

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

REQUESTING DEPARTMENT: *City Manager*

MEETING DATE: *June 16, 2020*

SUBJECT/TOPIC: *Continuing Project Manager Role for New City Hall*

BACKGROUND: At the December 17th 2019 Governing Body meeting, the Governing Body authorized the City Manager to hire a project manager to directly manage the initiative to retrofit Building "B" (see below overhead imagery) to a City Office for the Registrar in time for the 2020 Presidential Elections:

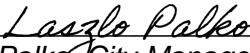


The City Manager hired former Police Chief John Evans who had led the oversight over the construction of the Police Station during the late 2000's. John Evans did a great job of pulling together a design for the project, an RFP for construction, and engaging with local construction companies to solicit interest. Unfortunately, the bids that the City received were much higher than the quotes secured the previous summer for the work. The project was cancelled and the building remains vacant for future City use.

John Evans then helped City Staff with getting the Library building (Building A in the above picture) ready for opening by July 2020. The current FY 21 Budget does not include additional funding for the position as the City's immediate facility projects have come to end. However, if the Governing Body votes to adopt the Phase III downtown development project to include the New City Hall, the City Manager would request that we fund this part-time position again from FY 21 - FY 23. This position would help oversee (from a staff coordination and oversight perspective) the new City Hall project from initial design phases through completion and will help plan and implement the move of staff from the existing City Hall to the new City Hall in FY 23. Finally, the part-time Project Manager would assist in the much simpler retrofit of the Blooms Park Building B for City storage purposes now that the City Hall is 3 stories and not 4.

FINANCIAL IMPACT: Total: \$75K Total \$25K each Fiscal Year from FY 21- FY 23	Budgeted:	YES ___ NO <u>X</u> ___
	Amount Budgeted:	\$0
	Amount Spent:	\$0
	Amount Requested:	\$25,000.00
	Budget Line Item:	100-12120-1301-00-00-00 Management Services - Part-Time Salaries & Wages

STAFF RECOMMENDATION: *That the Governing Body authorize the City Manager to budget \$25K in FY 21 to retain the services of the Part-time Project Manager to manage the New City Hall project if the Phase III Comprehensive Development Agreement is approved.*

CITY MANAGER APPROVAL:	 _____ Laszlo A. Palko, City Manager
CITY ATTORNEY APPROVAL: Required: _____ Not Required: _____	_____ Dean H. Crowhurst

ATTACHMENTS:

1. None