

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, JANUARY 14, 2020 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
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 the Agenda with addition of Closed Meeting Paragraph 8 under closed meeting.

SECOND: Councilmember Cendejas

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

2. Moment of Silence/Pledge of Allegiance: Councilmember Shuemaker led the Pledge.

3. Public Comment Time:

a. Kendall Gardner, 114 Martin Drive:

Tickets for decal and expired inspection sticker: He had contacted Governing Body about a ticket he received. He disputed it because he paid his personal property tax but did not have decal on his car because he considered it a safety matter. Governing Body recommended that once he got the inspection sticker taken care of go to the police department and show them it had been resolved. This morning at 5:30am, he went to police department to show them inspection was taken care and city decals was placed on windshield. Yesterday he got a registered letter in the mail saying there was a \$250 fine owed for the decal but that it had been doubled to \$500 with \$8 administrative fee. The inspection fee was \$40 and was doubled to \$80 plus \$8 administrative fee. He went by Governing Body recommendation and it was never going to be upheld to deal with these issues. He has sent e-mails to Governing Body before and gotten no response. He will come to every meeting and bring up these issues on television if necessary. He believes that \$250 is gauging the citizens. It seems everyone makes mistakes except Governing Body.

His second issue is a long-standing continuing issue of meter reading at his house since last summer, which has never been resolved. He will address that later.

b. **Charlie Montgomery, 9440 Luke Drive:** Commission on Aging Representative (since 2016): He is a master tax advisor and he is going to give a presentation to our seniors at Manassas Park Community Center on Friday, January 17 at 1:00pm covering tax tips and changes to tax law for our citizens.

c. **Zachery Gardner, 114 Martin Drive:** He would like to bring up the second amendment sanctuary issue again because there have shootings, stabbings, and several armed robberies in this area since he was here at the last meeting. He will continue to bring up about this area not being a safe area. The person who donated \$8 million was trying to get gun control established in the state has come out publicly and said that he wanted to make sure that gun control is established in minority communities by disarming them so he can keep them from killing each other. That was his rationale for gun control. His is racist and is wrong. He is a presidential candidate and pushing his ideas through different small county and city legislators. What he is trying to do is disarm people who are helpless. We should not let his ideas control how we legislate and control our city. People in minority communities cannot always go to the police because they cannot always trust them. He has been pulled over, taken out of a car by a cop, and had a gun put to his back. When he went to court all of the tapes referencing his incident had been erased, that would have shown what happened and he would not have gone to jail for three months. He does not believe that cops always protect the people.

4. Public Hearing:

4a. FY2020 Budget Amendment:

Mayor Rishell opened the public hearing at 7:05pm.

Notice is hereby given that the Governing Body of the City of Manassas Park will hold a public hearing on Tuesday, January 14, 2020, at 7:00 p.m., or as soon thereafter as possible, for the purpose of receiving public comment and considering the following:

Amendment to FY2020 Budget

Public hearings are held in the Council Chambers at City Hall, One Park Center Court, Manassas Park, Virginia. The public is encouraged to attend this hearing and provide comments on the agenda items.

City Budget:	FY2020 Budget	FY2020 A1 Budget	Increase (Decrease)	%
General Fund (Operations, Capital, & Debt)	51,308,292	53,288,174	1,979,882	3.86%
Water & Sewer Fund**	9,148,766	9,439,803	291,037	3.18%
Storm Water Fund***	1,038,750	1,128,886	90,136	8.68%
Solid Waste Fund	1,072,160	1,072,160	0	0%
Total - City Budget	62,567,968	64,929,023	2,361,055	3.77%

Information concerning this hearing is available for review on the City web site at www.cityofmanassaspark.us and in the City Clerk's office at City Hall between the hours of 8:30 a.m. and 5:00 p.m., Monday - Friday.

* includes \$12,332,250.00 for schools and a double counting of \$689,289.84 from Capital contributions from the operating fund turned into expenditures in the capital fund. Operating Budget decreased in the Budget Amendment by \$200K to \$47.4M from \$47.6M. \$1.8M+ of the \$2.1M+ increase in the Capital Budget due to Transportation Projects spending carryovers from FY 19 due to project delays and an increase in Transportation project costs in FY 20 (these projects are funded from Transportation Funding Sources and not General Taxes).

