

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, FEBRUARY 16, 2016 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

**Roll Call:** Frank Jones, Mayor  
Bryan E. Polk, Vice Mayor  
Suhas Naddoni  
Preston Banks  
Jeanette Rishell  
Michael Carrera

**Absent:** Keith Miller

**Staff:** Lana A Conner, City Clerk

**1. Approval of Agenda:**

MOTION: Councilmember Naddoni moved to approve the amended agenda 8b removed and placed on March 8 agenda. Add Item 6j to Consent Agenda.

SECOND: Councilmember Carrera

Public Notice: there will be more than three (3) members of Governing Body attending the Chamber of Commerce event which is going to recognize city businesses on Thursday, February 25, 2016.

The regular scheduled meeting on March 1<sup>st</sup> has been rescheduled to March 8, 2016 due to elections. The March 15, 2016 meeting is cancelled and will be held on March 22, 2016.

VOTE: Unanimously passed

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

**3. Citizens Time:** None

**4. Recognitions:**

**4a. Proclamation Prince William Area Agency on Aging: Ray Beverage, the Commission on Aging Chairperson.**

MOTION: Councilmember Naddoni moved to approve Proclamation as presented.

SECOND: Councilmember Carrera

Mr. Beverage accepted the Proclamation on behalf of the Commission on Aging.

VOTE: Unanimously passed

**5. Presentation:**

**5a. Northern Virginia Transportation Authority (NVTA): Keith Jasper, Programmer Coordinator with NVTA:**

Copy of presentation made part of the record. NVTA is in the process of developing and updating TransAction the Northern Virginia long range transportation plan. With the nine jurisdictions, the Plan is updated every five years or so in order to identify, prioritize and now fund recently significant transportation improvements which can help reduce the effects of congestion throughout the region over the next twenty five years. Only projects included in TransAction are eligible for NVTA funding. Although TransAction is a long range plan, it will address pressing short term needs guiding \$1.7 billion in regional transportation investment for FY2018-2023. The Plan is developed by evaluating jurisdiction input, population, employment trends and existing and projected transportation needs. Most northern Virginians value reducing trip times, making predictable trip times, making it affordable, latest technologies and new highways/improvements. They would like to see the majority of investments go to roads followed by rails and transit.

The TransAction process takes about two years to complete with draft plan expected in spring 2017. Throughout the process NVTA will be confirming regional transportation objectives and getting feedback on prioritization of regional transportation projects. Focus period of public engagement are planned for this year including interacting sessions on current transportation needs in spring 2016.

The window for projects to be identified and included in plan is from now until summer.

He is encouraging Governing Body, citizens and businesses to participate in this process.

Mayor Jones stated that if the NVTA needed a meeting place for their public forum in this end of Prince William County, the Governing Body would volunteer to sponsor and hold those in our community center. It is important to get feedback from this end of the County. One of the serious concerns of Manassas Park is the status of Route 28 and the impediments that Route 28 presents in getting people from northern Prince William County up to Route 66 and beyond.

Councilmember Banks asked about the summer deadline and wanted to know if there were any other options. Mr. Jasper stated the TransAction plan is updated on a five year cycle. They can do a mid cycle amendment but have never done that before. They researched the logistics and cost of doing that and at the time it was better to proceed with the update they are working on. They will work with the city on any project that needs to be identified can be identified and then captured into their data base. Right now they are working on two parallel streams; technical and outreach which are closely related and intertwined. They are working on this but the analysis is down the road. TransAction is a financial unconstrained plan. At the front end of this window is projects already documented and the backend of this window is projects that may not yet be documented.

Councilmember Banks stated there are two projects that affect the city; Route 28 extension of lanes beginning in Fairfax County & VRE Station parking extension. Both these projects are in the preliminary engineering stage. Route 28 (Fairfax County) will not start until 2017. VRE extension just got started this winter. He is concerned about its completion in time for submission to TransAction if it is eligible. City is caught in the middle stage for both these projects and city might not get it in before this summer deadline. Mr. Jasper stated based on what Councilmember Banks said, they can work with city to make sure sufficient information about these projects is captured for them to be included in TransAction. The current plan has over 200 projects in it but they only funded about 60 projects with another 24 being considered. If a project is not in the plan it cannot get funded. There is always an evaluation process which will be the backend of this year and over the next winter and they will then bring back a draft plan for review within the region in the spring of next year (2017).

