

OFFICIAL MINUTES OF THE SPECIAL MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, APRIL 30, 2019 AT 7:30PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call

Present

Jeanette Rishell, Mayor  
Preston Banks, Vice Mayor\*  
Miriam Machado  
Donald Shuemaker  
Alanna Mensing  
Haseeb Javed

Absent

Hector Cendejas\*

Staff

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

\*Vice Mayor Banks arrived at 7:30pm

\*Hector Cendejas requested participation in the meeting by remote participation. Mayor Rishell asked for and received unanimous vote to allow Hector Cendejas to participate in the meeting by remote participation.

In accordance with the Participation Policy, Councilmember Cendejas has provided the following information regarding reasons for not attending and specific location:

Councilmember Cendejas' specific location is DoubleTree Suites by Hilton Hotel Boston/Cambridge 400 Soldiers Field Rd Allston, MA 02134. The reason Councilmember Cendejas is unable to attend the work session (April 30) and regular Governing Body meeting (May 7) is for personal matters (non-emergency/non-medical). Councilmember Cendejas is currently in Boston/Cambridge for two courses for educational/professional development at Harvard Kennedy School - Executive Education.

**2. First Amendment to Purchase and Sales Agreement: Eight Acres:**

This item will be moved and addressed as Item 7a after closed meeting.

**3. Approval of Milling and Paving Task Order 3 Branscome Paving: Calvin O'Dell, Community Development:**

Milling and paving of existing streets is necessary to maintain roadways in good condition, and is part of the City's capital investment in infrastructure. Staff performed a windshield survey of pavement in the spring of 2019 and identified multiple sections of pavement in the City that require milling and paving over the next several years



On the field map, green means the pavement is in good condition; blue means adequate condition, and orange means poor condition. The streets that appear yellow in the old portion of the City are meant to be orange. The areas in the new part of the City that are yellow are privately maintained roads. The blue "X"s are potholes.

Prioritization of milling and paving was based on that survey, and further informed by other required work (e.g. water main upgrades, valve repairs, etc.). Task Order No. 3 encompasses the highest priority paving projects that require only minimal other work. As other infrastructure upgrades / repairs are made, separate Task Orders will be recommended. Without milling and paving, streets will continue to deteriorate and make keeping the City's streets in good condition increasingly difficult. The total for the proposed work to be performed under Task Order No. 3 is \$212,564.00; however, since final payment is based on final measured quantities, a 10 percentage contingency (\$21,256.40) is recommended to ensure that sufficient payment is authorized based on final measured quantities. The final cost of the work shall not exceed \$233,820.40. Financial Impact: Budgeted: Yes Amount Budgeted: \$250,000.00 Amount Spent: \$0 Amount Requested: \$233,820.40 Budget Line Item: 302-94100-0143 Street Improvement and Resealing

Staff recommends that the Governing Body approve Task Order No. 3 to Branscome, Inc. in the amount of \$212,564.00, along with a contingency of \$21,256.40, for a total amount not to exceed \$233,820.40, and to direct the City Manager to sign Task Order No. 3, subject to the approval of the City Attorney.

The actual contract is not in lane miles but is in liquid asphalt quantities for topcoat. There is also a fee for base in case they have to do more than just milling the street. It is done in weighted quantities. He will send through City Manager total lane miles this year since city GIS system is up and running. Liquid asphalt prices change and is a variable in the contract and is based on VDOT pricing published in the state at that time.

Councilmember Shuemaker wanted the citizens to understand that renovations to streets is a very expensive proposition. City can only renovate the streets with money available to us. Funds are coming from NVTA 30% funds. There are no general funds used. This project should be completed by June 30 this fiscal year and depending on weather. It should start by late May or early June. Closing of streets will be coordinated with contractor.

MOTION: Councilmember Shuemaker moved to accept Staff recommendation and approve Task Order No. 3 to Branscome Paving, Inc. in the amount of \$212,564.00, along with a contingency of \$21,256.40, for a total amount not to exceed \$233,820.40, and to direct the City Manager to sign Task Order No. 3, subject to final approval of the City Attorney.

SECOND: Councilmember Machado

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

#### **4. FY2020 Budget Worksession:**

##### **Patricia Brendel, Registrar:**

Voter registration count is over 8,000. She cannot determine the number of households it represents but with the new city GIS she may be able to do that. Citizens can now vote absentee in the June 11, 2019 primary. Sample ballot is on the city website. Postage rate increased in general and because they will have three elections, June 2019, November 2019, and March 2020 which is presidential primary.

