

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, FEBRUARY 7, 2012 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

1. Roll Call:
Frank Jones, Mayor
Bryan E. Polk, Vice Mayor
William J. Treuting, Jr.
Keith Miller
Suhas Naddoni
Preston Banks
Brian Leeper

Absent: None

Staff Present:
Lana A Conner, City Clerk
Dean Crowhurst, City Attorney
James Zumwalt, City Manager

1. Approval of Agenda:

MOTION: Councilmember Treuting moved to approve the Amended Agenda with following changes:

Item 11: Add Closed Meeting under Personnel (1)

SECOND: Councilmember Banks

VOTE: Unanimously passed

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

3. Citizen Time: No citizens present.

4. Apple Federal Credit Union: Loan Program for Manassas Park Businesses:

Vanessa Watson introduced Dawn Davis, Director of Business Development, Apple Credit Union, gave Governing Body a brief presentation on their business. They have served the northern Virginia area since 1956. They serve a special niche in education community. They have twenty locations and access to over fifty thousand atm's nationwide. They are one of the largest credit unions in northern Virginia. Commitment ranges from financial education endeavors, mentoring and junior achievements. They sponsor scholarships for local high schools. They want to reach out to the economic development sector by offering business loan products and services. They are located in Manassas near Route 28 & Liberia Avenue. Apple has money to lend and wants to participate in bringing business and growth to Manassas Park. They want to confirm their commitment to serving the community by helping businesses grow.

They have a complete on-line banking system. They have a separate department that caters to business community for banking needs which is business services department. Their website is applefcu.org which will bring you to their business services.

The Governing Body thanked Ms. Davis for this information.

5. Recognitions: None

6. Consent Agenda:

6a. Approval of Minutes for January 24, 2012

MOTION: Councilmember Treuting moved to approve as presented.

SECOND: Councilmember Miller

VOTE: Unanimously passed

7. Unfinished Business:

7a. Ordinance _____: Technical Amendment to Tax Exemption: City Attorney:

The Mayor stated he is going to use Roberts Rules because we have a need to clarify some of the text that the Governing Body approved at their last meeting with respect to tax exemption. He is asking the Governing Body to consider some text clarification that was approved at the last meeting with respect to tax exemptions so they won't have to go through another public hearing.

If this were substantive changes another Public Hearing would be required. The text is spelled out clearly in one part so we need to parallel that clarity in another part of the text they are approving. He is asking for a motion to reconsider under Roberts Rules which allows the Governing Body to go in and reconsider a motion that was voted in the affirmative at the last meeting bring it back up and make necessary adjustments and reapprove.

The City Attorney stated if you look in the WHEREAS portion of the first page it refers to non-residential references and in Section 22-210 Purpose: it clearly states non-residential tax base and that we are trying to diversify the economy so we are not so reliant on residential real estate property taxes. However the remaining portion of the ordinance does not really spell it out clearly because most people will not read the first section. To avoid confusion the City Attorney has added non-residential including a definition of what that means and throughout the ordinance he has made it clear that only non-residential uses will be eligible for these incentives.

Reconsideration of Ordinance: Roberts Rules of Order:

MOTION: Councilmember Naddoni moved to reconsider the motion of January 24, 2012.

SECOND: Councilmember Banks

VOTE ROLL CALL: Yes: Naddoni, Banks, Leeper, Miller, Polk, Treuting, Jones

Amendment to Original Motion:

MOTION: Councilmember Polk moved to amend the text approved by Ordinance at last meeting with the insertions presented by City Attorney tonight which provides clarity to the reader and to make sure the meaning is concise and consistent throughout the entire document.

SECOND: Councilmember Treuting

VOTE ROLL CALL: Yes: Polk, Treuting, Banks, Leeper, Miller, Treuting, Jones

Revote the Original Motion which is now the replaced text: Copy presented tonight:

MOTION: Councilmember Naddoni moved to approve the ordinance as amended with insertions presented by City Attorney tonight which provides clarity to the reader and to make sure the meaning is concise and consistent throughout the entire document.

