

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, DECEMBER 1, 2009 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  
Fran D. Kassinger  
Keith D. Miller  
Suhas Naddoni

**Absent:** Michael Bunner

**Staff Present:** Lana A. Conner, City Clerk  
Mercury T. Payton, City Manager  
Dean Crowhurst, City Attorney

**1. Approval of Agenda**

MOTION: Councilmember Miller moved to approve Agenda with following changes:

7c. Marketing Outsourcing of General Services Agreement removed.

7d Euclid/Manassas Drive Intersection-Contract Authorization: First amendment to Whitman Requardt agreement

Remove 9, 10, 11; no closed meeting required. Worksession will be held after regular meeting. Library and council procedure for appointment.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

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

**3. Citizen Time:** There were no citizens wishing to address Governing Body.

**4. Presentations:**

**4a. New Businesses in the City of Manassas Park: Vanessa Watson:**

**1. Allstate Agent: Rich Surway, located in Railroad Professional Building**  
Opened for business September 1, 2009

**2. Royal Barber Shop located in Manassas Park Plaza:**  
Owner could not be here. Ms. Watson gave Governing Body information on this business. It is located between Clarke Restaurant and tanning spa.

**4b. Prince William County Library: Richard Murphy, Executive Director: Presentation**

The name is the Prince William Public Library system because they are aware they serve Manassas, Manassas Park and Prince William County. Library began in 1952 in the "back of the Martha Shop" in old town Manassas and was run by the Women's Club. Manassas Park gave property for Central Library in the late 1960's and the building was opened in 1970. When the two cities split from the county in the mid-70's a law suit directed Manassas Park to pay for library services for its residents. An agreement was reached which shares the burden equally among all the residents of all three participating jurisdictions. Library system physically checks out over 2.5 million items per year and answers over 400,000 information questions. If you stacked these books it would be the same as 11 Washington Monuments. Citizens can check out books on their own and renew their books on line. The Central Library accounts for 14% of the checkouts and 16% of the information requests in the system. The Central Library accounts for 16% of the programs/events provided, and 15% of the attendance at these programs/events. System-wide usage has increased significantly in the last three years which usually happens when the economy is not good.

Central Library is 21,000 sq. ft., staff of 19.9 FTE (28 positions). They heavily use part-time because of their number of hours of operation. Annual operating budget is about \$1.2 million. Annual book costs of about \$250,000. Infrastructure costs (HVAC, water, electricity, maintenance are in the public works budget and are in addition to the costs cited above) so he does not have a cost on infrastructure. It is in the Prince William County budget not Library budget. It is part of the over head cost. System-wide services available to all residents: 1) electronic resources (over \$300,000 per year) 2) centralized selection, acquisition, cataloging and processing of books and other materials 3) centralized computer operations (hardware, network infrastructure, integrated library service software, maintenance, and internet access, 4) centralized inter library loan service which allows customer to find books that may be at other libraries which can be couriered to this library.

Manassas Park Library Statistics:

As of June 30, 2009 there were 7307 Manassas Park residents who have library cards, more than half of the jurisdiction population. There are about 273,000 total registered borrower overall. Every three years the cards are renewed and if somebody does not renew the card that is taken off the role. They believe this is fairly accurate. Manassas Park residents check out about 15.5% of the materials checked out at the Central Library. Manassas Park residents use every library in the system. Mayor Jones stated one of the things our City Representative talked to Governing Body about as part of information gathering for library services is that as a member of library there subscriptions we can get to via the Internet (\$300,000 investment) but there is also the capability to use the library services not just in Prince William but all of northern Virginia. Mr. Murphy stated has reciprocal borrowing agreements with all Council of Government (COG) libraries. They also have one with Central Rappahannock and Fauquier County where they do reciprocal borrowing. If somebody wants to use the service outside those then they have a non-resident fee. There ten libraries in the system.

Central is one of two library facilities with a dedicated computer lab which is heavily used but does not require a library card. They had a library in the mall for three years funded by their foundation with no county funds. It was hard to keep it going with no tax funds. They closed that down and moved the computers over to Central. Central provides a wide range of programs and activities, especially focused on children. Central work with Manassas Park schools to assure a high level of support for homework assignments. The Community Room is heavily used by community groups, and there is no charge for this service. The building since 1970 has been upgraded several times to address the need for technology changes and new formats. The Public Works Department includes this building on its regular maintenance schedule for painting, carpeting, etc. The furniture and equipment has been upgraded over the years.

