



City of Manassas Park  
Governing Body  
Agenda  
May 19, 2015 7:00 PM

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

**AGENDA ITEM 4a**

REQUESTING DEPARTMENT: Finance Director

MEETING DATE: May 19, 2015

SUBJECT/TOPIC: Public Hearing on Consideration of Effective Real Estate Tax Rate for FY2015-2016

BACKGROUND: In accordance with 58.1-3321, Public Hearing shall be held at least 14 days before the date of such hearing. Advertised April 29, 2015

FINANCIAL IMPACT:	Budgeted:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Amount:	\$1,000	
	Budget Line Item:		

**STAFF RECOMMENDATION**

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

ATTACHMENTS *Copy of Advertisement*

**City of Manassas Park  
Public Hearing Notice  
Consideration of Effective Real Estate Tax Rate for FY 2015-2016**

**Assessment Increase.** Total assessed value of real property, excluding additional assessments for new construction, or improvement to property, exceeds last year's total assessed value of real property by 4.78 percent.

**Lowered Rate Necessary to Offset Increased Assessment.** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.48 per \$100 of assessed value. This rate will be known as the "lowered tax rate."

**Effective Rate Increase.** The City of Manassas Park is considering the adoption of a tax rate not to exceed \$1.55 per \$100 of assessed value. The difference between the increased tax rate and the proposed tax rate would be \$0.07 per \$100, or a 4.7% increase. This difference will be known as the "effective tax rate increase."

**Note:** Individual real property taxes may, however, change at a percentage greater than or less than the above percentage.

**Proposed Total Budget Increase.** Based on the proposed real property tax rate and changes in other revenues, the proposed total general fund budget of Manassas Park will increase over last year's by 5.4%

**Public Hearing.** A public hearing on the proposed tax rate will be held on Tuesday, May 19, 2015, at 7:00 p.m. in the City Council Chambers of City Hall, One Park Center Court, Manassas Park, Virginia 20111.

**Public Access.** The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact Lana Conner, City Clerk at 703-335-8808 or [l.conner@manassasparkva.gov](mailto:l.conner@manassasparkva.gov).

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

**AGENDA ITEM 4b**

**REQUESTING DEPARTMENT:** Finance Director

**MEETING DATE:** May 19, 2015

**SUBJECT/TOPIC:** Public Hearing on Summary of Budget for FY2015-2016 and various fees

**BACKGROUND:** In accordance with 15.2-2506, Public Hearing shall be held at least 7 days before the date of such hearing. Advertised May 6, 2015

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

**STAFF RECOMMENDATION:** Must wait seven days after public hearing to approve budget

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

**ATTACHMENTS** *Copy of Advertisement*

# City of Manassas Park

## Summary of Budget – FY2015-2016

The Governing Body of the City of Manassas Park, VA will conduct a PUBLIC HEARING on Tuesday, May 19, 2015 beginning at 7:00pm, or as soon thereafter as possible for the purpose of receiving citizen comments concerning the proposed 2016 budget. Copies of the budget are available in City Clerk's office Mon-Fri from 8:30-5:00pm

Public Access: The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact Lana Conner, City Clerk at 703-335-8808 or [Lconner@manassas-parkva.gov](mailto:Lconner@manassas-parkva.gov)

### City of Manassas Park SUMMARY OF BUDGETS - FY 2015-2016

Fund:	FY 2015	FY 2016	Increase	
	Adopted Budget	Proposed Budget	(Decrease) \$	%
General Fund	\$ 37,150,551	\$39,156,132	\$2,005,580	5.4%
Proffer Fund	-	1,873,591	1,873,591	
Capital Projects Fund	5,810,793	6,505,607	694,814	12.0%
NVTA Local Fund				
Debt Service Fund (includes School Debt Service)	7,475,250	8,838,452	1,363,202	18.2%
Water & Sewer Fund	7,111,569	7,145,563	33,994	0.5%
Water & Sewer Capital Improvements Fund	3,989,441	5,608,343	1,618,902	40.6%
Solid Waste Management Fund	855,500	853,603	(1,897)	-0.2%
Storm Water Retention Fund	317,204	321,262	4,058	1.3%
PRTC Trust Fund	1,683,594	2,555,429	871,835	51.8%
Bull Run Alcohol Safety Action Program	1,290,250	1,275,561	(14,689)	-1.1%
<b>Total - City Funds</b>	<b>65,684,153</b>	<b>74,133,542</b>	<b>8,449,389</b>	<b>12.9%</b>
<b>School Budgets:</b>				
Operating & Federal Fund	37,523,000	38,727,895	1,204,895	3.2%
Capital Fund		1,177,934	1,177,934	n/a
Food Service Fund	1,714,000	1,779,370	65,370	3.8%
Medical Trust Fund	5,000	28,320	23,320	466.4%
<b>Total - School Funds</b>	<b>39,242,000</b>	<b>41,713,519</b>	<b>2,471,519</b>	<b>6.3%</b>
<b>Total All - Funds</b>	<b>\$104,926,153</b>	<b>\$115,847,061</b>	<b>\$10,920,908</b>	<b>10.4%</b>

# City of Manassas Park

## Proposed 2016 City Budget

### Various Fees

The Governing Body of the City of Manassas Park, VA will conduct a PUBLIC HEARING on Tuesday, May 19, 2015 beginning at 7:00pm, or as soon thereafter as possible for the purpose of receiving citizen comments concerning the proposed 2016 budget. Copies of the budget are available in City Clerk's office, Mon-Fri from 8:30am-5pm.

#### City of Manassas Park Summary of Various Taxes and Fees

Real Estate Tax	\$1.55 per \$100
Property Tax	\$3.50 per \$100
Local Sales and Use Tax	1%
Meals Tax	4%
Cigarette Tax	\$0.65 per pack (increase of \$0.15 for FY 2016)
Recordation and Wills Tax	\$0.083 per \$100
Automobile Rental Tax	4%
Deeds Tax	\$0.50 per \$1,000
Business License Tax:	
Contractor	\$0.10 per \$100
Retail	\$0.15 per \$100
Repair	\$0.18 per \$100
Professional/Real Estate	\$0.35 per \$100
Motor Vehicle License Tax:	
Cars & Trucks	\$27.50 (increase of \$2.50 for FY 2016)
Motorcycles	\$12.50 (increase of \$2.50 for FY 2016)
Trailers/Campers	\$10.00 (increase of \$2.00 for FY 2016)
Transfers	\$5.00 (increase of \$2.00 for FY 2016)
Duplicate Decal	\$2.00 (increase of \$1.00 for FY 2016)

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

**AGENDA ITEM 6a**

**REQUESTING DEPARTMENT** City Clerk

**MEETING DATE:** May 19, 2015

**SUBJECT/TOPIC:** Approval of Minutes

<b>FINANCIAL IMPACT:</b> Yes: _____ No: <u>x</u> _____	Budgeted:	YES _____ NO <u>x</u> _____
	Amount:	_____
	Budget Line Item:	_____

Request approval of May 5 and 12, 2015 Governing Body minutes

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

**ATTACHMENTS** Minutes of May 5 and 12, 2015

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, MAY 12, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**Roll Call:** Frank Jones, Mayor  
Keith Miller  
Suhaz Naddoni  
Preston Banks  
Jeanette Rishell  
Michael Carrera

**Absent:** Bryan E. Polk, Vice Mayor  
Suhaz Naddoni

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

**1. Approval of Agenda:**

**MOTION:** Councilmember Carrera moved to approve the agenda as presented.

**SECONO:** Councilmember Miller

**VOTE:** Unanimously passed

**2. Public Hearing: Easement and Right of Way: Manassas Drive/Euclid Avenue Projects: Drew Williams, Berkley Group: Advertised April 29 and May 6, 2015.**

The Mayor opened the Public Hearing at 7:03 pm.

This public hearing is being held pursuant to Virginia Code § 15.2-1903 for the purpose of adopting one or more resolutions authorizing the acquisition by exercise of the power of eminent domain, if necessary, for right-of-way and easements to construct vehicular and pedestrian transportation improvements to the intersection of Manassas Drive and Euclid Avenue, as shown on the approved plans titled City of Manassas Park Intersection Improvements to Manassas Drive and Euclid Avenue, VOOT Project Number U000-152-271, RW-201 (the "Plans").

This Public Hearing is to authorize city staff and their agents to acquire right of way and easements and to utilize eminent domain if necessary, if an agreement is not arrived at with the property owners.

This project has been in the Capital Improvement Plan for several years. This project will add turn lanes at intersection to improve capacity at the intersection and reconstruct traffic signal. It will provide safer pedestrian facilities and crosswalks for pedestrians in that area.

Public Hearing on this project was held on March 10, 2009 and project alignment was adopted by the Governing Body on April 21, 2009. There have been significant design changes that have occurred to that project in the interim. The project footprint has reduced significantly from the original design. The project has less impact on property owners than it had originally. They have updated appraisals to the property owners and offer packages have gone out to property owners and negotiations are currently underway. They anticipate right of way clearance by summer, 2015.

On the map which is made part of the record, the red area indicates where the right of way taking areas are going to be based on design plans. It is not a great impact to the properties. The orange area indicated areas of temporary construction easements are needed. These are areas where contractors will need to be able to utilize to perform the construction work. There will be payment made to the property owners for the use of that. The temporary construction easements will expire once the project is complete and will revert back to property owner.



Persons wishing to address Public Hearing:

Paul Desjardins, District Manager for Seven Eleven: With the construction taking place and he is sure it is not going to start all at one time, but at a minimum half of their entrances are going to be closed to the public. He is not saying they will lose half of their revenue but he thinks it will be more like 30/35% of their revenue. Who will pay them for loss of profit? Mr. Williams stated the constitution of Virginia was amended to include a provision for compensation of lost profits during construction. The City Attorney recommended that Seven Eleven come back and tell the city what they think their loss profits will be and send it as a counter proposal. City can take that into consideration during negotiations.

He thinks their entrance will be close more than a day or two. It will be cordoned off, there will be gradual digging, and construction. Mr. Williams stated right now they don't know the sequence of construction for this project.

Mr. Williams stated their entrance will not be permanently closed but there will be closures at different times. The Mayor stated that impact to business is not envisioned to be there. The entrance on Euclid Avenue will not be blocked. On Manassas Drive, they may have to be some entrance closure for construction. Councilmember Banks stated that both entrances are right turn in less than quarter mile apart.

When a contractor is hired, they will work with the property owners to proactively minimize disruption to the businesses there. Both entrances will not be closed at the same time. The contractor will be proactive with the community and property owners. The contractors will be made to understand that these businesses need to have access to their property on a consistent basis.

Mr. Desjardins has concerns about the environment and the safety of the underground tanks and the shifting of the soil during construction which may cause a leak. Mr. Williams does not anticipate running into any hazardous material but the contractors will have liability insurance for any remediation issues that may take place during construction. The Mayor stated the chances of any disruption of a tank with a four foot excavation are unlikely. The City Attorney stated the contractors and their subs are required to have insurance for any of these contingencies.

Mr. Williams stated that the contractors will work closely with the property owners to make this construction as painless as possible.

**Close Public Hearing 7:16pm:**

MOTION: Councilmember Miller

SECOND: Councilmember Carrera

VOTE: Unanimously passed

Councilmember Banks thanked Mr. Desjardins for making his comments and stated the city will try to work with him as much as possible to make sure it is not a hindrance to his business and will coordinate with him on this project. Have his concerns about the access and tanks be a priority.

**3. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph (3) and (7): 7:16pm:**

MOTION: Councilmember Miller that the Governing Body go into closed meeting to discuss and consider the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the City, and consult with the City Attorney regarding two legal matters requiring the provision of legal advice by the City Attorney, pursuant to Paragraphs 3 and 7, respectively, of Subsection 2.2-3711A of the Code of Virginia

SECOND: Councilmember Rishell

VOTE: Unanimously passed

**4. Return to Open Session: 8:50pm:**

MOTION: Councilmember Miller

SECOND: Councilmember Rishell

VOTE: Unanimously passed

**5. 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 Rishell

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

**5a. Library Services:**

MOTION: Councilmember Miller moved to authorize the City Attorney to revise the proposed library services agreement as discussed in closed meeting with a copy sent to the Governing Body the following day for final review.

