

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, SEPTEMBER 19, 2017 AT 7:00PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call: Jeanette Rishell, Mayor
Sahas Naddoni, Vice Mayor
Preston Banks
Michael Carrera
Donald Shuemaker
Hector Cendejas
Miriam Machado

Absent: None

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

1. Approval of Agenda:

MOTION: Councilmember Carrera moved to approve the agenda.

SECOND: Councilmember Banks

VOTE: Yes: Carrera, Banks, Cendejas, Machado, Naddoni, Shuemaker, Rishell

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

3. Citizens Time:

3a. Deborah Bottomley: 106 Kent Drive: She has lived here since 1978. She has raised three girls. Her water bill has gone up to \$85.00 a month, which is a large amount of money out of her budget. She does not drink the water here because it makes her sick. When she first lived here, it was \$30 every three months. She understands we have doubled our residency but she is paying for a single-family house with two people. She has a family across the street that has 14 people in it. It should be considered that if you have multiple families living in one house they should pay a little bit more. She knows it is regulated by a meter.

Mayor Rishell stated the city is trying to address the cost of water & sewer. City is exploring options to sell the system either to a private entity, another municipal government or public entity.

3b. Michael Rawley, 286 Manassas Drive: He stated the city seal states "The welfare of the people is our supreme law" but is far from being achieved. He has been a homeowner since 1978. City has had a problem with water run-off for at least 3 years at his property. Getting a solution has been futile for him. He spoke with Allan Rowley on September 8. On September 13, city spent entire day digging, backfilling, and hot patching on Manassas Drive roughly 1000 feet away from where the water was appearing. The city land where the water accumulates has become a right of way for vehicles. Digging ruts, used as a tree remnant dump and never regraded after first attempt to resolve the water situation two years ago. This causes a bog area, mosquitoes and rats in the woodpile. He believes city ran more efficiently when city hall and police station was located on Manassas Drive near Rte. 28. The City Manager will meet with Mr. Rawley to see if they can resolve the situation.

3c. Fran Mattson, 141 Martin Drive: She wanted to know the policy for stickers. Does she no longer require a sticker? Does she still pay personal property? The City Attorney stated the decals is different from personal property tax. You get a license from the city and the city uses that to know whether you have a vehicle and you pay personal property on that. You no longer have a decal associated with a license. You use to have a decal to show you have a license.

She stated all the cars she sees without license might not pay their personal property. The Treasurer has different means to collect personal property. She would prefer having a sticker on the vehicle because that shows they are paying their taxes. The renter at 145 Martin Drive has four sons and 6 or 7 vehicles. One of the sons was involved in the shooting on Lambert Drive. It scares her when she hears loud noises or sirens. They have mustangs and gun them at nine or ten o'clock at night, which makes a very loud noise. She is 71 years old and does not want to hear this noise. If she feels threatened in any way, just call the police. There is an ordinance regarding repairing vehicles on the street and there is a noise ordinance. The City Attorney will get that information to her.

Mayor Rishell stated there are people that pay their taxes but do not put the sticker on their car. The Treasurer has a procedure in place to reach those who do not pay their taxes. The Commissioner of Revenue can download from DMV who has a car garaged in Manassas Park and bill them.

4. Presentation/Recognitions:

4a. Child Advocacy Center (CAC) Presentation: Samantha Carrico, Family Service Specialist II, Manassas: Copy of Presentation made part of the record:

Ms. Carrico stated the greater Prince William area is in need of a Child Advocacy Center to better serve our community in child sexual and physical abuse cases. It affects one in four girls and one out of seven boys that are physically or sexually abuse. At the CAC the entire team is able to maintain focus on the child through the process of sharing physical space, time and information. Because cooperating professionals reduce the number of interviews, observe the victim together and hold joint staffing's, the process is much less frightening to the child victims. By eliminating duplication of effort and needless delays and by assuring cooperative follow-up, CACs improve effectiveness of all agencies, some of which formerly may have worked in isolation. Manassas and Manassas Park are the only jurisdictions that are interested in creating a CAC in the area. They will need a coordinator who runs the day-to-day activities. They will need forensic interviewers who are trained to speak to children involved in these types of cases and they will need a translator because we have a very diverse area that has many different languages. National Counseling Group is an organization within our community offers counseling service to our clients. They have donated space within their building, which is on Forest Point Circle. We would not have to pay rent or utilities. The application to become a CAC is due January 2018 and all grant funding is due in May 2018. A Memorandum of Understanding would have to be established between Manassas Park, Manassas, law enforcement agencies as well as Social Services agencies to insure the continuity of practice when department heads, personnel and elected officials change.

