

OFFICIAL MINUTES OF THE SPECIAL MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, AUGUST 1, 2011 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

1. Roll Call:

Frank Jones, Mayor
Bryan E. Polk, Vice Mayor
William J. Treuting, Jr.
Keith Miller
Suhas Naddoni
Preston Banks
Brian Leeper

Absent:

Staff Present:

James Zumwalt, City Manager
Dean Crowhurst, City Attorney

The School Board joined the Governing Body for this meeting.

This special meeting was called by the Mayor to have the Staff give a presentation on the cash flow, and line of credit discussion and possible action on Resolution for consideration for FY2012 Tax Anticipation Loan.

The City Manager gave Governing Body a graph showing Weekly Cash Balances beginning July 30, 2011 through June 30, 2012. (Copy of Presentation made part of the record). The Governing Body would like to have an overlay of actual projections

Prior to FY08 operating reserves were adequate and there was no tax anticipation borrowing.

In FY09 the City borrowed \$2 million in the fall and in the spring. The economy started to go bad. Assessment fell sharply causing a decrease in assessed values causing a decrease in property taxes.

In FY10 the City borrowed \$2 million in the fall and in the spring

In FY11 the City borrowed \$3 million in the fall and in the spring

Because the City borrowed \$3 million instead of \$2 million and because the debt service was \$1 million larger, the revenue crunch came in July instead of September.

City Manager gave Governing Body a spreadsheet which confirms there are no unknown causes of earlier crunch. The City will need borrowing authority in August. The \$3 million would probably be adequate but \$4 million gives margin of safety

Corrective actions:

Commit to maintain the spreadsheets

-It can be prediction tool for the Treasurer

-It can be a communication tool among City Finance, School Finance & Schools

-It can be a timing tool for discretionary expenditures

-It can be a reporting tool to Governing Body

-This will give a complete city Financial Plan

-City get to the point where they do not rely on the revenue from an anticipation note.

_Staff come up with a plan to show when the assessed values with the \$1.65 tax rate will be sufficient to not have to borrow the \$4 million dollar loan. What will the assessed value have to be to make city self sufficient again.

Resolution _____ Authorizing Mayor to Execute Revenue Anticipation Note:

MOTION: Councilmember Treuting moved to approve Resolution authorizing the issuance and sale of a \$4 million dollar Revenue Anticipation Note and authorize staff to take necessary action to borrow the funds.

SECOND: Councilmember Polk

The City is in conversations with three Banks; Alliance, Sun Trust and Wells Fargo.

Joe Mason, Davenport, gave the Governing Body the process for negotiations with banks and non-banks for options with revenue anticipation note. The procedure is basically one on one negotiations with multiple banks and non-bank financial entities. The resolution authorizes both taxable and tax-exempt notes and delegates the details of the note structure to the Treasurer or City Manager, or either acting alone.

Mr. Mason stated that there are two options on paying back the revenue bonds. One option would be to have the option of paying the note back before maturity or the other option of not being able to pay off the loan until maturity which would be June 30, 2012. There are federal requirements on regulation of repayment of bonds. These options could determine the interest rate. Last year the city had a prime interest rate with penalty. They do not want the interest rate to exceed 6.5% this year.

VOTE ROLL CALL: Yes: Treuting, Polk, Banks, Leeper, Miller, Naddoni, Jones

15. Adjournment: 8:45 pm

Mayor Jones adjourned the meeting at 8:45 pm.

Approved September 2011

Frank Jones, Mayor

Lana A Conner, City Clerk

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, AUGUST 16, 2011 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

1. Roll Call: Frank Jones, Mayor
Bryan E. Polk, Vice Mayor
William J. Treuting, Jr.
Keith Miller
Preston Banks
Brian Leeper

Absent: Suhas Naddoni

Staff Present: Lana A Conner, City Clerk
James Zumwalt, City Manager
Dean Crowhurst, City Attorney

1. Approval of Agenda:

MOTION: Councilmember Miller moved to approve the Agenda as presented.

