

OFFICIAL MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE  
MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, MARCH 22, 2016 AT  
7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT,  
MANASSAS PARK, VIRGINIA

**Roll Call:** Frank Jones, Mayor  
Bryan E. Polk, Vice Mayor  
Keith Miller  
Suhas Naddoni  
Preston Banks  
Jeanette Rishell  
Michael Carrera

Absent: None

Staff: Lana A Conner, City Clerk  
Dean Crowhurst, City Attorney  
Kimberly Alexander, City Manager

**1. Approval of Agenda:**

MOTION: Councilmember Miller moved to approve the agenda as presented.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

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

Mayor Jones asked everyone to remember the victims who lost their lives in Brussels, Belgium today and remember and honor the memory of Lawrence (JR) Adcock a long time employee of the City of Manassas Park Public Works Department.

**3. Citizens Time:** None

Mayor Jones thanked staff and stated he appreciated their attendance at the memorial service for JR Adcock and how much it meant to his family. JR was such a pillar in public works and that department is having a hard time dealing with the loss. He had been with the city for 36 years. His mom was so appreciative of all that the city did to recognize and take care of the family.

Drew William, Interim Public Works Director, thanked the Governing Body for the support they gave public works department over the last few days. It has been a tough time for them.

**4. Public Hearing Amend City Code: Division 10 Sec 57-66 to Chapter 8:**

Mayor Jones opened the Public Hearing at 7:04pm.

Citizens wishing to address this Public Hearing: There were no citizens wishing to address this amendment.

**Close Public Hearing at 7:06pm:**

MOTION: Councilmember Rishell moved to close Public Hearing.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

Councilmember Naddoni asked if Staff could explain this amendment to the citizens. Shaina Schaffer, City's MS4 coordinator with Berkley Group, explained the proposed amendments require the city to effectively prohibit non-stormwater discharges from entering into the storm sewer system. In order to provide the city with the necessary legal authority to regulated non-stormwater discharges within the MS4, the City Code must be amended to establish provisions for an Illicit Discharge Detection and Elimination program. The proposed ordinance will clearly define what does or what does not constitute as an illicit discharge and will provide the city with the necessary legal authority to regulate non-stormwater discharges. This item will be placed on April 5, 2016 agenda.

**5. Recognitions/Presentation:** None

**6. Consent Agenda:**

**6a. Approval of Minutes of March 8 and 15, 2016**

**6b. City Appropriations 2016: \$24,179,198**

**6c. School Appropriations 2016: \$20,769,618 (3<sup>rd</sup> and 4<sup>th</sup> Qtr Request)**

MOTION: Councilmember Carrera moved to approve Consent Agenda as presented with noted change on March 8 minutes by Councilmember Rishell on Item 8d the percentage from water & sewer will be (60%) not (40%) for removal of fill dirt.

SECOND: Councilmember Rishell

VOTE: Unanimously passed

**7. Unfinished Business:** None

**8. New Business:**

**8a. PR: Baker Street Park Playground Equipment: \$18,476.94: Upper Occoquan Sewage Authority Reimbursable:**

MOTION: Councilmember Banks moved to accept recommendation of Staff and approve installation of Baker Street Park Playground Equipment not to exceed \$18,476.94 with funding to be reimbursed from Upper Occoquan Sewage Authority.

SECOND: Councilmember Rishell

VOTE: Unanimously passed

**8b. Proposed 2017 Budget Discussion: Kim Alexander, City Manager and Gary Fields, Finance Director:**

The City Manager and Finance Director met with staff in January on this proposed budget.

This proposed 2017 budget assumes the following:

\*No increase in real estate property tax rate

\*Property assessments up 3%, average for the region

\*Debt Service: \$1.26 million additional transfer to Debt Service Fund: The \$1.26 million additional transfer to Debt Service Fund has made this budget extremely difficult. City had a \$1.2 million dollar increase in funding required to the debt service fund. Due to refinancing, our debt is not going up that much but the way we funded the debt service fund last year from some one time monies (proffer funds) and a one-time credit that gave city \$700,000 of funding last year that we do not available this year.

\*No cost of living or merit pay increases

\*Healthcare cost increase of 4.99%

\*VRS Contribution rate decreased from 11.45% to 9.36% rate set by the state.

In order to balance the budget, The City Manager stated the list she gave Governing Body does not include all of the cuts to the budget but the major ones:

\*mandatory furlough days (\$52,142) for management positions City Manager gave Governing Body a list of upper management positions that this applies to.

