

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON MONDAY, JULY 19, 2010 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**Roll Call:** Frank Jones, Mayor  
Fran D. Kassinger  
Suhas Naddoni  
Keith D. Miller

**Absent:** Bryan E. Polk, Vice Mayor  
Michael Bunner  
William J. Treuting, Jr.

**AGENDA ITEM** *11a*

**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 noted correction:

Remove 9, 10, and 11: Closed meeting not needed

**SECOND:** Councilmember Naddoni

**VOTE ROLL CALL:** Yes: Naddoni, Kassinger, Treuting, Polk

This meeting replaces the July 20, 2010 meeting. Governing Body next meeting will be August 17, 2010. This will be a Joint Meeting with the School Board.

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

**3. Citizens time:**

(a). Buck J. Boggs, 8650 Madera Court: President: Outlook Condominiums: The project consists of 80 units on Inyo and Madera Courts. He is here concerning the parking on LaPaz in front of the cluster of mailboxes. City law Article III, Sec 24-48 states no person shall park a vehicle, except when necessary to a void conflict with other traffic or in compliance with the direction of a police officer or traffic control device, in any of the following places (18) in front of or adjacent to a residential mailbox of the United States mail or any carrier or vehicle carrying the mail. Due to illegal parking in front of the boxes the carrier has to walk unnecessarily, and sometimes great distance for delivery of 80 units, and sometime people have to double park to pick up their mail which creates a safety hazard on the street. The Association is requesting that a sign be posted and the curb area be painted prohibiting parking there except for delivery and collection of mail by patrons.

Kathy Gammell, Director of Public Works, stated that Lapaz is part of the city streets. The city owns the streets and curb. She stated the city can yellow stripe the curb and put up "No parking" signs. Ms. Gammell will take care of striping and installing no parking signs.

**4. Proclamation: National Suicide Prevention Week: September 5-11, 2010:**

**MOTION:** Councilmember Naddoni moved to approve September 5-11, 2010 as National Suicide Prevention Week.

**SECOND:** Councilmember Miller

Victoria Brown, Helpline Director, and Frances Harris, Executive Director, accepted the Proclamation on behalf of the Association. One person dies by suicide every 18 minutes and it is estimated that 5 million people in the US have lost a loved one to suicide in the past 25 years. Suicide is the third leading cause of death among youth between the ages of 15 and 24, and the second leading cause of death for college students. Suicide is the 11<sup>th</sup> leading case of all deaths in the United States, and mental health issues will strike one in five adults each year regardless of age, gender, race, religion, or economic status.

Ms. Harris thanked the Governing Body for approving this Proclamation.

**VOTE ROLL CALL:** Yes: Naddoni, Miller, Kassinger and Jones

**5. Presentations: Chamber of Commerce Merger and Event Information: Vanessa Watson:**

The Greater Manassas (over 1100 business members) and the Regional (Eastern Prince William) Chambers of Commerce voted to merge on June 17, 2010 to create the Prince William Chamber of Commerce. With this merger, they have created the largest business organization in the Washington DC metropolitan area, which in turn provides increased exposure for the city as well as our valued businesses.

With the Chamber, the City has a beautiful advertisement in the Directory. The Chamber motto is business success is their success.

The Director of Parks and Recreation and Planning & Zoning Administrator will be manning a booth at the "Connection" event in October 2010. Over 1500 people came by at the last event. Ms. Watson will send out an e-mail to Governing Body so they will have advance time to be able to attend.

The Parks and Recreation department with the Chamber are hosting an "after hours business" event on July 22, 2010 from 5pm to 6:30pm at the Community Center. It will be "Moroccan Night". We are encouraging businesses that are members of the chamber but also those that aren't yet. This way they will be able to see our beautiful facility and see what great things the chamber can do for their business. Ms. Watson thanked the Chamber for all their efforts in making sure the City of Manassas Park is recognize continually and has a voice in the regional business community.

Ms. Watson thanked the Director of Parks & Recreation and Staff for all of their help with this event and all other events which they so gracefully help out with when she contacts them.

**5b. Recognitions: Manassas Park Fire and Rescue Department:**

A citizen thanked the Fire and Rescue Department for all they have done for her. She donated a \$100 donation. All three (3) shifts have provided service over the last year. The Mayor wanted to recognize the quality of service those individuals provide. A job well done.

**5c. Parks and Recreation:**

This department has done a significant amount of work with the new community center coming on line. They received an update on the status of membership and the financials for first portion of the city for the community center. City is significantly above plan in terms of being further in terms of progress that we thought we would be for current year. . The Mayor thanked the Director and Staff for the quality of their programs. He has gotten nothing but positive feedback.