He stated there was a comments made about this was an old facility. Mr. Murphy stated they have done a good job of keeping that facility upgraded.

All qualifying libraries in the state receive state aid based on a set formula that takes into account service area, population, demographics, etc. Because the library board serves more than one jurisdiction, they are considered a regional library and receive a higher level of aid, which offsets a portion of the costs to the local jurisdictions.

Councilmember Naddoni asked about state aid received. Mr. Murphy stated it was about \$550,000 for the three jurisdictions. They fully funded it the first year but have never been fully funded since then. If it was fully funded, they would get close to a million dollars. Councilmember Naddoni asked what the portion for Manassas Park is. Mr. Murphy stated he can get it but the formula is one in which because we are a regional system providing service to more than jurisdiction, the amount that comes for the number of square miles is double what it would be if it was one system.

The Library system emphasizes customer service to all of our citizens. Each year the County has contracted with UVA to conduct a validated customer satisfaction survey. For over 15 years the library system has received a satisfaction rating for staff service of 99%. There is no differentiation of service to citizens of any of our three populations. The survey is a telephone survey by the County every year. There are questions asked about various services. One question is rating the overall satisfaction with library services (99% satisfaction rating) and the other question if you have used library in last twelve month rate your satisfaction with customer service provided by library staff (99%). This is for the entire Prince William County area.

Mr. Murphy stated they are going to start giving quarterly updates. They have a link to library services on Manassas Park website. They keep city representative, Susan DeBolt, up to date with all issues affecting the library. She is a staunch advocate for both the city and the library. He thanked Catherine Morretta for taking the time to work with him to assure the best possible library services for all city residents. Because of the down turn in the economy, there is a large increase in business. They are struggling to meet that demand. They have more customers than they know what to do with they do not have the money to try and serve them. They are challenged by the rapid changes in information technology and competing demands for public safety services, and mandated social services. All of these changes cost money.

They have a long and successful history of serving city residents. They provide a great deal of service for the amount of money the city pays. On its own, the city could not provide the level of service they give its citizens-they believe they provide a big bang for the buck.

The current allocation from the City of Manassas Park to the PWCLS, per the Shared Services Agreement [January 23, 1979] is \$558,720.00. For the upcoming fiscal year there is a strong likelihood that the PWCLS will face significant budget cuts from the State of Virginia, thus reducing the expected transfer for FY 2011. Mr. Murphy stated they have not had an actual budget increase since 1994 when they opened the Bull Run Library. There are increases in staff and cost of living but no other increase. They have lost about \$1.5 million dollars because of state or from the county since 2001. They took a 6.3% cut last year (\$850,000 cut). He will meet with the library board on Thursday to see how they will deal with any future cuts to library services. Normally hours are first to be cut and closing facilities is the last.

Councilmember Kassinger wanted to know if there was any more break out on the customer base such as repeat customers, customers bussed from school, etc. She stated you can have a card and not come back. Mr. Murphy stated we do not have that information. The general trend in library is transparency. They are trying to make it very simple for people to come into and use the library. They are looking at keeping more statistics. They know a lot of Manassas Park residents use the Story hour but they don't require a card for that. Councilmember Kassinger asked if they could look at a card and see how many times it has been used. Mr. Murphy stated they would look at that.

Councilmember Naddoni: He questioned the 7,307 cards. He stated in his house, they have four cards but only use his or his wife's card. The card statistic would be very helpful in determining actual utilization of library services. Mr. Murphy will see if they can get that information.

Councilmember Naddoni stated he has used other library services in northern Virginia. Does this library offer any paid library memberships. Mr. Murphy stated they do have a non-resident fee which is currently the same per capita cost that everybody else pays. He believes that amount is \$35.00 annual fee for non-resident. He does not know how a library would deal with that if one of the jurisdictions did not participate. It is consistent from jurisdiction to jurisdiction. Most likely those non-resident cards would not be offered if one jurisdiction did not participate or would be done on a household basis. Very few people purchase a non-resident card.

