

OFFICIAL MINUTES OF THE MANASSAS PARK GOVERNING BODY MEETING
HELD ON TUESDAY NOVEMBER 18, 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
Cyndi Gardner
Fran Kassinger
Keith Miller
William J. Treuting, Jr.

Absent: None

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

2. Approval of Agenda:

MOTION: Councilmember Kassinger moved to approve agenda with addition of Item 8a: Treasurer and deletion of Item 9, 10 and 11: request for closed meeting.

SECOND: Councilmember Miller

VOTE: Yes: Kassinger, Miller, Bunner, Gardner, Polk, Treuting, Jones

3 Moment of Silence

4. Pledge of Allegiance: Councilmember Polk

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

6. Consent Agenda

- 6a Approval of Minutes: September 2, 23, Oct 7, 14, and 21, 2008
- 6b Resolution 08-1000-1066: Virginia Supplemental Retirement: Affirmation of Authorization to Pick-up Employee's Contribution
- 6c Payment to HDR Architecture: \$23,501.56
- 6d Police Department Project: SPN: Change Orders (11) DTS Electrical
- 6e Ordinance 08-1700-860: Realignment of Assessment Year from Calendar to Fiscal Year
- 6f Ordinance 08-1700-861: Telecommunications License Agreement: Fiber Light
- 6g Finley Asphalt Payment \$9,000
- 6h Shockey Payment #4: Parks & Recreation Facility
- 6i Code of Ethics Policy and Standards

MOTION: Councilmember Miller moved to approve as presented.

SECOND: Councilmember Gardner

Code of Ethics (6i): The City Attorney stated this has been discussed for quite some time. It is a statement that the members of Governing Body agree to uphold a certain standard that avoids a Conflict of Interest or appearance of impropriety. Most of the provisions go to the area of ethical behavior. It is presented as a document that each member will sign and each Board, Committee, Commission member appointed by the Governing Body. It will be part of their public record. If there is a consistent pattern of non-conforming to the code of ethics, the body they are a member of can bring some censure action. If they are appointed member, the Governing Body can bring action to correct the behavior.

Councilmember Kassinger stated they are trying to establish a standard on how we operate and a standard we need because we have a lot of people coming into our city looking for potential business opportunities. They want to know they are working with the most professional above board individuals and she thinks during a time when everything is uncertain the one thing we do not want to communicate to them that our business relationship and particular resident relationship is in question. The code of conduct give them the opportunity to say that we do everything transparently and do everything behind closed doors the same that we do in front of closed doors.

The Mayor stated there are some examples of public scrutiny on Capital Hill. There is inappropriate and outrageous behavior on part of elected officials. A lot of these legislatively available things don't exist in the city but there are things we thought were important to call out. They talked about the appearance of impropriety. We defined who the city officials are and defined Conflict of Interest. We talked about avoidance of Conflict of Interest, protecting and managing confidential, conflicting roles, endorsement, appropriate and inappropriate behavior, gifts, exertion of influence, investments and conflict with official duties, etc.

Governing Body endorsement of this document requires that the individual sign this but it is an individual decision.

The City Attorney stated this is a supplement to what already exist at the state level. The Conflict of Interest Act has enforcement capacity through the Commonwealth Attorney. The Governing Body is saying this is what we want to hold ourselves up to. Everybody appointed by the Governing Body also has to hold itself to this level of behavior. This is above and beyond what exists at state level.

The Mayor stated as we go forward we police each other and support the policing actions as necessary.

Abstentions on Minutes:

September 23: Mayor Jones and Councilmember Gardner

October 7: Councilmember Gardner

October 14: Councilmember Kassinger

October 21: Mayor Jones and Councilmember Bunner

VOTE ROLL CALL: Miller, Gardner, Bunner, Kassinger, Polk, Treuting, Jones

7. Unfinished Business

7a. Student Recognition

A student recognition committee comprised of the Human Resources Director, the Director of Social Services, the Director of Parks and Recreation, and the Deputy Director of Finance has developed a recommendation to utilize the existing proposed Citizen Recognition Program and amend the text to appropriately recognize all youth of Manassas Park as dictated by the award criterion. The issue was to develop a balanced process to recognize students for their dedicated service or recorded accomplishments to/for the City of Manassas Park community.

Historically the City has accommodated requests from the Manassas Park City School Board to cover costs associated with state champion high school athletes and coaches. Additionally, this committee met with Principal Neff (MPMS), Principal Shaver (MPHS), Dr. Bruce McDade (Associate Superintendent), and citizen representative Kathy Estright. It was recommendation of Committee that athletic groups be recognized by the schools within their 57% funding.

Councilmember Kassinger stated that exceptional recognition will be decided on year-to-year basis and not a yearly expectation.

Councilmember Treuting thought that only having plaque recognition should be changed to be more flexible depending on the recognition.