Fireworks and 4<sup>th</sup> of July: It was hard to shift from Signal Hill Park to City Center. We had issues with the fireworks vendor but that was not a department issue. The issues have been addressed with the vendor. The Mayor congratulated the department on a job well done.

**6. Consent Agenda:**

- 6a. Approval of Minutes: June 15, 2010
- 6b. First Quarter Appropriation for FY2011
  - (1) General Fund \$8,423,173
  - (2) Capital Projects Fund \$5,271,685
  - (3) Debt Service Fund \$775,996
  - (4) Enterprise Fund \$4,061,357
  - (5) Potomac and Rappahannock Transportation Commission Trust Fund \$1,711,163
  - (6) Bull Run ASAP \$310,250
- 6c. First Quarter Appropriation for FY2011 Schools
  - (1) School Operating Fund: \$6,936,980
  - (2) Food Service Fund: \$ 328,133
- 6d. Governing Body Summer Schedule: Third Tuesday August 17, 2010

MOTION: Councilmember Naddoni moved to approve Consent Agenda as presented.

SECOND: Councilmember Miller

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

**7. Unfinished Business:**

**7a. General Services Agreement with APEX for Stormwater Facility Maintenance & Repair: Kathy Gammell,**

Staff is requesting authorization from the Governing Body to enter into a general Services agreement with APEX Companies, LLC for stormwater pond assessment, repair, and maintenance services per equipment/services unit costs provided in Attachments A. Public Works and the City Engineer have assessed the City's ponds for necessary repair and/or maintenance. The work has been prioritized with the most urgent work to be completed first. Funding exists in the FY11 budget to begin the repair and maintenance plan.

APEX Companies, LLC has contracts with several jurisdictions in northern Virginia for repair, maintenance and assessment of stormwater facilities and has performed work on City ponds and streams in the past. APEX has been responsive, responsible, reliable and very professional when performing past work for the City and staff has confidence in their abilities for future work. APEX executed an agreement with the Virginia Department of Transportation (VDOT), which will be effective July 12, 2010 for "assessment, repair and maintenance" of stormwater facilities. VDOT included a "Rider Clause" in the Invitation for Bid that, per Virginia Procurement Law, allows other jurisdictions to ride its contract.

City staff proposes to ride APEX's VDOT agreement, which provides unit costs for specific tasks that the City needs for repair and maintenance of stormwater facilities. The VDOT contract reflects APEX costs that were provided in a competitive bid process and that include labor, material and equipment. Under the proposed general services agreement with APEX the City would not be obligated to provide or fund any work by APEX. Work will be defined by staff on an as-needed basis and only if funding is available. Work will be performed using the unit pricing provided in their VDOT bid (Attachment A).

The term of the VDOT agreement is three (3) years with the option for two (2) additional one (1) year extensions. Staff proposes that the City enter into a general services contract with APEX for the same terms as the VDOT agreement.

Recommendation: Authorize staff to enter into a service agreement with APEX Companies, LLC for stormwater pond assessment, repair, and maintenance services per unit pricing provided in Attachments A.

The City Attorney and City Engineer has reviewed this contract and recommend approval.

The Mayor stated looking at the articulated components of work, this agreement has all of the things called in this that city will need for maintenance action for storm water ponds. Ms. Gammell stated a lot of these activities are pretty general. Everything quoted is based on providing labor, materials and equipment.

MOTION: Councilmember Kassinger moved to accept recommendation of staff to enter into a service agreement with APEX Companies, LLC for stormwater pond assessment, repair and maintenance services per unit pricing provided in Attachment A to the agreement, authorize the Mayor to sign agreement with conditions that the City Attorney indicated earlier and pending final approval by City Attorney.

SECOND: Councilmember Naddoni

Ms. Gammell stated that APEX would not be guaranteed any work unless they have provided a task order based on city specifications for work that has to be done and city has accepted it. There would be a not to exceed dollar amount.

The City Attorney stated because we have another month before the next meeting, he is asking Governing Body to authorize the Mayor to sign the final agreement which would be the standard city service agreement and will reference and incorporate by reference the proposal submitted to VDOT. This agreement would be placed on August 17<sup>th</sup> meeting for ratification.

VOTE ROLL CALL: Kassinger, Naddoni, Miller, Jones

**7b. Resolution \_\_\_\_\_: Authorize Application for VDOT Revenue Sharing Money in FY2011: Calvin E. O'Dell:**

VDOT's Revenue Sharing Program has helped the City greatly reduce its roadway improvement project expenses for years. The City has traditionally been approved for hundreds of thousands of dollars in Revenue Sharing dollars each year. Traffic signal interconnectivity has been discussed for years as a way to improve traffic flow and signal efficiency.