Councilmember Naddoni asked Mr. Murphy to explain the non-resident card. They pay cash or check. Somebody from out of state could send their check to use their electronic resources. Now they have to physically come in and get the card. He believes the \$35 fee is high because Fairfax County charges \$25.00 membership fee. If you take an average of \$30 multiply it by 7,000 members that would be approximately \$200,000 for library services. The city is presently paying more than double that amount. Mr. Murphy stated that would not be fair to all the other jurisdictions because right now the citizens in Prince William County and Manassas are paying on the basis of that amount per capita but not paying on the basis of just use. The public library is not set up on a user bases but as a public good. Everybody pays and everybody gets to use it. It is not one for one. They don't keep statistic and say you only get charged if you used the library within the year. He does not know of any public library that does that.

Councilmember Naddoni asked about Fairfax County. Mr. Murphy stated every jurisdiction sets that. Using Fairfax City for example saying they would pull out. He can guarantee they will look at that non-resident card issue exactly the same way that Prince William Library Board would and decide that maybe this is a too low of a fee to have to pay because it is not fair to residents who are paying the higher fee. Councilmember Naddoni stated he has a problem with that. He stated that if you look at the numbers that would add up to about five membership cards per household. It doesn't justify the recommended cost increase.

Mr. Murphy stated they did not have anything to do with the original approved agreement. The agreement was based on a per capita basis. It was not set on terms of a use per use basis. They don't get into the negotiation. That is handled by Prince William County for all shared services they provide. That would be the fairest way to do it. The public library is not set up to pay just for the use by the people who use it. Traditionally, that is not the way the library has been set up.

The Mayor stated the library budget is under \$13,000,000 and the city's prorated share is \$559,000 which is roughly 5%. We have 7,000 registered users against the total population of over 270,000 plus people with library cards. The city is 2.5% of the users but we are paying 5% of the bill. When you add the three jurisdictions total population, it is over 450,000. Manassas has approximately 45,000 population. The County has over 400,000 library users.

Mr. Murphy stated you are paying on the basis on all of your citizens because all of your citizens have access not on a user basis. He has nothing to do with the terms of the agreement but have to live with it. It is fair because it is done equally across the board.

Mr. Murphy stated that from a state point of view, libraries are not allowed to charge for library cards. You cannot charge for information services under state regulations. You cannot go into a user based thing. The City could say to the County they only wanted to pay for those people who have library cards and they would then have to change the same thing for Manassas and County residents in order to make it fair. Mr. Murphy stated that Councilmember Naddoni wanted a user based system and that is not how libraries are traditionally set up.

Councilmember Naddoni asked Mr. Murphy if he is open to paying for library services by card or check cards. Mr. Murphy is not in favor of that. He has been in the profession for forty years. He loves the concept of a public library. If you get into paying for the user kind of setup, it fundamentally changes the way libraries have operated in the past. Councilmember Naddoni did not see how it would defeat that purpose because the library system will get its funding from participating jurisdictions. Mr. Murphy stated the subscriber fee could double.

The Mayor stated when the library was started the library business was associated with bound volume. He thinks we will see more electronic media and less printed media. How will that impact the library as we move forward and what will the impact to the cost of library operations is going to be. Mr. Murphy stated people can still browse books but they are now providing many more computer terminals so people can use the internet. There is a trade off more computers less books. Reference material will still be available at library and internet.

How much of the \$560,000 goes toward library operations and how much goes toward administration. Mr. Murphy stated he believes it is about 15%. Utilities, maintenance, and things like that are not included in their budget. The \$560,000 offsets the county payment and overhead is included.

The Mayor thanked Mr. Murphy for attending and Mr. Murphy stated he would try to get the information they requested.

**4c. Update on Schools: copy of report made part of record.**

**4d. Monthly Departmental Updates: Written**

**4e. HDR Update on Community Center: Report given by Catherine Morretta, Director:**

On Wednesday they will start their pre-sale. They are getting this together for on-line and attached to city webpage. They will be able to click onto an icon, image or logo and it will take you to a secondary site which will be dedicated to the new facility. You will be able to take a virtual tour of the new facility. You can enroll on line or come in and facilitate that process. All rates will be available on Wednesday.

Hours of operation: Mon-Thurs 6am-10pm, Friday 6am-11:30pm and Saturday 7am-7pm and Sunday 10am-6pm.

