth the expected use and investment of the proceeds of each Bond and contain such covenants as may be necessary in order to comply with the provisions of the Tax Code, including the provisions of Section 148 of the Tax Code and applicable regulations relating to "arbitrage bonds." The City covenants that the proceeds from the issuance and sale of such Bond will be invested and expended as set forth in the Tax Documents, to be delivered simultaneously with the issuance and delivery of such Bond and that the City shall comply with the other covenants and representations contained therein. The City

Manager, in consultation with the City's Bond Counsel and VRA is hereby authorized and directed to determine whether any Bond shall not be a "private activity bond" for purposes of the Tax Code.

14. **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 2010 EDA Bonds and in selecting the particular portions, if any, of the 2010 EDA Bonds to be refunded.

(b) The Governing Body hereby authorizes and directs the City Manager and the Mayor, either of whom may act, to cause the portion of the 2010 EDA 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 to the extent applicable. The redemption proceedings, including the giving of notice of redemption to the holder of the refunded 2010 EDA Bonds, shall be done pursuant to the terms of the 2010 EDA Bonds.

15. **Further Actions; Authorized Representative.** The City Manager, the Mayor, the Clerk and such officers and agents of the City as may be designated by any of them are hereby authorized and directed to take such further actions in conformity with the purpose and intent of this Resolution as may be necessary or appropriate in connection with the issuance and sale of each Bond, and the execution, delivery and performance of the applicable Financing Agreement, including the execution and delivery on behalf of the City of such instruments, documents or certificates as necessary or appropriate to carry out the transactions contemplated by this Resolution. All actions previously taken by such officers and agents in connection with the issuance and sale of the Bond are ratified and confirmed. The City Manager is designated the City's Authorized Representative for purposes of each Financing Agreement.

16. **Filing of Resolution.** The City Attorney is hereby authorized and directed to file a certified copy of this Resolution with the Circuit Court of the County of Prince William, Virginia pursuant to Sections 15.2-2607 and 15.2-2627 of the Code of Virginia 1950, as amended (the "Virginia Code").

17. **Repeal of Conflicting Resolutions.** All resolutions are repealed to the extent they are inconsistent with this Resolution.

18. **Applicable Law.** In accordance with Section 15.2-2601 of the Virginia Code, the Governing Body elects to issue each Bond pursuant to the provisions of the Public Finance Act of 1991.

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

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 8b

REQUESTING DEPARTMENT: *Department of Parks and Recreation*

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: *Signal Bay Water Park Repair Needs*

BACKGROUND: Signal Bay Water Park is entering its 19th summer of operation. As a result, several areas of the water park have deteriorated to a level where the following repairs are needed in order to maintain a safe environment for our patrons and staff:

- *The perimeter caulk surrounding both pools is no longer water-tight. Large gaps between the deck and the coping stone have formed, causing trip/cut hazards. Also, as water has penetrated the space, it has caused the coping stone to become loose. Cost to replace perimeter caulk on the Activity Pool: \$2,100. Cost to replace perimeter caulk on Lazy River: \$11,200.*
- *The water bill for the water park has drastically increased over the last two years. A pressure test was performed to determine if any leaks were present. Two leaks were found: one on the accelerator pump and another on the waterfall feature, both on the Lazy River. Cost to repair both leaks: \$2,200*
- *The Outpost and Play Features located within the Activity Pool have failing concrete. Large cracks have formed, large pieces of concrete have fallen, and holes have formed. There are many sharp edges that could cut a patron, as well as holes that pose the risk of pinching small hands and feet. The contractor has given us two options. The first option would involve repairing the items that pose a safety risk (cracks and holes in the play features) for \$12,160. The second option would involve repairing all safety risk items and allowing contractor time to repaint and recoat additional play features, that if not repaired now, will lead to a more costly repair later for \$13,975. So for an additional \$1,815 we are taking care of future repairs. Both options are worst case scenarios. They will bill according to time and materials used.*
- *The tunnel over the Lazy River has several large cracks and concrete has started to fall into the Lazy River. The leak that was found in the waterfall feature is likely the cause. However, in addition to repairing the leak, the tunnel needs to be repaired in order to ensure that it is structurally sound. The contractor cannot determine the extent of the work needed until they begin the demolition of the current tunnel. Cost should not exceed \$28,000. They will bill us according to the time and materials needed to complete repair. *Complete removal of tunnel is a possible solution with anticipated costs coming in below \$28,000. Confirmation of specific costs will be available soon.*
- *Vinyl Liner in Activity Pool is no longer adhered properly. Wrinkles have formed and pose a trip hazard. Additionally, the liner most likely will not make it through another season without tearing. Cost to Replace Liner: \$142,000*
- *The coping stone on the Activity Pool is pulling away from the deck and the waterline tile is falling off. Patrons bearing weight on the coping stone will only increase the probability of it falling off during the season. This could seriously injure patrons and would halt operation until a contractor could schedule a repair. Cost to remove and replace brick coping stone and blue waterline tile on Activity Pool is \$22,560. If this is completed at the same time as we replace the vinyl liner, we would save a significant amount of money on this line item, as we plan to have the liner installed up to the coping stone, eliminating the need for the blue waterline tile.*
- *The blue waterline tile on the Lazy River is falling off in large sections. The tile is no longer water-tight, causing water to get behind the tile and deteriorate the concrete behind the tile, as well as the pool plaster and coping stone. Failure to replace tile will result in water loss*