SECOND: Councilmember Rishell

VOTE: Unanimously passed

MOTION: Councilmember Carrera moved that the City Attorney prepare a document as discussed in closed meeting to extend the City's participation in the Prince William Library System under the current agreement from June 30, 2015 to December 31, 2015.

SECOND: Councilmember Miller

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

**6. Adjourn:** The Mayor adjourned the meeting at 8:50pm.

Approved May 19, 2015

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

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

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, MAY 5, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**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  
Klumberly Alexander, City Manager

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

**1. Approval of Agenda:**

**MOTION:** Councilmember Carrera moved to approve the agenda as presented.

**SECOND:** Councilmember Naddoni

**VOTE:** Unanimously passed

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

**3. Citizens Time:**

**3a. Brian Leeper, 9279 Kristy Drive:**

He had several concerns:

**IT capital fund expenditures:** He would like to see these funds used to fix our roads. They are atrocious. How can you drive on these roads and think they are okay.

**Fire Suppression System:** He recommends that FM150 system be added to the IT capital fund list. There is not a fire suppression system up there. Most of the sprinkler heads are filled with water. It is not good when water and electricity mix. If it gets wet you are out of business. This also applies to the police department. He has reviewed the IT Capital budget and believes the majority of them is not needed. He believes only about 25% of the projects should be approved.

**Phone System-Replacement:** Why is this on the budget? He was on the Governing Body when this system was installed at a cost of \$40,000. The cost on the project list is \$125,000.

**Hardware and software purchase:** It would be a conflict of interest for F1 Computers to recommend the purchase of these items and then have it purchased through their company.

**4. Presentations:**

**4a Northern Virginia Transportation Authority (NVT A 2015 Road Show):** Monica Backmon, Executive Director: Copy of presentation made part of the record:

She recognized Jeanette Rishell, Board member, and Preston Banks, Alternate, to the NVT A Board.

They are the preeminent transportation coordination, planning, programming and funding authority in Northern Virginia. Since its creation in 2002 (Senate bill 576), the Authority has been responsible for planning transportation solutions for Northern Virginia and developing a prioritized list of regional projects that mitigate congestion.

Now, with the funding as well as the financial, legal and organizational structures in place, the Authority has begun executing these plans.

With the passage of the landmark transportation bill, HB 2313 (April 2013), a dedicated, sustainable funding stream for transportation in Northern Virginia was established, allowing the Authority to begin fulfilling its mission to address regional transportation challenges.

The NVTA manages transportation project planning, prioritization and funding for the Northern Virginia region. The NVTA manages transportation project planning, prioritization and funding for the Northern Virginia region.

HB 2313 provides for new revenue sources that are directed to the Authority. These revenue sources were created by increasing three existing taxes in Northern Virginia.

Those taxes include:

Retail Sales and Use Tax (.7% increase to a total of 6% in Northern Virginia) (\$1,084,249)

Grantor's Tax (Regional Congestion Relief Fee) of \$0.15/\$100 (\$226,746)

Transient Occupancy Tax (2% increase)

NVTA Total FY2014 Revenue: \$1,310,996

These revenues generated in Northern Virginia will only be used for transportation improvements in Northern Virginia.

NVTA funding is divided into two categories: 70% (Regional Revenue funds) and 30% (Local Distribution funds).

At present NVTA long range transportation plan is TransAction 2040. In order for a project to be funded with NVTA revenues, which is the 70%, it must be in TransAction 2040 which is a requirement of HB2313 which is our funding stream. The 70% Regional Revenue funds are used for regional projects that are in our TransAction 2040 long range plan and that have been evaluated by VDOT. They also fund Mass Transit projects that increase capacity.

Starting in FY2017, under HB 1470, all projects considered for funding by the NVTA will undergo the HB 599 process. It requires that any regional revenue project must be in the authority's long range transportation plan. All projects must be rated and evaluated. It Regional projects included in TransAction 2040 that have been evaluated for congestion mitigation or emergency evacuation (HB 599) or Mass transit capital projects that increase capacity (FY2014-16).

While the Six Year Program serves to allocate the Regional Revenues, the remaining 30% local revenues are distributed to NVTA member jurisdictions on a pro-rata basis, with each share equal to 30% Local Distribution Funds of the total taxes and fees generated or attributable to the locality.

All of the NVTA member jurisdictions met the requirements to receive their 30% local funding in FY2014.

30% funds Distributed in 2014: Manassas Park received \$393,299 in funding. The use of these funds must meet four criteria; additional urban or secondary road construction, for other capital improvements that reduce congestion; for other transportation plan adopted by the Authority; capital improvements which are in the authority's long range transportation plan, and for public transportation purposes. You must meet maintenance of effort.

The 30% Local Distribution funds are distributed to the individual localities and utilized for their transportation projects and purposes. Localities must enact the local Commercial and Industrial Property (C&I) Tax at \$0.125 per \$100 valuation or dedicate an equivalent amount to transportation to receive the full amount.

Localities must also maintain the average level of transportation funding from FY2011-13 in subsequent years.

The FY2014 approved project list includes 34 multi-modal projects valued at \$196 Million. \$122 Million of these projects are "pay-as-you-go" and \$74 Million are part of a bond package.

These are new transportation dollars being spent right here in Northern Virginia on projects that have been ranked and rated to provide real congestion relief.

The NVTA currently has 34 active projects approved in FY2014 totaling approximately \$196 million. It is important to note that while the Authority approved 35 projects, one was withdrawn by the project sponsor. Of these projects, 26 were funded through "Pay-As-You-Go" and 8 were bond financed.

To date 91% of the regionally significant projects have been advanced for funding. The Authority pays on a reimbursement basis because project receipts must match the approved scope of work. Receipts must match scope of work.

In order to ensure that there is adequate funding for the Authority's projects, the Authority entered the Capital Bond Market with Transportation Special Tax Revenue Bonds, Series 2014 which secured \$80 million in financing. In their first bond issuance, the Authority received strong credit ratings of AA+, Aa1 and AA+ with stable outlooks from Fitch, Moody's and Standard and Poor's. The bonds garnered a favorable market reception on Wall Street, reflected by a 2.5 times subscription rate and a low true interest cost of 3.09%. These values are due in part to NVTA's financial preparations, but are also a reflection of the outstanding credit basis and history of the Authority's nine member jurisdictions. Projects adopted for NVTA FY2015-16 Two Year Program is 21 highway (\$214,594,000) and 16 Mass Transit (\$131,345,000).

A total of 33 Highway (underwent HB599 rating) and 19 Mass Transit Projects, (did not undergo HB599 rating), totaling nearly \$770 million were, submitted to the Authority for consideration in the Two Year Program. There is roughly \$351 million available to fund the FY2015-16 proposed projects, so as you can see, they will not all be funded. All projects must go through the HB2 (run by the state) process which is congestion reduction process. A concern of NVTA is that HB599 is only applicable to Northern Virginia but HB2 is statewide and both bills are targeted to do the same.

In order to choose the final project list, proposed projects were analyzed using the 11 NVTA project selection criteria, as well as evaluated and rated as part of the HB 599 process. Congestion reduction is 35%. As a region, we must consider a balance of transportation investments, ensuring that we minimize congestion and maximize the travel options for residents, commuters and visitors alike. Once TransAction is updated, we will begin developing a full Six Year Plan for FY2018-2023.

City Project approved: VRE Manassas Park Station Parking Expansion \$500,000 for preliminary engineering (total project cost \$19,000,000). As the authority works to identify and fund regionally significant projects that reduce congestion, it will develop an FY2017 project list, update TransAction 2040 and develop a full six year plan (FY2018-2023)

Since 2002, the Authority has worked tirelessly to bring Northern Virginia jurisdictions and agencies together to identify transportation projects and solutions and to prioritize them. It's not about jurisdictional boundaries – it's about the REGIONAL benefits of the projects we fund. The Authority as a whole has identified both highway and transit projects that meet varying transportation needs in this region and that represent a balance of roads and transit investments.

The Governing Body thanked Ms. Backmon for this presentation. Councilmember Rishell thanked Ms. Backmon and stated she has been an excellent Director for NVTA.

**4b. Presentation of Economic Development Brochure: Vanessa Watson:**

She gave the Governing Body a copy of the final version of the economic development brochure. She is asking for feedback from Governing Body and Staff. Anyone with comments or suggestion please get them back to Ms. Watson by May 15, 2015.

**5. Recognitions: None**

**6 Consent Agenda**

**6a. Approval of Minutes of April 21, 2015**

**6b. UOSA: Appointment of Mark Joyner as Alternate:**

**MOTION:** Councilmember Naddoni moved to approve Consent Agenda as presented.

**SECOND:** Councilmember Rishell

**VOTE:** Unanimously passed

**7. Unfinished Business:**

**7a. Minutes April 14, 2015: Clarification on Consensus Vote for School Funding:**

MOTION: Councilmember Rishell moved to correct and approve the minutes of April 14, 2015 with the following deletion: Consensus sentence relating to consensus for school funding be deleted. (Deleted on May 5, 2015 by vote of Governing Body: Consensus of Governing Body that \$333,000 is appropriated to the city schools for 2016 Budget and funding to come from their \$3 million plus reserve fund that they have built up over time).

SECOND: Councilmember Carrera

VOTE: Unanimously passed with Councilmember Naddoni abstaining because he was absent

**7b. City Attorney Contract:**

Councilmember Polk and Councilmember Carrera lead a committee to negotiate this contract with the City Attorney that you have before you. This contract was as a result of negotiations. We have been operating under an agreement of the previous Governing Body. Current Governing Body members requested some changes. The City Attorney was amenable to discussing the changes and this is the result of those negotiations. It does not have everything everybody wanted but it has something that everybody has requested. This reflects a cost savings to the city. He thanked everyone for the dialogue and Councilmember Carrera for his support. He thinks this reflects everything that was discussed.

Councilmember Polk stated he would expect a unanimous vote after all the discussions and he is prepared to support it if it is a unanimous vote in the affirmative.

MOTION: Councilmember Carrera moved to approve the legal services agreement to move forward.

SECOND: Councilmember Naddoni

Councilmember Polk again stated that his vote is contingent on a unanimous vote. His negotiating posture was that we had an agreement approved by a majority of the Governing Body members. His expectations and the reason it took two months was that they were addressing everybody's concern to a reasonable point relative to negotiations that not everybody would get everything so that is how he is going to vote.

Councilmember Naddoni requested a short close meeting to discuss this issue but Councilmember Polk stated we have a motion and a second on the table and he would like to move forward with the vote. We have discussed this in length for the past two months.

Councilmember Banks stated he would like all to be in consensus on this vote and for approval. If there is one dissenting vote, Governing Body needs to go back hear that person and to work on a better agreement.

Councilmember Polk stated he is going to call the question for a roll call vote, announce the vote, if the vote is not in the affirmative, if the motion does not pass, contract negotiations are not done, and then the current contract prevails. He wants this clearly understood.

VOTE ROLL CALL: Yes: Carrera, Rishell

Abstain: Naddoni

No: Miller, Polk, Banks

The City Attorney current contract remains in effect. This was a good faith negotiation to arrive at a revised contract. All Governing Body members' concerns were identified and discussed. This was the opportunity to pull it off the table and make changes. Councilmember Polk stated he would only support it if it was unanimous yes vote which it was not. Councilmember Rishell stated it was her understanding that the majority of the members were okay with the contract. Councilmember Polk stated he thought so too and that was why he was prepared to vote yes. Councilmember Rishell stated she thought that after yesterday there was no more e-mails, etc about it.