They are working to get their part-time recruitment finished.

Grand Opening is January 16<sup>th</sup> and will be a full day of planned event. Everyone is invited to participate.

Aquatic and fitness will start February 1, 2010.

Councilmember Kassinger thanked Catherine Morretta and Theresa Polk for all their hard work. It could not have been done without them. Ms. Morretta stated it could not have been done without her staff. She stated she has a lot of support from other city departments and staff.

They have a new operations team and they are well positioned in the community and for the future.

Legislative Dinner: A quick walk through of new community center will be scheduled.

Councilmember Naddoni asked how many libraries do we have in the school system. There are four schools and they have four libraries. What is the budget to run these libraries and how much books and computers and programs do they have? How much are we spending internally for the library services?

**4f. Update on Northern Virginia Community College (NOVA):**

**Subject: Northern Virginia Community College Update to the Governing Body**

Hong Xu, is the City of Manassas Park's representative on the Board of Directors of Northern Virginia Community College at its Manassas Campus. This document is his summary of matters related to the College that are of interest to the Governing Body. Northern Virginia Community College ended a 10 months effort to bring the College campus to the City Center. Clark, the owner of the City Center was seeking a rental fee of \$28.5/sq. ft while the College would have to be paid \$1/sq. ft (without paying any rent). The difference, \$29.5/sq. ft for a 11,000 sq. ft facility in City Center, makes this effort unreasonable to continue. A meeting was held between Northern Virginia Community College and City administration in early November to discuss other possibilities of the College's presence in our city.

Due to the current economic situation, the College is experiencing an enormous increase of enrollment, e.g. in fall 2009, there is a 12% enrollment increase. In the meantime, the College is facing some serious budget cuts from the State government. The College is doing its best to cope with the situation including a request of a 25% increase of funding from all supporting jurisdictions. Discussion is on going for the College to justify such a request but Hong Xu respectfully submits that the City of Manassas Park should continue to support the College financially. Even with the recent tuition increase (\$7.30/credit), the College continues to provide excellent value and 20% of students graduated from Manassas Park High School to continue their post secondary education in the College, in addition to other programs that the College provides to our students and to our community.

Discussions are ongoing to determine how the City of Manassas Park can have a satellite campus in the City. The Mayor will meet on this issue tomorrow night and will forward any information to Governing Body regarding their request for additional capital funding and the issue of having a satellite campus in Manassas Park.

Thirteenth Annual Operation Lifesaver Santa Trains: This is an annual VRE tradition. They will run on Saturday, December 12, 2009. Tickets are \$5 and went on sale November 30<sup>th</sup>. If anyone wishes a ticket, they must be purchased in advance at Manassas Visitor Center.

**5. Consent Agenda:**

- 5a. Third Quarter Appropriation FY2010:
  - School Operating Fund \$7,114,109
  - Food Service Fund \$ 312,348
  - Medical Trust Fund \$ 5,000
- 5b. Third Quarter Appropriation FY2010:
  - General \$8,887,215
  - Enterprise Fund \$1,561,925
  - Bull Run ASAP \$ 299,634

MOTION: Councilmember Naddoni moved to approve as presented.

SECOND: Councilmember Kassinger

VOTE ROLL CALL: Yes: Naddoni, Kassinger, Miller, Polk, Jones

**6. Unfinished Business:**

**6a. Cell Tower Contract: City Attorney:**

After months of negotiations, this is final draft contract. The rent is \$1,300 a month which is lower as compared to Nextel who has tower on water tower at Mathis and pays \$3,000. They are using the existing support structure. It is a five year term. There are renewals terms that must be approved by the Governing Body. They must request a Conditional Use Permit for this tower which requires a Public Hearing by Governing Body. They could terminate the contract if they deem this site is not suitable. This is where Well Lot 8 was located off Rugby Road north of Rock of Salvation church at end of Kent Drive.

MOTION: Councilmember Polk moved to approve cell tower contract as recommended by City Attorney and authorize Mayor to sign contract.