**Increase in spending due to an increase in water purchase price from Fairfax County Water via Prince William County + over \$100K in carryover capital expenditures from FY 19 due to project delays.

***Increase in spending due to carryover capital expenditures from FY 19 due to project delays.

This information has been presented at two previous meetings. The City Manager stated there was no change in advertised budget numbers in terms of the ceiling. The only change made to the actual spreadsheet from the last time reviewed by Governing Body was he shifted \$25,000 to general fund operating budget from the capital budget for Blooms Park facilities because that is where the project management salaries would be paid. It was originally \$300,000.

Councilmember Shuemaker stated we are not spending more money but less general fund money. We are getting more money from capital side, which is transportation money from outside which is not city money.

Citizens wishing to address public hearing: None

Close Public Hearing at 7:10pm:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Machado

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

This item will be voted on at the January 21, 2020 meeting.

Councilmember Shuemaker asked if janitorial funds are accounted for in this budget. The City Manager stated he put a placeholder in the Community Development Professional Services line item. The Director is generating the staff agenda for January 21, 2020. Do we have to make a decision on that before a vote on amendment budget? The City Manager stated not necessarily. It could be in the budget and not appropriated. This amount would be removed from the budget if Governing Body decided not to move forward with janitorial services. The funds would not be appropriated and the budget ceiling would be reduced. Vice Mayor Banks stated depending on the options that city chooses we may end up spending less than the placeholder. The City Manager stated he wants to consolidate each organization doing their own janitorial contracts into one contract to get economy of scales. Mr. O'Dell will present pros and cons of internal versus contracting out which may have a price difference.

Mr. O'Dell stated budget amendment put money in place for professional services. There would be an RFP process. City would assume it would not go over amount budgeted which would be for a portion of the year. If we go with staff resources, that would change salary line item, which is not, addressed in this budget. The City Manager stated the total may increase. If we changed the budget amount, that would require another follow on budget amendment. We cannot amend this budget further without a public hearing. There are some VDOT reimbursements for projects in 2016 that needs to be processed and some other budget changes so another budget amendment could be required.

5. Presentations/Recognitions: None

6. Information Items: None

7. Consent Agenda:

7a. Approval of Minutes of December 10, and 17, 2019

7b. Community Services Board: Appointment of Latasha Simmons:

Recommendation to Prince William County Board of Supervisors

7c. Resolution 20-1000-2071: Conditions for Granting Easement Access

MOTION: Councilmember Shuemaker moved to approve Consent Agenda.

SECOND: Councilmember Machado

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

8. Unfinished Business: None

9. New Business:

9a. OCM: Blooms Park Office Renovations Design: John Evans, Project Manager:

Currently the City is in the process of preparing for renovations of office space for administrative use within the Blooms Park facility. The facilities planned renovation will likely provide office space and operational assistance for the Voter Registrar's Office. In order to be used for the 2020 Presidential Elections, the renovations must be completed by the end of July 2020. In the last few months, the Community Development Department has tried to solicit consultant support for developing a design build RFP for the City to issue along with initial site planning work. The City has been unable to secure this at an affordable rate so is now seeking a new strategy to either identify an existing COG design build contract to ride or breaking this into two phases- 1. Design Contract; 2. Construction Contract(s) bid based on the design. In order to initiate the first phase of the renovation project, City Staff will need to procure the assistance of a professional design team to develop office space and facility design plans, prior to the start of actual construction and renovations. Currently the City is seeking competitive quotes from several local design firms and vendors to develop and provide City staff with a complete set of building plans for the renovation of the approximately 5,000 square feet of office space. Specifically, purchase and signing of this contractual agreement and the development of a facility design plans will provide staff and City authorized contractors with the ability to initiate the following: obtain required building permitting in timely manner, seek competitive pricing for anticipated construction and renovation cost, initiate actual construction and renovation of existing building in timely manner and future alleviation of current office space limitations, operational deficiencies, and security/storage issues related to the Voter Registrar's Office. Staff is looking at a June time frame.