**8. New Business:**

**8a. IT Capital Needs: Presentation by F-1 Computers: Lanny Cornwell:**

Governing Body was given a copy of capital needs of IT Department which was developed as a plan for the next few years to address some of the current IT needs, and short comings. Most of this is based on meetings they have had with department directors as well as their evaluation of the existing system. It has been prioritized based on risks. In any type of financial expenditure you want to evaluate the risk. What is the risk to the impact of the city business and the data center? They have evaluated and tried to prioritize the funding as associated by risk as far as equipment failure, etc.

Councilmember Naddoni and Councilmember Polk has had meeting with F1 Computers to discuss the city equipment. How many of the items on the list are urgent or coming to the end of their life span.

HP Server Warranty Renewal and DELL Server Warranty Renewal: \$1,800.00 a year. Most of this is hardware and software related and based on a useful life of hardware components. HP Server Warranty Renewal: There is an existing HP server in place where the warranty ends September 2015. The server will be three years old. The warranty support ends meaning that today if there is a hard disk failure or component failure of hardware they can call HP and HP delivers that replacement part at no additional cost. They have support and will send someone on-site to install it at no additional cost to the city. After September 2015: Once that support ends, any support or equipment you get is at a full price. This represents the cost of extending the warranty two years through its useful life of the equipment at which time you would look to replace it. This one would not need replacement because the plan is to migrate to more virtualized servers and cloud services to become more efficient. This represents getting the useful life out of existing hardware that you have.

Councilmember Naddoni stated that both of these warranty renewals should be considered IT budget operating cost and not capital.

Councilmember Carrera stated that it is possible the server can be on a five year life rather than three years. When you purchase a server or piece of equipment, the standard warranty that they deliver with your box is three years. This is true of workstations as well. You can buy a five year but if you choose to go three you can extend it to five or six years depending on how long they will support it.

Councilmember Carrera stated they have the CISCO phone system at his work and they were quoted as having a twenty year life on this model. Mr. Cornwell has started engaging vendors. He had engaged CISCO report to them on all of the equipment that the city owns, when it was purchased and when it goes end of life. Any equipment you buy from hardware manufacturer has a useful life and end of life date where they will no longer support that hardware/software. Based on report from CISCO there are nine components within the phone system but of those nine components only two, call manager software and 2811 routers are not end of life considered hardware. These two can have support going forward. There are some configuration issues associated with that software. It is an engineering version versus production version. There are two different phone components of the call manager software one at police department and one at city hall. The CISCO phone system is very expensive to maintain because if you don't stay current with support from CISCO for those hardware replacements, you can end of spending a lot of time with the system or swapping hardware. From an efficiency standpoint and overall cost of ownership, he put the \$125,000 in the budget so the city can evaluate other systems and start to plan for that. This could possibly be lumped in with greater band width. The city has Comcast 50 meg bandwidth at two locations and you could possibly find a phone vendor who brings you a voice solution that puts the hardware in place provide the bandwidth for phone and internet service at a cost saving per month and year that could recoup the cost up front. He is pursuing this. A business unit such as BE6000 would have been better for the city. What the city has today is not configured properly and was overkill for the size of the city when purchased. The goal is to try and reduce efficiency as well as reducing budget numbers as they come in. They will look at worst case scenario and plan for that.

All the quotes they have listed have some type of logic attached to them. The phone system includes all handsets, software, and first three years of maintenance so there will be no expenditures. The system is loaded on hardware and that is not available for continued support from CISCO on every handset. Mr. Cornwell stated CISCO is a great system however if he were designing a system for the city he would not go that elaborate. The only risk the city runs today with CISCO is a failure in one of the components at end of life because we would be replacing it with something used or work around to get the system up and running. If there are failures, the time to respond to city operations will be more lengthy.

Mr. Cornwell is recommending that the City meet with a couple of vendors to have them give a presentation on what services they offer that can help the city. The city needs to attack the telecommunications bill which is a huge chunk of city operational cost. Mr. Cornwell will send the city a more revised list.

**PD RMS/CAD Service Replacement:** In order to run the latest update for the CAD software that runs the dispatch system, we have to build a server with more current software. It will not support what it is currently running on. If you choose to move forward with virtualizing the server, this cost can be removed. They can stand up a virtual server mainly for the cost of licensing. There will still be a need for the premise equipment for the city for a period of time. To run your windows operation you will need log in and security locally on your premise.

The city invested in Keystone application and those servers are premise servers. He has talked to Keystone about when their operation could potentially be cloud available. The city runs their own dispatch center CAD which has security requirements and availability requirements on city premise that need to be there. You will always have a private infrastructure inside. Their goal is to minimize the cost of that and make it as efficient and available as possible by taking advantage of current technology not on old equipment because it is harder to respond. If the equipment is under warranty the manufacturer is responsible.

**Virtual and cloud options:** F-1 Computer's recommendation is the city move to replace core server infrastructure and begin to build a private virtual infrastructure here. He recommends not purchasing two generation old hardware but become more efficient and purchase from DELL who has a cheaper price point on their server equipment. Twenty three percent of local governments use cloud services and within next two years over twenty five percent will do that because it will become more cost effective. It is based on business need.

**Business Workstation Replacement \$216,000.00:** This is staff pc's workstation which consist of a CPU, a keyboard, mouse and monitor. Councilmember Carrera thought this was very high. There are a couple of ways to buy a workstation. You can pay capital for it and for about \$1,000 per workstation you can replace your standard business workstation which would be good for five years. If you buy it with a five year warranty, it would cost closer to \$1,100. They recently had to upgrade Neptune software for public works to support their efforts because they were running Windows 7 and old software wouldn't support that. It is important to stay current with your hardware. This is a price from DELL for 170 straight business platform workstations on a four year lease with five year warranty. This would be a \$3,000 per month lease payment to replace all of them. After four years, the lease stops. After five years they would come in and replace with new. You would start a new lease. It is a different way of doing business. This would come out to approximately \$890.00 per unit. Councilmember Carrera stated you can purchase them for approximately \$660 on a state contract through VIDA. He has been in contact with VIDA to see where to get the best and most cost effective solutions are for the city. The end result would be how you want to manage it.

Councilmember Carrera would like to see windows environment services out hosted somewhere. Mr. Comwell stated a hosted exchange solution is going to cost \$10 per user per month from a host somewhere.

**SCADA System:** Councilmember Naddoni stated equipment for this system should come out of the Enterprise Fund through the CIP.

There are no funds for this in 2015 IT budge so it would have to come from proffer dollars.



**MOTION:** Councilmember Rishell moved to accept recommendation of F-1 Computers and authorize the purchase of Core Server Replacement-Virtual Farm at City Hall and Police Department in an amount not to exceed \$55,000 to be taken from proffer dollars and Public Works SCADA Server High Availability for \$10,000 to be taken from Enterprise Fund.

**SECOND:** Councilmember Naddoni

Councilmember Carrera is abstaining because he does not have enough information.

**VOTE:** Rishell, Naddoni, Banks, Miller, Polk Abstain: Carrera

**7b. City Attorney Agreement Re-negotiations: Councilmember Rishell:**

Councilmember Rishell is requesting that the Governing Body re-enter negotiations with the City Attorney regarding revamping the City Attorney contract. Councilmember Polk stated he doesn't think we have procedurally the right to do that because Councilmember Rishell was not on the prevailing side of the vote. Only a Governing Body who votes on the prevailing side (no) can ask for reconsideration of the vote which was the no vote. The City Attorney stated abstention is a non-vote. Councilmember Polk stated we have up to the next meeting to consider that. The meeting subsequent to the meeting where a vote was cast a member of the prevailing side can make a motion to reconsider.

Councilmember Banks requested that this be discussed in closed meeting immediately following the regular meeting.

**8b. Discussion: Possibility of Selling the Quint: Chief Dave Dixon, Fire Department: Copy of presentation made part of the record:**

Vehicle was purchased 2004 for \$723,062 funding came from \$500,000 Federal Grant, \$177,062 FY03 General Fund, and \$46,000 Proffer Money from Park Place Senior Apts. Originally the ladder was going to be 85 feet but the owners of the apartments had recently had a significant fire in a similar building and they were concerned that 85 feet would not be tall enough based on building and how close you could get to it. They proposed extending it to 100 feet offering the \$46,000 to offset the additional cost to do that. It has the ability to pump water and has an aerial ladder of 100 ft.

Quint 509 is in the second part of expected lifespan. Currently 11 years old. 2013 Value is from \$325,000 to \$350,000. Current Value \$250,000 to \$300,000. 2017 Estimate \$150,000 to \$200,000

Replacement Cost currently would be \$1.1 Million and in 10 Years estimate would be \$1.35 Million. Time projected remaining on Quint 509 is 10 years for total of 21 years of service

NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations to the Public by Career Fire Departments recommends 4 personnel for Fire Engines, Ladder Trucks and Quints (Single Service). Currently the city is unable to meet NFPA standards.

To properly staff the Quint 24/7, city will need 12 Additional staff, 4 per shift at a cost of \$795,000 for 100% availability. Cross Staffing Medic/Quint 24/7, Eliminate Kelly days for current employees, change from 48 hour work week to 56 hour work week, Cost \$235,000 with 75% availability by cross staffing the Quint.

Primary ladder trucks in this area are Manassas City TW-501 and Prince William County T-511 (Stonewall Fire Department).

Quint Activity Projected for FY2016: Average number of times loaned to other fire departments per year; Prince William County 10 days, and Manassas City 15 days, Staffed 3-5 days on average for inclement weather up-staffing, attend 4 parade events, attend 4 public events, 350 hours per year for training and 400 hours per year for inventory / equipment checks

Average cost per year for maintenance is \$18,600.

Chief Dixon would either like to have necessary staffing and if that is not feasible to sell the Quint because his department has other critical equipment needs and the department could look at purchasing a smaller fire truck with similar capabilities but less expensive to operate.

Councilmember Rishell stated she wanted to make sure if this vehicle is sold that the funding be earmarked for the fire department.  
This is for discussion and no action is required tonight.

**9. Manager's Report: None**

1. Recognize nominees at the Annual Child Protective Partnership for their work with keeping children safe: Sharon Castillo, Social Services, Patricia Chappel, Parks & Recreation, and Jennifer Graham, City Schools
2. Special Meeting May 12, 2015 for Manassas Drive/Euclid Avenue for right-of-way and easements

**10. Worksession on proposed FY2016 Budget:**

Councilmember Naddoni stated for the last couple of months he has been disconnected from e-mail because of work and is asking the City Manager to summarize those actions and decisions made on the budget and any action given to City Manager on the budget and how those actions impacted the budget so the Governing Body can keep track of them. The Finance Director gave Governing Body a summary sheet on budget actions.  
The COLA at a cost of \$115,000/\$120,000 was added back into the budget. Councilmember Naddoni stated they were provided with three options on COLA and Councilmember Carrera added a fourth one which was a 1% across the board COLA. Have we gotten any consensus on any of these items and he wanted to be clear on final decisions? The City Manager stated there was no consensus on the COLA other than Governing Body wanted to do something and this was the cheapest. Councilmember Naddoni stated he does not necessarily want to go with the cheapest option. This item needs to be discussed and an direction provided to the City Manager. There is \$200,000 in proffers transferred to Debt Service rather than general funds.

Governing Body requested the City Manager give an update on the four big items in budget which were school funding source, proffer money for capital improvements, IT capital, and COLA. The City Manager stated the Governing Body needs to discuss the capital budget because whatever is budgeted has to come from proffers (except funds from dedicated source). Governing Body will discuss capital budget on May 19, 2015.

