

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, JUNE 4, 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  
Hector Cendejas  
Donald Shuemaker  
Miriam Machado  
Alanna Mensing

Absent

Haseeb Javed

Staff

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

**1. Approval of Agenda:**

MOTION: Councilmember Shuemaker moved to amend agenda with addition of three items; request for Closed Meeting under Item 10. Addition of Item 8e PD AC Repair and Item 5c Proclamation for Julie Cline

SECOND: Councilmember Machado

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

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

**3. Public Comment Time:**

a. Charles Montgomery, Commission on Aging Representative: He attended a meeting at Senior Center in Woodbridge and they had legal representatives there. They have been going to each one of the senior centers twice a month. He told them that we have always been left out of the loop so he would like to get in. Tomorrow Kevin Walker has been invited to their pot luck. Mission accomplished.

**4. Informational:** None

**5. Recognitions/Presentations:**

**5a. Resolution 19-1000-2047 Recognizing June as Pride Month: Proclamation:**

MOTION: Councilmember Shuemaker moved to approve Resolution as read into the record approving June 2019 as Pride Month.

SECOND: Councilmember Machado

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

The Mayor introduced Jim O'Conner, President, Equality Prince William. He thanked the Governing Body for this Proclamation and for honoring this community.

**5b. Proclamation National Donate a Lunch Day:**

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

SECOND: Councilmember Banks

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

The Mayor introduced Mr. Ahmad and Mr. Kamar of Humanity First USA established in 2004. He shared highlights of this organization. It was established to promote and safeguard human life and dignity. It was established in UK in 1995 and now has organizations in fifty countries. Their goal is to reduce suffering around the globe. 22226

They have served over five million people in the last two decades. They thanked the Governing Body for their support in fighting hunger in America.

**5c. Proclamation: Commend Julie Cline: Manassas Park Planning Commission:**

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

SECOND: Councilmember Cendejas

Councilmember Shuemaker stated this would be a big loss to the City because she did great work over the years.

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

**6. Consent Agenda**

**6a. Approval of Minutes of May 21, 2019**

**6b. PW: Approval of Payment for Household Hazardous Waste Day: \$19,588.08**

MOTION: Councilmember Shuemaker moved to approve Consent Agenda with noted corrections to minutes as submitted by Mayor Rishell:

My comments on the recent PRTC appointed commission member was primarily related to their being able to go back to RVA and lobby for the PRTC. Please see the following corrected text: "Mayor Rishell voiced concern that an appointed position on the PRTC, which had previously been occupied by a member of the General Assembly, was in fact replaced by an individual who was not a member of the General Assembly. This is a concern because those appointees (if General Assembly members) can go back to Richmond when the General Assembly convenes and advocate on issues that affect the PRTC (OmniRide and the VRE)."

SECOND: Councilmember Machado

Councilmember Mensing abstained on May 21 2019 minutes due to being absent.

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

**7. Unfinished Business:**

**7a. Ordinance 19-1700-1033 Reinstating Annual Decals:**

On April 16th, 2019, the City Manager, Commissioner of Revenue and Treasurer provided a presentation to the Governing Body laying out the case for joining our City peers (Fairfax City and Falls Church) and instituting Annual Decals to support Personal Property Tax Enforcement. The Governing Body decided to have Staff draft and bring an ordinance amendment reinstating annual decals back to the Governing Body for final review (see attachment #1). A Public Hearing was held on this matter on May 28, 2019 and Staff is now requesting that the Governing Body approve the attached Ordinance reinstating City Decals. Staff recommendation is to reinstitute annual decals. The City Manager stated the purpose of this is tax enforcement and does not address the shortage of parking issues.

MOTION: Councilmember Shuemaker moved to adopt Ordinance as presented and pending final review by the City Attorney.

SECOND: Councilmember Cendejas

Councilmember Shuemaker questioned Sec 14-122: Displayed: where the decals should be placed because of the change by State Police no longer place their decal in middle of the windshield but to the driver side. Should ordinance be changed to place decal in middle of windshield? The City Attorney stated the reason they moved it from the center to the left was to try to remove any obstacles in the middle of windshield. Where the decal is located is not as important as the vehicle having a decal. The Commissioner of Revenue stated the city decals will be located on the left side of the windshield and instructions will be printed on the back of the decal. This will go into effect immediately.

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

**8. New Business:**

**8a. PW: Approval of Task Order No. 4: Agreement Julius Branscome \$73,931.88: Calvin O'Dell:**

City carries two generic line items in capital budget each year regarding street improvements. The rest are dedicated street projects using funded by VDOT or other sources. The first generic street project city carries is street sealing improvement line item. That line item has been maxed out a few week ago. The paving was done on the streets that were included in task order and the other line item city carries for major signal repairs, concrete repairs or major driveway culvert repairs; things of that nature that could take large amounts of spending and city would not have the time to wait for new capital project. City does not have concrete contract lined up. We don't want to have a spattering of small concrete projects because of mobilization fee involved. We don't have any major signal projects that we need to execute right now. In order to satisfy citizen complaints about potholes, roadway conditions city thought it best to spend that additional street project money on additional paving while we have Julius Branscome's attention and they are ready to work in the city. Staff has lined up to priority streets; Adam and Luxor Street.

