

OFFICIAL MINUTES OF THE MANASSAS PARK GOVERNING BODY BOARD OF DIRECTORS MEETING HELD ON TUESDAY, DECEMBER 2, 2008 AT 7:00 PM AT CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**1. Roll Call:** Frank Jones, Mayor  
Bryan Polk, Vice Mayor  
Michael Bunner  
Fran Kassinger  
Suhas Naddoni

Absent: William J. Treuting, Jr.  
Cyndi Gardner

Staff Present: Lana A. Conner, City Clerk  
Mercury Payton, City Manager  
Dean Crowhurst, City Attorney  
Keith Miller, Council-elect  
Peter Farrell, Council-elect

Suhas Naddoni replaced Keith Miller on Council because of Special Election to fill unexpired term to 2010 and Keith Miller and Peter Farrell will take office January 1, 2009.

**1. Approval of Agenda:**

MOTION: Councilmember Kassinger moved to approve agenda with following deletions: removal of Item 6 Ordinance: Recycling and removal of Item 8 Closed Meeting.

SECOND: Councilmember Bunner

VOTE: Unanimously passed

**2. Parks and Recreation:**

**2a. Approval of First Amendment to Comprehensive Agreement:**

The City Attorney stated Exhibit D to this agreement was supposedly the scope of services and really it was just a map showing the area for Phase I and II. The Agreement itself incorporated various design build industry association documents. Throughout those documents the scope of services was defined. It was complicated for a lay person to follow. This makes a simple list of what would be used to determine the scope of service and that is what this amendment is. If you look at the list at bottom of first page those are the documents that are used to define the scope of services.

Everything is dated November 19, 2008 but they were revised in October 2008. The City Attorney asked Governing Body to allow him to revise the agreement so the date will represent the actual date of the documents.

MOTION: Councilmember Kassinger moved to approve First Amendment to Comprehensive Agreement with amendment that allows the City Attorney to revise the agreement so the date will represent the actual date of the documents.

SECOND: Councilmember Bunner

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

**2b. Request for Proposal (RFP) for Inspection and Testing Laboratory Services:**

MOTION: Councilmember Polk moved to accept recommendation of Staff to move forward and authorize the RFP.

SECOND: Councilmember Kassinger

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

**3. Monthly Department Updates:** Written reports made part of the records.

Parks & Recreation: Catherine Morretta: She is asking if Governing Body would allow parks & recreation to hold a fund raiser to help with funding for the fireworks which cost \$15,000. Staff would like to hold a 5 or 10k run at a cost of approximately \$3,100 which will be recovered from entries. This would be held at golf course and would require permission from the Prince William County Park Authority.

Consensus: parks & recreation department move forward with this fundraiser.

Councilmember Kassinger stated that citizens have been very complimentary on the good job the police department has done with controlling traffic at VRE station. Chief Evans will pass this on to the two officers involved.

Councilmember Polk stated he appreciates these reports and he will read them over the next couple of weeks and if he has any questions he will pass them along. The City Manager stated these are monthly reports and since it is December 2<sup>nd</sup>, the departments could not get them to Governing Body until yesterday.

Councilmember Kassinger stated she would like to thank city staff and all that are involved in Santa's Sleigh. They will help twenty-six families in the city and sixty children. The generosity of the community is overwhelming.

The Mayor received an invitation for the 12<sup>th</sup> Annual Operation Lifesaver Santa Train. on Saturday, December 13, 2008. He asks that this be put on city website.

The Mayor received a letter from the US Department of the Interior stating the National Park Service is preparing an environmental assessment to evaluate the potential impacts to the human and natural environment of the new transmission configuration proposed for the existing transmission lines on Manassas National Battlefield Park. He will get this Governing Body to see if they have any comments.

**4. Outsourcing of Vehicles (select departments)**

Copy of Fleet Maintenance & Repair Presentation will be made part of the record.

The City Manager stated when he came to work for the city; the garage had three mechanics which eventually was reduce to two mechanics. The primary vehicles for schools are busses and they have a bus contract with McCarthy for maintenance on their equipment and have a one person fleet maintenance operation to oversee repairs in-house and outsourcing.

