

City of Fredericksburg, Virginia

City Council

AGENDA

Council Chambers

715 Princess Anne Street

Fredericksburg, Virginia 22401

April 12, 2016

7:30 p.m.

Mayor Mary Katherine Greenlaw, Presiding

Hon. Mary Katherine Greenlaw, Mayor
Hon. William C. Withers, Jr., Vice-Mayor, Ward Two
Hon. Kerry P. Devine, At-Large
Hon. Matthew J. Kelly, At-Large
Hon. Bradford C. Ellis, Ward One
Hon. Timothy P. Duffy, Ph.D., Ward Three
Hon. Charlie L. Frye, Jr., Ward Four

1. **Call To Order**

2. **Invocation**

Councilor Matthew J. Kelly

3. **Pledge Of Allegiance**

Mayor Mary Katherine Greenlaw

4. **Presentations**

A. Historic Garden Day Proclamation - Ann Reamy

Documents: [4A GARDEN DAY.PDF](#)

B. CSX Tanker Cars Update - Randy Marcus, CSX Regional Vice-President

5. **Public Hearing**

A. Ordinance 16-___, First Read, Designating The Block Located Between William, Douglas, Amelia, And Winchester Streets (GPIN#7789-04-0822) As The "Liberty Place Development Project Area" And Adopting Tax Increment Financing In This Area

Documents: [5A LIBERTY PLACE TIF.PDF](#)

6. **Comments From The Public**

City Council provides this opportunity each regular meeting for comments from citizens who have signed up to speak before the start of the meeting. To be fair to everyone, please observe the five-minute time limit and yield the floor when the Clerk of Council indicates that your time has expired. Decorum in the Council Chambers will be maintained. Comments that are not relevant to City business and disruptive are inappropriate and out of order.

7. Council Agenda

8. Consent Agenda

- A. Ordinance 16-12, Second Read, Amending The Procurement Ordinance To Increase The City Manager's Small Purchase Authority From \$30,000 To \$100,000 And Require Three Quotes For Purchases Of Goods Over \$5,000

Documents: [8A SMALL PURCHASE.PDF](#)

- B. Ordinance 16-13, Second Read, Granting A Fifteen-Year Non-Exclusive License To Extenet Systems (Virginia) LLC To Install, Maintain, And Use Telecommunications Cable And Equipment In City Rights-Of-Way

Documents: [8B EXTENET.PDF](#)

- C. Resolution 16-26, Second Read, Amending The Fiscal Year 2016 City Grants Fund Budget By Appropriating \$145,000 Based On A 2015 Homeland Security Grant For The Purchase Of A Vehicle And Equipment For The City's Hazardous Materials Response Team

Documents: [8C HAZMAT GRANT.PDF](#)

- D. Resolution 16-___, Approving FRED Transit's Revised Fiscal Year 2016-2018 Title VI Plan And Procedures And Endorsing FRED's Fiscal Year 2016 Disadvantaged Business Enterprise Utilization Goal

Documents: [8D FRED TITLE VI-DBE.PDF](#)

- E. Resolution 16-___, Authorizing The City Manager To Execute A License With InSite Towers Development ,LLC For Public Safety Radio Communications Equipment

Documents: [8E INSITE TOWER LEASE.PDF](#)

- F. Transmittal Of Boards And Commission Minutes

- F.i. Board Of Social Services - December 10, 2015

Documents: [8F1 BSS 12-10-15.PDF](#)

- F.ii. Recreation Commission - February 18, 2016

Documents: [8F2 REC 2-18-16.PDF](#)

9. Minutes

- A. Work Session - March 8, 2016

Documents: [9A 3-08-16 WORK SESSION MINUTES.PDF](#)

- B. Work Session - March 22, 2016

Documents: [9B 3-22-16 WORK SESSION MINUTES.PDF](#)

C. Regular Session - March 22, 2016

Documents: [9C 3-22-16 REGULAR SESSION MINUTES.PDF](#)

10. City Manager Agenda

A. Resolution 16-___, Renewing The Animal Shelter Agreement With Spotsylvania County

Documents: [10A ANIMAL SHELTER AGREE.PDF](#)

B. Resolution 16-___, Authorizing The Use Of \$483,524 In Motor Fuels Taxes For The Virginia Railway Express And \$31,600 For The Potomac And Rappahannock Transportation Commission For Fiscal Year 2017

Documents: [10B VRE_PRTC SUBSIDY.PDF](#)

C. Resolution 16-___, Amending The Fiscal Year 2016 City Grants Fund Budget By Appropriating \$51,600 For Renovations At Old Mill Park And A Fire And EMS Training

Documents: [10C CITY GRANTS FUNDS APPROP.PDF](#)

D. Resolution 16-___, Setting The Personal Property Tax Relief Percentage For The 2016 Billing In Accordance With The Changes To The Personal Property Tax Relief Act Of 1998

Documents: [10D PP RELIEF PERCENTAGE.PDF](#)

E. City Manager's Update

Documents: [10E CITY MANAGER UPDATE.PDF](#)

F. Calendar

Documents: [10F CALENDAR.PDF](#)

11. Adjournment



PROCLAMATION
HISTORIC GARDEN DAY
"Fredericksburg: Where the Past Meets the Present"
April 26, 2016

WHEREAS, the Garden Club of Virginia, was founded in 1920 when eight local garden clubs came together to use their collective strength to celebrate the beauty of land, to conserve the gifts of nature and to challenge future generations to build on this heritage; and

WHEREAS, the Garden Club of Virginia is an active association of forty-seven garden clubs, whose members collectively form a group of more than 3,300 civic leaders from around the Commonwealth; and

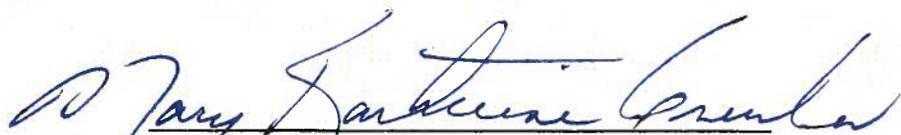
WHEREAS, the Garden Club of Virginia values the conservation of our natural resources, the restoration of historic gardens and landscapes, and the education of its members and the general public; and

WHEREAS, the Rappahannock Valley Garden Club will host **Historic Garden Day on April 26, 2016**, offering individuals the opportunity to tour six featured properties that embody the tour's theme **"Fredericksburg: Where the Past Meets the Present"**; and

WHEREAS, observance of this occasion allows the opportunity for our community to take pleasure in beautifully preserved and restored surroundings, and invites thousands of tourists to enjoy Fredericksburg each year.

NOW, THEREFORE, I, Mary Katherine Greenlaw, Mayor of the City of Fredericksburg do hereby proclaim **April 26, 2016 as Historic Garden Day in Fredericksburg** and ask that the community extend its highest praise and commendation to the Rappahannock Valley Garden Club and the Garden Club of Virginia for their service to our communities.




Mary Katherine Greenlaw, Mayor
Fredericksburg, Virginia



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Bill Freehling, Assistant Director for Economic Development
DATE: April 7, 2016 (for April 12, 2016 meeting)
SUBJECT: Liberty Place TIF incentive

ISSUE

Shall the City of Fredericksburg award an incentive package to the developer of Liberty Place to make the project feasible as currently proposed and to attract sought-after tenants?

RECOMMENDATION

- The City of Fredericksburg should provide an incentive to the developer in the amount of **45 percent of the real estate tax increment for 10 years.**
- The City should collect and retain all other taxes (meals, sales, BPOL, etc.) from Liberty Place businesses.
- The parking agreement will remain the same.

BACKGROUND

Liberty Place is a \$46.3 million project in the block bordered by Douglas, Winchester, William and Amelia streets in downtown Fredericksburg. It is being developed by an affiliate of Wack General Contractor. Liberty Place will include the following elements:

- Three-level parking facility (one ground level and two underground levels) with a total of 273 parking spaces. 119 of those spaces will be public 24-7, and another 30 will be available to the public on weeknights after 6 p.m. and all day on weekends.
- 44 residential condominiums (Special Use Permit allows up to 51).
- 16,000 square feet of ground-level retail/office space (*Note that this is an increase from the details that City Council heard at the March 8 work session. The developer decided to convert one of the restaurant spaces into retail/office to address concerns of both Council members and nearby residents, and also because of robust demand from companies seeking the Class A downtown office space that Liberty Place offers.*)
- 4,800 square feet of restaurant space (*See above note. The previous plan included about 10,000 square feet of restaurant space. The current plan is for two restaurants instead of three.*)
- 30,000 square feet of office space

The project fits squarely into the goals espoused by both the JumpStart! Fredericksburg plan and the city's Comprehensive Plan. Both call for downtown Fredericksburg being a center of commerce and activity. Liberty Place will bring in residents, workers and visitors, and will provide the parking infrastructure to handle them all. The JumpStart! plan specifically points to

Tax Increment Financing (such as this proposal) to achieve projects such as Liberty Place, and specifically identifies the Liberty Place property as a good candidate for a mixed-use project.

In addition to the public parking that will be part of Liberty Place, the developer plans to spend another \$500,000 on the following infrastructure improvements that will contribute greatly to the appearance of the William Street corridor:

- Burying all overhead utilities
- New storm drain conveyances and inlets
- New curb and gutter
- New brick sidewalks
- New Colonial-style lights
- New landscaping
- Widening Douglas and Winchester streets
- A public plaza along William Street that will feature public benches and a 60-foot-long cascading river to symbolize the city's location at the fall line of the Rappahannock River

Though no tenants have been announced publicly yet at Liberty Place, many deals are close, and the potential tenants are indicative of the increasing popularity of the city and its downtown. Liberty Place will be a very positive project for downtown that will bring in affluent residents and sought-after businesses. It is likely to include about 90-120 office workers, which will provide a significant boost to downtown's daytime and early evening economy. It also represents the city's best opportunity for a parking facility in the increasingly busy William Street corridor.

Because of higher-than-expected project costs, the developer is seeking incentives to make the project viable as currently proposed. The incentives would also allow the developer to reduce rents and thereby recruit desired businesses.

This proposal would allow the developer to receive 45 percent of the incremental real estate tax revenue from Liberty Place for 10 years. Under current projections, that would allow the developer to receive about **\$193,000** per year for 10 years. That is approximately 25 percent of the overall incremental tax revenue expected from Liberty Place. The city would retain the remaining 75 percent (**about \$557,000 annually**), and after 10 years the city would retain 100 percent. See "Fiscal Impact" section of this memo for a breakdown of revenue sources. The City of Fredericksburg is currently getting approximately **\$30,000** annually in tax revenue from the property (all in real estate tax revenue).

This analysis does not factor in the following elements, which makes it more conservative than it might otherwise be:

- Possible increases in tax revenue over time
- Personal property tax revenue and other smaller tax revenues from Liberty Place
- Indirect tax revenue from Liberty Place's residents and workers
- Effect on nearby development prospects

The City of Fredericksburg anticipates investing approximately \$2 million for the public parking spaces that will be available at Liberty Place (119 during weekdays, 149 on weeknights and weekends), but that investment should not be factored into the details of this proposal. In partnering with the developer in creating the parking facility, the city does not have to acquire land or occupy other property in the area with a parking structure. City Council wants to build a structured parking facility regardless in that area, and there are no other present sites suitable for such a facility.

Other proposals

It makes sense to look at this \$46.3 million project in the context of other incentive deals that have been approved inside and outside Fredericksburg. Here are a few examples of incentive agreements that are more lucrative to the developer than what is proposed at Liberty Place:

Project	Capital investment	Incentives to owner/developer
Liberty Place (Fredericksburg)	\$46.3 million	45 percent of incremental real estate tax revenue for 10 years (proposed).
Minor League Baseball complex (Fredericksburg)	\$43 million	100 percent of tax revenue generated inside complex for 20 years, incremental meals and lodging tax revenue from outside complex.
Kalahari Resorts (Fredericksburg)	\$225 million	47.5 percent of all local tax revenue generated at complex for 20 years.
Aquia Town Center (Stafford)	\$40 million	75 percent of tax revenue until total equals \$6.25 million (6-8 years expected).
Virginia Beach Field House (Virginia Beach)	\$15 million	100 percent of real estate taxes returned for 10 years.

FISCAL IMPACT

There is no tax revenue coming from the property currently other than real estate tax revenue of approximately \$30,000 a year. The development is expected to generate another approximately \$430,000 in annual real estate revenue. The project would also generate another roughly \$320,000 in tax revenue annually.

Total gross annual incremental tax revenue: **\$750,000**

Total anticipated annual incentive: **\$193,000**

Net increase to city for first 10 years: **\$557,000**

Net increase to city after 10 years: **\$750,000**

ATTACHMENTS

Tax Increment Financing Ordinance

Tax Increment Financing Performance Agreement



April 12, 2016
Regular Meeting
Ordinance No. 16-__

MOTION:

SECOND:

RE: DESIGNATING THE BLOCK LOCATED BETWEEN WILLIAM, DOUGLAS, AMELIA, AND WINCHESTER STREETS (GPIN#7789-04-0822) AS THE “LIBERTY PLACE DEVELOPMENT PROJECT AREA” AND ADOPTING TAX INCREMENT FINANCING IN THIS AREA

ACTION: APPROVED: Ayes: 0; Nays: 0

FIRST READ: _____ SECOND READ: _____

Sec. I. Introduction.

The Thos. J. Wack Co., a Virginia corporation, proposes to develop a mixed use development including restaurant, retail, office, and residential uses with underground parking, on the block bounded by William, Douglas, Amelia, and Winchester Streets. However, the development of the project is not feasible without a performance grant from the Economic Development Authority.

The 2006 JumpStart! Economic Development Action Plan targets the William Street corridor for an increase in mixed use development, including retail, office, restaurant and residential uses, and for construction of parking garages. The 2006 JumpStart! Action Plan generally encourages public investment and incentives for these desired developments, and identifies tax increment financing as a potential tool for redevelopment of this corridor.

The 2015 Comprehensive Plan Downtown Policies envisions downtown Fredericksburg as a center of commerce and activity.

The City Manager, EDA, and the Company have negotiated a Performance Grant contained in a proposed Performance Agreement dated [date] and submitted with this ordinance for approval by City Council.

Sec. II. Designation of the Project Development Area.

NOW, THEREFORE, BE IT ORDAINED that the Fredericksburg City Council does hereby designate a portion of the City located on the block between William, Douglas, Amelia, and Winchester Streets, GPIN #7789-04-0822 as the “Liberty Place Development Project Area,” more particularly described in Exhibit 1. Real estate taxes in the Liberty Place Development Project Area shall be assessed, collected and allocated in the manner provided in this ordinance

for so long as any Obligations or Development Project Cost Commitments are outstanding and unpaid.

1. Terms used in this ordinance have the definitions provided in Code of Virginia §58.1-3245 as modified and supplemented in the Performance Agreement, attached as Exhibit 2.
2. The Commissioner of Revenue shall record in the land book the Base Assessed Value of real estate in the Development Project Area as of July 1, 2015.
3. Annually on July 1 during the Incentive Period, the Commissioner of Revenue shall record in the land book both the Base Assessed Value and the Current Assessed Value of the real estate within the Development Project Area. The Commissioner of Revenue shall report the Tax Increment to the Director of Fiscal Affairs.
4. There is hereby established a special-purpose fund called the “Liberty Place Tax Increment Fund.”
5. Annually, for so long as the Development Project Cost Commitment is outstanding and unpaid, the Director of Fiscal Affairs is directed to allocate and pay 45% of the Tax Increment into the Liberty Place Tax Increment Fund.
6. Annually, for so long as the Development Project Cost Commitment is outstanding and unpaid, upon appropriation by the City Council, the Director of Fiscal Affairs shall transfer the funds in the Liberty Place Tax Increment Fund to the EDA Liberty Place Performance Grant Fund.
7. The City’s obligation to transfer the Tax Increment to the Authority shall not be deemed to be a general obligation of the City, shall be payable solely from the Liberty Place Tax Increment Fund, and shall be subject to and dependent on annual appropriations being made by City Council for such purpose.
8. The City Manager is authorized to execute, deliver, and carry out, the Performance Agreement.
9. The Clerk of Council is directed to deliver a certified copy of this ordinance to the Commissioner of Revenue, the Treasurer, and the Director of Fiscal Affairs.
10. The City Attorney is directed to record a certified copy of this ordinance with the Clerk of the Circuit Court of the City of Fredericksburg.
11. This ordinance is effective immediately.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Approved as to form:

Kathleen Dooley, City Attorney

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Ordinance No. 16- duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey, CMC
Clerk of Council

**EXHIBIT 1 –
DESCRIPTION OF ALL REAL ESTATE IN THE LIBERTY PLACE DEVELOPMENT
PROJECT AREA**

**EXHIBIT 2 –
PERFORMANCE AGREEMENT**

**PERFORMANCE AGREEMENT
CITY OF FREDERICKSBURG, VIRGINIA
FREDERICKSBURG ECONOMIC DEVELOPMENT EDA
THE THOS. J. WACK COMPANY**

This Performance Agreement is dated _____, 2016, and is between the City of Fredericksburg, Virginia, a political subdivision of the Commonwealth of Virginia (“City”); the Economic Development Authority of the City of Fredericksburg, a political subdivision of the Commonwealth of Virginia (“EDA”); and The Thos. J. Wack Co., a Virginia corporation (“Company”).

RECITALS

- A. Code of Virginia §15.2-4905 authorizes the EDA to make grants for the purpose of promoting economic development, under conditions set forth therein.
- B. Code of Virginia Title 58.1 Chapter 32 Article 4.1 (the “TIF Act”), authorizes the City to use tax increment financing to fund an economic development undertaking, including the funding of the EDA to enable it to make grants to promote the economic development of the City.
- C. The Company proposes to develop a mixed use development including restaurant, retail, office, and residential uses with underground parking, on the block bounded by William, Douglas, Amelia, and Winchester Streets.
- D. The 2006 JumpStart! Economic Development Action Plan targets the William Street corridor for an increase in mixed use development, including retail, office, restaurant and residential uses, and for construction of parking garages. The 2006 JumpStart! Action Plan generally encourages public investment and incentives for these desired developments, and identifies tax increment financing as a potential tool for redevelopment of this corridor.
- E. The 2015 Comprehensive Plan Downtown Policies envisions downtown Fredericksburg as a center of commerce and activity.
- F. The City and the EDA have agreed to offer, and Company has agreed to accept, the incentives contained in this agreement, in exchange for the parties’ mutual performance of their obligations in this agreement.
- G. The City Council adopted Ordinance 16-__, creating the TIF zone and authorizing the City Manager to execute, deliver, and carry out this agreement, at its regular meeting on April 26, 2016.
- H. The EDA adopted Resolution 16-__, authorizing its Chairman or Vice Chairman to execute this agreement, at its regular meeting on May 9, 2016.

- I. Catherine M. Wack, President, is authorized to execute this Agreement on behalf of The Thos. J. Wack Company in accordance with a [resolution]_____ of the [board of directors]_____.

AGREEMENT

The parties agree as follows.

1. Definitions.

- 1.1. "Base Assessed Value" means the assessed value of real estate within the Development Project Area as shown upon the land book records of the Fredericksburg Commissioner of Revenue on July 1, 2015.
- 1.2. "Current Assessed Value" means the annual assessed value of real estate in the Development Project Area as recorded on the land book records of the Fredericksburg Commissioner of Revenue.
- 1.3. "Development Project Area" means property located on the block bounded by William Street, Winchester Street, Amelia Street and Douglas Street in the City of Fredericksburg, GPIN 7789-04-0822.
- 1.4. "Development Project Cost Commitment" means the EDA's commitment to pay the Performance Grant to the Company.
- 1.5. "Force Majeure Event" means any event, whether foreseen or unforeseen, that
 - 1.5.1. prevents a party, in whole or in part, from (A) performing its obligations under this agreement, or (B) satisfying any conditions to the performing party's obligations under this agreement; and
 - 1.5.2. is beyond the reasonable control of and not the fault of the non-performing party; and
 - 1.5.3. the non-performing party has been unable to avoid or overcome by the exercise of due diligence.
- 1.6. "Incentive Period" means the period of time beginning on the July 1 following Substantial Completion of the Project, and ending September 30 ten years thereafter.
- 1.7. "Performance Grant" means the EDA grant described in paragraph 3 of this agreement.
- 1.8. "Plan" means the Master Condominium entitled "Liberty Place," by mv+a, architect, comprising 13 pages, Project Number 14067.01, dated _____, attached as Attachment1.
- 1.9. "Project" means the mixed use development on property located in the City of Fredericksburg identified as GPIN #7789-04-0822, substantially in accordance with the Plan.

- 1.10. “Substantial Completion” means the date on which the Project is sufficiently complete so that it may be used for all of its intended uses, as evidenced by the issuance of certificates of occupancy for 75% of the total Project square footage, not including the underground portion.
- 1.11. “Tax Increment” means the amount by which the current assessed value exceeds the base assessed value.
- 1.12. “TIF Ordinance” means Ordinance 16-__ “Designating the block located between William Douglas, Amelia and Winchester Streets (GPIN#7789-04-0822) as the ‘Liberty Place Development Project Area’ and adopting Tax Increment Financing in this area” adopted by City Council on April 26, 2016.

2. Eligibility.

- 2.1. In order to be eligible for the Performance Grant, the Company shall achieve Substantial Completion of the Project by September 1, 2019.
- 2.2. If a *Force Majeure* Event prevents Company from meeting the deadline for Substantial Completion of the Project, then the deadline for Substantial Completion shall be extended on a day-for-day basis for so long as the *Force Majeure* Event continues, up to a maximum of 90 days.
 - 2.2.1. No later than two working days after becoming aware of the occurrence of a *Force Majeure* Event, the Company shall give the City and the EDA a written report describing the particulars of the occurrence, including an estimate of its expected duration and probable impact on the performance of the Company’s obligations under this agreement.
 - 2.2.2. If the suspension of performance continues for a period of more than 90 days as a result of a *Force Majeure* Event, any party is entitled to terminate this agreement by giving written notice to the other parties.

3. Performance Grant.

- 3.1. If the Company is eligible for the Performance Grant under section 2 above, then, during the Incentive Period, it shall receive an annual Performance Grant from the EDA.
- 3.2. The Performance Grant shall be in an amount equal to 45% of the Tax Increment.
- 3.3. The EDA shall pay the Performance Grant annually on September 1.

4. Obligation.

- 4.1. The EDA hereby establishes the “EDA Liberty Place Performance Grant Fund.” All amounts received by the EDA from the City constituting the Performance Grant shall be deposited by the EDA into the EDA Liberty Place Performance Grant Fund and used solely to make Performance Grant payments to the Company. The EDA may appoint the City as its fiscal agent to administer the EDA Liberty Place Performance Grant Fund.
 - 4.2. The EDA, as security for the payment of its Obligation, hereby pledges the moneys on deposit in the EDA Liberty Place Performance Grant Fund. The EDA Liberty Place Performance Grant Fund shall be expended for no purpose other than Performance Grant payments to Company as provided in this agreement.
 - 4.3. Expenditure by the EDA of the EDA Liberty Place Performance Grant Fund for any purpose other than the Performance Grant shall constitute a default under this agreement. Upon any such default, Company shall have all remedies available at law or in equity, including, without limitation, payment by the EDA of all of Company's costs, including reasonable attorneys’ fees and expenses, incurred in exercising its rights under this agreement.
5. Performance Grant Funding. The City will fund the Performance Grant as follows:
- 5.1. Upon the effective date of the TIF Ordinance, the City shall establish the City Liberty Place Tax Increment Fund.
 - 5.2. During the Incentive Period, the City’s Director of Fiscal Affairs shall deposit 45% of the Tax Increment into the City Liberty Place Tax Increment Fund to meet the City's commitments in this agreement, and as provided in the TIF Ordinance.
 - 5.3. Subject to Section 5.6, the City shall transfer funds on deposit in the City Liberty Place Tax Increment Fund to the EDA Liberty Place Performance Grant Fund each August 1 during the Incentive Period.
 - 5.4. The City will not expend funds on deposit in the City Liberty Place Tax Increment Fund except for transfer to the EDA as provided in this agreement.
 - 5.5. Expenditure by the City of the City Liberty Place Performance Grant Fund for any purpose other than appropriation to the EDA Liberty Place Performance Grant Fund shall constitute a default under this agreement. Upon any such default, Company shall have all remedies available at law or in equity, including, without limitation, payment by the City of all of Company's costs, including reasonable attorneys’ fees and expenses, incurred in exercising its rights under this agreement.
 - 5.6. The City's obligation to make payments to the EDA of the Performance Grant shall not be deemed to be a general obligation of the City, and shall be subject to and dependent on annual appropriations being made of the Performance Grant by the City Council for such purpose.

5.7. The City Manager shall include the Performance Grant payment to the EDA in his recommended City budget for each fiscal year during the Incentive Period. The City Manager shall deliver to the EDA and to Company on or before each August 1 during the Incentive Period a written notice specifying the amount of the Performance Grant appropriated or to be appropriated for the fiscal year beginning on the immediately preceding July 1.

6. Dispute resolution.

6.1. The parties shall first endeavor to resolve any disputes, claims or other matters in question between them through direct negotiations, and if such direct negotiations fail, by non-binding mediation, with the site of the mediation being the City of Fredericksburg, Virginia, which is agreed to be the sole and exclusive venue.

6.2. Any agreement reached in mediation must be reduced to writing and executed by the parties; upon such execution, the same shall be enforceable as a settlement agreement.

6.3. Should the dispute, claim, or other matter in question remain unresolved after completion of such negotiation and mediation, but in no event more than ninety (90) days after mediation is requested by a party, either party may then institute a lawsuit in the Circuit Court for the City of Fredericksburg, which shall be the exclusive forum for any litigation arising under the terms of this agreement.

6.4. The laws of the Commonwealth of Virginia govern this agreement.

7. Miscellaneous.

7.1. The Company acknowledges that the City and EDA will not award any additional economic incentives to the Project or to Project tenants for the duration of the Incentive Period.

7.2. Each party giving notice under this agreement shall do so in writing and shall use one of the following methods for delivery: (i) personal delivery, (ii) certified mail, or (iii) nationally recognized overnight courier, with all fees prepaid.

7.2.1. Notice to the City shall be given to:

City Manager
715 Princess Anne Street
Fredericksburg, Virginia

7.3.2 Notice to the Company shall be given to:

7.3.3 Notice to the EDA shall be given to:

- 7.3. This agreement may be signed in one or more counterparts each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile is as effective as executing and delivering this agreement in the presence of the other parties to this agreement. This agreement is effective upon delivery of one executed counterpart from each party to the other parties.
- 7.4. The Company acknowledges that the City and the EDA are induced to enter into this agreement by, among other things, the Company's business qualifications and experience. Neither this agreement nor any right or obligation herein may be assigned in whole or in part to another person, partnership, business, or entity of any nature without the prior written approval of the City and the EDA.
- 7.5. The laws of the Commonwealth of Virginia govern all matters arising out of or relating to this agreement and all of the transactions it contemplates. Any legal proceeding against a party arising out of this agreement shall be brought in the Circuit Court of the City of Fredericksburg.
- 7.6. This agreement constitutes the entire agreement between the parties and may not be amended or modified, except in writing, signed by each of the parties.

The parties are signing this agreement on the date included in the introductory clause.

CITY OF FREDERICKSBURG

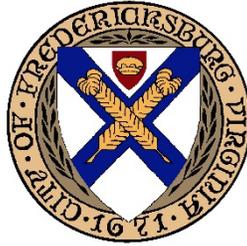
By: _____
Beverly R. Cameron, City Manager

FREDERICKSBURG ECONOMIC DEVELOPMENT AUTHORITY

By: _____
P. Christopher Hornung, Chair

THE THOS. J. WACK COMPANY

By: _____
Catherine M. Wack, President



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Lynn Enders, Purchasing Agent
RE: Proposed Changes to City Code for Purchasing
DATE: April 4, 2016

ISSUE

Shall the City Council amend City Code §2-387 to raise the City’s thresholds requiring formal procurement procedures?

RECOMMENDATION

Council approved this issue on 1st read at the March 22 meeting. Staff recommends approval for 2nd read for the April 12 meeting.

BACKGROUND

The purchasing function of the City of Fredericksburg is governed by the Virginia Public Procurement Act, City Code, and internal city policies.

The Virginia Public Procurement Act (the “VPPA”) provides the overall framework for procurement for state and local government in Virginia. The VPPA allows local ordinances and policies to be substituted, as long as they are not less restrictive, for the provisions of the Act in certain circumstances. One of these areas is the determination of the dollar threshold where formal solicitations (such as an Invitation to Bid or a Request for Proposal) are required. Solicitations below a certain dollar threshold are called “small purchases” and are governed by locally-determined procedures.

The VPPA has been amended by the General Assembly in recent years to raise the threshold. Here is the current §2.2-4303 (G), which enables the public body to:

“establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for (i) goods and services other than professional services and (ii) non transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$60,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.”

Requested Ordinance – Amending City Code §2-387 Small Purchases

The current City Code enables the City Manager to enter into contracts for goods, professional and nonprofessional services, insurance and construction up to \$30,000 without requiring a formal solicitation process such as Request for Proposals or Invitation for Bids. (RFP and IFB). The formal solicitations are time-consuming and expensive to complete. The City often purchases items that are over \$30,000, and the formal solicitation process often slows down projects.¹

In addition, the current City Code requires that the City obtain more than one quote for items valued at more than \$1,000.

The attached ordinance makes the following changes:

- The small purchase threshold for goods and services is raised to \$100,000
- The small purchase threshold for professional services is raised to \$60,000
- The single-quote threshold is raised from \$1,000 to \$5,000.

The increase of the small purchase thresholds to \$100,000 for goods and services and to \$60,000 for professional services is consistent with the revised language of the Virginia Public Procurement Act. The increase of the threshold to \$5,000 for single quote items is allowed by the VPPA, and will streamline the City’s procurement of small value items. Items over \$5,000 in value, which currently require two quotes, will now be required to have three quotes.

Associated Policy Changes

The increase of the “small purchase” thresholds is not intended to decrease competition or vendor access to City contracts. The City’s new Purchasing Agent will assist in ensuring that small purchases are done competitively, openly, and in a way that ensures good value.

The current policy on small purchases for City staff is as follows:

Purchasing Table for Quotes (Current)

Type	Purchase Thresholds	Requirement
Small	\$1000 and under	Single quote
	\$1001 - \$9,999	2 quotes
	\$10,000 - \$29,999	3 quotes
Formal	Over \$30,000	Formal solicitation

Staff proposes to change this policy in conjunction with the ordinance change, to provide for the oversight role of the Purchasing Agent and ensure competition for the City’s small purchases. The City’s Purchasing Agent would be able to assist Departments with purchases under \$30,000, and would have direct responsibility for small purchases over \$30,000. The Fiscal Affairs

¹ As a note, the City often utilizes cooperative procurement, such as “State Contracts” for vehicles, in situations that might either call for a Small Purchase or a Formal Solicitation. The City can continue to use this method of procurement, if advantageous, if the ordinance change is adopted.

Department and the City Manager's Office will work with the Purchasing Agent to ensure availability of funds. The following table would become the new guide for City Departments:

Purchasing Table for Quotes (Proposed)

Type	Purchase Thresholds	Requirement
Small	Under \$5,000	Single quote
Small	\$5,000 to \$30,000	3 quotes minimum, Purchasing Agent available to consult & assist City staff.
Small	\$30,000 to \$100,000	3 quotes minimum; Purchasing Agent will be the designated buyer responsible for solicitation.
Formal	\$60,000 – Professional Services Only	Request for Proposal (a type of formal solicitation) required by VPPA
Formal	\$100,000 and over	Formal solicitation

The Purchasing Agent is able to use tools for City small purchases such as the Commonwealth of Virginia's e-procurement website, "eVA." The "eVA" website has a free "Quick Quote" feature. "Quick Quote" reaches a broad audience of vendors (96,488) which will increase competition, expedite the purchasing process and allow for better pricing and greater transparency of the City's procurements.

The Purchasing Agent will also be able to assist Departments with small procurements through posting a small informal solicitation on the City's website, supplemental to the "Quick Quote" process. Staff may also reach out directly to vendors for quotations, as is done now.

FISCAL IMPACT

The attached ordinance will assist in streamlining the City's current procurement practices. The City will benefit from the expertise of the Purchasing Agent in procuring goods and services more quickly, with open competition.

That said, there is no direct fiscal impact to the requested ordinance change.

Attachment: Ordinance Revising City Code §2-387



April 12, 2016
Regular Meeting
Ordinance No. 16-12

MOTION:

SECOND:

RE: **AMENDING THE PROCUREMENT ORDINANCE TO INCREASE THE CITY MANAGER'S SMALL PURCHASE AUTHORITY FROM \$30,000 TO \$100,000 AND REQUIRE THREE QUOTES FOR PURCHASES OF GOODS OVER \$5,000**

ACTION: **APPROVED: Ayes: 0; Nays: 0**

FIRST READ: March 22, 2016 SECOND READ: _____

IT IS HEREBY ORDAINED by the Fredericksburg City Council that Chapter 2 of the City Code is amended as follows:

SEC. I. City Code Amendment.

1. **Sec. 2-287.**

- A. The City Manager may enter into contracts for the purchase of goods, ~~professional~~ and nonprofessional services, insurance, and construction without following the requirements of this article for competitive sealed bids or competitive negotiation on single or term contracts where the aggregate or the sum of all phases is not expected to exceed ~~\$30,000~~ *\$100,000. The City Manager may enter into contracts for the purchase of professional services without following the requirements of this article for competitive sealed bids or competitive negotiation on single or term contracts where the aggregate or the sum of all phases is not expected to exceed \$60,000.*
- B. The City Manager shall, wherever practicable, seek competitive prices on small purchases pursuant to this section. For the purchase of goods in excess of ~~\$1,000~~ \$5,000, the City Manager shall secure at least ~~two~~ *three* estimates or proposals from different vendors. Written quotations from vendors shall be obtained, where practicable, although verbal quotations will be permitted, provided the City Manager causes a written record of all such verbal quotations to be made and filed with the records of the transaction.

SEC. II. Effective Date.

The amendments to the City Code are effective immediately.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Approved as to form:

Kathleen Dooley, City Attorney

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Ordinance No. 16-12 duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey, CMC
Clerk of Council



MEMORANDUM

TO: Kathleen Dooley, City Attorney
FROM: Rob Eckstrom, Assistant City Attorney
DATE: March 14, 2016
RE: Extenet license – distributed antenna system in public right-of-way

Issue

Should the City grant Extenet Systems Virginia LLC a license to install a cellular distributed antenna system in the public right-of-way?

Recommendation:

Yes. The system will improve cellular reception in the area without requiring obtrusive antennas and related facilities. The attached plans and license agreement have been reviewed and approved by Public Works and the City Attorney's Office.

Background:

Extenet has applied for a license to install and operate a distributed antenna system on 12 existing utility poles in the area around the UMW campus. Distributed antenna systems are an alternative to larger cellular facilities such as the tower in Central Park and the tower near the Powhatan water tower. Instead of one large antenna, several smaller antennas combine to provide cellular coverage. A picture of a typical DAS is included in the Council packet.

The proposed installation locations are:
the intersection of Hanover Street & High Street
1123 Hanover Street
1300 William Street @ Bright Street
William Street & UMW Parking area 30
1302 Brent Street
1200 Stafford Avenue
Between 1104 & 1108 College Avenue
1500 College Avenue
College Avenue & Thornton Street
Cornell Street & Sunken Road
Across from 1415 Sunken Road
1709 Sunken Road

ITEM #8B

Extenet would own and operate the system, and have agreements with telecommunications companies for use of the system as well as agreements with Dominion for use of the poles.

The proposed license agreement requires City permission for any deviation from the attached plans. It also contains standard City terms for use of the rights-of-way, such as requiring utility permits before disturbing the right-of-way, relocation at Licensee's expense if required by the City, and safety and quality requirements.

Fiscal Impact:

Extenet would pay the City \$1200 per year under the terms of the proposed license.



March 22, 2016
Regular Meeting
Ordinance No. 16-13

MOTION:

SECOND:

RE: GRANTING A FIFTEEN-YEAR NON-EXCLUSIVE LICENSE TO EXTENET SYSTEMS (VIRGINIA) LLC TO INSTALL, MAINTAIN, AND USE TELECOMMUNICATION CABLE AND EQUIPMENT IN CITY RIGHTS-OF-WAY

ACTION: APPROVED: Ayes: 0; Nays: 0

FIRST READ: March 22, 2016 SECOND READ: _____

IT IS HEREBY ORDAINED by the Fredericksburg City Council:

SEC. I. Introduction.

Extenet Systems (Virginia) LLC has applied to the City Council for a fifteen-year, non-exclusive license to install certain telecommunications equipment in the public rights-of-way. The license allows installation and maintenance of telecommunication cable and equipment for use by wireless communication providers. Use of these facilities is not offered directly to individual consumers. The City and Extenet have negotiated the terms of the attached license agreement.

SEC. II. Grant of License.

The City Council finds that the grant of the license is in the public interest. The City Manager is hereby authorized to execute the attached fifteen-year non-exclusive license between Extenet Systems Virginia LLC and the City of Fredericksburg, on behalf of the City.

SEC. III. Effective Date.

This ordinance is effective immediately.