He gave Governing Body handout giving answers to questions the Governing Body asked at the April 16 and 23, 2019 meeting. Item 2 Milling and paving needs, the length is in feet. At present, the city does not get recycling credit for leaf pickup but we could if we outsourced it. Send additional questions to City Manager with copy to Governing Body.

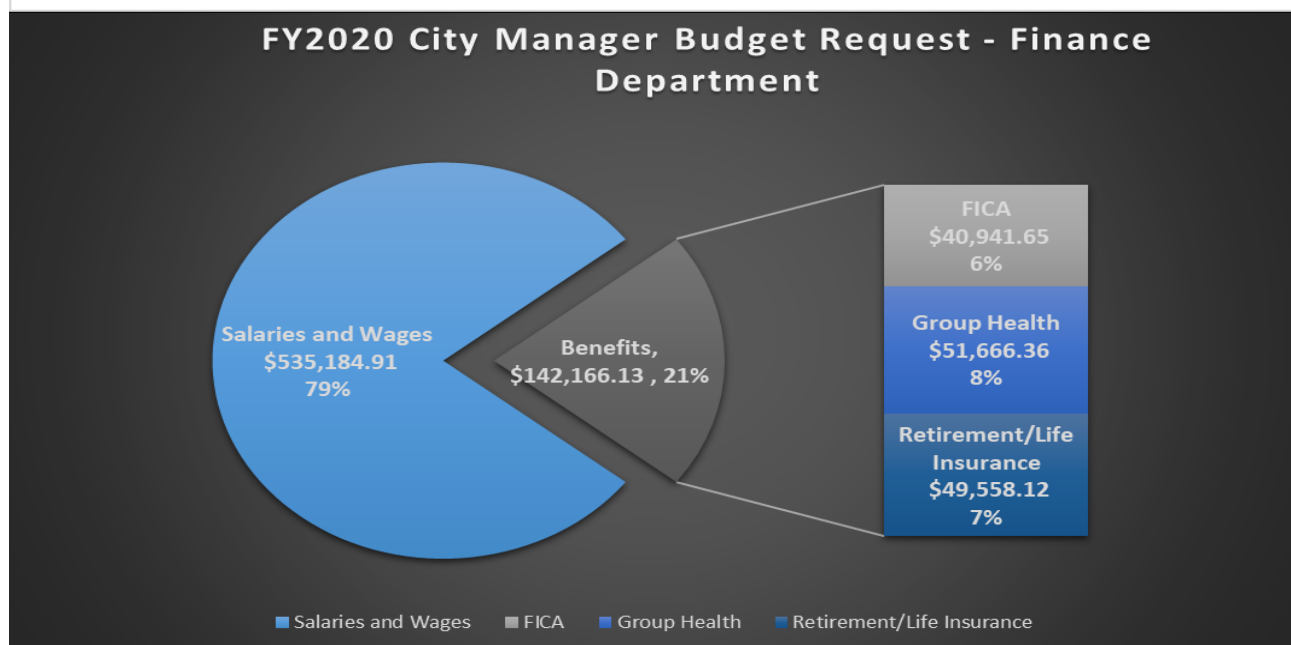
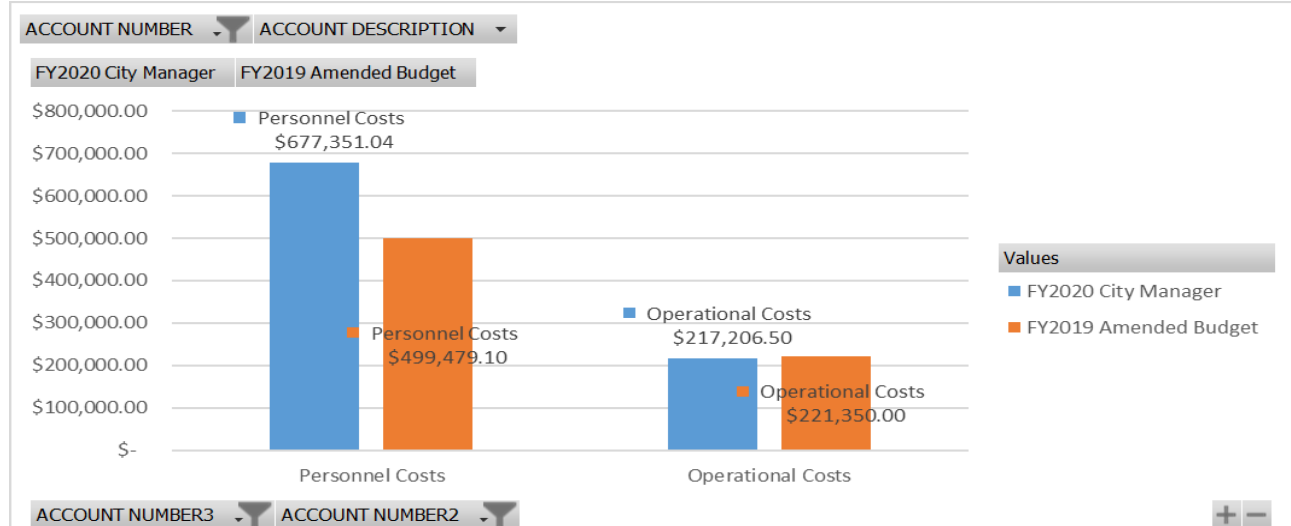
**Administrative Budget:**