SECOND: Councilmember Kassinger

VOTE ROLL CALL: Yes: Polk, Kassinger, Miller, Naddoni, Jones

Flu Season: Chief O'Neal stated as part of our continuity of operation plan to assure our workforce is ready and prepared to provide essential services we are moving to the next phase with vaccinations. Police officers and first responders who chose to be vaccinated have been vaccinated through the Health District or Prince William Hospital. The City is looking at hosting a clinic in the city either at the fire station, city hall for employees and their families. Their goal is to offer multiple clinics at parks & recreation and school site. They would like to schedule for the first two weeks in January to reach the public.

**7. New Business:**

**7a. SAFER Grant-Staffing for Adequate Fire & Emergency Response: Chief John O'Neal:**

Seeking permission from the GB to apply for a Federal grant for 3-firefighters under the President's stimulus program. The grant deadline is December 18. If successful, the grant fully funds the salaries and benefits for the firefighters for two-years; the city picks up the full cost the third year. After the third year, the city can decide to continue to fund the positions or reduce the force without penalty. As part of the federal stimulus program, the guidelines and grant requirements for SAFER was significantly modified for the federal FY-09. The federal government is waiving the salary cap and city match requirement for the FY-09 grant year as a one time only waiver per the published grant guidance. The fire chief is seeking permission to apply for the federal SAFER grant that would fund the salaries and associated benefits for 3-firefighters for two-years. If awarded the grant, the city would have to agree to fund the positions 100% the third year under the grant requirements. After the third year, the city would make the decision to continue to fund the positions or reduce the force.

Example, if awarded:

FY-11 3-firefighters 100% salary and benefits grant funded

FY-12 3-firefighters 100% salary and benefits grant funded

FY-13 3-firefighters 100% city funded

FY-14 Determine to continue to fund the positions or reduction in force with no grant penalty

The department continues to have a serious need for adequate staffing for structure fire responses and to handle EMS call volumes without significantly reducing fire apparatus staffing. The additional staffing if awarded would be working towards addressing these gaps. If awarded, the city could receive approximately \$361,764 in grant funding over the two year grant period. This is a reimbursable type of grant.

Alternatives: Apply for the grant; determine at the time of award (if awarded) to accept the Grant. Not apply for the opportunity. Recommendation: The fire chief with the city manager's approval recommends applying for the grant opportunity.

The city has 27 uniformed firefighters/EMT, one vacant position and one civilian position. The city should have about 39 uniformed firefighters/EMT according to the MAG study. A full shift has minimum staffing of six and they have 8 assigned per shift. You have annual, sick leave, etc you have to accommodate with these positions. Sometimes overtime is necessary to accommodate these issues.

Councilmember Polk asked the City Attorney if the City was allowed to obligate that funding in that third year out there. This would be funding obligated to a future Governing Body. The City Attorney stated you cannot tie the hands of a future Governing Body because it would be a non-appropriation of funds. He would have to look at the language of the grant. The City Manager had voiced concern about these future funds. The city will look at finding a way to absorb those costs when the grant runs out. Chief O'Neal would propose going back to EMS cost recovery when we first instituted that, that program has more than paid for the three positions. When we started billing for mutual aid calls, that program is quite a success. There are additional funds to support their department in the General Fund. We have some option in the third year. If you did not pick up the firefighters in third year, you would have to pay back the grant. The Mayor stated this is in a "no brainer" category. This is approving applying for the grant not the award of the grant. The US Fire Administrator administers the grant which is an arm of Homeland Security. Twenty-five percent of the grant will go toward rehiring the laid off firefighters. A portion of it will go toward departments that are trying to meet national standards.

**MOTION:** Councilmember Polk moved to authorize Staff to apply for a Federal grant for 3-firefighters under the President's stimulus program.

**SECOND:** Councilmember Kassinger

The Mayor asked about applying for the vacant frozen position which would make it four positions. Chief O'Neal stated no; you can't unless you demonstrate funding would go toward operations. The Governing Body agreed that Staff pursue four positions instead of three because of our one frozen position.

**VOTE ROLL CALL:** Polk, Kassinger, Miller, Naddoni, Jones

**7b. Authorized Provider Agreement with American Red Cross: Catherine Morretta, Director:**

To offer American Red Cross programs to our community the Department would need to enter into an agreement with the American Red Cross. This is to ensure that the Department, as an Authorized Provider, will abide by the policies and program standards specific to the American Red Cross curriculum. This agreement also provides the Department with set fees from the Prince William County Chapter for programmatic costs such as certifications, class supplies and provides support for to the Department to assist instructors that require training or need to be recertified.

