



City of Manassas Park  
Governing Body Agenda  
July 21, 2015 7:00 PM

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

**AGENDA ITEM 4**

**REQUESTING DEPARTMENT:** *Community Development*

**MEETING DATE:** July 21, 2015

**SUBJECT/TOPIC:** *Comprehensive Plan Amendment (CPA#13-15), Rezoning (REZ#13-16) and 2 Waivers (A&B) for The Residences at Dominion Reserve*

**BACKGROUND:** *The Planning Commission heard these applications in public hearing on June 1, 2015, deferred action to their July 13, 2015 meeting. At that meeting, the changes to the applications were heard with the Commission deferring their final recommendation on these applications to their next meeting scheduled August 3, 2015. Because of this deferral, the scheduled Governing Body public hearing for July 21, 2015 should be postponed to the next scheduled Governing Body meeting date, which is August 18, 2015.*

**STAFF RECOMMENDATION:** - **Announce Public Hearing for this application will be conducted at the GB's August 18, 2015 meeting**

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

**ATTACHMENTS:** - None



**PUBLIC HEARING**  
**The Prince William County Board of Zoning Appeals**  
will hold a public hearing on  
**Monday, July 20, 2015 at 2 p.m.**

In the  
**Board of County Supervisors' Chambers,**  
**McCoart Administration Building,**  
**1 County Complex Court, Prince William, Virginia**  
on the following case:

**Appeal Case #APL2015-20008, Ivan Monogan** - To consider an appeal of a Zoning Administrator's denial, issued on February 20, 2015, of a request for certification of non-conforming use for a second dwelling on the property on a lot located at 4500 Forestburg Lane, Triangle, VA; GPIN: 8188-36-2548 in the R-4 Residential Suburban Zoning District, Potomac Magisterial District.

Run dates: July 8, 2015 & July 15, 2015



**PUBLIC NOTICE**

The Manassas Park Governing Body will hold a public hearing on Tuesday, July 21, 2015 on or about 7:00 p.m., for the purpose of receiving public comment and considering:

**Comprehensive Plan Amendment, CPA#13-15 to change land use designation from City Center Redevelopment district to the Multi-family district**

**Rezoning, REZ#13-16, to change the property zoning from I-1, Industrial to PUD, Planned Unit Development and Waivers A & B for reduction of buffers for The Residences at Dominion Reserve**

Public hearings are held in Council Chambers at City Hall, One Park Center Ct, Manassas Park, VA. The public is encouraged to attend these hearings and provide comments on the agenda items.

Information and supporting documents for these hearings are available for review in the City Clerk's office at City Hall between the hours of 8:30 a.m. and 5:00 p.m., Monday - Friday, and on the City's website at [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us).

For publication: July 8 & 15



**PRINCE WILLIAM COUNTY PLANNING COMMISSION**

**Board Chamber, 1 County Complex Ct**  
**Prince William, VA 22192**

**PUBLIC HEARING**  
**JULY 15, 2015**  
**7:00 PM**

**1. Special Use Permit #PLN2015-00144, Habitat for Humanity - Woodbridge Restore**

To allow a donated materials collection center use within an existing commercial center in the PBD, Planned Business District. The site is located at 14055 Noblewood Plaza on the east side of the Prince William Parkway (Route 294), +/-900 feet south of the intersection with Minnleville Road. The site is identified as GPIN 8292-12-5629 (pt), and is designated CEC, Community Employment Center, on the Long Range Land Use Map, Occoquan Magisterial District

**2. Special Use Permit #SUP2015-20025, Heritage Hunt Commercial - Harris Teeter**

To allow a sign modification to permit additional facade signage for a new Harris Teeter store. The site is located at 13921 Heathcote Blvd., at the intersection of Heathcote Blvd. and Catharlin Rd. The site is identified as GPIN 7397-68-1171, is zoned PMD, Planned Mixed Use District, and is classified SRM, Suburban Residential Medium, in the Comprehensive Plan, Gainesville Magisterial District

**Legal Notices**

**ORDER OF PUBLICATION**  
Commonwealth of Virginia VA,  
CODE §8.01-316

Case No. JJ132522-01-00;  
JJ132523-01-00

PRINCE WILLIAM COUNTY  
J & DR-JUVENILE

( ) General District County  
(X) Juvenile and Domestic Relations District Court

Commonwealth of Virginia, *in re*  
**DEAN, ISAIAH THOMAS; DEAN, ALEXIA NICOLE**

the object of this suit is to: **OBTAIN CUSTODY OF ISAIAH T DEAN; ALEXIA N DEAN**

It is ORDERED that the defendant **ASHLEY M LACHMUND** appear at the above-named Court and protect his or her interests on or before **08/05/2015; 10:30 AM**

Justine Bailey, Deputy Clerk

**ORDER OF PUBLICATION**  
Commonwealth of Virginia VA,  
CODE §8.01-316

Case No. JJ132880-01-00;  
JJ132881-01-00

PRINCE WILLIAM COUNTY  
J & DR-JUVENILE

( ) General District County  
(X) Juvenile and Domestic Relations District Court

Commonwealth of Virginia, *in re*  
**ANTILLON ALFARO, MARIELA Y; ANTILLON ALFARO, ERICK JOEL**

the object of this suit is to: **OBTAIN CUSTODY OF MARIELA Y ANTILLON ALFARO; ERICK ANTILLON ALFARO**

It is ORDERED that the defendant **CONSUELO Y ALFARO MARTINEZ** appear at the above-named Court and protect his or her interests on or before **08/07/2015; 10:30 AM**

Stephanie M. Deputy Clerk

**ORDER OF PUBLICATION**  
Commonwealth of Virginia VA,  
CODE §8.01-316

Case No. JJ130326-01-00;  
JJ130327-01-00

PRINCE WILLIAM COUNTY  
J & DR-JUVENILE

( ) General District County  
(X) Juvenile and Domestic Relations District Court

Commonwealth of Virginia, *in re*  
**CURRY, ALEXIAH MARIE; CURRY, AUSTYN MAKAI**

the object of this suit is to: **OBTAIN CUSTODY AND VISITATION OF ALEXIAH MARIE CURRY; AUSTYN MAKAI CURRY**

It is ORDERED that the defendant **RAFAEL CLAYTON CLAISEAN CURRY** appear at the above-named Court and protect his or her interests on or before **08/11/2015; 10:30 AM**

Jo Ann Provo, Deputy Clerk

**Legal Notices**

**ORDER OF PUBLICATION 07/17/2015**  
Commonwealth of Virginia VA,  
CODE §8.01-316

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

REQUESTING DEPARTMENT: City Clerk

**AGENDA ITEM 6a**

MEETING DATE July 21 2015

SUBJECT/TOPIC: Approval of June 16, 2015 Meeting

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

*Request Governing Body approval*

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

ATTACHMENTS: June 16, 2015 Minutes

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BOOY HELO ON TUESDAY, JUNE 16, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

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

Absent: None

Staff: Lana A Conner, City Clerk  
Kimberly Alexander, City Manager

**1. Approval of Agenda:**

MOTION: Councilmember Naddoni moved to approve the agenda with following changes: Add Item 5a: Proclamation for Sandra Hammersley and under New Business: Item 8d Richmond Station

SECONO: Councilmember Carrera

VOTE: Unanimously passed

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

**3. Citizens Time: None**

**4. Recognitions:**

**4a Proclamation: Sandra J. Hammersley, Teacher, Manassas Park High School Retiring after Thirty Nine Years:**

MOTION: Councilmember Banks moved to approve Proclamation congratulating Ms. Hammersley on her 39 years with the City Schools and wishing her much success in her retirement.