deteriorates. Cost to remove and replace blue waterline tile: \$42,120

- As work is done to remedy the coping stone and perimeter tile issues, the contractor may need to repair the walls and beams in order to ensure the new coping stone and tile are secure. They will not know the full extent to which this is needed, but they have proposed \$9,000 in misc. beam and wall repair. They will bill on a time and materials basis.
- The pool deck is 19 years old and gravel has started to show through the concrete. The deck is deteriorating so badly that sand from the concrete sticks to patron's wet feet and ends up in both pools. By the middle of the day, sand is very noticeable in both pools. Two options have been proposed to remedy the issue. Option 1: Completely demolish the existing deck and re-pour new concrete: Cost \$253,612.48. Option 2: Install a protective deck coating that will eliminate the sand issue, be more comfortable to walk on with bare feet, and increase curb appeal. Coating has a 2 year warranty. Warranty can be extended past the initial two years with a service contract. Cost for initial coating and 2 year warranty is \$105,000. This cost is based on assumption that we will have perimeter caulk installed by another company at the same time. This cost also includes an \$8,695.80 discount if the signed proposal is received by April 24th.

FINANCIAL IMPACT:	Budgeted:	YES	NO <input checked="" type="checkbox"/>
	Amount:	Not to exceed \$379,155.00	
	Budget Line Item:	Capital Improvements	

STAFF RECOMMENDATION:

That the Governing Body approve the following repairs:

- Repair leaks in 2 lines on Lazy River: \$2,200
- Remove and replace perimeter caulk on Activity Pool: \$2,100
- Remove and replace coping stone and waterline tile on Activity Pool: NTE \$22,560
- Repair failing concrete on tunnel: NTE \$28,000
- Remove and replace waterline tile on Lazy River: \$42,120
- Remove and replace perimeter caulk (deck joints) on Lazy River: \$11,200
- Misc. wall and beam repair: \$9,000
- Repairs to play features: NTE: \$13,975
- Install Sundek coating on the pool deck: \$105,000
- Remove and Replace Vinyl Liner on Activity Pool: \$143,000

Total: \$379,155.00

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

ATTACHMENTS:

1. Millennium_Pool_Service_3_31_15
2. SBWP deck replacement
- ✓3. Signal Bay Activity Feature repair
- ✓4. Sundek coating 3_30_15
- ✓5. Signal Bay Liner Replacement

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 8c

REQUESTING DEPARTMENT: Parks and Recreation

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: Consider Building Locations for Health Clinic at Costello Park

BACKGROUND: As the Manassas Park Community continues to grow and expand, so too does the need to provide a variety of acute care services to the underserved and uninsured. In the spring of 2013, the City of Manassas Park, Manassas Park City Schools, Prince William Health District, and George Mason University collaborated in an effort to develop tangible strategies to address this need. Seven months later, the MAP Clinic (Mason and Partners) opened its doors for service at Manassas Park Community Center.

The clinic provides an array of acute care services including: school/general health physicals, screenings (hypertension, diabetes, asthma, etc.), pregnancy testing, vision/hearing screenings, and nutritional counseling. In addition, patients can be seen for acute primary care visits such as sore throat, sinus pain, cough, flu/GI symptoms, fever, and other non-chronic ailments. The MAP Clinic currently meets one day a week for four-seven hours a day and has the capacity to serve a maximum of 25 patients. 50-75 patients routinely attend the clinic with the hopes of being seen on a first come, first served basis. All partners agree that the current demand affirms the need to increase frequency of service. *Of note: According to a 2013 study by the Centers of Medicare and Medicaid Services, approximately 27.2 % of Manassas Park residents (ages 0-64) were uninsured. This compares to 20.3% and 14.5% for Manassas City and Prince William County respectively.