Councilmember Cendejas asked if they help those in Virginia only or other places. He stated there are many kids coming to this country that are part of human trafficking and many are raped. She stated that trafficking is a hot topic and they deal with all those cases. When you are using a CAC you want an independent interviewer not associated with police department or social services. There would be no conflict if prosecution occurs.

City social services uses the CAC in Fairfax or Winchester, VA.

Projected grant funding available: \$101,915, which will be state & federal funds. They propose to be 100% grant funded. They are not asking for a local match at this time. They have asked SCAN (Stop Child Abuse Now) a non-profit organization to be the fiscal agent. On sexual abuse, cases, they must respond within twenty-four hours from the time abuse is reported until the interview takes place.

If everything proceeds as planned, the CAC should be ready by June/July timeframe.

This does not displace people in our social services department.

5. Informational Items:

5a. Jeanette Rishell, Mayor: Because of the length of the agenda, we can take some of the issues up on the agenda at a special meeting on Tuesday, September 26, 2017. Her intention is to have as much discussion question and comment time as is needed because there are important issues coming up later in the meeting. It was consensus of Governing Body to hold a special meeting on any unfinished business items on the agenda at a special called meeting September 26, 2017.

Dean Crowhurst, City Attorney, explained the difference between license ordinance and decals. The Governing Body amended the ordinance to get rid of the requirement to have a decal on your car. It did not change the underlying requirement to license a vehicle. There is confusion now that you are no longer required to have a decal so why are you paying the license fee. Technically, you are registering with the City. People say they are now registered with DMV why do I have to register again. It is two separate organizations. With DMV, you get a license, which is a tag on your car. With Manassas Park, you get a license but we no longer require you to display decals. The underlying requirement for a license did not change just got rid of the requirement to have the decal.

6. Consent Agenda

6a Approval of Minutes: None

6b Proclamation Red Ribbon Week

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

SECOND: Councilmember Cendejas

VOTE: Yes: Shuemaker, Cendejas Banks, Carrera, Machado, Naddoni, Rishell

7. New Business:

7a. Resolution 17-1000-2008 Approval of Community Services Board 2018 Contract: Alan Wooten, Executive Director:

Mr. Wooten is asking for approval of the Fiscal Year 2018 Community Services Performance Contract renewal and revision with the Virginia Department of Behavioral Health and Developmental Services.

MOTION: Councilmember Shuemaker moved to approve the Resolution approving the Community Services Board 2018 Contract renewal with revisions.

SECOND: Councilmember Naddoni

VOTE: Yes: Shuemaker, Naddoni, Banks, Carrera, Cendejas, Machado, Rishell

7b FD: Autolytus Industries Service Agreement: Battalion Chief Car: Chief David Dixon:

At the May 2, 2017 meeting, the Governing Body approved the acquisition of a new Battalion Chief Command style vehicle for the fire department using (Fire Programs) Aid-to-Locality grant funds. The best option identified was to use a three-step process; purchase the vehicle, purchase the emergency lights and have all equipment and cabinetry professionally installed by a separate vendor. The Governing Body approved the purchase of the vehicle, which was ordered and due for delivery in October. The lighting equipment has been ordered.

The request for vehicle conversion represents the third and final step in the acquisition process. The department has selected Fastlane Emergency Vehicles as the vendor to supply command cabinetry/console and install all equipment to provide a turnkey ready fire command vehicle.

It is the intention of the department to purchase the cabinetry, electrical system and vehicle build-out with Fastland Emergency Vehicles through their contract with Prince William County. The total cost for vehicle conversion is \$37,034.18. Budget line item: Capital Projects, Fire Equipment Fire ATL Funded 302-94100-0119-00-02-00.

MOTION: Councilmember Banks moved that the Governing Body approves the expenditure of (Fire Programs) Aid-to-Locality grant funds in the amount of \$37,034.18 for Battalion Chief vehicle conversion and authorizes the City Manager to sign the service agreement with Fastlane Emergency Vehicles.