Contract Total: \$30,000 (Not to Exceed) Budgeted: yes, Amount Budgeted: \$275,000 (Budget Amendment) Amount Spent: \$ 0 Amount Requested: \$30,000 (Not to Exceed) Budget Line Item: (Amended FY-20 Budget) 302-94100-0278-00-00-00 Blooms Park Facilities Improvements

Staff recommendation: that the Governing Body authorize the City Manager to negotiate and sign on behalf of the City one or more agreements for the design of office space in Blooms Park, for an amount not to exceed \$30,000, subject to final City Attorney review.

The City Manager stated the Registrar will be the only one in this building at this time for office purposes and if the PPEA goes through, staff does not anticipate spending more money outfitting this building for a different use.

Vice Mayor Banks: City could not secure a firm to provide the site planning work at an affordable rate. It is a small building. What is driving the cost? It was site planning with RFP support.

Mr. O'Dell stated city put together a comprehensive scope that went to all three city engineers that was to come up with a site plan that approved accessibility to the cart barn which has never been addressed in the previous site plan the handicap accessible spaces (ADA) on site were to serve the club house and they wanted to make sure no issues with adding additional accessible spaces. Staff wanted the lighting to be looked at to make sure it was adequate at the entrance and walkable areas. The rest of the area is built ready for public access. They wanted to reassign purpose to these spaces for the rezoning process so they have a site plan that addresses the new titles of these buildings and what they are to be use for and approve accessibility of lighting compliance. The scope included the production of a design built RFP. Staff does not do design build. They wanted the city engineer to produce the design build RFP to make sure city interest was protected. This would give the city a single contractor with the delivery date to oversee the process from design through construction.

The bids from city engineers came back a lot higher that staff anticipated. They were looking at \$90,000+ to get to stage for advertising for design and construction which is not in the budget. They work with engineers that have the capability on design cost. They are many questions on the original structure of this building. They are civil engineers for the most part.

One of the engineering firms did research and found there is a company that answered the design build RFP through COG. They have a rideable design built contract specializing in wood frame construction. They have expressed interest but Staff is aware that it could be expensive. Staff knew the construction cost but did not expect the design to be so high. They are not comfortable moving forward without a design.

There are three options; Option A get a rideable contract; Option b) get someone to do the design which is presented tonight. Option C: you can piece meal the project without a design. You do not want to piece meal the project without a design. Staff will go with either Option A and B (being pursued concurrently) with Option A being the priority that can be delivered in time but if too high go with Option B. They needed help to draft the RFP for specifications they would be working on. They are limited on what they can do because total cost. Cost that came back would require a RFP. They can do the design component under small procurement process and construction portion separately with a different company. Design build is getting everything in one package but it is difficult to find companies willing to do small projects. Contractors do not like to do small projects for this price.

The \$30,000 provides the design concept plans only. Staff has the Registrar's floor and space layout. They need a comprehensive HVAC, electrical, mechanical, design for the space that trades can follow. This gives the city the ability to split things up and still have a cohesive product.

MOTION: Councilmember Shuemaker moved to accept Staff recommendation that the Governing Body authorize the City Manager to negotiate and sign on behalf of the City one or more agreements for the design of office space in Blooms Park, for an amount not to exceed \$30,000, subject to final City Attorney review.

SECOND: Councilmember Machado

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

9b. Contract: Information Technology Strategic Plan ClientFirst Consulting Group, LLC: Chris Himes, Assistant to City Manager: Administration: Copy of Presentation made part of the record:

One of the things he was tasked with was how the city approaches new software initiative. From the department he came up with procurement of new software system has been on ad hoc basis whatever is needed at the time by departments. Normally it only benefits that one department not a comprehensive citywide look of what does this mean for all departments cross department functionality and inoperability, which is a big gap of risk we have at present for IT infrastructure. Staff discovered there were vendors that provided this service. It became more due diligence on what company is doing it best and the total cost.

What are our current systems and do they cover all business processes? There is not a lot of through put not only for the actual operational transactions of items going through say from treasurer department to our finance department, from Commissioner of Revenue to Treasurer those type of work streams that you are thinking about.