Approved as to form:

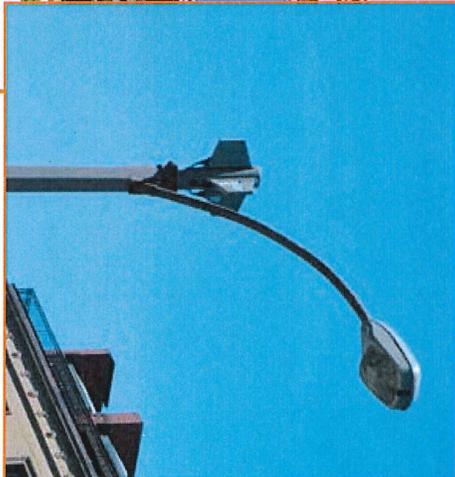
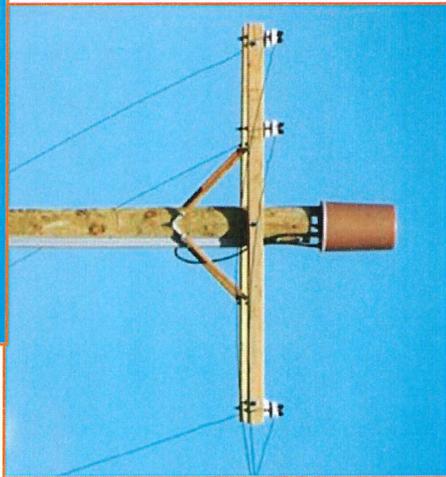
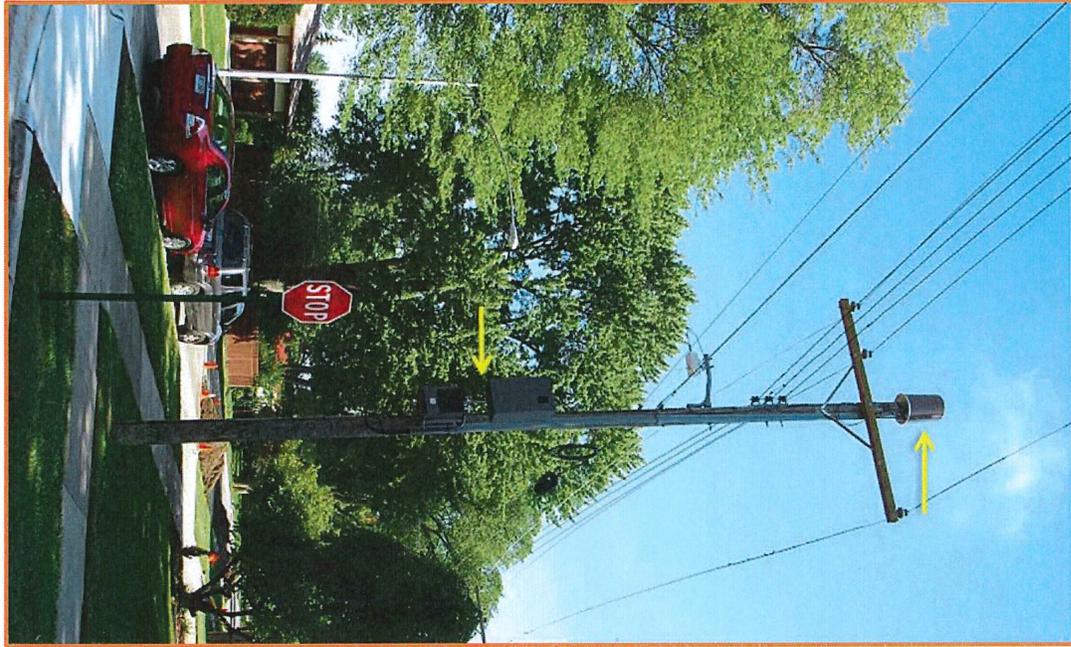
Kathleen Dooley, City Attorney

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Ordinance No. 16-13 duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

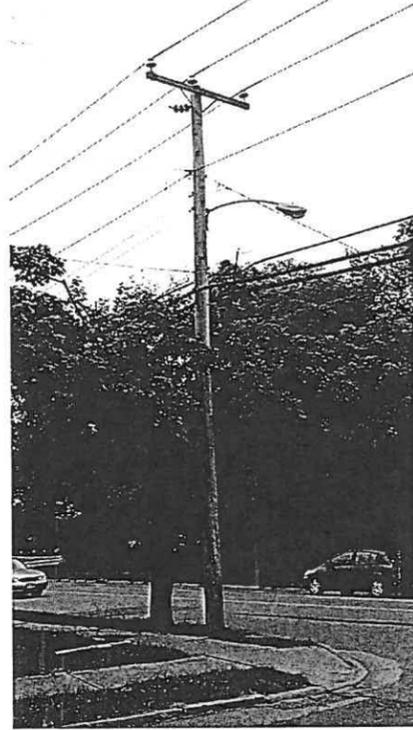
Tonya B. Lacey, CMC
Clerk of Council

SAMPLE OUTDOOR NODES



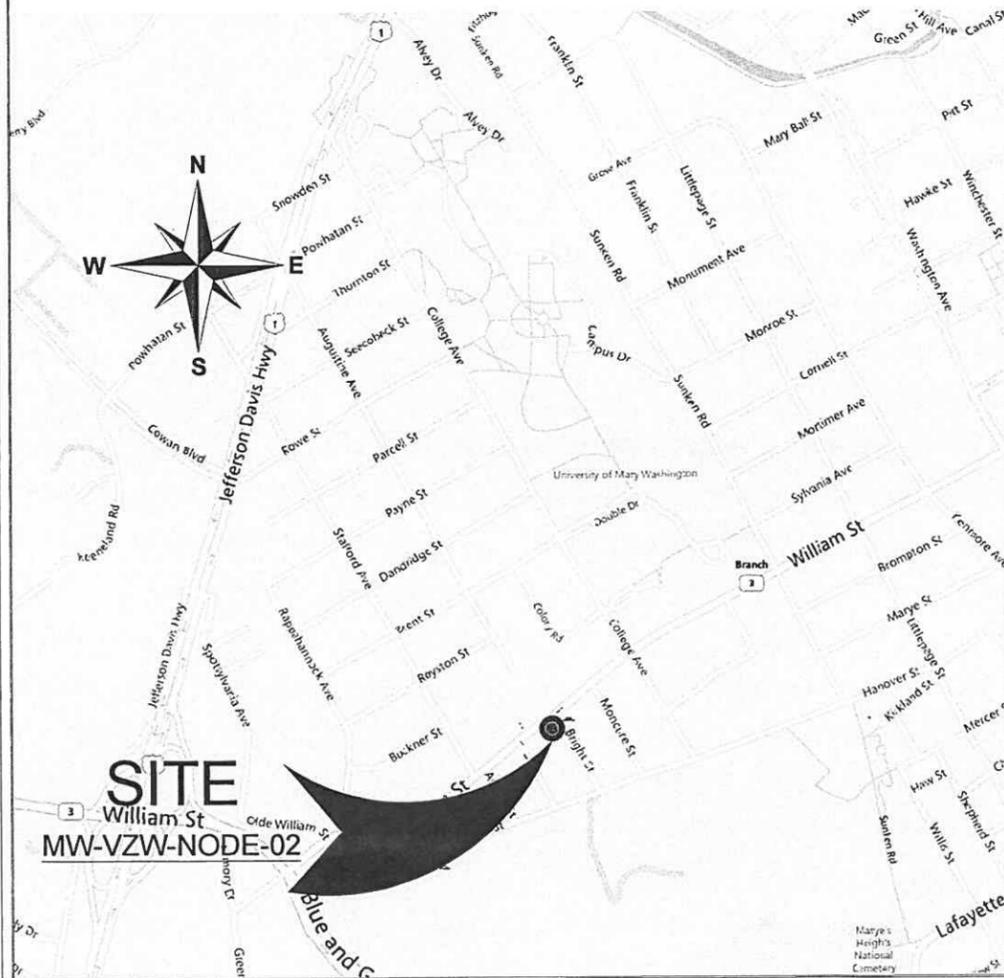
K:\Projects\Extenet\Mary Washington\Mary Washington - NODES\NODE - PROFILES\Node-02 - Profile - MW - VZW - 2015.dwg

SITE PHOTOGRAPH



EXTENET NODE ID: MW-VZW-NODE-02
VERIZON WIRELESS
1300 WILLIAM ST @ BRIGHT ST
FREDERICKSBURG, VA 22402

VICINITY MAP (NTS)



SCOPE OF WORK

CONSTRUCTION OF A UNMANNED TELECOMMUNICATION FACILITY CONSISTING OF (1) 1900MHZ REMOTE RADIO HEAD, (1) BATTERY BACKUP UNIT, (1) CELLMAX OMNI ANTENNA AND ASSOCIATED CABLES MOUNTED TO AN EXISTING UTILITY POLE.

PROJECT INFORMATION

NODE ID NUMBER: MW-VZW-NODE-02
 HUB ID NUMBER:
 SITE ADDRESS: 1300 WILLIAM ST @ BRIGHT ST, FREDERICKSBURG, VA 22402
 POLE NUMBER: 00008
 POLE OWNER: DOMINION
 LATITUDE (NAD 83): 38.297019
 LONGITUDE (NAD 83): -77.475123
 JURISDICTION: FREDERICKSBURG, VA.
 ZONING: R-4
 GROUND ELEVATION: 140'
 STRUCTURE TYPE: CURRENT: UTILITY POLE - CLASS 6
 STRUCTURE HEIGHT: 40'

Dig With Care

KNOW WHAT'S BELOW - CALL BEFORE YOU DIG!!!
3-BUSINESS DAYS PRIOR TO EXCAVATION
CALL 8-1-1 OR 1-800-552-7001



DRAWING INDEX

SHEET	DESCRIPTION
T1	TITLE SHEET
S1	POLE ELEVATIONS
S2	SITE PLAN
E1	ELECTRICAL DETAILS
E2	EQUIPMENT DETAILS

CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE LATEST EDITIONS OF THE FOLLOWING CODES:

- 2012 INTERNATIONAL BUILDING CODE
- 2012 NATIONAL ELECTRICAL CODE
- 2012 NFPA 101
- 2012 IFC
- ANSI/TIA-222-G
- TIA 607
- AMERICAN CONCRETE INSTITUTE
- AMERICAN INSTITUTE OF STEEL CONSTRUCTION
- MANUAL OF STEEL CONSTRUCTION 13TH EDITION
- 2012 INTERNATIONAL PROPERTY MANAGEMENT
- IEEE C2 NATIONAL ELECTRIC SAFETY CODE LATEST EDITION
- TELECORDIA GR-1275
- ANSI/T 311

GENERAL NOTES TO CONTRACTOR

STANDARD CONSTRUCTION NOTES:

1. THESE NOTES SHALL BE CONSIDERED A PART OF THE WRITTEN SPECIFICATIONS.
2. THE WORK SHALL INCLUDE FURNISHING, MATERIALS, EQUIPMENT, APPURTENANCES AND LABOR NECESSARY TO COMPLETE ALL INSTALLATIONS AS INDICATED ON THE DRAWINGS.
3. PRIOR TO THE SUBMISSION OF BIDS, THE CONTRACTORS SHALL VISIT THE JOB SITE AND BE RESPONSIBLE FOR ALL CONTRACT DOCUMENTS, FIELD CONDITIONS AND DIMENSIONS, AND CONFIRMING THAT THE WORK MAY BE ACCOMPLISHED AS SHOWN PRIOR TO PROCEEDING WITH CONSTRUCTION. ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF THE IMPLEMENTATION ENGINEER AND ARCHITECT/ENGINEER PRIOR TO PROCEEDING WITH THE WORK.
4. THE CONTRACTOR SHALL RECEIVE, IN WRITING, AUTHORIZATION TO PROCEED BEFORE STARTING WORK ON ANY ITEM NOT CLEARLY DEFINED OR IDENTIFIED BY THE CONTRACT DOCUMENTS.
5. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS UNLESS SPECIFICALLY INDICATED OTHERWISE OR WHERE LOCAL CODES OR REGULATIONS TAKE PRECEDENCE.
6. ALL WORK PERFORMED AND MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES. CONTRACTOR SHALL GIVE ALL NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY REGARDING THE PERFORMANCE OF THE WORK. MECHANICAL AND ELECTRICAL SYSTEMS SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS, AND LOCAL AND STATE JURISDICTIONAL CODES, ORDINANCES AND APPLICABLE REGULATIONS.
7. THE GENERAL CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK, USING THE BEST SKILLS AND ATTENTION. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES AND FOR COORDINATION ALL PORTION OF THE WORK UNDER THE CONTRACT INCLUDING CONTACT AND COORDINATION WITH THE IMPLEMENTATION ENGINEER AND WITH THE LANDLORD'S AUTHORIZED REPRESENTATIVE.
8. SEAL PENETRATIONS THROUGH FIRE RATED AREAS WITH U.L. LISTED FIRE CODE APPROVED MATERIALS.
9. PROVIDE A PORTABLE FIRE EXTINGUISHER WITH A RATING OF NOT LESS THAN 2-A OR 2-A10BC WITHIN 75 FEET TRAVEL DISTANCE TO ALL PORTIONS OF THE PROJECT AREA DURING CONSTRUCTION.
10. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH CHAPTER 23 OF THE DC REGARDING EARTHQUAKE PIPING, LIGHT FIXTURES, CEILING GRID, INTERIOR PARTITIONS AND MECHANICAL EQUIPMENT. ALL WORK MUST BE IN ACCORDANCE WITH LOCAL EARTHQUAKE CODES AND REGULATIONS.
11. DETAILS ARE INTENDED TO SHOW END RESULTS OF DESIGN. MINOR MODIFICATIONS MAY BE REQUIRED TO SUITE JOB DIMENSIONS OR CONDITIONS, AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK.
12. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, PAVING, CURBS, VEGETATION, GALVANIZED SURFACE, ETC., AND UPON COMPLETION OF WORK REPAIR ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION TO THE SATISFACTION OF EXTENET.
13. KEEP GENERAL AREA CLEAN, HAZARD FREE, AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION AND FREE FROM PAINT SPOTS, DUST OR SMUDGES OF ANY NATURE.
14. REPRESENTATIONS OF TRUE NORTH, OTHER THAN THOSE FOUND ON THE PLOT OF SURVEY DRAWING, SHALL NOT BE USED TO IDENTIFY OR ESTABLISH THE BEARING OF TRUE NORTH AT THE SITE. THE CONTRACTOR SHALL RELY SOLELY ON THE PLOT OF SURVEY DRAWING AND ANY SURVEYOR'S MARKINGS AT THE SITE FOR THE ESTABLISHMENT OF TRUE NORTH, AND SHALL NOTIFY THE ARCHITECT/ENGINEER PRIOR TO PROCEEDING WITH THE WORK. IF ANY DISCREPANCY IS FOUND BETWEEN THE VARIOUS ELEMENTS OF THE WORKING DRAWINGS AND THE TRUE NORTH ORIENTATION AS DEPICTED ON THE CIVIL SURVEY, THE CONTRACTOR SHALL ASSUME SOLE LIABILITY FOR ANY FAILURE TO NOTIFY THE ARCHITECT/ENGINEER.
15. PENETRATIONS OF ROOF MEMBRANES SHALL BE PATCHED/FLASHED AND MADE WATERTIGHT USING LIKE MATERIALS IN ACCORDANCE WITH NRCA ROOFING STANDARDS AND DETAILS. CONTRACTOR SHALL OBTAIN DETAILING CLARIFICATION FOR SITE-SPECIFIC CONDITIONS FROM ARCHITECT/ENGINEER, IF NECESSARY, BEFORE PROCEEDING. PLANS ARE NOT TO BE SCALED AND ARE INTENDED TO BE A DIAGRAMMATIC OUTLINE ONLY, UNLESS NOTED OTHERWISE.
16. ALL ITEMS REMOVED DURING CONSTRUCTION WORK (I.E. DRYWALL, PLYWOOD, CEILING PANELS, ETC.) SHALL BE REPLACED TO MATCH EXISTING.
17. PLANS ARE NOT TO BE SCALED AND ARE INTENDED TO BE DIAGRAMMATIC OUTLINE ONLY, UNLESS NOTED OTHERWISE.
18. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALES SHOWN ON THE DRAWING. DIMENSIONS SHOW AS X-X ± ARE ESTIMATED AND SHALL BE VERIFIED BY A SURVEYOR OR BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
19. ALL SITE WORK SHALL BE CAREFULLY COORDINATED BY GENERAL CONTRACTOR WITH LOCAL UTILITY COMPANY, TELEPHONE COMPANY, AND ANY OTHER UTILITY COMPANIES HAVING JURISDICTION OVER THIS LOCATION.

GENERAL CIVIL NOTES:

1. ALL SITE WORK SHALL BE AS INDICATED ON THE DRAWINGS AND STIPULATED IN THE SPECIFICATIONS PROJECT SUMMARY.
2. RUBBISH, STUMPS, DEBRIS, STICKS, STONES AND OTHER REFUSE SHALL BE REMOVED FROM THE SITE AND DISPOSED OF LEGALLY.
3. NO FILL OR EMBANKMENT MATERIAL SHALL BE PLACED ON FROZEN GROUND. FROZEN MATERIALS, SNOW OR ICE SHALL NOT BE PLACED IN ANY FILL OR EMBANKMENT.
4. THE SUB GRADE SHALL BE COMPACTED AND BROUGHT TO A SMOOTH UNIFORM GRADE PRIOR TO THE CRUSHED STONE APPLICATION.
5. ALL EXISTING ACTIVE SEWER, WATER, GAS, ELECTRIC, AND OTHER UTILITIES WHERE ENCOUNTERED IN THE WORK, SHALL BE PROTECTED AT ALL TIMES, AND WHERE REQUIRED FOR THE PROPER EXECUTION OF THE WORK, SHALL BE RELOCATED AS DIRECTED BY ENGINEERS. EXTREME CAUTION SHOULD BE USED BY THE CONTRACTOR WHEN EXCAVATING OR PIER DRILLING AROUND OR NEAR UTILITIES. CONTRACTOR SHALL PROVIDE SAFETY TRAINING FOR THE WORKING CREW.
6. ALL EXISTING INACTIVE SEWER, WATER, GAS, ELECTRIC AND OTHER UTILITIES, WHICH INTERFERE WITH THE EXECUTION OF THE WORK, SHALL BE REMOVED AND SHALL BE CAPPED, PLUGGED OR OTHERWISE DISCONTINUED AT POINTS WHICH WILL NOT INTERFERE WITH THE EXECUTION OF THE WORK, SUBJECT TO THE APPROVAL OF THE ENGINEER.
7. THE AREAS OF PROPERTY DISTURBED BY THE WORK AND NOT COVERED BY THE BUILDING, DRIVEWAY OR CRUSHED STONE, SHALL BE GRADED TO A UNIFORM SLOPE, FERTILIZED, SEEDED, AND COVERED WITH MULCH AS SPECIFIED IN THE SPECIFICATION LANDSCAPE WORK.

STANDARD CONDUIT NOTES:

1. 1-(2" MINIMUM DIAMETER) DUCT OF APPROVED MATERIAL, RIGID GALVANIZED STEEL (WHEN REQUIRED) OR ELECTRO-METALLIC TUBING (EMT).
2. ELECTRICAL LB'S AND CONDUITS ARE NOT ACCEPTABLE AS PULL BOXES.
3. NO 90° TRANSITIONS AT OR WITHIN A PULL BOX (UNLESS A BENDING RADIUS 10x THE DIAMETER OF THE CABLE TO BE PLACED CAN BE MAINTAINED).
4. A HORIZONTAL MAXIMUM OF 300 FT. BETWEEN PULL BOXES.
5. A SECTION OF CONDUIT OF 100 FT. VERTICAL WILL REQUIRE A PULL BOX AND AN APPROVED CABLE RESTRAINT.
6. A MAXIMUM OF 2-90° SWEEPING RADIUS BENDS BETWEEN PULL BOXES. (A SWEEPING BEND IS A RADIUS 10x THE CONDUIT DIAMETER).
7. A MEASURING TAPE SHALL ALSO BE IN PLACE TO DETERMINE AS BUILT LENGTH.
8. PULL LINES IN ALL DUCTS (MIN. 400 LBS PULLING TENSION).
9. FIRE STOPPING REQUIRED WHEN OPENINGS ARE MADE IN ANY FIRE BARRIER.
10. ALL EXTERNAL CONDUIT TERMINATION SHALL BE WATER TIGHT.



Network Owner:
 Extenet Systems
 3030 Warrenville Rd.
 Lisle, IL 60532

24/7 Network Operations Center:
 (866)-892-5327

Network Implementation:
 Rick Angelini, Extenet Systems
 Director - Network Engineering
 & Implementation
 RAngelini@extenetsystems.com
 Cell: (508) 776-2161

PROJECT INFORMATION:

CELLULAR DAS NETWORK
MW-VZW-NODE-02
FREDERICKSBURG, VA

CURRENT ISSUE DATE:

6/30/2015

ISSUED FOR:

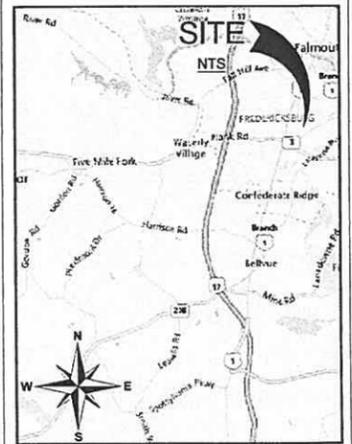
PROPOSED

PLANS PREPARED BY:



DRAWN BY: BJA CHK.: SJ APV.: RA

LOCUS



SHEET TITLE:

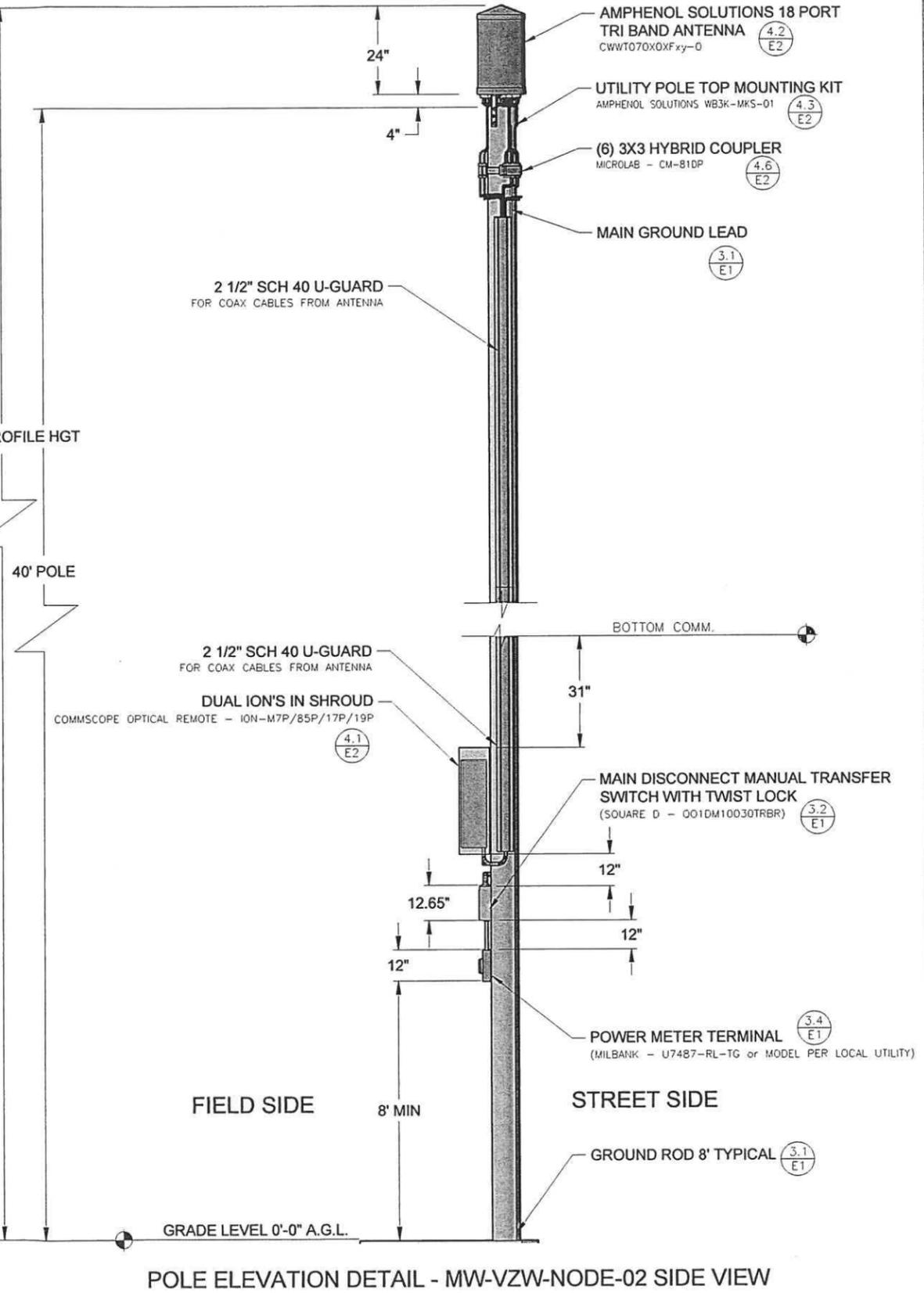
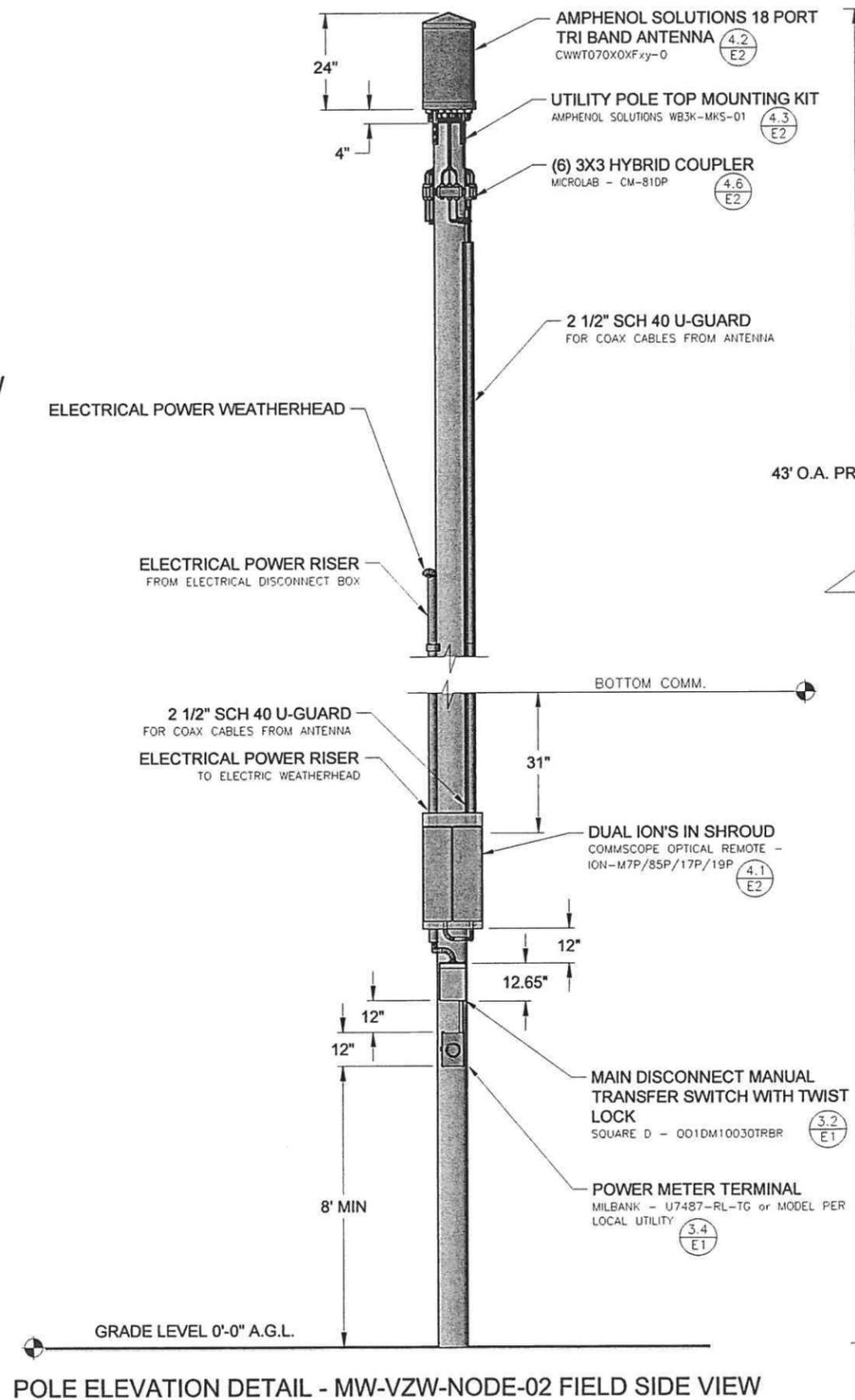
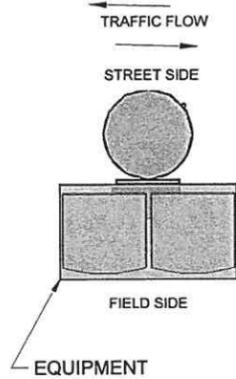
TITLE SHEET

SHEET NUMBER: REVISION:

T1

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UTILITY POLE OVERHEAD VIEW



Network Owner:
Extenet Systems
3030 Warrenville Rd.
Lisle, IL 60532

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(866)-892-5327

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CELLULAR DAS NETWORK
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FREDERICKSBURG, VA

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6/30/2015

ISSUED FOR:
PROPOSED

PLANS PREPARED BY:
Waveguide
10 N. Southwood Dr.
Nashua, NH 03063
(603) 598-0096
www.waveguidefiber.com

DRAWN BY: BJA
CHK.: SJ
APV.: RA



SHEET TITLE:
POLE ELEVATIONS

SHEET NUMBER:
S1

SITE CONSTRUCTION NOTES

1. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES ORDINANCES, LAWS AND REGULATIONS OF ALL MUNICIPALITIES, UTILITIES COMPANY OR OTHER PUBLIC AUTHORITIES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS THAT MAY BE REQUIRED BY ANY FEDERAL, STATE, COUNTY OR MUNICIPAL AUTHORITIES.
3. THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER, IN WRITING, OF ANY CONFLICTS, ERRORS OR OMISSIONS PRIOR TO THE SUBMISSION OF BIDS OR PERFORMANCE OF WORK. MINOR OMISSIONS OR ERRORS IN THE BID DOCUMENTS SHALL NOT RELIEVE THE CONTRACTOR FROM RESPONSIBILITY FOR THE OVERALL INTENT OF THESE DRAWINGS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING SITE IMPROVEMENTS PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL REPAIR ANY DAMAGE CAUSED AS A RESULT OF CONSTRUCTION OF THIS FACILITY.
5. THE SCOPE OF WORK FOR THIS PROJECT SHALL INCLUDE PROVIDING ALL MATERIALS, EQUIPMENT AND LABOR REQUIRED TO COMPLETE THIS PROJECT. ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
6. THE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO SUBMITTING A BID TO VERIFY THAT THE PROJECT CAN BE CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
7. CONTRACTOR SHALL VERIFY ANTENNA ELEVATION AND AZIMUTH WITH RF ENGINEERING PRIOR TO INSTALLATION.
8. TRANSMITTER EQUIPMENT AND ANTENNAS ARE DESIGNED TO MEET ANSI/EIA/TIA 222-G REQUIREMENTS.
9. ALL STRUCTURAL ELEMENTS SHALL BE HOT DIPPED GALVANIZED STEEL.
10. CONTRACTOR SHALL MAKE A UTILITY "ONE CALL" TO LOCATE ALL UTILITIES PRIOR TO EXCAVATING.
11. IF ANY UNDERGROUND UTILITIES OR STRUCTURES EXIST BENEATH THE PROJECT AREA, CONTRACTOR MUST LOCATE IT AND CONTACT THE APPLICANT & THE OWNER'S REPRESENTATIVE.
12. OCCUPANCY IS LIMITED TO PERIODIC MAINTENANCE AND INSPECTION BY TECHNICIANS APPROXIMATELY 2 TIMES PER MONTH.
13. PRIOR TO THE INSTALLATION OF THE PROPOSED EQUIPMENT OR MODIFICATION OF THE EXISTING STRUCTURE, A STRUCTURAL ANALYSIS SHALL BE PERFORMED BY THE OWNER'S AGENT TO CERTIFY THAT THE EXISTING/PROPOSED COMMUNICATION STRUCTURE AND COMPONENTS ARE STRUCTURALLY ADEQUATE TO SUPPORT ALL EXISTING AND PROPOSED ANTENNAS, COAXIAL CABLES AND THEIR APPURTENANCES.
14. PROPERTY LINE INFORMATION WAS PREPARED USING DEEDS, TAX MAPS, AND PLANS OF RECORD AND SHOULD NOT BE CONSTRUED AS AN ACCURATE BOUNDARY SURVEY.
15. THIS PLAN IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
16. THE PROPOSED FACILITY WILL CAUSE ONLY A "DE MINIMIS" INCREASE IN STORM WATER RUNOFF. THEREFORE, NO DRAINAGE STRUCTURES ARE PROPOSED.
17. NO SIGNIFICANT NOISE, SMOKE, DUST, OR ODOR WILL RESULT FROM THIS FACILITY.
18. THE FACILITY IS UNMANNED AND NOT INTENDED FOR HUMAN HABITATION (NO HANDICAP ACCESS REQUIRED).
19. THE FACILITY IS UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SANITARY SERVICE.
20. POWER TO THE FACILITY WILL BE MONITORED BY A SEPARATE METER.



SITE PLAN SCALE: 1"=50'



Network Owner:
 Extenet Systems
 3030 Worrenville Rd.
 Lisle, IL 60532

24/7 Network Operations Center:
 (866)-892-5327

Network Implementation:
 Rick Angelini, Extenet Systems
 Director - Network Engineering
 & Implementation
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PROJECT INFORMATION:

CELLULAR DAS NETWORK
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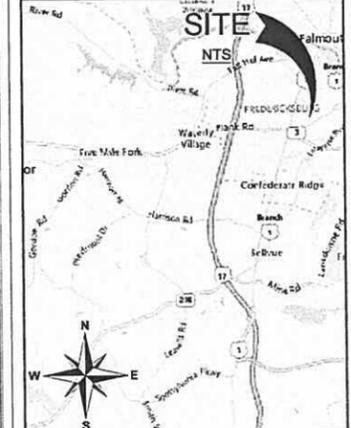
PLANS PREPARED BY:

Waveguide*
 10 N. Southwood Dr.
 Nashua, NH 03063
 (603) 598-0096
 www.waveguidefiber.com

DRAWN BY: CHK.: APV.:

BJA SJ RA

LOCUS

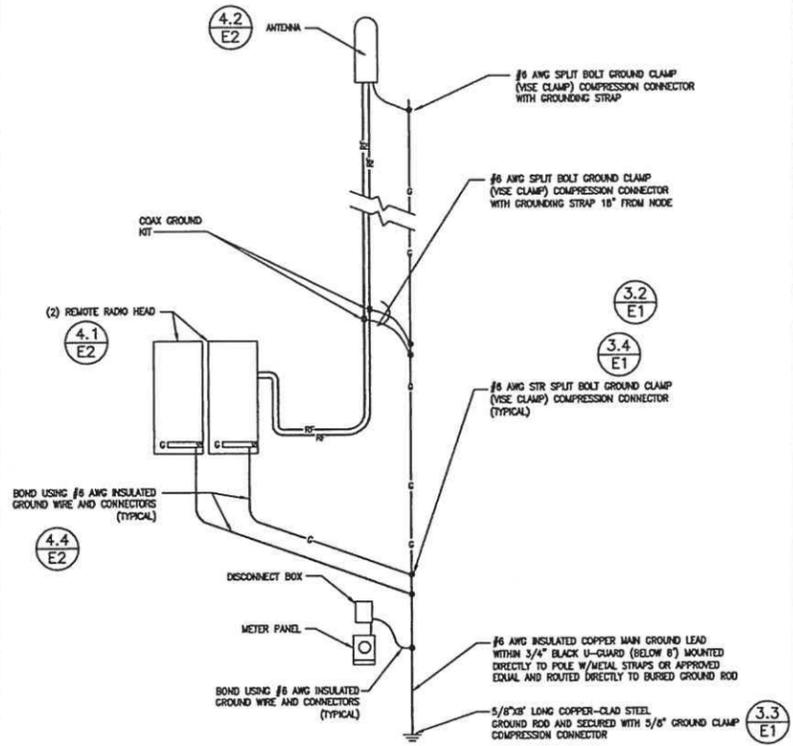


SHEET TITLE:

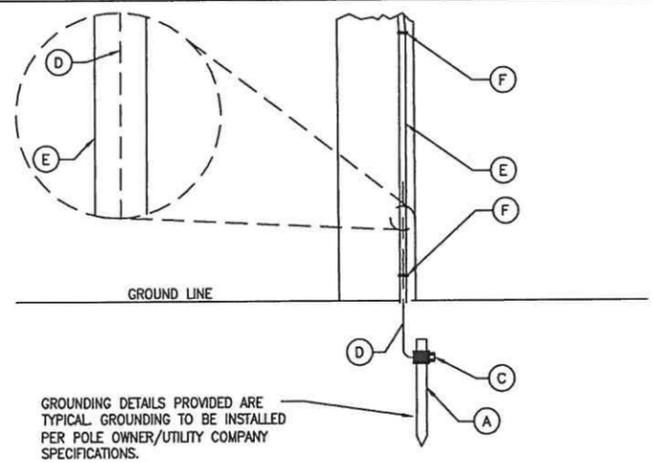
SITE PLAN

SHEET NUMBER: REVISION:

S2



3.1 E1 GROUNDING SINGLE LINE W/ POWER METER POLE MOUNTED
 NOTE: ENTIRE ABOVE-GRADE ELECTRICAL GROUND SYSTEM SHALL BE INSTALLED WITHIN PVC CONDUIT (SCH80 BELOW 8' HEIGHT), RISER-GUARD, OR APPROVED EQUAL.