SECONO: Councilmember Polk

VOTE: Unanimously passed

**5. Presentations: None**

**6 Consent Agenda**

6a. Approval of Minutes of June 1 and 2, 2015

6b. City: 2016 Appropriation City: \$49,965,188

6c. Schools: 2016 First Quarter Appropriation: \$10,442,934

6d. PD: Purchase of Police Vehicles: \$112,000

6e. FD: Purchase Mobile Data computers: \$16,558.88

6f. FD: Annual Payment for MDC Seat Management Program: \$13,767.36

6g. Branscome Paving: Contract for Repair of Streets: Ratification

MOTION: Councilmember Naddoni moved to approve Consent Agenda.

SECONO: Councilmember Carrera

VOTE: Unanimously passed

Councilmember Naddoni stated there were funds in 2015 CPF budget for street improvements. He wanted to know how many projects were completed in the 2015 capital projects budget and how many projects are pending. The roads are in bad shape. The City Manager stated there was only \$200,000 in the Capital budget for 2015 and with this contract it will be zeroed out. There is \$788,000 in capital funds for 2016 budget.

Jay Johnson, Public Works Director, stated there are two major issues with the roads. One repair is mill and repave which is generally 1.5-2" of asphalt. In the balance of 2015, North, south, east and west of Euclid Avenue from the intersection will have the 2" mill and 2" overlay.

21424

The second issue is a rebuild which will be 3" of base plus 2" of asphalt. Conner Court will be a rebuild and is located in an industrial area. This will be the first project in 2016. Typically it will be 2" and 2" but if an area has suffered significant cracking during the winter, it will get a rebuild. Public Works has gotten prices for Euclid at Manassas Drive down to Euclid Court. There are two residential streets that require more than milling because of significant failure. They are Evans Street and Scott Drive which will require the 3" and 2" rebuild which more than just milling. One has a spring fed problem. This will be a long time fix. The philosophy years ago were mill off 1.5" and asphalt 1.5" back on the road. If you don't take care of the heavy base, winter comes and then you have the same problem.

Euclid Avenue use to be a two lane road which lead into an industrial park which only had only 2" of asphalt and with the heavy traffic should have had a lot more. They did a cosmetic fix. They will do the 3" base plus 2" asphalt when these roads are improved so they will not have the degradation of the roads.

On Euclid going toward the school, the road rolls at the stoplight and stop signs. The asphalt gets hot and when a heavy vehicle stops it makes the asphalt roll. Mr. Johnson stated the pavement should have been a lot heavier. Renovation to Euclid Avenue intersection will be their next project. Existing pavement on this road is substandard. - Once the roads are built up to standards which will be a 3" base and 2" asphalt, you will have cracking, etc which can be repaired through milling.

**7. Unfinished Business: None**

**8. New Business:**

**8a. Manassas Park School Board: Two Terms Expiring July 1, 2018:**

**MOTION:** Councilmember Naddoni moved to appoint Hong Xu to the Manassas Park School Board for a term to expire June 30, 2018.

**SECOND:** Councilmember Banks

**VOTE:** Unanimously passed

**MOTION:** Councilmember Carrera moved to appoint Eric Harmon to the Manassas Park School Board for a term to expire June 30, 2018.

**SECOND:** Councilmember Naddoni

**VOTE:** Unanimously passed

**8b. Northern Virginia Community College (NVCC):**

**MOTION:** Councilmember Naddoni moved to appoint Hong Xu to the NVCC Board for a term to expire June 30, 2016.

**SECOND:** Councilmember Banks

**VOTE:** Unanimously passed

**8c. Governing Body Summer Schedule:**

**MOTION:** Councilmember Naddoni moved to set the Governing Body summer schedule meeting dates for July 21, and August 18, 2015.

**SECOND:** Councilmember Carrera

**VOTE:** Unanimously passed

**8d. Richmond Station:**

**MOTION:** Councilmember Naddoni moved to approve the Richmond Station agreement and letter in support of Richmond Station as presented and authorize the City Attorney to speak on behalf of the City in support of Richmond Station at the Prince William County Planning Commission and the Board of County Supervisors public hearing.

The Mayor stated all indicators point to this project being approved in response to a question from Councilmember Rishell.

**SECOND:** Councilmember Miller

**VOTE:** Unanimously passed

9. **Manager's Report:** No report

10. **Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph (1), and (5) at 7:20pm:**

MOTION: Councilmember Naddoni that the Governing Body go into closed meeting (i) to discuss matters involving the assignment, appointment, promotion, performance, and disciplining of specific public employees, and (ii) discussion concerning a prospective business where no previous announcement has been made of business locating in the city pursuant to Paragraphs 1, and 5, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

11. **Return to Open Session: 8:40pm:**

MOTION: Councilmember Naddoni

SECOND: Councilmember Carrera

VOTE: Unanimously passed

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

MOTION: Councilmember Naddoni moved the following Resolution:

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

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

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

SECOND: Councilmember Miller

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

14. **Adjourn:** The Mayor adjourned the meeting at 8:43pm.

Approved July 21, 2015

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

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

21422

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

**AGENDA ITEM 6b**

**REQUESTING DEPARTMENT:** City Clerk

**MEETING DATE:** July 21, 2015

*RE: E.S. Flory Small Business Center*

<b>FINANCIAL IMPACT:</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Budgeted:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Amount:	\$10,000
	Budget Line Item:	

Official Request for funding for 2015: \$10,000

<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:** Letter dated July 1, 2015



*The Dr. William E. S. Flory  
SMALL BUSINESS CENTER, INC.  
10311 Sudley Manor Drive  
Manassas, Virginia 20109  
Phone (703) 335-2500  
FAX (703) 335-1700*

**INVOICE**

**Submitted To:**

Ms. Lana Conner, City Clerk  
City of Manassas Park  
1 Park Center Court  
Manassas Park, Virginia 20111

**Requested By:**

Mrs. Linda Decker, President  
Flory Small Business Center, Inc.