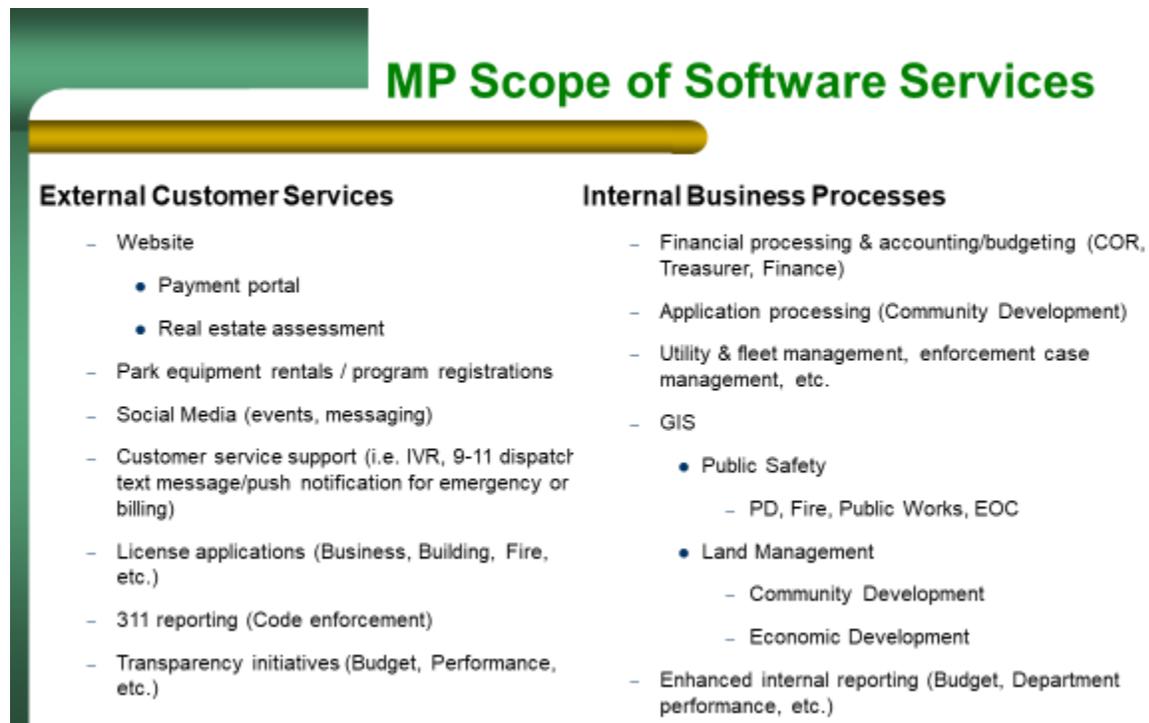
*How do these systems currently 'talk'? How do you engage with them? Do you go into a different type equal query type language? Do we have to go into database directly or does the software provide it in a very intuitive and user-friendly manner. It currently does not.

Are the systems redundant? Are you getting some kind of more cost for things that are doing the same thing? We do have a couple of use cases for that.

Are they interoperable? Many of our systems do not talk. We have to have a stood up manual process that is a hand off between teams of people via excel spreadsheet data sheet that is transferred into another system so it is a lot of downloads manipulation and reup load. That leads to a lot of risk for prong user error. When you pull something out, put it back, and have a bunch of people putting in different numbers, you will make a mistake especially the volume departments deal with in financial transactions.

Do our customer facing systems present a single product to the end user? Customers log in to make payments. Is it cohesive? Is it a one-brand approach? Are you engaging with the City or going through several workloads that have several different user interface looks, which they question if they are still dealing with the City or paying someone else. These are the things he looks at when he talks about strategic.

*What data is produced? Is our system producing the type of data that says not only for that transaction but what is the hand off so we can go into it and find out strategic learning. What are you learning about your business process currently in place? Are we leveraging this data to the maximum extent possible?



This is a high-level view of all of the pertinent business process that we have to factor in on what we do today. We have a limited 311 reporting system. It is calling in to get someone on the phone or by e-mail and getting that information translated into a spreadsheet. Transparency is very important. Outward projection of how we look to the citizens via reporting tools, budget, etc. This is a very complex amount of infrastructure. It is for software not hardware for IT.