The Mayor stated that Councilmember-elect Peter Farrell has a high level of expertise in this area and stated he would like for Mr. Farrell to participate in this discussion. Mr. Farrell agreed.

The Chief Mechanic requested that the third mechanic position be added to the garage. The Governing Body requested a three month study on outsourcing of repair to equipment.

Robert Easley, Deputy Director of Finance, was tasked with taking a look at the trial outsourcing period in terms of providing some analysis of an objective review to ultimately come up with recommended course of action for the future.

In discussion with departments who had vehicles, Mr. Easley asked them for their opinion on how it worked. They were very unclear of the process and lack of response and departmental input on how the trial was going to take place. When they took them to certain facilities, those facilities performed the work requested which was primarily oil changes, etc. Departments were generally pleased with the work performed. One thing that became clear was that with taking them to get work performed, the company would recommend other things they thought might need repaired but the department did not have the expertise to say yes or no. You need a mechanic on staff even with outsourcing to make those decisions.

There are two recommendations:

Total Outsourcing of all Fleet Maintenance and Repair operations:

- Eliminate all positions associated with current Garage operations
- Department's responsible for respective fleet
- Evaluated an outsourcing to the City of Manassas – unable to accommodate

Maintain current Garage operations with specific outsourcing

- Appropriately staff and train staff to maintain fleet  
Current - 40:1 ratio. Industry average – 25:1
- Invest in facility and equipment upgrades
- Chief Mechanic / Vendor manager
- Revamped Operational Plan to accommodate fleet  
Clearly defined roles, processes, procedures, etc

Mr. Easley is recommending that the city maintain the current garage operations with specific outsourcing. You would retain Chief Mechanic/vendor manager for those things that are outsourced. City needs to address the records keeping and documentation issues and set up a schedule maintenance program that would include the services being outsourced. This plan would have the chief mechanic having the decision making authority over the fleet and any issue or concerns that come up with the fleet will be addressed and corrected.

Mr. Farrell asked if these vehicles repaired during the three months time had any extensive repairs or was it basically oil changes, etc. He did not think you could make a determination on whether the businesses did a good job if there were only minor repairs.

Mr. Easley stated in term of actual work (Sept – Dec 1<sup>st</sup>) the city spent approximately \$20,000. Last year during the same time period, the city spent approximately \$17,000. He stated he did not try to compare cost from last year vs. this year because one catastrophic incident could skew the cost of operations. He stated we have not had a clearly defined and adhered to plan about which vehicle will be serviced when where and how. This recommendation will state that we have to have this in place.

Troy Payne, Chief Mechanic, stated the majority of vehicles, during the outsourcing period, was left up to the department director and for lack of knowledge or for whatever reason they would only take the vehicles in for regular maintenance such as oil changes and tire changes. He does not know of any catastrophic repair that was done during this period.

Mr. Farrell stated the real test or value of the program is when more complex repairs are made and how expensive they are. It is unfortunate that no major repairs were done during this period.

Troy Payne, Chief Mechanic, stated that is a big concern of his all along that in-house they can control training and who is working on vehicles. He stated he is certified. A lot of the shops have one certified instructor but have five or six working under him and he is supposed to check their work. Scheduling was a big problem when he came here. The size of city fleet has continued to increase but not staff.

Mr. Payne stated he was supposed to be the point of contact during the outsourcing period but that did not happen. He stated many of those vehicles went past their recommended services on other items as well. Department directors would not make a decision because they thought a repair was too expensive.

Catherine Morretta, Director of Parks & Recreation, stated they had a truck repairs and they determined it was a dealer issue so they had to take it back which left them without a truck for several days.

Will Armstrong, Building Official, stated with the budget issue, departments are putting off any kind of maintenance work? He stated his big issue is who will repair the equipment after hours when there is an emergency with police or fire equipment. Right now you can call garage personnel.

Mr. Payne stated he is working on snow equipment right now.

Councilmember Suhas stated the city needs a policy and procedures manual and every department needs to be educated so they will be clear on the procedure to follow.