PARTS LIST

CALLOUT	QTY	DESCRIPTION
A	1	5/8" x 8' STEEL COPPER CLAD GROUND ROD WITHIN 17"x30" HANDHOLE
B		
C	1	5/8" GROUND CLAMP
D	50'	#6 GREEN COATED BARE SOLID COPPER WIRE WITHIN 3/4" PVC SCH80 CONDUIT
E	8'	3/4" PVC SCHEDULE 80 GROUND WIRE CONDUIT
F	8	COPPER STAPLE

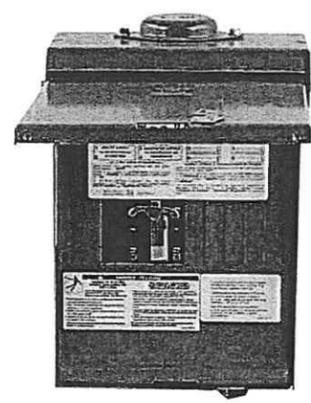
3.3 E1 GROUND ROD DETAIL
 NOTE: ENTIRE ABOVE-GRADE ELECTRICAL GROUND SYSTEM SHALL BE INSTALLED WITHIN PVC CONDUIT (SCH80 BELOW 8' HEIGHT)

DIMENSIONS

Load center depth (in)	4.27	Load center width (in)	9.65
Load center height (in)	12.65		

DETAILS

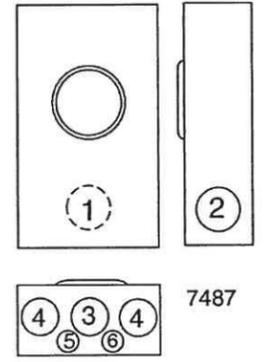
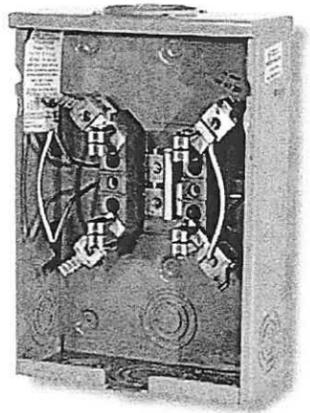
Electrical Product Type	Load Center	Number of Phases	1
Load Center Type	Temporary Power	Number of Spaces	4
Maximum Amperage (amps)	30/100 A	Power Distribution Features	The Indicator
Mounting type	Plug In	Product Weight (lb)	11.55 lb
Number of Gangs	1	Returnable	90-Day
Number of Outlets	1	Voltage (volts)	120/240



PRODUCT OVERVIEW Model = QO24L70RB Internet # 20249582
 The Square D by Schneider Electric QO 30/100 Amp, 4-Space, 8-Circuit, Temporary Transfer Generator Panel helps you change from utility power to a standby source with the flip of 2 QO main circuit breakers. The panel is intended for outdoor use to connect to a standby power source for as many as 8 circuits. The ANSI-certified and UL-listed unit features a mechanical interlock to help ensure that only 1 main circuit breaker is in the on position at any time.

- Use to connect to a standby power source for as many as 8 circuits.
- Changes from utility power to a standby source with the flip of 2 QO main circuit breakers.
- Aluminum buss.
- Single phase.
- 120/240 Volts.
- For outdoor use.
- Mechanical interlock helps ensure that only 1 main circuit breaker is in the on position at any time.
- Accepts up to 8 QO circuit breakers (sold separately).
- ANSI certified and UL listed.
- Includes a 50 Amp, 4-Watt L14-50P twist-lock receptacle at the bottom end wait for direct connection from a generator cord supply.

3.2 E1 DISCONNECT BOX - SQUARE D-QO24L70RB



125 & 200 AMP-SINGLE POSITION-4 & 5 TERMINAL-RINGLESS-1Ø3W

NO. OF TERMS	AMP	SERVICE	CATALOG NUMBER	HUB	CONNECTORS C/U/L	BY-PASS	DIMENSIONS			CONCENTRIC K.O.'S					
							D"	W"	H"	1	2	3	4	5	6
4	125	OHUG	U7487-RL-TG-KK	H.O.	#6-2/0	HORN	3 3/16	8	11 1/2	1 1/2	1 1/2	2	1 1/4	-	1/4

FIFTH TERMINAL: For field mounted fifth terminal: Order catalog number K5T to fit into square opening at the 9 o'clock position of the new style block (#6-350 kcmil.) Order catalog number 5TBK2 to fit into round opening at the 9 o'clock position of the old style block (#6-2/0 kcmil.)
HUBS: For proper hub selection see the hub suffix chart on the accessory page.
CONNECTORS: Extruded aluminum connectors are tin plated.
BY-PASS: Units provided with horn type bypass (suffix -KK).

3.4 E1 METER SOCKET - U7487-RL-TG

ELECTRICAL & GROUNDING NOTES

- ALL ELECTRICAL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE (NEC) AS WELL AS APPLICABLE STATE AND LOCAL CODES.
- ALL ELECTRICAL ITEMS SHALL BE U.L. APPROVED OR LISTED AND PROCURED PER SPECIFICATION REQUIREMENTS.
- THE ELECTRICAL WORK INCLUDES ALL LABOR AND MATERIAL DESCRIBED BY DRAWINGS AND SPECIFICATION INCLUDING INCIDENTAL WORK TO PROVIDE COMPLETE OPERATING AND APPROVED ELECTRICAL SYSTEM.
- GENERAL CONTRACTOR SHALL PAY FEES FOR PERMITS, AND IS RESPONSIBLE FOR OBTAINING SAID PERMITS AND COORDINATION OF INSPECTIONS.
- ELECTRICAL AND TELCO WIRING AT EXPOSED INDOOR LOCATIONS SHALL BE IN ELECTRICAL METALLIC TUBING OR RIGID NONMETALLIC TUBING (RIGID SCHEDULE 40 PVC OR RIGID SCHEDULE 80 PVC FOR LOCATIONS SUBJECT TO PHYSICAL DAMAGE) (AS PERMITTED BY CODE).
- ELECTRICAL AND TELCO WIRING AT CONCEALED INDOOR LOCATIONS SHALL BE IN ELECTRICAL METALLIC TUBING, ELECTRICAL NONMETALLIC TUBING, OR RIGID NONMETALLIC TUBING (RIGID SCHEDULE 40 PVC AS PERMITTED BY CODE).
- ELECTRICAL AND TELCO WIRING OUTSIDE A BUILDING, ABOVE GRADE AND EXPOSED TO WEATHER SHALL BE IN WATER TIGHT GALVANIZED RIGID STEEL CONDUITS (RGS) AND WHERE REQUIRED IN LIQUID TIGHT FLEXIBLE METAL OR NONMETALLIC CONDUITS.
- BURIED CONDUIT SHALL BE RIGID NONMETALLIC CONDUIT (RIGID SCHEDULE 40 PVC); DIRECT BURIED IN AREAS OF OCCASIONAL LIGHT TRAFFIC, ENCASED IN REINFORCED CONCRETE IN AREAS OF HEAVY TRAFFIC.
- LIQUID-TIGHT FLEXIBLE METALLIC CONDUIT SHALL BE USED INDOORS AND OUTDOORS IN AREAS WHERE VIBRATION OCCURS AND FLEXIBILITY IS NEEDED.
- ELECTRICAL WIRING SHALL BE COPPER WITH TYPE THHN, THWN-2, OR THIN INSULATION.
- RUN ELECTRICAL CONDUIT OR CABLE BETWEEN ELECTRICAL UTILITY DEMARCATION POINT AND PROJECT OWNER CELL SITE PPC AS INDICATED ON THIS DRAWING. PROVIDE FULL LENGTH PULL ROPE. COORDINATE INSTALLATION WITH UTILITY COMPANY.
- RUN TELCO CONDUIT OR CABLE BETWEEN TELEPHONE UTILITY DEMARCATION POINT AND PROJECT OWNER CELL SITE TELCO CABINET AND BTS CABINET AS INDICATED ON THIS DRAWING. PROVIDE FULL LENGTH PULL ROPE IN INSTALLED TELCO CONDUIT. PROVIDE GREENLEE CONDUIT MEASURING TAPE AT EACH END.
- ALL EQUIPMENT LOCATED OUTSIDE SHALL HAVE NEMA 3R ENCLOSURE.
- PPC SUPPLIED BY PROJECT OWNER.
- GROUNDING SHALL COMPLY WITH NEC ART. 250. ADDITIONALLY, GROUNDING, BONDING AND LIGHTING PROTECTION SHALL BE DONE IN ACCORDANCE WITH METRO MOD CELL SITE GROUNDING STANDARDS.
- GROUND CABLE SHIELDS MINIMUM AT BOTH ENDS USING MANUFACTURERS CABLE GROUNDING KITS SUPPLIED BY PROJECT OWNER.
- USE #6 COPPER STRANDED WIRE WITH GREEN COLOR INSULATION FOR ABOVE GRADE GROUNDING (UNLESS OTHERWISE SPECIFIED) AND #2 SOLID TINNED BARE COPPER WIRE FOR BELOW GRADE GROUNDING AS INDICATED ON THE DRAWING.
- ALL POWER AND GROUND CONNECTIONS TO BE CRIMP-STYLE, COMPRESSION WIRE LUGS AND WIRE NUTS BY HARGER (OR APPROVED EQUAL) RATED FOR OPERATION AT NO LESS THAN 75°C OR CADWELD EXOTHERMIC WELD. DO NOT ALLOW BARE COPPER WIRE TO BE IN CONTACT WITH GALVANIZED STEEL.
- ROUTE GROUNDING CONDUCTORS ALONG THE SHORTEST AND STRAIGHTEST PATH POSSIBLE, EXCEPT AS OTHERWISE INDICATED. GROUNDING LEADS SHOULD NEVER BE BENT AT RIGHT ANGLE. ALWAYS MAKE AT LEAST 12" RADIUS BENDS. #6 WIRE CAN BE BENT AT 6" RADIUS WHEN NECESSARY. BOND ANY METAL OBJECTS WITHIN 6 FEET OF PROJECT OWNER EQUIPMENT OR CABINET TO MASTER GROUND BAR OR GROUNDING RING.
- CONNECTIONS TO GROUND BARS SHALL BE MADE WITH TWO HOLE COMPRESSION TYPE COPPER LUGS. APPLY OXIDE INHIBITING COMPOUND TO ALL LOCATIONS.
- APPLY OXIDE INHIBITING COMPOUND TO ALL MECHANICAL GROUND CONNECTIONS.
- CONTRACTOR SHALL PROVIDE AND INSTALL OMNI DIRECTIONAL ELECTRONIC MARKER SYSTEM (EMS) BALLS OVER EACH GROUND ROD AND BONDING POINT BETWEEN EXISTING TOWER/ MONOPOLE GROUNDING RING AND EQUIPMENT GROUNDING RING.
- CONTRACTOR SHALL TEST COMPLETED GROUND SYSTEM AND RECORD RESULTS FOR PROJECT CLOSE-OUT DOCUMENTATION. 5 OHMS MINIMUM RESISTANCE REQUIRED.
- CONTRACTOR SHALL CONDUCT ANTENNA, CABLE, AND LNA RETURN-LOSS AND DISTANCE-TO-FAULT MEASUREMENTS (SWEEP TESTS) AND RECORD RESULTS FOR PROJECT CLOSE-OUT.
- THE T-MOBILE ELECTRICAL EQUIPMENT INCLUDING PANEL, SWITCH GEAR AND DISCONNECT ARE TO BE LABELED WITH ENGRAVED BAKELITE LABELS.



Network Owner:
 Extenet Systems
 3030 Warrenville Rd.
 Lisle, IL 60532

24/7 Network Operations Center:
 (866)-892-5327

Network Implementation:
 Rick Angelini, Extenet Systems
 Director - Network Engineering
 & Implementation
 RAngelini@extenetsystems.com
 Cell: (508) 776-2161

PROJECT INFORMATION:

CELLULAR DAS NETWORK
 MW-VZW-NODE-02
 FREDERICKSBURG, VA

CURRENT ISSUE DATE:

6/30/2015

ISSUED FOR:

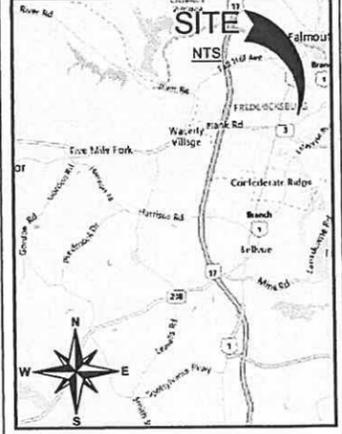
PROPOSED

PLANS PREPARED BY:

Waveguide*
 10 N. Southwood Dr.
 Nashua, NH 03063
 (603) 598-0096
 www.waveguidefiber.com

DRAWN BY: BJA **CHK.:** SJ **APV.:** RA

LOCUS



SHEET TITLE:

ELECTRICAL DETAILS

SHEET NUMBER: E1 **REVISION:**

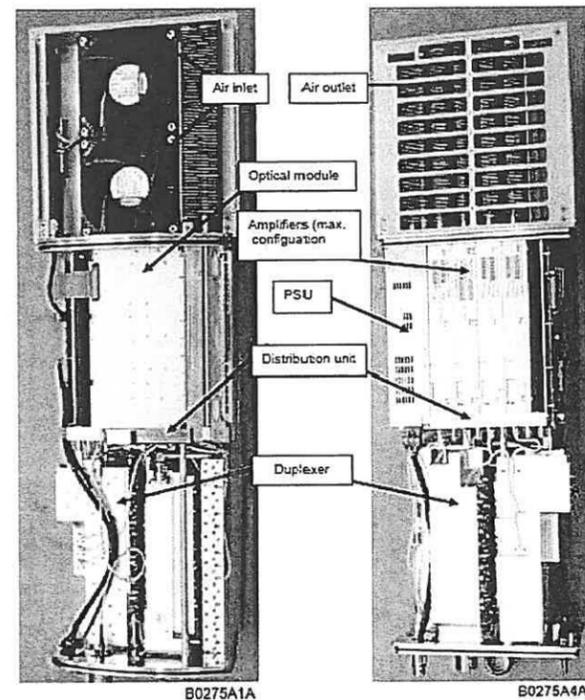


figure 3-2 Remote Unit, front view, fully RF equipped

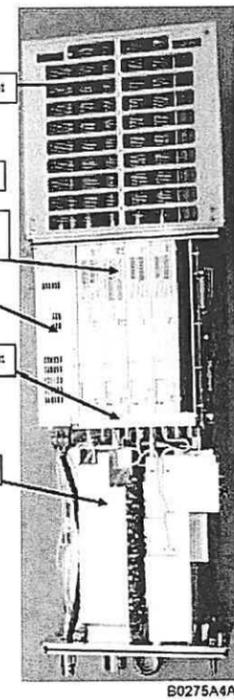


figure 3-3 Remote Unit, rear side, fully RF equipped

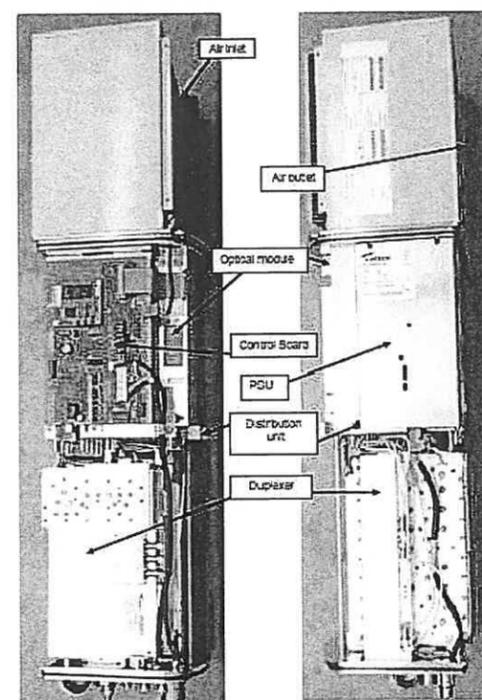


figure 3-4 Remote Unit, side views, fully RF equipped

Amphenol
ANTENNA SOLUTIONS

696-960 / 1695-2180 / 1695-2180 MHz

CWWT070X06Fxy-0
Tri-Band | Tri-Sector Cylindrical Antenna | 300K-Pol | 70°/70°/70° | 10.0 D / 14.0 D | 14.0 dB | Fixed-Tilt

- Tri-Band cylindrical antenna
- Tri-sector configuration, 120° spacing with 18 connectors
- Ideal for Small Cell / DAS applications
- Can be deployed with a variety of different mounting options
- Also available with internal GPS system

Mounting Options	Model Number	Includes
Antenna only, no mounting kit	CWWT070X06Fxy-0	-
Antenna with Side Mounting Kit	CWWT070X06Fxy-0S	CWWT-MKS-SIDE
Antenna with Top Mounting Kit	CWWT070X06Fxy-0T	CWWT-MKS-TOP
Antenna with L-Bracket Mounting Kit	CWWT070X06Fxy-0L	WLR-MKS-01

Additional Antenna Options

Spider antennas are available with the following features. Please refer to antenna data sheets for details. Specifications may differ.

Antenna with Internal GPS System, but not GPS System	Refer to model number:	CWWT070X06Fxy-0G
Antenna with Internal GPS System and with GPS System	Refer to model number:	CWWT070X06Fxy-0G1

Frequency Range (MHz)	490-960 MHz	1.4-1.9 GHz	1.9-2.1 GHz
Power	142	20	15
Horizontal Beamwidth	70°	70°	70°
Vertical Beamwidth	22°	22°	22°
Gain	10.0 dBi	10.0 dBi	10.0 dBi
Electrical Downlink P1	300 W	300 W	300 W
Impedance	50Ω	50Ω	50Ω
VSWR	1.5:1	1.5:1	1.5:1
Wind Load (kg/m²)	15	15	15
Wind Load (lb/ft²)	30	30	30
Weight (kg)	10	10	10
Weight (lb)	22	22	22
Height (mm)	100	100	100
Height (in)	4	4	4
Wind Load (140 mph)	100	100	100
Wind Load (140 mph)	100	100	100

REV: 02/15/15

4.2 AMPHENOL ANTENNA 18 PORT CWWT070X06Fxy-0

Amphenol
ANTENNA SOLUTIONS

Mounting Kits

WB3X-MKS-01
Daisy-Chain Mounting Kit for Cylindrical Antenna

Mounting Instructions

- Remove the mounting kit from the antenna base plate and separate the components into three parts: 1. Base Plate, 2. Mounting Kit, 3. Connector Case.
- Align the base plate with the antenna base plate and secure it with the provided screws.
- Make all electrical connections as specified in the wiring diagram.

Part No.	Description	Quantity
WB3X-MKS-01	Mounting Kit	1
WB3X-MKS-01-1	Base Plate	1
WB3X-MKS-01-2	Mounting Kit	1
WB3X-MKS-01-3	Connector Case	1

Dimensions: 1.28 (32.51) x 1.28 (32.51) x 1.28 (32.51)

REV: 11/13/14

4.3 AMPHENOL LOPE TOP MTG KIT WB3X-MKS-01

Optical Remote Unit

ION™-M7P/85P/17P/19P (ML-Cabinet)

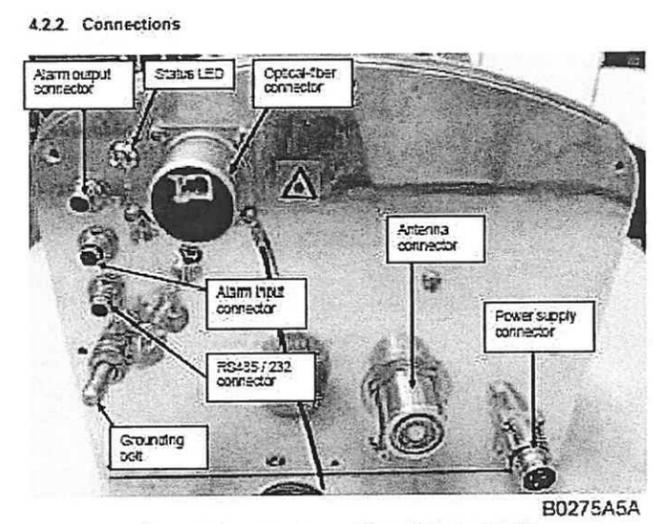
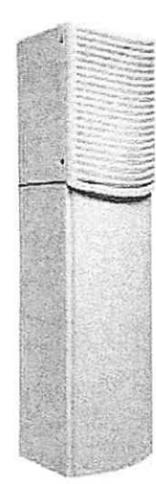


figure 4-4 Connector flange of ION™-M7P/85P/17P/19P

4.1 REMOTE RADIO HEAD - ION™-M7P/85P/17P/19P
NOTES: COLOR - LIGHT GRAY

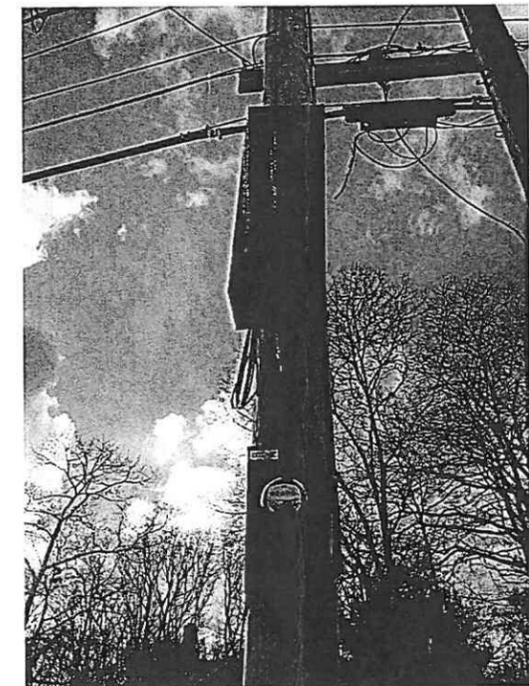
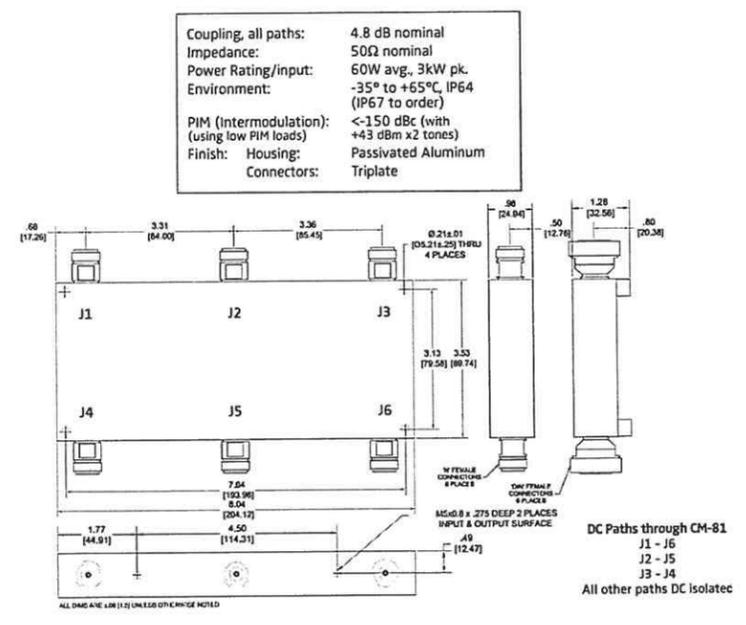


IMAGE OF (2) RADIO ION'S MOUNTED IN A PROTECTIVE SHROUD



4.6 MICROLAB COUPLER - CM-81DP



Network Owner:
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3030 Warrenville Rd.
Lisle, IL 60532

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(866)-892-5327

Network Implementation:
Rick Angelini, Extenet Systems
Director - Network Engineering
& Implementation
RAngelini@extenetsystems.com
Cell: (508) 776-2161

PROJECT INFORMATION:

CELLULAR DAS NETWORK
MW-VZW-NODE-02
FREDERICKSBURG, VA

CURRENT ISSUE DATE:

6/30/2015

ISSUED FOR:

PROPOSED

PLANS PREPARED BY:

Waveguide
10 N. Southwood Dr.
Nashua, NH 03063
(603) 598-0096
www.waveguidefiber.com

DRAWN BY: CHK: APV:

BJA SJ RA

LOCUS



SHEET TITLE:

EQUIPMENT DETAILS

SHEET NUMBER: REVISION:

E2

DESIGN NOTES

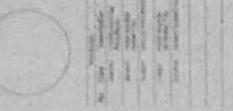
- 1. ALL WORK SHALL BE ACCORDING TO THE LATEST EDITIONS OF THE FOLLOWING STANDARDS:
- 2. IFC - INTERNATIONAL CODE BOOK
- 3. NFPA 70 - NATIONAL ELECTRICAL CODE
- 4. NFPA 72 - NATIONAL FIRE ALARM AND SIGNALING CODE
- 5. NFPA 76 - NATIONAL FLAMMABLE LIQUID DISPENSING AND FILLING CODE

GENERAL NOTES

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- 3. NFPA 70 - NATIONAL ELECTRICAL CODE
- 4. NFPA 72 - NATIONAL FIRE ALARM AND SIGNALING CODE
- 5. NFPA 76 - NATIONAL FLAMMABLE LIQUID DISPENSING AND FILLING CODE

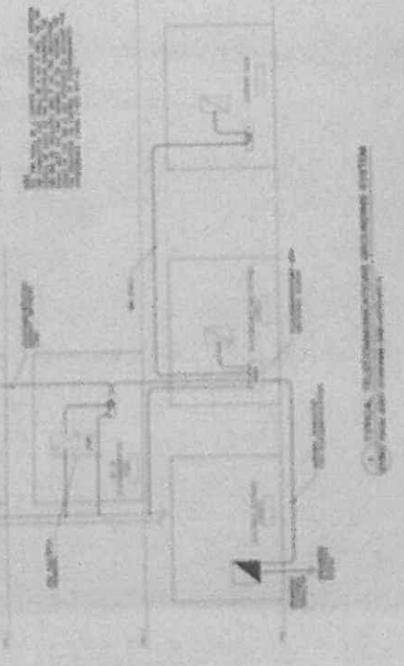
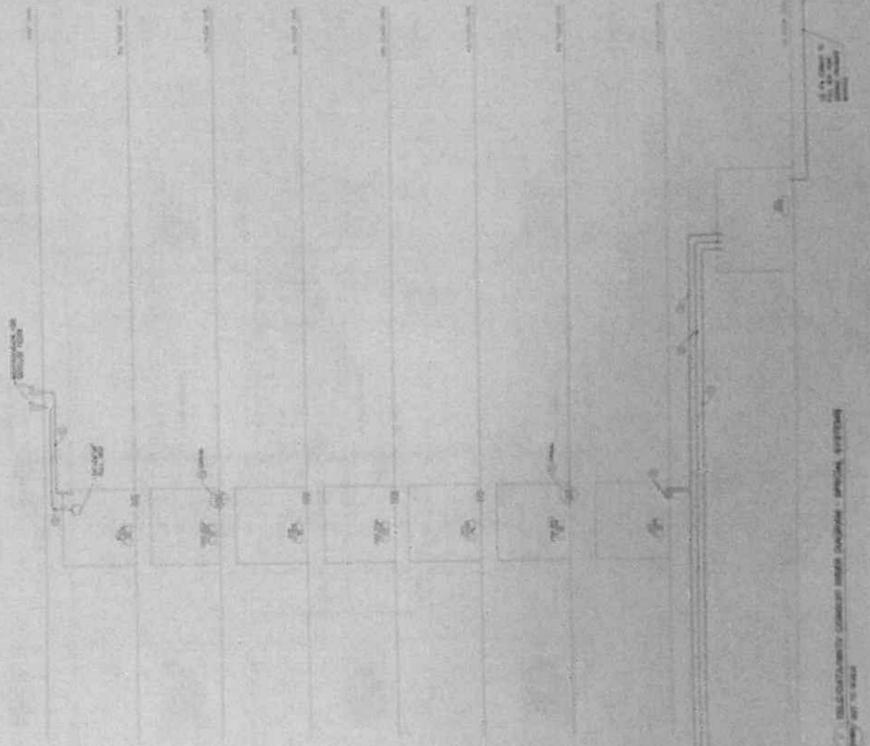
CONDUIT NOTES

- 1. ALL CONDUIT SHALL BE ACCORDING TO THE LATEST EDITIONS OF THE FOLLOWING STANDARDS:
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- 3. NFPA 70 - NATIONAL ELECTRICAL CODE
- 4. NFPA 72 - NATIONAL FIRE ALARM AND SIGNALING CODE
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SYMBOLS/LEGEND	DESCRIPTION
(Symbol)	1. ALL WORK SHALL BE ACCORDING TO THE LATEST EDITIONS OF THE FOLLOWING STANDARDS:
(Symbol)	2. IFC - INTERNATIONAL CODE BOOK
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 nti
 NATIONAL TECHNICAL INSTITUTE
 1000 W. 10th Street
 Oklahoma City, Oklahoma 73106
 (405) 521-1111
 www.nti.edu

PROJECT: JPM HOTELS, INC.
 WESTIN GULLER
 OKLAHOMA CITY

Location: public rights-of-way (no GPIN)



LICENSE

This license agreement, dated _____ 2016, is between the CITY OF FREDERICKSBURG, VIRGINIA, a municipal corporation, and EXTENET SYSTEMS (VIRGINIA) LLC, a Virginia limited liability company (“Licensee”).

Recitals

Licensee seeks to install, maintain, and use telecommunication cable and equipment in public rights-of-way owned and controlled by the City.

The City Council, by Ordinance 15-____, adopted on _____, 2016 after a public hearing, authorized the City Manager to sign this license agreement.

Terms

The City hereby grants a license to use the public rights-of-way within the city’s boundaries to Licensee, on these terms:

1. **Term.** The term of this license is from _____ to _____. [15 YEARS]
2. **Fee.** Licensee shall pay the City, as fair and reasonable compensation for use of the public rights-of-way owned and maintained by the City, an annual fee of \$1200. This fee is due on September 1 of each year. Licensee shall pay a 10% late fee on any late payment. If a payment is more than 30 days late, the total amount due will bear 1% interest per month until paid in full.
3. **Location.** This license is for use of City property in accordance with the twelve sets of attached plans titled CELLULAR DAS NETWORK MW-VZW-NODE-01 through CELLULAR DAS NETWORK MW-VZW-NODE-12, dated 6/30/2015. Licensee shall not deviate from those plans without written permission from the City Manager.
4. **Generally applicable requirements.** This license is not a waiver of the requirements of any City ordinance, resolution, regulation, or permitting process. Licensee is responsible for obtaining all required permits at its own expense, and for complying with all City requirements.
5. **Safety and quality.** Licensee shall ensure that all activity under this license is performed safely, thoroughly, reliably, and in accordance with all relevant industry, professional, and federal and state-mandated standards and laws. All materials installed in the public right-of-way under this license must be of good and durable quality. If the City concludes that work or materials under this license are harmful to the health or safety of any person or property, Licensee shall correct the problem at its own expense.

6. **Termination.**
 - a. Licensee may terminate this agreement by notifying the City at least 30 days in advance that it intends to do so, in which case the license terminates on the date the City receives written confirmation from Licensee that Licensee has removed all of its cables and equipment from City property, restored all affected City property to its original condition, and paid all amounts due to the City under the license.
 - b. The City may terminate this agreement if Licensee (i) has not completed installation of its cables and equipment within one year of the start of the license term; (ii) ceases use of its cables and equipment; (iii) has not paid an amount due to the City under this license; (v) removes its cables and equipment; or (iv) violates any provision of this license.
 - c. If the City intends to terminate the license, it shall notify Licensee of the specific reason why and allow Licensee 30 days to respond to the notice. The City shall then notify Licensee in writing that either (i) Licensee has responded adequately to the notice, or (ii) Licensee has not responded adequately to the notice and that the license is terminated immediately.
 - d. Upon termination or expiration of this license, Licensee shall remove all of its cables and equipment from City property and restore all affected City property to its original condition.
7. **Non-exclusivity.** This is a non-exclusive license. It does not limit the City's right to grant permission to any other person or entity to use the public rights-of-way.
8. **Disturbing rights-of-way.**
 - a. Licensee shall notify the City Public Works Department and receive a City utility permit before disturbing any street, alley, or sidewalk. Licensee's permit application must include any plans, specifications, traffic control plans, and other information that the Public Works Department deems necessary for an adequate review of the proposed work. The City shall approve or deny the permit application promptly, and shall not unreasonably withhold a permit. This section does not apply to emergency situations or where the Director of Public Works has expressly waived a requirement in writing.
 - b. If Licensee disturbs streets, alleys, sidewalks, utility lines, or other public property, it shall restore the property to its original condition as soon as practicable in accordance with City standards. If Licensee does not do so within a reasonable time, the City may do so at Licensee's expense.
9. **Records.** At the City's request, Licensee shall send the City (at no cost to the City and within 10 days of the request) copies of Licensee's plans, maps, and records pertaining to this license.
10. **Removal and relocation.**
 - a. If the City determines that Licensee's cables or equipment need to be removed or relocated, Licensee shall remove or relocate its cables and equipment as requested by the City within a reasonable time.
 - b. Generally, removal or relocation is at Licensee's expense. If the City requests a removal or relocation, the City shall provide a substitute location for Licensee's facilities and shall obtain all required City permits. If the removal or relocation is for the benefit of a third party (a developer, for example), the third party is responsible for all costs.
 - c. If the Licensee does not remove or relocate its cables and equipment within a reasonable time of the City's request to do so, the City may, after 30 days written notice to Licensee, remove or relocate the cables and equipment itself at Licensee's expense.
11. **Trees.** Licensee shall not damage trees in or near the public rights-of-way more than reasonably necessary.

12. **Assumption of Risk.** Licensee assumes all risks of loss and damage to its cables and equipment, including any interference or loss of service and any resultant consequential damages that result from City operations.
13. **Indemnification.** Licensee shall save, defend, hold harmless, and indemnify the City, and all of its elected and appointed officials, officers, employees, agents, departments, agencies, boards, and commissions from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with Licensee's negligent acts, errors or omissions, recklessness or intentionally wrongful conduct of Licensee in performance or nonperformance of its work under the license. This indemnification survives the termination of the license.
14. **Insurance.** Licensee shall maintain the following insurance coverage during the entire term of this license:
- a. Two million dollars for bodily injury to or the death of any one person.
 - b. Three million dollars for bodily injury or death resulting from any one event.
 - c. Three million dollars in commercial general liability insurance.
- The City must be named as an additional insured on these policies, and Licensee shall provide copies of its certificates of insurance to the City. Licensee may instead maintain self-insurance that meets the requirements of this section.
15. **Assignment.** Licensee shall not assign or otherwise transfer any of its rights, obligations, or interests in this license without the written permission of the City.
16. **Choice of Law, Venue.** This license is governed by Virginia law. The Circuit Court of Fredericksburg, Virginia is the exclusive venue for any state litigation regarding this license.
17. **Authorization to do Business in Virginia.** Licensee is authorized to do business in Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 of the Virginia Code. Licensee shall not allow its existence to lapse or its certificate of authority or registration to do business in Virginia to be revoked or cancelled during the term of this license.
18. **Notices.** Notices pertaining to this license must be sent by first-class mail to:
- | | |
|--|---|
| <u>To the City:</u>
Fredericksburg City Manager
PO Box 7447
Fredericksburg, Virginia 22404-7447 | <u>To Licensee:</u>
ExteNet Systems (Virginia) LLC
3030 Warrenton Road, Suite 340
Lisle, Illinois 60532
ATTN: CFO |
|--|---|
- With a copy to General Counsel at the same address.
19. **Severability.** If a court declares any part of this license to be invalid, void, or unenforceable, the rest of the license remains in effect.

20. **Strict Performance.** The failure of a party to insist upon the other party's strict performance of the terms of the license is not a waiver of the right to insist upon strict performance of those terms at a later time.

By signing below, the City and Licensee agree to the terms of this license.

CITY OF FREDERICKSBURG

By: _____
Beverly R. Cameron, City Manager

Attest:

Deputy City Clerk

Approved as to form:

City Attorney

EXTENET SYSTEMS (VIRGINIA) LLC

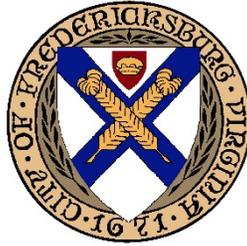
By: _____
Daniel L. Timm
Vice President

STATE OF ILLINOIS
County of DuPage:

This license agreement was acknowledged on _____, 2016, by Daniel L. Timm as Vice President of EXTENET SYSTEMS (VIRGINIA) LLC, on behalf of the company.

Notary Public

Certification # _____
My Commission Expires: _____



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Deidre Jett, Budget Manager
DATE: April 5, 2016
RE: Appropriating \$145,000 Based on a 2015 Homeland Security Grant for the Purchase of a Vehicle and Equipment

ISSUE

Shall City Council approve a resolution on second read amending the fiscal year 2016 City Grants Fund budget by appropriating \$145,000 based on a 2015 Homeland Security Grant for the purchase of Haz-Mat equipment which includes a replacement truck and other equipment related to the Hazardous Materials Response Team?