**Date:** July 1, 2015

**Subject:** Official Request for funding for 2015 as outlined below.

Funding allocated from the City of Manassas Park	\$10,000.00
	_____
<b>Total Funding appropriated for Calendar Year 2015</b>	<b>\$10,000.00</b>

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

**AGENDA ITEM 6c**

**REQUESTING DEPARTMENT:** Social Services

**MEETING DATE:** July 21, 2015

**SUBJECT/TOPIC:**

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

The Social Services Advisory Board can have from 5-15 members. The Board reviews policies and procedures of social services department.

**STAFF RECOMMENDATION:** Appoint Linda Sanchez to the Social Services Advisory Board for a term effective September 1, 2015 to August 31, 2017.

<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** *Letter from Randi Knights Acting Director*



**CITY OF MANASSAS PARK**  
**DEPARTMENT OF SOCIAL SERVICES**  
City Hall • One Park Center Court • Manassas Park, VA 20111  
(703) 335-8880

*Randi Knights*  
Acting Director

June 24, 2015

TO: Lana Conner  
City Clerk

FROM: Randi Knights  
Acting Director

RE: Appointment of Linda Sanchez as a Manassas Park Department of Social Services  
Advisory Board Member

This memo serves as a request to the City of Manassas Park Governing Body to appoint Mrs. Linda Sanchez to the Manassas Park Department of Social Services Advisory Board effective September 1<sup>st</sup> 2015. She will serve an initial two (2) year term. Ms. Sanchez is a Manassas Park resident as well as an Employee of the City of Manassas Park Fire Department.

Please let me know if any additional information is required.

Sincerely,

A handwritten signature in cursive script that reads "Randi Knights".

Randi Knights  
City of Manassas Park Department of Social Services  
Acting Director

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

**AGENDA** 6d

**REQUESTING DEPARTMENT:** *Social Services*

**MEETING DATE:** July 21, 2015

**SUBJECT/TOPIC** Appointment to People Inc.

Deneice Brown was appointed to represent the City on this Board. She retired. I spoke with Randi Knight, Acting Director, has she has agreed to serve as City Representative. This would be a five year term effective September 1, 2015. Mr. Goldsmith will give a presentation on this Board at the September 1, 2015 meeting.

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

**STAFF RECOMMENDATION:** Approve as presented.

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

**ATTACHMENTS**

## Lana A. Conner

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**From:** Rob Goldsmith [rgoldsmith@peopleinc.net]  
**Sent:** Thursday, June 11, 2015 5:16 PM  
**To:** Lana A. Conner  
**Cc:** Randi Knights  
**Subject:** RE: Manassas Park Social Services Director

Ms. Conner,

Thank you for your email. Deneice Brown previously represented the City of Manassas Park on People Incorporated of Virginia's Board of Directors. I request that the City Council appoint a representative to this Board; the representative may be a Council member or any other person that the Council designates. Our Board meets at 6:00PM on the third Wednesday of January, May, July, September, and November, as well as a weekend planning retreat in March.

Additionally there are occasional called telephonic meetings and committee meetings. Currently our meetings are held in Gainesville, but will moved to Manassas in the near future.

I would be happy to appear before Council to discuss this request if that would be helpful.

Robert Goldsmith  
President and CEO  
People Incorporated of Virginia

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**From:** Lana A. Conner [<mailto:l.conner@manassasparkva.gov>]  
**Sent:** Friday, May 01, 2015 9:43 AM  
**To:** Rob Goldsmith  
**Cc:** Randi Knights  
**Subject:** Manassas Park Social Services Director

Deneice Brown, Social Services Director, is no longer employed by the City of Manassas Park.

Lana A Conner  
City Clerk  
703-335-8808

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

**AGENDA ITEM 6e**

**REQUESTING DEPARTMENT:** City Clerk

**MEETING DATE:** July 21, 2015

*RE: Proclamation: Payroll Week*

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

Proclamation proclaiming first week of September as Payroll Week

<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:** Proclamation

## Payroll Week Proclamation

Whereas the American Payroll Association and its more than 21,000 members have launched a nationwide public awareness campaign that pays tribute to the more than 156 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

Whereas payroll professionals in Manassas Park, Virginia play a key role in maintaining the economic health of Manassas Park carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

Whereas payroll departments collectively spend more than \$15 billion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

Whereas payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

Whereas payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

Whereas the week in which Labor Day falls has been proclaimed National Payroll Week, I, Frank Jones, Mayor, hereby give additional support to the efforts of the people who work in Manassas Park, Virginia and of the payroll profession by proclaiming the first full week of September Payroll Week for the City of Manassas Park, Virginia.

Approved July 21, 2015

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Frank Jones, Mayor

City of Manassas Park, Virginia

## Lana A. Conner

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**From:** Garcia, Meredith A [Meredith.Garcia@amtrak.com]  
**Sent:** Friday, July 10, 2015 11:46 AM  
**To:** Lana A. Conner  
**Subject:** National Payroll Week Proclamation  
**Attachments:** Sample Proclamation.docx

The Honorable Mayor  
City Hall  
Manassas Park, VA

Dear Mayor:

I am writing on behalf of the American Payroll Association to seek your support for a Payroll Week in Manassas Park, VA. We believe the designation of the week in which Labor Day occurs as Payroll Week would go far to recognize the important contributions of the people of this city who work to support the American Dream and highlight the partnership between taxpayers and payroll professionals. As former President Bill Clinton said: "By honoring hardworking Americans across our nation and underscoring the vital importance of payroll taxes to our country's strength and security, National Payroll Week helps to foster growth and prosperity for our entire nation." The American Payroll Association has designated the week in which Labor Day falls as National Payroll Week.

The American Payroll Association represents over 8.3 million residents in our state and 191,000 businesses. Needless to say these taxpayers and businesses contribute millions of dollars to the state and federal treasuries through payroll taxes each year. These taxes include both federal and state withholding, which go toward important civic projects, including roads, schools and parks. Taxpayers and payroll professionals are also partners in supporting the social security and Medicare systems. In addition, companies are now playing an increasingly important role in the enforcement of child support laws by calculating and deducting child support payments from workers' pay.

The theme of National Payroll Week is "America works because we're working for America." The collection, reporting and payment of payroll taxes by employers is a positive example of what works in America. Your support of Payroll Week would be an important step in recognizing and celebrating the contributions of workers in the United States and the payroll professionals who report these workers' earnings, collect their taxes and pay their wages. We believe the proclamation of Payroll Week in Manassas Park, VA will enhance the public's understanding of their role in helping support the system and the contributions of payroll professionals.

Enclosed is a proclamation proposal which we believe captures the spirit of Payroll Week. We would, however, be happy to work with you or your staff to refine the language of the proclamation. We would also be interested in discussing additional projects for Payroll Week with your staff and participating in any project that can help improve the public's understanding of issues related to our payroll and tax systems.