The total for the proposed work to be performed under Task Order No. 4 is \$67,210.80; however, since final payments based on final measured quantities, a 10 % contingency (\$6,721.08) is recommended to ensure that sufficient payment is authorized based on final measured quantities. The final cost of the work shall not exceed \$73,931.88.

MOTION: Councilmember Shuemaker moved that the Governing Body approve Task Order No. 4 to Branscome, Inc. in the amount of \$67,210.80, along with a contingency of \$6,721.08, for a total amount not to exceed \$73,931.88, and to direct the City Manager to sign Task Order No. 4, subject to the approval of the City Attorney.

SECOND: Councilmember Machado

This line item was budgeted out of the 30% NVTA funds. The NVTA 30% fund is a trust fund. The City maintains in our budget this trust fund so whatever is not spent out of this remains in that fund until further encumbered.

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

**8b. PD: Copiers Lease: Laszlo Palko, City Manager:**

The city was utilizing this same lease vehicle in 2016. City is upgrading the two outdated copiers to newer copiers. IT's long term plan is to get everything standardized to the same copier under one contract to take advantage of economy of scales. Both are outdated and our copier vendor is having trouble finding parts for them. City received a quote from Offix, city copier vendor, to update them. Amount requested \$403.42 for FY19 (\$24,205.20 over term of 60 months) budget line item 100-12500-3320-00-00. IT Staff recommends the Governing Body approve this new lease. Staff believes it is cheaper to lease rather than buy. The City saves approximately \$6,000 if they do the lease purchase purchasing. These two will cost approximately \$20,000 with a separate maintenance agreement. It would be \$12,000 over the next sixty months. The five year for this would be \$24,000, which would be \$78,000 savings via the lease. You can purchase cheap copiers but city wants good functioning copiers for police. Technology is constantly changing with new features and when city copiers are upgraded, they are upgraded to the new technology.

MOTION: Councilmember Shuemaker moved that the Governing Body approve this Lease.

SECOND: Councilmember Machado

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

**8c. PD: Air Conditioning Controls Replacement: Agreement with Pritchett Controls: \$19,646.00:**

In 2007, the police station was constructed and occupied. The first five years city had a warranty agreement with the original HVAC installer and they did all of the controls work. A Honeywell controller was installed and a Niagara interface. That year Honeywell bought out Niagara. There have been changes to the platform since that merger. City went to replace thermostat we found out we had not been receiving our updates to either one of those pieces of software and that our installing controller had gone out of controls business, which left the city in a lurch. We do not have a copier or license to the backbone software that runs the Honeywell controller. We cannot update the Niagara software without updating the backbone system. The license from Honeywell was very expensive and did not make sense without the original installer coming in and making changes to the system. It was one thermostat in one office but last fall in police department office city had another device fail to register in the system when it was plugged in. Staff cannot figure out what is going on behind the scene. It was going to become the next capital project. We had a slow year in PD HVAC maintenance had some operating funds left over. The new facility manager found a control specialty company that came in with an estimate under \$20,000. They will break in to city software steal our databases replace our controller and load everything into the new system and they will load a device so city will have a new and upgradable system. Pritchett Controls has provided a very reasonable price to upgrade all controllers and software, as well as provide a dedicated workstation, with a commitment of zero downtime to the system. These improvements will restore lost functionality to the system, help with future troubleshooting, and allow for future software updates.

The second quote city received was over \$40,000 and staff is still waiting for another quote.

The process will take from two to three months. The plan is to purchase equipment in 2019 and in 2020 budget and finish up the work with the labor portion of it. City has \$10,000 in contingency for FY19 in police department budget.

If the city had a copy of the Honeywell comfort point software and we knew the administrative password, we could let anyone with Honeywell into our system to work on it. When the original installer got out of the control business so did all of their control people. Pritchett is providing us with a work station with a platform software on it.

Staff is recommending that City enter into an agreement with Pritchett Controls to perform these improvements, at a cost of \$19,645.00 per their proposal. 100-43166-3310-00-01-04 Facilities Repairs and Maintenance PD

Councilmember Cendejas wanted to get some background information on projects where they worked on in the past.

MOTION: Councilmember Shuemaker moved that City authorize the City Manager to sign the agreement with Pritchett Controls in an amount not to exceed \$19,645.00 pending final City Attorney Review.