RECOMMENDATION

Staff recommends approval on second reading. The first reading of the resolution was approved unanimously on March 22, 2016.

BACKGROUND

The City applied for and received grant funding from the Virginia Department of Emergency Management (VDEM). The City was allocated an award of \$145,000 for a 2015 State Homeland Security Program Grant. The purpose of this program is to *“assist state and local governments in support of the State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.”*

The funds will be used to purchase a 2016 Freightliner M2-106 medium duty 4-door trailer hauler unit. The new apparatus will be capable of pulling the Fire Department's 40' Wells Cargo gooseneck trailer and the new foam unit which is being acquired in partnership with Lincoln Terminal Services. The existing hauler unit (Chevrolet pickup truck) will be maintained by the Fire Department and used as station vehicle. It will be available to pull other trailers when required for the Confined Space, Mass Decontamination and Mass Casualty units. The cost of the vehicle is estimated at \$120,000.

The remaining \$25,000 in funding will be used to purchase a variety of supporting equipment for the Hazardous Materials Response Team. This includes replacement of Personal Protective Equipment which is either aging or no longer meets the manufacturers testing requirements; the replacement and upgrade of aging and out of service decontamination equipment and supplies;

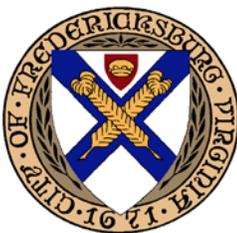
and replacement of the mast mounted surveillance camera on the Command vehicle to a unit which is capable of both thermal and night vision.

FISCAL IMPACT

Local funds are not required for the purchase of the vehicle and equipment. Revenues and expenditures within the City Grant Fund will increase by the requested appropriation of \$145,000. Ongoing maintenance of the vehicle and equipment is expected to be about \$1,000 in Fiscal Year 2017 and has been incorporated into the recommended budget.

Attachment: Resolution

cc: Mark Whitley, Assistant City Manager
Chief Eddie Allen, Fire Chief
Clarence Robinson, Director of Fiscal Affairs



April 12, 2016
Regular Meeting
Resolution No. 16-26

MOTION:

SECOND:

RE: **AMENDING THE FISCAL YEAR 2016 CITY GRANTS FUND BUDGET BY APPROPRIATING \$145,000 BASED ON A 2015 HOMELAND SECURITY GRANT FOR THE PURCHASE OF A VEHICLE AND EQUIPMENT FOR THE CITY'S HAZARDOUS MATERIALS RESPONSE TEAM**

ACTION: **APPROVED: Ayes: 0; Nays: 0**

FIRST READ: March 22, 2016 SECOND READ: _____

WHEREAS, the City of Fredericksburg Fire Department’s Hazardous Materials Response Team has been awarded a 2015 State Homeland Security Program Grant from the Virginia Department of Emergency Management;

WHEREAS, this grant supports the City’s role in the implementation of State Homeland Security Strategies,

WHEREAS, this grant will be used to purchase a vehicle and equipment related to these Strategies,

WHEREAS, there are no other local funds associated with this grant, and

WHEREAS, City Council wishes to appropriate these funds;

NOW, THEREFORE, BE IT RESOLVED that the following appropriations amending the FY 2016 budget be recorded in the City Grants Fund:

CITY GRANTS FUND

Source

Categorical Aid

3-210-024040-0153	2015 VDEM Haz-Mat #VA-HSGP-0244	\$	145,000
Department Total:		\$	<u>145,000</u>

Total Source: \$ 145,000

Use

2015 VDEM Haz-Mat #VA-HSGP-0244

4-210-032443-8201	Machinery & Equipment - Additions	\$	25,000
4-210-032443-8205	Motor Vehicles & Equipment – Additions		<u>120,000</u>
Department Total:		\$	<u>145,000</u>

Total Use: \$ 145,000

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, Tonya B. Lacey the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16-26 duly adopted the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey, CMC
Clerk of Council



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Wendy L. Kimball, Director of Public Transit
DATE: April 3, 2016
SUBJECT: Revised FRED Non-Discrimination Programs

ISSUE

As a condition of receiving funding from the Federal Transit Administration (FTA), FRED Transit is required to have in place programs, policies and plans to ensure non-discrimination in the workplace and in dealings with businesses and the public. These plans and programs must be reviewed, updated and reauthorized periodically. City Council approved FRED's Title VI Plan and Procedures for FY2016-2018 and its Disadvantaged Business Enterprise (DBE) utilization goal for FY2016 in Resolution No. 15-51, dated August 11, 2015. Subsequent to that, the FTA provided FRED with comments on its Plan and goal, directing that certain points of clarification and other revisions should be made. With those revisions now incorporated, the FTA requires that City Council approve the revised Title VI Plan and take note of the DBE utilization goal.

RECOMMENDATION

The staff recommends that City Council take note of FRED's proposed goal of 7.4 percent for the use of minority- and women-owned businesses under the Federal DBE Program as described in Attachment 1; formal approval is not required. The proposed utilization goal has not changed, only certain elements of the description of the derivation of the goal. Staff also recommends that City Council approve FRED's revised Plan and Procedures for implementing Title VI of the Civil Rights Act of 1964 as described in Attachment 2. City Council's formal approval of the Title VI Plans and Procedures is required, and a record of that approval will be included in the final version of the revised Plan and Procedures when FRED submits them to the FTA.

BACKGROUND

FRED Transit receives Federal funding under several programs administered by the FTA. As a condition of receiving those funds, FRED Transit is required to prepare written plans, policies and programs consistent with Federal regulations and guidelines to ensure that FRED does not engage in discriminatory practices with respect to its employees, the citizens in FRED's service area, and companies with which FRED might do business.

FRED submitted its Title VI Plan and Procedures and its DBE utilization goal to the FTA last summer. FRED submitted both documents to City Council for consideration at its August 15, 2015, regular meeting. The FTA sent comments to FRED on its Plan and goal in September, directing FRED to incorporate several modest adjustments to both. FRED made those adjustments and gained the FTA's approval of them (on December 21, 2015 and February 26, 2016). The FTA, however, stated that the revised Title VI Plan and Procedures would need to be approved by City Council. For consistency, FRED is also requesting that City Council take note of the DBE utilization goal and the revised methodology used to arrive at the goal.

FISCAL IMPACT

Administration of the Title VI and DBE programs imposes significant record-keeping and reporting requirements, which are handled by FRED's administrative and management staff. FRED estimates that it takes roughly one-quarter person-year of effort to administer its non-discrimination programs.

Attachments: Resolution

Revised DBE Utilization Goal Analysis, FY2016

Revised Title VI Plan and Procedures 2016-2018



MOTION:

**April 12, 2016
Regular Meeting
Resolution No. 16-__**

SECOND:

**RE: APPROVING FRED TRANSIT'S REVISED FISCAL YEAR 2016-18
TITLE VI PLAN AND PROCEDURES AND ENDORSING FRED'S
FISCAL YEAR 2016 DISADVANTAGED BUSINESS ENTERPRISE
UTILIZATION GOAL**

ACTION: APPROVED: Ayes: 0; Nays: 0

WHEREAS, FREDericksburg Regional Transit (FRED), a Department of the City, receives grant funding from the Federal Transit Administration (FTA) and the Virginia Department of Rail and Public Transportation (DRPT) to support its operations in the City and in the counties of Spotsylvania, Stafford and Caroline; and

WHEREAS, as a condition of receiving these funds FRED is required to meet all applicable FTA and DRPT regulations; and

WHEREAS, FRED has: 1) prepared a Plan and Procedures for FY2016-18 under the Civil Rights Act of 1964 (Title VI) to ensure non-discrimination in all aspects of FRED's operations and procurements; 2) has set an FY2016 Disadvantaged Business Enterprise (DBE) utilization goal of 7.4 percent under the provisions of 49 CFR Part 26; and 3) has afforded the public the opportunity to comment on both the Plan and the goal;

WHEREAS, City Council unanimously approved the original Plan and Procedures and DBE goal during its regular meeting of August 11, 2015, in Resolution No. 15-51;

WHEREAS, the FTA has recommended several adjustments to the descriptions of FRED's Title VI Plan and Procedures and to FRED's DBE utilization goal, which have been incorporated and approved by the FTA; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council:

1. Approves FRED Transit's revised Title VI Plan and Procedures for FY2016-18; and
2. Takes note of and endorses FRED Transit's DBE utilization goal of 7.4 percent for FY2016, with revisions to the description of the derivation of that goal.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16- duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey, CMC
Clerk of Council

Section 26.45: Overall FY2016 DBE Goal Calculation for FREDericksburg Regional Transit

Disadvantaged Business Enterprise (DBE) Utilization Goal

FRED Transit's overall goal for use of DBEs in FY 2016 is 7.4% of the value of Federal Transit Administration (FTA)-assisted procurements, exclusive of FTA funds used to purchase transit vehicles. FRED will employ race-neutral means to achieve 100 percent of this goal.

Methodology Used to Calculate Overall Goal

SUMMARY

Fredericksburg Regional Transit (FRED) has established an overall goal for Disadvantaged Business Enterprise (DBE) participation in the agency's federally funded contracts in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. This regulation requires recipients of Federal funds to use a methodology based on demonstrable data of relevant market conditions and is designed to set a participation goal the recipient would expect DBEs to achieve in the absence of discrimination. FRED expects to spend more than the DBE goal-triggering threshold amount of \$250,000 in FY2016 in connection with the design and construction of a passenger transfer facility in Spotsylvania County and the procurement of other goods and services used in the day-to-day operation of the system.

GOAL FOR FY 2016

FRED has established an overall goal of 7.4 percent DBE participation for FY 2016 on U.S. Department of Transportation (DOT)-assisted contracts, 100 percent of which is to be achieved by race-neutral means.

METHODOLOGY

In setting its FY2016 DBE goal, FRED considered all potential contracting opportunities. Those opportunities are shown in Table 1 below. In the actual calculations, we have weighted the various contracting opportunities to reflect their relative contribution to the total value of all anticipated opportunities. As can be seen, FRED's other contracting opportunities are spread across a variety of activities, no one of which is greater in totality than \$45,000; and each contracting opportunity within these activities in all likelihood would be less than \$10,000. Also note that not all amounts budgeted for particular areas of activity represent contracting opportunities.

FRED used two principal data sources to help determine the proposed DBE goal: 1) the U.S. Census Bureau's American Fact Finder Database for statewide information about the number of establishments in various sectors (factfinder2.census.gov); and 2) the Virginia Department of Transportation's Searchable Disadvantage Business Enterprise Database (http://www.dmb.e.virginia.gov/cgi-bin/dbe_search.cgi). The North American Industry Classification System (NAICS) Codes used in FRED's analysis are shown in Table 2 below.

Table 1: FRED Transit FY2013-15 Potential Contracting Opportunities

Potential FY2016 Contracting Opportunities at FRED Transit			
Small / Multiple Procurements / Purchases			
<u>Area of Activity</u>	<u>Total Amount Budgeted</u>		<u>Contracting Potential</u>
Repairs & maintenance	\$ 50,000		\$ 20,000
Maintenance service contracts	\$ 45,000		\$ 45,000
Advertising, printing, office supplies	\$ 80,000		\$ 35,000
Uniforms & apparel	\$ 15,000		\$ 15,000
Furniture, improvements, equipment	\$ 32,500		\$ 32,500
Total	\$ 222,500		\$ 147,500
Larger Capital Projects			
<u>Area of Activity</u>	<u>Total Amount Budgeted</u>		<u>Contracting Potential</u>
Spotsylvania Tranfer Point			
Site Preparation	\$ 150,000		\$ 150,000
Construction	\$ 150,000		\$ 150,000
Total	\$ 300,000		\$ 300,000

Table 2: FRED Procurement Opportunities by NAICS Code

<u>NAICS Code</u>	<u>Description</u>
23891	Site preparation
23731	Highway/roadway construction
45321	Office supplies
4441	Building materials and supplies
4421	Furniture
4413	Automotive parts and supplies

In FRED's judgment, these types of goods and services are the ones most likely to be used over the course of FY2016 and for which contracting opportunities will arise.

Local Market Area

The Local Market Area is the area where the substantial majority of the contractors and subcontractors are located and the area in which FRED spends the substantial majority of its contracting dollars. The Local Market Area is used to identify the pool of all potential vendors and the pool of DBE-certified vendors for the goods and services FRED is expected to procure.

For purposes of determining the DBE participation goal, FRED considers the entire Commonwealth of Virginia to be the Local Market Area. Based on the history of FRED procurements, FRED believes that this market area accurately reflects the region within which the vast majority of its contracting dollars are spent and within which the vast majority of its contractors and subcontractors reside and do business.

Total Number of Enterprises and DBE-Certified Companies in Virginia

The total number of all enterprises located in FRED's Local Market Area that would be available for USDOT-assisted procurements was extracted from the NAICS database hosted by the U.S. Census Bureau.

To estimate the number of ready, willing and able DBE firms available to work in the NAICS code sectors cited above, we analyzed the Commonwealth of Virginia's DBE vendor database. VDOT's DBE database includes not only companies that reside in the Commonwealth, but also companies that are located out of state.

We believe use of these databases yields a reasonable estimate of the total number of enterprises and total number of ready, willing and able DBE firms performing work in the relevant NAICS code categories.

This information is summarized in Table 3 shown below.

Table 3: Number of Virginia Enterprises and DBEs by NAICS Code

NAICS Code	NAICS Description	Number of VA Enterprises	Number of VDOT Certified DBEs
23891	Site preparation	739	50
23731	Highway/roadway construction	341	52
45321	Advertising, printing, office supplies	249	12
4441	Building materials & supplies	1,551	18
4421	Furniture	786	1
4413	Automotive parts & supplies	1,488	1
4481	Clothing	2,369	2

Determining FRED's DBE Contracting Goal

FTA guidance material for setting DBE goals suggests the use of weighting factors to reflect the relative value of contracting opportunities in different areas of activity. For FRED Transit in FY2016, there are seven main areas of activity. Most of FRED's activity during FY2016 will be in site preparation and construction of the Spotsylvania transfer station, which combined account for approximately 67 percent of all anticipated procurement opportunities. The remaining opportunities are distributed among activities

relating to the day-to-day operations of FRED's system. For purposes of calculating FRED's DBE goal, then, we propose to give 33.5 percent weight to site preparation services, 33.5 percent weight to construction services, 10.1 percent to service contracts, 7.8 percent for advertising, printing and office supplies, 7.3 percent for furniture, equipment and improvements, 4.5 percent for repairs and maintenance, and 3.4 percent for apparel.

The guidance suggests the following formula for determining the base figure percentage of ready, willing and able DBE firms for DOT-assisted projects:

Numerator: Ready, Willing and Able DBE Firms (by category & weighting) divided by

Denominator: All Ready, Willing and Able Firms (by same numerator categories)

Using this formula and the weighting factors and values noted above, the calculation of FRED's DBE goal for FY2016 becomes:

$$\begin{aligned} \text{DBE Goal} &= (0.335 \times 50/739) = 0.023 \\ &\quad \text{(site preparation factor)} \\ &\text{plus} \\ &\quad (0.335 \times 52/341) = 0.051 \\ &\quad \text{(roadway construction factor)} \\ &\text{plus} \\ &\quad (0.101 \times 1/1488) = 0.001 \\ &\quad \text{(service contracts factor)} \\ &\text{plus} \\ &\quad (0.078 \times 1/249) = 0.003 \\ &\quad \text{(advertising, printing and office supplies factor)} \\ &\text{plus} \\ &\quad (.073 \times 1/786) = 0.001 \\ &\quad \text{(furniture, equipment and improvements factor)} \\ &\text{plus} \\ &\quad (0.045 \times 1/1488) = 0.000 \\ &\quad \text{(repairs and maintenance factor)} \\ &\text{plus} \\ &\quad (0.034 \times 2/2369) = 0.000 \\ &\quad \text{(apparel factor)} \end{aligned}$$

Adding these factors yields a proposed DBE goal of 7.4 percent for FRED Transit for FY2016.

FRED expects that its Spotsylvania transfer facility will be completed in FY2016. Consequently, we have set a goal only for FY2016. Based on our estimate of contracting opportunities for all other activities, we do not believe that FRED will exceed the threshold of \$250,000 in contracting opportunities in FY2017 and FY2018. We will review the estimated values of our contracting opportunities each of those years and will propose goals as required by regulation.

FRED proposes this value as both the base figure and the final figure. The lack of reliable information on

the extent to which FRED met or did not meet past DBE goals means that we have no valid basis on which to make any adjustments to the base figure. As FRED improves its DBE recordkeeping and reporting, we will review whether the calculated base figure merits adjustment.

Race-Neutral vs Race-Conscious Goal

Section 26.51 requires that agencies “must meet the maximum feasible portion of [their] overall goal by using race-neutral means...” The race-neutral means that FRED will use are enumerated in its DBE Program. FRED expects to meet 100 percent of its DBE goal of 7.4 percent for FY2016 by race-neutral means and therefore is not proposing to use race-conscious means. FRED will review DBE participation in its procurements over the course of the year to determine whether the race-neutral means are achieving the desired goal.. If not, FRED may reconsider the use of race-conscious means as necessary.

PROCESS

FRED posted a notice of the proposed overall DBE goal, informing the public that the proposed goal and its rationale are available for public inspection during normal business hours at FRED offices for public inspection for a period of 30 days and public comment for 45 days from the date the notice. On July 15, 2015, and FRED published its overall goal with the area’s leading newspaper, The Free Lance-Star. The goal was also posted on July 12, 2015, on FRED’s and the City of Fredericksburg’s websites and in employee areas at headquarters. See Appendices A and B. Fredericksburg City Council considered FRED’s proposed DBE goal at its August 11, 2015, meeting, giving citizens an additional opportunity to comment.

FRED received no comments on its proposed DBE goal; consequently, FRED will adopt the goal as proposed and incorporate it into all DOT-assisted contracting opportunities during FY2016.

FRED did not hold any direct, face-to-face meetings with stakeholders (e.g., contractors, service providers, minority-owned businesses) as part of the process for setting an overall DBE goal for FY2016. Prior to beginning the process for FRED’s main procurement opportunity – the planning for and construction of a transit transfer facility – FRED will invite contractors who have done work for FRED and the City in the past, contractors who have submitted bids in the past, the local Chamber of Commerce, the area’s small and minority business support network (organized by the University of Mary Washington), area companies with DBE certification, and other stakeholders to a meeting at which upcoming procurement opportunities will be described, the DBE goal will be explained and the DBE certification process will be reviewed. Based on the projected schedule for the transfer facility, FRED anticipates organizing this meeting in January 2016.

APPENDIX A
Screen Capture of Notice of Proposed DBE Goal
and Request for Comments, July 12, 2015

FREDericksburg Regional Transit "History In Motion"

- Home
- Fares and Passes
- General Information
- Partners
- News
- Schedules - Select a Route
- Non Discrimination Statement/Policies
- Contact Us

Select Language
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LATEST NEWS
POSTED
SEPTEMBER 1, 2015

Labor Day
FRED Transit is CLOSED Monday September 7th, 2015 in observance of Labor Day
[Read more...](#)
Greyhound office will be open from 7:00am - NOON (12:00pm).
[Read more...](#)

News Archive

Date: June 12, 2015 FRED Proposes Disadvantaged Business Utilization Goal for of 7.4 Percent for FY2016
Pursuant to Federal regulation (49 CFR Part 26), FRED has analyzed its contracting opportunities for FY2016 and the availability of DBE certified companies to perform a variety of construction services and provide a variety of other goods and services in the Fredericksburg market area and proposes a DBE participation goal of 7.4 percent. Read more... [View Schedule...](#)

Date: January, 2015- F4 Fall Hill Ave and E1 Schedule Change
Effective: 1/26/2015 F4 Fall Hill Ave. has returned to the original schedule due to construction completion. E1 (Eagle Express) will be updated as well. More information on E1 coming soon. [View Schedule...](#)

Date: February 10th, 2014 - CONSTRUCTION COMPLETE
Due to the Fall Hill Ave. closure the following route changes are taking effect. F4 route change as of February 10th, 2014. Eagle Express E1 route change effective February 13th, 2014. [read more](#)

Date: April 14, 2014
FREDericksburg Regional Transit plans to change the departure times.
[Read More...](#)

Date: April 14, 2014
FREDericksburg Regional Transit plans to change the departure

APPENDIX B

Request for Comments on Proposed DBE Goal
Published in the Free Lance-Star, July 15, 2015

The Free Lance-Star

The Free Lance-Star
616 Amelia Street
Fredericksburg, VA 22401-3887
540/374-5000



**FREDericksburg Regional Transit
Proposed FY2016 Goal for Participation
by Disadvantaged Business Enterprises
in Federally Assisted Procurements**

The purpose of this notice is to propose a Disadvantaged Business Enterprise (DBE) participation goal for FREDericksburg Regional Transit (FRED) for FY2016 and to seek public comment on same. FRED's proposed goal for FY2016 is 7.4 percent.

FRED, a Department of the City of Fredericksburg, operates public transit service in the City of Fredericksburg and the counties of Spotsylvania, Stafford and Caroline. As a recipient of Federal financial assistance from the Federal Transit Administration (FTA), FRED has established a Disadvantaged Business Enterprise program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26.

It is the policy of FRED to ensure that DBEs as defined in Part 26 have an equal opportunity to receive and participate in FTA-assisted contracts. It is also FRED policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
7. To facilitate competition by small business concerns in DOT-assisted contracts, taking all reasonable steps to eliminate obstacles to their participation.

For each year in which FRED expects to have \$250,000 or more in procurement opportunities, FRED is required to develop and set an overall goal for DBE participation in those procurements. Following FTA guidelines for developing such a goal, FRED proposes an overall DBE participation goal of 7.4 percent for FY2016.

The public is invited to review and comment on the methodology used to develop the goal and on the goal itself. That methodology is available on the FRED website, www.ridetofred.com, as is FRED's complete DBE program (note that the DBE program remains in effect even when an annual goal is not required to be set). Printed copies are available during business hours at FRED Central, 1400 Jefferson Davis Highway, Fredericksburg, VA 22401.

Comments should be directed to Ms. Wendy Kimball, Director of Public Transit at the above address or at wkimball@fredericksburgva.gov.

Comments will be accepted until July 15, 2015.

Fredericksburg Regional Transit 1400 Jefferson Davis Highway Fredericksburg VA 22401 Phone: 540/372-1222	7600	Account: 7600 Ad Number: 0008365000 Size: 0.00 X 0.00 Sales Rep: WPS William P. Smith Words: 406 Lines: 118	Color:	Number of Days: 1
Promo Code:	Size: 0.00 x 0.00	Cost of Ad	Total Due	
		335.32	335.32	
Description: hold for approval & \$				
CLASSIFIED		PUBLIC NOTICE		
Ad Taker: JAC Judith A. Chernoff		06/15/15		

Ad Makeup Notes:
10/10jc-per Marilyn, run 1x, ASAP, use City seal 10/10jc-ACCOUNTING NOTE: send Affidavit of Publication to FREDericksburg Regional Transit, Attn. Marilyn Graves, 1400 Jefferson Davis Hwy., Fredericksburg, VA 22401 1010jc-emailed Marilyn proof
Ad Image:

Title VI Plan and Procedures

Title VI of the Civil Rights Act of 1964

FREDERICKSBURG REGIONAL TRANSIT



July 2015

Amended October 2015



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I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how FREDericksburg Regional Transit (FRED Transit or FRED) incorporates nondiscrimination policies and practices in providing services to the public. FRED Transit's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. OVERVIEW OF SERVICES

The mission of FRED Transit is to provide accessible, affordable, dependable, efficient, environmentally sound, and safe and secure transportation for people who reside or work or visit within the Fredericksburg, Virginia, Region (i.e., the City of Fredericksburg and the counties of Caroline, Spotsylvania and Stafford).

In furtherance of its mission, FRED Transit provides regular route and route deviation service in the Fredericksburg Region. FRED's operations are supported by FTA funding under the Section 5311 (Caroline County) and Section 5307 (the City and Spotsylvania and Stafford counties) programs as well as funding from the Commonwealth of Virginia and local governments, institutions, and civic organizations.

FRED maintains a fleet of 30 body-on-chassis transit buses, with seating capacities ranging from 22 to 26, operating over 21 routes. FRED offers three types of service: 1) basic weekday service in the City and three counties; 2) weekday morning and afternoon/evening Virginia Railway Express feeder bus service in the City and Spotsylvania County and VDOT commuter shuttle service in north Stafford County; and 3) Thursday and Friday late night service and Saturday and Sunday service, known as Eagle Express, centered on the University of Mary Washington during the academic year (late August through mid-May).

FRED does not have traditional peak and off-peak hours of service. It operates basically the same level of service throughout the day from 7:01 am to 8:00 pm, which FRED defines as peak period. FRED defines off-peak hours of service as 4:01 am to 7:00 am, from 8:01 pm to 1:00 am, and all service on Saturday and Sunday. During off-peak hours FRED charges half fare for persons 62 and older, persons on Medicare, and persons evidencing permanent or temporary disabilities.

All FRED buses are equipped with wheelchair lifts. In lieu of para-transit service, FRED offers route deviation service on all its regular routes; with this service, citizens can request curb-side pick up and drop off for locations up to $\frac{3}{4}$ miles and two minutes off regular routes. Route deviation service is available to all FRED customers who may find it difficult to get to a regular transit stop.

FRED maintains two major facilities. The Lawrence A. Davies Transportation Center (known familiarly as FRED Central) houses FRED's passenger terminal and administrative offices. FRED's maintenance and operations center has two structures: the maintenance building where work on the fleet and other equipment is conducted and the operations building where training, data processing and other activities take place.

FRED operates as a department of the City of Fredericksburg and provides service to the other jurisdictions in the Region under annual budget agreements. The Fredericksburg City Council is FRED's governing authority. FRED and the City receive counsel and recommendations from the Public Transit Advisory Board (PTAB), on which are represented all of the jurisdictions in

the Region, major contributing civic, institutional and business entities, and the disabled community.

III. POLICY STATEMENT AND AUTHORITIES

Title VI Policy Statement

FRED Transit is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The FRED Transit Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

Signature of Authorizing Official

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

IV. NONDISCRIMINATION ASSURANCES

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when FRED and the Virginia Department of Rail and Public Transportation (DRPT) submit their annual certifications and assurances to FTA. DRPT collects Title VI assurances from sub-recipients (such as FRED Transit for the Section 5311 rural transportation program) prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to the DRPT with the Annual Grant Application, and all FTA grant applications submitted to the DRPT or directly to the FTA, FRED Transit submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, FRED Transit confirms to DRPT and the FTA the agency's commitment to nondiscrimination and compliance with federal and state requirements.

V. PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of the FRED Transit Title VI Implementation Plan FY2016-2018. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of FRED Transit's transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.

Signature of Authorizing Official

Date

Beverly R. Cameron, City Manager

City of Fredericksburg

Note: Upon approval by Fredericksburg City Council, the relevant minutes or resolution documenting Council's approval will be placed here.

VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

FRED Transit's Manager of Policy, Planning and Compliance is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. The specific areas of responsibility have been delineated below for purposes of clarity.

Overall Organization for Title VI

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI Responsibilities of the Agency

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

1. Data collection

To ensure that Title VI reporting requirements are met, FRED Transit will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

2. Annual Report and Updates

As a recipient and sub-recipient of FTA funds, FRED Transit is required to submit a Quarterly Report Form to DRPT and the FTA that documents any Title VI complaints received during the preceding quarter and for each year. FRED Transit will also maintain and provide to DRPT and the FTA annually, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT and the FTA updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- Procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint.

3. Annual Review of Title VI Program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, the Title VI Manager will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of Information Related to the Title VI Program

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

5. Resolution of Complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. With respect to rural transit operations, FRED Transit will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. Complaints regarding urban transit operations will be similarly reported to the FTA. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT and the FTA.

6. Written Policies and Procedures

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

7. Internal Education

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

Title VI training is the responsibility of FRED Transit’s Assistant Director and Driver Trainer.

8. Title VI Clauses in Contracts

In all federal procurements requiring a written contract or Purchase Order (PO), FRED Transit’s contracts/POs will include appropriate non-discrimination clauses. The Title VI Manager will work with the FRED Transit and City of Fredericksburg staff who are responsible for procurement contracts and POs to ensure appropriate non-discrimination clauses are included.

9. Equity Analysis to Determine Site or Location of Facilities

FRED currently has no projects planned for the period covered by this Title VI Plan that would involve land acquisition and the displacement of persons from their residences or businesses. Therefore, the requirement to conduct an equity analysis to determine the location of facilities is not applicable.

PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, FRED Transit will disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded revenue vehicles, etc.

Appendix A contains FRED's notice to the public about its Title VI plan and program as well as a list of places where the notice is posted.

Title VI Complaint Procedures

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

To comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Any individual may exercise his or her right to file a complaint with FRED Transit if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT and the FTA as applicable.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

FRED Transit includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

FRED Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B. For additional information on FRED Transit's nondiscrimination policies and procedures, or to file a complaint, please visit the website at www.rideFRED.com or contact Craig Reed, Manager of Policy, Planning and Compliance, FREDericksburg Regional Transit, 1400 Jefferson Davis Highway, Fredericksburg, VA 22401.

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities.

A copy of FRED Transit's Title VI Complaint Form is attached as APPENDIX B.

Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA or DRPT, or if any Title VI lawsuits are filed against FRED Transit the agency will follow these procedures:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - the complainant's name, address, and contact information
 - (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (e.g., whether the complaint also was submitted to DRPT or FTA)
 - d. The complaint shall be submitted to the FRED Transit Title VI Manager at 1400 Jefferson Davis Highway or at rcreed@fredericksburgva.gov.
 - e. Complaints received by any other employee of FRED Transit will be immediately forwarded to the Title VI Manager.
 - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the Title VI Manager will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify DRPT and the FTA (no later than 3 business days from receipt)
 - b. notify the FRED Transit Authorizing Official
 - c. ensure that the complaint is entered in the complaint database

3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
5. If DRPT or the FTA has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and within 60 days of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Authorizing Official, DRPT and the FTA, and, if appropriate, FRED Transit's legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT and the FTA in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT and the FTA.
13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT or the FTA, as appropriate, will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by FRED Transit. DRPT or the FTA, as appropriate, will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT and the FTA every three years and information shall be provided to DRPT and the FTA quarterly and annually.

FRED Transit uses the form included at Appendix C to track and document civil rights-related (Title VI, EEO and ADA) investigations, lawsuits and/or complaints. Additional pages and materials may be appended to this basic form.

Public Outreach and Involvement

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that FRED Transit utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

FRED Transit established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

FRED Transit will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

FRED Transit Public Outreach Practices

FRED Transit will employ some or all of the practices listed below to encourage the minority and LEP communities to use FRED services, comment on FRED policies and procedures, and otherwise participate in the planning and operation of transit services in the Region.

- a. Determining and identifying what meetings and program activities lend themselves to client public participation.
- b. Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.

- c. Employing different meeting sizes and formats.
- d. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- e. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- f. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

Appendix D describes FRED Transit's minority and LEP-related outreach efforts.

VII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by FRED Transit is based on FTA guidelines.

As required, FRED Transit developed a written LEP Plan (below). Using 2010 and American Community Survey (ACS) Census data, FRED Transit has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2009-2013)

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through www.census.gov by FRED Transit's service area. The Region has a total estimated population of 290,305 persons, among which it is estimated that 10,472 (3.6%) speak English less than "very well" (i.e., have limited English proficiency as defined in the 2009-2013 ACS Census).

Information from the 2009-2013 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. The most highly represented languages spoken at home in the Region by those with LEP are presented below.

• Spanish	6,509	2.2%
• Korean	568	0.2%
• Chinese	273	0.1%
• African Languages	237	0.1%
• German	192	0.1%

Only one language, Spanish, is spoken by more than 1,000 persons in the Region with limited English proficiency. Consequently, FRED’s main efforts are directed at this group. A detailed table showing languages spoken in each FRED jurisdiction is included as Appendix F.

Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

FRED Transit reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Contact with transit vehicle operators;
- Contact with transit station managers;
- Calls to FRED Transit’s customer service telephone line;
- Visits to the agency’s headquarters;
- Attendance at community meetings or public hearings hosted by FRED Transit or the City of Fredericksburg on matters relating to FRED Transit;
- Contact with the agency’s route deviation system (including making reservations and communicating with drivers).

Discussions with FRED Transit drivers, line supervisors and dispatchers indicate that they interact with LEP persons on buses, on the telephone or in the terminal approximately 2-3 times per day. Assuming that there are three distinct interactions per day with LEP persons, this represents well under one percent of FRED’s daily ridership of roughly 2,000.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, customer service staff uses language identification material based on material developed by the U.S. Census.

Information from Community Organizations that Serve LEP Persons

To supplement the Census, education, and labor department data, FRED Transit works closely with its Public Transit Advisory Board (PTAB) to reach minority and LEP populations. PTAB assists FRED in communicating with:

- School systems;
- Community organizations;
- State and local governments;
- Religious organizations;
- Organization representing the disabled.

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

FRED Transit provides the following programs, activities and services:

- Translation of basic materials into Spanish and' as appropriate and reasonable, into other languages;
- Use of Language Line phone interpretation service as needed;
- Inclusion of links to on-line translation sites on rideFRED.com;
- Use of "I speak..." cards to identify LEP persons' primary languages; and
- Use of Spanish or other non-English language speaking staff members to assist customers, as available.

FRED Transit has detected no particular service or routes that are more frequently used by or are the subject of inquiry by LEP persons. Following are the most critical services provided by FRED Transit for all customers, including LEP persons.

- Safety and security awareness instructions;
- Emergency evacuation procedures;
- Public transit services, including schedule and fare information;
- Route deviation services;
- Services for those with mobility challenges.

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs

FRED Transit currently provides the following language assistance measures:

- Translation of basic materials into Spanish, as appropriate and reasonable, into other languages;
- Use of Language Line phone interpretation service as needed;
- Inclusion of links to on-line translation sites on rideFRED.com;
- Use of "I speak..." cards to identify LEP persons' primary languages; and

- Use of Spanish or other non-English language speaking staff members to assist customers, as available.

We do not anticipate that the costs associated with these services will appreciate significantly for the duration of this plan. The cost of conducting outreach to the LEP community may increase marginally as additional meetings, briefings, training, etc. may be necessary. Additional staff time would cost approximately \$50 per hour; the cost of materials should not exceed \$5,000 per year.

Resources

As a general matter, FRED Transit has sufficient resources in its current budget to accommodate moderate additional language assistance expenses, should they be necessary. FRED's budgets have remained relatively stable over time, although it is impossible to predict how economic conditions may affect FRED's partner jurisdiction budgets in the future and their ability or willingness to continue to support transit operations.

Based on the available resources and the assessed need for and use of language assistance measures, FRED Transit believes that the measures cited above are reasonable and appropriate for our agency at this time.

LEP Implementation Plan

Through the four-factor analysis, FRED Transit has determined that the following types of language assistance are most needed and feasible:

- Translation of vital documents into Spanish. These documents include:
 - System Map and Ride Guide
 - Application for reduced fare
 - Printed materials on route deviation services.
- Attempt to hire bilingual staff with competency in spoken and written Spanish.
- Language Line Translation Services for telephone contacts.
- On-line referral to Google translation software for all information contained on the FRED Transit website.

Staff Access to Language Assistance Services

Agency staff who come into contact with LEP persons can access language services by offering the individual a language identification flashcard, accessing and printing out translated materials from the website, having a supply of translated basic documents on hand, transferring a call to bilingual staff if available. All staff will be provided with a list of available language assistance services and additional information and referral resources (such as community organizations which can assist LEP persons). This list will be reviewed at least annually.

Responding to LEP Callers

Staff who answer calls from the public respond to LEP customers as follows: 1) ascertain as much information from the caller in English as is possible and respond to the maximum extent possible; 2) determine the caller's predominant language if additional assistance is required; 3) seek out FRED bilingual staff to respond if available; 4) contact language line provider as necessary; 5) get call-back information, obtain additional language assistance, and re-contact the caller.

Responding to Written Communications from LEP Persons

The following procedures are followed when responding to written communications from LEP persons: 1) obtain translation of the incoming communication using on-line or other translation services as necessary; 2) prepare response and have it translated; and 3) send response in both English and the foreign language to the writer.

Responding to LEP Individuals in Person

The following procedures are followed when an LEP person visits our customer service and administrative office: 1) ascertain the language being used, using language identifier material (e.g., "I speak" flash cards) as necessary; 2) use bilingual staff to assist in communication if available; 3) use printed foreign language materials if available; 4) seek volunteer assistance from other customers who may be bilingual; 5) contact language line provider if other efforts to communicate fail.

The following procedures are followed by operators when an LEP person has a question on board a FRED Transit vehicle: 1) identify the language being spoken; 2) seek to communicate basic information in English to the extent possible (e.g., fare, major stops on the route, time to arrive at end of route); 3) seek volunteer assistance from fellow passengers; 4) contact the dispatch office for further guidance or assistance..

Staff Training

FRED Transit staff are provided with a list of available language assistance services and additional information and referral resources, updated annually.

All new hires receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;

- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

Providing Notice to LEP Persons

In compliance with 49 CRF Section 21.9(d), FRED Transit will provide information to the public regarding its Title VI obligation and apprise members of the public of the protections against discrimination afforded to them by Title VI.