Ms. Gammell stated the department had an administrative regulation drafted during the trial period with department director input and the Chief Mechanic placed in charge of at least inspecting what went out for repairs and determining if repairs need to be done.

Councilmember Farrell stated you need somebody on the receiving end that is knowledgeable so the city will not get ripped off. He stated that you need to retain a Chief Mechanic. At this time, he does not see how the city would save by outsourcing. He stated that 65% of the garage budget is personnel and 35% is cost of goods and materials and garage related items.

The first option would eliminate the chief mechanic position and the department directors would be responsible for their fleet.

The Chief Mechanic stated he will give Governing Body a copy of vehicle list. In the next fiscal year about 80% of the city fleet is going to be out of factory warranty.

City has specialized vehicles so you will always have outsourcing. Transmission repairs are outsourced.

Councilmember Polk asked the chief mechanic if he were to build a fleet maintenance operation plan right now how would you build it. Would you assume two FT's and build the plan around the capabilities of what you do as a chief mechanic or would you spec out your dream operation and then come to Governing Body with a recommendation. Mr. Payne stated the best way to go forward would be have two mechanic and have himself focus more on administrative type things as far as scheduling, documenting, coordination between departments and serve as technical advisor to his employees.

Councilmember Polk stated there is a heavy investment if we do not outsource such as diagnostic equipment, tools, sustaining certifications, publications, software, etc. The software is about \$50,000. Mr. Payne believes we can purchase the software for \$20,000. He would love to have a new building but can they make the existing one work; Mr. Payne stated yes. When he came to work for the city, there was little or antiquated equipment to use.

Councilmember Polk would like to get a cost estimate for capital improvements from Mr. Payne to get it to where he envisions the city to be with garage.

Ms. Gammell stated it would take at least \$100,000 to get it to function as a garage for the recommendations in the plan. Councilmember Polk asked where Ms. Gammell sees the right balance of in-house versus out-sourcing.

Councilmember Farrell wanted to get the scope of operation. How complex are the repairs. How often do you get the complex repairs? Mr. Payne stated it varies on the amount of use. Police cars are mostly maintenance because of tire replacements and brakes due to constant use of vehicles around the clock.

Mr. Easley stated the primary function of the garage is to have city fleet serviced to a point where all city vehicles are functioning and operational. The City has that at this time. What best serves the city needs.

Councilmember Kassinger stated this plan is on a limited scope of activities because we already have an expert who is limited with his staff. It is not just cost. She is not sure she has enough information to make a decision. She believes this is a City Manager decision not Governing Body. Councilmember Kassinger stated the city does not have funding at this time to hire additional personnel. The Mayor stated that adding another garage employee is a Governing Body decision.

Mayor Jones stated he was very annoyed. We had this discussion three years ago. We talked about a software package at the garage for scheduling vehicle maintenance. He agrees that you must schedule maintenance because he is a believer in preventive maintenance. When you look at this there has to be a total cost of operation of ownership of maintenance program. There is a high cost of associated with a facility that is well past its useful life and what it is going to take the city to continue that. Our decision here as we look at the fate of the fleet maintenance and garage is not just cost of operating a maintenance facility but whether we are going to make a long term and capital investment on the structure and the tools and devices that are there and the apparatus, etc. Things associated with long term cost such as staff, insurance, training, hazmat issues, hazmat abatement issues, etc. This is perception based not factual based and he wants facts. What is the total cost of operation and total considerations in making that decision? What is cost of replacement structure because the existing structure is in need of major repairs?

This is about hard factual based assessments which we did not get tonight. We don't have a plan and he thought we would have an effective measure of looking at outsourcing compared to the cost historically of in sourcing. What type of high dollars/high cost repairs has to be done and can they be done in the existing facility. Do we have the technology and conditions to do it in house? What is cost of insurance, heat, electricity, tools, technology, etc because they have to be included in the math?