We look forward to hearing from you and your staff in the near future. Proclamations and any questions can be sent to:

Abbey Moran  
5765-F Burke Centre Parkway #328  
Burke, VA 22015  
[President-Elect@wmac-apa.org](mailto:President-Elect@wmac-apa.org)  
(703) 547-2757

Sincerely,

Meredith Garcia CPP

Manager of Payroll Processing

Amtrak

10 G Street NE, Washington, DC 20002

[meredith.garcia@amtrak.com](mailto:meredith.garcia@amtrak.com)

|Ph 202.906.4080 |FaxPress-202.799.6010



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

REQUESTING DEPARTMENT: *Human Resources*

MEETING DATE: Tuesday July 21, 2015

SUBJECT/TOPIC: *VML Renewal*

**AGENDA ITEM** *ef*

**BACKGROUND:**

*VML holds the City's Liability, Property and Worker's compensation insurance coverages. This is a budgeted line item that renews each year with a 7/1 renewal date.*

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Amount:	\$ 282,855
	Budget Line Item:	Insurance Line Item # 100-12550-5308-00-00-00

**STAFF RECOMMENDATION:** Renew VML Insurance as quoted and that the Governing Body approve the renewal for VML Insurance.

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

**ATTACHMENTS:** {name/number of attachments}

City of Manassas Park and City of Manassas Park Schools

Premium Breakdown

July 1, 2015-16

2015			
Exposures	Schools	City	
Auto (# of vehicles)	189	50	139
Law Enforcement (# officers)	31	0	31
Property (B, C & PIO)	\$213,163,862	\$162,133,484	\$51,030,378

Total Combined

Premium after  
5% RMG

Premium Comparison	Limit	Schools	City	Total Combined
Automobile Liability Coverage	\$1,000,000	\$23,469	\$45,071	\$68,540
Automobile Physical Damage	ACV	Included	Included	Included
General Liability	\$1,000,000	\$2,249	\$18,196	\$20,445
Public Officials	\$1,000,000	\$3,741	\$7,951	\$11,692
Law Enforcement	\$1,000,000	\$0	\$9,975	\$9,975
No Fault Property Damage	\$10,000 if app	Included	Included	Included
Excess	\$10,000,000	Included	Included	Included
Property	\$213,163,862	\$64,139	\$18,614	\$82,753
Boiler & Machinery	\$10,000,000	\$2,928	\$921	\$3,849
Crime	\$500,000	\$798	\$1,862	\$2,660
<b>P&amp;L Total includes 5% RMG</b>		<b>\$97,324</b>	<b>\$102,590</b>	<b>\$199,914</b>
<b>Workers' Compensation</b>	<b>statutory</b>	<b>\$100,200</b>	<b>\$189,753</b>	<b>\$289,953</b>
<b>WC 5%RMG</b>		<b>\$5,010</b>	<b>\$9,488</b>	<b>\$14,498</b>
<b>Workers' Compensation Total</b>		<b>\$95,190</b>	<b>\$180,265</b>	<b>\$275,455</b>
<b>TOTAL MEMBER PREMIUM:</b>		<b>\$192,514</b>	<b>\$282,855</b>	<b>\$475,369</b>

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

REQUESTING DEPARTMENT: *Public Works*

**AGENDA ITEM** 69

MEETING DATE: *July 21, 2015*

SUBJECT/TOPIC: *Approval of Payment to Branscome Paving Company*

**BACKGROUND:** *The City has received an invoice for the recently completed paving operations along Manassas Drive and Euclid Avenue, based on their proposal for Job No. BQ15W060, dated June 9, 2015. The invoice is in the amount of \$181,442.22, which is \$8,245.82 higher than the initial estimate, but is within a 5% margin of error in estimating, and staff review has shown accurate computation of supplied commodities. Therefore, staff recommends that the Governing Body approve payment on the submitted invoice in its entirety.*

*This job was proposed, approved and completed within FY2015. This job represents the only contracted paving operations in FY2015, and the final invoice is within the \$200,000.00 Capital Projects: Street Milling and Paving line item for that fiscal year.*

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES	<input checked="" type="checkbox"/>	NO
	Amount:	\$ 181,442.22		
	Budget Line Item:	Capital Projects: Street Milling and Paving		

**STAFF RECOMMENDATION:** *That the Governing Body authorizes payment of invoice 0006264-IN from Branscome Paving Company, in the amount of \$181,442.22.*

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

Branscome Paving Company  
 7812 Bethlehem Road  
 Manassas, VA 20109  
 (703) 335-1000

INVOICE NUMBER: 0006264-IN  
 INVOICE DATE: 7/10/2015  
 CUSTOMER NO: COMP

City of Manassas Park  
 Department of Public Works  
 331 Manassas Drive  
 Manassas Park, VA 20111  
 CONTACT: Calvin O'Dell

DESCRIPTION	QUANTITY	PRICE	AMOUNT
Euclid Ave. & Manassas Dr. 2" Mill & Overlay BA15H1493 15B024A			
6/23/15 2" Milling of Existing Asphalt	S.Y. 14,226.200	1.800	25,607.16
6/23/15 2" SM-9.5D Surface Course Asphalt	TON 4.290	74.000	317.46
6/24/15 2" SM-9.5D Surface Course Asphalt	TON 10.620	74.000	785.88
6/25/15 2" SM-9.5D Surface Course Asphalt	TON 5.010	74.000	370.74
6/30/15 2" SM-9.5D Surface Course Asphalt	TON 1,425.960	74.000	105,521.04
7/01/15 2" SM-9.5D Surface Course Asphalt	TON 637.900	74.000	47,204.60
7/02/15 2" SM-9.5D Surface Course Asphalt	TON 149.710	74.000	11,078.54
Liquid Adjustment	L.S. 1.000	9,443.200-	9,443.20-

NET INVOICE:	<u>181,442.22</u>
FREIGHT:	0.00
SALES TAX:	<u>0.00</u>
INVOICE TOTAL:	<b>181,071.22</b>

181,071.22  
07/17/2015

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

**REQUESTING DEPARTMENT:** *Public Works*

**MEETING DATE:** *July 21, 2015*

**AGENDA ITEM** *8a*

**SUBJECT/TOPIC:** *City Hall Roof Improvements*

**BACKGROUND:** *The Invitation for Bids for the City Hall Roof Improvements, as designed under contract with the City Engineers, Paciulli, Simmons and Associates, went out on June 3, 2015. Bids were due and opened at 2:00 p.m. on June 29, 2015. The low bidder was the Home-Kim Group, Inc. at a lump sum bid of \$184,504.47. The bids ranged from this low bid to a highest lump sum bid of \$305,000.00.*

*Staff has reviewed the bid documents submitted by Home-Kim Group, Inc., and the City Engineers have reviewed their submittals for conformance with the specifications. The submission was found to be in accordance with bid requirements, with all necessary documentation provided. It is staff's recommendation to award the contract to the Home-Kim Group. Therefore, staff is requesting that the Governing Body authorize the mayor to sign the construction agreement, and authorize staff to coordinate with the contractor to begin work as soon as is practical.*

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES	<input checked="" type="checkbox"/>	NO
	Amount:	\$ 184,504.47		
	Budget Line Item:	Capital Projects: City Hall Roof and HVAC		