Public notification will be achieved by posting the FRED Transit policy on non-discrimination in FRED Central and at FRED's maintenance and operations center, on all buses, and on rideFRED.com. A link to this full Title VI Plan will also appear on rideFRED.com. Additionally, once per year FRED Transit will post its policy on non-discrimination in the local newspaper. The public notification will include a description of the complaint procedures as described in section "b" above. See Appendix F.

LEP persons will also be included in all community outreach efforts related to service and fare changes.

Monitoring/updating the plan

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, FRED Transit will solicit feedback on the effectiveness of language assistance provided and unmet needs. In addition, as part of FRED's periodic survey of customers, we will include questions relating to the extent LEP persons use FRED's services, about the adequacy and quality of the language assistance provided, and seek suggestions on ways to improve language assistance services.

In preparing the triennial update of this plan, FRED Transit will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers."

Based on the feedback received from community members and agency employees, FRED Transit will make incremental changes to the type of written and oral language assistance

provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore FRED will seek to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, FRED Transit will strive to address the needs for additional language assistance.

MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

The Public Transit Advisory Board (PTAB) serves as an advisory body to FRED and the City of Fredericksburg. PTAB comprises representation of the local jurisdictions in which FRED provides service, the business community, the academic community, the disabled community, major partners that contribute more than \$25,000 in cash or in kind annually to support FRED operations, and the general public. All meetings of the PTAB are open to the public. The businesses, organizations and institutions represented on the PTAB select the persons to represent them on the Board. FRED ensures that those selections are made without regard to the Board members’ race, color or national origin. See Appendix G for an analysis of the Board’s racial composition compared to the racial composition of the region served by FRED.

Appendix E includes a table showing minority representation on FRED Transit’s PTAB as of April 2015.

VIII. REQUIREMENTS OF TRANSIT PROVIDERS

Requirements and Guidelines for Fixed Route Transit Providers

To ensure that transit providers do not use the manner in which they deliver service to discriminate on the basis of race, color or national origin, or income, the FTA requires operators to develop quantitative measures of service standards that can be used to compare and contrast service on various routes. The FTA also requires the development of qualitative service policies for the same purpose. FRED does not have traditional peak and off-peak service hours; consequently, it does not have separate sets of service standards for peak and off-peak service. Where there are differences in standards for different types of services (e.g., commuter rail feeder service, regular weekday service, and weekend service) they are noted below.

Quantitative Measures

1. Vehicle load: the ratio of passengers carried to the seating capacity of the bus;
2. Vehicle headway: the amount of time between two buses traveling in the same direction on a given route;
3. On-time performance: the percentage of runs that are completed according to the published schedule;
4. Service availability: the distribution of routes within FRED's service area;

Qualitative Measures

5. Distribution of service amenities: the process for deciding on the location of amenities such as benches, shelters, information signage.
6. Vehicle assignments: the process by which FRED decides which buses will be used on which routes.

FRED Transit's specific standards are described below.

Vehicle Load. Buses will be assigned to regular routes in a manner that avoids the need for any passenger to stand on FRED's 22-seat and 26-seat buses. In other words, the ratio of passengers to the number of seats should not exceed 1.0. For FRED's VRE feeder service, the vehicle loads should not exceed 1.2; i.e., should not exceed 26 passengers for 22-seat buses and 31 passengers for 26-seat buses.

Vehicle Headways. Vehicle headways should not exceed one (1) hour on FRED's regular route operations. Headways on FRED's VRE feeder service are determined by the arrival and departure times of the VRE commuter trains.

Scheduling and headways involve the consideration of a number of factors including: ridership intensity, traffic patterns and congestion, the location and density of transit-dependent populations and activities, FRED's role in the FAMPO Transportation Plan, regional partners' funding priorities, land use connectivity, and transportation demand management.

On-time Performance

A FRED bus is considered on time if it departs a scheduled time point no more than one (1) minute early and no more than five (5) minutes late. FRED Transit's on-time performance objective is 90 percent or greater. FRED currently monitors on-time performance through reports from drivers and line supervisors; during FY2016, FRED will be able to monitor on-time performance through its new automated data collection system. Problem routes may be surveyed to determine more precise performance characteristics and potential remedies. As FRED operates a deviated fixed route system, some routes may be subject to wide variations in on-time performance when a large number of deviations are scheduled.

Service Availability

FRED Transit will endeavor to distribute transit service so that 75 percent of all residents in the service area are within ¼ mile walk of regular route bus service. This measure is affected by the fact that FRED operates many miles over roads in lightly populated areas; it is also affected by local partner jurisdictions' funding of transit, which determines the extent of FRED operations.

Vehicle Assignment

FRED's assignment of vehicles to routes will take into account the following factors:

- Ridership
- Accessibility of streets and roadways; e.g., width, tightness of turns
- Rotation of buses among high and low density routes to enhance vehicle performance.

All buses on all routes are similarly equipped with wheelchair lifts, stop signaling pulls or bars, PA systems, air conditioning and heating, 2-way radios, GPS systems and video cameras.

Transit Amenities

Installation of transit amenities (shelters, benches, signage) is based on route and stop characteristics such as route ridership and individual stop boardings, safety, as well as input from partner jurisdictions. Amenities are identified and sited based on these characteristics and consultations with affected jurisdictions. FRED will review requests for amenities submitted by riders, jurisdictions or citizens to determine the characteristics of the route and or stop for which the amenity is proposed, whether the amenity can be safely installed, the availability of funding, and other factors. FRED will make every effort to review such requests within one month.

Monitoring Title VI Complaints

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT and the FTA.

Fare and Service Changes

FRED Transit follows its adopted written policy for the public comment process for major service reductions and fare increases. With each proposed service or fare change, FRED considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service. See Appendices D.1 and D.2.

APPENDIX A

Title VI Notice to the Public; List of Locations



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

FREDericksburg Regional Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by FRED Transit, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

R. Craig Reed
Manager of Policy, Planning and Compliance
FREDericksburg Regional Transit
1400 Jefferson Davis Highway
Fredericksburg, VA 22401
540.372.1222 x209
rcreed@fredericksburgva.gov

You also have the right to file complaints directly with the Federal Transit Administration. Those complaints should be sent to:

The Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

This notice will be posted at all FRED Transit facilities including the Lawrence A. Davies Transportation Center (FRED Central) and the FRED operations and maintenance center. It will also be posted on all FRED transit buses and on the FRED website, [www.ride FRED.com](http://www.rideFRED.com). A copy of FRED Transit's full plan for implementing its responsibilities under Title VI is available through a link FRED's website or a printed copy may be requested through Mr. Reed.

APPENDIX B

Title VI Complaint Form

This form should be filed with FRED's Title VI Coordinator as shown below.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p>				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____	
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date

Please submit this form in person at the address below, or mail this form to:

FREdericksburg Regional Transit
Attn: Title VI Manager
1400 Jefferson Davis Highway
Fredericksburg, VA 22401

You may also use this form to file a complaint directly with the Federal Transit Administration by sending it to:

The Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

APPENDIX C

**Investigations, Lawsuits and Complaints Document
Summary Form**

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

No Title VI complaints or lawsuits were filed in FY2014 or FY2015; no FTA, DRPT or other investigations were undertaken.

APPENDIX D

Summary of Outreach Efforts

FRED Transit outreach efforts include the following types of activities, most of which are directed at all citizens in the Region and not just towards minority or LEP segments of the population.

- Publishing FRED's Title VI, DBE and EEO plans, policies and programs in the local general circulation newspaper (The Free Lance-Star) so that citizens are aware of their existence and whom to contact at FRED for further information or to lodge complaints.
- Briefing Public Transit Advisory Board (PTAB) members on these programs. PTAB members represent local jurisdictions, businesses, academic institutions, organizations, the disabled community and the general public, and are in a position to disseminate information about and register concerns about FRED policies and programs.
- Posting Title VI and other nondiscrimination policies, plans and programs at FRED facilities and on buses and on the FRED website, www.rideFRED.com.
- Making certain that all contracts and procurements contain the appropriate sections describing FRED's policies, plans and programs relating to Title VI and other nondiscrimination requirements.
- Scheduling briefings about FRED services for various organizations and institutions such as apartment complexes, schools, churches, businesses, and civic organizations.

FRED Transit's public participation policies and procedures for fare, route and schedule changes are shown below. Also shown below is a Memorandum of Understanding between FRED Transit and the Fredericksburg Area Metropolitan Planning Organization (FAMPO) through which FRED Transit uses FAMPO's approved Public Participation Plan for all regional planning related undertakings.

APPENDIX D.1

FRED Transit Public Notice and Participation Policy for Proposed Fare and Service Changes

FREDERICKSBURG REGIONAL TRANSIT

POLICY

Purpose

This document describes the process by which FREDericksburg Regional Transit (FRED) will consider and implement fare and service changes.

Policy

It is FRED's policy to review fare levels and service offerings periodically and/or upon request to make certain that FRED is fulfilling its mission to provide safe, economical and reliable transit services that contribute to the economic and social development of the Fredericksburg Region. In making any changes, FRED will give ample opportunity to the public to provide comment on any changes in fares and/or levels of service. Reviews of fares and services will be conducted annually and will be coordinated with the Public Transit Advisory Board. In proposing fare and service changes, FRED will adhere to all rules and regulations applicable under Title VI of the Civil Rights Act under which FRED is committed to operate its programs and services without regard to race, color, and national origin.

Fares

A fare increase is defined as:

- Any change to an existing, established fare rate or fare type applicable to regular deviated fixed route service that results in a higher fare rate than is currently in effect.
- The establishment of a new deviated fixed route service that would charge fares that are higher than the existing, established fare rate or fare type that is currently in effect for other deviated fixed route services.
- The conversion of experimental or demonstration fare rates or types into permanent fare rates or types that have the effect described in the two bullets above.

Services

A service change is defined as the implementation of a new, regular deviated fixed route service or new limited special purpose services (e.g., limited stop commuter rail feeder services); or a significant reduction in transit service. A significant reduction in transit service is defined as:

- The elimination of a transit route.

- A reduction of 25% or more in the revenue vehicle miles operated on an existing transit route.
- Any change in service level, routing or structure that is expected to result in a 25% or more decline in ridership.

Solicitation and Consideration of Public Comment

FRED will solicit and consider public comments prior to implementing fare increases or service reductions as defined above.

The solicitation of public comment will – at a minimum – include the opportunity to provide written comments. FRED may, at its discretion, also hold public hearings to provide additional opportunities for public comment.

At least thirty (30) days prior to the proposed implementation date for any fare increase or significant service decrease, FRED will publish the details of the proposed changes in general circulation newspapers in affected jurisdictions, on the city of Fredericksburg’s website and on the FRED website. Notices will also be posted on all buses, FRED Central and in selected public places (e.g., libraries).

All notices of proposed changes will include a description of the proposed changes, the proposed effective date(s) of the changes, and the method(s) by which the public may comment. When proposing fare and services changes noted above, FRED will always request public comments in writing and may, at its sole discretion, hold public hearings.

- For written comments, FRED will allow a minimum of 30 days (with a goal of 45 days) from the date of the public notice prior to implementing any change.
- For public hearings, FRED will schedule any such hearings within two weeks of the date of the public notice; when scheduling public hearings, FRED will also provide the public with the opportunity to submit written comments as described above. Public hearings will be held in the jurisdictions most directly affected by proposed changes in fares and services. For system-wide changes, public hearings will be held in a central location or in multiple locations at FRED’s discretion.

For its information, FRED will provide the Public Transit Advisory Board (PTAB -- on which all funding jurisdictions are represented) a summary of written comments received in response to the solicitation process, a summary of testimony delivered at any public hearings and a summary of any other comments received from the public or funding jurisdictions.

Final determinations relating to fare increases will be made by the City of Fredericksburg, taking into consideration comments received from the public and funding jurisdictions as well as the views of the PTAB. Final determinations about service changes will be made jointly by the City of Fredericksburg and the jurisdiction funding the local share of the service.

Once final decisions have been made about fare and service changes and their effective dates, the public will be informed through news releases, website postings, postings on buses and in FRED Central and in selected public buildings.

APPENDIX D.2

FRED Transit Public Notice and Participation Policy for Proposed Schedule and Route Changes

FREdericksburg Regional Transit

Policy

Schedule and Route Changes

Purpose: To establish policies and procedures for amending FRED service schedules and routes and related internal and external documentation and information.

Policy

FRED develops its service schedules and routes to accommodate the needs of its customers and the requests of its public and private partners. Routes and schedules are also designed to reflect FRED's role as a regional system, providing customers a means to travel to key locations throughout the area via coordinated transfers at designated bus stops. FRED's schedules are further designed to reflect realistic drive times over each of its routes, although conditions on public highways vary from day to day, sometimes making it difficult to adhere to published schedules.

The FRED service area is dynamic, experiencing rapid population growth, commercial and residential development and roadway construction. Consequently, it is to be expected that FRED will need to adjust its routes and schedules to accommodate the many changes taking place in the service area.

It is FRED's policy to conduct a comprehensive review and, as necessary, to adjust its routes and schedules annually. Typically, that annual review will be scheduled for July, prior to FRED's submission of proposed budgets to the City and other public and private sector partners. The annual review will be shared with the Public Transportation Advisory Board.

In considering potential changes to routes and schedules, FRED will adhere to all rules and regulations under Title VI of the Civil Rights Act, under which FRED is committed to operate its programs and services without regard to race, color, and national origin.

Adjustments to individual routes and schedules may take place whenever the need arises (e.g., when a new roadway opens; when a partner provides financial support for a new route or for more frequent service). Minor and repeated adjustments to schedules and routes over the course of a year are to be avoided, as this can confuse customers and increase costs without resulting in significant benefits.

The primary responsibility for conducting the annual review rests with the Operations Manager, assisted by the Lead Supervisor, who will prepare a memorandum to the Transit Director listing all proposed amendments. All amendments to routes and schedules must be approved in writing by the Transit Manager.

When schedule and route changes are made, it is critical to make certain that all aspects of FRED operations relating to such changes are adjusted accordingly and fully coordinated. The following checklist should be used to ensure that coordination takes place:

Public notice of proposed changes at least two months in advance

- In buses
- In FRED Central
- To City Hall
- To affected jurisdictions
- In the Free Lance-Star
- To PTAB
- On rideFRED.com

Hard copies of affected routes and schedules

- Make adjustments
- Order copies from the printer
- Distribute to distribution points

Bus stops and shelters

- Remove, relocate, add as required
- Update electronic bus stop inventory
- Place new schedules at stops and shelters as required
- Make adjustments to on-line information

APPENDIX D.3

Memorandum of Understanding between FRED Transit and Fredericksburg Area Metropolitan Planning Organization regarding Public Participation

MEMORANDUM OF UNDERSTANDING BETWEEN FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION AND FREDERICKSBURG REGIONAL TRANSIT REGARDING PUBLIC PARTICIPATION IN TRANSIT PLANNING PROCESS

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to describe the process by which the Fredericksburg Area Metropolitan Planning Organization (FAMPO) and FREDericksburg Regional Transit (FRED) will cooperate to ensure that the public has ample knowledge about and opportunity to comment on transit-related aspects of the Transportation Improvement Plan (TIP), the Program of Projects (POP), the Six-Year Transportation Improvement Plan (STIP), and the Long-Range Transportation Plan (LRTP).

BACKGROUND

FAMPO is the metropolitan planning organization organized under Federal law (TEA-21) responsible for transportation planning and approval of Federally funded transportation projects in the region. The region includes the City of Fredericksburg and the counties of Stafford and Spotsylvania. FAMPO's Public Participation Plan (PPP), updated and amended in June 2010 describes the procedures FAMPO uses to inform the public about plans for transportation projects in the region and solicit comment from the public on those plans.

FRED is a department of the City of Fredericksburg and provides regular route (with route deviations) service in the City of Fredericksburg and the counties of Spotsylvania, Stafford, Caroline and King George. FRED receives Federal and Commonwealth of Virginia financial assistance for these services under a variety of programs. FRED projects are included in the various transportation plans and programs of projects developed by FAMPO. FRED is a member of the FAMPO Technical Committee, which – under the guidance of FAMPO staff – develops the region's TIPs and POPs and makes recommendations to the FAMPO Policy Committee.

OBTAINING PUBLIC INPUT ON TRANSIT-RELATED PROJECTS

FAMPO and FRED are committed to providing the region's citizens with ample opportunity to learn about and comment on transit-related plans and projects. To that end, FAMPO has developed a PPP that is fully compliant with the letter and spirit of 49 USC Chapter 53, Section 5303.

Rather than develop a separate PPP, FRED will use FAMPO's PPP and good offices to ensure that citizens have a full opportunity to comment on FRED's and other transit-related plans in the region.

To make certain that all FRED transit-related plans and projects are reflected in the region's TIPS, LRTPs and other relevant planning documents, FRED will participate actively in the development of those documents through its participation on the FAMPO Technical Committee. FRED will work with FAMPO to ensure that all Federally funded projects are accurately reported with respect to their scope and funding.

In its PPP process, FAMPO will make certain that all Federally funded projects relating to transit service will be incorporated into TIPS, LRTPs and related planning documents, and will be included in outreach efforts including, as appropriate, public notices, workshops, public hearings, comment periods, websites, emails, surveys, media relations, and the use of committees and workgroups to which citizens may be appointed. Such efforts will include sufficient detail to permit the public to understand the nature of and funding for all transit-related projects. FAMPO also agrees to keep current its PPP and to make any amendments that might be required by Federal law and regulation.

AMENDMENT AND TERM OF THE MEMORANDUM OF UNDERSTANDING

This MOU will remain in effect until such time as either FAMPO or FRED desires to terminate it, on not less than sixty (60) day notice. This MOU may be amended at any time by the mutual consent of FAMPO and FRED.

For FAMPO

For FRED

_____/s/_____

_____/s/_____

Lloyd Robinson

Kathleen M. Beck

FAMPO Administrator

Director, Public Transit (FRED)

_____August 8, 2011_____

Date

APPENDIX E

Table – Minority Representation on the Public Transit Advisory Committee

Body	Caucasian	Latino	African American	Asian American	Native American
Population	68%	8%	18%	2%	>1%
Public Transit Advisory Board	80%	0%	20%	0%	0%

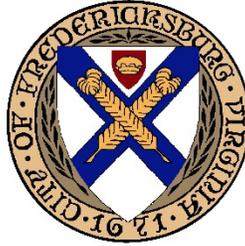
Source: Derived from 2010 Census Demographic Profile Data, DP-1, and FRED Transit PTAB Data for April 2015.

APPENDIX F

LIMITED ENGLISH PROFICIENCY ANALYSIS FOR THE FREDERICKSBURG REGION

	<u>Stafford</u>	<u>Spotsy</u>	<u>Caroline</u>	<u>City</u>	<u>Total</u>	<u>Percent</u>
Total Population	123,124	116,209	26,877	24,095	290,305	100.0%
Spanish	8,497	6,844	759	1,918	18,018	6.2%
Speak less than well	3,057	2,544	97	811	6,509	2.2%
African Languages	726	78	21	61	886	0.3%
Speak less than well	210	10	-	17	237	0.1%
German	870	548	49	66	1,533	0.5%
Speak less than well	106	72	-	14	192	0.1%
Korean	655	291	79	90	1,115	0.4%
Speak less than well	289	144	79	56	568	0.2%
Chinese	286	335	29	51	701	0.2%
Speak less than well	115	142	-	16	273	0.1%

Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey for the City of Fredericksburg and the counties of Spotsylvania, Stafford and Caroline



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Eddie Allen, Fire Chief
RE: Resolution License Agreement with InSite Towers Development, LLC
DATE: April 12, 2016

ISSUE

The City Council is asked to approve the City Manager to enter into a Communications License Agreement with InSite Towers Development, LLC, on behalf of the City, for the new public safety radio system.

RECOMMENDATION

The staff recommends authorizing the City Manager to sign the agreement by the approving the attached resolution which requires one reading.

BACKGROUND

In the FY 2015-16 Council's Goals and Initiatives, "Upgrade City's Public Safety Radio System" was established as an Initiative for Goal Area 6: Public Safety.

In December 2015, City Council gave final approval to move forward with joining the Stafford County Public Safety Radio System. As part of the Public Safety Radio System, a connection needs to be established between the City of Fredericksburg and Stafford County. The connection will be accomplished utilizing microwave dishes. A microwave dish will be located on the roof of the Fredericksburg Police Department and the second dish will be located on the monopole tower located on Mountain Avenue in Stafford County.

The attached resolution authorizes the City Manager to enter into a contract with InSite Towers Development, LLC, for the license of space on the monopole tower located on Mountain Avenue in Stafford County to install, maintain and operate its equipment. The initial term of the proposed lease is five years, with four renewal terms of five years each. The initial annual rent of \$3,600 will increase by 3% per year.

FISCAL IMPACT

The fiscal impact will be \$3,600 annually with a 3% increase each year. The chart below shows the annual rental fee for years two through five reflecting the 3% increase.

Year Two	\$3,708
Year Three	\$3,819
Year Four	\$3,934
Year Five	\$4,052

Attachment: Resolution



April 12, 2016
Regular Meeting
Resolution No. 16-

MOTION:

SECOND:

RE: AUTHORIZING THE CITY MANAGER TO EXECUTE A LICENSE WITH INSITE TOWERS DEVELOPMENT, LLC FOR PUBLIC SAFETY RADIO COMMUNICATIONS EQUIPMENT

ACTION: APPROVED: Ayes: 0; Nays: 0

WHEREAS, by adoption of Ordinance 15-33 on December 8, 2015, the City Council approved a radio communications system use agreement with Stafford County;

WHEREAS, by adoption of Resolution 15-97 on December 8, 2015, the City Council awarded a contract for public safety radios and associated equipment to Motorola Solutions;

WHEREAS, the implementation of the new public safety radio system requires the installation of a microwave dish on the monopole tower located on Mountain Avenue in Stafford County, owned by InSite Towers Development, LLC, which is the current location of Stafford County communications equipment;

WHEREAS, the City Manager has negotiated a lease for space on the monopole tower for an initial annual rent of \$3,600, and an initial term of five years and four renewal terms of five years each.

NOW THEREFORE, BE IT RESOLVED that the City of Fredericksburg Council authorizes the City Manager to execute, deliver, and carry out the Communications License Agreement with InSite Towers Development, LLC, for the installation, maintenance, and operation of the City's radio communications equipment, in substantially the form submitted for approval.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16- duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey
Clerk of Council

Christen Gallik
Director of Social Services



City of Fredericksburg
Department of Social Services
Bass-Ellison Building
608 Jackson Street, Suite 100
Fredericksburg, VA 22401
Office: (540) 372-1032
Fax: (540) 372-1157

**City of Fredericksburg Department of Social Services
Board of Directors
Meeting Minutes – December 10, 2015**

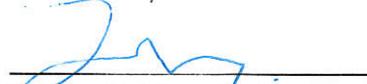
Present for the meeting: Kathy Anderson, Tim Duffy, Debe Fults, Christen Gallik, Beth Girone, Zach Hatcher, Bea Paolucci, and Mark Poth.

- I. **Call to Order:** Meeting called to order at 8:32 a.m.
- II. **Approval of Minutes:** Tim Duffy made a motion to approve the minutes of October 8, 2015. Bea Paolucci seconded. All were in favor.
- III. **Director's Report:**
 - a. **Budget** – The finance report was presented and discussed.
 - b. **Performance Metrics** – Performance measures for September 2015 were presented and discussed. Tim Duffy asked if a Taskforce could be put together to address the high call volume for Child Protective Services along the Fall Hill Corridor. Ms. Girone will work on getting a group together and report back to the Board.
 - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed (attached). Highlights included: Adoption and Foster Care Forum with Congressman Rob Wittman on 10/29/15, Adoption Day Celebration on 11/21/15 and Trauma 101 training planned for staff on 12/11/2015.
- IV. **Old Business:** There was no old business to discuss.
- V. **New Business:**
 - a. **Refugee Impact** - Ms. Gallik provided the Board with a handout with a summary of the impact of Refugee Resettlement on the department. (Attached)
- VI. **Executive Session:** There was no need to go into Executive Session.
- VII. **Items for Consent/Approval:**
 - a. **FY 2017 Budget** – Bea Paolucci made a motion and Tim Duffy seconded to approve the FY 2017 budget package for City Council. All were in favor.
 - b. **On-Call Policy** – Bea Paolucci made a motion and Tim Duffy seconded to approve the updated On-Call Policy that clarifies worker protocol for staff. All were in favor.
- VIII. **Adjournment:** The meeting adjourned at 9:40. The next meeting is scheduled for **February 11, 2016 at 8:30 a.m.**

Respectfully Submitted:


Beth Girone, Assistant Director

Date 3-9-16


Zachary Hatcher, Chair

Date 3-9-2016

**FREDERICKSBURG
RECREATION COMMISSION
Minutes of February 18, 2016**

The February meeting of the Fredericksburg Recreation Commission was held on Thursday, February 18, 2016 at Maury Commons. The meeting was called to order at approximately 6:34 p.m.

Present: Commissioners Susan Tyler, James Bailey, Dr. Timothy Duffy, Ken Kroko, Sharon Null and Dr. Marcus Tepaske. Absent: Dr. George Foster, Dr. John Gordon III, and Brandon McVade. Also in attendance: Director Jane Shelhorse and Patricia Sparks.

- I. **Approval of Minutes:** The minutes of January 21, 2016 were unanimously approved.
- II. **Public Comment:** None
- III. **Communications from Staff:** The Commissioners reviewed the following reports:

Financial Report- January 2016

Sports/Parks Report – February 2016

Leisure/Special Events Report – February/March 2016

- IV. **Noteworthy Dates:** The Commissioners reviewed upcoming programs and trips.
- V. **Old Business:**

A. Riverfront Park – Commissioner Duffy stated City Council continues to discuss and prioritize building Riverfront Park. Commissioner Duffy stated most of the discussion was about parking, and as discussed earlier, we need to coordinate both the park and the parking issue together. There is a lot of support from the community in building the park.

B. Park Signs and Logo - Director Shelhorse met with the Supervisor of Marketing, Tiffany Capehart, to discuss presenting the Commissioners with a circular logo. The quadrant-circular logo presented displayed four colorful symbols that would link all the City parks together. Director Shelhorse stated the simple logo describes different categories linking all the activities to Parks and Recreation. Commissioner Tepaske stated last year the sub-committee researched/studied the park sign/logo issue and presented several options to the Recreation Commission. The Commission needs to incorporate the work the sub-committee has completed and move forward from there. Director Shelhorse stated she would like the sub-committee to meet within the next two weeks and have

a design/concept presented to the Commissioners at the March 17th Commission meeting.

C. Memorial Day Parade – Director Shelhorse reported that in trying to coordinate a parade with other scheduled events in the City, the Memorial Day Parade would not be held this year. Staff will be working to schedule the Memorial Day Parade in 2017. The Commissioners agreed that this item could be taken off the agenda.

D. Radio Controlled planes, drones and rockets in parks - Commissioner Duffy said he had spoken to the City Attorney in reference to the issue of flying radio controlled planes, drones and rockets in city parks, but to date she had not responded. Commissioner Duffy will report any findings to the Commission at the March meeting.

E. Commission Retreat – Director Shelhorse made several suggestions in regards to scheduling a retreat. One suggestion was to schedule the retreat on a Friday afternoon and Saturday morning. On Friday, the Commissioners and staff would break into small groups discussing goals, concerns, priorities, and future plans for the department. The Commissioners feel strongly about ending that night with dinner and/or a social event. On Saturday, the Director and Commissioners would meet to discuss their findings, suggestions and concerns. The Commission recommended hiring an energetic facilitator to keep the retreat on course. The Commissioners want to look at their role as commissioners and how they relate to the department (i.e. how the Commissioners can assist staff to reach department goals). Commissioner Duffy recommended taking the time at the end of the retreat for the Commissioners to discuss who will take the lead on issues discussed. The Commissioners agreed the retreat should be a positive, team-building experience for all participants. The City Manager, Bev Cameron, has asked for a strategic plan from the department on how the Commissioners, Director and staff envision the department moving forward. Director Shelhorse was asked to provide the Commissioners with an outline for the retreat.

F. Meet the Director Night – Director Shelhorse would like to combine “Meet the Director” night with a “Summer Camp Preview Night”, and a Soccer/Field Hockey Coaches meeting at the Community Center on March 8, 2016. Director Shelhorse presented the Commissioners with a one-page summer camp brochure to be distributed through the City schools (per approval from Dr. Gordon). The Commissioners would like to change the brochure to have the “Meet the Director” announcement on the front page of the brochure. The announcement for “Meet the Director” will be published in The Free-Lance Star.

VI. New Business:

A. Changing of hours for Dorothy Hart Community Center – Director Shelhorse recommended changing the closing hours for the DHCC.

Currently the building is open Monday through Thursday 8:30 a.m. to 9:30 p.m. and on Friday 8:30 a.m. to 4:30 p.m. Registration is from 9:00 a.m. to 9:00 p.m. Monday through Thursday and from 9:00 a.m. to 4:00 p.m. on Friday. Most programs end before 9:00 p.m., and the front desk receptionist stays in the building by herself until 9:30 p.m. Director Shelhorse is recommending that the center close at 8:30 p.m. Monday through Thursday. If a class or rental extends past the 8:30 p.m. deadline, the receptionist would stay until the participants leave.

A motion was made by Commissioner Duffy, seconded by Commissioner Null and unanimously approved closing the Dorothy Hart Community Center, Monday through Thursday at 8:30 p.m.

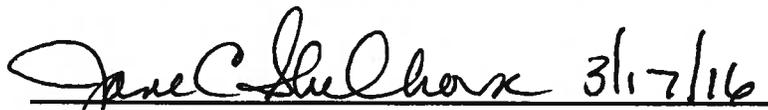
Commission Concerns and Topics:

Commissioner Tepaske asked about the public hearing on Washington Avenue Mall's tree planting concerns. Commissioner Tyler stated that The City did an excellent job in regards to the Public Hearing. The comments and recommendations received will be reviewed by a design team appointed by the Clean and Green Committee. Commissioner Duffy stated that City Council would like to offer some options on where to go to from here.

Commissioner Bailey asked if Parks, Recreation and Public Facilities supports the Women's Forum. Director Shelhorse stated that we have brochures on the Women's Forum at the center and it was not included in our brochure. Director Shelhorse will ask Tiffany Capehart to promote the Women's Forum on social media.

Commissioner Kroko asked if the Commissioners and the City should consider making the Washington Avenue Mall into a City park. We currently maintain the area, and if there is a reason that we should or should not make Washington Avenue Mall into a park then we need to know that too. Commissioner Kroko stated that might help some circumstances by declaring it a park.

Commissioner Null asked if there was a Fredericksburg Alert for City meetings. Some of the residents have stated that they were not aware of City meetings. Commissioner Duffy stated you can get alerts from the City's webpage for different meetings, but he was not sure if all City meetings were available on the City webpage.



Jane C. Shelhorse Date 3/17/16
Director

**Next Regular Meeting March 17, 2016 6:30 p.m.
at Maury Commons, Suite 111.**



CITY OF FREDERICKSBURG, VIRGINIA
CITY COUNCIL
MINUTES
Council Chambers, 715 Princess Anne Street
Fredericksburg, Virginia 22401

ITEM #9A

HON. MARY KATHERINE GREENLAW, MAYOR
HON. WILLIAM C. WITHERS, JR., VICE -MAYOR, WARD TWO
HON. KERRY P. DEVINE, AT-LARGE
HON. MATTHEW J. KELLY, AT-LARGE
HON. BRADFORD C. ELLIS, WARD ONE
HON. DR. TIMOTHY P. DUFFY, WARD THREE
HON. CHARLIE L. FRYE, JR., WARD FOUR

**Council Work Session
March 8, 2016**

**Economic Incentives at Liberty Place
Economic Development Authority Applicant Interview**

The Council of the City of Fredericksburg, Virginia held a work session on Tuesday, March 8, 2016, beginning at 5:30 p.m. in City Hall Conference Room.

Council Present. Mayor Mary Katherine Greenlaw, Presiding. Councilors William C. Withers, Jr., Kerry P. Devine, Timothy P. Duffy, Bradford C. Ellis, Charlie L. Frye, Jr. and Matthew J. Kelly.

Also Present. City Manager Beverly Cameron, Assistant City Manager Mark Whitley, City Attorney Kathleen Dooley, Economic Development Director Karen Hedelt, Assistant Economic Development Director Bill Freehling, Planning and Building Services Director Charles Johnston and Clerk of Council Tonya B. Lacey

Others Present. Thomas Wack, Developer of Liberty Place.

Economic Incentives at Liberty Place. Mr. Freehling presented a PowerPoint presentation that covered background information on Liberty Place, a video of the property and what it is proposed to look like, the status of Liberty Place, the incentive proposal, tax revenue at Liberty Place, the proposal in numbers, why the applicant was requesting to handle the incentives, they showed a comparable example of incentives being handled this way, discussed why incentives were needed, and what would happen if Council approved the incentive request. (See attachment for more information).

To answer the many questions by Council Mr. Wack explained that they were pushing up against what the market would bare and what they could charge for rent. The banks were also requiring more equity therefore they had to bring more partners on the general side and the revenue side. The partners would be a mezzanine financing piece to the project. The incentives package would help the partners to get a return and allow Mr. Wack to take the risk. More

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than half of the incentives would go to the tenants. He has made rent schedules for the two restaurants that they are in negotiations with. One of the restaurants has a lease written. The incentives will allow them to reduce rent for the first few months after opening. Without the incentives Mr. Wack said he would have to charge more on rent and sales. The banks were also requiring 50 percent presale on residential and 75 percent presale or prelease on commercial. He explained that there was a timing issue as well and the sooner he could get everything finished the sooner they could begin on the project. They currently have 30 reservations from a presale event they held on the residential side in September. The reservations required a \$5000 deposit to get a place in line to pick units.

Councilor Ellis asked if there was room to make the building look more historic and Mr. Wack explained that they were going for more of a repurposed warehouse or factory look similar to the old Maury School or the Marstel Day building on Lafayette Boulevard and the other building was to look more modern. He also addressed the question on being leed certified and after talking to the architects they did not feel there would be any benefits in the marketing if they were leed certified. He said by doing what was required by code the building would be leed certified. He explained that the roofs would be white to reflect heat, map of succulence in the alley, exterior walls would be six inches thick with 2 inches of foam insulation and they would be doing as much as possible to keep operating cost down. The patio surface would be a petal stool paving system because a lot of the property would sit on top of the parking garage. The landscaped area and the water feature would also be on top of the garage.

Councilor Kelly expressed his concern with the incentives package and he said the criteria of incentives were to meet goals of the City and not to make a project move forward. He was not in support of incentivizing more restaurants downtown or allowing the developer to negotiate the incentives. Councilor Kelly stated that this project would be competing with other projects that were being developed in the larger counties. He said this needed to be something to attract smaller tech companies; therefore he did not feel it was compatible and did not meet the goals of the Council.

Mr. Wack stated there would be 34,000 square feet of office space, roughly 10,000 square feet of retail and 10,000 square feet of restaurant. Everything on the ground level facing the plaza would be restaurant. He said there was a lot of interest on the office space.

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Vice-Mayor Withers also showed concerned with more restaurants in the downtown but he was in support of the project because of the parking and he said the net benefit was worth it.

Councilor Devine said her only concern with shifting the incentives was that the City would not be able to choose the type of businesses and because of that the City may end up with more of the same type businesses.

Councilor Duffy asked if this would open the door for more projects coming back asking for incentives and Mayor Greenlaw stated that each project had to be looked at separately.

Councilor Frye asked if it were better for the City to make the deals or for the developer and Economic Development Director Hedelt stated that allowing the developer make the deal would enable him to move the project forward.

Mayor Greenlaw said she thought this type of incentivizing was brilliant. She said reducing rent on the front end for the tenants was valuable to closing deals. She said this was a wise use of the incentives. Councilor Ellis said it was going to cost but he believed it was going to be a good return on investment.

Councilor Kelly felt as though the City was in reactive mode and he said turning over tax dollars to a developer was not a good idea. Councilor Devine agreed there needed to be discussion on incentives but she felt this was a shifting of incentives and she said it was okay to be creative with them. Vice-Mayor Withers noted that the City would be getting back more than it would be giving up in incentives.

Councilors Greenlaw, Withers, Devine, Duffy, Ellis and Frye were in agreement with moving forward with the incentive package.

Economic Development Authority Interview.

Steve D'Lugos – when asked if there was something that needed to be done to bring in new revenue for the EDA Mr. D'Lugos said that bond market drives the ability to bring in revenues. He said the EDA needed to know what the strategic vision was for Economic Development in the City. He said as far as revenue are concerned the EDA would like to take the money that's made off of the Charles Street property and use it to work with the Council to work on parking solutions. He said the revenue projections are flat and they try to market the EDA. Mr. D'Lugos highly praised Mr. Chris Hornung. He said he had a vision and was smart and intellectually honest and people of his age needed to build a bench for young men like Mr. Hornung. He spoke on some of the projects that the EDA had worked on: baseball, the

ITEM #9A

strategic plan and the small grants to help the businesses which have been a great success. He said there was no reason the EDA could not give an existing business incentives to help the business if it would help revenues.

He was asked how he thought the EDA could be more proactive in working with the Economic Development office and Mr. D'Lugos said Karen Hedelt and Bill Freehling worked well together with the EDA. He discussed how the EDA could buy and invest in things and issue bonds and he would like to see the EDA and the City Council check in with each other at least once a year to help move things forward.

Adjournment. There being no further business to come before the Council at this time. Mayor Greenlaw declared the work session officially adjourned at 7:06 p.m.