In January of this year, the City, in conjunction with the MAP Clinic, submitted a letter of intent to the Potomac Health Foundation in an effort to secure \$250,000.00 in grant funding to further expand clinic services. On 3/4/15, the City received word that they had been chosen, in addition to others, to advance to the formal proposal phase of the application process. This formal proposal is due on 4/17/15. Potomac Health Foundation will make a final decision on 6/3/15, with funding award notifications going out on 6/5/15.

Receipt of this grant would enable the MAP Clinic to either renovate an existing structure within the City or procure and install a modular structure. Once this project comes to fruition, the clinic will be capable of expanding services to five days a week for seven hours a day. Renovating an existing structure is preferable for all parties involved. The only existing structures within the City that I've identified thus far are the Stone House in Costello Park (fig. 1, 1a), DPW house (fig. 2, 2a) at the junction of Kent and Cappel Drive, and Manassas Park Community Center.

SSI currently inhabits the Stone House and just recently renewed an annual lease in February. Even if the City determined this location to be appropriate, we are looking at a minimum of 10-12 months before this site could be utilized, further delaying health clinic service enhancements to the community. The Stone House does provide ample parking, good visibility, and client familiarity as it sits in close proximity to the Community Center. The DPW house on Cappel Drive currently serves as a source of lodging for DPW personnel, predominantly during storms or long term repairs that require staff to remain in the City for extended periods of time. There is minimal street parking in front of the house, however the police station lot directly below the house provides access to over 70 parking spaces. *Of note: There is a shared use agreement between the City and the Kent Village Sq. businesses for use of this lot.

Project Manager from Howard Snockey and Sons, we were able to obtain a rough estimate to add a 1700-1800 square foot extension onto the Community Center. The build out would occur at the end of the yellow wing, adjacent to the indoor pool patio and bike path. The Veteran's Lot would provide ample parking and client familiarity would be sound, however the "rough" estimate ranges from \$300-\$500K. The grant would only cover \$200K (\$50K reserved for furnishings), ultimately making the City responsible for the balance.

In terms of potential modular sites, I would like to propose three sites for consideration. **Site 1** (fig. 3 and 4) is located at the bottom of the old school bus lot, adjacent to the Miracle Field and directly above Lambert Drive. The location allows easy access to water/sewer while the parking is ample and readily available with approximately 62 spaces (including handicap). This location would allow the clinic to remain close to the Community Center but also would help to minimize the main entrance parking lot from becoming overly saturated with clinic traffic during normal business hours. **Site 2** (fig. 3 and 5) is located on the back side of the Veteran's Lot, directly below a line of spruce trees. The unit would sit horizontally, facing the outdoor basketball courts and the intersection of Spruce/Adams Street. The Veteran's Lot encompasses approximately 35 parking spaces (no designated handicap spaces) and the location would provide good visibility/access to the Community Center. Water/sewer access is possible here however it would be much more difficult to tap into as compared to the other two sites. **Site 3** (fig. 3 and 6) is located in the lot directly below the Stone House/snack bar and above the baseball field. The unit would back up to the homes that border Colburn Drive and sit facing Park Place. There are approximately 67 spaces in this lot, including several handicap spots, as well as another 87 spaces in the Old Centreville Road lot across the street. Water/sewer hook up is available and in close proximity however DPW recommends against tying in here due to the minimal size of the water/sewer lines and the impact it will have on water pressure for both the Stone House and the MAP Clinic.

After reviewing all abovementioned locations with representatives from Prince William Health District and George Mason University, their order of preference is as follows: Expansion of Community Center, Stone House, DPW House, site # 1, site #2, and site # 3.

FINANCIAL IMPACT: N/A	Budgeted:	YES	NO	X
	Amount:	*Financial impact to the City would include: monthly utility usage est. at \$300.00/month (no start up utility costs), monthly deep cleaning (not to include medical waste/sharps), and insurance coverage on physical structure (any items within the unit would be covered by GMU/PWHD).		
	Budget Line Item:			

STAFF RECOMMENDATION:

That the Governing Body accept the recommendation to place a MAP Clinic modular unit on site 1 (old school bus lot) in the event that a suitable and available City structure cannot be identified for use.