**STAFF RECOMMENDATION:** *That the Governing Body authorizes the Mayor to sign the construction agreement, thereby entering into contract with Home-Kim Group, Inc. for the performance of the City Hall Roof Improvements, for an amount not to exceed \$184,504.47.*

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

**Attachment(s):** *Copy of Bid Form page from Bid Package*

SECTION 00300 - BID FORM

TO: THE CITY OF MANASSAS PARK  
MANASSAS PARK, VIRGINIA

FOR: CITY HALL ROOF IMPROVEMENTS

Pursuant to and in compliance with the Advertisement for Bids of the above captioned work, the undersigned offers to furnish all labor, superintendence, materials, supplies, equipment, plant and other facilities, utilities and all things necessary or proper for, and to perform all work necessary or incidental to CITY HALL ROOF IMPROVEMENTS complete in every respect, in strict accordance with the Contract Documents as defined in the Work Manual and any future changes therein as provided in the Contract and Work Manual, and to perform all other obligations imposed by the Contract Documents for the Lump Sum Amount shown below:

A. All work as depicted on the Drawings and as specified in the Work Manual relating to the construction of the following:

The preparation and insulation and installation of approximately 20,000 Square Feet of roofing on a two story building. Work also includes miscellaneous small roofing areas as depicted in the GAA drawings dated 4.23.15.

\$ 184,504.47

Total Bid Dollars & Cents One Hundred Eighty Four Thousand Five Hundred  
Four Dollars and Forty Nine Cents

Per Article 10.1 of the General Conditions, "Lump sum items in the Bid Form, the Contractor shall prepare an itemized breakdown of the value of the several classes of work, which, after approval, will be used by the Architect in computing the value of work done and amounts due on monthly estimates".

Changes, if required by the Work Manual, the Architect or exigencies of the Work, will be adjusted by increasing or decreasing in quantities and by applying the corresponding unit prices bid under "Schedule of Unit Prices" which prices shall include all necessary labor, materials, tools, equipment and incidental work, administrative costs, overhead and profit.

No allowance will be made for such additional work performed without written orders of the Architect or prior to making any measurements necessary to the determination of quantities.

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

**REQUESTING DEPARTMENT:** *Public Works*

**MEETING DATE:** *July 21, 2015*

**AGENDA ITEM**     86    

**SUBJECT/TOPIC:** *Street Paving Operations*

**BACKGROUND:** *The City has an existing milling and paving services contract with Branscome Paving Company, dated October 26, 2010, that extends through October 26, 2015. Staff has directed Branscome to provide estimates for milling and paving of certain portions of the City's streets where failing conditions exist, and citizen/business complaints are frequent. Branscome has provided these estimates in the form of 5 separate proposals (Jobs No. BQ15W064, BQ15W065, BQ15W066, BQ15W067, and BQ15W076), as depicted in the attached proposals and aerial markups. Most of these job areas were discussed during the June 16, 2015 Governing Body meeting, with the exception of the depicted section of Denver Drive, which is known to be in failing condition. The individual estimates per job vary, but the total estimated cost of all jobs proposed is \$593,796.80. These estimates and the previously approved job on Conner Dr. fall within the approved FY2016 Capital Improvements Fund line item for Street Milling and Paving for \$788,726.00. Staff recommends that the Governing Body take action to approve these 5 proposals for work to begin as soon as is practical.*

*It is important that the Governing Body note that underlying pavement conditions are not always observable or predictable prior to milling and the proposed milling may expose poor base conditions in certain areas that will require increased repair depth. If these conditions are encountered, the final bills may be slightly above the amount of the initial estimates.*

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES	X	NO
	Amount:	\$ 593,796.80*		
	Budget Line Item:	Capital Projects: Street Milling and Paving		

*\*Actual financial impact may be slightly higher or lower, depending upon conditions encountered during proposed milling.*

**STAFF RECOMMENDATION:** *That the Governing Body authorizes the City Manager to sign 5 proposals from Branscome Paving Company for Jobs No. BQ15W064, BQ15W065, BQ15W066, BQ15W067, and BQ15W076, and thereby authorizes staff to schedule the work on all 5 jobs to be performed by Branscome Paving Company as soon as is practical.*

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

**ATTACHMENTS:** *1. Proposals for Jobs No. BQ15W064, BQ15W065, BQ15W066, BQ15W067, and BQ15W076, 2. Aerial markups depicting job areas*

*Red*

**BRANSCOME PAVING COMPANY**

7812 Bethlehem Road  
 Manassas, Virginia 20109  
 (703) 335-1000 \* Metro 690-5999  
 FAX (703) 335-1657

*Julius Branscome, Inc*  
 Grading & Excavating  
 (703) 335-1000

**PROPOSAL**

PROPOSAL TO:

DATE: June 22, 2015

OUR JOB NO. BQ15W064

JOB NAME LOCATION

Euclid Ave. - City Of Manassas Park

Cul-De-Sac to Industry

5" Mill & Overlay

Attention:

We are pleased to quote the following prices on the above project. We would like to point out that this quotation is subject to the TERMS AND CONDITIONS stated on page two of this proposal.

Item	Description (All thicknesses shown are average thicknesses)	Quantity		Unit Price	Total Price
		Type	Units		
614	5" Milling Of Existing Asphalt	SY	8622	\$3.60	\$31,039.20
312	2" SM-9.5D Surface Course Asphalt with Tack Coat	TON	1034	\$74.00	\$76,516.00
513	3" BM-25.0A Base Course Asphalt	TON	1551	\$64.00	\$99,264.00
<b>DOLLAR TOTAL AMOUNT</b>					<b>\$206,819.20</b>

We thank you for the opportunity to quote this work. Your signing and returning this proposal, which includes page two (2) TERMS AND CONDITIONS, will constitute acceptance of our proposal by you and will be our authorization to proceed with the work when we are notified to proceed, providing said acceptance has occurred no later than the 22nd day of Jul-15

ACCEPTED:

Very truly yours,

Signed:

**BRANSCOME PAVING COMPANY**

(Must be signed by an officer of the Company)

Printed Name:

By:

Title :

Printed: David E. Harrah

Date :

Title: Chief Estimator

Company Name:



*Yellow*

**BRANSCOME PAVING COMPANY**

7812 Bethlehem Road  
 Manassas, Virginia 20109  
 (703) 335-1000 \* Metro 690-5999  
 FAX (703) 335-1657

*Julius Branscome, Inc*  
 Grading & Excavating  
 (703) 335-1000

**PROPOSAL**

PROPOSAL TO:

DATE: June 22, 2015

OUR JOB NO. BQ15W065

JOB NAME LOCATION

Euclid Ave. - City Of Manassas Park

Industry Drive - Blooms Quarry

5" Mill & Overlay

Attention:

We are pleased to quote the following prices on the above project. We would like to point out that this quotation is subject to the **TERMS AND CONDITIONS** stated on page two of this proposal.