SECOND: Councilmember Leeper

VOTE ROLL CALL: Yes: Naddoni, Leeper, Banks, Miller, Polk, Treuting, Jones

8. New Business

8a. Withdrawal from Piedmont Community Action Partnership (PCAP) Agency: Addie Whitaker, Director of Social Services:

In 2009, the city received the opportunity to get funds to serve the low income population through a Community Services Block Grant fund (CSBG). Those funds would come in through a community action partnership (CAP). At that time, they received stimulus money and that enabled the city to do more programs for the city. Since the stimulus money went away, the agencies are struggling.

On January 5, 2012 the Board voted to d-designate themselves which means they would no longer continue to operate as the Board of Piedmont Community Action Partnership (PCAP), formally Fauquier Community Action Committee. They voted to request the Governor to rescind their designation as a community action agency effective July 1, 2012. This means after June 30, 2012 PCAP will no longer receive CSBG funding and will no longer be providing CSBG service to the Counties of Fauquier, Loudoun, Prince William, and Rappahannock and the cities of Manassas and Manassas Park.

There will be some funds available to the department July 1, 2012 but the Director is not sure how much so they cannot plan for any programs. The agency will have to make a decision on what that will look like. The Director will come back later on in the year with recommendations.

8b. Finance Software Recommendation: Karen Spence, Finance Department:

Copy of presentation made part of the record. Mr. Curt Steadham, Tyler Technology, was present to answer questions.

Phase I of the financial software was successfully implemented in 2008 for city and schools. The general ledger, payroll and human resources, and accounts payable were the modules of Phase I. Phase II includes the modules for cash receipting, utility billing, permitting, planning & zoning, real estate billing, tracking and public presentation (not CAMA), personal property, business licensing, and general billing.

This software would replace the Bright software which was installed in 1988. All departments have been involved in software demonstrations. The efficiencies and risk of not going forward far outweigh the risks of keeping the Bright system.

Councilmember Naddoni stated the city should plan for the worse in case of downtime of system or loss of data and work with department in this event but move forward. The longer we use the Bright system the more likely it is to crash giving the city a bigger risk.

Councilmember Polk stated that Ms. Spence wanted to make sure that it is clear that the team was thinking through the impacts and potential risk to the different organizations. He believes there are some higher risks of inaction if city does not move forward with this implementation.

Councilmember Leeper just wanted to make sure when it is implemented that the city has a test plan to make sure it works and a plan if there are problems.

Annual maintenance: first year no fee and then \$20,000 a year. Disaster recovery is included in annual maintenance. There is \$3,000 for external hardware that is not part of maintenance for first year.

Tyler would include software upgrades to make sure city would have the latest version. The IT department could manage the upgrades and city could do it in-house or for a fee they can do it remotely which would help our IT because of limited staff.

Governmental Finance Officers Association (GFOA) worked in conjunction with Clarke County Virginia. They wanted a needs assessment completed on their administration for the County for business process and technology. GFOA recommends upgrading from Bright system to software such as Tyler. An upgrade would benefit staff. Clarke County intends to upgrade as soon as funding is available.

Staff looked at Screen Scrape and found it would be more expensive.

Staff recommends proceeding with Software Implementation Phase II-purchase new software and implement from Tyler Technology.

Cost: \$172,000 Capital Budget \$87,000 total \$257,000

Optional Add On:

Training: (10 additional days) \$11,750

Tyler will not charge for these days unless additional training is necessary.

CAMA (Computer Assisted Mass Appraisal) system for assessment. \$30,000

\$41,750 difference in cost. Staff believes they can find these funds.

MOTION: Councilmember Polk moved that Staff move forward with the document to approve agreement with Tyler Technology Contract (munis-system) using the standard city form riding the Alexandria School contract not to exceed \$298,750, authorize Mayor or Vice Mayor in his absence to sign, and bring back contract at next meeting for ratification.

SECOND: Councilmember Naddoni

Great Plains software for Phase I will continue to be used.

The Mayor and Councilmember Naddoni wanted Ms. Spence to check to see if Potomac and Rappahannock Transportation Commission has the munis system and if so we could interface with that system to verify motor fuels tax.