SECOND: Councilmember Leeper

VOTE: Unanimously passed

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

3. Citizen Time: None

CNN Money: Mayor Jones wanted to let everyone know that Money Magazine has chosen Manassas Park as one of the top 100 best places to live. Manassas Park was ranked #56 by this association. The Mayor thanked the entire city staff for a job well done.

4. Proclamations:

4a Proclamation: Fill the Boot Fundraiser. Muscular Dystrophy: Proclamation: Manassas Park Fire and Rescue Department:

MOTION: Councilmember Miller moved to approve Proclamation as presented.

SECOND: Councilmember Naddoni

Stephanie Hall, Fundraising Coordinator, Greater Washington MDA, accepted the Proclamation on behalf of the Fire and Rescue Department. Joel Oberlin, Captain, C-Shift, and James Soaper, Captain, were present to represent the fire department. Ms. Hall thanked the Governing Body for their support in allowing this tradition to continue and thanked the citizens for their continued support. Last year the professional firefighters raised \$17,399 during their 2010 "Fill the Boot" campaign. These professionals raise more money in northern Virginia than anywhere in the country. The Fill the Boot campaign will start on Monday, August 29, 2011 and through the week leading up to Labor Day weekend. They will collect in the evenings from 3pm-7pm for the entire week. They will be at the intersection of Route 28 and Manassas Drive. These firefighters dedicate their time for this campaign.

VOTE: Unanimously passed

4b Proclamation: September 18-24, 2011, as "Child Passenger Safety Week" and September 24 as "National Seat Check Saturday":

MOTION: Councilmember moved to approve Proclamation as presented.

SECOND: Councilmember Miller

The goal is to educate parents and caregivers about best practice when traveling with children from birth through age 12. During child passenger safety week hundreds of free car seat inspection stations will be set up across the country and to locate an inspection stations go to www.nhtsa.gov.

VOTE: Unanimously passed

5. Dave Robertson, Executive Director, Metropolitan Washington Council of Governments:

He gave a presentation and packet of information to Governing Body. Nicole Hange was also present from COG. COG is an independent, non-profit association including 21 local governments, members of the Maryland and Virginia legislatures and members of the U.S. Congress. They have a membership of 250 local, state, and federal elected officials in national capital region.

"Under the Radar" Programs include Cooperative purchasing, institute for regional excellence, RICCS/snow calls and pawn database.

Some of the Regional Priorities include transportation, environment and homeland security.

The Mayor thanked Mr. Robertson for his presentation to Governing Body and stated that COG is a very important organization to all of northern Virginia.

6. Consent Agenda

6a. Approval of Minutes: July 19, 2011

6b. Social Services Advisory Board: Appointment of two Board members: Expire August 30, 2012

6c. UOSA Construction Easement Request: City Attorney

6d. Retainer for Social Services Department Attorney Lisa Baird

MOTION: Councilmember Treuting moved to approve as presented.

SECOND: Councilmember Leeper

6b. Addie Whitaker introduced Crystal Denise Bailey and Ms. Emily A. Collins who have expressed interest in serving on SSAB. They both have masters in social work. They responded to an article they read in the Newsletter.

Councilmember Banks recused himself from voting on appointment to SSAB but voted yes on the rest of the items.

VOTE: Unanimously passed

7. Unfinished Business: No Unfinished Business

8. New Business:

8a. American Disposal: Retroactive rate increase for residential trash collection from the City Center: City Attorney

When the rate was set for the Park Center project it was set at a per unit rate which is same rate charged to Haverhill and Manassas Park Station. Over that time period, occupancy has increased significantly to the point where they are 100% occupancy so they must be treated the same as we would Haverhill and Manassas Park Station. The information in your packet shows a significant increase of over 2.5 times which would assume it was fully occupied. You would multiply the rates that were in the packet by a percentage given and that are the effective rate. American Disposal has asked that the Governing Body consider a retroactive rate increase for residential trash collection from the City Center at Manassas Park apartments to take into account the increased number of units since the rate was last determined. American Disposal has submitted a spreadsheet for the rates proposed for City Center based on the per unit pricing of the approved per unit pricing for Haverhill, which all the condos pricing is based off of. They only went back to October 2009 because the building inspector said that the second building had their certificate of occupancy in September. American Disposal based the billed rates off of the rates that were just approved in the audit. Effective August 1, 2011, we would have a full rate of \$2,389.17 per month.