**Tonya B. Lacey
Clerk of Council
City of Fredericksburg**



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Bill Freehling, Assistant Director for Economic Development
DATE: March 3, 2016 (for March 8, 2016 work session)
SUBJECT: Liberty Place incentive

ISSUE

Shall the City of Fredericksburg award an incentive package to the developer of Liberty Place to make the project feasible as currently proposed and to attract sought-after tenants?

RECOMMENDATION

- The City of Fredericksburg should provide an incentive to the developer in the amount of **45 percent of the real estate tax increment for 10 years.**
- The developer will handle sub-incentives to tenants as deemed necessary without City involvement.
- The City will collect and retain all other taxes (meals, sales, BPOL, etc.).
- The parking agreement will remain the same.

BACKGROUND

Liberty Place is a \$46.3 million project in the block bordered by Douglas, Winchester, William and Amelia streets in downtown Fredericksburg. It is being developed by an affiliate of Wack General Contractor. Liberty Place will include the following elements:

- Three-level parking facility (one ground level and two underground levels) with a total of 273 parking spaces. 119 of those spaces will be public 24-7, and another 30 will be available to the public on weeknights after 6 p.m. and all day on weekends.
- 44 residential condominiums (Special Use Permit allows up to 51)
- 10,500 square feet of restaurant space
- 12,000 square feet of retail space
- 34,000 square feet of office space

The project fits squarely into the goals espoused by both the JumpStart! Fredericksburg plan and the city's Comprehensive Plan. Both call for downtown Fredericksburg being a center of commerce and activity. Liberty Place will bring in residents, workers and visitors, and will provide the parking infrastructure to handle them all. The JumpStart! plan specifically points to Tax Increment Financing (such as this proposal) to achieve projects such as Liberty Place, and specifically identifies the Liberty Place property as a good candidate for a mixed-use project.

In addition to the public parking that will be part of Liberty Place, the developer plans to spend another \$500,000 on the following infrastructure improvements that will contribute greatly to the appearance of the William Street corridor:

- Burying all overhead utilities
- New storm drain conveyances and inlets
- New curb and gutter
- New brick sidewalks
- New Colonial-style lights
- New landscaping
- Widening Douglas and Winchester streets
- A public plaza along William Street that will feature public benches and a 60-foot-long cascading river to symbolize the city's location at the fall line of the Rappahannock River

Though no tenants have been announced publicly yet at Liberty Place, many deals are close, and the potential tenants are indicative of the increasing popularity of the city and its downtown. Liberty Place will be a very positive project for downtown that will bring in affluent residents and sought-after businesses. It represents the city's best opportunity for a parking facility in the increasingly busy William Street corridor.

Because of higher-than-expected project costs, the developer is seeking incentives to make the project viable as currently proposed. Further, individual businesses interested in Liberty Place and city incentives have approached the Department of Economic Development and Tourism for assistance. The proposal laid out below would be a simple and responsible way for the city to make one incentive deal with the developer, and to then allow the developer to use the funds to attract individual tenants and make the project viable.

This proposal would allow the developer to receive 45 percent of the incremental real estate tax revenue from Liberty Place for 10 years. Under current projections, that would allow the developer to receive **\$197,295** per year for 10 years. That is approximately 22 percent of the overall incremental tax revenue expected from Liberty Place. The city would retain the remaining 78 percent (**\$683,938 annually**), and after 10 years the city would retain 100 percent. See "Fiscal Impact" section of this memo for a breakdown of revenue sources. The City of Fredericksburg is currently getting approximately **\$30,000** annually in tax revenue from the property (all in real estate tax revenue).

This analysis does not factor in the following elements, which makes it more conservative than it might otherwise be:

- Possible increases in tax revenue over time
- Personal property tax revenue and other smaller tax revenues from Liberty Place
- Indirect tax revenue from Liberty Place residents, workers
- Effect on nearby development prospects

The City of Fredericksburg anticipates investing approximately \$2 million for the public parking spaces that will be available at Liberty Place, but that investment should not be factored into the details of this proposal. In partnering with the developer in creating the parking facility, the city does not have to acquire land or occupy other property in the area with a parking structure. City Council wants to build a structured parking facility regardless in that area, and there are no other present sites suitable for such a facility.

For informational purposes, if the City of Fredericksburg decides to finance the Liberty Place garage with 20-year general obligation bonds, at the prevailing 2.75 percent interest rate the approximate annual debt service will be **\$130,000**. The City of Fredericksburg will also need to pay up to **\$75,000** a year toward maintenance costs on the Liberty Place garage. The city will also derive some parking revenue from Liberty Place. That amount is unknown, but it can be estimated at **\$50,000**. Hence the total annual net cost of the Liberty Place garage will be about **\$155,000** for the first 20 years, assuming 20-year bonds are used to finance the project.

Other proposals

It makes sense to look at this \$46.3 million project in the context of other incentive deals that have been approved inside and outside Fredericksburg. Here are a few examples of incentive agreements that are more lucrative to the developer than what is proposed at Liberty Place:

Project	Capital investment	Incentives to owner/developer
Liberty Place (Fredericksburg)	\$46.3 million	45 percent of incremental real estate tax revenue for 10 years (proposed).
Minor League Baseball complex (Fredericksburg)	\$43 million	100 percent of tax revenue generated inside complex for 20 years, incremental meals and lodging tax revenue from outside complex.
Kalahari Resorts (Fredericksburg)	\$225 million	47.5 percent of all local tax revenue generated at complex for 20 years.
Aquia Town Center (Stafford)	\$40 million	75 percent of tax revenue until total equals \$6.25 million (6-8 years expected).
Virginia Beach Field House (Virginia Beach)	\$15 million	100 percent of real estate taxes returned for 10 years.

FISCAL IMPACT

Below is a breakdown of the sources of the annual incremental tax revenue expected from Liberty Place (there is no tax revenue coming from the property currently other than real estate tax revenue of approximately \$30,000 a year):

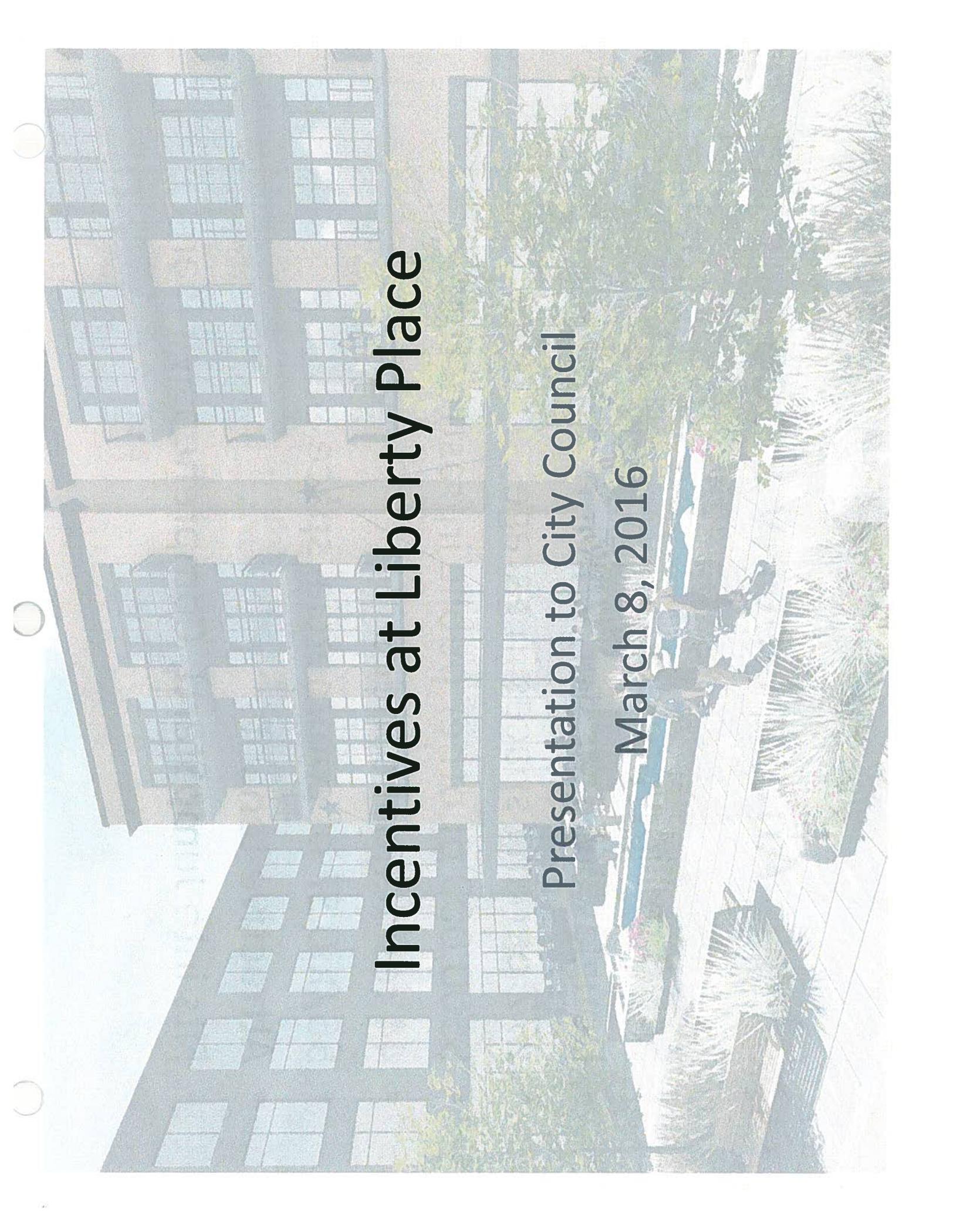
1. Incremental real estate tax revenue: \$438,433
2. Tax revenue from Liberty Place restaurants: \$324,000
3. Tax revenue from Liberty Place retailers: \$57,600
4. Tax revenue from Liberty Place offices: \$61,200

Total gross annual incremental tax revenue: **\$881,233**

Total anticipated annual incentive: **\$197,295**

Net to city for first 10 years: **\$683,938**

Net to city after 10 years: **\$881,233**

An architectural rendering of a multi-story brick building with a grid of windows. In the foreground, there is a paved courtyard with several large, spiky plants in planters. A person is walking a dog in the courtyard. The text is overlaid on the image.

Incentives at Liberty Place

Presentation to City Council

March 8, 2016

About Liberty Place

- \$46.3 million project
- Douglas, Winchester, William, Amelia
- 272 parking spaces in garage
- \$500,000 of other public infrastructure
- 44 residential condos
- 56,000 SF of commercial space
- Attractive tenants
- Fits into JumpStart!, Comprehensive Plan

A video overview of LP



Status of Liberty Place

- Not a spec building project – many leases, sales
- Site plan review under way
- Construction documents due April 15
- City consultant has reviewed garage
- Hoping to start demo work soon
- Delivery October 2017
- Incentives to get project, businesses to finish line

Proposal

- 45 percent of incremental real estate tax revenue to developer for 10 years *\$30,000 Tax Rev. to City per year*
- Developer handles sub-incentives to tenants (empowers developer to make deals)
- City retains all other LP tax revenue
- Parking agreement remains the same
- Business-friendly approach

Tax revenue at Liberty Place

- Incremental real estate: \$438,433
- Restaurants: \$324,000
- Retail: \$57,600
- Office: \$61,200
- **Total: \$881,233**
- Indirect revenue from jobs, residents
- Effect on adjacent projects
- **Currently: \$30,000 (All real estate tax revenue)**

Proposal in numbers

- \$438,433 in incremental real estate revenue
- Developer gets \$197,295 (45 percent – aggregate of all incentives at Liberty Place)
- City keeps all remaining tax revenue from LP
- Overall, incentive = 22 percent of LP revenue
 - City: \$683,938 (78 percent)
 - Incentive: \$197,295 (22 percent)
- After 10 years, city gets 100 percent
- 100% of \$30,000 vs. 78% of \$881,233
- Incentive only happens if project built

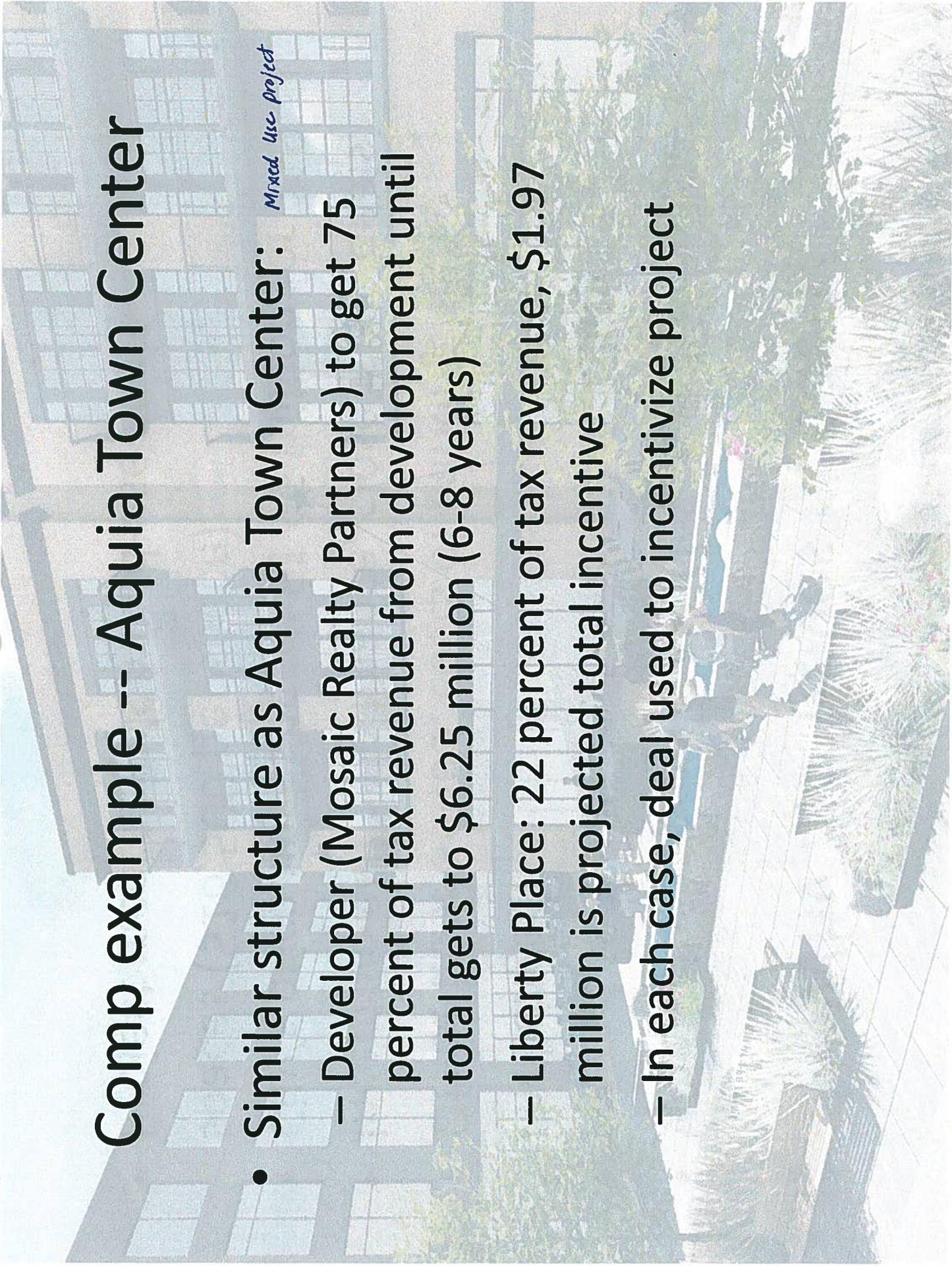
*\$200,000 to developer
for incentives to close
deals*

Why handling like this?

- City has existing Tourism Zone incentives
- Would allow individual businesses to apply
- Businesses have met with EDT on incentives
- This TIF would offer more streamlined and efficient approach to LP incentives
- Gives developer flexibility to assist prospective tenants as deemed necessary

Comp example -- Aquia Town Center

- Similar structure as Aquia Town Center: *Mixed Use Project*
 - Developer (Mosaic Realty Partners) to get 75 percent of tax revenue from development until total gets to \$6.25 million (6-8 years)
 - Liberty Place: 22 percent of tax revenue, \$1.97 million is projected total incentive
 - In each case, deal used to incentivize project

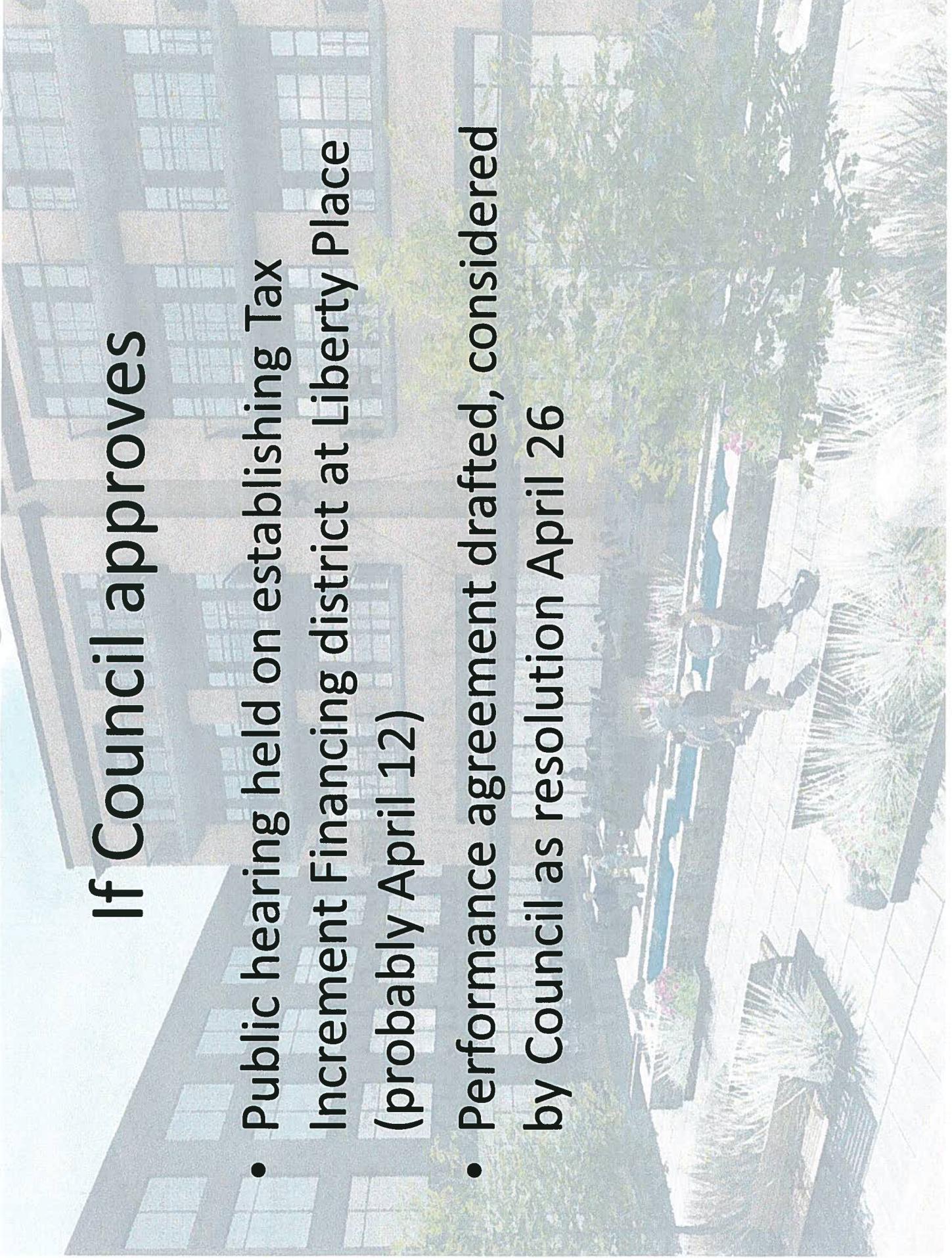


Why incentives needed?

- When city approved MOU: \$36 million project
- Now: \$46.3 million. Economic viability challenged
- Office floor added, costs of parking high
- Incentive will help finance, close lease deals
- City's price unchanged: \$1.96 million for 119 spaces (\$16,500 per space)
- Project meets city's mixed-use goals

If Council approves

- Public hearing held on establishing Tax Increment Financing district at Liberty Place (probably April 12)
- Performance agreement drafted, considered by Council as resolution April 26



Discussion

- 45 percent of incremental real estate tax revenue to developer for 10 years
- Developer handles sub-incentives to tenants
- City retains all other LP tax revenue
- Parking agreement remains the same



CITY OF FREDERICKSBURG, VIRGINIA
CITY COUNCIL
MINUTES

Council Chambers, 715 Princess Anne Street
Fredericksburg, Virginia 22401

ITEM #9B

HON. MARY KATHERINE GREENLAW, MAYOR
HON. WILLIAM C. WITHERS, JR., VICE -MAYOR, WARD TWO
HON. KERRY P. DEVINE, AT-LARGE
HON. MATTHEW J. KELLY, AT-LARGE
HON. BRADFORD C. ELLIS, WARD ONE
HON. DR. TIMOTHY P. DUFFY, WARD THREE
HON. CHARLIE L. FRYE, JR., WARD FOUR

**Council Work Session
March 22, 2016**

**Fiscal Year 2017 Recommended Budget Review
Downtown Traffic Signals
Liberty Place**

The Council of the City of Fredericksburg, Virginia held a work session on Tuesday, March 22, 2016, beginning at 5:30 p.m. in City Hall Conference Room.

Council Present. Mayor Mary Katherine Greenlaw, Presiding. Councilors William C. Withers, Jr., Kerry P. Devine, Timothy P. Duffy, Bradford C. Ellis, Charlie L. Frye, Jr. and Matthew J. Kelly (left early 6:30).

Also Present. City Manager Beverly Cameron, Assistant City Manager Mark Whitley, City Attorney Kathleen Dooley, Budget Manager Deidre Jett, Economic Development Director Karen Hedelt, Assistant Economic Development Director Bill Freehling, Public Works Director Doug Fawcett, Planning and Building Services Director Charles Johnston, Zoning Administrator Michael Craig, and Clerk of Council Tonya B. Lacey

Fiscal Year 2017 Recommended Budget Review. Staff reviewed the Fiscal Year 2017 budget in a PowerPoint. The presentation covered the seven budget highlights, sources and uses, fund balance, tax rate and work session schedule.

Councilor Ellis asked staff what were the long and near term impacts for not fully funding the school board's request and Mr. Cameron suggested Council ask the school board at the next work session. He added that they were proposing 9½ new positions.

Vice-Mayor Withers asked Mr. Cameron why he was only recommending \$150,000 more for the school board and he said he could not give any more money because there was no additional money unless the taxes were increased. Vice-Mayor Withers explained that over the past 7 years the schools budget increased 34 percent and the City's slightly less than 20 percent and the City has been deferring items and he feels the schools have not been deferring.

ITEM #9B

Mr. Whitley pointed out that out of the \$1.7 million; half a million was an increase of \$2-2.5 million in the cash fund into capital for the schools.

Mr. Whitley explained the equalization process for the purpose of the tax rate advertisement. (See attached memo).

Vice-Mayor Withers asked that Council keep in mind that the lower end property values were going up 10-15% and would have an increase but the higher end properties would not.

After extensive discussion on equalized rate and whether to advertise a higher tax rate Councils Devine, Duffy, Ellis, and Kelly decided to advertise a \$0.02 rate increase and Councilors Greenlaw, Withers and Frye wanted to stick with the City Manager's recommendation of no tax increase. They were not comfortable suggesting a tax increase during an equalization year.

Downtown Traffic Signals. Mr. Fawcett presented a PowerPoint presentation. In the presentation he discussed the budget, the scope, he showed pictures of the intersections that would be part of the project, pictures of the type of poles and signs to be mounted, and he discussed the right-of-way requirements and the schedule. (See attachments for more information).

Liberty Place. Mr. Craig presented a PowerPoint presentation on the liberty place changes. In the presentation he showed the originally proposed building that was approved as well as its elevations and he also showed the newly proposed design and its elevations. The newly proposed design has more residential square footage, more non-residential square footage more parking garage and a decreased Amelia Street setback. (See attachments for more information).

Mr. Craig stated that the Special Use Permit would be coming back before Council at the April 26 meeting unless the Planning Commission deferred action. Council expressed their concern with how boxy the new design seemed to be and they expressed concerns with there being no setbacks along the street. The Council did however like the idea of having more parking.

Adjournment. There being no further business to come before the Council at this time. Mayor Greenlaw declared the work session officially adjourned at 7:12 p.m.

Tonya B. Lacey

ITEM #9B

**Clerk of Council
City of Fredericksburg**

Fiscal Year 2017 Budget Work Session

March 22, 2016

Agenda

- Budget highlights
- Sources and uses of revenue
- Fund balance
- Tax rate to advertise
- Schedule

Budget Highlight #1

The City Manager has recommended a 2% cost-of-living increase for City employees.

- a) In the General Fund, the total cost of this salary adjustment is approximately \$480,000 which includes employer taxes and benefit costs.
- b) The proposed salary increase will apply to all full-time and regular part-time employees.
- c) The median annual salary for a City employee is \$45,731 and the resulting salary increase is \$915.
- d) Additional costs for health insurance may exceed the 2% salary increase for some employees.

Budget Highlight #2

The City Manager has recommended two new positions in the General Fund: one full-time E911 Communications Officer and one part-time custodian.

- a) The total cost for these two positions is approximately \$74,000 annually.
- b) The additional E911 Communications Officer position was recommended in the Novak Organizational Study in 2013.
- c) The Communications Center is a consolidated environment that coordinates the response efforts of Police, Fire, and Emergency Medical Services within the city limits, as well as to areas surrounding the city through mutual aid agreements.
- d) The Department of Parks, Recreation and Public Facilities cleans approximately 325,000 square feet of building area in the City's 32 buildings.

Budget Highlight #3

The City Manager has recommended full-year funding for two positions added mid-year in FY 2016, a Historic Resources Planner and a Senior Environmental Planner.

- a) The total cost of for these two positions is approximately \$205,000 annually.
- b) The Senior Environmental Planner will be responsible for managing the City's stormwater programs, especially MS4 and TMDL plans.
- c) The Historic Resources Planner will be responsible for providing staff support to the ARB and will lead the City's efforts to establish proactive measures to protect historic resources.
- d) Both of these positions reflect City Council's Goals and Initiatives for the current Council biennium.

Budget Highlight #4

The City Manager has recommended funding to pay debt service on the 2016 bond issue.

- a) In FY 2017, debt service will be paid on the public safety radio system in the amount of approximately \$250,000.
- b) For the Original Walker-Grant School Project, payment of debt service will be deferred until Fiscal 2018 and is estimated to be \$862,000.
- c) Bonds for the public safety radio system are amortized over 10 years; bonds for the Original Walker-Grant School Project are amortized over 20 years.
- d) Bonds will be issued through the Virginia Resources Authority in May and are expected to have a true interest cost of approximately 2.82%.

Budget Highlight #5

The City Manager has recommended a General Fund transfer of \$2,506,400 to support capital projects paid by cash.

- a) On June 30, 2015, the City had Unassigned Fund Balance of \$20.98 million in the General Fund. This provides flexibility to pay cash for certain capital projects since it exceeds the City's minimum fund balance limit.
- b) In FY 2017, the proposed capital budgets total \$15.67 million for Public Works Capital, Public Facilities Capital, Public Safety Capital, Public Education Capital, and Courts Capital. Of that total, 16% of the revenue source will be General Fund transfer.
- c) The General Fund transfer to capital is larger in FY 2017 than FY 2016 by \$506,400.
- d) The General Fund transfer to capital includes funding for Public Education Capital in the amount of \$522,000.

Budget Highlight #6

The City Manager has recommended a \$150,000 increase in the City's appropriation for Frederickburg City Public Schools.

- a) The City Manager's recommended appropriation for Schools is \$27,594,710 which accounts for 30.6% of the total General Fund in FY 2017.
- b) The School Board revised its funding request on March 7 and now desires additional City funding in the amount of \$949,936 rather than \$734,494 from its February 1 request.
- c) If the City Council wishes to fully-fund the School Board's request, a three-cent real estate tax increase will be needed.
- d) The School Board's (total budget) year-over-year increase is \$1,793,618, or 4.36% higher than the current year.
- e) The City pays approximately 67% of the total cost for Schools; the State pays 32%; other sources account for 1%.

Budget Highlight #7

The City Manager's budget includes funding for a 15% increase in health insurance costs.

- a) The City's per employee per year cost for health insurance is \$14,400 in FY 2017, up from \$12,525 in FY 2016.
- b) Costs went up because the City's claims have been excessive; the City's group had 9 claims that exceeded \$100,000.
- c) The Pharmacy benefit accounts for 27% of claims costs for the City's group.
- d) The City's health insurance plans are competitive with plans offered by Stafford and Spotsylvania County governments.
- e) The City could reduce health insurance costs by requiring its employees to pay a larger share of the premium cost or by imposing higher deductibles.

Sources and Uses Section



The FY 2017 General Fund
Budget is an increase of 1.95%
over FY 2016.

\$1,729,245

Sources – Growth in Tax Base

SOURCES: What are the additional revenues?	
Real Estate Taxes	200,000
Personal Property	130,000
Business License Tax	100,000
Meals Tax	450,000
Street & Highway Maintenance	200,000
Other Revenues	159,245
<u>Use of Fund Balance</u>	<u>490,000</u>
TOTAL	1,729,245

Uses – Capital, PS Radio System, Schools

USES: What are the additional expenses?	
Increase in Full-time Salaries	290,874
Increase in Part-time salaries	100,347
Decrease in Bonus	(400,250)
Health Insurance/Dental Insurance	810,900
Reduction in VRS Rate	(619,600)
Transfer to Cash Funded Capital	506,000
Public Safety Radio System	298,600
Transfer to Schools	150,000
Transfer to Storm Water Management	125,500
Compensation & Classification Study	90,000
Courthouse Maintenance Fund (Net)	85,176
Harkenss Lease	82,000
Banking Fees	65,000

Uses – Partner Agencies, Voting Equipment

USES: What are the additional expenses?	
Central Rappahannock Regional Library	51,914
Net Debt Service (PS Radios System - Adjustment of Estimates)	49,266
IT Maintenance Service Contracts	41,000
Registrar (Electronic Voting Machines & Ballot Printing)	36,720
RACSB	31,871
Old Stone Warehouse Structural Repair	27,500
Germanna Community College	25,394
City Grants Fund	15,000
Transfers to Victim Witness	15,000
RAOOY- Group Home Commission	14,457
Economic Development Strategic Plan	(77,000)
Transfer to DSS	(89,934)
<u>Net of other increases and decreases in expenses</u>	<u>88,686</u>
TOTAL	1,729,245

Fund Balance Section

General Fund Balance – FY 2015 EOY

General Fund Balance FY 2015		Recommendations / Notes
Unassigned	\$20,988,745	25% of FY 2015 Revenue
Committed – Capital	\$5,724,255	Cash-funded Capital Source
Committed – Health Insurance	\$386,962	
Encumbrances & Other	\$667,817	Year-end entries
Non-spendable (pre-pays, etc.)	\$370,237	Year-end entries
Total	\$28,138,016	

General Fund Balance – FY 2016 Budget

General Fund Balance FY 2015		FY 2016 Budget Original	FY 2016 Budget Amended
Unassigned	\$20,988,745	\$1,220,000	\$2,169,205
Committed – Capital	\$5,724,255	\$2,000,000	\$3,007,000
Committed – Health Insurance	\$386,962	-	-
Encumbrances & Other	\$667,817		\$619,826
Non-spendable (pre-pays, etc.)	\$370,237	-	-
Total	\$28,138,016	\$3,220,000	\$5,796,031

General Fund Balance – FY 2016 Budget

- Notes for FY 2016 Use of Balance
 - Cash Funded Capital = \$2,000,000 in original budget
 - Add: Bank Building - \$650,000
 - Add: Elevator Renovation Project - \$357,000
 - Unassigned - \$1,220,000 in original budget
 - Add: Carried over expenditures (Re-assessment, PW Equipment, Misc.) - \$607,955
 - Add: River Slope Failure - \$175,000
 - Add: Public Safety Radios - \$166,250
 - Encumbrances = \$619,826
- Potential Additional Uses – Jail Reserve, OPEB

General Fund Balance – FY 2016 Projected

General Fund Balance FY 2015		FY 2016 Budget Amended	FY 2016 Projected Use	FY 2016 End of Year Projected
Unassigned	\$20,988,745	\$2,169,205	\$1,500,000	\$19,488,745
Committed – Capital	\$5,724,255	\$3,007,000	\$2,000,000	\$3,724,255
Committed – Health Insurance	\$386,962	-		\$386,962
Encumbrances & Other	\$667,817	\$619,826		\$667,817
Non-spendable (pre-pays, etc.)	\$370,237	-		\$370,237
Total	\$28,138,016	\$5,796,031	\$3,500,000	\$24,638,016

General Fund Balance FY 2016 – OPEB & Jail Stabilization Reserve

General Fund Balance FY 2015		FY 2016 Budget Amended	FY 2016 Projected Use	FY 2016 End of Year Projected
Unassigned	\$20,988,745	\$2,169,205	\$1,500,000	\$17,238,745
Committed – Capital	\$5,724,255	\$3,007,000	\$2,000,000	\$3,724,255
Committed – Health Insurance	\$386,962	-		\$386,962
Encumbrances & Other	\$667,817	\$619,826		\$667,817
Non-spendable (pre-pays, etc.)	\$370,237	-		\$370,237
OPEB			1,000,000	\$1,000,000 (to OPEB Trust)
Jail Stabilization			1,250,000	\$1,250,000
Total	\$28,138,016	\$5,796,031	\$3,500,000	\$24,638,016

General Fund Balance – FY 2016 Projection & FY 2017 Original Budgeted Use

General Fund Balance FY 2015		FY 2016 Projected Use	FY 2016 EOY Projected	FY 2017 Recommended Budget
Unassigned	\$20,988,745	\$1,500,000	\$17,238,745	\$1,210,000
Committed – Capital	\$5,724,255	\$2,000,000	\$3,724,255	\$2,506,400
Committed – Health Insurance	\$386,962		\$386,962	
Encumbrances & Other	\$667,817		\$667,817	
Non-spendable (pre-paids, etc.)	\$370,237		\$370,237	
OPEB			\$1,000,000 (to OPEB Trust)	
Jail			\$1,250,000	
Total	\$28,138,016	\$3,500,000	\$24,638,016	\$3,716,400

Tax Rate

- Review of staff memorandum
 - Re-assessment impact on process
 - Long-lead notice required to raise effective tax rate
- Discussion regarding proposed real estate tax revenue needed for Fiscal 2017
- What real estate tax rate to advertise?

Work Session Schedule

- April 12
 - School budget
 - Capital budget and CIP
- April 19
 - budget review continued
 - public hearing at 7PM
- April 26
 - budget review continued
 - OPEB presentation



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Mark Whitley, Assistant City Manager
RE: Real Estate Tax Rate Process – FY 2017 Budget
DATE: March 18, 2017

ISSUE

The City is currently in the process of a general property re-assessment, which makes the process of setting a real estate tax rate for the FY 2017 budget more complicated.

RECOMMENDATION

Staff has requested that the assessor provide an estimate of value by the close of March. At that point, the City Council will need to decide whether to advertise for a real estate tax increase, so that the advertisement can be run in the newspaper within the statutory deadlines.

BACKGROUND

The current assessment cycle makes the process of setting a real estate tax for the FY 2017 budget much more complicated than in a non-assessment year. The assessment will mean that the City will need to set a new rate, which must be done by ordinance.

The City Manager's Recommended Budget for FY 2017 does not include an increase in real estate revenue beyond that generated by new construction. The City's assessor has indicated that real estate values will increase, which means that the rate required to generate the revenue in the Recommended Budget will be lower.

Option 1: Procedure if Council decides that real estate tax revenue in the Recommended Budget does not need to be increased in Fiscal 2017.

Under this scenario, the City will lower the real estate tax rate due to higher assessments. An ordinance will need to be adopted on two readings, but the City will not need to hold a separate public hearing on the tax rate.

Option 2: Procedure if Council decides that real estate revenue in the Recommended Budget needs to be decreased.

Under this scenario, the City will lower the real estate tax rate, and the procedure is basically the same as in Option 1.

Option 3: Procedure if Council decides that the real estate tax revenue in the Recommended Budget is not sufficient to support possible budget changes during the review process

Under this scenario, the City will need to adopt the new rate with an ordinance on two readings, as with the other scenarios. However, the Code of Virginia, in §58.1-3321, requires a public hearing, and the notice that must be given has very specific requirements.

- **The advertisement must be run 30 days before the date of the hearing.**
- The hearing cannot be the same night as the regular budget public hearing.
- The advertisement must contain specific language (see the attached sample)
- The advertisement must run in the newspaper in a section that is not normally reserved for classified advertisements
- The advertisement must have the headline in at least 18 point font.

Based on the City Council budget review calendar, the 30-day notice requirement in particular creates a situation where the Council will need to decide relatively early-on whether or not the City should try to raise additional revenue from the real estate rate for the FY 2017 budget. The City Council will need to adopt a school budget by May 15th, and the last regular meeting prior to that date falls on May 10th.