**HR: Valarie Dingler, Director**

There is one full time person in this office. Retirement: VRS adopted new contribution rates for FY19-FY20. The City's contribution rate went down from 9.36% to 8.74% for FY18. Subject to change in FY21. Group Health: No increase for The Local Choice (TLC). Kaiser renewal increased by 9%. Tuition Assistance Budgeted \$10k (\$2,500 increase from last year) to help employees meet their educational goals. Her office has focused on advertisement and recruitment for key positions and she has attended several job fairs. Funds disbursed on a rolling basis as applications are submitted. Total revenue \$0. Operating expenditures: \$167,039. Overall \$167,039. Overall, expenditures increased 2.2% and/or \$3,661 compared to FY2019 amended budget due to advertising & tuition assistance.

**Finance: Pon Yusuf, Director:**

Transferred two AR positions to the Treasurer's Office to centralize all billings and collections. Upgraded an accounting position to a more senior level to support increasing accounting needs. Repurposed a customer service position to support the overall financial services with increasing day-to-day operations and accounting/account reconciliations backlog. Personnel went up by \$200,000. There was savings by centralizing. Her office hopes to have the audit completed by October 30, 2019.



**IT: Don Spady, Director**

We have brought IT services back in-house. With three in-house IT personnel, we will not need any outside Professional services. We are installing our own RMM and other tools. The cost of Maintenance Service contracts was \$220,000 and dropping to \$212,800. Lowered the Cost of Wireless from \$80,000 to \$65,000 by moving to FirstNet. How many users do the IT department support?

\*Vice Mayor Banks arrived at 7:30pm.

**Parks & Recreation: Jay Swisher, Director: Presentation made part of the record:**

He went over the Mission statement and the eight core values. Goals and Objectives: Recreation/Leisure, Parks, Natural, and Cultural Resources, safe and Accessible Facilities and Community Services. The department has 16 full time employees filling 20 full time positions. The average years of service for FT staff is ten years. They have not had a resignation from full time employees since 2015.

Personnel Challenges Moving Forward: Recent FT stability does not guarantee future retention. Increasing Workloads Impacts Morale some employees working many hours over their normal workload, which cannot be sustained long term because of possible burnout. Commitment and dedication remain strong, competing priorities difficult to navigate. Work/life balance. Reduced staffing levels (16 FT staff vs 20 in FY10). Staff members assuming two full time classified positions and taking on more hours. Compensation/Staffing-how, do we compare to our colleagues in the local region?

