

OFFICIAL MINUTES OF THE MANASSAS PARK GOVERNING BODY MEETING HELD ON TUESDAY AUGUST 19, 2008 AT 7:00 PM AT CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

1. Roll Call: Frank Jones, Mayor
Michael Bunner
Fran Kassinger
Keith Miller

Absent: Bryan Polk, Vice Mayor
Cyndi Gardner
William J. Treuting, Jr.

Staff Present: Mercury Payton, City Manager
Dean Crowhurst, City Attorney

2. Approval of Agenda:

MOTION: Councilmember Miller moved to approve agenda.

SECOND: Councilmember Bunner

VOTE: Yes: Miller, Bunner, Kassinger, Jones

3 Moment of Silence

4. Pledge of Allegiance: Councilmember Kassinger

5. Citizen Time: There were no citizens wishing to address the Governing Body.

6. Resolution of Recognition 08-1000-1061b: Proclamation: Manassas Park Fire Fighters Fill the Boot: August 25-31, 2008:

Todd Lupton stated that for the past five years the Manassas Park Firefighters local union has participated in Fill the Boot to support MDA. Jamie Lareau, Program Coordinator, MDA gave a brief presentation on the funds collected by the firefighters. She thanked them for their support. Over the past five years they have raised over \$95,000. Last year they raised \$25,000 and hope to raise \$30,000 this year.

MOTION: Councilmember Kassinger moved to approve by Resolution a Proclamation proclaiming the week of August 25-31, 2008 as Manassas Park Fire Fighters Fill the Boot week:

Whereas, fighting fires is one of the most hazardous professions requiring physical strength, stamina, extensive training, courage and selfless concern for the welfare of our citizens; and

Whereas, firefighters throughout the state and nation have teamed up for the past 54 years with the Muscular Dystrophy Association (MDA) in the fight against neuromuscular diseases; and

Whereas, the City of Manassas Park Professional Firefighters in conjunction with the Prince William County Department of Fire and Rescue raised \$25,000 with their 2007 "Fill the Boot" campaign; and

Whereas, the Muscular Dystrophy Association and the families it serves are extremely grateful to the City of Manassas Park Firefighters for their support and dedication; and

Whereas, in honor of the efforts of the City of Manassas Park Firefighters, the Muscular Dystrophy Association is sponsoring the City of Manassas Park Firefighter Appreciation Week and urge all citizens to join MDA in its tribute to the dedication and support we receive from our firefighters.

Now, Therefore, Be It Resolved That, Mayor Frank Jones, the Governing Body and the City of Manassas Park do hereby proclaim the week of August 25 – August 31, 2008 the City of Manassas Park Firefighter Appreciation Week.

SECOND: Councilmember Bunner

The Mayor stated this is a wasting disease. He knows first hand about this disease. He has a stepsister that has suffered with this disease for thirty years. The support MDA provides is nothing beyond stellar. The research work they support is incredible. He asks everyone to support this worthy cause.

VOTE: Unanimously passed

7. Consent Agenda

- 7a Approval of Minutes: July 15, 2008**
- 7b Shockey & Sons: Parks & Recreation: Payment #1 \$115,190.00**
- 7c Police Department Project: SPN**
 - Change Order: Stafford Systems 4092-18: \$ 70**
 - Change Order: Stafford Systems 4092-19: \$750**
 - Change Order: Master Carpentry 4060-09: \$-695**
 - Change Order #4055-01 Champion Iron Works)**
 - Certificate of Substantial Completion (ACNS)**
 - Certificate of Substantial Completion (Champion Iron Works)**
 - Pay Requisition #28: \$6,527.22**
- 7d. Ratification of Letter of Intent and Agreement for the purchase of the Joshua Court Pump Station: City Attorney**

MOTION: Councilmember Bunner

SECOND: Councilmember Kassinger

City Attorney: 7d: The letter is the acceptance of terms of the offer.

Councilmember Bunner abstained from Certificate of Substantial Completion (ACNS)

VOTE ROLL CALL: Bunner, Kassinger, Miller, Jones

8. Presentations:

8a Parks & Recreation: Two staff members: copy of report made part of the record.

8b. Police Department and Fire Department Promotions:

Fire Department:

Fire Department Promotions: Todd Lupton, Deputy Chief:

Effective August 3, the Fire & Rescue Department promoted the following personnel to Fire Rescue Sergeants;

Firefighter Adam Jones; serving the city since January 2004

Firefighter Joel Oberlin; serving the city since June 2004

Firefighter/medic Joshua Brandon; serving the city since November 2004

Chief O'Neal could not be here but would like to congratulate each of these candidates and welcome them to the rank of Sergeant.

Police Department:

Police Department Promotions:

The Manassas Park Police Department began accepting applications from eligible Police Officers to participate in the promotional process for the positions of Captain, Lieutenant and Sergeant. A promotional process was established and completed in July 2008. This agency received applications from several eligible police officers. The testing was extremely demanding and all applicants who participated worked exceptionally hard in preparation for the testing. Lieutenant Dean Goodwin, Sergeant Siddiquallah Qazei, Sergeant James Roberts, and Detective Trevor Reinhart were selected for promotions.