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

ATTACHMENTS:

Health Clinic Site Recommendations
Modular Clinic Examples (1-3)

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 8d

REQUESTING DEPARTMENT: *City Clerk*

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: *2015 VML Policy Committee Nominations*

BACKGROUND: Virginia Municipal League is accepting nominations for its 2015 policy committees.

FINANCIAL IMPACT: None	Budgeted:	YES _____	NO <u>x</u>
	Amount:	\$ _____	
	Budget Line Item:	_____	

Attached is a description of the policy committees

STAFF RECOMMENDATION: None

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

ATTACHMENTS: *VML Policy Committee nominations and forms*



OFFICERS

March 9, 2015

PRESIDENT

WILLIAM D. EGGLE
ALEXANDRIA MAYOR

To: Key Officials of Full Member Local Governments
Council and Board Clerks of Full Member Local Governments

PRESIDENT-ELECT

REN ROZDAN
BLACKSBURG MAYOR

From: Kim Winn, Executive Director

VICE PRESIDENT

ROBERT K. CONNOR
GORDONSVILLE MAYOR

Subject: 2015 VML Policy Committee Nominations

The Virginia Municipal League is now accepting nominations for its 2015 policy committees. Accompanying this document is a description of the policy committee process, along with a nomination form. Please complete the nominations form and return it to VML by April 17. If your community has an election in May, please return this form by the requested date even if you must revise it later.

IMMEDIATE PAST PRESIDENT

DAVID P. HEINS
MARIETTA MAYOR

Please observe the following guidelines when making your policy nominations:

EXECUTIVE DIRECTOR

KIMBERLY A. WINN

- Only full-member local governments may participate.
- You may nominate two individuals to a committee; if two are nominated, at least one nominee must be a governing body member.
- Only members of a council or board of supervisors and appointed officials (i.e., employees of the local government) are eligible to serve.
- Individuals may serve on only one committee a year.
- The chief administrative officer or mayor/board chairman must sign the nomination form.
- Please return nomination forms by April 17.

MAGAZINE

VIRGINIA TOWN & CITY

We will forward information about policy committee meeting times and location as soon as they are confirmed. Policy committee recommendations that emerge from the July meeting will be forwarded to the Legislative Committee for consideration at its September meeting.

Please call/email Janet Areson (804/523-8522, jareson@vml.org) if you have any questions about the appointment process

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
FAX 804/343-1758
e-mail@vml.org
www.vml.org

VML's Legislative and Policy Committee Process

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

Legislative Committee

What is the role of the Legislative Committee?

The Legislative Committee is responsible for considering and developing positions on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

How is the Legislative Committee appointed?

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 individuals holding local elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, six must be representatives of cities and urban counties with populations of 35,000 or less, and six must represent towns.

What is included in VML's Legislative Program?

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

What is the relationship between the legislative committee and VML's policy committees?

The Legislative Committee meets prior to the policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

Policy Committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, prek-12 education, health, behavioral health, juvenile justice, recreation, rehabilitation and aging.
- **Transportation:** Development, maintenance, and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.

VML 2015 Policy Committee Nominations

Please return this form by April 17 to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: jterry@vml.org

Community & Economic Development

Name & Title: _____

Name & Title: _____

Environmental Quality

Name & Title: _____

Name & Title: _____

Finance

Name & Title: _____

Name & Title: _____

General Laws

Name & Title: _____

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: _____

Name & Title: _____

Signed: _____ Locality: _____
(Mayor/Chair, or Manager/Administrator)

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 8e

REQUESTING DEPARTMENT: City Manager

MEETING DATE: April 1, 2015

SUBJECT/TOPIC: DPR Rate Increase Proposals for the FY16

BACKGROUND:

The Department of Parks and Recreation is proposing three rate increases for the FY16 budget in an effort to secure additional revenue and increase cost recovery. These rate increases will include the hourly rental rates at the Manassas Park Community Center as well as the daily rates and birthday party rental rates at Signal Bay Water Park. Below are the breakdowns for the proposed rate increases.

Manassas Park Community Center:

The Manassas Park Department of Parks and Recreation is proposing to increase the hourly rental rate of community center rental spaces. After calculating revenue over the previous calendar year (2014); rental revenue came in just over \$270,000.00. A 10% increase would equate to an additional \$27,000.00 in revenue.

Signal Bay Water Park:

After reviewing options and considering comparable facilities in the area, The Manassas Park Department of Parks and Recreation is proposing 2 options for rate increases to the water park daily admission as well as a rate increase to the birthday party package provided for the water park. Below you will find a chart outlining current fee structure and proposed rate increases.