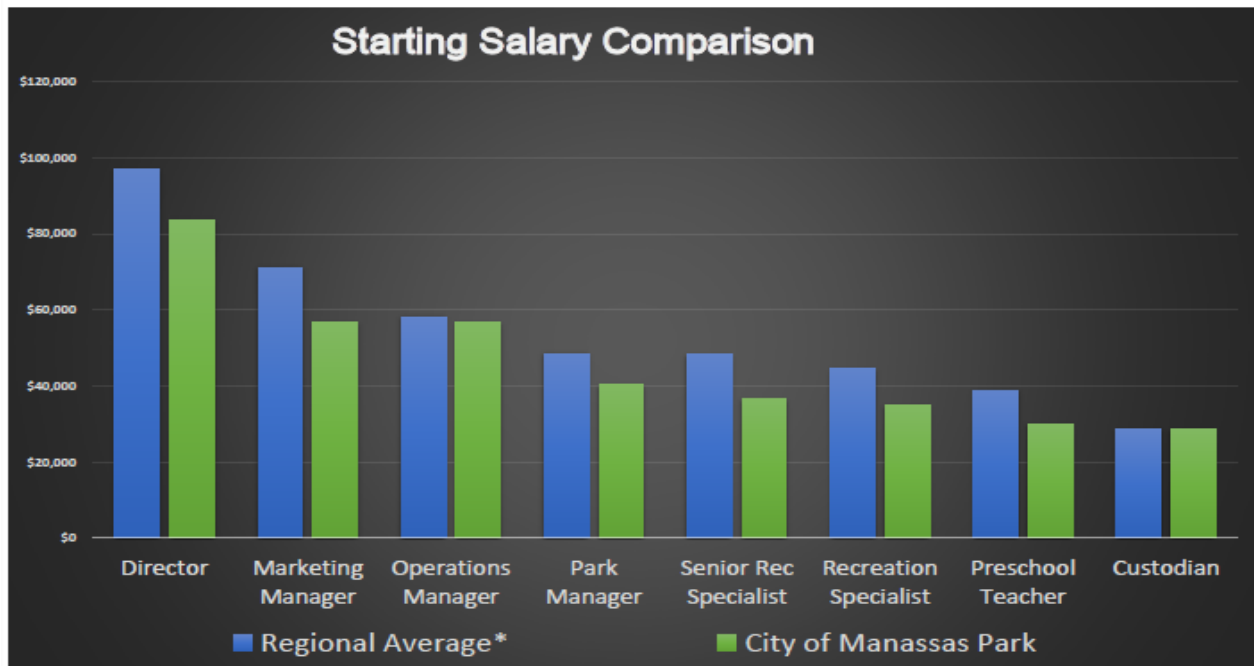
II. Reliance on PT staffing High turnover in certain divisions (Aquatics and Custodial). Reduced hours (e.g. Affordable Care Act regulations 29 hours). Difficulty competing with neighboring jurisdictions.

Regional Pay Plan Comparison:

Position	City of Manassas Park	Regional Average*	Discrepancy
	Min/Max	Min/Max	
Director	\$83,637-\$133,819	\$96,926-\$164,352	-\$13,289-\$30,533
Operations Manager	\$56,609-\$90,574	\$58,168-\$94,725	-\$1,559-\$4,151
Marketing Manager	\$56,609-\$90,574	\$71,125-\$117,975**	-\$14,516-\$27,401
Park Manager	\$40,231-\$64,370	\$48,533-\$78,568	-\$8,302-\$14,198
Senior Rec Specialist	\$36,490-\$58,384	\$48,258-\$80,711	-\$11,768-\$22,327
Recreation Specialist	\$34,753-\$55,604	\$44,398-\$72,552	-\$9,645-\$16,948
Preschool Teacher	\$30,020-\$48,033	\$38,922-\$65,566	-\$8,902-\$17,533
Custodian	\$28,591-\$45,746	\$28,621-\$47,622	-\$30-\$1,876

\*Extracted data from a variety of neighboring public sector agencies and formed a collective average for each position. Jurisdictions include: PWC, Town of Vienna, Fairfax County, Falls Church, City of Manassas, Stafford County, and Town of Herndon. Comparable position data was not available for all jurisdictions. •comparison was made to the Manassas City Communication Manager and PWC Communications Services Chief as these positions seemed to most closely align with the responsibilities assumed by the Department/City Marketing Manager

Herndon recreation center was used as a comparison because of the proximity and size. Overall discrepancy was huge.



*\*Extracted data from a variety of neighboring public sector agencies and formed a collective average for each position. Jurisdictions include: PWC, Town of Vienna, Fairfax County, Falls Church, Stafford County, City of Manassas, and Town of Herndon. Comparable positions were not available for all jurisdictions.*

This shows the city is much lower than our competitors in the area are.

Urgent positions needed:

\*Aquatics Specialist: manage aquatics programming; provide personnel support (scheduling, training, etc.) \*Assistant Preschool Teacher: Assist Lead Preschool Teacher with daily planning, preparation, and curriculum implementation; supports greater student/teacher ratios and allows for roster expansion \*Custodian: FT Provide direct support to the department’s sole FT Custodian; special emphasis placed on rental set up/tear down. As building ages, it requires more maintenance.

Necessary Positions:

Writer/content specialist, graphic designer/web developer, therapeutic recreation specialist, and community engagement specialist.