**11. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph (1), (4), (7) and (19): 9:10pm:**

MOTION: Councilmember Naddoni that the Governing Body go into closed meeting (i) to discuss the assignment, performance, demotion, and salaries of specific public officers and employees of the City, (ii) to consult with the City Attorney regarding two legal matters requiring the provision of legal advice by the City Attorney, and (iii) to discuss the award of a public contract involving the expenditure of public funds and to discuss the terms and scope of such contract, where discussion in an open meeting would adversely affect the bargaining position of the City, pursuant to paragraphs 1, 7, and 29, respectively, of Subsection 2.2-3711A of the Code of Virginia

SECOND: Councilmember Carrera

VOTE: Unanimously passed

**12. Return to Open Session: 10:20PM:**

MOTION: Councilmember Miller

SECOND: Councilmember Carrera

VOTE: Unanimously passed

**13. 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 certity 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

**13a. City Attorney Contract:**

**MOTION:** Councilmember Polk moved to reconsider the City Attorney contract.

**SECOND:** Councilmember Miller

**VOTE:** Unanimously passed

**MOTION:** Councilmember Rishell moved to approve the City Attorney contract as stated in Item 7b.

**SECOND:** Councilmember Carrera

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

**Councilmember Naddoni:** He supports everything in the legal services agreement except the automatic renewal provision and therefore abstained. He stated that he supports the City Attorney and is happy with the quality of the City Attorney's work and the services provided.

**Councilmember Banks:** He is in favor of the legal services agreement but abstained because he felt that the Governing Body should be unanimous in supporting it. He too is happy with the quality of the City Attorney's work and the services provided, but because Suhas did not support the automatic renewal provision, he could not vote in support of the agreement.

**14. Adjourn:** The Mayor adjourned the meeting at 10:25pm.

Approved May 19, 2015

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

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

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

**AGENDA ITEM 6b**

**REQUESTING DEPARTMENT:** Finance Director

**MEETING DATE:** May 19, 2015

**SUBJECT/TOPIC:** Commend Alfred H. Harf

**BACKGROUND** Alfred H. Harf, has served Potomac and Rappahanock Transportation Commission for sixteen (16) years. He is retiring. Potomac and Rappahanock Transportation Commission has requested that the Governing Body approve Resolution and have Mayor Jones present it at their meeting June 4, 2015

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES _____	NO _____
	Amount:	_____	
	Budget Line Item:	_____	

**STAFF RECOMMENDATION:** Approve as presented

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

**ATTACHMENTS** *Resolution*

**MOTION:**

**SECOND:**

**RE:                COMMEND - ALFRED H. HARF - YEARS OF SERVICE - EXECUTIVE DIRECTOR OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION, FOR HIS SERVICE TO PRINCE WILLIAM COUNTY**

**ACTION:**

**WHEREAS, Alfred H. Harf, has proudly served as the Potomac and Rappahannock Transportation Commission's (PRTC) Executive Director for over 16 years; and**

**WHEREAS, Mr. Harf's understanding that a strong transit network contributes to the growth and strength of a community, worked tirelessly to introduce new service options and expand and improve all modes of transportation including bus, rail, vanpool/carpool, and taxi voucher; and**

**WHEREAS, Mr. Harf focused on providing quality service and understood that listening to the customer was vital to achieving that goal; and**

**WHEREAS, Mr. Harf diligently pursued funding sources to ensure the proper maintenance and timely replacement of capital assets which are essential to operating reliable transportation services; and**

**WHEREAS, Mr. Harf embraced high technologies and other innovations as a means of improving the riders' experience and enhancing service efficiency and effectiveness; and**

**WHEREAS, because of Mr. Harf's thoroughness, attention to detail, and adoption of the aforementioned principles, bus ridership more than tripled under his watch.**

**NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park does hereby commend Alfred H. Harf for his skilled, thorough and transparent leadership of PRTC and thanks him for his diligence and dedication to bettering the lives of the residents of the City of Manassas Park.**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**ATTEST: \_\_\_\_\_**

**City Clerk**

When Alfred Harf was named PRTC's Executive Director in November 1998, the agency was still in its early years. PRTC had taken over the CommuteRide commuter bus service from Prince William County in 1991, and was serving about 3,700 passengers daily on its commuter and local bus services. In the past 16 years under his leadership, PRTC has improved the commutes of thousands of area residents, proudly introduced new transportation options for those with limited choices and made enhancements to service whenever possible to better serve our customers, our community and our neighbors.

### **Ridership**

During Mr. Harf's tenure, PRTC bus ridership more than tripled going from about 3,700 to more than 12,400 passengers served daily on commuter and local bus services.

- Commuter bus ridership has increased by 260%;
- Local bus ridership has increased by 194%; and
- Efforts to assist in creating and sustaining carpools and vanpools have continued, with thousands of people choosing to commute via that method daily.

### **New and Expanded Services**

PRTC has introduced many new bus routes under Mr. Harf's leadership including:

- Dale City – Washington Navy Yard OmniRide;
- Eastern Prince William – Rosslyn/Ballston OmniRide;
- Woodbridge – Tysons OmniRide;
- Gainesville – Downtown Washington OmniRide;
- Prince William Metro Direct service to the Franconia-Springfield Metrorail Station (originally funded through a Jobs Access and Reverse Commute (JARC) grant);
- Manassas Metro Direct service to the Tysons Corner Metrorail Station;
- Linton Hall Metro Direct service to the Tysons Corner Metrorail Station;
- Cross County Connector service between eastern Prince William County and the Manassas area;
- Route 1 OmniLink; and
- Saturday service for five separate routes serving eastern Prince William County.

In addition, the hours of service for local OmniLink buses were expanded and service frequency on those routes was increased. Trips were also added to OmniRide routes to accommodate ridership growth.

### **Fleet Enhancements**

When Mr. Harf agreed to join PRTC, the agency had one of the oldest bus fleets in Virginia with the reliability problems that go hand-in-hand with older vehicles. To resolve the problem, the new Executive Director:

- Sought and secured funding to purchase new fleet of buses – in all, 181 new buses were purchased and 13 additional are on order;
- Ensured the agency could regularly purchase new buses so the oldest models in the fleet could be retired – of the 181 buses purchased, 29 have already been replaced and the current capital plan includes funding to continue scheduled replacements; and

- Initiated a program to overhaul buses that were about half-way through their expected life – having them virtually rebuilt to extend their usefulness.

As a result of his efforts, the average age of PRTC’s fleet was greatly reduced and reliability was increased.

### **Technology**

Over the past 16 years, new technologies have been added at PRTC, enabling more efficient operations and a more reliable trip for riders. Among the improvements:

- Saw to fruition FTA grant-funded project that pioneered flex-route scheduling, GPS tracking, and off-route trip guidance;
- Introduced GPS tracking of buses fleetwide;
- Electronic fareboxes that accept SmarTrip cards;
- A customizable tool for rider notifications via email and text message;
- Electronic day passes and weekly passes that reduce PRTC costs and increase efficiency; and
- A Computer-Aided Dispatch/Automated Vehicle Locating (CAD/AVL) system that soon will enable passengers to get real-time information about bus arrivals and departures.

### **Other Accomplishments**

- Initiated bus shelter program. Currently, there are 75 shelters installed throughout the local service area, with up to seven pending installation before the end of 2015.
- Introduced the teen summer bus pass program to acquaint teens (and their parents) with local public transportation;
- Launched Vanpool Alliance in 2013 to bring additional federal funding to the region by capturing and reporting vanpooling data;
- Secured funding to acquire land and build a new maintenance facility in western Prince William County because the current PRTC facility can’t accommodate the current fleet;
- Cooperated with the Area Agency on Aging to demonstrate the need for a medical transportation voucher program, resulting in the grant-funded Wheels-to-Wellness program. This program, funded by the Potomac Health Foundation, enrolled more than 700 participants and has provided more than 30,000 trips since it launched in 2013; and
- Engaged the community in celebrations of OmniLink’s 10<sup>th</sup> anniversary and PRTC’s 20<sup>th</sup> and 25<sup>th</sup> anniversaries.
- Expanded PRTC by adding Spotsylvania County in 2010.

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

**REQUESTING DEPARTMENT:** Dept. of Public Works

**AGENDA ITEM** 6C

**MEETING DATE:** Tuesday, May 19, 2015

**SUBJECT/TOPIC:** Solid Waste Enterprise Fund Payment to Manassas Transfer Station for Household Hazardous Waste event held on April 25, 2015.

**BACKGROUND:** The City of Manassas Park sponsored the Annual Household Hazardous Waste event at the Manassas Transfer station on April 25, 2015. This event provides residents the opportunity to safely dispose of toxic substances thereby reducing their presence in the waste stream and local environment. Public Works staff applied for and received a Litter Prevention and Recycling Grant Award from the Virginia Dept. of Environmental Quality in the amount of \$6,357.00, thus reducing the actual financial impact to \$13,693.68.

<b>FINANCIAL IMPACT:</b>	<b>Budgeted:</b> YES <input checked="" type="checkbox"/> NO
	<b>Amount:</b> \$20,050.68
	<b>Budget Line Item:</b> Refuse & Recycling – HHW Events

**STAFF RECOMMENDATION:**

*That the Governing Body approves payment in the amount of \$20,050.68 to the Manassas Transfer Station for collection of Household Hazardous Waste materials collected from residents of the City of Manassas Park.*

<b>CITY MANAGER APPROVAL:</b>	  _____
	<i>Kimberly L. Alexander</i>
<b>CITY ATTORNEY APPROVAL:</b>	
Required: _____ Not Required: <input checked="" type="checkbox"/> _____	_____
	<i>Dean H. Crowhurst</i>

**ATTACHMENTS: (3)**

Attachment #1 - Manassas Transfer Station invoice

Attachment #2 - Itemization document that details type and quantities of materials collected from Manassas Park residents at the HHW collection on 4/25/1511

Attachment #3 – Letter of Grant Award from the VA Dept. of Environmental Quality



# INVOICE

WM - MANASSAS TRANSFER STATION  
8305 QUARRY ROAD  
MANASSAS, VA 20110

Customer: CITY OF MANASSAS PARK  
Account Number: 036 -0519359 -0036 -0  
Invoice Date: 04/25/2015  
Invoice Number: 0120424 -0036 -0  
Terms: PAYABLE UPON RECEIPT

703-331-0800  
703-331-0843 FAX

Current Amount	Total Amount Due
20,050.68	20,050.68

**Account Summary**

Description	Amount
Previous Balance	0.00
Total Credits and Adjustments	0.00
Total Payments Received	0.00
Total Current Charges	20,050.68
<b>Total Amount Due</b>	<b>20,050.68</b>
Total Amount Past Due	0.00

Please pay total amount due. Thank you for your business.

**Service Period:**

Description	Amount
Hazardous Waste Day	20,050.68
<b>Total Current Charges</b>	<b>20,050.68</b>

Current Due	Over 30	Over 60	Over 90	Over 120	Total Due
20,050.68	0.00	0.00	0.00	0.00	20,050.68

WM - MANASSAS TRANSFER STATION  
8305 QUARRY ROAD  
MANASSAS, VA 20110

703-331-0800  
703-331-0843 FAX

**Payment Coupon**

Please detach and enclose this portion with your payment - do not send cash.

Account Number
036-0519359-0036-0

Invoice Date	Invoice Number
04/25/2015	0120424-0036-0

The NEW Invoice format is here and easier to pay. See inside for details.