Upon the review/approval of the City Manager and in accordance with General Order #309, I am pleased to announce the following promotions:

- Lieutenant Dean Goodwin has been promoted to the position of Captain, assigned as Commander of the Investigative and Community Services Sections.
- Sergeants Siddiquallah Qazei and James Roberts have been promoted to the position of Lieutenant and assigned as Squad Watch Commanders to the Patrol Services Section.
- Detective Trevor Reinhart has been promoted to the position of Sergeant, and assigned as Squad Supervisors to the Patrol Services Section.

The promotions were effective August 3, 2008.

8c. School Report: There was no report because of Governing Body summer schedule. They will resume their reports in September.

8d. HDR Report: Parks & Recreation facility: Progress Report #2: Roger Solomen reporting: Second Report made part of the record.

8e. Manassas Park Football Little League: Councilmember Bunner thanked park & recreation staff for all the work they have done in getting these fields in great shape for this season and for all their work they do throughout the year.

9. Unfinished Business

There was no Unfinished Business.

10. New Business

10a Fourth Amendment to Northern Virginia Regional Commission Charter:

This cleans up language from the NVRC Charter of several years ago and is the way the Commission is moving forward. This changes the way that people are appointed. It is the practice of Governing Body that the Governing Body appoints the representatives and not the Mayor.

MOTION: Councilmember Kassinger moved to approve Fourth Amendment to NVRC Charter.

SECOND: Councilmember Bunner

VOTE ROLL CALL: Kassinger, Bunner, Miller, Jones

10b Legislation from Town of Herndon: 2009 Legislation:

Copy of letter was provided to Governing Body from Town of Herndon on their proposed 2009 Legislative Program. They would like the ability to incarcerate a person driving without an operator's license. They are asking the Governing Body to include in their 2009 Legislative packet support of this legislation. This would also impound the vehicle. They are requesting that 46.2-301.1 allow as a general law an administrative vehicle impoundment when a second driving without a license occurs along with incarceration of driver.

Chief Evans supports this proposed legislation. There is no cost to city for impoundment. The cost is born by the operator/owner of vehicle.

Staff will include this proposed legislation as part of the 2009 legislative program and will contact Herndon to let them know what city legislative we are considering. The Mayor stated he is going to give copies of our proposed legislation to all the Mayors & Chairs.

10c Fee System Child Care Subsidy: Addie Whitaker \$2,086:

The Manassas Park Social Services Department is now eligible to receive an additional \$20,866.00 in state and federal childcare funds. These funds require a 10% (\$2,086) local match.

MOTION: Councilmember Miller moved to approve a 10% (\$2,086) local match for fiscal year 2009 for fee system child care subsidy.

SECOND: Councilmember Kassinger

VOTE ROLL CALL: Unanimously passed

10d Strategic Plan:

The city has drafted developed a draft mission and vision statement. City staff has initiated the next step by having all departments identify strengths, weaknesses, opportunities and threats as well as department performance measures. A Strategic Plan will enable City staff and the entire organization to be better equipped to determine the future identity and vision of the City which will enhance its citizen's quality of life and will enable city staff to better achieve that future identity and vision as well as align fiscal resources to arrive at that desired identity and vision.

Performance Breakthrough Incorporated is suggesting 4 or 5 sessions with City staff and providing a framework that will allow the city to have a Strategic Plan that can be used throughout the organization. They are proposing to have the finished product by May of 2009 at 80% completion.

Staff is recommending using Performance Breakthrough Incorporated as the City's consultant for Strategic Plan development.

Funds can be taken from the unused salary line: Information Technology Manager position which is funded and vacant.

This is a small procurement contract so you need to contact a couple of other consultants to see who has best offer.

MOTION: Councilmember Kassinger moved that city staff is directed to move forward to hire a consultant and have city staff initiates the small procurement contract not to exceed \$8,900.

SECOND: Councilmember Bunner

VOTE ROLL CALL: Kassinger, Bunner, Miller, Jones

11. Closed Meeting State Code of Virginia Freedom of Information Act: Section 2.2- 3711a of the Code of Virginia: 9:05 PM:

MOTION: Councilmember Miller moved that the Governing Body go into closed meeting to discuss disciplining of a specific city officer and consider the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the city and to consult with the City Attorney regarding three specific legal matters requiring the provision of legal advise pursuant to Paragraphs (1) (3) (7) of SubSection 2.2-3711a of the Code of Virginia.

SECOND: Councilmember Bunner

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

12. Return to Open Session at 9:05 pm:

MOTION: Councilmember Bunner

SECOND: Councilmember Miller

VOTE: Yes: Bunner, Miller Kassinger, Jones

13. Certification & Action out of Closed Meeting if Necessary

MOTION: Councilmember Miller moved the following Resolution:

WHEREAS, the Governing Body of the City of Manassas Park has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this public body that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Kassinger

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

14. Adjournment at 10:09 pm:

With consensus of Governing Body, the Mayor adjourned the meeting.

Approved October 7, 2008

Francis C. Jones, Jr., Mayor

Lana A. Conner, City Clerk