SECOND: Councilmember Carrera

VOTE: Yes: Banks, Carrera, Cendejas, Machado, Naddoni, Shuemaker, Rishell

7c. Fire Marshal Recommendation Ratification: Robert Gilmer:

Sec. 9-108 City Code: The office of the city fire marshal is hereby created. The Governing Body shall appoint a city fire marshal whose powers and duties shall be as set forth in this chapter and as authorized by the Code of Virginia.

The interview panel recommended Mr. Gilmer for this position. Chief David Dixon thanked the Governing Body for their consideration in appointing Mr. Gilmer as Fire Marshal and introduced Mr. Gilmer to the Governing Body and stated he will be an asset to the City. He comes very well trained and a lot of experience. He has the values that the city looks for in an employee.

Vice Mayor Naddoni stated the previous Fire Marshal was with the city for a long time and he hopes Mr. Gilmer will be here for a long time also.

MOTION: Councilmember Shuemaker moved to accept Staff recommendation and ratify the appointment of Robert Gilmer as Fire Marshal.

SECOND: Councilmember Carrera

VOTE: Yes: Shuemaker, Carrera, Banks, Cendejas Machado, Naddoni, Rishell

The Mayor presented Mr. Gilmer with a City pin and welcomed him to the City.

7d. PR: Active Shooter Response System: SETEC \$27,855.98: Jay Swisher, Director of Parks & Recreation:

The system will consist of 6 wireless transmitters, 24 local blue strobes, seven local sirens, and one remote blue strobe (dispatch). Wireless transmitters, otherwise described as panic buttons, will be strategically placed in specific locations throughout the community center. In the event of an active shooter/violent intruder scenario, staff will manually activate one of the panic buttons immediately initiating a series of processes, designed to mass notify building occupants and local law enforcement of an emergency event. All blue strobes will flash and siren boxes will provide an audible alarm.

The Director and Captain Reinhart discussed the need for an active shooter response system and the initial goal was to mirror response concepts from the already established and effective ALICE training system. It was determined that the ALICE training method would not be a feasible option for MPCC (differences in facility design, technology limitations, staffing configuration, and fiscal constraints). He and Captain Reinhardt met with security contractors and secured two quotes: SETEC \$27,855.98 and CTSI \$45,353.89.

In addition to the active shooter response system, staff proposes simultaneously shoring up the facility's security/intrusion system because the current system is not operational at a cost of \$1,500. There will be no change to the monitoring fee (\$42.00 a month). All parks & recreation employees will be trained on this equipment both part-time and full time. A cellular backup will run off city network. There will be a landline connection.

Councilmember Shuemaker stated he is not opposed to this agreement but he thinks the labor for this agreement is \$70 an hour is too high. He thinks that is too high and cannot support this for the protection of the taxpayer. The Director gave him labor cost for several firms who do this type of work and this is still the cheapest. SETEC stated this is a reduced rate due to the fact the City is riding an existing contract with Loudoun County.

Vice Mayor Naddoni stated when we see these labor rates and we talk about an amount it does not mean those people actually doing the work are going to be paid that much. This is the company's operational model and they have an established labor rate.

There is a one-year warranty on the work but Director cannot give an estimate of how long the equipment will last. It should last 20/25 years. If there are any deficiencies, the equipment sends a signal to the monitoring station. SETEC can let the city know how much life expectancy is expected on this equipment.

MOTION: Vice Mayor Naddoni moved to accept staff recommendation that the Governing Body approve the Active Shooter Response System, and pending city attorney review, authorize SETEC to perform the work for \$27,855.98.

SECOND: Councilmember Carrera

VOTE: Yes: Naddoni, Carrera, Banks, Cendejas, Machado, Rishell

No: Shuemaker

7e. PW: Removal of Stock Pile Spoils: Agreement with Eaheart Excavation \$55,000 and Rental of Equipment \$10,000: Calvin O'Dell, Director:

Spoil materials are materials leftover from excavations that are not suitable as backfill, such as saturated soils from water main breaks. These materials are primarily from repairs made to the City's water system, with a nominal amount from other work. The City of Manassas Park stockpiles spoil materials at two locations in the City: the Rugby Road site and the Conner Center Pond 1 site. These areas are essentially filled up, and space must be made before the winter water break season is upon us; spoil materials have been an issue for 8-9 years, since the inception of the Rugby yard. Prior to the creation of this yard, spoils were stored at the Public Works yard, which forced the City to have them hauled off regularly. A company called Frye Trucking performed these haul-offs on a regular basis. There is no clear history on why there was no rebidding of this hauling work, or why it was allowed to expire, but it was likely the result of budget issues. Since that time, PW crew have stored spoils at the Rugby yard. Staff hoped for a similar hauling relationship as was in place with Frye when an agreement was entered into with another vendor shortly after the Rugby yard started filling up. However, there was dispute over the loads they were hauling, and the work under the contract ceased. Spoils built up in the yard until 2013, when the City entered into contract with Hauling Unlimited to remove approximately 200 loads, at an amount not to exceed \$40,300. Again, work began, but at 85 loads into the operation, a billing dispute over the number of loads hauled forced staff to cease work under the contract. In March of 2016, the Governing Body authorized staff to spend \$40,000 in a contract with Eaheart Excavating to remove spoils from the yard.

This 2016 operation was only estimated to reduce the spoils by 1/3, but Eaheart had large trucks and the operation actually removed nearly 90% of the material. The Rugby yard is once again filling up, making it difficult to dump spoils and load materials efficiently. Additionally, there is a need to address the Pond 1 site, in preparation for the retrofit project. Staff estimates approximately 5,400 tons of materials are to be removed from these sites. Staff solicited bids from numerous vendors, and Eaheart Excavating, Inc. has provided a bid of \$185 per truck load (same as their 2016 bid). Staff estimates that it will require 290-300 loads to remove the material completely. So, an agreement with Eaheart has been drafted for an amount not to exceed \$55,000. Additionally, the City must provide loading services in coordination with the hauling, and must rent a track machine during this process. We estimate the rental at \$7,500-9,000. Staff recommends the allocation of \$65,000 from the Water & Sewer Enterprise Fund Reserve to Water System Repairs and Maintenance, in order to cover the cost of spoils removal.

Mr. O'Dell stated what makes soil considered spoiled material. When you dig a water main break, the soil is saturated with water. You cannot return that to the hole immediately and compact it. When you cut concrete, the soil ends up having pieces of asphalt and concrete in it, which would have to be removed before soil could be used with any type of structural fill on site. Our soil is difficult to proctor, and is not usable in any construction site, and eventually becomes fodder for the landfill.

To avoid any complications, the city fills around the pipe with stone dust and then fill with 57 stone, which is self-compacting, and fill to the top of excavation with 21a cold patch. It minimizes settling. This is a greater volume of removal since city will be removing from both sites. Eaheart did not charge the city for mobilization on site.

Councilmember Shuemaker stated it concerns him when he reads we had issues with these contracts before and not being able to guarantee the performance. Mr. O'Dell stated there was an issue before but they have had no issues with Eaheart.

MOTION: Vice Mayor Naddoni moved to accept recommendation of staff and allocate \$65,000 from the water & sewer Enterprise Fund reserve toward the repairs and maintenance line item so city can execute the contract with Eaheart and rent a track hoe to speed up the process.

SECOND: Councilmember Shuemaker

VOTE: Yes: Naddoni, Shuemaker, Banks, Carrera, Cendejas, Machado, Rishell

8. Unfinished Business:

8a. Financial & Operational Impact of Water & Sewer: Copy of Presentation made part of the record: Laszlo Palko, City Manager and Calvin O'Dell, Director of Public Works:

The City Manager promised that in July he would bring this evaluation to the Governing Body by mid-September. This will be critical for evaluating the RFP criteria and what the priority should be as the city moves forward with. We want to make sure we are not shifting cost to the General Fund (Higher Property Tax Bill in exchange for lower Enterprise bill). The goal is to reduce burden overall to its citizens.

Calvin O'Dell, Director, will go over the impacts if city was to sell its water system.

Current public works crewmembers allocation is five crewmembers for streets and three crewmen for site and storm. Force reduction would be eight-crew member (50%) in water and sewer department. Six crewmember mow daily, weather permitting, from April – October to maintain 50 acres of grounds plus linear right of way areas and stormwater ponds/easements. This is accomplished through “borrowing” employees from all divisions to form a mowing crew under the street supervisor.