Terms	Total Due	Amount Paid
PAYABLE UPON RECEIPT	20,050.68	

0036036051935901204240000000000000 0

CITY OF MANASSAS PARK  
ONE PARK CENTER COURT  
MANASSAS PARK, VA 20111-2395

Please Make  
Check  
Payable To:

WM - MANASSAS TRANSFER  
8305 QUARRY ROAD  
MANASSAS, VA 20110-5313

received  
5/5/15  
3:54pm

WM - MANASSAS TRANSFER STATION 8305 QUARRY ROAD MANASSAS, VA 20110					Customer:	CITY OF MANASSAS PARK	
					Account Number:	036-0519359-0036-0	
					Invoice Date:	04/25/15	
					Invoice Number:	0120424-0036-0	
					Terms:	PAYABLE UPON RECEIPT	
Service Location: 036-0519359 CITY OF MANASSAS PARK ONE PARK CENTER COURT							
Date	Ticket	Description	Quantity	UM	Rate	Amount	
4/25/2015		PROPANE CYLINDERS - 20LB	5.00	EA	12.00	60.00	
4/25/2015		LAB PACK FLAMMABLE AEROSOL	1.00	CU YD BOX	792.00	792.00	
4/25/2015		BULK WASTE FLAMMABLE PAINT	7.00	CU YD BOX	792.00	5,544.00	
4/25/2015		BULK WASTE FLAMMABLE LIQUID	1.00	55 GAL	264.00	264.00	
4/25/2015		LAB PACK PESTICIDES	4.00	55 GAL	264.00	1,056.00	
4/25/2015		LAB PACK WASTE OXIDIZING	2.00	55 GAL	264.00	528.00	
4/25/2015		LAB PACK FLAMMABLE SOLID	1.00	55 GAL	264.00	264.00	
4/25/2015		LAB PACK MERCURY	1.00	5 GAL	150.00	150.00	
4/25/2015		LAB PACK WASTE CORROSIVE ACID	6.00	55 GAL	264.00	1,584.00	
4/25/2015		LAB PACK NICAD BATTERIES	1.00	5 GAL	150.00	150.00	
4/25/2015		LAB PACK PEROXIDE	1.00	5 GAL	150.00	150.00	
4/25/2015		LAB PACK AKALINE BATTERIES	3.00	5 GAL	150.00	450.00	
4/25/2015		NON-REGULATED ANTIFREEZE	1.00	55 GAL	264.00	264.00	
4/25/2015		NON-REGULATED MOTOR OIL	4.00	55 GAL	264.00	1,056.00	
4/25/2015		LAB PACK WASTE PROPANE	1.00	55 GAL	264.00	264.00	
4/25/2015		LP FLOURSCENT BULBES	316.00	EACH	0.75	237.00	
4/25/2015		CAR BATTERIES	8.00	EACH	1.20	9.60	
4/25/2015		ELECTRONIC COLLECTION	0.00		500.00	0.00	
4/25/2015		ADDITIONAL LABOR CHARGES	2.00		750.00	1,500.00	
4/25/2015		MOBILIZATION FEE	1.00		2,000.00	2,000.00	
4/25/2015		SUB-TOTAL				16,322.60	
4/25/2015		FUEL SURCHARGE			20.8%	3,401.63	
4/25/2015		ENVIRONMENTAL FEE			2.0%	326.45	
<b>Total Current Charges</b>						<b>20,050.68</b>	
<b>Credits and Adjustment Detail</b>							
						0.00	
<b>Total Credits and Adjustments</b>						<b>0.00</b>	
<b>Payments Received Detail</b>							
						0.00	
<b>Total Payments Received</b>						<b>0.00</b>	

received  
5/5/15



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY  
Street address: 629 East Main Street, Richmond, Virginia 23219  
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[www.deq.virginia.gov](http://www.deq.virginia.gov)

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

September 19, 2014

Mr. James A. Johnson, Jr.  
City of Manassas Park  
311 Manassas Drive  
Manassas Park, Virginia 20111

Dear Mr. Johnson:

I am pleased to inform you that a grant award of \$6,357 has been approved for the City of Manassas Park Litter Prevention and Recycling Program activities for the period July 1, 2014 to June 30, 2015. A payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact me at [steve.coe@deq.virginia.gov](mailto:steve.coe@deq.virginia.gov) or at 804-698-4029.

Sincerely,

*G. Stephen "Steve" Coe*

G. Stephen Coe  
Division of Land Protection & Revitalization  
Recycling and Litter Programs

Cc: Grant file

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

**AGENDA ITEM 6d**

**REQUESTING DEPARTMENT:** City Manager

**MEETING DATE:** May 19, 2015

**SUBJECT/TOPIC:** Consider resolution to direct acquisition of property interest for Euclid Avenue/Manassas Drive Intersection Project.

**BACKGROUND:**

As the right of way phase of the Euclid Avenue/Manassas Drive Intersection Project progresses, city staff and its agents require authorization to purchase property interests and if necessary, utilize eminent domain to acquire rights of way and easements necessary to construct the project. The project impacts a total of four properties. Public comment was made available for the project on March 10, 2009, and the project alignment was subsequently adopted by the Governing Body on April 21, 2009.

A public hearing was held on the specific issue of authorizing city staff and its agents to purchase right of way and easements and utilize eminent domain if necessary, on Tuesday, May 12, 2015. Public comment was received from a representative of one property owner (SEJ Asset Management – Parcel 003) with concerns regarding access to and from the property during construction. Staff explained that while temporary and partial closure of entrances will occur, the contractor will be directed to minimize impacts to private property entrances during the course of construction.

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

**STAFF RECOMMENDATION:**

That the Governing Body approve the attached Resolution and authorize acquisition of real property interests and the use of eminent domain in the event that property acquisition cannot be settled through negotiation.

<b>CITY MANAGER APPROVAL:</b> Approved: <input checked="" type="checkbox"/> Not Approved: <input type="checkbox"/>	<hr/> <i>Kimberly L. Alexander</i>
<b>CITY ATTORNEY APPROVAL:</b> Required: <input checked="" type="checkbox"/> Not Required: <input type="checkbox"/>	<hr/> <i>Dean H. Crowhurst</i>

**ATTACHMENTS:**

1. Resolution

**Resolution:** \_\_\_\_\_  
**May 19, 2015**

**RESOLUTION TO APPROVE  
PUBLIC USE AND DIRECT ACQUISITION OF A PROPERTY INTEREST FOR  
VEHICULAR AND PEDESTRIAN INTERSECTION IMPROVEMENTS TO  
THE INTERSECTION OF MANASSAS DRIVE AND EUCLID AVENUE**

**WHEREAS**, in accordance with Virginia Code § 15.2-1903, the City of Manassas Park is required to hold a public hearing to consider the acquisition by exercise of the power of eminent domain, if necessary, of a portion of the following properties located in Manassas Park for the public use of constructing vehicular and pedestrian transportation improvements to the intersection of Manassas Drive and Euclid Avenue (together, the "Properties"):

- Parcel 1 of the Spencer Haskins Estate, as shown on the plat attached as Schedule "C" to that Corrected Order Releasing Liens recorded in Deed Book 1303, at Page 1295, among the land records of Prince William County (the "Land Records"), with tax map number 24-A-2, located at 8498 Euclid Avenue, and owned by SEJ ASSET MANAGEMENT & INVESTMENT COMPANY pursuant to a deed recorded as Instrument No. 201304120037920 among the Land Records;
- Tract "D-1", as shown on the plat recorded as Instrument No. 200608090117739 among the Land Records, with tax map number 24-A-D, located at 8503 Euclid Avenue, and owned by HCW CONNER CENTER, LLC, KRA CONNER CENTER, LLC, ORP CONNER CENTER, LLC, RPW CONNER CENTER, LLC, and WRO CONNER CENTER, LLC pursuant to a deed recorded as Instrument No. 200801020000178 among the Land Records;
- Parcel "A-1", CONNER CENTER, as shown on the plat attached to the Deed of Re-Subdivision recorded in Deed Book 1513, at Page 779, among the Land Records, with tax map number 24-A-9, located at 8499 Euclid Avenue, and owned by PS SOUTHEAST ONE, INC. pursuant to a deed recorded as Instrument No. 201407080047674 among the Land Records;
- Parcel "B" (OPEN SPACE), as shown on the plat attached to that Deed of Dedication recorded in Deed Book 900, at Page 187, among the Land Records, with tax map number 24-2-B, located at the southwest corner of the intersection of Manassas Drive and Euclid Avenue, and owned by STONERIDGE II COMMUNITY ASSOCIATION pursuant to a deed recorded in Deed Book 2218, at Page 448, among the Land Records; and

**WHEREAS**, notice of the public hearing was advertised on April 29 and May 6, 2015 in the Prince William Times; and

**WHEREAS**, notice of the public hearing was delivered to the aforementioned owners via Federal Express; and

**WHEREAS**, on May 12, 2015, at 7:03 p.m., the Governing Body held the public hearing at City Hall, One Park Center Court, Manassas Park, Virginia; and

**WHEREAS**, at the public hearing City staff, agents and legal counsel presented information that:

1) The Governing Body previously held a public hearing on March 10, 2009 to receive information and accept public comment on the construction of vehicular and pedestrian transportation improvements to the intersection of Manassas Drive and Euclid Avenue (the "Project").

2) The Governing Body approved the Project by resolution at its regularly scheduled meeting held on April 21, 2009.

3) Following the Governing Body's approval of the Project, the City worked with the Virginia Department of Transportation ("VDOT") and Whitman, Requardt and Associates, LLP, the Project engineer ("Whitman Requardt"), to revise the plans to minimize the Project's impact on the Properties.

4) The City has approved the revised plans for the Project prepared by Whitman Requardt, titled City of Manassas Park Intersection Improvements to Manassas Drive and Euclid Avenue, VDOT Project Number U000-152-271, RW-201 (the "Plans").

5) The portions of the Properties considered for acquisition are required for rights-of-way and easements in support of the Project and are shown on the Plans.

6) The acquisition of a property interest in the portions of the Properties is necessary to the public use.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body, after holding the requisite public hearing, has determined that the Project is a public use; and

**BE IT FURTHER RESOLVED**, that the Governing Body hereby authorizes and directs its staff, agents and legal counsel to acquire any interest in the Properties necessary for the Project by any means or procedure permissible under Virginia Law, including exercise of the power of eminent domain, if necessary, and further authorizes and directs its staff, agents and legal counsel to take such other and further action as necessary to effect such acquisition.

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

**AGENDA 6e**

**REQUESTING DEPARTMENT:** *Planning & Zoning*

**MEETING DATE:** May 19, 2015

**SUBJECT/TOPIC:** *Minor revision to approved Conditional Use Permit 15-02 for Fogoncito Restaurant*

**BACKGROUND:** *Applicant was granted a condition for two billiard tables in the CUP. Applicant would like to increase to four tables. This was discussed on April 7 2015 during six month administrative review of the Conditional Use Permit and the Governing Body had no problem with increasing the number of billiard tables to four. If Governing Body takes no action the CUP will remain as previously approved*

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES _____ NO <u>x</u> _____
	Amount:	<i>\$ no financial impact to the city</i>
	Budget Line Item:	<i>{example: DPR Professional Services}</i>

**STAFF RECOMMENDATION:** *That the Governing Body approves the revised CUP with conditions increasing the number of billiard tabled in Conditional Use Permit from two to four tables*

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

**ATTACHMENTS:** *Fogoncito Restaurant CUP#15-02 approved conditions with revision*

**Fogoncito Restaurant**  
**Manassas Park Shopping Center**  
Conditional Use Permit  
CUP #15-02

Applicant: Car Wash and Restaurant, Inc.

Property Owner: Jerax Enterprises

Development Conditions

~~October 1, 2014~~

May 19, 2015

The following development conditions are intended to offset and mitigate potential impacts of the proposed billiard tables and live entertainment area on the subject property located at 8490 Centreville Road in the Manassas Park Shopping Center (the "Premises"). These development conditions are designed to render conditional use permit application CUP #15-02 consistent with the applicable chapters of the City's adopted Comprehensive Plan. Unless otherwise stated herein, if the conditions of this conditional use permit (this "CUP") or the conditional use permit plan entitled "Fogoncito Restaurant" and dated September 10, 2014 (the "CUP Plan") are in conflict with the requirements of the City Code, the approved proffers (if any), or the Public Facilities Manual, the more restrictive requirements will apply.

The applicant shall file a final site plan for the Premises within one (1) year of approval of this CUP by the Governing Body and will have one (1) year from the date of final site plan approval to commence the proposed use. Issuance of an occupancy permit constitutes commencement of the proposed use.

1. Site Development

- a. The applicant shall develop the Premises in substantial conformance with the CUP Plan, which is attached hereto and incorporated herein by reference. This CUP is not transferable to an entity or person other than the applicant without the express written approval of the Governing Body.
- b. The applicant shall develop the Premises in accordance with all federal, state and local environmental requirements.
- c. All permits and minimum requirements for site plan approval shall be met.