In these economic conditions, the Revenue Sharing Program has seen significant reductions in funding, and it's uncertain how many more opportunities the City will have to apply for these matched funds. It's imperative that we take advantage of what the State is still offering, and present projects that qualify for this funding while there is still a window of opportunity. Rules of the program restrict the types of projects that qualify, and the traffic signal interconnectivity project meets these requirements.

Fiber Optic Traffic Signal Interconnectivity along Manassas Drive offers:

- a) More efficient traffic flow via synchronization: When signals are spaced less than ½ mile apart, the signals can function together to move large groups or "platoons" of traffic together.
- b) Ease of maintenance through coordination: Changes in signal programming and timing in an entire corridor of signals can be made from a single control box in a single location, greatly reducing time and labor hours spent on these operations.
- c) More efficient fire and EMS response:  
Fire pre-emption of signals would be able to function with signals throughout the corridor, allowing for faster and safer emergency response.
- d) Option to have a TMC or central hub-Municipalities all over the country are implementing Traffic Management Centers, or central hubs where traffic can be monitored and controlled. The fiber optic interconnect would make this a feasible option for our city in the future.

The total cost of the project is estimated at \$153,600. Of these costs, the City would potentially be reimbursed for a total of \$76,800 from the State. The city share will be handled through Potomac and Rappahannock Transportation Commission 2% motor fuel tax fund.

Approve a resolution authorizing staff to apply for VDOT Revenue Sharing funds in the amount of \$76,800 to fund the Fiber Optic Traffic Signal Interconnect along Manassas Drive for fiscal year 2011. The resolution will be an agreement for the City to match \$76,800.00 in funding for completion of traffic signal interconnectivity along Manassas Dr.

MOTION: Councilmember Naddoni moved to approve the Resolution authorizing the application for VDOT Revenue Sharing for FY2011 funds.

SECOND: Councilmember Miller

VOTE ROLL CALL: Naddoni, Miller, Kassinger, Jones

The Mayor stated Potomac and Rappahannock Transportation Commission held their meeting last Thursday and they gave the Board a brief on how funds are allocated through Department of Taxation. As of the first of January Department of Taxation started a new process by which they reconcile dollars that are monies attributable to each jurisdiction associated with PRTC. Everybody believes there is a problem with bookkeeping regarding these funds. The city does not get credit for gas sold at the pump but gas provided by a distributor to something in the neighborhood. Because of this the distributor are having difficulty figuring out what is Prince William, what is Manassas and what is Manassas Park. Manassas has collected over \$200,000 above anticipated revenue. Prince William and Manassas Park are almost equally below in terms of anticipated revenue. The Commission sent a letter to the Acting Director, Department of Taxation, asking for an audit. They are in negotiation now on when the Department of Taxation is going to do that.

The Mayor contacted the City Manager to let him and Director of Public Works know we are in the neighborhood of \$100,000 incorrectly reflected to Manassas that belongs to Manassas Park. The Mayor expects that to be reconciled and corrected but he wanted the city to be aware of it because this would impact our road projects where we use 2% motor fuels tax.

**8. New Business**

**8a. Economic Development Authority: Appointment of Charles Forest, 9816 Pickens.**

MOTION: Councilmember Kassinger moved to accept recommendation of Economic Development Authority Chairman and appoint Charles Forest to Economic Development Authority for a term to expire February 20, 2011.

SECOND: Councilmember Naddoni

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

**8b. Northern Virginia Workforce Investment Board (NVWIB) Consortium Agreement:**

**Patrice Cook, Eligibility Supervisor, Department of Social Services:**

Workforce Investment Act is a project created to develop and create employment opportunities for individuals in Virginia who are unemployed and underemployed who need job skills training. The program creates a one stop shop for job development and placement. It provides educational placement, aptitude testing and job placement resources. The City has traditionally participated with the NVWIB which requires the city to enter into a Memorandum of Understanding (MOU) with the NVWIB. This plan will allow the citizens of the City to participate in this unique and beneficial opportunity. Agreement is for the period of July 2010-2012.

Mr. David Hunn, Executive Director, was present to answer any questions. He will send the Governing Body breakdown on the number of Manassas Park citizens that have used this program.

The Social Services Department is requesting the Governing Body to authorize the Mayor to sign the MOU with the NVWIB.