MOTION: Councilmember Treuting moved to approve the retroactive rate increase for residential trash collection for American Disposal from the City Center as presented and recommended by City Attorney.

SECOND: Councilmember Polk

VOTE: Unanimously passed

9. City Manager Report: James Zumwalt:

As of last Thursday, the Treasurer closed on note for city cash flow so the city is set for the rest of the year.

AYP for Schools: The Mayor sent an e-mail to Superintendent of Schools and School Board Chairman stating while we all understand the problems associated with the evaluative criteria established by NCLB that is an important benchmark in assessing our School Division's progress and capabilities in educating our children. It is particularly alarming to see that none of our schools made AYP in the most recent evaluations, if I am reading the results correctly. Please prepare an overview of the School Division assessment of the reported results, and the immediate steps the School Division is implementing to meet AYP in the next assessment. We are all exceptionally proud of the accomplishments of our students and the entire School Division. I feel it is important to the students and to the community as a whole to have an aggressive plan to ensure AYP is met and sustained going forward. I request that the presentation be delivered at a Governing Body meeting in September. I look forward to understanding your prioritization of efforts, and where necessary reprioritization of programs to ensure we are fully compliant with AYP going forward and continue to be fully accredited.

Councilmember Treuting stated several city residents have talked to the Treasurer and to members of Governing Body regarding problems with electronic payments of water bills. On the water bill the city has put in a notice telling them you should 7-10 days for electronic payments to make sure it gets through the system. They are making payments and the bank is saying it will go through in 4 days and what happens is it gets to the Treasurer late and a late fee is charged. Bills now come directly to City Hall and there is no post office box number so make sure you have the correct address. All citizens should allow from 7-10 days for their payment to get to the Treasurer. The Mayor asked that this information be placed on the website because it involves two banks specifically.

12. Closed Meeting State Code of Virginia Freedom of Information Act: Section 2.2-3711a of the Code of Virginia (1) Personnel (2 items) and (7) Consultation with City Attorney:

MOTION: Councilmember Miller moved that the Governing Body go into Closed Meeting at 7:50pm to discuss two matters involving the performance of specific public officers and employees and to consult with City Attorney and be briefed by city staff members pertaining to probable litigation where such consultation and briefing in an open meeting would adversely effect litigating posture of the city pursuant to Paragraph (1) and (7) of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Leeper

VOTE ROLL CALL: Yes: Miller, Leeper, Banks, Polk, Treuting, Jones

13. Return to Open Session:

MOTION; Councilmember Miller moved to return to open session at 10:20pm.

SECOND: Councilmember Polk

VOTE: Unanimously passed

14. 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, Leeper

VOTE ROLL CALL: Yes: Miller, Leeper, Banks, Polk, Treuting, Jones

Motions out of Closed Meeting: Service Agreement: Utility Software:

MOTION: Councilmember Polk moved to authorize City Staff and the City Attorney to take action as necessary to terminate the service agreement and the purchase agreement for the finance, tax and utility software and to seek a refund of monies paid under those agreements from Diamond Software, Anderson Tackman, which is now Avastone, GTSI and any other interested or necessary parties.

SECOND: Councilmember Treuting

VOTE: Unanimously passed

RFP: Service Agreement: Utility Software:

MOTION: Councilmember Treuting moved to authorize City Staff to move forward to issue an RFP or ride another jurisdiction's contract for finance, tax and utility software that meets Virginia-specific requirements and that can interact with the Great Plains software the City previously purchased.

SECOND: Councilmember Leeper

VOTE: Unanimously passed

15. Adjournment: 10:20pm

Mayor Jones adjourned the meeting at 10:30 pm.

Approved September 6, 2011

Frank Jones, Mayor