

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, JULY 18, 2017 AT 7:00PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call: Jeanette Rishell, Mayor
Preston Banks
Michael Carrera
Donald Shuemaker
Hector Cendejas
Miriam Machado

Absent: Suhas Naddoni, Vice Mayor

Staff: Lana A Conner, City Clerk
Laszlo Palko, City Manager
Dean Crowhurst, City Attorney
Colonel John Evans, Chief of Police

1. Approval of Agenda:

MOTION: Councilmember Carrera moved to approve the amended agenda.

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

2. Moment of Silence/Pledge of Allegiance: Councilmember Carrera

3. Citizens Time: None

4. Presentation: Robert G. Goldsmith, President and CEO, People Inc.

He presented People Incorporated's most recent annual report. They work in partnership with business, government, industry and education to positively impact communities throughout our 32-county Virginia service area. Throughout these efforts, specific goals for community development are achieved and sustained.

Councilmember Shuemaker stated he noticed there was information about free dental clinic. The City has a MAP program, through George Mason University, which offers a health program one day a week to clients. Would People Incorporated be interested in working to expand this dental program to our community. The city has an existing building. Mr. Goldsmith stated that dental care is one of the biggest needs that low and moderate-income people have and if they can, they will try to address this program. He stated this would parallel with the dental program in Washington County through Social Services. What they bring to the table is access to some state tax credits that local dentist receive for volunteering their services. The City Manager will forward the social services information to Mr. Goldsmith.

5. Informational Items: None

6. Consent Agenda

6a Approval of Minutes: June 20, and June 27, 2017

6b Ratification: Repair City Elevator: Otis Elevator \$18,380

MOTION: Councilmember Shuemaker moved to approve Consent Agenda with noted corrections from Councilmember Shuemaker on Page 18 of June 27, 2017 minutes.

SECOND: Councilmember Carrera

VOTE: Yes: Shuemaker, Carrera, Banks, Cendejas, Machado, Rishell

7. UNFINISHED BUSINESS: None

8. New Business

8a. P&R: Air Conditioning Upgrade: Shapiro & Duncan: \$16,500: Jay Swisher, Director:

During the construction phase of Manassas Park Community Center, the project's general contractor worked closely with a regional mechanical contractor (Shapiro and Duncan), to outfit the new facility with a cost effective control system, equipped to manage the building's heating, ventilation, and air conditioning functions. With support from the City's IT Department, Shapiro and Duncan installed a stand-alone PC in the facility's mechanical room, and furnished the unit with proprietary software/hardware from ASI Controls. This proprietary software was installed onto a Windows XP platform. The current platform has become less and less reliable and less efficient. The ASI webpage is difficult to access, can take anywhere from 10-30 minutes to load, and provides delayed and/or inaccurate readings. The simple task of increasing /decreasing the temperature for a specific room can take 30 minutes or longer to accomplish. Due to the age/restrictions of Windows XP, we are limited in our ability to make updates/enhancements. Essentially, once the current hard drive fails, we will immediately lose all HVAC functionality. In an effort to preserve the facility's HVAC function, and maximize operational efficiency and reliability for the long term, Shapiro proposes that we transition to a more stable web appliance. We propose replacing the existing PC with an ASI Controls licensed web appliance. The appliance would come pre-loaded with Weblink ver3 Visual Expert, and Kepware OPC. A secure NEMA 1 enclosure will be mounted in the mechanical room where the current PC resides. Shapiro would require support from the City's IT Department in regards to providing access to multiple static IP addresses. The City's IT Department agrees with this system. The cloud base was an option but it would be very expensive. There would be concerns with network security. The City does not have Windows XP servers at this time.

*Sole source procurement will be necessary as Shapiro and Duncan is the only authorized ASI Controls vendor in the region.

Amount: \$17,000, Budget Line Item: Capital Project Fund: HVAC System Upgrade 302-94100-0269-00-00-00

Staff recommends that the Governing Body approves the HVAC system upgrade (transition to a web appliance), and pending attorney review, authorizes Shapiro and Duncan Mechanical Contractors to perform the work in the amount of \$16,500.

MOTION: Councilmember Shuemaker moved to accept recommendation of Staff that the Governing Body approves the HVAC system upgrade, and pending City Attorney review, authorizes the work to be performed by Shapiro and Duncan Mechanical Contractors in the amount of \$16,500.