SIGNAL BAY WATER PARK RATES		Current Rate	Increase Option 1	Increase Option 2
Rates apply Monday-Thursday 11:30am-5pm	43"+	\$6.50	\$7.00	\$8.00
	<43"	\$6.00	\$6.00	\$7.00
	Seniors	\$3.00	\$5.00	\$5.00
Rates apply Monday-Thursday after 5pm	43"+	\$5.50	\$5.75	\$6.50
	<43"	\$5.00	\$5.25	\$6.00
	Seniors	\$2.00	\$3.75	\$3.75
	Water Walking	\$3.00	\$4.00	\$4.00
Rates apply Friday-Sunday 11:30am-7:30pm	43"+	\$6.50	\$7.00	\$8.00
	<43"	\$6.00	\$6.00	\$7.00
	Seniors	\$3.00	\$5.00	\$5.00
Net gain based on 2014 park admission data:			\$7,860.75	\$23,677.75

SIGNAL BAY WATER PARK BIRTHDAY RENTAL RATES	
Current Rate	Suggested Rate Increase
\$170 for 10 guests	\$200 for 10 guests
\$17/each add'l guest	\$17/each add'l guest
Net gain based on 2014 party rental data:	
\$1,024.00	

The 2014 revenue amount for the water park was \$131,005.00. After \$166,557.79 in expenditures, there was a \$35,552.79 deficit. Using last year's rates* and the proposed increases above, the projected revenue would be the following for each option:

Option 1: \$139,884.75 (\$26,673.04 deficit) **Option 2:** \$155,696.75 (\$10,861.04 deficit)

**Projected amounts are based off of the previous season's revenue and expenditures. Totals may change due to weather, supplies and staffing.*

FINANCIAL IMPACT: N/A	Budgeted:	YES	NO <input checked="" type="checkbox"/>
	Amount:		
	Budget Line Item:		

STAFF RECOMMENDATION:

That the Governing Body approve these rate increase proposals and authorize the City Manager to implement the increases for the 2015 Signal Bay Water Park Season and 2015 rental rates at MPCC.

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

ATTACHMENTS:

1. Manassas Park Community Center Rental Rate Sheet

Rental Rates

Amenity	Resident Rate	Charter Member	Non-Profit Rate	Corporate Rate	Non-Resident Rate
Community Room (with Kitchen)	\$165/hr (4 hour minimum)	\$182/hr (4 hour minimum)	\$193hr (4 hour minimum)	\$220/hr (4 hour minimum)	\$248/hr (4 hour minimum)
Community Room A	\$138/hr (2 hour minimum)	\$154/hr (2 hour minimum)	\$165/hr (2 hour minimum)	\$193/hr (2 hour minimum)	\$220/hr (2 hour minimum)
Community Room B	\$138/hr (2 hour minimum)	\$154/hr (2 hour minimum)	\$165/hr (2 hour minimum)	\$193/hr (2 hour minimum)	\$220/hr (2 hour minimum)
Catering Kitchen *****	\$55 (per hour)	\$72 (per hour)	\$83 (per hour)	\$110 (per hour)	\$138 (per hour)
Pre-Function Area*	\$55 (per event)	\$72 (per event)	\$83 (per event)	\$110 (per event)	\$138 (per event)
Patio*	\$55 (per event)	\$72 (per event)	\$83 (per event)	\$110 (per event)	\$138 (per event)
Patio & Pre-Function Area Package*	\$83 (per event)	\$110 (per event)	\$138 (per event)	\$165 (per event)	\$193 (per event)
Pool Party Package (includes 2 hour pool party w/cake, drinks, favors, and party attendant)**	\$248.00 (2 hours)	\$248.00 (2 hours)	\$248.00 (2 hours)	\$248.00 (2 hours)	\$248.00 (2 hours)
Birthday Party w/ Gym	\$248 (per 90 min)	\$264 (per 90 min)	\$275 (per 90 min)	\$303 (per 90 min)	\$330 (per 90 min)
Multipurpose Room	\$55 (per hour)	\$72 (per hour)	\$83 (per hour)	\$110 (per hour)	\$138 (per hour)
Teaching Classroom	\$83 (per hour)	\$83 (per hour)	\$83 (per hour)	\$83 (per hour)	\$83 (per hour)
Conference Room w/ AV	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)
Pool & Dance Spaces					
Lap Lane	\$20 (per hour)	\$20 (per hour)	\$20 (per hour)	\$20 (per hour)	\$20 (per hour)
Full Pool	\$220 (per hour)	\$237 (per hour)	\$248 (per hour)	\$275 (per hour)	\$300 (per hour)
Dance Studio	\$55 (per hour)	\$72 (per hour)	\$83 (per hour)	\$110 (per hour)	\$138 (per hour)