\*freeze vacant animal control officer (\$58,177)

\*eliminate fire battalion program (\$144,000)

\*reduce minimum shift staffing (fire) from 6 to 5

\*Enterprise Fund Rate Increase Proposed:

20% trash collection fee:

FY2016 there was about a \$269,000 transfer from the General Fund to eliminate the deficit in the trash collection fund. Staff is proposing an increase of 20% in trash collection fee which would take the rate that is currently for single family homes (\$15.65 a month which is a \$3.13 increase). If city does not increase these fees for the solid waste fund; the alternative for that because there is no fund balance and it shows as a deficit, city would have to subsidize it from general fund at about \$150,000 subsidy which is about a penny on tax rate. City will have to go out to bid for trash services but city will not likely get a cheaper rate for trash collection. This is an enterprise fund which city subsidizes.

Storm water Management: 20% storm water management fee (\$35.58 to \$42.70 annually). Storm water fee has a significant cost looming regarding stormwater. They are proposing an increase of 20% in that fee which is based on equivalent residential units all home owner pay \$35.58 annual which would increase to \$42.70 annually. This does have a fund balance and it could be taken from this fund balance and reduce the fund balance. The balance is now \$250,000. It would be \$108,000 General Fund subsidy or fund balance reduction. There will be no funds in this in about two years if no action is taken to increase fees. City will have no funds to do the MS4 program.

All department budgets have decreased except for social services. Social Services are funded at about 70% on average from the state.

If you don't consider the debt service, regional services, or state portion of Department of Social Services funding, the city budget has reduced by .07%

Governing Body: budget FY16 was \$318,081 and reduced to \$146,615. The FY16 budget had the \$120,000 COLA because staff was not sure how that would be distributed at that time. They put a lump sum in the Governing Body budget. They put the proposed savings from furlough days into this budget.

Community Development (\$649,457): there are two new departments; same personnel: Community development (combination of planning & zoning, and building inspection department)

Economic development department (\$103,391): currently being absorbed in the parks & recreation department.

Total General Fund shows a 4.4% increase which is mandated increases for debt service, County shared services, and state portion of DSS cost, we have an overall decrease in budget of about \$215,000 just shy of 1%.

Fund Balance: projected at end of fiscal year is \$6,062,406 (15.5%) fund balance and projected at end of fiscal year \$5,885,023 (14.4%). The FY2017 decrease is due to a surplus projected in FY2016 (\$173,000) which will be rolled into FY2017 budget. It drops the fund balance % down to 14.4%. The fund balance is based on total cost. The cost has increased by \$1,713,378. The fund balance will need an additional \$255,000 added. It is getting difficult to maintain the 15% fund balance as our cost goes up. The 15% fund balance is a Governing Body mandated percentage. The Finance Director stated that 15% is a rule of thumb that people look at and is what rating agencies like to see. City debt is what is causing our need to try to get to that 15% fund balance. It could be from 5% - 20%. When you have substantially more than 15%, you have an argument that you are overtaxing the citizens, why do you need all of those funds sitting there, and why don't you use some of those funds. The city just got there last year because they transferred \$3 million in proffer dollars to fund balance. The June 30, 2015 unaudited amount was \$5,885,023. That is the same as they are proposing for June 30, 2017. The June 30, 2016 balance was higher because of the \$177,000 surplus they are going to roll over.

Councilmember Banks stated that 2018 is going to be a steep debt payment year. The Finance Director stated he would leave the 15% but figure out some way to adjust for some of those large costs like debt service. Maybe not 15% of the full amount of debt services but a base amount of debt service. We did that in water & sewer fund when we established a desired fund balance. We provided for a certain level of debt service and not all the fluctuation.

Councilmember Naddoni stated the 15% for fund balance is equal to about two months of operating expenditures. He stated 7.5/8% is what it takes for one month so he thinks 15.5% is about two months of operating expenses. He recommends that the city keep three to four months of monthly expenses as an emergency fund. He thinks this is much more conservative. Councilmember Banks stated he agrees. He stated it was set at the time when city was having cash flow problems during the year; it got the city right fiscally. Councilmember Rishell asked if city decided to increase it where would the funds come from. Councilmember Naddoni stated it would have to come from proffers or some other type of fund.

Capital Projects Fund (CPF): The proffer funds and NVTAs funds are being used primarily to fund projects within the CPF. Based on this budget, the proffer fund balance as proposed would be down to \$211,761 at the end of FY2017. That is after staff cuts many projects out of the capital budget.

NVTA: providing funding for two projects in CPF; Denver Drive project and Conner Drive extension. There are funds there to pay a portion of the Berkley Group's cost that is paid out of the general fund.

The City Manager stated everything transportation related that the Berkley Group has done is coming from NVTA or Potomac and Rappahannock Transportation Commission (PRTC) funds. They have included a large portion of the overall director salary.