Benefits of Selling the W&S System:

Mowing: Benefits:

Reduction of areas (no pump station sites, tank sites, or linear easements), less wear and tear on equipment, mowing could become a part-time commitment, rather than full time

Challenges: 6-man crew would now represent 75% (6 of 8) of the total workforce (if completely staffed), Staff would have to be hired or pulled from essential site and storm operations. Still left with the most visible and demanding areas of mowing

Addressing Challenges of W&S Sale:

Increase staffing levels of remaining divisions

*Recommendation to increase Street division staffing (only 5 crewmen under Streets) already driven by other factors. It takes eight people to open a street for repairs. Permanent staffing is multi-purposable, as opposed to outsourcing of tasks. Allows for needed increase in efforts toward storm pond and easement maintenance

Outsource mowing of demanding sites, such as public building grounds

*\$35-40k per year (based on GSA pricing, not yet vetted through local procurement)

*Frees up essential staff to perform their intended duties

*Reduces equipment wear and maintenance

Outsource Stormwater Pond and Easement Mowing: ponds need to be upgraded first

*Best estimate would be \$52-84K for pond mowing

*Best estimate would be \$10-26K for trimming and linear mowing around easements

Facilities Maintenance

Current Situation:

*Already room for improvement

*No staff currently allocated to the function. All work is performed by Water, Sewer, Streets, or Storm crew, and the general fund must reimburse the employee's “home” fund, based on work tracking.

“Borrowing” of staff for these tasks causes reprioritization of operations and maintenance tasks for infrastructure divisions

Already suffering from increased contractual services costs due to lack of staff expertise and dedicated focus. No HVAC expertise nor electrical.

Lacking in effective maintenance and capital improvement planning (no Asset Management)

Potential Impacts of water and Sewer Sale: Even small tasks would pull 25% (2 of the remaining 8) of the workforce. Loss of ability to perform certain larger tasks with staff (i.e. recent remodeling of City Hall, painting of building exteriors, grading and drainage improvements). Loss of certain skillsets and tools that have allowed us to tackle more demanding repair and maintenance tasks in the past. Reduction in labor force used frequently to assist in furniture moving, trash hauling, custodial chores, election setup, public event preparation, etc. Ability to respond to facilities emergencies would be greatly reduced (i.e. leaks, flooding, relocations, etc.). Loss of certain skillsets and tools that have allowed us to tackle more demanding repair and maintenance tasks in the past

Addressing Impacts of water & Sewer Sale:

*Increase staffing levels of remaining divisions:

Best accomplished with a full time Buildings and Grounds Coordinator, dedicated to this function, to ensure well planned, well prioritized, well documented use of personnel.

This would come at an anticipated cost of \$117k per year (salary + benefits)

Recommendation to increase Streets division staffing (currently 5) already driven by other factors

Permanent staffing is multi-purposable, as opposed to outsourcing of tasks

Allows for needed increase in efforts toward storm pond and easement maintenance

*Outsource facilities maintenance and custodial services

May be possible to join the School Board contract for these services. Hypothetical estimate of \$20-30k per month (\$240K-\$360K annual). Only recommended if a full time Buildings and Grounds Coordinator is hired. Schools pay about \$90,000 a month

Would still need to budget for maintenance parts and materials in the General Fund

Snow and Ice Removal

Current Situation:

Perhaps the most effective snow plowing operation in the region. Barely enough staff (currently 16) to manage continuous 12-hour shifts during large events (2 dump trucks, 5 standard pickups, and 1-2 pieces of large equipment per shift). Current staff are trained, experienced, effective, and highly dedicated

Our program of pretreatment combined with early and diligent plowing is above average with low cost. The brine maker paid for itself first six weeks

Able to be "first to blacktop" and get public facilities open ahead of the rest of the region.