Gym					
Gym Full	\$330 (per hour)	\$347 (per hour)	\$358 (per hour)	\$385 (per hour)	\$413 (per hour)
Gym 1/2	\$165 (per hour)	\$182 (per hour)	\$193 (per hour)	\$220 (per hour)	\$248 (per hour)
Gym 1/4	\$83 (per hour)	\$99 (per hour)	\$121 (per hour)	\$138 (per hour)	\$165 (per hour)
Auxiliary Equipment					
Projector & DVD	\$55 (per event)	\$72 (per event)	\$83 (per event)	\$110 (per event)	\$138 (per event)
Podium	\$28 (per event)	\$44 (per event)	\$55 (per event)	\$83 (per event)	\$110 (per event)
PA System/Podium	\$110 (per event)	\$127 (per event)	\$138 (per event)	\$165 (per event)	\$193 (per event)
AV Technical Support/Attendant	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)
Additional Fees					
ABC Banquet License	\$55 per ABC Board	\$55 per ABC Board	\$55 per ABC Board	\$55 per ABC Board	\$55 per ABC Board
Police***	\$40/officer Per hour	\$40/officer Per hour	\$40/officer Per hour	\$40/officer Per hour	\$40/officer Per hour
Community Center Supervisor After Hours Fee	\$39 (per hour)	\$39 (per hour)	\$39 (per hour)	\$39 (per hour)	\$39 (per hour)
Additional Custodial Fees (if needed)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)	\$28 (per hour)
Dance Floor rental (9x12)***	\$204	\$204	\$204	\$204	\$204
Dance Floor rental (12x12)****	\$360	\$360	\$360	\$360	\$360
Dance Floor rental (16x15)****	\$385	\$385	\$385	\$385	\$385
Dance Floor rental (16x18)****	\$451	\$451	\$451	\$451	\$451
Dance Floor rental (21x21)****	\$633	\$633	\$633	\$633	\$633

*Rates for Patio and Pre-function area are quoted at per event rate only when used in conjunction with other room rentals. If the Patio or Pre-function area is the only area requested to be used, the rate is an hourly fee.

**Please contact Sarah Barnett for more details. This package does not guarantee exclusive rights to the pool.

***This contract/agreement must be coordinated directly with the MPPD.

**** For any event in the Banquet Hall that will have dancing, a dance floor must be used. We can coordinate delivery, set up, and pick up with a local rental company. We must have payment in full prior to coordinating this delivery.

***** Rate for kitchen is quoted at per hour unless rented in coordination with half the banquet hall; then its per event. Kitchen is included at no extra charge when whole banquet hall is rented.

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 8f

REQUESTING DEPARTMENT: Public Works

MEETING DATE: April 7, 2015

SUBJECT/TOPIC: ADTEK Engineers, Inc. Engineering Services Agreement

BACKGROUND: ADTEK was originally selected by staff as a one of three final candidates to be City Engineer's. In order to be qualified to work on state and federally funded transportation projects, they needed to satisfy the pre-award audit requirements of VDOT. The costs of providing audited overhead rates to VDOT posed an undue burden on them as a small business, so they have agreed to work under a provisional overhead rate less than or equal to 110%. This overhead rate excludes them from the need to provide audited rates to VDOT. They have revised their proposed rate sheet to reflect this 110% overhead rate, and are prepared to move forward with an agreement for engineering services under this revised rate structure.

Staff has discussed this issue with VDOT, and received confirmation that ADTEK would be qualified to work on state and federally funded transportation projects with this revised rate structure, and therefore would not be operating in a limited capacity. Therefore, staff recommendation is that the governing body authorizes staff to enter into an agreement for engineering services with ADTEK Engineers, Inc. at this time.

FINANCIAL IMPACT:	Budgeted:	YES _____	NO _____
	Amount:	\$ _____	
	Budget Line Item:	_____	

There is no financial impact to the city for the execution of the services agreement. Subsequent proposals would be evaluated and approved prior to task orders being issued.

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to enter a contract with ADTEK Engineers, Inc. for engineering services, and authorizes the mayor, clerk, or manager to sign the document.

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

ATTACHMENTS:

- 1) Engineering Services Agreement