Debt Service: paying required debt maturities as they come due

Water & Sewer fund is in good shape and have a good fund balance. They have small surplus budgeted. They have funds available to do capital projects needed.

PRTC trust fund: funds VRE/Omni link and a significant portion of our street projects. They are using most of the fund balance up that is available in trust fund by end of FY2017. Gas tax money is down significantly from \$900,000 to upper \$500,000. City will have to take a close look at that for 2018.

The City Manager stated the following have been eliminated:

- \*eliminate agenda software (\$10,000)
- \*performance based salary increases (\$250,000)
- \*eliminate of Professional Services for Comp Plan Update and other assistance (\$30,000)
- \*eliminate of additional code enforcement personnel (\$58,000)
- \*eliminate various trainings throughout departments
- \*eliminate mowing contract (\$170,000)
- \*eliminate unfrozen DSS services position (\$22,000)
- \*eliminate many capital projects

Capital Budget:

Capital Projects: Complete list outlined on Page 84 of proposed FY2017 budget. Many items were left in the budget but funding was removed.

All of the large Department of Public Works projects are left in the budget because of committed revenue sharing funding

Fleet replacement: lease purchase for public works: left in budget (50% funded with water & sewer funds)

Moseby Court Culvert Replacement: state funds and NVTA funds, essential: Moseby residents have only one way to get in.

Street sweeper pushed off for one year

GIS software 50% enterprise fund

Police cruisers: \$195,000 committed lease payment

E-911 facility cost (annual)

E-911 Next Generation Upgrade: Chief Evans requested \$250,000 but she reduced to \$200,000 to try to help out here. Price will be between \$400,000/\$500,000. They were going to look for grants.

FD: Fire engine in CIP is essential. Have \$350,000 from sale of Quint look at lease purchase agreement (\$300,000)

Firehouse software upgrades \$24,500. Equipment is at end of life

IT: fiber network: for installation over three years \$180,000 FY2017 and \$180,000 in FY2018. There is \$100,000 in 2019. City is looking at installing their own dark fiber because it would cost about \$80,000 per year to lease it. This is a hard fiber line. This will be owned by city and schools. This would be a low maintenance network. It is putting in conduit under the ground.

PR: Wellness Center expansion (ADA) must remain in budget as lease payment \$33,903

PR: Pool heaters \$24,000 necessary

PR: MPCC floor care \$9,000 necessary

PR: MPCC Pool White coat replacement \$55,000

PR: Manassas Park Skate park \$150,000

Councilmember Rishell: Schools: there is nothing allocated to the school system. It is same dollar value as it was last year.

Councilmember Rishell is concerned about the elimination of the battalion chief program. This reduces staffing level from 6 to 5. When we had 6 it was 4 fire fighters and 2 medics. The City Manager stated it was 3 on fire engine, 2 on medic unit and 1 battalion chief. The battalion chief does not ride on the engine. Councilmember Rishell stated with the 2 in 2 out rule, the battalion chief would function as one of the 2 outs. City Manager stated that function can be accommodated by someone from the medic unit if we chose to do that. Also they can be pulled for that and also from any other locality that assists there. The City Manager stated it is not that we have to have two of ours in and two of ours out if there are the others.

Councilmember Rishell asked if the battalion chief function as one of the two outs in the past. City Manager stated yes on scenes where it was necessary.

Councilmember Rishell asked if this places the city below the recommended staffing level of both OSHA and NFPA. Chief Dixon stated if you are talking specifically about fire trucks; yes. The City Manager stated we are already below that on the fire truck. On the fire truck they send 4 people on scene. City Manager stated not at every call. The battalion chief does not go to every call but does go to all fire calls. Councilmember Rishell stated in other words we have given something and now we are taking it away. Her concern is it is not just the safety of the people in the incident building it is the safety of the personnel. It would be like putting insufficient police on the street. They will in addition to not being able to protect the public, not be able to protect themselves.

The City Manager stated there is another alternative to cutting this program all together which is to still have that additional person but put them back on the engine so there would be four on the engine instead of three. This would save on overtime cost but not \$144,000. They have to have someone to replace them when they are on Kelly days, annual or sick leave, etc. Battalion chief does not take that persons place. Fire Department has to call someone in and pay overtime.

Councilmember Rishell stated that since this is an initial presentation, she would like to see some figures on this program.