Option 3A – Council can advise staff of an approximate target in terms of revenue at the March 22 meeting. Staff can then calculate the necessary tax rate and create the advertisement and share that draft with City Council early the week of April 4th, and release to the newspaper. The hearing would be held on May 10th, and first read of the ordinance would be scheduled for that night. Second reading would be held on May 24th.

Option 3B – Staff can provide City Council with per-penny rates at the April 12 meeting, and Council can decide at that time to set a rate for public hearing advertisement. Under this scenario, the public hearing could not be held until May 24th (at a regular meeting), and first reading would occur at that time. Second reading on the tax rate ordinance could not occur until June.

Option 3C – Adjust the calendar utilizing special meetings.

State Code Language for the Public Hearing:

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The (name of the county, city or town) proposes to increase property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by _____ percent.

2. 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 \$_____ per \$100 of assessed value. This rate will be known as the "lowered tax rate."

3. Effective Rate Increase: The (name of the county, city or town) proposes to adopt a tax rate of \$_____ per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$_____ per \$100, or _____ percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of (name of county, city or town) will exceed last year's by _____ percent.

A public hearing on the increase will be held on (date and time) at (meeting place).



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Mark Whitley, Assistant City Manager
RE: Health Insurance – Brief Questions and Overview
DATE: March 22, 2016

Council Member Withers asked three questions concerning the City's health insurance renewal.

- 1) Has the City considered partnering with City Schools?
- 2) Has the City considered breaking out the prescription drug benefit?
- 3) Could staff provide a briefing on the "Cadillac Tax?"

City Schools

The Commonwealth of Virginia offers a program called "The Local Choice" that provides health insurance to local governments throughout Virginia. The Local Choice program contracts with Anthem and offers several different Anthem plans, including a variety of Key Advantage plans and a High Deductible Health Plan. The City would need to choose three plans to offer employees.

The City School system offers the Local Choice program to the employees of the system. The three plans that are selected by the FCPS are: Key Advantage with Expanded Benefits, Key Advantage 250, and a High Deductible Health Plan. The City could choose to join Local Choice. Otherwise, the Schools would have to leave Local Choice, pay any adverse experience adjustment necessary, and then could join with the City (or not, depending upon the wishes of the School Board).

If the City chose the Local Choice program, the City would lose the ability to influence plan design. If the City left the program, the City would undergo something called an adverse experience adjustment, which requires the Local Government to pay an amount back to the state based on the group's experience during the prior year.

Prescription Drug Benefit

The City's consultant, Wells Fargo, has advised that they have performed some carve-outs for some of their larger clients. This might be an option to continue to evaluate in the future, but the consultant reports that there is some resistance in the carriers. It may create some administrative difficulties for employees and carriers in coordinating care. It seems to make more sense when the group is larger – over 1000 employees. (The City enrolls about 460 employees and retirees.)

Cadillac Tax

See the attached report for an explanation of the Cadillac Tax.

Additional Notes

The City has implemented several options to try and decrease the overall cost of claims (and subsequently the increase in health care premiums.) Examples from recent renewals include:

- Introducing a high-deductible health plan / health savings account program
- Continuing efforts at employee wellness (flu shots, wellness fair, fitness challenges)
- Increasing the deductibles in the City's middle "deductible plan"

The City will continue to try and implement various methods to try and decrease the overall rise in the health care premiums. Ideas under consideration include changing contribution strategies for City employees to encourage enrollment in the CDHP and Deductible plans, putting in a small deductible on the Standard plan, and raising the co-pays on non-generic prescription medications. Staff intends to issue Requests for Proposals to bid the administrative services and re-insurance next year as well.

Attachment: Report on Cadillac Tax

Briefing on the “Cadillac Tax”

The Affordable Care Act adopted by the federal government in 2010 included an excise tax on health insurance plans that were considered to be very generous, in an effort to curb health care costs. The excise tax is commonly known as the “Cadillac Tax,” based on the notion that overly-generous “Cadillac” plan designs were contributing to excessive utilization and driving up health care costs in the country.

The excise tax was originally set to take effect in 2018, but Congress has since delayed the implementation to January 1, 2020 (which corresponds to the City’s FY 2020). The excise tax is 40% of the cost of coverage that exceeds threshold amounts.

The federal government has released a “planning” threshold for the Cadillac Tax of \$10,200 for single coverage and \$27,500 for family coverage. The thresholds are calculated on the premiums paid by both the employer and the employee for the plans. However, they do not include deductibles, co-pays, and co-insurance amounts that are paid at the time of service. The “planning” thresholds will be updated for inflation prior to the effective date of the tax.

The calculation of the Cadillac tax on the value of the premiums will encourage employers to increase deductibles, co-pay amounts, and co-insurance amounts. Employers may still increase cost-shares from employees, but this would be done for budget reasons and not for avoiding the Cadillac tax.

Here is an example of how the tax would work, based on the value of \$32,000 for a family plan.

Family Plan Value	32,000
Threshold (Planning Only)	27,500
Difference	4,500
40% of the Difference = Tax Amount	1,800

Based on the FY 2017 base “no-change” renewal, the City would be under the planning threshold for all individual plans. The City would be over the threshold for the Family plan on the OAP Standard offering – the plan that most employees choose – by \$254.68.

Long term, the City should form plans in ways that will avoid, or at least minimize, the Cadillac Tax. These include the following types of actions:

- Instituting or raising deductibles for the City’s health plans
- Increasing out-of-pocket maximums
- Increasing the co-pays & co-insurances
- Adjusting premium shares to encourage employees to select the City’s two lower premium plans.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity and reliability of financial data. This section also outlines the various methods and tools used to collect and analyze financial information.

The second part of the document focuses on the role of internal controls in preventing fraud and errors. It details the various types of internal controls, such as segregation of duties, authorization requirements, and independent verification. The document also discusses the importance of a strong internal control environment and the role of management in ensuring its effectiveness.

The third part of the document discusses the importance of external audits in providing an independent assessment of the financial statements. It outlines the various types of external audits, such as statutory audits, tax audits, and special audits. The document also discusses the role of auditors in identifying and reporting on potential risks and weaknesses in the financial reporting process.

The fourth part of the document discusses the importance of transparency and disclosure in financial reporting. It outlines the various types of disclosures required by accounting standards and regulatory bodies. The document also discusses the role of management in ensuring that all relevant information is disclosed in a timely and accurate manner.

The fifth part of the document discusses the importance of risk management in financial reporting. It outlines the various types of risks, such as credit risk, liquidity risk, and market risk. The document also discusses the role of management in identifying, assessing, and mitigating these risks. It also discusses the importance of a strong risk management framework and the role of internal controls in supporting risk management efforts.

The sixth part of the document discusses the importance of ethical considerations in financial reporting. It outlines the various ethical issues, such as conflicts of interest, bias, and manipulation. The document also discusses the role of management in ensuring that all financial reporting activities are conducted in a fair and ethical manner.

The seventh part of the document discusses the importance of continuous improvement in financial reporting. It outlines the various methods and tools used to monitor and evaluate the performance of the financial reporting process. The document also discusses the role of management in identifying areas for improvement and implementing corrective actions. It also discusses the importance of a strong culture of continuous improvement and the role of internal controls in supporting these efforts.

DOWNTOWN TRAFFIC SIGNAL REPLACEMENTS

Presentation to City Council Work Session

March 22, 2016

Project Budget

- \$562,500 in VDOT Revenue Sharing funds
- \$562,500 in Local Match
- \$1,125,000 total project budget
- \$225,000 / signal

Project Scope



- Remove Span Wire Signals
- Install Decorative Poles
- Pedestrian Heads, Push Buttons and Countdown Timers
- Video detection cameras
- Americans with Disabilities Act Improvements
- Self-illuminating road name signs
- New crosswalks & markings
- New road signs

Amelia Street/Caroline Street



Amelia Street/Princess Anne Street



Amelia Street/Prince Edward Street



Lafayette Boulevard/Caroline Street



Lafayette Boulevard/Princess Anne Street



William Street/Sophia Street (Existing)



Google

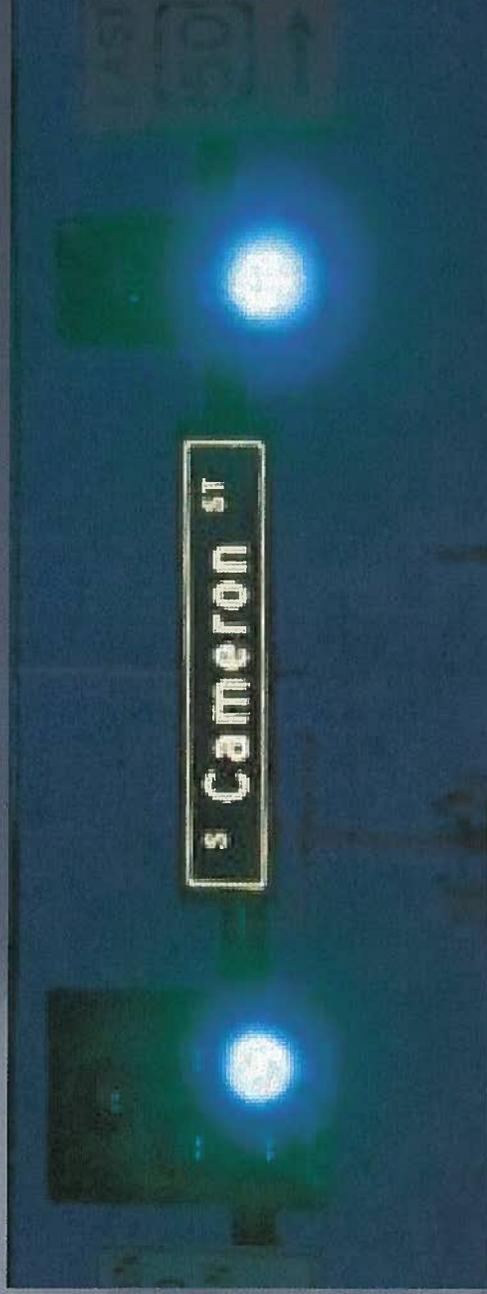
Shorter Vertical Pole with Angled Mast Arm



Style of Pole (Representative)



Illuminated Street Name Sign



Right-of-Way Requirements

Lafayette Boulevard & Caroline Street



- ▣ 124 sf of Fee Simple R/W to be acquired
- ▣ 225 sf of Traffic Control Easement
- ▣ Three parcels but only two owners

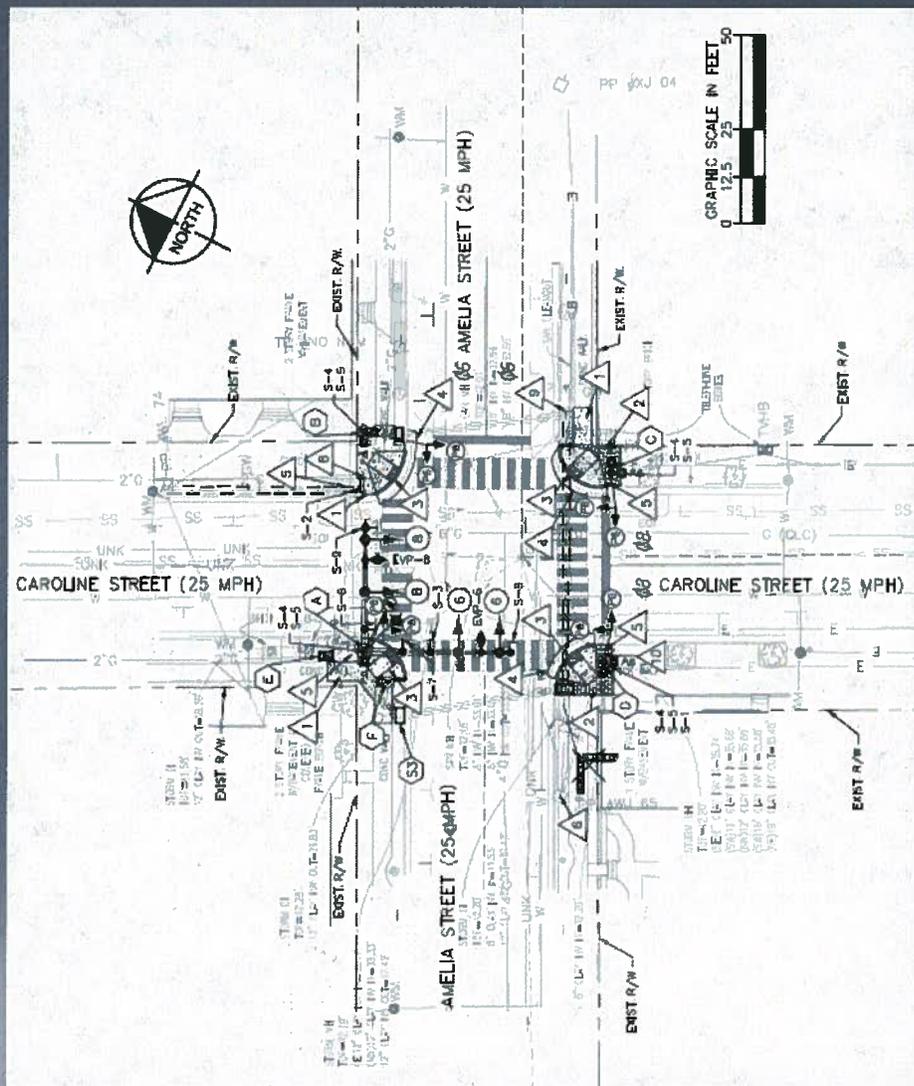
Lafayette Boulevard & Princess Anne Street



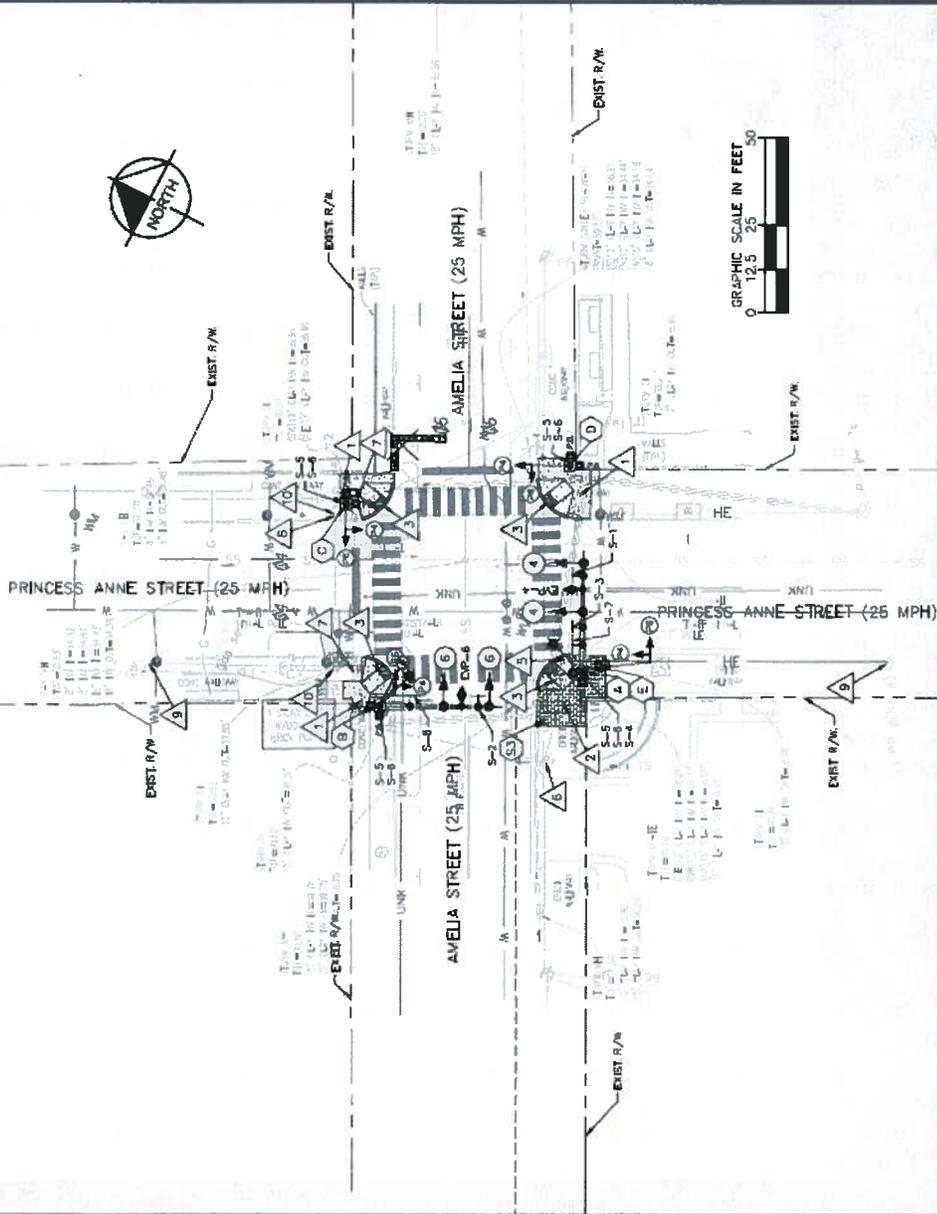
DOWNTOWN TRAFFIC SIGNAL REPLACEMENTS

Questions ???????????

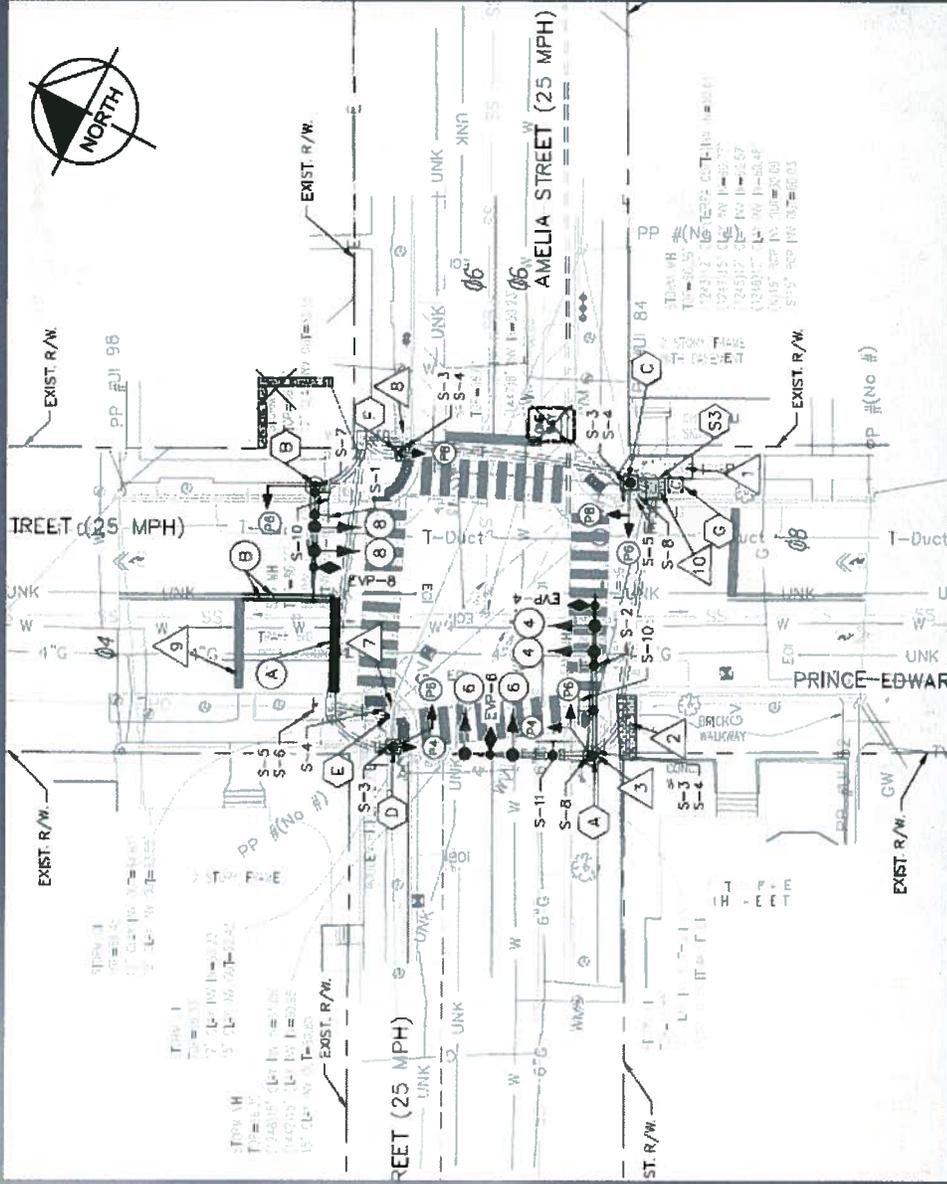
Amelia Street & Caroline Street



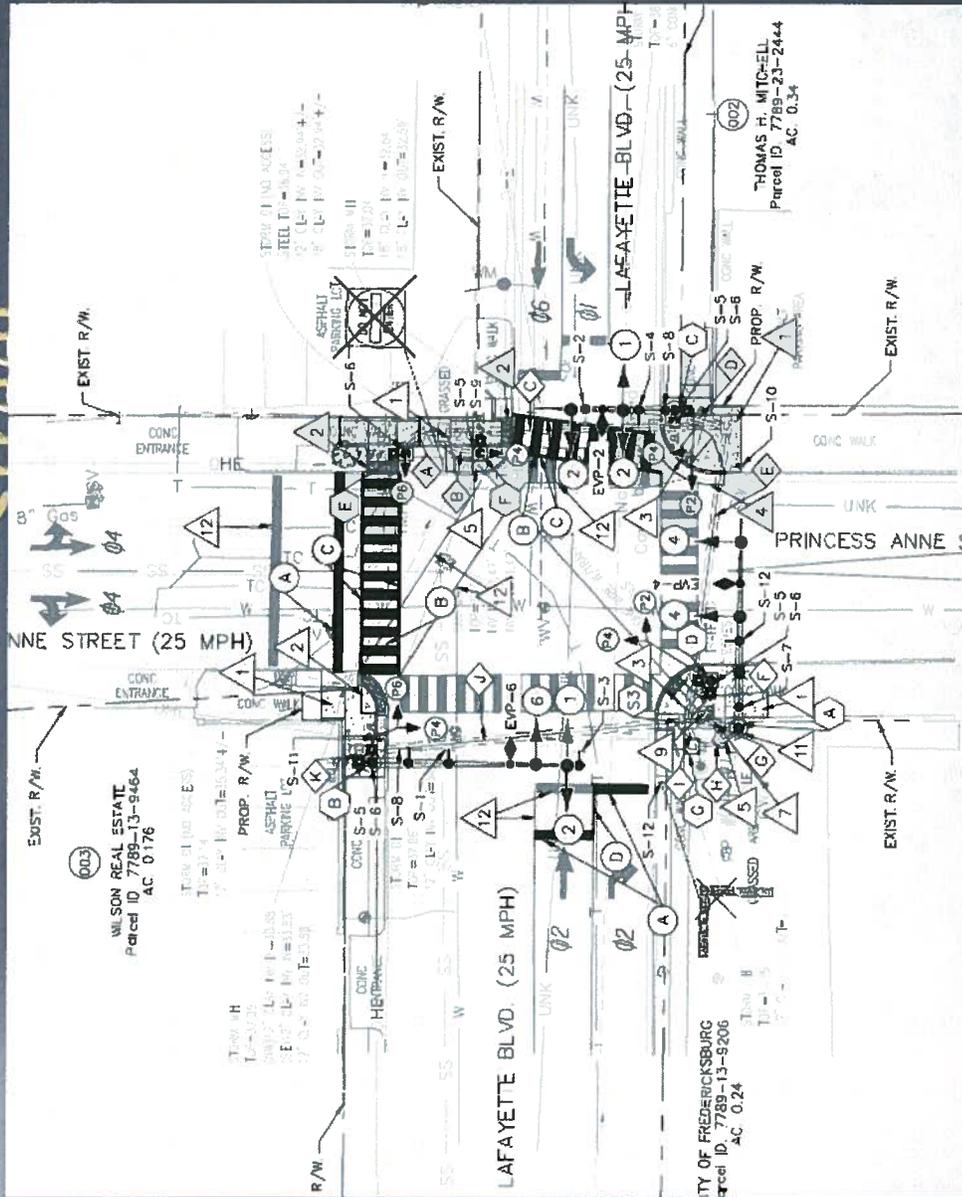
Amelia Street & Princess Anne Street



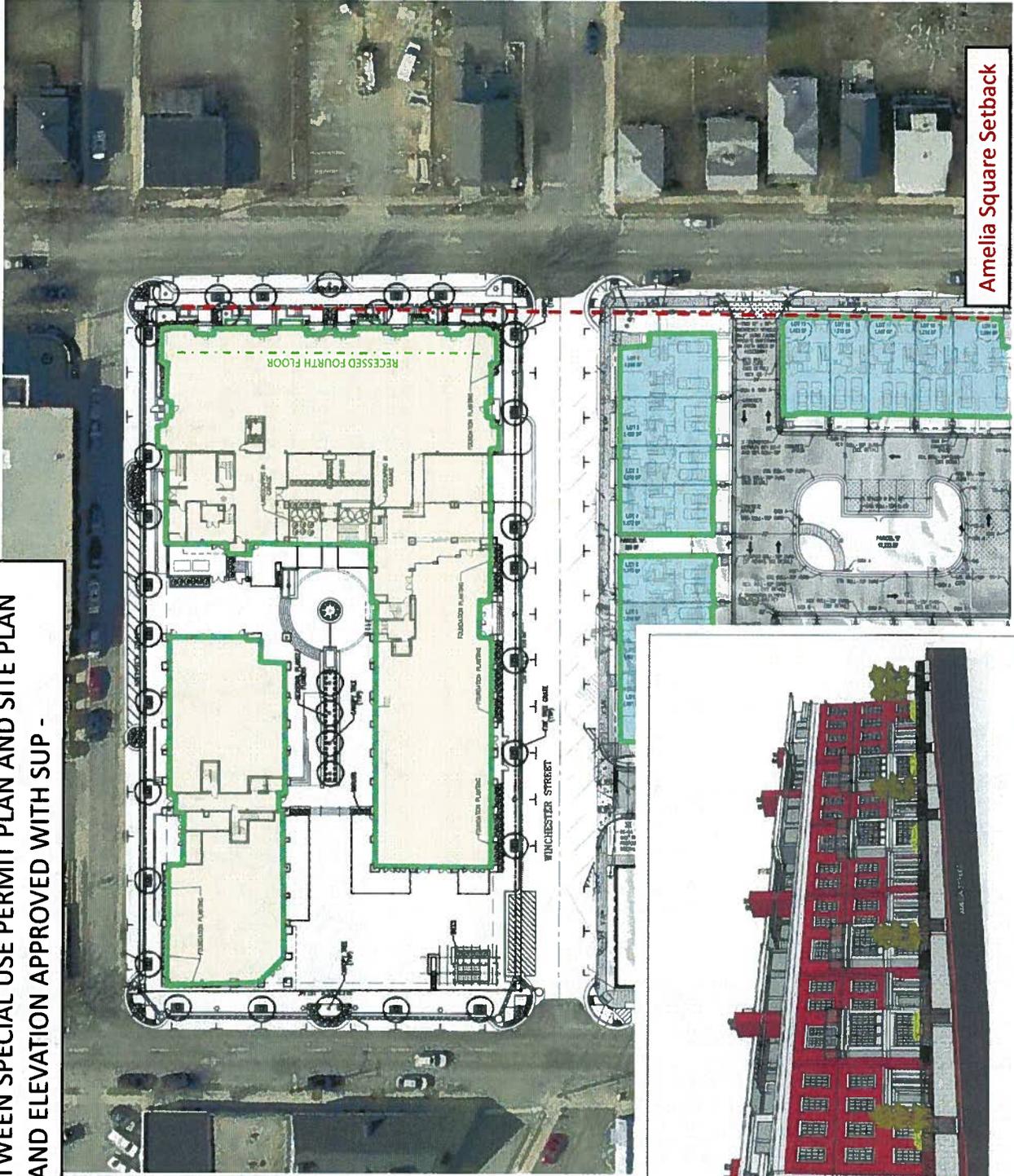
Amelia Street & Prince Edward Street



Lafayette Boulevard & Princess Anne Street



COMPARISON BETWEEN SPECIAL USE PERMIT PLAN AND SITE PLAN
- GDP AND ELEVATION APPROVED WITH SUP -

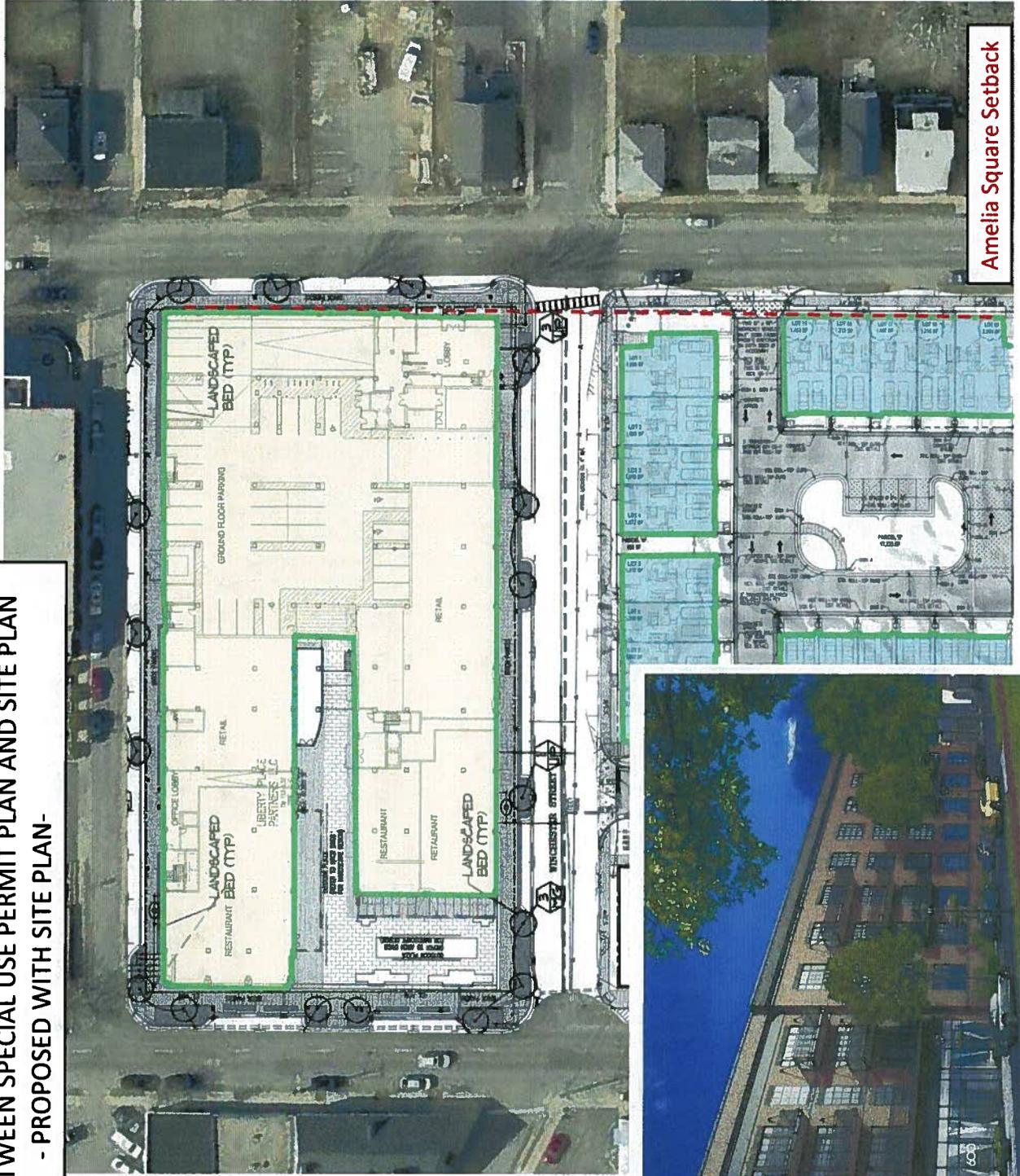


Amelia Square Setback



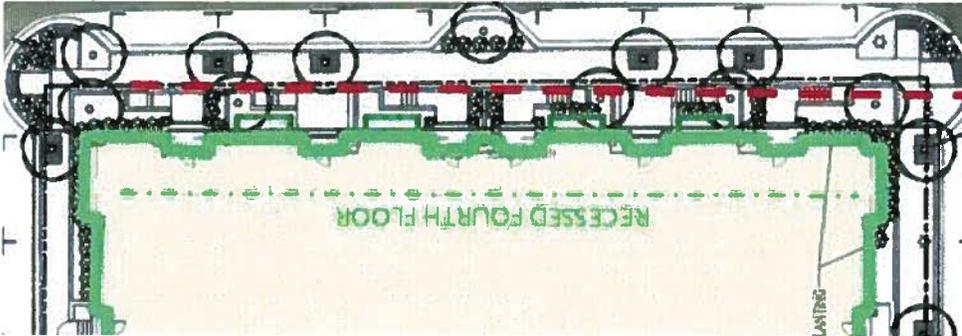
BUILDING PERSPECTIVE

COMPARISON BETWEEN SPECIAL USE PERMIT PLAN AND SITE PLAN
- PROPOSED WITH SITE PLAN-

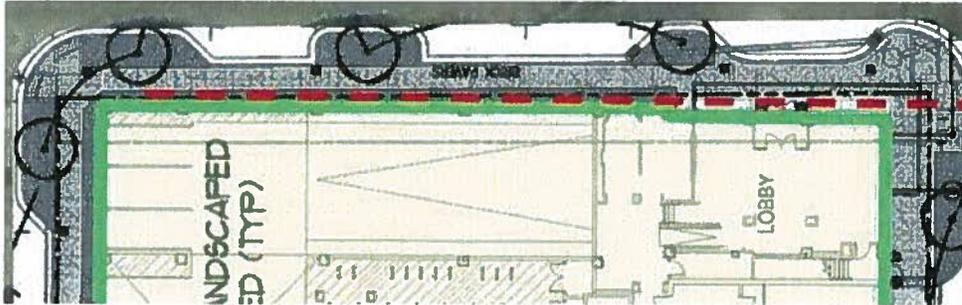


Amelia Square Setback

THE LIBERTY PLACE PROJECT HAS EVOLVED ---WHAT CHANGED?



Amelia Street frontage from GDP (August 2014)



Amelia Street frontage from Site Plan (March 2016)

MORE RESIDENTIAL SQUARE FEET (INCLUDES CORE) / FEWER RESIDENTIAL UNITS:	
GDP RESIDENTIAL:	SITE PLAN RESIDENTIAL:
90,347	95,010
UNITS	UNITS
51	44
MORE NON-RESIDENTIAL SQUARE FEET (INCLUDES CORE):	
GDP NON-RES:	SITE PLAN NON-RES:
7,471	10,808
RESTAURANT	10,149
OFFICE	34,905
TOTAL DIFFERENCE IN NON-RES	+ 18,309
PUBLIC PARKING ELEMENT INCORPORATED INTO PROJECT:	
GDP GARAGE:	SITE PLAN GARAGE:
62,000	125,000
PARKING SPACES	272
GDP TOTAL PK SP:	SITE PLAN TOTAL PK SP:
181	239
REQUIRED	297
PROVIDED	58
NET DIFFERENCE (REQ. vs. PROV.)	
0	
DECREASED AMELIA STREET SETBACK*:	
GDP SETBACK:	SITE PLAN SETBACK:
6 FEET	N/A
WHITE BAY WINDOWS	0 FEET
MAIN BRICK BUILDING	12 FEET
RECESSED FOURTH FLOOR?	YES
	NO

* Reduction in setback attributed to increased parking garage square footage to accommodate public parking.



Amelia Street frontage from GDP (August 2014)



Amelia Street frontage from Site Plan (March 2016)

Key events in development of Liberty Place

8/12/14: City Council approves an ordinance vacating a portion of the Amelia Street right-of-way between Winchester Street and Douglas Street for Liberty Place.

8/12/14: City Council approves a special-use permit for Liberty Place allowing a mixed-use development with 36 residential units per acre for 51 units (36 units per acre).

2/10/15: City Council authorizes City Manager to execute a Memorandum of Understanding that will lead to the City of Fredericksburg purchasing part of the Liberty Place garage.

8/25/2015: Original site plan submission. Site plan does not contain architectural elevations.

9/8/15: City Council approves revised Memorandum of Understanding, which references architectural plans by mv+a dated 4/23/15.

9/23/2015: First comments sent out.

2/5/2016: Revised site plan submitted. Plan includes architectural elevations. Planning staff review whether plan is "in substantial accordance with the General Development Plan" from the 2014 SUP.

3/8/16: Work session held to review proposal for Tax Increment Financing District at Liberty Place. Staff directed to proceed to public hearing.

3/17/16: Second comments sent out.

3/22/16: Work session held to review SUP.

4/12/16: Public hearing planned on proposed TIF ordinance.



CITY OF FREDERICKSBURG, VIRGINIA
CITY COUNCIL

MINUTES

Council Chambers, 715 Princess Anne Street
Fredericksburg, Virginia 22401

HON. MARY KATHERINE GREENLAW, MAYOR
HON. WILLIAM C. WITHERS, JR., VICE -MAYOR, WARD TWO
HON. KERRY P. DEVINE, AT-LARGE
HON. MATTHEW J. KELLY, AT-LARGE
HON. BRADFORD C. ELLIS, WARD ONE
HON. DR. TIMOTHY P. DUFFY, WARD THREE
HON. CHARLIE L. FRYE, JR., WARD FOUR

March 22, 2016

The Council of the City of Fredericksburg, Virginia, held a regular session on Tuesday, March 22, 2016, beginning at 7:30 p.m. in the Council Chambers of City Hall.