Item	Description (All thicknesses shown are average thicknesses)	Quantity		Unit Price	Total Price
		Type	Units		
614	5" Milling Of Existing Asphalt	SY	9728	\$3.60	\$35,020.80
312	2" SM-9.5D Surface Course Asphalt with Tack Coat	TON	1167	\$74.00	\$86,358.00
513	3" BM-25.0A Base Course Asphalt	TON	1752	\$64.00	\$112,128.00
<b>DOLLAR TOTAL AMOUNT</b>					<b>\$233,506.80</b>

We thank you for the opportunity to quote this work. Your signing and returning this proposal, which includes page two (2) **TERMS AND CONDITIONS**, will constitute acceptance of our proposal by you and will be our authorization to proceed with the work when we are notified to proceed, providing said acceptance has occurred no later than the 22nd day of Jul-15

ACCEPTED:

Very truly yours,

Signed:

(Must be signed by an officer of the Company)

**BRANSCOME PAVING COMPANY**

Printed Name:

Title :

Date :

Company Name:

By:

Printed: David E. Harrah

Title: Chief Estimator

Purple

**BRANSCOME PAVING COMPANY**

7812 Bethlehem Road  
Manassas, Virginia 20109  
(703) 335-1000 \* Metro 690-5999  
FAX (703) 335-1657  
**PROPOSAL**

*Julius Branscome, Inc*  
Grading & Excavating  
(703) 335-1000

PROPOSAL TO:

DATE: June 22, 2015

OUR JOB NO. BQ15W066

JOB NAME LOCATION

Scott Drive - City of Manassas Park

3" Mill & Overlay

Attention:

We are pleased to quote the following prices on the above project. We would like to point out that this quotation is subject to the **TERMS AND CONDITIONS** stated on page two of this proposal.

Item	Description (All thicknesses shown are average thicknesses)	Quantity		Unit Price	Total Price
		Type	Units		
614	3" Milling Of Existing Asphalt	SY	2923	\$1.80	\$5,261.40
312	2" SM-9.5D Surface Course Asphalt With Tack Coat	TON	526	\$74.00	\$38,924.00
<b>DOLLAR TOTAL AMOUNT</b>					<b>\$44,185.40</b>

We thank you for the opportunity to quote this work. Your signing and returning this proposal, which includes page two (2) **TERMS AND CONDITIONS**, will constitute acceptance of our proposal by you and will be our authorization to proceed with the work when we are notified to proceed, providing said acceptance has occurred no later than the 22nd day of Jul-15

ACCEPTED:  
  
Signed: \_\_\_\_\_  
(Must be signed by an officer of the Company)

Very truly yours,  
  
BRANSCOME PAVING COMPANY

Printed Name:  
Title :  
Date :  
Company Name:

By:  
Printed: David E. Harrah  
Title: Chief Estimator

*Blue*

**BRANSCOME PAVING COMPANY**

7812 Bethlehem Road  
 Manassas, Virginia 20109  
 (703) 335-1000 \* Metro 690-5999  
 FAX (703) 335-1657

*Julius Branscome, Inc*  
 Grading & Excavating  
 (703) 335-1000

**PROPOSAL**

PROPOSAL TO:

DATE: June 22, 2015

OUR JOB NO. BQ15W067

JOB NAME LOCATION

Evans Drive - City Of Manassas Park

3" Mill & Overlay

Attention:

We are pleased to quote the following prices on the above project. We would like to point out that this quotation is subject to the **TERMS AND CONDITIONS** stated on page two of this proposal.

Item	Description (All thicknesses shown are average thicknesses)	Quantity		Unit Price	Total Price
		Type	Units		
614	3" Milling Of Existing Asphalt	SY	5379	\$1.80	\$9,682.20
312	2" SM-9.5D Surface Course Asphalt With Tack Coat	TON	968	\$74.00	\$71,632.00
<b>DOLLAR TOTAL AMOUNT</b>					<b>\$81,314.20</b>

We thank you for the opportunity to quote this work. Your signing and returning this proposal, which includes page two (2) **TERMS AND CONDITIONS**, will constitute acceptance of our proposal by you and will be our authorization to proceed with the work when we are notified to proceed, providing said acceptance has occurred no later than the 22nd day of Jul-15

**ACCEPTED:**

Very truly yours,

**BRANSCOME PAVING COMPANY**

Signed: \_\_\_\_\_  
 (Must be signed by an officer of the Company)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

By: \_\_\_\_\_  
 Printed: David E. Harrah  
 Title: Chief Estimator

*Green*

**BRANSCOME PAVING COMPANY**

7812 Bethlehem Road  
 Manassas, Virginia 20109  
 (703) 335-1000 \* Metro 690-5999  
 FAX (703) 335-1657

*Julius Branscome, Inc*  
 Grading & Excavating  
 (703) 335-1000

**PROPOSAL**

PROPOSAL TO:

DATE: July 10, 2015

OUR JOB NO. BQ15W076

JOB NAME LOCATION

Denver Drive & Owens Drive / Euclid Ave. Intersection

City Of Manassas Park

Attention:

We are pleased to quote the following prices on the above project. We would like to point out that this quotation is subject to the TERMS AND CONDITIONS stated on page two of this proposal.

Item	Description (All thicknesses shown are average thicknesses)	Quantity		Unit Price	Total Price
		Type	Units		
<b>Denver Drive 3" Mill &amp; Overlay</b>					
	3" Milling Of Existing Asphalt	SY	628	\$1.80	\$1,130.40
312	3" SM-9.5A Surface Course Asphalt With Tack Coat	TON	114	\$74.00	\$8,436.00
<b>Owens &amp; Euclid Ave. Intersection</b>					
<b>5" Mill &amp; Overlay</b>					
	5" Milling Of Existing Asphalt	SY	768	\$3.60	\$2,764.80
312	2" SM-9.5A Surface Course Asphalt With Tack Coat	TON	92	\$74.00	\$6,808.00
513	3" BM-25.0A Base Course Asphalt	TON	138	\$64.00	\$8,832.00
<b>DOLLAR TOTAL AMOUNT</b>					<b>\$27,971.20</b>

We thank you for the opportunity to quote this work. Your signing and returning this proposal, which includes page two (2) TERMS AND CONDITIONS, will constitute acceptance of our proposal by you and will be our authorization to proceed with the work when we are notified to proceed, providing said acceptance has occurred no later than the 10th day of Aug-15

ACCEPTED:

Very truly yours,

Signed:

(Must be signed by an officer of the Company)

**BRANSCOME PAVING COMPANY**

Printed Name:

Title :

Date :

Company Name:

By:

Printed: David E. Harrah

Title: Chief Estimator

Proposed FY2016 Paving Operations Along Euclid Ave.



