

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

**MOTION:** \_\_\_\_\_

**RESOLUTION NO. 08-07-\_\_\_\_\_  
OFFICIAL COMMISSION MEETING  
JULY 17, 2008**

**SECOND:** \_\_\_\_\_

**RE: AUTHORIZATION TO ENTER INTO A MOU WITH THE CITY OF  
MANASSAS FOR THE OPERATION AND MAINTENANCE OF A  
PARKING FACILITY**

**WHEREAS**, the City and the Virginia Railway Express (VRE) opted to combine two parking facility projects into one garage; and

**WHEREAS**, the facility will be jointly owned and used; and

**WHEREAS**, a Memorandum of Understanding (MOU) is required to outline understandings and responsibilities for each party to facilitate the operation and maintenance of the parking facility; and

**WHEREAS**, the VRE Operations Board recommends the following action.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the VRE Chief Executive Officer to enter into an agreement, following legal review, with the City of Manassas for the ownership and operation of a joint parking facility adjacent to the VRE Manassas station.

**BE IT FURTHER RESOLVED** that the Commission authorizes a conveyance of 40% of the garage to the City once construction of the garage is complete.



# Virginia Railway Express Operations Board

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## AGENDA ITEM 9-C ACTION ITEM

**TO: CHAIRMAN JENKINS AND THE VRE OPERATIONS BOARD**

**FROM: DALE ZEHNER**

**DATE: JUNE 20, 2008**

**RE: AUTHORIZATION TO ENTER INTO A MOU WITH THE CITY OF  
MANASSAS FOR THE OPERATION AND MAINTENANCE OF A  
PARKING FACILITY**

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### RECOMMENDATION:

The VRE Operations Board is being asked to recommend that the Commissions authorize the Chief Executive Officer to enter into an agreement with the City of Manassas for the ownership and operation of a joint parking facility adjacent to the VRE Manassas station.

### BACKGROUND:

On November 17, 2006, the VRE Operations Board approved a Memorandum of Understanding (MOU) with the City of Manassas for the construction and operation of the joint VRE-City parking garage. As the 532 space garage is scheduled to open in July, a MOU for the specific operation of the garage is now needed. The aforementioned MOU will remain in effect and be supplemented by this agreement.

The proposed MOU outlines understandings and responsibilities of each party regarding use, maintenance, landscaping, snow removal, security, parking enforcement, and insurance. Specifics elements of the MOU include:

- VRE will own 60% of the facility and the City will own 40% of the facility.

- Allocation of sixty percent of the parking spaces (319 spaces) will be generally made available on the first three levels for VRE commuter parking.
- Allocation of forty percent of the parking spaces (213 spaces) will be generally made available on the fourth and fifth levels for Old Town parking.
- Commuter spaces will also be available for use in the off peak commuter times for Old Town parking.
- VRE will be responsible for the operation and maintenance of the Parking Facility, including routine maintenance, such as trash removal, cleaning, elevator operations and inspections, and long term capital maintenance.
- The City will be responsible for snow removal and landscaping after installation at the Parking Facility.
- Parking enforcement and periodic patrols will be provided by the City of Manassas police department as part of normal patrol duties.
- All operations, insurance and maintenance costs will be prorated based on the number of spaces (60% VRE & 40% City).

#### **FISCAL IMPACT:**

While there is no explicit financial impact regarding the execution of this MOU, maintenance responsibilities will be included in the annual approval of the VRE facilities maintenance contract. The total cost of maintaining the facility is currently being estimated at \$60,000 per year. VRE has budgeted its prorated share in the FY 2009 operating budget.