

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, FEBRUARY 19, 2019 AT 7:00PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call

Present

Jeanette Rishell, Mayor
Preston Banks, Vice Mayor
Donald Shuemaker
Hector Cendejas
Miriam Machado
Alanna Mensing
Haseeb Javed

Absent

None

Staff

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

1. Approval of Agenda:

MOTION: Councilmember Shuemaker moved to approve agenda as amended:
Add 8a Extension of Development Agreements: 8-Acre Development Site Plan SP#13-14 added and Item 10 Closed Meeting: Add one item Paragraph 8 Consultation with City Attorney

SECOND: Councilmember Mensing

VOTE: Yes: Shuemaker, Mensing, Banks, Cendejas Javed, Machado, Rishell

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

3. Public Comment Time: None

4. Presentations/Recognitions:

4a. Resolution 19-1000-2041 Recognition of Social Services Department Benefit Programs Specialist Unit/February Benefit Programs Specialist Appreciation Month:

MOTION: Councilmember Shuemaker moved to approve Resolution as read into the record.

SECOND: Councilmember Machado

VOTE: Yes: Shuemaker, Machado, Banks, Cendejas, Javed, Mensing, Rishell

5. Information Items: None

6. Consent Agenda

6a. Approval of Minutes of January 29 and February 5, 2019

6b. Resolution 19-1000-2042: 50th Anniversary of Planning District Commission

6c. Northern VA Workforce Development: Rodney Caulkins City Representative

MOTION: Councilmember Shuemaker moved to approve Consent Agenda with noted corrections to minutes from Mayor Rishell and Councilmember Shuemaker

SECOND: Councilmember Machado

Page 8 (PDF page 9) – Minutes of January 29th: Under the category of removing redundant structural elements, please add: "Mayor Rishell asked and received specific confirmation from VRE staff that the six columns recommended for removal have NO load bearing capacity, and are not expected to function as such."

Councilmember Shuemaker: My comment in the VRE presentation was that the right turning cars would be stuck behind the cars turning left--(the opposite of what it says)

The January 29 meeting you have Michael Carrera moving for adjournment-he is no longer on the Governing Body. I moved for adjournment. On the 2/5 minutes--YouTube not Utube. Under Manager Update--3rd paragraph-he thinks ARE not serious. In the last Whereas of the VA proclamation on Planning districts--it should read "Governing Body hereby COMMENDS....". Page 26 of the packet--On the Parks and Recreation form it should say, "and determine THE next steps..."

Staff will send letter of appreciation to Mr. Caulkins for volunteering to serve on Workforce Development Board.

VOTE: Yes: Shuemaker, Machado, Banks, Cendejas, Javed, Mensing, Rishell

7. Unfinished Business:

7a. Appointment to Manassas Park School Board: June 30, 2019

City received four applicants: Michael Carrera 9354 South Whitt Drive, Manassas Park, VA (removed his name from consideration), Ron Gill 9337 Hedgeford Street, Manassas Park, VA, Patricia Rhodes, 9326 Eagle Court, Manassas Park, VA, Stephanie Smith, 9410 Silver Meteor Court, Manassas Park VA 20111

MOTION: Councilmember Shuemaker moved to appoint Patricia Rhodes to the Manassas Park School Board for a term to expire June 30, 2019.

SECOND: Councilmember Mensing

VOTE: Yes: Shuemaker, Mensing, Banks, Cendejas, Javed, Machado, Rishell

7b. PR: Manassas Park Community Center: Public/Private Revenue Share Policy: Tony Thomas and Mike Arrington, Parks & Recreation Department:

In July of 2017, Patrick Jones, President of DMV Thunder, a local basketball and youth enrichment organization, approached senior staff at Department of Parks & Recreation (DPR) with the idea of hosting basketball tournaments and life skills classes within the Manassas Park Community Center. Mr. Jones was advised that he could rent space within the Community Center to host various programs and tournaments, pending approval and payment of the facility's established usage fee. Mr. Jones stated that he was not interested in renting space, as his goal was to develop a partnership and split revenues with the City, while utilizing space free of charge. Shortly thereafter, Mr. Jones submitted a proposal to DPR outlining numerous basketball focused initiatives, along with educational programs such as a teen radio station, S.T.E.A.M programs, and t-shirt printing and Photoshop classes. The scope of the proposal required a significant amount of rooms/access within the already limited/committed space at MPCC. In October 2017, Mr. Jones, and his business partner, attended a City Council meeting and presented an updated proposal of his desired partnership between DMV Thunder and the City. At that time, the Governing Body expressed that the City does not have policies in place to implement or accept a request for a public/private revenue share between the City and a private organization. DPR staff was directed to create a policy and process for accepting such proposals. DPR staff conducted nationwide research regarding revenue sharing agreements between Parks and Recreation agencies and privately run organizations. Every jurisdiction that responded to our request advised avoiding sharing revenues with private organizations, and suggested applicants rent space outright instead. DPR staff then created a policy and accompanying application process that applicants must complete in order to be considered for a revenue share agreement with the department moving forward.

This policy included among other things: no upfront free rent, alignment with Parks & Recreation values and mission will not detract from ability of the Community Center to provide programs and access to its members, financial viability requirement, qualification standards, and community benefit requirement. The Parks and Recreation Advisory Commission reviewed the policy packet and on May 10, 2018, they recommended Governing Body approval of the attached policy and application.