MOTION: Councilmember Kassinger moved to approve the Northern Virginia Workforce Investment Board (NVWIB) Consortium Agreement and enter into a Memorandum of Understanding and authorize the Mayor to sign the Agreement subject to final approval by City Attorney.

SECOND: Councilmember Miller

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

**8c. Blooms Crossing Owners Association Meeting: Sharon Corbin, President of Bloom Crossing Owners Association and Jay Johnson, City Engineer.**

The Mayor has made the Governing Body aware of him meeting with BCOA to discuss the issue of storm water ponds. The City Manager, City Engineer, City Attorney and the Mayor have been meeting with the BCOA. They have been able to come up with a workable solution.

These meetings have strengthened the relationship between the city and the BCOA. Ms. Corbin stated she appreciated their time sitting down with the Board which has been a long time coming, and believes this is the right direction for the city and BCOA. He appreciated the fact that the BCOA was willing to come in with an open mind and work together to solve this issue.

Jay Johnson, City Engineer, stated she and Ms. Corbin met this evening and some of the proposal they had at the last meeting everybody is agreeable with it. We have the two ponds that the President stated she would sign off giving permission to enter and do corrective measures (both ponds straddle Cougar Elementary and are known as Pond #2 and the pond in Section III Phase II. It would require some mediation but the plan is to ultimately transfer ownership of the property but right now, the city would like to proceed with maintenance of these ponds. Ms. Corbin is going to sign off on a letter giving the city the authority to go ahead and undertake those maintenance actions on those ponds that are needed now. Those ponds have a split responsibility with the School Board.

There are four additional ponds that are also BCOA responsibility. The City Engineer has met with their contractor and their management company and they are in process of preparing estimates which he believes should be reasonable. It is the same contractor that was previously approved regarding stormwater management ponds. Once those ponds are brought up to the design standards, then the city is proposing to take over maintenance of those ponds along with the physical property being transferred to the city.

There is a mechanical device that has a float built into it and instead of having a ground drain which gets plugged up with mud and debris, it floats above and continues to pull the water down to the point where it leaves a shallow amount of water and natural evaporation takes care of that. They have installed it in Pond #1. There is a series of rock structures that help screen the water that flows into the pond that the City Engineer has recommended. This process is not as expensive as the original estimate that was given to Governing Body. The estimates were up to \$250,000 a pond. Right now the estimated cost is \$175,000 for all four ponds.

The city has found a way to use the material that will be removed from the ponds instead of having to move it to a waste disposal site at Lorton which will save the city a lot of money. They can use it around the pond to create some natural berming and create landscaping features. The debris material will not be moved more than 600 feet from the pond.

Ms. Corbin stated the BCOA Board has endorsed this project and has given permission to move forward.

The City Attorney proposed that a Memorandum of Agreement (MOU) be prepared with BCOA Attorney and get that to Governing Body next month for ratification. These ponds need to be worked on immediately to take advantage of the summer month.

**MOTION:** Councilmember Kassinger moved to authorize the City Attorney to prepare a Memorandum of Agreement, authorize the Mayor to sign the (MOU) on behalf of Governing Body once signed by President of BCOA and get it ratified at the August 17, 2010 meeting.

**SECOND:** Councilmember Miller

The city would take over full maintenance responsibility for the two ponds. The city would agree that the four ponds owned by BCOA would be accepted as part of stormwater management program that the city will propose down the road which would have an automatic provision for privately maintenance ponds once they have been brought back to their original design condition. The BCOA would convey the easement and fee simple title because there are some liability issues associated with owning the land. The city would take full responsibility and ownership of all the ponds within Blooms Crossing including the ones that the city currently maintains by easements. They would get those by fee simple title and the two additional ones by fee simple title.

The Mayor stated that APEX is providing the estimate for BCOA and this work could be piggybacked. The BCOA could contribute money to the city and the city would charter the work under the contract which is legal for the city to do.

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

**8d. Resolution of Storm Water Management Issues:** This issue was resolved per discussion and motion under 8c with Blooms Crossing Owners Association.

**7 Closed Meeting State Code of Virginia Freedom of Information Act: Section 2.2- 3711a of the Code of Virginia: (No Meeting Scheduled)**

**8. Return to Open Session**

**9. Certification & Action out of Closed Meeting if Necessary**

The Governing Body will go back on regular schedule starting in September 2010.

The Mayor stated the Governing Body at it next meeting may have the new elected delegate from the south end of the county who is on the Potomac and Rappahannock Transportation Commission Board. He wants to meets everybody.

**10. Adjournment:**

Mayor Jones adjourned the meeting at 7:55pm

Approved August 17, 2010

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Frank Jones, Mayor

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Lana A Conner