VOTE ROLL CALL: Yes, Polk, Naddoni, Banks, Leeper, Miller, Polk, Treuting, Jones

9. City Manager Report:

a. 2013 Budget: The City Manager will present the budget at February 21, 2012 meeting.

b. Safer Route Grant: approved by VDOT to install sidewalk from Euclid & Manassas Drive to Manassas Park Middle School. Special thanks to Calvin O'Dell for all his work on getting this grant approved. Public Works will have to review the Euclid Avenue/Manassas Drive intersection to see about crosswalks, signage, and other amenities that would have to be included.

c. City is anticipating the possibility of snow tonight.

d. February 8: Chamber of Commerce after hour will be held from 5-6:30pm at Community Center. February 15: Chamber of Commerce: The Mayor will be on the panel.

e. Potomac and Rappahannock Transportation Commission: letters opposing Tax Title of HR7: letter to Virginia Congressional Delegation opposing diversion of gas tax from transit to highways. The whole system for funding transportation is at risk.

MOTION: Councilmember Treuting moved to direct the Mayor to send a letter similar to PRTC letter from Chairman May expressing strong opposition to the proposal made by the House Committee on Ways and Means calling for the portion of the current motor fuels tax now dedicated to transit investments to be used instead for other surface transportation programs.

SECOND: Councilmember Banks

American Energy and Infrastructure Jobs Act of 2012- the House of Representatives surface transportation authorization bill.

VOTE: Unanimously passed

f. Contract: LED Pedestrian Pathway Lighting for VRE Commuter Rail Station: The grant would be for \$155,000 with city share being \$50,000 which would be materials only. After further review, the city found that the lights along the path may not work because of the trees located on the route. The cost of actually doing the project would cost the city more likely \$100,000 - \$150,000. Staff stated there were more important infrastructure projects that could be completed with that funding and recommends not proceeding with this project. Councilmember Polk asked if there were any repercussions to turning down a grant. He wanted to make sure they understood why the city was not proceeding with the grant.

MOTION: Councilmember Treuting moved to direct staff to write a letter amending the Contract between Department of Mines, Minerals and Energy and the City (C10-6086) stating the city will not go forward with this project at this time.

SECOND: Councilmember Miller

The City Attorney stated the city was to get \$50,000 in proffers from a developer and the city would have to determine where this money should be spent.

VOTE: Unanimously passed

Councilmember Naddoni is requesting the City Manager to look at placing funds in the budget for hiring a dedicated grants writer to find out if there are grants out there that the city can apply for and get. The City Manager stated there are personnel in departments that take on that task. The City Manager stated that this may be an option in the future but if additional personnel were hired another IT person would be the highest priority. Jay Johnson, Public Works Director, stated that Laura Coughanour and Calvin O'Dell in his department have been taking grants writing training and his department is pursuing grants. The Mayor stated one option would be to look at an intern in public administration to work with the city on grants.

g. The city received a letter from Chuck Colgan, State Senator, regarding unfunded mandates. The City Manager will reply to his letter giving him a list of things that are unfunded mandates in the past and those that are in legislative packets this year. The city was to send a letter to both Senator Colgan and Delegate Marshall listing the unfunded mandates.

10. Worksession: Illegal Subdivision/Overcrowding Planning Director, Fire Marshal, Building Official and City Attorney:

Copy of report and presentation made part of the record.

The Worksession was closed at 9:35 pm.

11. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711a of the Code of Virginia: Paragraph (1) and (7): 9:35 PM:

MOTION: Councilmember Treuting moved to accept recommendation of City Attorney that the Governing Body go into closed meeting to (i) discuss the performance of a specific public officer, and (ii) consult with the City Attorney regarding a specific legal matter requiring the provision of legal advice by the City Attorney pursuant to paragraphs 1 and 7, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Treuting

VOTE: Unanimously passed

12. Return to Open Session: 9:45pm:

MOTION: Councilmember Naddoni

SECOND: Councilmember Leeper

VOTE: Unanimously passed

13. 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 Leeper

VOTE ROLL CALL: Yes: Naddoni, Leeper, Banks, Miller, Polk, Treuting, Jones

Motion out of Closed Meeting:

MOTION: Councilmember Polk moved to cancel the regular meeting on February 21, 2012 and reschedule for Tuesday, February 28, 2012.

SECOND: Councilmember Treuting

VOTE: Unanimously passed

13. Adjournment:

Mayor Jones Adjourned the meeting at 9:45 pm.

Approved February 28, 2012

Frank Jones, Mayor

Lana A Conner