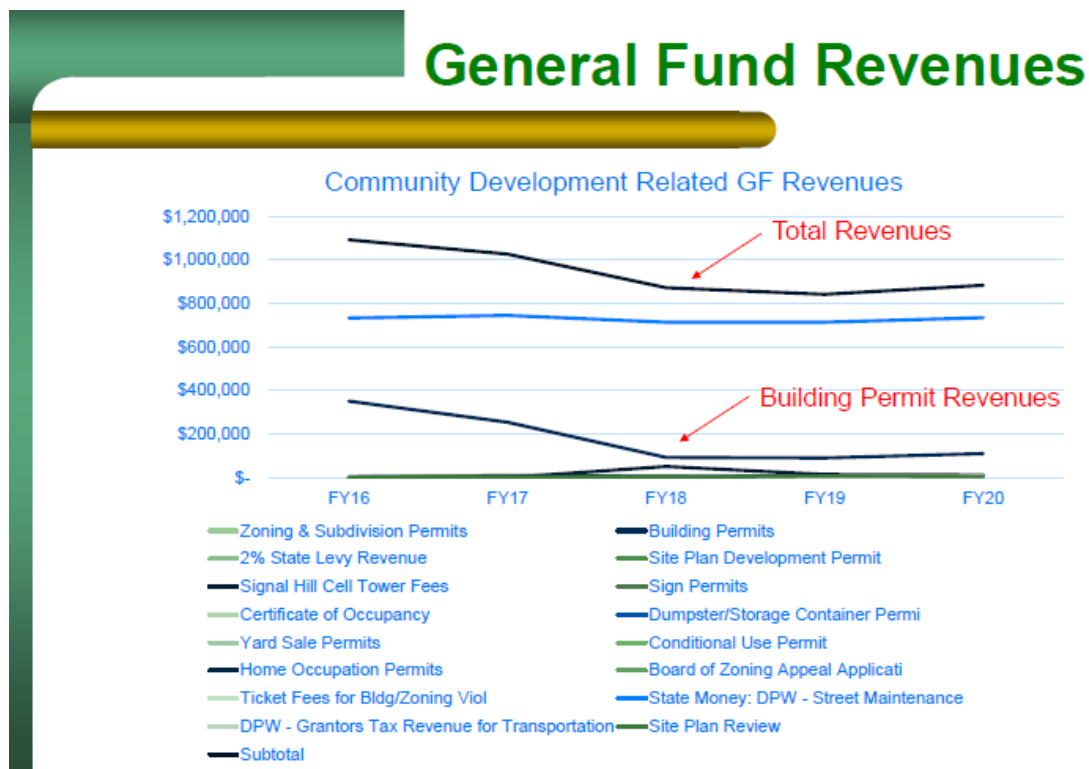
The Director compared our facility employees to Chinn Center (20,000 feet larger) and Herndon Community Center (25,000 feet larger). Staff is way behind in salaries with similar facilities.