Councilmember Rishell asked Chief Dixon if there was ever a situation where our people go to another jurisdiction and in the past would have been supervised by a volunteer fireman as opposed to a professional firefighter. Chief Dixon stated that is still going on today. City Manager asked if the volunteer battalion chiefs are required to have the same certification and training as the paid battalion chiefs. Chief Dixon stated they are supposed to have the same training as full time professional staff but that is not always the case and has become an ongoing issue. Over the next few months, it is going to cause some issues because of the number of volunteer battalion chief being allowed to function. City Manager stated she was told that they can serve as Battalion Chief if they ride in the truck and can command if they have a board in the truck they can run commands from. Chief Dixon stated they are not a Battalion Chief if they ride on the truck. Chief Dixon stated they can until the Battalion Chief arrives and assumes command. They cannot stay in command once Battalion Chief arrives. The Battalion Chief is the Incident Commander. Councilmember Rishell stated it was her understanding that the volunteer fire fighters are not kept to the same standards. Chief Dixon stated that is correct. They try but that is not always the case.

Councilmember Banks: Proposed budget has been reduced by .08% if you are just looking at the departmental operating cost and you take out the debt service, the regional services, and state portion they pay into DSS.

Battalion Chief: he shares Councilmember Rishell concern about the battalion chief program. He thought it was a moral issue in the way they promote from within. The City Manager stated as far as moral, she thought it had the opposite effect.

School Funding: he is very concerned about that. He will review the budget and ask more questions. He wants to compare this budget with last year's budget.

Compressor: FD: this has been a priority for them. The breathing air compressors have been purchased by a lease agreement.

Councilmember Banks asked how much property tax revenue do we receive from our apartment complex.

Councilmember Miller: He has a lot of questions. Before, in years past they have always had one on one with directors to speak with them and ask them questions. The City Manager stated feel free to meet with any department director but give her answers to any questions that you asked the director so she can send to all members of Governing Body.

Councilmember Naddoni: With the same tax rate what would be the effective tax rate because the assessment increased by 2%. The City Assessor has not given the city that figure at this time. He would like statistics on the service calls police/fire/EMS makes in the County. It seems to be taking up from 40/50% of our resources and city residents have to pay for it. Both Councilmember Rishell and Councilmember Banks expressed concern about the battalion chief program and our fire department professional employees being supervised by volunteers in the county who may not have the same qualifications needed. He would like to recoup some of those costs. We have two new county developments going up next to the city but located in the county. The demands will increase for services. Discuss this with County Board of Supervisors.

Councilmember Carrera: In 2015, revenue comes in at \$303,299 for the cigarette tax. The actual for this year comes in at \$350,000 which is an increase of \$47,000 over last year. The Commissioner of the Revenue had stated it had decreased. The Finance Director stated the 2016 budget was projected at \$352,000 The City Manager will do more research on this item.

Debt: What is the total outstanding debt service for the City: Page 94: \$120,656,865. Base on this report, the city has about a \$30,000,000 borrowing capacity. The debt service increases by \$1.7 million next year.

Vice Mayor Polk: no questions at this time

Mayor Jones: no questions at this time. He would like to review the budget further.

Finance: general fund: city does not have updated information from the county on shared services.

Councilmember Rishell asked if each department received an increase. City Manager stated most of them decreased except for social services department.

Mayor Jones stated he would like the April 5<sup>th</sup> meeting to be only for budget Worksession. If there is business items that need to be address, then list them but move everything else over to the next meeting. If any members have questions, send them to City Manager so there will be no duplication of questions get them answered so she can compile a list and send to Governing Body as well as making available for public record unless otherwise determined by City Attorney.

#### **9. Manager Report:**

Water Billing: Due to some additional billing issues with Keystone program, there is a possibility that she will end up extending the water bill deadline.

Councilmember Banks stated he was asked by a citizen if the fill dirt Governing Body talked about could be used to even the slopes at Costello Park ball fields.

#### **10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: 8:06pm: 1, 5, and 7:**

MOTION: Councilmember Rishell moved that the Governing Body go into closed meeting to (1) discuss the assignment, appointment, promotion, performance, and disciplining of specific City officers and employees, (ii) discuss a prospective business where no previous announcement has been made of the business's interest in locating in the City and (iii) discuss the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the city, and (iv) consult with the City Attorney regarding a legal matter requiring the provision of legal advice by the City Attorney, pursuant to Paragraphs 1, 3, 5, and 7 of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

#### **11. Return to Open Session: 9:57pm:**

MOTION: Councilmember Naddoni

SECOND: Councilmember Carrera

VOTE: Unanimously passed

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

MOTION: Councilmember Naddoni 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 was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Carrera

VOTE ROLL CALL: Yes: Naddoni, Carrera, Banks, Miller, Polk, Rishell, and Jones

**13. Adjourn:** The Mayor adjourned the meeting at 9:58 pm.

Approved April 5, 2016

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Frank Jones, Mayor

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Lana A Conner, City Clerk

