

OFFICIAL MINUTES OF THE WORKSESSION OF THE MANASSAS PARK GOVERNING BODY HELD ON SATURDAY SEPTEMBER 9, 2017 AT 8:30AM AT MANASSAS PARK POLICE DEPARTMENT COMMUNITY ROOM, 329 MANASSAS PARK, VIRGINIA

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

Absent: None

Staff: Lana A Conner, City Clerk  
Laszlo Palko, City Manager  
Dean Crowhurst, City Attorney

This is the Governing Body annual planning session facilitated by the City Manager. The City Manager made three presentations outlining Goals and Purpose

#### Current Challenges

##### Vision, Goals and Services:

Vision: a statement that describes how the future (long-term) will look if the organization achieves its ultimate aims

Mission: A statement of the overall purpose of an organization and how it serves the vision.

Values: What the organization believes in and how it will behave.

Goals: Medium-term (5-10 years) specific, quantifiable, realistic targets that define the accomplishment of the mission

Objectives; Short-Term (1-2 Years) specific, quantifiable, realistic targets that measure progress towards the accomplishment of a Goal.

Strategies; Plans for how to accomplish goals and objectives via allocation of resources

Tasks: Specific steps to be taken, by whom, by when, and at what cost, to implement a strategy and achieve an objective

Discussion followed on whether the City will be the premier Northern Virginia community (or city) in which to live, work, and raise a family.

The City does not have Objectives and Tasks. However, the Comprehensive Plan does list Goals (not specific enough and more like Strategies) and Strategies

City Programs: library system is located under education but some members though it should be under community buildings. Infrastructure: some member thought schools should be listed here also.

##### Financial Management Roadmap:

Until a reorganization of the City Finance structure to the "ideal structure", the city needs to hire two new positions to fill critical gaps that are preventing the city from performing at a functional level

Budget Manager: Responsible for helping the Chief Financial Officer (CFO) develop the City Manager's Budget Proposal and Budget Amendments; managing monthly budget execution meetings; developing monthly budget reports for the City Manager and Governing Body coordinating the development and management of the CIP, Asset Management Program and Debt Retirement Program; managing Grants program for City. Until the Deputy City Manager is hired, the Budget Management will also be the Performance Data Manager for monthly Performance Management Meetings led by the City Manager.

ERP Manager Changed to Project Manager: Responsible for: Project Manager for current ERP Platform including fixing existing issues, continual training of employees, implementation of purchased but unused modules, & supporting work order interim solution; reviewer of any new business software being considered by City Departments; responsible for business process mapping; database management; supporting City Manager in evaluation of other ERP Platforms and analysis of pros and cons of moving to new platform; and Project Manager for implementation of new ERP Platform. 21784

City Center Economic Issues: Under performance is apparently due to non-market conditions, parking shortage of 150-200 parking spaces and need for an anchor tenant such as a grocery store.

Economic Issues: If the City were just to get to same proportion of Meals, Business, and Sales Tax Revenue as City of Manassas, and 50% more Commercial & Light Industrial real estate tax revenue than we collect today, we would yield an extra \$4.12 a year in taxes in today's dollars.

A copy of the Governing Body list of policy areas in need of greater focus made part of the record.

A copy of the Governing Body prioritized list of polices (Finances, Development, Customer Satisfaction, Infrastructure & Utilities, and Operations & Performance) made part of the record.

Possible Process Reforms:

- Monthly reporting to Governing Body
- Monthly City Manager Budget Execution Meetings & reforming payables process
- Reorganization of Budget to provide forecast and Position
- Utilization of Budget Amendments
- Separate Bank Accounts for Schools, Parks & Rec, Enterprise Funds, and Reserves
- Quarterly Financial Meetings with Schools + Budget Amendment Process with Schools to ensure they do not exceed appropriations limit without Governing Body Approval.
- Delineation of Reserves
- Asset Management Planning and better integration of Operating Budget and CIP.
- Financial Management/Process Mapping and SOPs

Economic Development Roadmap: This item was carried forward to a future Governing Body meeting.

**10. Closed Meeting State Code of Virginia Freedom of Information Act**

**Section 2.2- 3711 of the Code of Virginia: None**

**11. Return to open Meeting & Action if necessary**

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

**13. Adjournment: 5:30pm:**

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

Approved November 14, 2017

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Jeanette Rishell, Mayor

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Lana A Conner, City Clerk