SECOND: Councilmember Cendejas

They cannot give the city a firm time as far as hard and fast numbers on how long it will last but this is their long-term solution, which they are incorporating in all their new facilities that have the old system. The present system is very inefficient. The data is served on our server. The department has a regular preventive maintenance schedule with Shapiro and Duncan for the equipment.

The City Attorney stated it says sole source but technically, we are doing this under the small procurement procedure but because of sole source proprietary, we could not get a second proposal.

If we have to replace a unit that does the cooling, this software will stay in place even with new machinery. This is linked to the control system. This has not been bid out because the contract is for four years and will be reviewed. All of the mechanical contractors will be working with proprietary software. If we go to a different contractor, we have to swap out all the controls and the hardware software. Duncan and Shapiro would have to retrofit the system with a back door, which enables a third party to come in, communicate with the current software, and control system in place in order to make the transition. They would then have to install their software, which would be an additional \$8,000/\$10,000 cost.

VOTE: Unanimously passed

8b PW: M&F Concrete Task Order: Calvin O’Dell, Director Public Works/Community Development:

Snow removal operations associated with Winter Storm Jonas in January 2016 resulted in damage to City facilities, specifically: curb and gutter, sidewalks, and catch basin tops. City staff estimate the cost of replacement / repair of these facilities at approximately \$68,660. The City applied for and received authorization for a 75% cost share grant from the Federal Emergency Management Agency (FEMA). FEMA toured the City, and using slightly different criteria than City staff, determined that \$63,354.08 is eligible for the 75% cost share grant (documentation attached). The City would perform work for \$68,660, and receive reimbursement from FEMA of \$47,515.56 (75% of \$63,354.08), for a net cost to the City of \$21,144.44. M&F Concrete had performed the original estimate of three types of work: replacement of curb and gutter; replacement of broken sidewalk; and replacement of catch basin tops. The City has a contract for concrete repair with M&F Concrete based on a contract with Prince William County; however, the contract only has unit prices for curb and gutter, and for sidewalk, which were not used in the cost estimate. Since the contract makes provision for a mobilization charge for work that is isolated, and since the sidewalk and the curb and gutter is scattered over the entire City, mobilization charges make the contract costs more expensive than the unit prices used in the proposal. There are also no unit prices for replacement of catch basin tops in the contract, and M&F Concrete did not provide a cost justification based on the contract unit costs for labor and materials. Based on experience, staff believe the prices are reasonable, and these prices have been approved by FEMA. In an effort to get the best price possible, staff attempted to get proposals from three separate concrete firms for this work but no proposals was submitted. Staff recommends that all the work be performed by M&F Concrete under small purchase procedures in the amount of \$68,660.00 (payment must be made before FEMA will make its \$47,515.56 reimbursement; work must be completed by September 7, 2017 for the City to be eligible for the reimbursement), and that the City Manager be authorized to sign the task order subject to approval by the City Attorney.

Budgeted, Public Works, Additional Street Projects Budgeted: Amount: \$68,660.00
Budget Line Item: 302-94100-0135 Additional Street Projects

MOTION: Councilmember Shuemaker moved to accept staff recommendation that the Governing Body approves Task Order 1 (\$68,660) with M&F Concrete, and authorizes the City Manager to sign Task Order 1, subject to approval by the City Attorney.

SECOND: Councilmember Cendejas

Concrete work is not ideal because of mobilization. Mr. O’Dell stated they would continue to reach out to city vendors to see if they can get some prices.

VOTE: Unanimously passed

8c. Berkley Group: Nutrient Credit Purchase: Safe Route to School and Manassas Intersection Projects: Purchasing Nutrient Credits from CBAY VA LLC for SAFE Routes & Manassas/ Euclid Intersection Projects:

The City examined purchasing nutrient credits to meet water quality standards in lieu of installing BMP structures in the SAFE Routes to School Euclid Avenue project and the Manassas Drive/Euclid Avenue Intersection project. It was determined that purchasing nutrient credits instead of installing BMP structures would constitute a significant project cost savings and would eliminate the need for ongoing maintenance costs. For the Euclid Ave/Manassas Dr. Intersection Project, the water quality structures were included in the contractor’s bid and came out at nearly \$55K more compared to the purchase of nutrient credits. For the Safe Routes to Schools Project, the water quality structures included in the contractor’s bid was nearly \$30K more compared to the purchase of nutrient credits. The City would purchase these Credits and be reimbursed from the Federally Funded Project Budget and from the City’s Fiscal perspective would avoid ongoing maintenance costs. As these projects near completion, the City needs to finalize the purchase of these credits. One time cost. City Attorney has reviewed both agreements.