Able to provide assistance to schools and clear sidewalks. Little to no mobilization costs (does not cost us to err on the side of caution). PW operations are hindered during an event, but recover quickly

Potential Impacts of W&S Sale:

Guaranteed reduction in quality and efficiency of service. Loss of ability to manage even moderate storms without contractor assistance. With only 8 crewman, we cannot even pretreat and then run a 12 hour shift. We would have to use contract services as either a replacement shift or to fill a shift. Drastic increase in costs to mobilize based on forecast. Normal PW operations will not recover as quickly, because staff will either be split into shifts, or entirely dedicated to one shift. Drastically reduced ability to respond to any emergency that coincides with a storm. Guaranteed reduction in quality and efficiency of service. Loss of ability to manage even moderate storms without contractor assistance. With only 8 crew members, we cannot even pretreat and then run a 12 hour shift. We would have to use contract services as either a replacement shift or to fill a shift. Drastic increase in costs to mobilize based on forecast

Normal PW operations will not recover as quickly, because staff will be either split into shifts, or entirely dedicated to one shift. Drastically reduced ability to respond to any emergency that coincides with a storm

Contractor Costs: Assumption is made that 8-10 PW crew work in rotation or in conjunction with contractor(s). Assumption is made that PW still handles all pretreatment. Calculations based on current level of equipment per shift at VDOT bid rates. Approximately \$6,500-8,000 to mobilize a contractor in anticipation of a storm. Approximately \$20,000-25,000 in hourly billings for a 12 hour shift, or the same over a 24 hour period if shifts are a mixture of PW and contract personnel. A common 4-6 inch snowfall would likely require a minimum of \$30-50k in contractor assistance. A large 6-12 inch snowfall may require nearly \$150k, without triggering an emergency declaration that would allow for fund recovery. As budgeted currently (3.5 days of round-the-clock plowing), should anticipate an additional \$125-175k in contractual services, but be prepared for a bad winter to drive those costs upwards of \$500k.

Street Repair Current Situation: Only 5 crewmen in the Streets division. It takes 8 work zone safety certified personnel to close a lane and perform a large surface repair (i.e. hot patching or striping). "Borrowing" staff (hours are tracked and billed to General Fund) from W&S divisions allows the Streets Supervisor to execute needed repairs and maintenance as well as mowing. Already juggling priorities and available crew to stay on top of required and needed maintenance. Staffing levels are too low to take advantage of potential cost savings through in-house concrete repair and replacement. Operations and maintenance activities are in a reduced state, due to staffing, which could lead to issues with VDOT maintenance funding

Potential Impacts of Water & Sewer Sale: No one to "borrow", and not enough staff to do the job (only 5 Streets crewmen). Loss of ability to manage large surface repairs without hiring traffic control contractors. Increased burden on the Street division to accomplish mowing and provide required assistance to Stormwater division for repairs and mowing. Loss of key equipment operators and CDL drivers, as well as signals, hazmat and work zone certified personnel working in the W&S divisions.

Increase staffing levels of Streets division: Adding a minimum of 3 crewman to the Streets division (from 5 to 8) will mean that, when everyone is present, our Streets crew could run a work zone in accordance with VDOT standards. This is an anticipated additional cost of \$156k per year (salary + benefits). Increase travel and education budget for Streets division by approximately \$5k for the first 2 years to allow for proper training and certification of new personnel. Hire a Buildings and Grounds coordinator to take this burden off of the Streets Supervisor. The approximate cost of a qualified individual is estimated to be \$115-120k per year (salary + benefits). Increase staffing in the Stormwater division to reduce "borrowing" of Streets division staff for simple mowing and repairs. Estimate \$52k per year (salary + benefits).

Stormwater Maintenance: Current Situation: Only 2 crewmen and a supervisor to accomplish all site inspections and stormwater functions. "Borrowing" heavily from W&S and Streets divisions to keep up with pond and easement mowing. "Borrowing" heavily from W&S and Streets divisions to perform any pipe repair or replacement. Just now preparing to create a functional budget based on new utility rate, and already seeing drastic uptick in capital project needs from increased inspection. Struggling to prioritize mowing, repair, inspection, and reporting requirements due to low staffing levels. Loss of knowledgeable staff, equipment operators, and mowing support (50% reduction in force, from 16 to 8). Loss of ability to perform major repairs without contract assistance. Increased difficulty in prioritization of mowing, inspections, and daily maintenance.

Need to procure a mowing contractor to ensure that mowing stays on schedule. This could be very costly, and requires presenting the ponds in optimum condition prior to soliciting bids

Increase staffing level of Site and Stormwater division (currently 3)

Adding another crewmember to the division would allow for 3 individuals to address mowing, pipeline inspection, BMP inspection, and other ongoing maintenance requirements while 1 person remains dedicated to site inspection demand. This is an anticipated additional cost of \$52k per year (salary + benefits).