The Mayor stated he cannot make a decision based on this information. Those other considerations have to be there. The Mayor is asking staff to go back and take a look at those additional considerations because we cannot continue at this level. He wants to understand an issue of the time to turn around a vehicle, how long did it take, were there protracted issues where vehicles were out of service for an extended period of time, was there a mission impact to a vehicle being out of service. In terms of cost basis dollar for dollar how did the cost basis come across? Councilmember Kassinger stated we have qualitative data not quantitative data.

Mr. Easley did not go into department budgets and incorporate things they have done in their budget for cost of vehicle maintenance. There are dollars spent that have not been accounted for. Mr. Easley stated he was asked to do a cost analysis on repairs for three months not cost for replacing buildings, tools, etc.

The Mayor asked Ms. Gammell to give Councilmember Farrell a tour of the garage facility and examination of what is there so he can bring his expertise to bear and help Governing Body to understand what is there and what the recommendation might be. Councilmember Farrell will work with Ms. Gammell on this issue to come up with a solution.

This item will be carried over to January Board of Directors and Director can give Governing Body a progress report. Between now and January Board of Directors any teeth we need put into the management plan you go ahead and put in and say this is the way we are doing whatever the direction needs to be so we get some control over how our vehicles are maintained. The cost has to be accounted for. The plan itself does not have to be approved by Governing Body but can be given as informational. This is a City Manager issue because he manages departments.

The Mayor wants the department to go forward and gather additional information in a more organized way. One issue is to make sure city has new software that has fleet maintenance capability.

Until the Governing Body makes a decision, our garage is open for business.

Councilmember Polk stated conceptually he sees the need for somebody in the city to make some assessments and make those decisions about outsourcing. He stated it comes down to dollars and staffing year over year including capital cost for a facility.

## **5. Legislative Priorities:**

Copy of legislative priorities made part of the record.

The pre-filing date is December 5, 2008. A Legislative Dinner will be held with Senator Colgan and Delegate Miller on December 17, 2008 at 6:30 pm at Clearwater's.

In the northern Virginia area, no one is requesting legislation for additional funding. They are supporting the status quo which states don't cut our jurisdictions anymore.

The Program is in three parts:

Part I – Manassas Park Initiatives  
Graffiti Removal – Code Enforcement  
Home Electronic Monitoring – Public Safety  
Community Maintenance – Code Enforcement  
“Gang-Free” Zones - Public Safety  
Board of Equalization

Part II-Manassas Park position  
Unfunded Mandates  
Comprehensive Services Act for At-Risk Youth and Families (Regional Position)  
Land Use Authority  
HB599

Part III-Regional/NVRC Initiatives and positions

Transportation  
K-12 Education  
Base Realignment and Closure (BRAC)  
Dangerous Weapons

School Legislative Program: Copy of priorities made part of the record:

- \*Continued funding for implementing the Standards of Quality (SOQ) at current levels and/or suspension of SOQ mandates
- \*Requests as much flexibility as possible for local school divisions
- \*Continued Funding for annual teacher salary increases and the Cost of Competing allocation for Region 4 School Divisions
- \*Support Governor Kaine's use of the reserve funding totaling \$400 million dollars to close the state deficit in the 2008-09 budgets.
- \*Change the method of collecting the triennial census data from a survey of potential 4-19 year olds living in a school division to an actual use of ADM numbers in the school division.

Vice Mayor Polk would like to discuss the issue of local control because in the last few years there have been a series of attempts to erode local control.

Mr. Easley stated that he is asking for approval tonight so that they can be sent to our state legislators along with school board priorities if they agree. The Mayor said to send school legislative priorities to legislators along with city.

Unfunded mandates: the Mayor stated that this talks to opposing any new state mandates which is what we have said in the past. His concern is with the impact of what Governor Kaine is proposing to do with his 10% across the board reduction. We have existing programs that receive state funding that will now be unfunded or funded at a lesser level and the requirement to come up with additional dollars is passed to the locality. There should be one sentence added to end of this: In addition we oppose any reduction in state funding that causes the locality to be required to provide additional resourcing to fund to the mandated level of service whatever that service might be. This plays specifically into the schools because the latest input he has heard is that the Department of Education may be reduced by 10%. Our school system gets 55% of its income from the state; we could see a cut of \$5 million dollars in reduced revenue next year. The state has to fund those mandated programs. We could be in a position of increasing tax rate by 30 or 40 cents just to fund programs.