## **6. Consent Agenda**

### **6a. Approval of Minutes of January 19 and February 2, 2016**

**6b. PR: July 4th Proposal-Pyro Engineering, Inc.**

**6c. PW: Emergency Procurement-Payment to contractors (3) Snow Removal: \$151,345.50**

**6d. FD: Consolidated Fire & Rescue Dispatching Service FY16 3<sup>rd</sup> Quarter Billing \$24,144.25**

**6e. IT: Edge Network Switch Replacement – Cost: \$27,940 (Budgeted \$28K)**

**6f. IT: Disk Storage for City Hall – Cost: \$27,865.75 (Budgeted \$30K)**

**6g. IT: Client Access Licenses - Software-Microsoft Exchange – Cost: \$19,071.20 (Budgeted \$36,662.60)**

**6h. PD: Purchase of Replacement police cruiser: \$27,800 (Insurance Reimbursable)**

**6i. PW: Purchase Skid Steer (January 19, 2016): Ratify Purchase**

**6j. PD: Manassas Park & Manassas City (Law Enforcement Cooperative Service Agreement)**

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

SECOND: Councilmember Rishell

Councilmember Naddoni abstained from the February 2, 2016 minutes.

VOTE: Unanimously passed

## **7. Unfinished Business: None**

## **8. New Business:**

### **8a. Potomac and Rappahannock Transportation Commission (PRTC) Funding: FY2017 Budget:**

Mayor Jones received a letter from Frank Principi, Chairman of PRTC, concerning a proposal to have some dialogue about adjusting how calculations may be done to determine how we might contribute more money to PRTC. He had forwarded this letter to everyone so you would know what is going on.

Mayor Jones stated he would be willing to discuss this with the Chairman but will have no discussions that will commit the city to anything above what the 2.1% motor fuels tax generates for revenue. We are committing no operating revenue. Manassas City received a similar letter. He has had a conversation with Mayor Hal Parrish, Manassas, and they feel the same way. The Mayor stated there are a variety of ways this could be calculated other than what they are requesting such as number of lane miles in the city as compared to total lane miles in the county and Manassas City.

The challenge we are facing is the \$11 million shortfall in out year in PRTC funding. There are a couple of measures before the legislature right now.

Councilmember Rishell stated this borders on predatory behavior toward the two cities.

It was consensus of Governing Body that the only commitment for funding is what is generated from 2% motor fuels tax. City has paid its bill each month. This is a County problem. He will have a conversation with Frank Principi and will convey the direction of Governing Body.

Councilmember Naddoni stated the 2% motor fuel tax not only funds transportation for PRTC but it also funds VRE operations. Because of the low gas prices, the motor fuels collections had dipped down significantly. We will not have enough money in PRTC motor fund to pay for FY2016 subsidies.

Mayor Jones stated we may have enough for FY2016 but not for FY2017. If VRE comes in with an increase, which they might, we may not have enough. Mayor Jones will report back after the March meeting.

**8b. Bowman Engineering Amend Rate Schedule:** Removed from agenda and added to March 8, 2016 agenda.

**9. Manager Report:**

9a. Keystone Update: Keystone's President, Judd Van Dervort, Steve Juliano, Vice President, Software Development, and Carol Davis, Product Manager for Tax Applications which is a large part of the current focus going into Commissioner of Revenue and Treasurer's office, were present.

The Mayor stated he told the City Manager he wanted to see two things tonight a schedule and performance that got city to closure with Keystone fully implemented.

Mr. Dervort gave a presentation on Keystone Program. Staff from Keystone met with city staff today on ongoing issues and have a plan going forward. He stated there has been a lot of tension about this project. It is a large project consuming a lot of time and energy on both organizations. City staff is aware of some of the uniqueness of this project some they could have anticipated and some they couldn't and how Keystone is dealing with it. It was known when they went into this project, it ranged from putting in the financial software, payroll, human resources for city and schools which has been completed. The applications for all of the other offices and departments some of which was known at the time that Keystone did not have software fully developed for some of these functions. Project was always intended to be in part an implementation of some standard software and a collaborative development project to develop some software around the city's needs that Keystone intends to take forward as products in the market. They had basic designs and ideas about these things which includes business license module (they had never implemented one of those before), a first implementation of city's on-line payment portal. City had older versions and some older technology of utility billing and permits and inspections. All of these were incorporated into the project as not just standard implementation but the need for Keystone to collaborate with users who were expert in what they do who have a proven process and prior system providing guidance. They were relying on some of that as part of the whole project to get that guidance as they were developing systems. All of that was understood. The part that complicated things was the system crash in October 2015. That affected day to day operations but from the standpoint of the project Keystone had set a deadline of December 2015 to go live with the applications. They were going into a process called parallel testing which is a way of taking new things they had developed on the system and checking and making sure those processes give the same desired result in comparison to the former system that was being replaced. They had to jump into the live mode immediately.