The Department of Parks and Recreation is requesting authorization to become an authorized provider for American Red Cross standards, as appropriate and required. The American Red Cross has a curriculum for swim instruction, personal and professional certifications as they pertain to life and water safety. The Department of Parks and Recreation may, in the future, offer Red Cross certified instruction/lessons. Several department employees are certified to instruct CPR, FA, Life Guarding and Water Safety through the American Red Cross. The AP Agreement would allow the Department to offer instruction, lessons or certification opportunities utilizing the Red Cross curriculum. The agreement does not provide exclusivity for the American Red Cross; rather it provides access to resources at a nominal rate in the event the Department chooses to offer the aforementioned services. Additionally it allows the department to utilize the American Red Cross branding for advertising purposes (only for those Red Cross programs).

Recommendation: Authorize the AP Agreement between the Department of Parks and Recreation and the American Red Cross. Pros: The AP Agreement is a non-binding agreement; the American Red Cross are valued community partners of the department.

MOTION: Councilmember Miller moved to approve Agreement as presented.

SECOND: Councilmember Naddoni

VOTE ROLL CALL: Yes: Miller, Naddoni, Kassinger, Polk, Jones

**7c. Euclid/Manassas Drive Intersection-Contract Authorization: First Amendment to Whitman Requardt contract: City Attorney:**

This would be first amendment to Euclid Avenue/Manassas Drive Intersection Improvements. The current contract with Whitman Requardt entered into back in March 2008 pursuant to RFP that was put out asking for total services for VDOT funded project. Since then we have gotten some federal funding through American Recovery and Re-investment Act 2009. The subcontractor that Whitman Requardt is going to use is the one they included in the proposal. They wish to modify the existing contract to take into account the fact that they would be acquiring right of way and negotiating everything associated with right of way acquisition. This is taking the fee proposal they submitted to VDOT along with federal documents associated with federal funding one of which is ARRA (stimulus money) reporting requirements. The over cost is \$45,022 but because there is a federal requirement that these funds must be tracked, Public Works is asking for up to \$50,000. This amendment will insert into the original agreement the new fee proposal and the two federal documents. The expenditures of the ARRA money must be identified specifically by end of February 2010. Funding is already in the budget associated with the project. The right of way is actually owned by the city. The difference is when the city does not use it anymore.

Councilmember Naddoni asked if there was funding available to install a sidewalk from Euclid to the middle/high school. Ms. Gammell stated not in these funds but maybe in future years they may be able to get funding. Potomac and Rappahannock Transportation Commission 2% motor fuels tax may be a funding source.

Councilmember Kassinger stated that there is a school policy that kids do not walk from the schools. The Mayor stated there may be other people from Conner Center walking.

Ms. Gammell stated the city is purchasing enough land for this project.

Councilmember Polk stated Planning Commission is starting the Comprehensive Plan process and you may want to put this project in as a stakeholder for out years.

MOTION: Councilmember Miller moved to approve First Amendment as presented.

SECOND: Councilmember Naddoni

VOTE ROLL CALL: Yes: Miller, Naddoni, Kassinger, Polk, Jones

8. **Closed Meeting State Code of Virginia Freedom of Information Act: Section 2.2-3711a of the Code of Virginia**
9. **Return to Open Session**
10. **Certification & Action out of Closed Meeting if Necessary**

There was not a call for a closed meeting.

December 15, 2009 Meeting: The Governing Body has interviews scheduled for December 15, 2009. A Public Hearing will be held on Wednesday, December 16, 2009 following the Legislative Dinner scheduled for 6:30 pm. Governing Body will make an appointment that night.

Councilmember Kassinger asked if the persons speaking in support of the candidates put their comments in writing and send before the Public Hearing.

**11. Adjournment: 8:55 pm:**

The Mayor adjourned the regular meeting at 8:55 pm and Governing Body went into a Worksession to discuss library and procedure for appointment of vacancy on Council. The Mayor adjourned the Worksession 10:35pm.

Approved January 19, 2010

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Frank Jones, Mayor

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Lana A. Conner, City Clerk