Increase travel and education budget for Site and Stormwater division by approximately \$1,500 for the first year to allow for proper training and certification of new personnel.

Start working to procure contractor(s) for pond mowing backup to prevent from falling behind (\$62-110K rough estimate)

Councilmember Shuemaker’s concern is employees have to take annual and sick leave during the year and this leaves the city with less employees to do the same job. What happens when someone gets sick or hurt for an extended period? What would be the leave schedule impact?

Vice Mayor Naddoni stated the whole purpose of selling the water & sewer system is to figure out a proficient way of providing services. We need to look at all options. The City Manager stated at this point, water is more profitable than sewer.

The City Manager stated the utility that makes money is water. What is cost benefit of selling water and keeping sewer and vice versa?

What portion of the water debt funds the city water capacity vs. capital projects?

Mayor Rishell asked Staff to look at the number for keeping all 16 employees as compared to what contractors would cost.

The City Manager will contact Falls Church to see how they planned their transition and any other jurisdiction that sold utilities. Have Calvin O’Dell talk with the public works director.

Overall staff Recommendations and cost:

Recommendation	Potential Cost	Budget
Procure Snow and Ice Removal Assistance	\$150-500K per year	GF
Increase Staffing in Street Division	\$156K per year	GF
Increase Staffing in Site and Stormwater Division	\$ 52K per year	SW Fund
Hire a Buildings and Grounds Coordinator	\$117K per year	GF
Procure Mowing Grounds Mowing Assistance	\$35-40K per year	GF
Join School’s Maintenance Services Contract	\$240-\$360K per year	GF
Total: \$812K-\$1.335M per year	\$698K-\$1.173M per year	

Impact to General Fund

Total Utility Debt Service (\$in millions) as of start of FY18

UOSA 46.90 Water Debt 16.84 total 63.74

Fiscal Year	2018	2019	2020	2021-2025	2026-2030	2031-2035	2036-2040	2041-2045	2046-2050	2051-2055
UOSA	1.65	1.69	1.76	10.10	10.25	7.15	7.02	3.50	2.65	1.13
Water Debt	1.42	1.42	1.42	6.12	5.47	0.84	0.17	-	-	-
Total	3.07	3.11	3.18	16.22	15.72	7.99	7.19	3.50	2.65	1.13

Water Fund Debt Service by Yearly Principal & Interest Payments:

Fiscal Year	Water Fund		
	Sum of Total P&I	Sum of Principal	Sum of Interest
2018	\$ 1,420,476.43	\$ 906,911.51	\$ 513,564.92
2019	\$ 1,417,204.60	\$ 943,109.82	\$ 474,094.78
2020	\$ 1,418,738.35	\$ 979,308.12	\$ 439,430.23
2021	\$ 1,413,543.66	\$ 1,008,619.64	\$ 404,924.02
2022	\$ 1,419,801.83	\$ 1,055,001.49	\$ 364,800.34
2023	\$ 1,094,470.87	\$ 767,699.66	\$ 326,771.21
2024	\$ 1,092,949.42	\$ 801,432.42	\$ 291,516.99
2025	\$ 1,095,460.16	\$ 840,996.41	\$ 254,463.75
2026	\$ 1,096,178.50	\$ 883,250.29	\$ 212,928.21
2027	\$ 1,092,112.03	\$ 922,814.28	\$ 169,297.75
2028	\$ 1,087,345.97	\$ 961,547.05	\$ 125,798.93
2029	\$ 1,094,509.75	\$ 1,006,730.59	\$ 87,779.16
2030	\$ 1,096,916.93	\$ 1,042,745.35	\$ 54,171.58
2031	\$ 167,310.58	\$ 132,309.33	\$ 35,001.24
2032	\$ 167,532.15	\$ 137,492.88	\$ 30,039.27
2033	\$ 167,602.79	\$ 143,507.64	\$ 24,095.15
2034	\$ 165,901.45	\$ 148,071.62	\$ 17,829.82
2035	\$ 167,464.46	\$ 156,156.73	\$ 11,307.74
2036	\$ 166,824.28	\$ 163,002.70	\$ 3,821.58
Grand Total	\$ 16,842,344.21	\$ 13,000,707.53	\$ 3,841,636.68

Water and Sewer Fund Balance: FY2018 Fund Balance as of 9-14-2017 is \$16,205,852.75