Budgeted, Public Works, Additional Street Projects Budget Line Item: 302-94100-0181 and 302-94100-0253-Euclid SAFE Routes and Manassas Drive Intersection. These funds are coming out of VDOT project fund.

STAFF RECOMMENDATION: That the Governing Body approves: CBAY-VA LLC - Edgecliff P&S Agreement - Safe Routes to Schools - Middle School and CBAY-VA LLC - Edgecliff PS Agreement - Intersection Improvements to Manassas Drive, to purchase nutrient credits for a total cost of \$36,340.00, and authorizes the Mayor to sign the agreements.

MOTION: Councilmember Shuemaker moved to approve staff recommendation that the Governing Body approves: CBAY-VA LLC - Edgecliff P&S Agreement - Safe Routes to Schools - Middle School and CBAY-VA LLC - Edgecliff PS Agreement - Intersection Improvements to Manassas Drive, to purchase nutrient credits for a total cost of \$36,340.00, and authorizes the Mayor to sign the agreements.

SECOND: Councilmember Carrera

Mr. O'Dell will let the city know the total amount of savings due to this agreement.

VOTE: Unanimously passed

9. Manager Report: Laszlo Palko:

a. The Fairfax County Police Department Crash Reconstruction Unit expressed their sincere gratitude for the City assistance on June 28, 2017 where they had a fatal pedestrian accident on the tracks over the Bull Run River. They stated that the city departments represented themselves as professionals and showed the true meaning of teamwork during this event. He provided a list of all individuals from police and fire department that were involved which will be made part of the record. He would like to recognize the Golf Course for all of their help with food, golf carts, etc.

b. According to HomeSnacks (www.homesnacks.net), Manassas Park is one of the ten best places to retire in Virginia and is ranked #3. They used census data for places with a population of at least 5,000 that are not townships. They looked at low cost of living, low crime, things to do, nice weather, and distance to the closest international airport. This is a great way to market the city.

c. Annual Planning Session: He gave them a copy of draft agenda he would like to have Governing Body discuss for an annual planning session. The City Manager would like to hold an all-day work session or three evening sessions. Mayor Rishell would like to hold an all-day retreat so they could continue to discuss issues and there would be a sense of continuity. It was consensus of the Governing Body to hold an all-day Worksession/retreat on September 9, 2017. Councilmember Shuemaker stated he would have to work that day.

d. The City Manager gave the Governing Body a decision-making process loop. He would like to delineate on how he would like the city to think about how we do policy analysis and think through problems. You do not always follow all of them but keep close to them if possible. Mayor Rishell stated it must be data driven supported by facts. Copy will be made part of the record

10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: 7:45PM:

MOTION: Councilmember Shuemaker moved that the Governing Body go into closed meeting to (i) to discuss a prospective business where no previous announcement has been made of the business' interest in locating in the City, and (ii) to consult with the City Attorney regarding a specific legal matter requiring the provision of legal advice by the City Attorney, pursuant to Paragraph 5, 7 of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

Councilmember Carrera excused himself from the close meeting at 9:40pm.

11. Return to open Meeting & Action if necessary: 10:20pm

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

12. Certification & Action out of Closed Meeting if Necessary

MOTION: Councilmember Shuemaker moved the following Resolution:

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

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

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

SECOND: Councilmember Cendejas

VOTE ROLL CALL: Yes: Shuemaker, Cendejas, Banks, Machado, Naddoni, Rishell

Councilmember Shuemaker wanted to congratulate Kathy Estright, MPPPSL, for their team advancing to the state play offs in Pound, Virginia.

13. Adjournment: 10:21 pm:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

Approved August 15, 2017

Jeanette Rishell, Mayor

Lana A Conner, City Clerk