Benefits of an IT Strategic Plan: Return on our Investment

Consolidated list of departmental business process requirements that are customized to Manassas Park. The City can better identify vendors with the most cost effective solutions that best fit our operational needs. Cost savings during future implementations due to less time and resources spent on RFPs, requirements capture, development, etc.

Software as a Service (SaaS) framework helps make the City more resilient to advances in changing technology and less dependent on costly aging 'one stop shop' software platforms. Establishes an actionable change management process for the City in regards to new software services (i.e. 5 year CIP). Collaborative approach to developing the IT Strategic Plan helps build city staff 'buy-in' towards potential future software platforms. A lot of collaboration incurs in the early on-set. It gives the department a kind of the feeling they are being more involved early on in the process so when they get a solution brought to them it is not force-fed to them kind of like that change management process. You want them to buy in amongst department staff. This gives people more motivated to train, learn the system and become more of an in-depth expert. Develop things we did not know software could do in first place. This would be substantial reduction in the inherent risk of procuring and implementing new software platforms.

The City Manager stated that Keystone is a very touchy issue. He does not blame residents that are extremely frustrated with the software position of the city. They have every right. If the Governing Body and Staff were in charge in 2015, things would have taken a very different route. We are making the best of this position. The City and Keystone are working in a positive manner to continue to enhance the system to ensure that the product meets the city's basic requirements. We have a good working relationship with Keystone and strive to continue this positive relationship.

The Mayor stated this is a service we cannot do for ourselves. We have to contract it out. Larger organizations with large IT departments contract this out to get that expertise. City needs collective enterprise software knowledge, which we do not have at this time.

The result will give the city more error reductions and greater efficiencies.

This slide is simply illustrative of how the City would act differently now vs. the way it evaluated ERP back in 2015. IT strategic Plan Use Case: Keystone

IT Strategic Plan Use Case: Keystone

- Goal of IT Strategic Plan is to improve outcomes by:
 - Selecting systems that best fit the City's operational needs
 - Ex: Keystone did not include a functional Utility module which represents almost ~75% of all Manassas Park annual transactions
 - Selecting systems that are cost effective
 - Selecting systems that are proven industry performers
- An IT Strategic Plan would not have identified Keystone as the City's strategic ERP solution given the above criteria

Projected cost of implementation	\$203,470.00
Annual Fee (5yrs) @ \$31,033	\$155,165
Projected Total Cost to Date	\$358,635.00

Actual cost of implementation	\$424,683.00	Development of added modules, no specified delivery schedule in contract, cost of testing/training, etc.
Annual Fee (FY 15)	\$39,237.00	
Annual Fee (FY 18)	\$52,926.00	40% increase from FY 15 - FY19 in annual fees due to added modules
Annual Fee (FY 19)	\$54,670.00	
Add'l costs (FY17 - FY 19)	\$58,132.43	Additional small enhancements, modules, travel/training, etc.
Total Cost to Date	\$720,538.43	

Every single year in addition to any kind of additional work, these are tools for the modules for the functionality that you have included in your annual contract. City added modules over time because they were not there originally that the city needed to build out. This is implementation, training, development and added cost behind that added module. Councilmember Shuemaker asked what is the scope of what Keystone provides just terms of maintenance which city pays. It is their ability to update and modernize all of the modules we have on board. We have the one stop shop option. We got as many included modules as we can get and there is a cost associated with that. City is paying for access to the modules on top of the improvements to those modular for functionality purposes. They upgrade the current modules.

The City of Manassas Park's Office of the City Manager has identified a strategic achievable goal that would provide value and guidance to the City in the form of an Information Technology (IT) Strategic Plan. An IT Strategic Plan serves as the road map for planning, procuring, implementing, and managing core municipal software platforms and infrastructure that best aligns with the business processes that drive the City's end-to-end service delivery for all departments. Aligning business processes to the most proven and cost effective IT solutions is an important strategic priority given the City's current FTE limitations and antiquated, insufficient, or non-existent software platforms. The City's recommendation of ClientFirst is based on their comprehensive response to the requested scope of services, expert project team, efficient timeline, strong references, and affordable pricing. ClientFirst is a national technology-consulting firm whose focus and expertise is local government and provides decades of experience and a robust network of municipalities.