As they were refining the process, they were going to look back and see how it was done previously on the old system which could not be done because it was lost with the crash. Staff is trying to remember how things went, why they did what they did and what the desired outcome should be. The crash left Keystone with a big problem with data. Keystone was taking data and frequently converting and reconvertng it as it was easily accessible to them. They had developed conversion programs, utilities that took the data from the old formats on Bright and Associates software into Keystone format. They were doing that frequently as they needed to test things and try out different scenarios. Suddenly that data was not accessible. The other issue was the conversion utilities they had used were also lost with the system crash. They were able to get backup data. There was a gap of three days of missing information. They had to piece that data together in a different fashion because the proven format from original conversion was lost on prior system. Keystone is still dealing with repercussions from some of this. There is data they are cleaning up as they go and figuring out with a lot of cooperation from city staff. This is not the ideal way they would have done this. With all of this said, Mr. Van Dervort stated they are nearly there.

The most pressing issues are those public-facing. One of the big issues was the ability for citizens to make payments. The system was not set up because the data was not there, balances were not there and historical information was not on the system. They went for a period of time when the Treasurer's office was not able to collect payments. That has exacerbated the current issue. They have reconstructed all of that and are now in much better shape in terms of data and the processes and training level in the organization to be able to process payments in the office.

The on-line payment portal is moving into testing this week for Utility Bill payments. If testing goes well this could be turned live, first to a City employee control group by next week, for live use, and then open to the public March 1. They are working on making the connection to PayPal, City's current PayPal interface. They are going to do the same kind of interface that you had before on the prior payment portal.

A big revenue issue has been finishing up the business license module. According to the Commissioner of Revenue, she will be able to produce Business Licenses this week.

There are a couple of issues with Treasurer's office and they will be processing payments as those are coming in. There has been a lot of other progress and issues they went over today. There has been progress on open issues in DMV processing and Utility Billing. Certain kinds of unique transactions like insufficient funds on checks and how to reverse those properly and how the system was handling that. They are still finding flaky data items but they are getting to be fewer and fewer.

Mr. Van Dervort stated this project is a huge priority for Keystone and they are doubling their efforts. This week Mr. Julian and Ms. Davis will be on site. Glen Schuehler, FIS Product Manager, will be coming onsite tomorrow. Keystone has to deal with current issues that are causing a lot of consternation problems, public facing issues, etc. There is special focus on these issues and high priority so to move this project into final phase.

There are several pieces on the contract that they are not late or behind with. They are still ahead of Keystone. They are part of the normal implementation schedule. They are deploying the Real Estate Public Access site replacing the old site. This will give the public the ability not to have to phone in to get information but can get information on line.

Another issue facing them is the whole interface to city's assessment software. You are going to get to the point soon of doing real estate tax billing. This is first time through that process with the city. There is no development needed in the system because they have done that in other jurisdictions in Virginia. In City case, they are grabbing information from a third party assessment system and bringing that data into our system. They are working on that now but it will still need to be tested and deployed fully.

Councilmember Rishell asked if someone had been on site every day since the beginning of the project. The President stated since the beginning of the project a year and half ago; no. She wanted to know the frequency of them being onsite. The President stated if you were to average out a Keystone person on site, it has probably been every other week. There were some weeks there were three or four people on site and then other weeks where they had not been a person on site. They could get that data and average it out. Councilmember Rishell stated that the President had stated they were turning up the volume of assistance for the city and she wanted to know what it is going to be now. The President stated to get through these critical items right now they are going to be here the rest of the week and he feels they will be in that kind of shape. The goal is to get the city fully into testing mode on the payment portal and through the rest of the items. He does not believe city will need someone on site next week but staff will be available on site if they do. A lot of this is being done over the web.

Councilmember Banks asked if the schools had any issues. Krista Kelly, Finance Director, for schools stated they had no issues with Keystone. Mr. Van Dervort stated he had met with the schools to make sure there were no issues.

Mayor Jones wanted to know where his schedule was and stated he has seen these slides but wants to see; here is what we are doing, when we are doing it and when it will go on line. He wants to see a detailed listing so this Governing Body knows exactly when each of the various pieces of work is going to be done and Governing Body can tell the public with some degree of assurance this is when this is going to be finished and that is going to be finished. Mr. Van Dervort asked if you want module level or down to some of the sub functions and features. Mayor Jones stated it does not have to be down to the microcosm level but it needs to be at the major function level so if Governing Body needs to ask questions for detail, they will. He wants to know when you will go live with these functions.

Mayor Jones thanked Keystone for the presentation.

- 10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia**
- 11. Return to Open Session: 10:20pm:**
- 12. Certification & Action out of Closed Meeting if Necessary**

**13. Adjourn:** The Mayor adjourned the meeting at 7:45pm.

Approved March 8, 2016

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Frank Jones, Mayor

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Lana A. Conner, City Clerk