**Starting Hourly Rate – PT Staff: Custodian, lifeguards, head guard and preschool leader.**

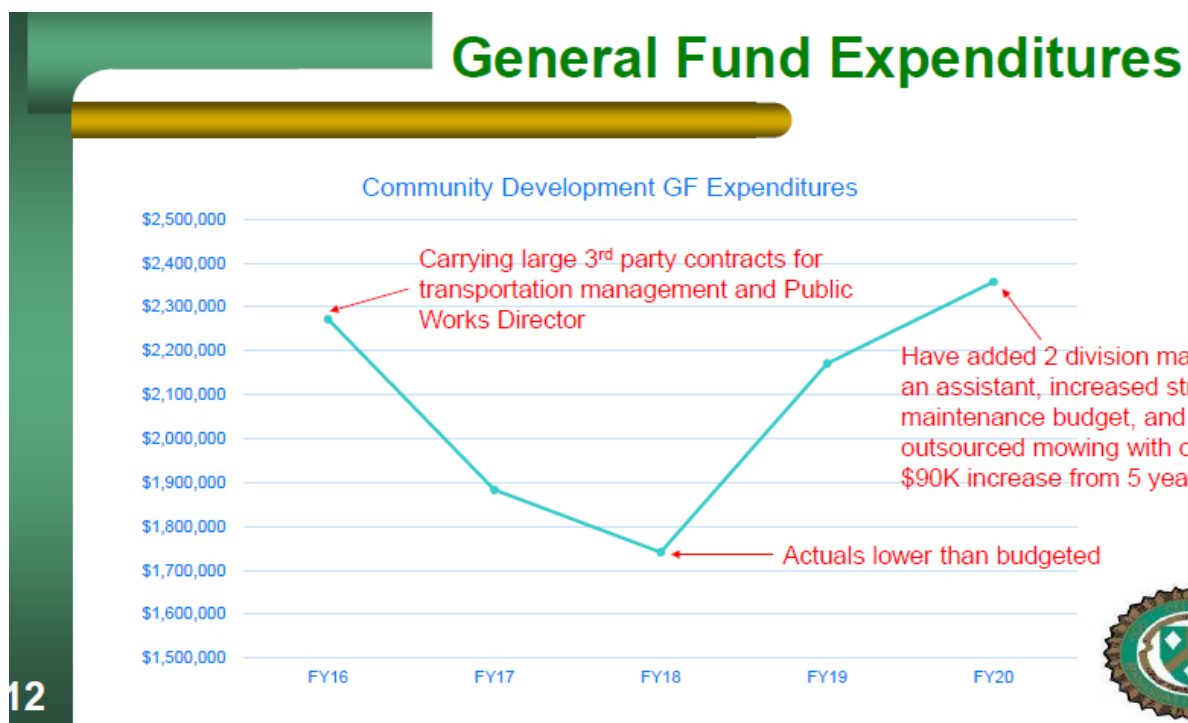


**Community Development: Calvin O'Dell, Director:**

Department Structure: 30 FTE total, 4 FTE frozen for FY20 for 26 FTE potential



General Fund Revenues: Bulk of these revenues are VDOT maintenance funds Development Services is in “maintenance mode”, new housing starts are down nationally, tax season brings predictable uptick in small, residential improvements, expect flat or declining numbers until large scale development returns



Key changes to improve infrastructure focus: Facilities Manager hired, contracting out mowing of ROW and facilities, seeking in-house project management assistance, Fleet/Facilities costs are showing the value of life-cycle management

Water and Sewer Revenue: Rate study and fee analysis is due, Tap fees will remain unpredictable in both timing and value as development plans evolve, Connect fees can be expected to remain relatively level in the absence of new homes, Penalty revenues are up, indicating solid billing/collection efforts.

Water purchase plays a significant factor, always watching the unaccounted for portion. UOSA operations and maintenance fluctuates beyond city control. Contractual services peak due to UCMR4 requirements. Debt service payments associated with our water and sewer capacity (equal to 80% of our operating expenses) make capital expenditures appear high when our investment in local infrastructure remains low.

Stormwater Revenues:

Twenty-five 25% utility fee rate increase to offset ramped up spending on TMDL mandates and capital improvements. Rate increase(s) will delay, but not replace the need to borrow after FY23. Review of site inspection fees may improve revenue outlook in subsequent fiscal years, depending on pace of development

Stormwater Expenditures:

Operating expenses remain relatively flat. Capital spending is driven up by Pond 1 improvements and needed capital improvements in the Conner Center. Turnover/retention has been an issue, not unexpected, as a new niche in municipal enforcement has evolved. Consultant has suffered turnover as well, leading to the desire to bring stormwater coordination in-house

What was turnout for the last hazardous waste event?

Solid Waste Revenues: Stable rates not likely as haulers absorb growing tipping fees for both trash and recycling. Fixed maximum increases in contracts are only good as long as both parties want to continue in the contract. Current hauler has kept rates reasonably low compared to industry trends. The difference in contract costs to total expenditures represents a bare-bones contract, and the need for the City to offer additional services to meet the needs of the City and its residents

Development Services: Focus on cost recovery: Are fees adequate while still being reasonable? Implementing an efficient ticketing system. Continued "task force" work with the fire marshal and commissioner. Streamlining revenue collection with the new treasurer's office. Plan and text amendments. Continue to improve property code enforcement activities

Streets: Get a mowing contract in place! Repairs and maintenance. Increase focus on signal interconnect and efficiency. Working in conjunction with Water and Sewer on valve replacements, so that resurfacing priorities can move forward

Water and Sewer: Leak detection and unaccounted-for water reduction. Valve replacements. Developing manhole and lateral lining strategies to maximize inflow and infiltration reductions. Pump station improvements

Stormwater: VSMP compliance, MS4 audit compliance. Pond maintenance and improvements. Developing an efficient ticketing system to escalate enforcement actions  
Capital improvements in the Conner Center

Fleet: Hang on until we can invest in fleet replacement. Work with vendors to increase speed of fire apparatus repairs. Hopefully, get some air conditioning

Facilities: Develop cost effective interim solutions to capital needs. Cut contract costs (maybe not expenses), but do more with the same. Improve response to work requests. Conduct system audits, energy efficiency audits, and building audits to start putting together the life-cycle based capital-planning picture.