- Job # BQ15W065
- Job # BQ15W064
- Job # BQ16W076



# Proposed FY2016 Paving Operations Along Evans St.



Job # BQ15W067

feet  
meters



# Proposed FY2016 Paving Operations Along Scott Dr.



Job # BQ15W066



# Proposed FY2016 Paving Operations Along Denver Dr.



Job # BQ15W076





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

**REQUESTING DEPARTMENT:** *Public Works*

**AGENDA ITEM** 8C

**MEETING DATE:** *July 21, 2015*

**SUBJECT/TOPIC:** *Railroad Quiet Zone Change Orders and Updated FRA Application*

**BACKGROUND:** *In February of 2015, City Engineers, Bowman Consulting Group was issued a due-diligence task order to analyze the City's railroad crossing, update crossing information in the USDOT's Crossing Inventory, evaluate Quiet Zone requirements, determine a favorable option for achieving approval of a Quiet Zone, prepare an application for the Federal Railroad Administration based on this option, and to produce a conceptual plan. This task was completed, with all deliverables submitted, for the amount of \$8,143.62.*

*In order to complete the process of achieving a Quiet Zone designation at the grade crossing, further professional services will be required prior to installation of proposed supplemental safety measures, and Bowman has submitted 3 change orders (attached) to perform these services. These change orders are as follows:*

*SX001 – Location survey work necessary to complete a supplemental safety measure design plan, for the amount of \$4,469.53.*

*EX001 – Preparation of a supplemental safety measure design plan, for the amount of \$4,996.25.*

*TX001 – Assistance throughout the Quiet Zone application process with Norfolk Southern, for the amount of \$7,743.87.*

*Staff recommends the approval of all 3 change orders, totaling \$17,209.65.*

<b>FINANCIAL IMPACT:</b>	Budgeted:	YES	X	NO
	Amount:	\$ 17,209.65*		
	Budget Line Item:	Capital Projects: Manassas Drive RR Crossing		

*\*Reimbursable through VDOT Revenue Sharing Program and PRTC Motor Fuels Tax Fund.*

**STAFF RECOMMENDATION:** *That the Governing Body approve Change Orders SX001, EX001, and TX001 as submitted by Bowman Consulting Group, and authorizes the City Manager to sign the proposals totaling an additional \$17,209.65 for further professional services related to the Quiet Zone improvements at the Manassas Drive Railroad Crossing.*

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

**Attachments:** *(3) Change Orders SX001, EX001, and TX001 from Bowman Consulting Group*



## CHANGE ORDER

Date: July 2, 2015

Bowman Consulting Group, Ltd.  
14020 Thunderbolt Place, Suite 300  
Chantilly, VA 20151

Phone: 703-464-1000  
Fax: 703-481-9720

Mr. James A. Johnson, Jr.  
Public Works Director  
City of Manassas Park  
One Park Center Court  
Manassas Park, Virginia 20111-2395  
Phone: 703-335-8840  
Fax: 703-335-0053

Project Name: Manassas Park Engineering  
Services Contract  
Project #: 8291-01-004

Proposal # : 4

Task # : SX001

### SCOPE OF SERVICES AND FEES

#### Location Survey:

For the preparation of a survey at the intersection of Manassas Drive and the Norfolk Southern Railroad tracks. The limits of the survey will be from 10' beyond edge of pavement to 10' beyond edge of pavement along Manassas Drive and will extend down approximately 150 feet both north and south of the intersection with the Norfolk Southern Railroad tracks. The Norfolk Southern right-of-way will be shown based upon the physical location of the railroad tracks. This task excludes showing the right-of-way of Manassas Drive. The site will be referenced to VCS 83, north zone for north orientation and horizontal position and to NAVD 1988 for vertical datum. A base sheet to be used for design purposes will be prepared at a scale of 1" = 25' with contour intervals of one (1) foot. This will show the horizontal location of all visible man-made features within the survey limits to include: buildings, stoops, walls, fences, patios, decks, walks, driveways, medians, guardrail, and curblines. Location and type of existing pavement striping within the roadway will be shown/labeled. Evidence of utilities observed in the field will be shown including: utility poles, overhead utility lines, visible evidence of underground utilities such as manholes, catch basins, telephone, cable TV and electric pedestals, transformers, fire hydrants, meters and valves. The railroad gate crossing arms, overhead cantilever structures, flashing beacons, stop bar and other associated equipment will be located.

**FEE: Hourly Not to Exceed \$4,469.53**

This Work Order is subject to the Terms and Conditions of the Services Agreement between the City of Manassas Park ("the City"), and Bowman Consulting Group, Ltd. dated December 8, 2014. The individual signing this work order form warrants that he/she has the authority to sign on behalf of the City. Execution of this Work Order by an authorized representative of the City constitutes authorization to proceed.



## CHANGE ORDER

Date: July 2, 2015

Bowman Consulting Group, Ltd.  
14020 Thunderbolt Place, Suite 300  
Chantilly, VA 20151

Phone: 703-464-1000  
Fax: 703-481-9720

Mr. James A. Johnson, Jr.  
Public Works Director  
City of Manassas Park  
One Park Center Court  
Manassas Park, Virginia 20111-2395  
Phone: 703-335-8840  
Fax: 703-335-0053

Project Name: Manassas Park Engineering  
Services Contract  
Project #: 8291-01-004

Proposal #: 4  
Task #: TX 001

### SCOPE OF SERVICES AND FEES

#### Task TX 001 – RxR Quiet Zone Submittal and Coordination

Bowman will assist the City with preparation of a complete RxR Quiet Zone (RRQZ) application to Norfolk Southern (NS) for the City's existing grade crossing on Manassas Drive. As part of this task, Bowman will provide the supporting documentation for City signature, coordinate with NS to verify application fees and generate invoicing for the City's use, and provide the City with other advice necessary to prepare and submit a complete RRQZ application. The City will be responsible for assembling and delivering the final RRQZ package to NS. Bowman will follow-up (phone or email) with NS staff to track the review timeline of the RRQZ application. Bowman will receive and review comments from NS regarding the application, and will support the City in addressing any comments.

This task also includes up to two (2) meetings with City staff or up to ten (10) hours of staff time in place of the meetings to provide further support in addressing NS comments. This task also includes one (1) on-site meeting with NS, VDOT, Federal Railroad Administration (FRA), and City staff to assess the crossing's condition. BCG will coordinate with necessary parties and schedule the meeting on the City's behalf.

**FEE: \$7,743.87**

The fee above allows for an estimated sixty (60) hours of Bowman staff time per Exhibit D (attached) over an approximate 12-month period; however, actual effort necessary to obtain QZ approval may exceed this amount. Should additional staff hours be required, Bowman will consult w/City in advance & prepare supplemental Work Order to continue forward with the QZ application process.

This Work Order is subject to the Terms and Conditions of the Services Agreement between the City of Manassas Park ("the City"), and Bowman Consulting Group, Ltd. dated December 8, 2014. The individual signing this work order form warrants that he/she has the authority to sign on behalf of the City. Execution of this Work Order by an authorized representative of the City constitutes authorization to proceed.