2. Use Parameters

- a. Use Limitations - The use of the Premises will be limited to a restaurant (the "Restaurant"), with ~~two~~ four billiard tables (the "Billiard Tables"), a karaoke machine (the "Karaoke Machine"), a DJ booth (the "DJ Booth"), and a band area with a stage and a dance floor for patrons (the "Band Area").



- b. Hours of Operation - Hours of operation will be limited to the hours between and including 11:00 a.m. and 2:00 a.m. for the Restaurant; to the hours between and including 11:00 a.m. and 1:30 a.m. for the Billiard Tables; and to the hours between and including 9:00 p.m. and 1:30 a.m. for the Karaoke Machine, the DJ Booth and the Band Area.
- a. Minors - Minors under the age of 18 must vacate the Premises no later than 9:00 p.m. each night. Minors dining in the Restaurant prior to 9:00 p.m. may remain within the Premises until after 9:00 p.m. if accompanied by a parent or legal guardian but must vacate the Premises promptly following completion of dining. Notwithstanding the foregoing, no minors shall be allowed to remain within the Premises after 10:00 p.m.
- c. Alcohol Sales - The sale and consumption of beer, wine and/or mixed alcoholic beverages on the Premises will be permitted only in accordance with all applicable regulations of the Virginia Alcohol Beverage Control Board ("ABC"). The applicant must present to the City's zoning administrator a copy of the license granted by ABC.
- d. Food Sales - The applicant must present to the City's zoning administrator a copy of the permit issued by the Prince William County office of the Virginia Department of Health.
- e. Noise/Outdoor Speaker System - No outdoor speaker system will be permitted. Noise, including noise associated with the Band Area, the Karaoke Machine and the DJ Booth shall not exceed the limits set forth in the Manassas Park noise ordinance (City Code Chapter 15).
- f. Cessation of Use - If the use of the Premises with the Billiard Tables, Karaoke Machine, DJ Booth, or the Band Area should cease for a period of more than one (1) year, this CUP will become void as to those uses. Thereafter, a new conditional use permit will be required for any additional use with live entertainment or billiard tables, as applicable.

3. Community Design

- a. Architecture - No change to the existing architecture of the building is proposed with this CUP.
- b. Signs - All signage must comply with the standards set forth in the Manassas Park zoning ordinance (City Code Chapter 31) (the "Zoning Ordinance") and Public Facilities Manual (the "PFM"). In addition, the following shall apply to signage and advertising on the site:
  - i. Banners, pennants, streamers, balloons, figures and other attention-getting devices not permitted by the Zoning Ordinance are strictly prohibited.

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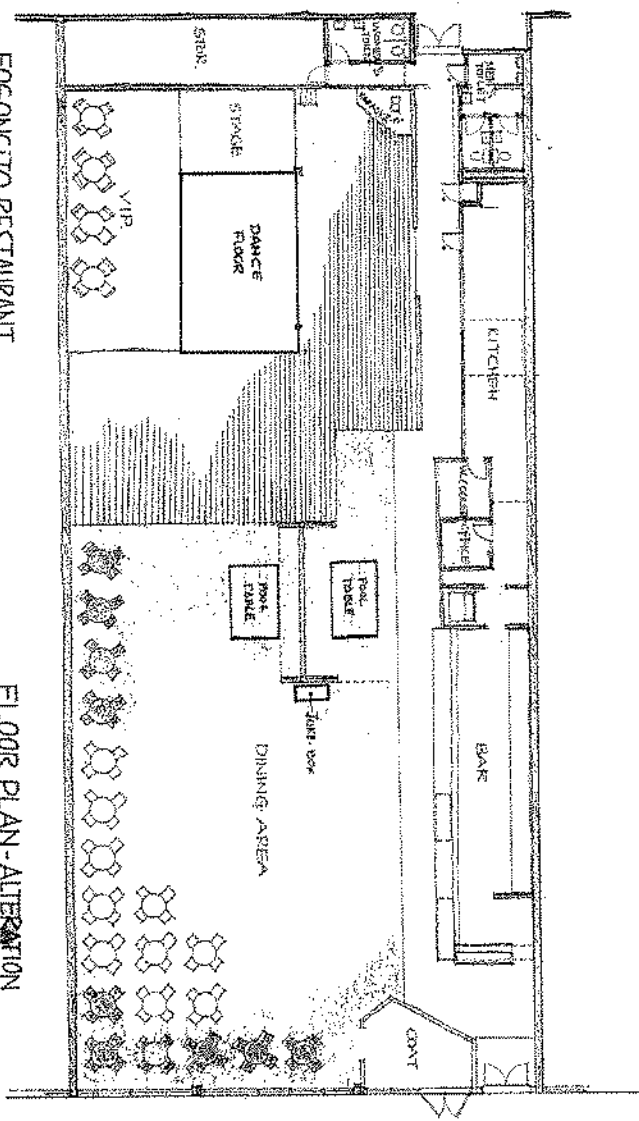
- ii. Parking and signage for handicapped customers will be provided in accordance with the PFM and other current federal, state and local standards.
  - c. Exterior Lighting - Neon and/or free-standing spot lighting fixtures are not permitted.
  - d. Maintenance of Premises
    - i. The applicant shall maintain the Premises and shall pick up trash, litter and debris in and around the Premises on a daily basis.
    - ii. The applicant shall effect the removal of any graffiti from the Premises no later than five (5) days following notification by a City employee to remove said graffiti. If the applicant does not have all graffiti removed from the Premises within such 5-day period, the City shall be authorized to remove the graffiti and to receive prompt reimbursement from the applicant for the cost of such removal. For purposes of this CUP, "graffiti" means writings, drawings, inscriptions, etchings, figures or marks of paint, ink, chisel, chalk, dye, acid or other similar substances, or flyers, bills and similar materials, which have been placed on public or private property without the permission of the owner, manager or occupant of the property or otherwise deemed by the City to be a public nuisance. Among other measures to be taken, the applicant shall prevent scaling of walls by keeping dumpsters away from walls, and covering or enclosing drainpipes.
  - e. Transportation - Under no circumstances shall any vehicles associated with Fogoncito Restaurant obstruct drive aisles, travelways, alleys, or fire lanes, or be parked on the sidewalks or within, landscaped areas.
- 4. Security Plan - The uses permitted by this CUP shall not commence until a security plan, detailing operating procedures and policies, has been submitted to the City Manager and approved by the Manassas Park Police Department ("MPPD"). The security plan must be specifically tailored to address the following, each of which shall be subject to enforcement action by members of MPPD and regional drug task forces without interference from the applicant or the owner(s) or employees of the business:
  - a. The applicant shall strictly prohibit the use of the rear door by customers or patrons to enter or exit the Premises. The rear door must remain closed and secured during hours of operation, with its use limited to employees and the owner(s) for required business-related matters only. The security plan must detail how access to and use of this door will be restricted.
  - b. Visibility into the establishment through the front windows for security purposes.

[Type here]

- c. Prevention of underage drinking, including but not limited to the use of wristbands or other means of ready identification for those aged 21 and older.
  - d. Prevention of the illegal use and/or sales of drugs.
  - e. Prevention of excessive drinking/intoxication.
  - f. Prevention of gang activity.
  - g. Prevention of fighting and disorderly conduct.
  - h. Barring of those who are found to have violated any of the activities listed in this condition for an extended period of at least one (1) year.
5. Annual Administrative Review - The applicant shall submit to the City's zoning administrator a request for an administrative review of this CUP six (6) months following approval, one (1) year following approval, and every year thereafter until the fifth (5<sup>th</sup>) anniversary of approval. A detailed report covering events of the preceding 6-month period or the preceding year, as applicable, including information from MPPD and Property Code Enforcement, will be presented to the Governing Body at its next regularly-scheduled meeting. The applicant's failure to request an annual administrative review as required by this condition shall constitute a *per se* violation of this CUP, in which case the zoning administrator shall act as the hearing officer and so notify the Governing Body of the violation in accordance with Condition 6 below.
6. Compliance - Upon receipt by the City Manager or his designee of an allegation that any of the conditions set forth herein have been violated, a hearing officer will be appointed by the Governing Body to review the evidence of such alleged violation. Following such review, if the hearing officer determines that a preponderance of the evidence indicates that a violation did occur, the hearing officer shall so indicate in writing to the Governing Body, which may then hold a public hearing to consider the revocation of this CUP, which public hearing will be advertised in accordance with the provisions of Chapter 22 of Title 15.2 of the Code of Virginia.

**FOGONCITO RESTAURANT**  
8470 Centerville Road  
ManassasPark, VA 20111

FLOOR PLAN - ALTERATION



[Type here]

**8f. ADTEK Engineering Services Agreement: Calvin O'Deill, Deputy Public Works Director:**

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. 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 into a contract with ADTEK Engineers, Inc. for engineering services, and authorizes the mayor, clerk, or manager to sign the document.

**MOTION:** Councilmember Miller moved to authorize the City Manager to enter into a contract with ADTEK Engineers, Inc. for engineering services, and authorizes the mayor, clerk, or manager to sign the document.

**SECOND:** Councilmember Carrera

**VOTE:** Yes: Miller, Carrera, Banks, Naddoni, Polk, Rishell, Jones

**8g. Fogoncito Restaurant: Conditional Use Permit (CUP 15-02) Six month administrative review: Informational Only:**

Per CUP 15-02 dated October 1, 2014, the applicant shall submit to the City's zoning administrator a request for an administrative review of this CUP six months following approval, one (1) year following approval, and every year thereafter until the fifth (5<sup>th</sup>) anniversary of approval. The Planning & Zoning Director initiated the 1<sup>st</sup> review at the six month date on behalf of the business owner. All departments reported to the Director that they had no calls for service nor issues with the business. The Governing Body had no issue with the applicant applying for two additional pool tables.

**9. Manager's Report: None**

**10. FY2016 Proposed Budgets Overview. Presentation made part of the record.**

**Budget assumptions:**

\*No increase in real estate property tax rate (Governing Body was looking at \$.5 cent decrease but if that happens, it will affect personnel and services);

\*Real estate assessments up 6.7%;

\*Must cover \$1.9 million increase in debt service payments (increase next couple years then start to decrease);

\*No new programs – target flat departmental budgets;

-Fund tuition reimbursement program \$15,000 (HR Department)

-Fund solid waste fund deficit \$270,000.

\*No pay increases to employees

- Reduction in force and position restructuring

-Targeted hiring freeze.

\*Health insurance cost increase - 7%

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

**REQUESTING DEPARTMENT:** City Manager

**MEETING DATE:** May 19, 2015

**AGENDA ITEM** *Ja*

**SUBJECT/TOPIC:** Consider Approval of Work Order #3, Task 3 – Berkley Group

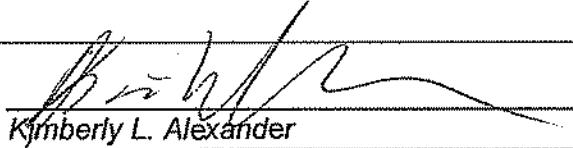
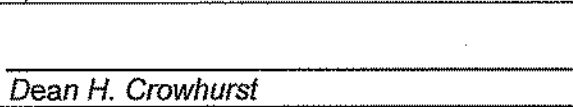
**BACKGROUND:**

Attached is a Scope of Services and Fee Proposal from the Berkley Group for Project Management of 3 VDOT Revenue Sharing Projects (Denver Drive, Conner Drive, and Manassas Drive Railroad Crossing), to see each of these 3 projects through to construction bid. Bowman and the Berkley Group estimate that this can be achieved by the middle of 2016, however VDOT has estimated about 6 months later than that to be on the conservative side. You may remember that these are the 3 projects that were slated for de-allocation in April, though we have successfully overcome that hurdle. VDOT has agreed to maintain funding for the projects as long as we continue to progress in a timely manner. These three projects are receiving Revenue Sharing Funds in the amounts of \$195,000, \$200,000, and \$20,000, respectively. All project costs are 50% reimbursable.