K-12: The Mayor stated there are some words that School Board was looking at last night. He asked Mr. Easley to look at the School Board priorities and use any wording that fits into K-12. Councilmember Polk stated we should support maintenance of effort at state level. State pushes it down as a way to reduce the state allocation if you keep your local allocation up.

Councilmember Kassinger: Under K-12 she would like to see something addressing the local educational needs. We have a major blue collar workforce in our community but we do not support that through vocational education. The only foreign language is primarily Spanish. We are competing on SAT's with schools that have French and German. We need to start focusing on more programs and invest in programs. Ask the state to consider an investment on behalf of all school divisions in Commonwealth to create a standardized mechanism for delivery of distance learning. This item will be added to priorities.

MOTION: Councilmember Kassinger moved to approve Legislative Priorities with addition of changes addressed by Mayor Jones and Councilmember Kassinger as outlined above.

SECOND: Councilmember Polk

VOTE ROLL CALL: Unanimously passed

**6. Ordinance: Recycling: Deputy Director of Public Works and City Attorney:**

At the request of the City Attorney this was removed from the agenda.

**7. Parks & Recreation Future Plans: Catherine Morretta, Director of Parks & Recreation:**

Governing Body went into Worksession on future plans for community center. Copies of new revenues and programs were given to Governing Body along with Summary of Estimated Debt Service Schedule & projected new net revenue associated with a new parks & recreation facility. There will be an increase in personnel once the new facility is open. The Director believes these revenues are conservative. This is the user fee recovery plan that the Director is proposing to meet the dollar value. This is annual revenues needed for the facility.

Copies of fees presented are the fees that they currently implement and are not new. Councilmember Polk stated these fees need to be revised.

The Mayor stated the city could put a RFI out to the industry asking them to provide the city with your thoughts on how you would develop a marketing strategy for the city and for these projects and have the RFI come in which would help shape the RFP.

Councilmember Kassinger stated the city needs a public relations person for the city. Councilmember Polk stated he believes the new facility should be competitive with other jurisdictions. The city has been too generous with our fee structure. The Mayor stated you can create scholarships with criteria's to help offset cost if there are citizens that cannot afford to pay.

Councilmember Kassinger wanted the Governing Body to consider changing the name of the city because we are confused with the City of Manassas.

The Governing Body is okay with the information provided with the few issues they need to address.

Treasurer Position: Councilmember Polk stated he met today and reached out to several outsiders that came in and help defeat the referendum. He reached out to them and indicated that given their obvious interest in the success of the office of Treasurer, he would like to know how they can help us make sure that we are successful in finding a new candidate. The Treasurer and Commissioner of the Revenue of Fairfax responded. He met with them for lunch. They had some suggestions and offered their support for anybody that might be interested in this position. If you have good people already there you might focus more on leadership and management skill because a person can learn with the right training.

The Mayor stated there is a requirement to do a turn over audit in the amount of \$10,000 when Treasurer leaves. Then we would have to do a second turnover audit when the permanent position would be appointed in amount of \$10,000. This is not a trivial matter in terms of cost of city. If the person appointed is not elected then there would be another \$10,000 for an audit.

Consensus of Governing Body: Extend deadline for accepting resumes by one week and advertise in Washington Post.

MOTION: Councilmember Kassinger moved to extend deadline for accepting resumes for Treasurer position by one week and advertise in Washington Post.

SECOND: Councilmember Bunner

VOTE: Unanimously passed

**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 at 9:50 PM**

**10. Certification & Action out of Closed Meeting if Necessary:**

Closed Meeting removed from agenda because there was no closed meeting.

**11. Adjournment: 10:00 pm:**

Mayor Jones adjourned the meeting at 10:00 pm.

Approved December 16, 2008

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Frank Jones, Mayor

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Lana A. Conner, City Clerk

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