Councilmember Shuemaker asked if the agreement would be beneficial to the city and is it protecting the city. Mr. Thomas stated yes he believes it protects City. The City is putting some performance requirements in place. Every applicant must pay rent and that rental must guarantee the city a certain amount of revenue. Renting the community center guarantees the city a certain amount of income, which does not have to be shared with a partnership.

MOTION: Councilmember Shuemaker moved that the Governing Body accept the recommendation of Staff and PRAC and approves the Parks & Recreation Department's Public/Private Revenue Share Policy.

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker, Cendejas, Banks, Javed, Machado, Mensing, Rishell

8. New Business:

8a. Extension of Development Agreements: 8-Acre Development Site (Park Tower) Plan SP#13-14: Phase II: Michele Barry, Zoning Administration:

EPI3 LLC is requesting a six-month extension to the performance, siltation and erosion control, and landscaping agreements associated with the 8-Acre Development, Site Plan, SP #13-14. The existing agreements expires on February 20, 2019, and an extension to October 22, 2019 is being requested, which is the renewal date for the letters of credit associated with the agreements. The 8-Acre Development consists of a seven-story mixed-use building and a two-story commercial building. It will house a daycare as well as Department of Social Services. The seven-story building, containing commercial uses on the first level and apartments on the upper floors has been completed. At this time, the commercial building is under construction and certain site work is incomplete. Staff cannot conduct final inspections of the public improvements until the required site improvements are finished. The developer has assured staff that all outstanding items will be completed well before the requested deadline. The 8-Acre Development is located near the terminus of Market Street and immediately west of the Residents at City Center. On September 4, 2018, staff approved a reduction to the performance guaranty to the amount of \$73,992.40 (remaining bond amount). The guaranty for the siltation and erosion (\$33,732.05) control agreement and the landscaping agreement (\$32,680.00) remain at the original amounts, respectively.

Calvin O'Dell stated they are at approximately 90% completion for underground infrastructure pavement, concrete. There are only two runs of storm water that have not been televised and that is due to access to site being very muddy. They have not poured the sidewalk around the building because they are still bringing lifts, etc., in and out. The sanitary and waterlines has been inspected. Daycare and Department of Social Services building scheduled to be open April 1, 2019.

Staff recommends granting an extension to the performance, siltation and erosion control and landscaping agreements associated with the 8-Acre Development, Site Plan, SP #13-14, with an expiration date of October 22, 2019 to coincide with the renewal date for the letters of credit.

MOTION: Councilmember Shuemaker moved to accept staff recommendation granting an extension to the performance, siltation and erosion control and landscaping agreements associated with the 8-Acre Development, Site Plan, SP #13-14, with an expiration date of October 22, 2019 to coincide with the renewal date for the letters of credit.

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker, Cendejas, Banks, Javed, Machado, Mensing, Rishell

9. Manager Update:

Delay City Hall opening tomorrow morning because of the snow. Schools will be closed. Public Works is short staffed with both personnel and vehicles.

9a. Governing Body Budget Priorities:

The City Manager stated if assessments hold to the model the city may be able to hit the 2% with pay raises. Health insurance had 0% increases. Continue to prioritize financial management. City must aggressively pursue the 15% reserve. Collection efforts will be a high priority.

Priorities
Competitive Compensation for City Employees-
Pay Raises for Employees to start bridging gap with neighboring jurisdictions;
1-2% pay raises for employees
Longevity Bonus
Quarterly Bonuses
Financial Management and Economic Development-
Continue focus on financial management (practices & capabilities) and economic
Long-term commitment to financial sustainability (don't break the model)
Prioritizing efforts for reconciliation of bank to book
Prioritize building up reserves to target levels
Prioritize collection efforts for delinquent taxes including hiring staff support
New Revenue generation ideas
Ensuring conservative revenue growth assumptions
Continual improvement of City ERP
Data sharing platforms
Other Priorities-
No cuts to core services (Schools, Police, and Fire) and possible increase if financially possible
possible
Continue ongoing programs, projects, initiatives.
No Tax Rate increases
Effective Recycling Program to help the Environment
Part-time grant research and writing support commission based.)
Budget for use of College interns to support staffing levels

The City Manager asked if anyone had any other priorities that those listed to send them to him. The recycling program will be discussed at the Governing Body Worksession next month. Hiring staff support to get city up to acceptable staffing level.

Mayor Rishell stated we are still not to the point where we have a lot of extra to deal with any funds left over city needs to save.

Mayor Rishell commended the City Manager for the work he has done getting city's financial house in order.

Councilmember Shuemaker stated that the City was rated by Home Snacks as the 8th safest city in Virginia for our excellent crime rate. It is a reaffirmation that we continuously strive to be a safe community. The City Manager stated we are Number # 2 when it comes to just cities. Councilmember Machado thanked Chief John Evans and Laszlo Palko for their leadership.

10. Closed Session: State Code: VA Freedom of Information Act: Sec 2.2-3711a: 7:35 PM:

MOTION: Councilmember Shuemaker moved to accept recommendation of City Attorney that the Governing Body go into closed meeting to consult with the City Attorney regarding a specific legal matters requiring the legal advice of the City Attorney, pursuant to Paragraph 8 of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker Cendejas, Banks, Javed, Machado, Mensing, Rishell

11. Return to Open Session: 8:40PM:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker, Cendejas, Banks, Javed, Machado, Mensing, Rishell

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 was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker, Cendejas, Banks, Javed, Machado, Mensing, Rishell

13. Adjournment 8:41 PM:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker, Cendejas, Banks, Javed, Machado, Mensing, Rishell

Approved March 5, 2019

Jeanette Rishell, Mayor

Lana Conner, City Clerk

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