<b>FINANCIAL IMPACT:</b> N/A	<b>Budgeted:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	<b>Amount:</b> \$37,014
	<b>Budget Line Item:</b> Public Works Capital Budget

**STAFF RECOMMENDATION:**

That the Governing Body approve Work Order #3, Task 3 from the Berkley Group for Project Management of VDOT UPCs 91477, 101302, and 101303 for a total amount of \$37,014, 50% of which is reimbursable under VDOT Revenue Sharing Grants.

<b>CITY MANAGER APPROVAL:</b> Approved: <input checked="" type="checkbox"/> Not Approved: <input type="checkbox"/>	 Kimberly L. Alexander
<b>CITY ATTORNEY APPROVAL:</b> Required: <input type="checkbox"/> Not Required: <input checked="" type="checkbox"/>	 Dean H. Crowhurst

**ATTACHMENTS:**

1. Work Order #3, Task 3



**SCOPE OF SERVICES  
& FEE PROPOSAL**

*Prepared for:*  
**CITY OF MANASSAS PARK, VIRGINIA**  
**WORK OROER #3: TRANSPORTATION PROJECT MANAGEMENT SUPPORT**

**TASK 3: PROJECT SUPPORT FOR:**  
**VOOT UPC 91477 OENVER ORIVE CULVERT REPLACEMENT**  
**VDOT UPC 101302 CONNER ORIVE EXTENSION**  
**VOOT UPC 101303 MANASSAS ORIVE RAILROAO CROSSING IMPROVEMENT**

**May 6, 2015**





May 6, 2015

Ms. Kimberly L. Alexander  
City Manager  
One Park Center Court  
Manassas Park, VA 20111

**RE: Work Order #3, Task #3: Project Management Support**

Dear Ms. Alexander:

We are pleased to present the associated scope and fee to assist the City with administrative support services. We understand that this assignment is related to assisting the City in managing three (3) transportation projects currently underway in the City that include:

- (1) Denver Drive Culvert Replacement (VDOT UPC 91477)
- (2) Conner Drive Extension (VDOT UPC 101302)
- (3) Manassas Drive Railroad Crossing Improvements (VDOT UPC 101303)

Should you or your staff have any questions related to the scope and associated fee for this task, please let me know.

Thank you for the opportunity to work with you and your staff to help you achieve your goals.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrew D. Williams".

Andrew D. Williams, AICP  
Principal

I have reviewed the scope and fee for the associated task order and I hereby give the contractor notice to proceed for the work described herein.

---

Kimberly L. Alexander, City Manager

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Date



**SCOPE OF SERVICES  
WORK ASSIGNMENT 3, TASK ORDER 3**

**CITY OF MANASSAS PARK  
MAY 6, 2015**

**Task 3.1: Denver Drive Culvert Replacement Project Management  
VDOT UPC 91477**

The Berkley Group will act as an extension of City staff in the role of project manager to ensure project schedules/work is achieved, meeting VDDT requirements. This work will involve frequent correspondence and managing the City's design consultant (Bowman Consulting) with work progress, developing/updating project schedules, performing plan reviews, and ensuring state requirements are met regarding the completion of the above referenced VDOT UPC project. It is our understanding that this project is financed through VDDT's Revenue Sharing Program and this project is locally administered. Federal funding is not anticipated to be placed on this project.

*Task 3.1.1 - Preliminary Design Activities (\$578)*

The Berkley Group will work with the City's design engineer Bowman Consulting Group (BCG) to review existing plans/designs and assist with coordinating field survey, geotechnical work, and preliminary environmental reviews to meet VDOT's SERP requirements. The Berkley Group will coordinate that the City review and execute any forms necessary for processing/submittal. Within thirty days of BCG's Notice to Proceed, high level planning construction estimates will be developed to determine anticipated project cost.

*Task 3.1.2 - VDOT & Stakeholder Coordination (\$4,620)*

The Berkley Group will act as the liaison between City staff, the design engineer, and the appropriate VDDT project manager. The Berkley Group will maintain communication between VDDT's project manager and VDDT's Northern Virginia District's Locally Administered Projects division. As requested, bi-monthly project updates will be provided to key VDOT and City staff and The Berkley Group will attend progress meetings with City staff, BCG and monthly conference calls with VDDT. Plans will be submitted to VDOT District Office for a courtesy review at the 60% design level. The Berkley Group will obtain all District comments and work with BCG to ensure any comments are addressed in a timely manner, and appropriate responses are coordinated with VDDT District Staff. The Berkley Group will assist the City with developing invoices to be submitted to VDDT for reimbursement of Revenue Sharing funds.

It is anticipated that additional stakeholders that will require coordination efforts include adjacent property owners; City departments impacted by the construction closure (e.g., public safety agencies). Major utility relocation is not anticipated with this project, however, coordination with private and public utility providers will occur to determine construction impacts and any adjustments required either in-plan during construction or prior to advertisement.

*Task 3.1.3 - Conceptual, Intermediate, & Final Design Coordination (\$5,968)*

The Berkley Group will ensure that the project is designed in accordance with requirements associated with VDDT's Revenue Sharing Program. The Berkley Group will act as liaison between City staff and the design engineer – BCG to ensure that project schedule is advanced in a timely manner. Coordination with the design engineer team will occur as necessary, but at least twice a week to ensure that project work components are being performed and completed accurately. The

Berkley Group will review 30% and 75% design plans. Finalization of the SERP and any necessary environmental documents will occur.

**Task 3.1.4 – Final Construction Plans/Bid Documents and Bid Process (\$2,503)**

The Berkley Group will perform a design review of the final project plans and corresponding bid documents. Final comments will be coordinated with BCG and incorporated in the plans/documents as necessary. The Berkley Group will assist the City in advertising the construction project such as developing the advertisement language and advertising in accordance with state requirements and methods utilized by the City (e.g., newspapers, website, eVA, etc.). Attendance at a pre-bid meeting will occur along with bid opening. Bids will be reviewed and analyzed with BCG to make a recommendation to the City to award to lowest responsive, responsible bidder.

Denver Drive Project Management Fee Summary May 6, 2015				
<i>Task</i>	<i>Task Description</i>	<i>Hours</i>	<i>Percentage</i>	<i>Total</i>
Task 3.1.1	Preliminary Design Activities	6.0	4.0%	\$ 578
Task 3.1.2	VDOT & Stakeholder Coordination	48.0	31.7%	\$ 4,620
Task 3.1.3	Conceptual, Intermediate & Final Design	62.0	41.0%	\$ 5,968
Task 3.1.4	Final Construction Plans/Bid Documents & Bid Process	26.0	17.2%	\$ 2,503
	SUBTOTAL	142.0	93.8%	\$ 13,669
	Non-Direct Cost		6.2%	\$ 900
			<b>TOTAL</b>	<b>\$14,569</b>

### Task 3.2: Conner Drive Extension Project Management VDOT UPC 101302

#### *Task 3.2.1 - Preliminary Design Activities (\$578)*

The Berkley Group will work with the City's design engineer Bowman Consulting Group (BCG) to review existing plans/designs and assist with coordinating field survey, geotechnical work, preliminary environmental reviews to meet VDOT's SERP requirements. The Berkley Group will coordinate that the City review and execute any forms necessary for processing/submittal. Within thirty days of BCG's Notice to Proceed, high level planning construction estimates will be developed to determine anticipated project cost.

Based on initial field survey efforts, BCG will develop two (2) horizontal and vertical alignments for proposed Conner Drive including plan and profile from the end of the existing paved portion through to Route 28. The first concept will portray the existing cross-section of Conner Drive extending all the way to Route 2B. The second concept will incorporate the provision of on-street parking on the south side of Conner Drive. Both concepts will identify right of way impact areas, and utility relocations.

#### *Task 3.1.2 - Community Input/Public Involvement (\$3,465)*

The City will present both concepts developed by BCG to the public in an open-house community meeting forum, where City staff and The Berkley Group will be present to answer questions from residents and citizens. The Berkley Group will develop project information, and a comment sheet for attendees to submit comments. The Berkley Group recommends allowing up to a 30 day comment period following the public meeting for citizens to submit comments. Upon closure of the public comment period, all comments will be compiled and reviewed. Any comments received that will impact the design of the roadway will be discussed with the City and BCG to determine design impact and understand cost implications. Based upon this information, the Berkley Group and City staff will develop one recommended design to proceed with. Presentation will be made to the Governing Body summarizing the public community meeting, and request adoption of the preferred alignment.

#### *Task 3.1.3 - VDOT & Stakeholder Coordination (\$4,428)*

Funding is being provided for this project through VDOT's Revenue Sharing Program. The Berkley Group will act as the liaison between City staff, the design engineer, and the appropriate VDOT project manager. The Berkley Group will maintain communication between VDOT's project manager and VDOT's Northern Virginia District's Locally Administered Projects division. As requested, bi-monthly project updates will be provided to key VDOT and City staff and The Berkley Group will attend progress meetings with City staff, BCG and monthly conference calls with VDOT. Plans will be submitted to VDOT District Office for a courtesy review at the 60% design level. The Berkley Group will obtain all District comments and work with BCG to ensure any comments are addressed in a timely manner, and appropriate responses are coordinated with VDOT District Staff. The Berkley Group will assist the City with developing invoices to be submitted to VDOT for reimbursement of Revenue Sharing funds.

It is anticipated that additional stakeholders that will require coordination efforts include adjacent property owners; City departments as necessary for information. With adjacent property located in Prince William County (Birmingham Green), it is anticipated that coordination efforts will need to occur between the City and Prince William County's Department of Transportation. Major utility relocation is not anticipated with this project, however, the location of NOVEC's power substation and the existing locations of an aerial electric line on the southern side of the existing right of way

along Conner Drive will require close coordination efforts to accommodate the Commission's needs and plans. Other utility adjustments may be required either in-plan during construction or prior to advertisement.

**Task 3.1.4 – Intermediate and Final Design Coordination (\$3,080)**

The Berkley Group will ensure that the project is designed in accordance with requirements associated with VDOT's Revenue Sharing Program. The Berkley Group will act as liaison between City staff and the design engineer – BCG to ensure that project schedule is advanced in a timely manner. Coordination with the design engineer team will occur as necessary, but at least twice a week to ensure that project work components are being performed and completed accurately. The Berkley Group will review 30% and 75% design plans. Finalization of the SERP and any necessary environmental documents will occur.

**Task 3.1.5 – Final Construction Plans/Bid Documents and Bid Process (\$2,118)**

The Berkley Group will perform a design review of the final project plans and corresponding bid documents. Final comments will be coordinated with BCG and incorporated in the plans/documents as necessary. The Berkley Group will assist the City in advertising the construction project such as developing the advertisement language and advertising in accordance with state requirements and methods utilized by the City (e.g., newspapers, website, eVA, etc.). Attendance at a pre-bid meeting will occur along with bid opening. Bids will be reviewed and analyzed with BCG to make a recommendation to the City to award to lowest responsive, responsible bidder.

<b>Conner Drive Extension Fee Summary</b>				
<b>May 6, 2015</b>				
<i>Task</i>	<i>Task Description</i>	<i>Hours</i>	<i>Percentage</i>	<i>Total</i>
Task 3.1.1	Preliminary Design Activities	6.0	3.9%	\$ 57B
Task 3.1.2	Community Input/Public Involvement	36.0	23.2%	\$ 3,465
Task 3.1.3	VDOT & Stakeholder Coordination	46.0	29.7%	\$ 4,428
Task 3.1.4	Intermediate & Final Design Coordination	32.0	20.6%	\$ 3,080
Task 3.1.5	Final Construction Plans/Bid Documents & Bid Process	22.0	14.2%	\$ 2,11B
	SUBTOTAL	120.0	91.6%	\$ 13,669
	Non-Direct Cost		B.4%	\$ 1,250
			<b>TOTAL</b>	<b>\$14,919</b>

**Task 3.3 Manassas Drive Railroad Crossing Improvement Project Management  
VDOT UPC 101303**

***Task 3.3.1 – Preliminary Project Coordination (\$481)***

The City’s design consultant – Bowman Consulting Group (BCG) – is under contract to perform work necessary to establish a Quiet Zone within the City of Manassas Park. Initial coordination efforts will require up to two site visits with representatives of BCG in field to gather information. This preliminary work also includes the completion of the Quiet Zone Risk Index (QZRI) Calculations as established by the Federal Rail Administration (FRA). BCG will submit a draft QZRI calculation to the City early in the project to better understand risk and assess viable methods to meet Quiet Zone establishment criteria. Supplementary Safety Measures (SSMs) will be identified for installation to meet Quiet Zone establishment criteria. Based upon our understanding, there are methods the City is considering to implement which can be performed entirely within the existing street right of way.