Department Wide: Refine strategic plan draft(s). Improve data gathering and reporting. Develop standard operating procedures within each division. Continued coordination with Finance to improve audit efficiency and accounting practices.

### **Manassas Park Department of Social Services(MPDSS): Randi Knight, Director**

MPDSS is committed to administering effective social and financial services that meets the basic needs of local citizens. Community-based services are provided within an environment that facilitates family stability and self-reliance while adhering to applicable Federal and State laws.

Our goal is to enhance the City's economy, protect public safety, promote independence, maintain the family infrastructure, and nurture youth to become a part of the productive adult population.

Virginia Department of Social Services Profession	Manassas Park Avg. Salary	Manassas City Avg. Salary	Prince William County Avg. Salary
Director	\$ 111,818.00	\$ 131,581.00	\$ 146,133.00
Benefits Manager	\$ 71,020.00	\$ 77,917.00	\$ 104,618.00
Benefits Specialist I	\$ 43,000.00	\$ 57,512.00	\$ N/A
Benefits Specialist II	\$ 47,523.00	\$ 59,654.00	\$ 63,296.00
Services Manager	\$ 82,751.00	\$ 90,792.00	\$ 93,366.00
Family Services Specialist I	\$ 49,000.00	\$ 66,102.44	\$ 68,084.00
Family Services Specialist II	\$ 54,285.00	\$ 69,326.00	\$ 75,299.00
Family Services Specialist III	\$ 65,000.00	\$ 73,611.00	\$ 83,866.00
Administrative Manager	\$ 63,872.00	\$ 90,792.00	\$ N/A
Administrative Program Associate	\$ 43,260.00	\$ 48,942.00	\$ 51,305.00
Human Services Associate (PT)	\$ 16,950.00	\$ 38,289.00	\$ 47,122.00

### Short Term Goal-Salary Realignment

The populace of Manassas Park, Manassas City, and Prince William County is vastly different in regards to size. Yet, the amount of clients receiving benefits compared to the total population is greater in Manassas Park. As indicated previously, 1/3 (33%) of Manassas Park's residents receive Benefits, while it is 1/4 (25%) in Manassas City, and 1/6 (16%) in Prince William County.

	Manassas Park	Manassas City	Prince William County
Population	15,915	41,483	455,210
Residents Receiving Benefits	3,800*	10,258	76,526
Positions	17	40	343

\* State data does not include households with multiple people that receive benefits. The actual number is greater.

Social Services staff carries a huge load for various programs when other localities only have to learn one. Because of this, our staff is better trained to deal with the various programs but when they apply elsewhere, they are hired immediately.

The Mayor asked that they clarify the population for the city of Manassas Park. The Director stated that many of our homes have many people in the household and that may affect their total number.

The CSA pattern of spending has drastically reduced this fiscal year at this time because some long-term children are graduating or moving out of locality.

Short Term Goal: The Children's Services Act (CSA) is the most expensive program operating under the Social Services Department. Currently duties are divided between three staff members. In order to efficiently and effectively operate he (corrected to the) program, one additional assigned worked is needed. The CSA Coordinator manages the available funds and ensures that eligible youth and their families are referred for assessment as appropriate. The mission is to create a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in Manassas Park. This person might be able to negotiate rates for the homes that the Social Services might have to provide to families. There is immediate need for CSA Coordinator (PT), annual salary \$30,000 for 29 hours per week, position falls under the Services Unit-(Family Services Specialist 1-PT). Necessary in order to manage the responsibilities associated with Children's Services.



Medicaid Expansion Funding: In FY19, the State awarded Manassas Park \$92,755 to manage costs associated with Medicaid Expansion: Hired one full time Benefit Programs Specialist. Acquired new space. Preliminary FY20 State budget does not require a local match. Funding will eventually become part of the Staff and Operations allocation. Staff & Operations requires a local match of 15.5% (*thus, Medicaid Expansion funding will be receiving a local match*). Majority of expenditures for this funding stream are salaries and rent (formally MOU) MPDSS previously satisfied monthly rent fees via MOU (Memorandum of Understanding is utilized when occupying a publicly owned building). This expenditure is deducted from Federal, State, and Local budget lines. Federal and State are 100% reimbursable. The Local cost reflects the percentage of the rent that is non-reimbursable. No funding issues have ever been encountered in attempting to satisfy this mandatory monthly obligation. Relocating to 100 Nadia St. requires MPDSS to transition from an MOU to a lease agreement (20 year - MPDSS will receiving funding to cover budget and operations for the next 20 years). Our monthly rent fees will obviously increase as a result of greater square footage; although, the State's Medicaid Expansion allocation of \$92,755 beginning FY19 (permanent allocation) enables the locality to absorb the slight higher cost. Since MPDSS has consistently closed the fiscal year with a surplus of funds, the City's budget should not be impacted. 63.2-401 Reimbursement of localities by the Commonwealth. Budget lines consist of a combination of Federal/State and periodically Local funds. When a local agency submits their monthly expenditures through LASER, they are reimbursed 100% of the federal and state percentages allocated to each budget line. For example: BL829 - Family Preservation is made up of 84% Federal, .50% State, and 15.5% Local funds. In FY18, Manassas Park spent \$255 in BL829. The local agency was reimbursed 100% of the following: Federal - 100% of 84% = \$214 State - 100% of .50% = \$1 Local = \$40 (non-reimbursable) Total = \$255