No availability fees budgeted in FY2018

Availability Fees



FY18 Breakdown of Reimbursement

DPT#	Department2	Total	#501 Admin Charge	Allocation of Admin Fees to Water & Sewer (#501)		Allocation of Admin Fees to Stormwater (#502)	
11010	Governing Body and City Clerk	\$ 166,203.34	33,240.67	20%	\$ 3,266.98	2%	
12120	City Manager	\$ 208,610.68	52,152.67	25%	\$ 4,172.21	2%	
12210	Audit, Legal Services & Insurance	\$ 315,202.00	94,560.60	30%	\$ 3,152.02	1%	
12220	Human Resources	\$ 159,876.00	19,025.24	12%	\$ 1,598.76	1%	
12240	Audit, Legal Services & Insurance	\$ 53,000.00	15,900.00	30%	\$ 530.00	1%	
12310	Commissioner of Revenue	\$ 335,729.77	-		\$ 6,714.60	2%	
12410	Treasurer	\$ 379,331.45	242,772.13	64%	\$ 18,966.57	5%	
12430	Finance	\$ 609,753.30	201,218.59	33%	\$ 6,097.53	1%	
12500	Information Technology	\$ 611,932.00	122,386.40	20%	\$ 1,529.83	0%	
12550	Audit, Legal Services & Insurance	\$ 286,000.00	85,800.00	30%	\$ 2,860.00	1%	
31100	Law Enforcement	\$ 3,505,896.06	87,647.40	3%	\$ 8,764.74	0%	
31400	Law Enforcement	\$ 460,552.30	11,513.81	3%	\$ 1,148.63	0%	
32100	Fire & Rescue Services	\$ 2,795,409.77	41,931.15	2%	\$ -		
35100	Law Enforcement	\$ 66,000.00	1,650.00	3%	\$ 165.00	0%	
41200	Public Works	\$ 593,084.51	76,796.97	13%	\$ 13.00	0%	
41500	Public Works	\$ 521,118.23	30,708.46	6%	\$ -		
43100	Public Works	\$ 420,713.44	16,570.52	4%	\$ -		
81100	Community Development	\$ 612,306.44	42,861.45	7%	\$ 12,246.13	2%	
81500	Economic Development	\$ 79,878.70	3,993.94	5%	\$ -	0%	
Grand Total		\$12,180,597.99	1,180,729.99	10%	\$ 71,226.00	1%	

Operational and Financial Impact of Sale of Water & Sewer System Operational – inability to fully staff the following functions: Mowing, facilities maintenance, snow plowing, street repairs and stormwater maintenance.

The City Manager thanked Staff for all their hard work on getting this information and stated they have more work to do. They have more research to do. This is a summary of the impacts to the water and sewer fund.

Financial: General Fund Revenue- will need to come up with \$1.948M-\$2.423M in new annual General Fund Revenue from: \$1.18M from Reimbursements from Water and Sewer Funds to the General Fund, \$698K-\$1.173M from needed personnel and contracts to cover for loss of personnel in Public Works “Internal Bank”- Monthly Utility Bills serve as source of Cash to the City to reduce the need for Revenue Anticipated Loans during the year. The City Manager stated this must be addressed.

The City Manager stated we struggle from a cash perspective. This is not acceptable and must be addressed through capital reserve fund. The city will probably have to get a line of credit. Vice Mayor Naddoni asked how that can be because we have a 15% reserve. He stated we approved the 15% reserve to get away from the line of credit. The City Manager stated that is an accounting reserve not cash on hand. Councilmember Banks stated he thought it was an actual account. The City Manager stated we must also have a "rainy day" fund. The City Manager will draft a fiscal policy for Governing Body review and approval.

Special Meeting: The Mayor called a Special Meeting on September 26, 2017 to address Item 8b Audit and 8c Economic Development Roadmap on the agenda.

9. Manager Report: Laszlo Palko:

The Commissioner of Revenue gave him a copy of the 2017 Virginia Tax Amnesty Program for information.

10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2- 3711 of the Code of Virginia: None

11. Return to open Meeting & Action if necessary

12. Certification & Action out of Closed Meeting if Necessary

13. Adjournment: 10:00 pm:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

Approved October 3, 2017

Jeanette Rishell, Mayor

Lana A Conner, City Clerk