Budget Total: \$29,985.00 Budgeted: Yes Amount Spent: \$45,701.66 Amount Requested: \$29,985.00 Budget Line Item: Municipal Financial Software; GL Code 302-94100-0192-00-00-00. Vice Mayor Banks asked why this is so cheap and what are we not getting. The City Manager stated he had the same questions. He believes they tailor their product knowing the size and scale of jurisdictions. They price off the availability of each municipality off what they can afford. From a marketing perspective, city would be a great marketing city on the east coast. They would like to use the city as a potential reference.

Councilmember Machado: What happened after the IT plan is developed. This firm will come on site engage with all pertinent stakeholders, city staff and department officials documenting all of the core pertinent business processes that occur within the city. They will rack and stack the highest priorities and align the system with those priority items. What is our budget through the CIP approach of attacking the software replacement items over 5 to 10 year time span? The City Manager stated they will develop IT CIP for next five years with description and develop requirements and city must determine the pace. The requirements would be laid out in the 150-page report.

Councilmember Shuemaker stated this is not Keystone specific but looking at everything in the city. Hardware is included in their analysis, as infrastructure.

The City Manager stated they give timelines but would have to listen to the city in terms of budget availability. We will not have a lot of money until FY23. Do not expect to see many things on CIP for IT in FY21 or FY22 but something in FY23 and beyond. They will provide a spreadsheet with the items they are recommendation. They will identify the deficits and needed city improvements.

We are getting more of the high-level experienced partners on these projects rather than being staffed out. It is fifteen weeks for actual documentation and city will have their road map in place. Their representatives will work remotely and on site.

Councilmember Mensing: She sees a list of business partners and their functions but the schools are not included in this plan. City Manager stated there is no connectivity but the schools can ask them to be a client.

Councilmember Cendejas: Could they have a plan to prevent hacking for software. This would be getting a health check on the overall security architecture the city has in place. Anybody's system can be risk prone to being hacked if you are a target of opportunity. They will identify best practices and some structure improvements and will build that into the plan. The City Manager stated the current capital budget this year has cyber security analysis, which is already in place. This company is giving the IT Department a report on their findings of city weaknesses. This company would look at program levels, policies, long-term acquisitions, strategies and what the long term planning will be for the city.

Staff Recommendation: The Office of the City Manager recommended that the Governing Body authorize the City Manager to negotiate and sign on behalf of the City an agreement with ClientFirst Consulting Group, LLC for the creation of an Information Technology strategic plan, for an amount not to exceed \$29,985, subject to final City Attorney review.

MOTION: Councilmember Machado moved that the Governing Body authorize the City Manager to negotiate and sign on behalf of the City an agreement with ClientFirst Consulting Group, LLC for the creation of an Information Technology strategic plan, for an amount not to exceed \$29,985, subject to final City Attorney review.

SECOND: Councilmember Cendejas

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

**10. Closed Session: State Code: VA Freedom of Information Act: Sec 2.2-3711a:
Discuss a single matter pursuant to Paragraph 3, Disposition of publicly held real
Property and Paragraph 8 Consultation with Legal Counsel: 8:05pm:**

MOTION: Councilmember Shuemaker moved to accept recommendation of City Attorney that the Governing Body go into closed meeting to discuss and consider the acquisition real property for public purpose and 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 Consultation with Legal Counsel regarding a specific legal matter pursuant to Paragraph 3 and 8 of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Cendejas

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

10. Return to Open Session: 9:03pm:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

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

11. 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

12. Adjournment 8:57PM:

MOTION: Councilmember Shuemaker moved to adjourn at 8:59 PM

SECOND: Councilmember Machado

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

Councilmember Shuemaker welcomed Lana Conner, City Clerk, back and thanked Janet Ward and Keith Nguyen for all their work while she was recuperating.

Approved February 4, 2020

Jeanette Rishell, Mayor

Lana A Conner, City Clerk