Recommendation: If the Governing Body wishes to recognize youth in the community with awards that are procured with public funds, staff would recommend the adoption of the proposed amendments to the Citizen Recognition Program. A standardized process that is crafted to provide equity to all potential citizens should encourage participation in the recognition program as well as ensures that other groups are not excluded. Staff further recommends that a specified budget be established annually for this purpose with disbursement guidelines that clarify "as funding exists".

MOTION: Councilmember Kassinger moved to accept recommendation of Committee to recognize youth in the community with awards that are procured with public funds, recommend the adoption of the proposed amendments to the Citizen Recognition Program, approve a standardized process that is crafted to provide equity to all potential citizens to encourage participation in the recognition program as well as ensures that other groups are not excluded and recommends that a specified budget be established annually for this purpose with disbursement guidelines that clarify "as funding exists".

SECOND: Councilmember Miller

VOTE ROLL CALL: Yes: Kassinger, Miller, Bunner, Gardner, Polk, Treuting, Jones

8. New Business:

8a. Treasurer's Office: George Adamson:

George Adamson, who has served with the City of Manassas Park since March 2000, formally announced that he will be retiring from his position as Treasurer effective December 31, 2008. The City must appoint a new Treasurer until special election.

Mr. Adamson began his employment with the City eight years ago when he was hired as a Code Enforcement Officer. Two years later he transferred within the City to serve as a Business Tax Auditor. In November 2004, Mr. Adamson was elected to the office of Treasurer and has served in that capacity since. Prior to working for the City, Mr. Adamson spent 25 years with the Department of Defense where he was involved with budgets, statistics and accounting. His career prior to the Department of Defense included teaching business and economics at McCurry College in Abilene, Texas.

Mr. Adamson assumed the office of Treasurer during a period of transition for the City. Under his direction, the Treasurer's office was able to become fully staffed, with an emphasis on responsive customer service. Many outdated office functions were upgraded and effective use of technology was implemented. As a result, Internet queries and bill paying are now available, bills are sent out in a timely fashion and collections of Personal Property tax and Real Estate tax now exceed the 97% mark for the City. Commenting on Mr. Adamson's achievements during his tenure as Treasurer, Mayor Frank Jones stated that "The fiscal strength that the Treasurer's Office has achieved over the course of George's tenure is a testament to George's excellent high level of expertise and for that the City is very grateful". The Mayor thanked George from the bottom of his heart for all the work he done on behalf of the citizens of the City to keep our money safe and sound and well accounted for. If it was not for George, the city would not be where it is and most recently the adjustment we saw in the improvement of the bond rating certainly would not have been possible nor would previous ones because of the accounting issues that we had. The City owes George a tremendous debt of gratitude and he says thank you to Mr. Adamson.

Mr. Adamson has notified the State of his retirement. The city will advertise for resumes of individuals who would be interested in filling the position of Treasurer. As interim, the Governing Body will interview candidates and make a recommendation to Prince William Circuit Court who will be the appointing authority. There may be an issue with getting signatures from the court because of the slow down with the holidays. Advertisement will take place within next couple of weeks and interviews should begin the second week in December.

The City Attorney stated that the city is legally required within fifteen days (15) of the effective date of the retirement to petition for a writ of special election. The person who takes the interim appointment should be someone willing to run for the office because it is quite possible the special election will be called soon.

There has to be an audit with Treasurer departure and the assumption of responsibility by the interim. There could be a second audit if the interim is not the person who wins the special election. Cost of audit is \$10,000 a piece.

We must make sure our citizens we interview understand that there is an expectation with our endorsement would be their willingness to run to seek the elected office so we can make this as seamless as possible as well as cost efficient.

The Governing Body will use their standard process for interviews in terms of developing questions to be asked. The candidates will be asked to respond to the questions in writing in case the Judges may want to review them. The Treasurer has agreed to help with the questions to make sure the questions get at the right kind of information.

The Governing Body will close the resume process on December 5, 2008 and start interviews the following week. This will be placed on website and cable.

Councilmember Polk stated he has contacted the Treasurer for Fairfax City and the Treasurer called him back but he has not had time to return the call. Councilmember Polk will work with him to get a mechanism in place for information as well as current Treasurer. Try to generate some interest in this position. This individual must be a well qualified individual residing in the city.

City Clerk will send out an e-mail with the advertisement to Governing Body.

Councilmember Miller stated he and Councilmember Treuting attended the National Adoption Day Saturday at the Prince William County McCourt Building. There were seven family adopting and it was amazing that one family adopted triplets. He thanked the Director of Social Services for bringing this to their attention.

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

There was not a call for a Closed Meeting and it was removed from the agenda.

12. Adjournment at 7:40 pm:

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

Approved December 16, 2008

Francis C. Jones, Jr., Mayor

Lana A. Conner, City Clerk