SECOND: Councilmember Machado

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

**8d. Northern Virginia Community College Board: Ron Gill: Four-Year Term:**

MOTION: Councilmember Shuemaker moved to appoint Ron Gill to NVCC Board for a four-year term to expire June 30, 2023.

SECOND: Councilmember Banks

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

**8e. PD AC Repair: Calvin O'Dell:**

City received a quote of \$10,975.85 to remove and replace the two compressors on the AAON unit at the police department. One of the two roof top units that provide all of the comfort for the main portion of the police department building and one of them blew both of the compressors. There was an electrical wire that was rubbing against the compressor rubbed the insulation off it arched through the compressor causing it to leak all of its coolant out and the other one was running double time trying to make up for the other compressor, and it locked up. We have one system providing for only a portion of the police department. These are very expensive compressors. Southern Air found two compressors in Maryland and is willing to drive and get them. They can be here on Thursday. The Facility Manager has talked with them explaining it must be approved tonight and hopefully they can pick them up.

This will not help with the roof leaks.

The City Attorney stated this is a small procurement process even though it is an emergency.

**Approval of Repairs:**

MOTION: Councilmember Shuemaker moved to approve the air conditioning unit repair for the police station.

SECOND: Councilmember Banks

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

**Authorization for City Manager to sign contract with Southern Air:**

MOTION: Councilmember Shuemaker moved to authorize the City Manager to sign the agreement subject to final review by the City Attorney.

SECOND: Councilmember Machado

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

**9. Manager Update:**

**9a. Summer Schedule for Governing Body Meetings:**

City Manager is recommending July 16, 2019 and August 13, 2019 as summer schedule. This is right in the middle of the month. August 6 is National Night Out. It was consensus that the summer schedule be July 16 and August 13, 2019.

At present the regular meeting of Governing Body, by Ordinance, shall be the third Tuesday of the month. Staff would like to amend that to add greater flexibility to the meetings. We have to adjust meetings because of elections and holidays.

Councilmember Shuemaker is requesting that the meeting with the schools on their budget be scheduled earlier in the year to give Council time to review the budget. Last year they had the meeting and approval was needed the next day. Vice Mayor Banks stated they received the school budget the weekend before the meeting, which was a thick document. He would like it more in advance. Mayor Rishell sent the schedule to Chairman of School Board so they would have the dates in advance in order to prepare the budget.

City Manager is recommending September 10 and 24. City Manager stated many of his staff go on vacation the last of August so this would give time to prepare agenda. Mayor Rishell stated for the last two fiscal years we have met the Tuesday after Labor Day.

October 8 and 22. November 12 and 19. We have two-week intervals until November when you have elections on November 5, 2019. Governing Body could meet on Wednesday November 6 after election. Vice Mayor Banks stated the day after election is very exhausting. You have Thanksgiving Holiday at end of November (28<sup>th</sup>).

December 10 and 17: week prior to December 3 is Thanksgiving Holiday. Staff will not be able to develop a packet. First meeting in December is budget amendment presentation and vote on budget week after that. Mayor Rishell stated for the last two fiscal years, the Governing Body has met the first Tuesday in December.

Councilmember Shuemaker stated he worries for the residents because we always meet 1<sup>st</sup> and 3<sup>rd</sup> Tuesday. With this schedule, we do not meet the first Tuesday of any month. Mayor Rishell is concerned about that also because they have become accustomed to 1<sup>st</sup> and third. The City Manager stated if that is wish to keep it 1<sup>st</sup> and 3<sup>rd</sup> Tuesday he will moved September and October back to 1<sup>st</sup> and 3<sup>rd</sup> Tuesday.

Vice Mayor Banks stated it is important that staff have time to prepare packet.

Mayor Rishell asked each member to e-mail his or her thoughts on these dates to the City Manager.

2020: January 14 and 28. You have two holidays in January and January. February 11 and 25. March 10 and 24.

April 7, 14, 21, and 28. May 5, 12, 19 and 26. June 2, 16 and 23. Budget Worksessions start.

#### **9b. Refinance Debt:**

The City Manager and Staff is looking at refinancing one of the old bonds. He will bring back more information at the June 18 meeting.

#### **9c. Assistant to City Manager:**

The City Manager introduced Christopher Himes began as an Assistant to City Manager (Administration) and Keith Nguyen began as an Assistant to City Manager (Operations).

#### **10. Closed Session: State Code: VA Freedom of Information Act: Sec 2.2-3711a: 8:12PM:**

MOTION: Councilmember Shuemaker moved to accept recommendation of City Attorney that the Governing Body go into closed meeting to discuss and consider 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 pursuant to Paragraph 3 of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Machado

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

#### **11. Return to Open Session: 8:44 PM:**

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

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

**13. Adjournment 8:45 PM:**

MOTION: Councilmember Shuemaker

SECOND: Councilmember Machado

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

Approved June 18, 2019

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Jeanette Rishell, Mayor

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Lana Conner, City Clerk