***Task 3.3.2 – Stakeholder Coordination (\$3,850)***

The FRA recommends that all crossings in a quiet zone be reviewed by a diagnostic team early in the process, consisting of representatives from the locality, railroad, and Virginia Department of Transportation (VDOT). The Berkley Group will assemble this diagnostic team and be the point of contact on the City’s behalf to disseminate and distribute information, applications, and receive updates. This will require a combination of on-site meetings and mainly correspondence via telephone and email. Once the team is assembled, a kickoff meeting will be held on-site to review project goals, expectations and schedule for implementation.

***Task 3.3.3 VDOT Coordination (\$1,155)***

Funding is being provided for this project through VDOT’s Revenue Sharing Program. The Berkley Group will maintain communication between VDOT’s project manager and VDOT’s Northern Virginia District’s Locally Administered Projects division. As requested, bi-monthly project updates will be provided to key VDOT and City staff and The Berkley Group will attend progress meetings with City staff, BCG and monthly conference calls with VDOT.

***Task 3.3.4 Final Quiet Zone Coordination (\$1,540)***

As part of the process to establish the Quiet Zone, The Berkley Group will coordinate with BCG to finalize all design- and technical-related requirements to meet Quiet Zone establishment. Application will be made to the FRA for final determination.

<b>Manassas Drive Railroad Crossing Improvement</b>				
<b>May 6, 2015</b>				
<i>Task</i>	<i>Task Description</i>	<i>Hours</i>	<i>Percentage</i>	<i>Total</i>
Task 3.1.1	Preliminary Project Coordination	5.0	6.4%	\$ 481
Task 3.1.2	Stakeholder Coordination	36.0	51.2%	\$ 3,850
Task 3.1.3	VDOT Coordination	12.0	15.3%	\$ 1,155
Task 3.1.4	Final Quiet Zone Coordination	16.0	20.5%	\$ 1,540
	<b>SUBTOTAL</b>	<b>69.0</b>	<b>93.4%</b>	<b>\$ 7,026</b>
	<b>Non-Direct Cost</b>		<b>6.6%</b>	<b>\$ 500</b>
			<b>TOTAL</b>	<b>\$ 7,526</b>

## **ASSUMPTIONS**

1. The Berkley Group is not responsible for the technical accuracy or design of any engineering plans associated with these projects.
2. The Berkley Group is not responsible for any costs associated with any VDOT or federal requirement necessary to be performed by the City's design consultant that is outside of the scope of work between the City and design consultant.
3. Right of way services are not anticipated or included.
4. The City's design consultant (BCG) will provide bid sheets for both projects with quantities.
5. Cost for any project advertisements, mailings, or public notices are not included in this fee.
6. There will be a responsible, responsive bidder during the first advertisement.

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

**REQUESTING DEPARTMENT:** City Manager

**MEETING DATE:** May 19, 2015

**AGENDA ITEM 86**

**SUBJECT/TOPIC:** Consider Approval of DEQ Grant Contract & Work Order #4 – Berkley Group

**BACKGROUND:**


The City has received notification of a grant award through the Virginia Department of Environmental Quality to assist with the collection of historical developed/urban Best Management Practices (BMPs) and existing land use/land cover data. We will be examining the stormwater management structures/ponds that exist throughout the city, both publicly owned and privately installed, and determining what type of facilities they are and whether they are (more or less) functioning the way they were originally intended. This will help the state to determine what kind of sediment/pollutant reduction existing stormwater structures are providing, in order to better understand how the Chesapeake Bay Act requirements will be levied against localities in future years through the MS4 permit requirements, in terms of how much sediment/pollutant reductions will be required. The primary requirement of the grant is to provide the state with an inventory of BMPs by no later than September 1, 2015.

The Berkley Group wrote this grant for us and will be completing the work. There will be no cost to the City for the work, as the grant amount is equivalent to the work order amount. This is a benefit to us not only because it will provide us with an analysis of the stormwater facilities within the City, but also because while this is voluntary at this point, there is a very good chance that it will be mandatory in the future, and there may not be grant funding available in the future to support the analysis.

<b>FINANCIAL IMPACT:</b> N/A	Budgeted:	YES	NO	X
	Amount:	\$20,000		
	Budget Line Item:	Professional Services/Grant Funding		

**STAFF RECOMMENDATION:**

That the Governing Body approve the Grant Contract with DEQ and the associated Work Order #4 from the Berkley Group for the collection, analysis, and verification of the City's BMP data from July 1, 1999, to June 30, 2015, both in the amount of \$20,000.

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

**ATTACHMENTS:**

1. Work Order #4 – Berkley Group
2. DEQ Grant Contract



April 22, 2015

Ms. Kimberly Alexander, City Manager  
One Park Center Court  
Manassas Park, VA 20111

**RE: Work Order #4 – Historical Data Cleanup**

Dear Ms. Alexander:

Enclosed, please find a scope of work to collect, analyze, verify, and submit the City of Manassas Park's BMP data from July 1, 1999 to June 30, 2015. This project shall satisfy the requirements of the 2015 DEQ Historical Data Cleanup Grant.

The fee to perform this work is lump sum, not to exceed \$22,000<sup>0</sup>.

We look forward to working with you on this project.

Sincerely,

Andrew D. Williams, AICP  
Principal

Copies to: Darren K. Coffey, AICP, CZA  
File

Acceptance on behalf of the City of Manassas Park for Work Order # 4 – Historical Data Cleanup:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title





**SCOPE OF SERVICES  
& FEE PROPSAL**

**City of Manassas Park Work Order #4  
VDEQ Historical BMP Data Clean-up Project**

**DEQ Contract # 16066**

**April 22, 2015  
Updated May 7, 2015**

## **I. SCOPE OF SERVICES**

### **Project Background**

The City of Manassas Park has received notification of grant award through the Virginia Department of Environmental Quality to assist with the collection of historical developed/urban Best Management Practices (BMPs) and existing land use/land cover data. The primary requirement of the grant is to provide the state with an inventory of BMPs in the data reporting template provided by VDEQ. All data will be submitted to VDEQ no later than September 1, 2015.

### **Project Deliverables:**

The Berkley Group will provide information on all eligible developed/urban BMPs that were implemented and documented between July 1, 1999 and June 30, 2015. Site inspections will be performed to verify existing data. This data will be collected and organized as it is located, and will be entered into the reporting template sheet, provided by DEQ. This data will be submitted to DEQ no later than September 1, 2015.

The Berkley Group will also provide documentation of Quality Assurance/Quality Control Measures that were utilized during the data collection period. This may include verification of installation, maintenance agreements, and inspection protocols. The Berkley Group will also utilize internal Quality Assurance/Quality Control Measures during data collection activities as required by the grant. The Berkley Group will also provide a detailed narrative describing procedures and processes used to acquire, validate, and report this data. The Berkley Group will submit quarterly reports and a final report to DEQ as required by the grant's reporting requirements. This will take place once every three months from the start date of grant agreement, and will include progress updates relevant to the project timeline and grant deliverables. The final report will be submitted no later than October 1, 2015.

The Berkley Group will meet with city staff at each task interval to provide progress summaries. Additional meetings may be necessary as required by the City.

The following items will be provided to the City/VDEQ:

1. Reporting Sheet containing data from 1999-2015 developed/urban BMPs
2. Documentation of all relevant and applicable QA/QC procedures
3. Quarterly Report (due to DEQ June 30)
4. Final Report (due to DEQ October 1)

### **Task 1      Query Existing Data**

The Berkley Group will query the City's existing data of BMPs installed since July 1, 1999. Relevant data required by the grant will be extracted from digital BMP entries to fill the VDEQ reporting template sheet.

**City Responsibilities:** The City shall provide The Berkley Group with access to applicable BMP data. The City will also provide The Berkley Group with access to maintenance records, where available.

**Task 2                      Site Verification of BMPs**

The Berkley Group will perform site inspections to verify and validate existing data for BMPs. This method will be applied to BMPs with limited data/documentation. Any discrepancies that exist between file data from in-field conditions will be documented and reported.

**City Responsibilities:** The City will allow The Berkley Group and its agents to obtain access to publicly owned and maintained BMPs.

**Task 3                      Site Plan Analysis**

For BMPs that have not been digitally catalogued, data will be collected from approved site development plans, drainage calculation reports, and on-site visits/inspections. Analysis of site plans and drainage calculations for BMP locations will be utilized to further verify existing data and to verify data that is generated during this project. Site plans will be used to locate/verify data related to fields such as Total Acres Treated, Impervious Acres Treated, etc.

**City Responsibilities:** The City will make final approved site plans, as-built plans (if available), drainage calculation reports, etc. available to The Berkley Group and its agents. The City will provide The Berkley Group with workspace for plan and document review work to occur.

**Task 4                      Field Verification of BMPs**

The Berkley Group will perform field verifications of BMPs to verify and validate newly generated data. This method will be applied to BMPs with limited existing data and documentation to verify that generated data is correct and also supplement existing data.

**Task 5                      Organization and Submission of Data**

Data shall be compiled in the database developed and provided by VDEQ. Quality control measures will be performed by The Berkley Group to validate data accuracy and ensure no discrepancies have occurred. In using several methods of verification of data, the accuracy of the data submitted will be complete and comprehensive.

**Task 6                      Quarterly/Final Reporting**

The Berkley Group will provide a draft quarterly report to the City by Thursday, June 25, 2015 for review. Upon City approval, The Berkley Group will submit the quarterly report to DEQ summarizing work progress to date no later than Tuesday, June 30, 2015. The Berkley Group will also provide a draft final report to the City of Manassas Park by Monday, September 21, 2015. Once the City has approved the final report, The Berkley Group will submit to VDEQ no later than October 1, 2015.

## **II. SCHEDULE**

Below is a proposed project schedule. The schedule is based on receiving Notice to Proceed by May 1, 2015.

<b><u>TASK</u></b>	<b><u>COMPLETION DATE</u></b>
Receive NTP	May 2015
Kickoff meeting with City staff	May 2015
Task 1: Query of Existing Data	May 2015
Task 2: Site Verification of BMPs	May 2015
Task 3: Site Plan Analysis	June-July 2015
Task 6: DRAFT Quarterly Report to City Quarterly Report Submission	June 25, 2015 June 30, 2015
Task 4: Field Verification of BMPs	July-August 2015
Task 5: Organization and Submission of Data Data Submission Review/Approval by City Project Completion/Data Submission	August 2015 August 24, 2015 September 1, 2015
Task 6: DRAFT Final Report to City Final Report Submission	September 21, 2015 October 1, 2015

**FEE SUMMARY**

**Historical BMP Data Clean-Up Project**

April 22, 2015  
Updated May 7, 2015

<i>Task</i>	<i>Percentage</i>		<i>Total</i>
Query Existing Data	6%	\$	1,320
Site Verification of BMPs	12%	\$	2,880
Site Plan Analysis	27%	\$	6,020
General Administration and Quarterly Reporting	11%	\$	2,620
Field Verification of BMPs	14%	\$	3,200
Organization and Submission of Data	10%	\$	2,300
	<b>Subtotal</b>	\$	<b>18,340</b>
Non-Salary Direct Costs	20%	\$	3,660
	<b>TOTAL</b>	\$	<b>22,000</b>