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29
Medicaid Rev	\$ 92,755.00	\$92,755.00	\$92,755.00	\$ 92,755.00	\$ 92,755.00	\$ 92,755.00	\$ 92,755.00	\$ 92,755.00	\$ 92,755.00	\$ 92,755.00
Salary + Benefits	\$ 58,455.00	\$59,624.10	\$60,816.58	\$ 62,641.08	\$ 64,833.52	\$ 67,426.86	\$ 69,786.80	\$ 71,880.40	\$ 73,677.41	\$ 75,519.35
Local Medicaid Match	\$ -	\$14,377.03	\$14,377.03	\$ 14,377.03	\$ 14,377.03	\$ 14,377.03	\$ 14,377.03	\$ 14,377.03	\$ 14,377.03	\$ 14,377.03
Net Medicaid Funds Available	\$ 34,300.00	\$18,753.88	\$17,561.39	\$ 15,736.90	\$ 13,544.46	\$ 10,951.12	\$ 8,591.18	\$ 6,497.57	\$ 4,700.56	\$ 2,858.63
Rent	\$ 96,000.00	\$97,440.00	\$98,901.60	\$100,385.12	\$101,890.90	\$103,419.26	\$104,970.55	\$106,545.11	\$108,143.29	\$109,765.44
Net after Rent	\$ 61,700.00	\$78,686.13	\$81,340.21	\$ 84,648.23	\$ 88,346.44	\$ 92,468.15	\$ 96,379.38	\$100,047.54	\$103,442.73	\$106,906.81
Local Rent Match	\$ 9,563.50	\$12,196.35	\$12,607.73	\$ 13,120.48	\$ 13,693.70	\$ 14,332.56	\$ 14,938.80	\$ 15,507.37	\$ 16,033.62	\$ 16,570.56
Total over 10 Years	\$138,564.67									

Despite the misinterpretation from the information provided by the state (100% reimbursed vs. will reimburse 100% of Reimbursable), the cost to the city for the new facility is a small % for social services when compared to other city facilities and represents a .01% increase in annual spending from a total city budget perspective and thus still a great deal for the City. Former DSS MOU \$6,172 x 15.5% = \$957 Lease \$1,240 -\$283 No VJCCA Match \$35,946 Overall DSS Budget underspent yearly average \$50K Renting Out Vacant DSS City Hall Space

Accomplishments: Agency vacated city hall. Audits have improved and consistent success department wide. Benefits fully paperless. Keeping Me Safe at Home, The Protect Me book Series. Collaboration between Department Family Services Specialist III Samuel Wilson and SCAN

**5. Closed Session: State Code: VA Freedom of Information Act: Sec 2.2-3711a:  
10:30pm:**

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 two specific legal matters that require the provision of legal advice by the City Attorney pursuant to Paragraph 8 respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Machado

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

**6. Return to Open Session: 11:45PM:**

MOTION: Councilmember Shuemaker

SECOND: Councilmember Javed

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

**7. 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 Mensing

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

**7a. Action out of Closed Meeting:**

**7a. First Amendment to Purchase and Sales Agreement: Eight Acres:**

MOTION: Councilmember Shuemaker moved that the Governing Body approve the First Amendment to Purchase and Sales Agreement and authorize the Mayor to sign pending final review by City Attorney.

SECOND: Councilmember Mensing

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

**8. Adjournment 11:49 PM:**

MOTION: Councilmember Shuemaker

SECOND: Councilmember Mensing

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

Approved May 21, 2019

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Jeanette Rishell, Mayor

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Lana Conner, City Clerk