# CHANGE ORDER

Date: July 2, 2015

Bowman Consulting Group, Ltd.  
14020 Thunderbolt Place, Suite 300  
Chantilly, VA 20151

Phone: 703-464-1000  
Fax: 703-481-9720

Mr. James A. Johnson, Jr.  
Public Works Director  
City of Manassas Park  
One Park Center Court  
Manassas Park, Virginia 20111-2395  
Phone: 703-335-8840  
Fax: 703-335-0053

Project Name: Manassas Park Engineering  
Services Contract  
Project #: 8291-01-004

Proposal # : 4  
Task # : EX001

## SCOPE OF SERVICES AND FEES

### Quiet Zone Supplemental Safety Measure Design Plan:

Bowman will prepare design plan for proposed supplemental safety measures (SSM) to support City's efforts to implement a quiet zone at Manassas Drive at-grade intersection with Norfolk Southern Railroad (RxR). Plan will be for review and approval by Norfolk Southern (NS) and Federal Railroad Administration. Plan to consist of a single plan view sheet at a scale of 1"=25' showing Manassas Drive, existing RxR tracks, existing RxR equipment and controls, and proposed improvements consisting manufactured bolt down median system with flexible delineators from VDOT approved products list. Plans will be prepared for use by City forces to conduct installation of SSM. Equipment anticipated to be installed by NS/others (i.e. power off indicator) will be identified with a note on the plans; it is understood that NS will prepare in-house engineering plans for POI and other equipment, as needed. Plan sheet(s) with standard notes and details for installation of proposed equipment, temporary maintenance of traffic (MOT) details, etc. will be included as necessary. Courtesy copies will be provided to the City and VDOT upon request, but we do not anticipate a formal review by either. No land disturbance is anticipated, and as such, no grading, drainage, E&S control, SWM/BMP, landscape design, specifications, or bidding documents is anticipated nor included. Budget allows for one (1) round of review comments by NS. Bowman will revise and resubmit a final plan based on comments received.

**FEE: Hourly Not to Exceed \$4,996.25**

This Work Order is subject to the Terms and Conditions of the Services Agreement between the City of Manassas Park ("the City"), and Bowman Consulting Group, Ltd. dated December 8, 2014. The individual signing this work order form warrants that he/she has the authority to sign on behalf of the City. Execution of this Work Order by an authorized representative of the City constitutes authorization to proceed.

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

**AGENDA 8e**

**REQUESTING DEPARTMENT:** *City Management*

**MEETING DATE:** July 21, 2015

**SUBJECT/TOPIC** **Cooperation Agreement: Prince William County and City of Manassas Park**

This Agreement shall be in effect for three Federal Fiscal years FFY2016, 2017 and 2018 for which the urban county is to qualify to receive community Development Block Grant, HOME Investment Partnership Program (HOME) and Emergency Solutions Grant (ESG).

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

**STAFF RECOMMENDATION:** **Approve as presented.**

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

**ATTACHMENTS:** Cooperation Agreement between Prince William County Board of County Supervisors and City of Manassas Park

## COOPERATION AGREEMENT

THIS COOPERATION AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, between THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA and CITY OF MANASSAS PARK, VIRGINIA, (“Agreement”), pursuant to Notice CPD-15-04 issued April 17, 2015 by the United States Department of Housing and Urban Development (“HUD”).

a. This Agreement shall be in effect for the three Federal Fiscal years (FFY2016, FFY2017 and FFY2018) for which the urban county is to qualify to receive Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Solutions Grant (ESG). This Agreement will automatically be renewed for participation in successive three-year qualification periods, unless the County or the participating units of general local government provide written notice wherein they elect not to participate during a new qualification period. The County will notify the participating units of general local government in writing of their right to make such election by the date specified in HUD’s Urban County Qualification Notice prior to the next qualification period.

b. Failure by either party to adopt an amendment to the Agreement incorporating all changes necessary to meet the requirements for Cooperation Agreements set forth in the Urban County Qualification Notice applicable for a subsequent three-year urban county qualification, and to submit the amendment to HUD as provided in the Urban County Qualification Notice, will void the automatic renewal of such qualification period.

c. The Agreement will remain in effect until the CDBG, HOME, ESG funds and program income received with respect to the three-year qualification period (and any successive qualification period under the Agreement that provide for automatic renewals) are expended and the funded activities completed, and the County and participating units of general local government may not terminate or withdraw from the Agreement while the Agreement remains in effect.

d. Prince William County and the City of Manassas Park hereby agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing.

e. The City of Manassas Park shall work with Prince William County to establish administrative procedures and program design. Prince William County has final responsibility for selecting CDBG, HOME, ESG and other activities, submitting the Consolidated Plan to HUD, and annually filing the required Final Statement with HUD.

f. All parties to this Agreement shall take all actions necessary to assure compliance with Prince William County's urban county certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and all other applicable Federal, State and local laws. No funding shall be provided under this Agreement for activities in, or in support of, any party to this Agreement that does not affirmatively further fair housing within its own jurisdiction or that impedes Prince William County's actions to comply with its fair housing certification.

g. Each party to this Agreement, including that the cooperating unit of general local government, has adopted and is enforcing:

- i. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- ii. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

h. Pursuant to 24 CFR 570.501(b), each party to this Agreement is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as set forth in 24 CFR 570.503.

i. By executing this agreement, the City of Manassas Park understands that it:

- i. May not apply for grants from appropriations under the State CDBG programs for fiscal years during the period of participation in the urban county's CDBG program;
- ii. May not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation;
- iii. May not receive a formula allocation under the HOME program or the ESG program except through the urban county, regardless of whether the urban county receives a HOME formula allocation; and
- iv. May apply for State HOME and ESG funds allocated by the State.

j. Pursuant to Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235, the City of Manassas and Prince William County may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds

in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Housing and Community Development Act, as amended.

k. The City of Manassas Park shall undertake all necessary actions to assist Prince William County to carry out a community development program and the approved Consolidated Plan and shall meet all other requirements of the CDBG, HOME, and ESG programs and other applicable laws.

l. This Agreement shall be authorized, as evidenced by the signatures of the Chairman and Mayor below, by the Board of County Supervisors of Prince William County, Virginia; and the City of Manassas, Virginia.

BOARD OF COUNTY SUPERVISORS OF  
PRINCE WILLIAM COUNTY, VIRGINIA

By: \_\_\_\_\_  
Corey A. Stewart  
Chairman At-Large

CITY OF MANASSAS PARK, VIRGINIA

By: \_\_\_\_\_  
Frank Jones  
Mayor



COUNSEL STATEMENT

I, Michelle R. Robl, Acting County Attorney for Prince William County, Virginia, state that I have reviewed the foregoing COOPERATION AGREEMENT and its terms and provisions are fully authorized under State and local law. That law and the COOPERATION AGREEMENT provide full legal authority for Prince William County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing.

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Michelle R. Robl  
Acting County Attorney

w:/caw/BOCS/cooperationagreement