City Council Present. Mayor Mary Katherine Greenlaw, Vice-Mayor William C. Withers, Jr. and Council members Kerry P. Devine, Dr. Timothy P. Duffy, Bradford C. Ellis, Charlie L. Frye, Jr. and Matthew J. Kelly (7:38).

Also Present. City Manager Beverly R. Cameron, Assistant City Manager Mark W. Whitley, City Attorney Kathleen Dooley, Assistant City Attorney Robert Eckstrom, Budget Manager Deidre Jett, Purchasing Agent Lynn Enders, Public Works Director Doug Fawcett and Clerk of Council Tonya B. Lacey.

Opening Prayer and Pledge of Allegiance. Council was led in prayer by Councilor Bradford C. Ellis followed by the Pledge of Allegiance led by Mayor Mary Katherine Greenlaw.

Officer Recognized. Mayor Greenlaw recognized the presence of Officer Patrick Schwartz at this evening's meeting.

Citizen Comment. There were no speakers to participate in the citizen comment portion of this evening's meeting.

Council Agenda Presented. The following items were presented to Council.

7A. Murder Free Fredericksburg – Councilor Frye

7B. Hazel Hill – Councilor Frye

Murder Free Fredericksburg – Councilor Frye reported that the City of Fredericksburg remains murder free for the first quarter of the year. He plans to inform the public of resources that can help them at a future meeting.

Hazel Hill – Councilor Frye reported on the issues that occurred at the Hazel Hill Apartments where the residents went without heat or hot water for seven days before the City knew about it. He wanted the residents to know that they need to contact the City if they do not know where to go. He thanked the staff for getting a team together quickly to address the problems that were occurring. He also thanked Mayor Greenlaw for teaming up with him as well as Congressman Wittman’s office for sending a representative on short notice.

Mayor Greenlaw thanked Councilor Frye for working on this project. She also thanked the City staff Tracey O’Conner, Chuck Johnston, Marne Sherman, Suzanna Finn and the Department of Social Services for jumping right in and helping out. She thanked Ms. O’Conner for making sure permits and inspections were expedited.

Councilor Duffy thanked Mayor Greenlaw and Councilor Frye for working on this and he said this goes to point out that the City needs to do a better job of letting people know where to go for help in situations such as this.

City Manager's Consent Agenda Accepted for Transmittal as Recommended (D16-__ thru D16-__). Following review and as recommended Councilor Kelly moved approval of the City Manager's consent agenda items; motion was seconded by Councilor Frye and passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye and Kelly. Nays (0).

- Ordinance 16-11, Second Read, Conforming the Dangerous and Vicious Dog Ordinance to State Code, and Amending the Running at Large and Nuisance Animal Ordinance (D16-__).
- Announcement Under Va. Code Section 2.2-3712 that the City Council will Hold Closed Meetings Solely for the purpose of Interviewing Candidates for the Position of City Manager at Undisclosed Locations During the Next 15 Days
- Resolution 16-25, Approving Certification of Closed Meetings for City Manager Interviews on March 4, 5 and 20 (D16-__).
- Transmittal of Boards and Commission Minutes
 - Architectural Review Board Supplemental – December 15, 2015 (D16-__).
 - Architectural Review Board Supplemental – February 8, 2016 (D16-__).
 - Architectural Review Board – February 8, 2016 (D16-__).
 - Economic Development Authority – February 8, 2016 (D16-__).

Adoption of Minutes (D16-__). Councilor Devine moved approval of the March 2, 2016 Special Session and the March 8, 2016 Public Hearing and Regular Session minutes; motion was seconded by Councilor Ellis and passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye, and Kelly. Nays (0).

Ordinance 16-10, Second Read Approved, Providing for Issuance and Sale of a General Obligation Bond Series 2016 of the City of Fredericksburg, Virginia, in an Amount Not to Exceed \$14,525,000, and the Form, Details and Payment Thereof (D16-__). After a brief staff presentation Councilor Devine moved to approve Ordinance 16-10, on second read, providing for issuance and sale of a General Obligation Bond Series 2016 of the City of Fredericksburg, Virginia, in an amount not to exceed \$14,525,000, and the form, details and payment thereof; motion was seconded by Councilor Kelly.

Councilors Devine and Duffy disclosed that they were members of a business, profession, occupation or group of three or more members affected by the transaction, namely they are employees of the Fredericksburg Public School system. Councilors Frye and Ellis disclosed that his spouse was a member of a business, profession, occupation or group of three or more members affected by the transaction, namely she is an employee of the Fredericksburg Public School system. Councilor Ellis also noted that he was a licensed financial advisor and that he contacted the Commonwealth Attorney to see whether he would have a conflict of interest and she did not think there was any conflict.

The motion passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye, and Kelly. Nays (0).

Ordinance 16-12, First Read Approved, Amending the Procurement Ordinance to Increase the City Manger’s Small Purchase Authority from \$30,000 to \$100,000 and Require Three Quotes for Purchases of Good over \$5,000 (D16-__). After staff presentation there was some discussion on whether the lowest bidder had to be selected during a bid and Purchasing Agent Enders stated they did not. She said if the references were not good they could select one of the other vendors.

Councilor Ellis moved to approve Ordinance 16-12, on first read, to amend the procurement ordinance to increase the City Manager’s Small Purchase Authority from \$30,000 to \$100,000 and require three quotes for purchases of goods over \$5,000; motion was seconded by Vice-Mayor Withers and passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye and Kelly. Nays (0).

Ordinance 16-13, Granting a Fifteen-Year Non-Exclusive License to Extenet Systems (Virginia) LLC to Install, Maintain, and Use Telecommunications Cable and Equipment in City Rights-of-Way (D16-__). After a brief staff summary Councilor Devine noted that the poles that they were proposing to place the antennas and cabinets already had issues with wires hanging from them and the Extenet Representative assured Council that they would be working with Dominion Virginia Power to fix those problems before they allow their employees to climb the poles.

Vice-Mayor Withers moved to approve Ordinance 16-13, on first read, granting a fifteen-year non-exclusive license to Extenet Systems (Virginia) LLC to install, maintain, and use telecommunications cable and equipment in city rights-of-way he also added the condition that the cabinets be the 2 foot cabinets and if there was a change they would have to come back to Council; motion was seconded by Councilor Devine.

Assistant City Attorney Eckstrom said the license approval already covered this and Councilor Withers agreed he did not need to add the condition since it was already part of the agreement.

The motion passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye and Kelly. Nays (0).

Resolution 16-26, First Read Approved, Amending the Fiscal Year 2016 City Grants Fund Budget by Appropriating \$145,000 Based on a 2015 Homeland Security Grant for the Purchase of a Vehicle and Equipment for the City’s Hazardous Materials Response Team (D16-__).

After a summary from staff Councilor Kelly moved to approve Resolution 16-26, on first read, amending the Fiscal Year 2016 City Grants Fund budget by appropriating \$145,000 based on a 2015 Homeland Security Grant for the purchase of a vehicle and equipment for the city’s hazardous materials response team; motion was seconded by Councilor Devine and passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye and Kelly.

Resolution 16-27, Authorizing the City Manager to Execute a Contract for Performance of Improvements to the Property at 1016

Charles Street (D16-__). After staff presentation Vice-Mayor Withers moved to approve Resolution 16-27, authorizing the City Manager to Execute a contract for performance of improvements to the property at 1016 Charles Street; motion was seconded by Councilor Duff.

Councilor Kelly explained that he could not support this item because he felt that all the money that hasd been used on the smaller parking lots could have been better used by building a parking garage and he thought this was a prime piece of property that would have been more valuable by not breaking it up. Mayor Greenlaw explained that this parking lot was located in an area that badly needed smaller lots and that this was not an area that a parking garage could be built in.

The motion passed by the following recorded votes. Ayes (6). Councilors Greenlaw, Withers, Devine, Duffy, Ellis and Frye. Nays (1) Councilor Kelly.

Resolution 16-28, Authorizing the City Manager to Submit Applications for Fiscal Year 2017 Virginia Department of Transportation Funding Through the Primary Extensions Paving Program and to Execute All Other Documents Associated with this Funding (D16-__). Staff presented a summary and Vice-Mayor Withers moved to approve Resolution 16-28, authorizing the City Manager to submit applications for Fiscal Year 2017 Virginia Department of Transportation Funding through the Primary Extensions Paving Program and to execute all other documents associated with this funding; motion was seconded by Councilor Duffy and passed by the following recorded votes. Ayes (7). Councilors Greenlaw, Withers, Devine, Duffy, Ellis, Frye and Kelly.

City Manager's Report and Council Calendar (D16-__ thru D16-__). City Manager Cameron asked if there were any questions regarding the Manager's report or the Council Calendar. Activities highlighted on the report were as follows: Caroline Street Water Line Improvements, Next Phase of Distribution of Refuse/Recycling Carts, City Targets Family Reunion Organizer in Annual Workshop, Economic Development and Tourism and Police Department Assisting in Student Skills Competition, Fredericksburg Police Officers Begin Carrying NARCAN, Parks and Recreation Summer Camps, Parks Summer Hours Update, Property Maintenance Report for February 2016 and Building Construction Report for February 2016.

City Manager Cameron added a few calendar items: March 23 at 11:00 a.m. – Ground Breaking Ceremony for the Renovations at the Original Walker-Grant, March 24 at 3:30 p.m. – Town and Gown Meeting at the University Center; and April 14 at 10:00 a.m. – Arbor Day Ceremony on the Kenmore Lawn.

Adjournment. There being no further business to come before the Council at this time, Mayor Greenlaw Declared the meeting officially adjourned at 8:38 p.m.

Mary Katherine Greenlaw, Mayor

Tonya B. Lacey, Clerk of Council, CMC



MEMORANDUM

TO: Kathleen Dooley, City Attorney
FROM: Rob Eckstrom, Assistant City Attorney
DATE: March 14, 2016
RE: Renewal of animal shelter agreement with Spotsylvania County

Issue

Should the City renew its 2010 agreement with Spotsylvania County for use of the county's animal shelter?

Recommendation:

Yes. This arrangement has worked well for over five years, and it would benefit the City to continue it.

Background:

State law requires all localities to maintain public animal shelters. Localities may, instead of operating their own shelter, contract with other localities for use of the other locality's shelter. Spotsylvania County currently owns and maintains an animal shelter on its property at 450 TV Drive. The County and the City have had an agreement since April 1, 2010 for use of this animal shelter by both localities.

The Fredericksburg Police Department reports that this agreement is working well for the City, and that they recommend renewing the agreement.

The termination date of the proposed renewal has been set for December 31, 2019, which is the date that the animal control agreement between the City and the County expires.

Fiscal Impact:

The agreement sets a minimum annual fee for use of the shelter. For the first year of the renewal, that fee is \$21,400 (compared to \$20,000 in 2010). Spotsylvania may review and increase the fee each year based on its adopted budget for operating the animal shelter. If the City impounds more than 45 dogs and 30 cats in a quarter, each additional impoundment costs \$60. The City also pays \$10 per day for dogs impounded pending an investigation or court proceeding or for a rabies quarantine. The City receives all revenue from adoptions and redemptions of City-impounded animals.

ITEM #10A

The City is responsible for the portion of the cost of any capital improvements to the shelter “reasonably chargeable to the City.”



April 12, 2016
Regular Meeting
Resolution No. 16-__

MOTION:

SECOND:

RE: RENEWING AN ANIMAL SHELTER AGREEMENT WITH SPOTSYLVANIA COUNTY

ACTION: APPROVED: Ayes: 0; Nays: 0

WHEREAS, Code of Virginia § 3.2-6546(B) requires all cities and counties to maintain public animal shelters; and

WHEREAS, Spotsylvania County currently owns and maintains an animal shelter on its property at 450 TV Drive; and

WHEREAS, The County and the City have had an agreement since April 1, 2010 for use of this animal shelter by both localities, which both parties wish to renew;

NOW, THEREFORE, BE IT RESOLVED, that the Fredericksburg City Council authorizes the City Manager to renew that April 1, 2010 animal shelter agreement with Spotsylvania County, in substantially the form submitted for approval.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16-__ duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

***Tonya B. Lacey, CMC
Clerk of Council***

Animal Shelter Service Agreement Renewal

This agreement, dated _____ 2016, is between Spotsylvania County, Virginia, a political subdivision of the Commonwealth of Virginia, and the City of Fredericksburg, Virginia, a municipal corporation.

Recitals

Code of Virginia § 3.2-6546(B) requires all cities and counties to maintain public animal shelters. That statute allows localities to contract with other localities for operation of a shelter, rather than requiring each locality to operate its own shelter.

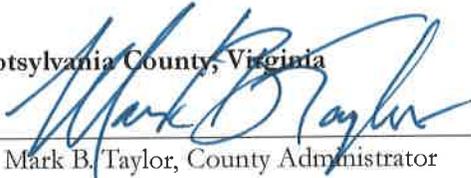
The County currently owns and maintains an animal shelter on its property at 450 TV Drive. The County and the City have had an agreement since April 1, 2010 for use of this animal shelter by both localities.

The County and the City intend to renew that agreement for an additional term, as permitted by section 7A of the agreement.

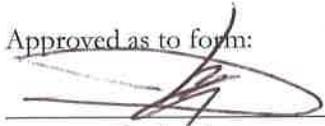
Agreement

1. The City and the County hereby renew the Animal Shelter Service Agreement dated April 1, 2010.
2. The term of this renewal is from July 1, 2016 to December 31, 2019.
3. Section 3A of the agreement specifies the amount the City is to pay the County for operating expenses related to the City's use of the animal shelter. That section allows the County to annually review and increase that amount. The 'Minimum Annual Fee' under Section 3A of the agreement for the first year of this renewal term is \$ 21,400.00 . The rest of section 3 of the original agreement remains in effect.

Spotsylvania County, Virginia


By: Mark B. Taylor, County Administrator

Approved as to form:


James R. Benkahl, County Attorney

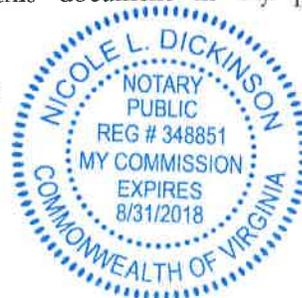
Commonwealth of Virginia
County of Spotsylvania:

I certify that Mark B. Taylor, County Administrator signed this document in my presence on March 17, 2016.


Notary Public

My registration number: 348851
My commission expires: 8/31/18

notary seal:



City of Fredericksburg, Virginia

By: Beverly R. Cameron, City Manager

Approved as to form:

Kathleen Dooley, City Attorney

Commonwealth of Virginia
City of Fredericksburg:

I certify that Beverly R. Cameron, City Manager, signed this document in my presence on _____, 2016.

Notary Public

notary seal:

My registration number: _____

My commission expires: _____



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Deidre Jett, Budget Manager
DATE: April 6, 2016
SUBJECT: Authorization of Subsidy for VRE and PRTC

ISSUE

The City Council is asked to consider the authorization of the use of motor fuels taxes for the Virginia Railway Express (VRE) and the Potomac and Rappahannock Transportation Commission (PRTC) for FY 2017.

RECOMMENDATION

Staff recommends approval of the attached resolution authorizing the use of **\$483,524** for the VRE and **\$36,000** for the PRTC for Fiscal Year 2017. The attached resolution requires one reading.

BACKGROUND

Every year the City must pass a resolution that authorizes the use of motor fuels taxes for operating subsidies for the VRE and the PRTC. The motor fuels tax may only be used to support VRE, PRTC, or other transportation purposes. The estimated total motor fuels tax revenue for the City in FY 2017 is \$ 1,319,636, a decrease of approximately \$89,000 or 6% over the revised FY 2016 estimate. The FY 2016 estimate was revised downward by 7% to \$1,404,732 from the initial estimate of \$1,512,831.

Virginia Railway Express: This year the VRE is requesting **\$483,524**. This is an increase of 10.1% over the FY 2016 subsidy level of \$439,366. The request is the result of an increase in the VRE subsidy level and an increase in Fredericksburg's portion of ridership.

The total VRE budget for FY 2017 is \$130,511,876. VRE's operating portion is \$82.5 million, an increase of less than one-half of one percent. VRE kept its operating budget flat, in part, due to historically low fuel cost projections. Major features of the budget include:

- FY 2017 subsidy level of \$17,250,240, a 5% increase over FY 2016 (The FY 2016 budget had no subsidy level increase.) The City's portion of the subsidy level is 2.80%, an increase over the FY 2016 level of 2.67%.

- No increase in fare rates. The FY 2017 projected average daily ridership of 19,100 is a 1% decrease over the FY 2016 projection of 19,300 (The FY 2016 budget included a 4% fare increase.)
- Fare revenues of \$38.95 million. This assume a 32 revenue train operation and an overall 34 train schedule.

The City's ridership, as measured in the October 2015 survey, declined by 2.7% over the 2014 survey results to 359 from 369. System wide ridership has decreased over the 2014 ridership survey. Although ridership decreased, the City's portion of ridership increased to 4.03% from 3.74% of the overall VRE ridership when comparing October 2015 to October 2014 levels.

Potomac and Rappahannock Transportation Commission: The PRTC subsidy for FY 2017 is **\$36,000**. This includes administrative expenses and a local capital match. The administrative expenses subsidy is \$33,200, an increase of \$1,600 or 5% over FY 2016. The local capital match subsidy is \$2,800.

FISCAL IMPACT

The resolution would authorize the use of a total of **\$519,524** in motor fuels taxes. The PRTC projects total motor fuels tax revenue for the City in FY 2017 of \$ 1,319,636.

Attachment: Authorization Resolution



MOTION:

SECOND:

**April 12, 2016
Regular Meeting
Resolution No. 16-__**

RE: AUTHORIZING THE USE OF \$483,524 IN MOTOR FUELS TAXES FOR THE VIRGINIA RAILWAY EXPRESS AND \$31,600 FOR THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION FOR FISCAL YEAR 2016

ACTION: APPROVED: Ayes: 0; Nays: 0

WHEREAS, in Fiscal Year 2017, revenues from the tax on motor vehicle fuels sold in the City of Fredericksburg is estimated to be \$1.3 million; and

WHEREAS, the City of Fredericksburg supports the Virginia Railway Express and the Potomac and Rappahannock Transportation Commission with the proceeds of the motor fuels tax.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fredericksburg that the use of these funds in the amount of **\$483,524** is hereby authorized to support the Virginia Railway Express for Fiscal Year 2017.

BE IT FURTHER RESOLVED that the use of funds in the amount of **\$36,000** is hereby authorized to support the Potomac and Rappahannock Transportation Commission in Fiscal Year 2017.

Votes:

Ayes:

Nays:

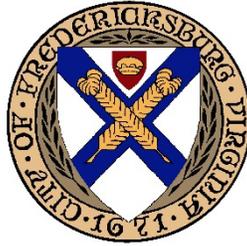
Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16-__ duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

***Tonya B. Lacey, CMC
Clerk of Council***



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Deidre Jett, Budget Manager
RE: Resolution Amending the Fiscal Year 2016 City Grants Fund Budget by
Appropriating \$51,600 of Fund Balance
DATE: April 6, 2016

ISSUE

Shall City Council approve a resolution appropriating \$51,600 in City Grants fund balance which consists of \$25,000 for a Fire Department training center and \$26,600 for culvert, restroom, and parking repairs at Old Mill Park?

RECOMMENDATION

Staff recommends approval of the attached resolution. The resolution requires one reading.

BACKGROUND

Fire Department - The Fire Department has requested the appropriation of **\$25,000** of prior year's committed fund balance in the City Grants Fund. These grants were received in prior fiscal years for training purposes. Once these grant monies are received, they are committed for a particular purpose, in this case training, and recorded as a committed balance in the City Grants Fund if not spent in the year they were received.

The department conducts regular training exercises, especially as they relate to certification for Fire and Emergency Medical Services (EMS) personnel. A need for additional in-house training facilities was identified. To best meet these needs, the third floor of the Executive Center is being renovated to provide various sized classrooms and other training space for Fire and EMS personnel. The space will also be available for other City Departments. The funds will be used for new carpeting, tables and chairs, and other items related to the renovations.

Parks, Recreation & Public Facilities - Approximately \$27,300 of the balance in the city Grant Fund relates to the former Fredericksburg Stafford Park Authority. That balance is earmarked for improvements at Old Mill Park. Staff has identified approximately **\$26,600** for the following improvements at Old Mill Park:

1. \$12,600 for the engineering and purchase of two culvert bridges, and
2. \$14,000 for handicap accessibility renovations to restrooms and the parking lot.

FISCAL IMPACT

The appropriation will reduce the Committed Fund Balance in the City Grants Fund by \$51,600. No other ongoing operating expenses have been identified.

Attachment: Resolution

cc: Mark Whitley, Assistant City Manager
Chief Eddie Allen, Fire Chief
Jane Shelhorse, Director of Park and Recreation and Public Facilities
Clarence Robinson, Director of Fiscal Affairs



April 12, 2016
Regular Meeting
Resolution No

MOTION:

SECOND:

RE: AMENDING THE FISCAL YEAR 2016 CITY GRANTS FUND BUDGET BY APPROPRIATING \$51,600 FOR RENOVATIONS AT OLD MILL PARK AND A FIRE AND EMS TRAINING

ACTION: APPROVED: Ayes: 0; Nays: 0

WHEREAS, the City of Fredericksburg received grant monies for the Fire Department to train Fire and Emergency Medical Services personnel,

WHEREAS, a portion of the balance in the City Grants Fund is from grants received in prior fiscal years and committed for that purpose,

WHEREAS, a portion of the balance in the City Grants Fund is related to the liquidation of the Fredericksburg Stafford Park Authority and committed to improvements at Old Mill Park, and

WHEREAS, City Council wishes to appropriate these funds;

NOW, THEREFORE, BE IT RESOLVED that the following appropriations amending the FY 2016 budget be recorded in the City Grants Fund:

CITY GRANTS FUND

Source

City Grant Fund Balance

3-210-061010-0010	Fund Balance - Surplus	\$	51,600
Department Total:		\$	<u>51,600</u>

Total Source: \$ 51,600

Use

Rescue Squad Assistance Grant

4-210-032403-8102	Furniture & Fixtures - Replacement	\$	25,000
Department Total:		\$	<u>25,000</u>

FSPA Liquidation – Old Mill Park

4-210-071513-3140	Professional Services - Engineering	\$	3,000
4-210-032403-8102	Improv. & Betterments- Replacements	\$	23,600
Department Total:		\$	<u>26,600</u>

Total Use: \$ 51,600

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, Tonya B. Lacey the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16- duly adopted the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey, CMC
Clerk of Council



MEMORANDUM

TO: Beverly R. Cameron, City Manager
FROM: Mark Whitley, Assistant City Manager
DATE: March 29, 2016
RE: Setting the Personal Property Tax Relief Percentage for 2016

ISSUE

The City Council must approve a resolution setting the Personal Property Tax Relief Percentage for the 2016 Personal Property Tax Billing.

RECOMMENDATION

Staff recommends approval of the attached resolution confirming the Commissioner's assessment of the relief percentage at 36%.

BACKGROUND

In order to send out the spring personal property tax bills, the Treasurer and the Commissioner of the Revenue need a resolution adopted by the City Council setting the percentage of Personal Property Tax Relief, in accordance with Ordinance 05-28.

The Commissioner of the Revenue has calculated a tax relief rate based upon the amount of relief that the state will provide to the City. The Commissioner recommends the relief percentage be set at 36% to fully exhaust the block grant, which is the same amount as 2014 and 2015.

The City receives the same amount for relief from the state every year. Because the same amount of relief is being spread over more cars, the percentage of relief for each property owner has declined in past years. The overall values have stabilized over the last couple of years, and the evaluation of the Commissioner is that the relief percentage can remain the same.

City Council recently amended the City Code to bill personal property in two installments – one in spring and one in fall. The spring billing is due May 15.

FISCAL IMPACT

Personal property tax revenues for the City are not impacted.

Attachment: Resolution

cc: Brenda Wood, Treasurer
Lois Jacob, Commissioner of the Revenue



April 12, 2016
Special Meeting
Resolution 16-__

MOTION:

SECOND:

RE: SETTING THE PERSONAL PROPERTY TAX RELIEF PERCENTAGE FOR THE 2016 BILLING IN ACCORDANCE WITH THE CHANGES TO THE PERSONAL PROPERTY TAX RELIEF ACT OF 1998

ACTION: APPROVED: Ayes: 0; Nays: 0

WHEREAS, the Personal Property Act of 1998, Va. Code Section 58.1-3523, et seq. (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session 1 (Senate Bill 5005), and the provisions of Item 203 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-2006 Appropriations Act, hereinafter cited as the “2005 Appropriations Act”); and

WHEREAS, these legislative enactments require the City to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the appropriation to the City, commencing in 2006, of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying person use vehicles that are subject to the personal property tax on such vehicles; and

WHEREAS, the City of Fredericksburg enacted Ordinance Number 05-28, An Ordinance Implementing the 2005-2006 Changes to the Personal Property Tax Relief Act of 1998, in response to these legislative enactments; and

WHEREAS, the Commissioner of Revenue has received the amount of relief in the City’s block grants from the state, and made a projection based upon the City’s historical growth in personal property tax values of the level necessary to fully exhaust the PPTRA relief fund provided to the City by the Commonwealth, as called for in the Ordinance; and

WHEREAS, the Personal Property Tax Relief Percentage in 2014 was set at 36%, and remained that percentage in 2015; and

WHEREAS, it is necessary to set by resolution the Personal Property Tax Relief Percentage for the tax billing of 2016;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fredericksburg, that the Personal Property Tax Relief Percentage remain at 36% of the first \$20,000 of market value for qualifying vehicles valued at over \$1,000, in accordance with Ordinance 05-28.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Clerk's Certificate

I, the undersigned, certify that I am Deputy Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16- duly adopted at a meeting of the City Council meeting held April 12, 2016 at which a quorum was present and voted.

Tonya B. Lacey, CMC
Clerk of Council



MEMORANDUM

TO: Mayor Greenlaw and Members of City Council
FROM: Beverly R. Cameron, City Manager
DATE: April 5, 2016
SUBJECT: City Manager's Update

Highlights of major activities and other notable developments:

Earth Day – Mark your calendar now for 13th Annual Earth Day Festival at Old Mill Park. The event will be Saturday, April 23rd, 11 a.m. – 4 p.m. (Rain Date April 30th). *The mission of the*



Fredericksburg Earth Day Festival is to provide an enjoyable and engaging family-friendly event devoted to environmental awareness and stewardship. This **FREE** festival is filled with hands-on exhibits, live music, delicious food, and much more. From beekeepers to birds of prey, pony rides to face painting, environmental organizations to scouting groups, there is something for everyone! People are asked to walk the [Heritage Trail](#) or park at [James Monroe High School](#) and ride the free Shuttle to [Old Mill Park](#). The event is sponsored by Fredericksburg Parks and Recreation, along with many area businesses and organizations. The website for the event is

www.Earthdayfred.com

Historic Garden Week Tour April 26 – The Rappahannock Valley Garden Club will host the annual open house tour of homes and gardens in the historic area of Hanover Heights. Six featured properties embody the tour's theme –*Where the Past Meets the Present*. Advance tickets are available for \$35 at various locations in town, including the Fredericksburg Visitor's Center. See www.vagardenweek.org for more details.

Arbor Day Celebration – The Fredericksburg Area Council of Garden Clubs and the City of Fredericksburg will honor Miss Annie Smith and The George Washington Foundation on Thursday, April 14 at 10:00 a.m. on the Lawn at [Kenmore](#). The event will include planting a poplar tulip tree, on the Kenmore Lawn, in her honor.

Spring Cleanup Week April 11-15 – Containers will be placed throughout the city to assist citizens in disposing of household items such as furniture, tires, appliances, brush and scrap materials. Appliance pickup day is Tuesday, April 12. To request an appliance pickup call Public Works at 372-1023 by 4 p.m. on Monday, April 11. (See attached flyer for more details.)

Parking Promotion Continues in April Near ‘Restaurant Row’ – The 40-space lot at 904 Princess Anne Street will continue to be free for night and weekend parking in April. This promotion is offered to encourage more use of the lot which is near the heart of “Restaurant Row” on William Street. The lot is available to the public 6 p.m. to 6 a.m., Monday through Friday, and all day on weekends and holidays. Staff members from Public Works and Economic Development and Tourism have been coordinating the promotion, which has included distributing marketing fliers to nearby restaurants, notifying the media and posts on social media. The marketing flier also points the public to the 18-space lot behind Virginia Partners Bank’s headquarters, which is available to the public 6 p.m. to 8 a.m., Monday through Friday, after 12 noon on Saturday, and all day on Sunday, free of charge. A new lot expected to open in June at 1016 Charles St. will provide the public with another 46 parking spaces on weeknights and weekends. Staff continues looking for opportunities to increase the inventory of public parking in downtown Fredericksburg.

Department of Social Services Recognizes Child Abuse Prevention Month for April –

April is Child Abuse Prevention Month in Virginia. For the past fiscal year the Fredericksburg Protective Services unit received 556 Child Protective Services (CPS) referrals – 370 were accepted as valid. The Fredericksburg Protective Services Unit collaborates with community partners on education and fundraising efforts to further our efforts to prevent child abuse and support families. Some of the activities planned for the month include:

- “Go Blue to keep our Children Safe” (April 4). Employees can donate \$5 to dress down with proceeds going to the Safe Harbor Child Advocacy Center.
- A Child Abuse prevention bulletin board has been created in the DSS lobby with special thanks to Volunteer Ruth Neidomanski.
- The front of the DSS building will be decorated with blue pinwheels. The pinwheel is the symbol for child abuse prevention and is meant to reflect hope, health and happiness of children.
- Mandated Reporter Training (April 6 and 11). Protective Services staff will make presentations to Snowden and Micah regarding mandated reporting.
- “Beads for Beds” fundraiser (April 20). Participants will pay \$20 for dinner and will learn how to make bracelets. All proceeds benefit the Department’s Safe Sleep Campaign.
- “Cover the Cruiser” (April 29). Our Department will partner with the City of Fredericksburg Sheriff’s Office and the Central Park Wal-Mart to raise funds for the Department’s Safe sleep campaign and to provide education to the public on safe sleep practices.

EDA Transfers Properties to the City, Adding to the Downtown Parking Supply –

The Fredericksburg Economic Development Authority has now transferred two parcels to the City of Fredericksburg for the planned parking lot at Charles and Amelia streets. The parcels total approximately one-third of an acre and will include 29 parking spaces once the lot opens this spring. Another 17 parking spaces will be available to the public on nights and weekends on privately held adjacent lots.

Detective Reyes Recognized as 2015 Officer of the Year by Elks Lodge –

Congratulations to Detective Carlos Reyes for being selected as the Fredericksburg Elks Lodge's 2015 Officer of the Year. He was presented with the award at a ceremony on March 19th. Detective Reyes was selected for this award for many reasons. He is often assigned emotionally-charged, difficult cases and makes seeking justice for the victim his mission. He was the lead investigator on 68 cases in 2015 and closed 47 cases and ten cases from 2014. He is an active member of the Child Advocacy Center and the Crisis Negotiation Team. Detective Reyes puts his heart into every case he is assigned. The victims he works with appreciate his dedication and determination.



Police Officers Enlist 3rd Graders from LUES in their Search for Leprechauns –

With reports of leprechaun sightings around the City, the Fredericksburg Police Department asked third-graders at Lafayette Upper Elementary School to put on their detective hats and help them investigate! Students found leprechaun footprints, fingerprints, hats, gold coins, and even "green goo" in a water bottle! After a thorough investigation, together our Police Officers and students were able to determine that there was in fact a leprechaun on the loose in Fredericksburg!



Doggie Egg Hunt Update – The Doggie Easter Egg Hunt, co-sponsored by Banfield Animal Hospital at Massaponax and Parks and Recreation was held on Saturday, March 19th. Even with the chilly weather, 70 dogs and 250 owners and friends showed up for the event which included a doggie fashion show in addition to the hunt. Half the proceeds from the event (\$250) went to the Fredericksburg SPCA. Everyone seemed to really enjoy the event.



SPRING CLEANUP TIME IN THE CITY

COMMUNITY CLEANUP WEEK

April 10 - 16, 2016

Clean up your business, yard & neighborhood

For information call 372-1023

CONTAINER LOCATIONS/Community Cleanup Week

Take furniture, tires, appliances, brush, scrap materials
(**NO** household trash, paint, or hazardous materials)
to centralized locations in the City:

- **SUMMIT STREET AND AIRPORT AVENUE** (Mayfield)
- **1400 BLOCK OF KENMORE AVENUE** (beside Cossey Botanical Park)
- **FREEDOM LANE** (in gravel lot between VFW and Falmouth Bridge)
- **ALTOONA DRIVE** (Sam Perry Fire House)
- **RAPPAHANNOCK AVENUE** (at Payne Street)
- **BRAEHEAD WOODS** (near Meade Ct.)
- **CHADWICK COURT**

Appliance Pickup Day
Tuesday, April 12

To request an
appliance pickup,
Call
372-1023
by **4:00 p.m. Monday,**
April 11

Household Hazardous Materials Collection Day

NEW LOCATION:

The Stafford County Government Center parking lot

1300 Courthouse Road, Stafford, VA

Saturday, June 4th 9 am – 3 pm

See Cox Cable channel 84 or visit: www.fredericksburgva.gov for more details

Sponsored by Rappahannock Regional Solid Waste Management Board (R-Board) and the City of Fredericksburg



CITY COUNCIL MEETINGS & EVENTS CALENDAR

City Hall Council Chambers, 715 Princess Anne Street, Fredericksburg, VA 22401

4/12/16	5:30 p.m.	Budget Work Session	Large, Room 214
	7:30 p.m.	Regular Session	Chambers
4/19/16	5:30 p.m.	Budget Work Session	Suite, Room 218
	7:00 p.m.	Budget Public Hearing	Chambers
4/26/16	5:30 p.m.	Budget Work Session	Suite, Room 218
	7:30 p.m.	Regular Session <ul style="list-style-type: none"> • Budget First Read 	Chambers
5/10/16	5:30 p.m.	Work Session	Suite, Room 218
	7:30 p.m.	Regular Session <ul style="list-style-type: none"> • Budget Second Read 	Chambers
5/20/16	8:30 a.m.	Council River Trip	VA Outdoors Center 3219 Fall Hill Avenue
5/24/16	7:30 p.m.	Regular Session	Chambers

Boards & Commission	Meeting Dates/Time	Actual Date of Meeting	Members Appointed	Contact Person
Board of Social Services	bi-monthly 2nd Thursday/8:30 a.m.	April 14 at 8:30 a.m.	Duffy	Christen Gallik
Central Rappahnnock Regional Library	Quarterly 2nd Monday/5:00 p.m.	May 9 at 5 p.m.	Devine	Martha Hutzel
Chamber Military Affairs Council	Every other 3rd Thursday/3:30 p.m.	May 19 at 3:30 p.m.	Ellis	Susan Spears
Community Policy Management Team	Thursday after 3rd Tuesday/2:00 p.m.	April 21 at 2 p.m.	Greenlaw	Rosemary Grant
Fredericksburg Arts Commission	3rd Wednesday/6:30 p.m.	April 20 at 6:30 p.m.	Devine, Kelly	Julie Perry
Fredericksburg Area Museum C.C.	4th Wednesday/4:00 p.m.	TBD	Ellis	Tom Wack
Fredericksburg Clean & Green Comm.	1st Monday/6:00 p.m.	May 2 at 6 p.m.	Devine	Robert Courtnage
Fredericksburg Regional Alliance	Quarterly 3rd Monday/5:00 p.m.	April 18 at 5 p.m.	Greenlaw, Duffy	Curry Roberts
GWRC/FAMPO	3rd Monday/6:00 p.m.	April 18 at 6 p.m.	Kelly, Withers, Ellis - Alt.	Tim Ware
Housing Advisory Committee	As needed	TBD	Ellis, Frye	TBD
PRTC	1st Thursday/7:00 p.m.	April 7 at 7 p.m.	Kelly	Gina Altis
Rappahannock Area Agency on Aging	1st Wednesday/4:00 p.m.	April 6 at 4 p.m.	Withers	Leigh Wade
Rappahannock Council Against Sexual Assault	2nd Thursday/5:30 p.m.	April 14 at 5:30 p.m.	Ellis	Bobby Anderson
Rappahannock Juvenile Detention	bi-monthly last Monday/12 noon	May 23 at 12 noon	Greenlaw - Alt.	Carla White
Rappahannock Regional Solid Waste	bi-monthly 3rd Wednesday/1:30 p.m.	April 20 at 8:30 a.m.	Kelly, Withers	Keith Dayton
Rappahannock River Basin	Quarterly/1:00 p.m.	June 22 at 1 p.m. Essex County	Withers	Eldon James
Recreation Commission	3rd Thursday/7:00 p.m.	April 21 at 7 p.m.	Duffy	Jane Shelhorse
Regional Group Home Commission	2nd Thursday/2:30 p.m.	April 14 at 2:30 p.m.	Duffy, Whitley	Ben Nagle
Town & Gown	Quarterly/3:30 p.m.	TBD	Devine, Withers	Pam Verbeck
Virginia Railway Express Operations Board	3rd Friday/9:30 a.m.	April 15 at 9:30 a.m.	Kelly, Withers -Alt.	Richard Dalton