



**MINUTES OF THE CITY COUNCIL
PERSONNEL COMMITTEE
THURSDAY, MARCH 16, 2017
MAYOR'S OFFICE
MANASSAS CITY HALL**

The Personnel Committee Meeting was held in the Mayor's Office, on the above date, with the following present: Council Members Ken Elston, Ian T. Lovejoy, City Manager Patrick Pate and Assistant to the City Manager/City Clerk Andrea P. Madden.

Council Member Pam Sebesky arrived at 6:17 p.m.

The Chairman of the Committee, Council Member Elston, called the meeting to order at 5:55 p.m.

Item 1 of the Agenda. Approval of Minutes

1.1 Personnel Committee Minutes: February 16, 2017

COUNCIL MEMBER LOVEJOY moved that the Minutes of the February 16, 2017 Personnel Committee meeting be approved. Seconded by Council Member Elston. Roll call: AYES – Elston and Lovejoy. ABSENT: Sebesky. **MOTION CARRIED.**

Item 2 of the Agenda. City Manager Remarks

City Manager Patrick Pate brought four items before the Committee:

1. Traffic Safety Committee;
2. (Parks) Rec/Culture Committee;
3. Memorandum of Understanding (MOU) with Constitutional Officers; and
4. Granicus Module for Boards and Commissions.

COUNCIL MEMBER LOVEJOY MOVED THAT the items listed below be brought to the full Council in a closed meeting session. Seconded by Council Member Elston. Roll call: AYES – Elston and Lovejoy. ABSENT: Sebesky. **MOTION CARRIED.**

1. That the Traffic Safety Committee be dissolve as staff fulfills the work of the Committee;
2. That a Rec/Culture Committee be formed regarding issues related to parks, recreation and culture;

3. That the Personnel Committee supports changes as worked out between the City Manager, City Attorney Martin Crim and Commissioner of the Revenue Doug Waldron; and
4. That a Granicus Module for Boards and Commissions be purchased at the rate of \$6,000 per year.

3. Old Business

3.1 Revisions to BCC Website, Application, Etc.

Assistant to the City Manager/City Clerk Andrea Madden discussed the advantages of the Granicus program dealing with Boards, Committees and Commissions.

COUNCIL MEMBER LOVEJOY MOVED THAT the Personnel Committee recommend that a budget amendment be made to support the Granicus Module and that the timeline to make the shift to the new module be completed by Summer 2017 and that it be kept up-to-date by the Clerk's office. Seconded by Council Member Elston.

3.2 Ordinance #O-2017-09: Personal and Real Estate Interest Disclosure

Assistant to the City Manager/City Clerk Andrea Madden reviewed the changes to Ordinance #O-2017-09 and requested that Ordinance #O-2017-09 be forwarded for consideration by the full Council at a future Regular Council Meeting.

COUNCIL MEMBER LOVEJOY MOVED THAT Ordinance #O-2017-09 be forwarded to the Council for consideration at a future Regular Council Meeting. Seconded by Council Member Elston. Roll call: AYES – Elston and Lovejoy. ABSENT: Sebesky. **MOTION CARRIED.**

Item 4 of the Agenda. Authorization of a Closed Meeting

4.1 Authorization of a Closed Meeting to Discuss the Following Topic:
Appointments to Boards, Committees and Commissions

COUNCIL MEMBER LOVEJOY MOVED THAT the Personnel Committee convene in a closed meeting to discuss appointments to Boards, Committees and Commissions, as permitted by Virginia Code § 2.2-3711 Paragraph A (1), for which the Virginia Freedom of Information Act permits discussion in a closed meeting. Seconded by Council Member Sebesky. Roll call: AYES –Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Chairman Elston stated that he, Mr. Lovejoy and Ms. Sebesky would be included in the closed meeting for the purpose of conducting interviews with applicants for the open positions on the City's Boards, Committees and Commissions.

The Personnel Committee went into a closed meeting at 6:20 p.m.

The Personnel Committee returned from its closed meeting at 7:10 p.m.

Item 5. Certification of a Closed Meeting

Item 5.1 Certification of a Closed Meeting

COUNCIL MEMBER SEBESKY MOVED THAT the Personnel Committee certify that in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provision of the Virginia Freedom of Information Act cited in that motion. Seconded by Council Member Lovejoy. Roll call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Item 6. Motion to Make a Recommendation to City Council in a Closed Meeting

COUNCIL MEMBER SEBESKY MOVED THAT the recommendations of candidates interviewed be brought to Council in a Closed Meeting at its next Regular Council Meeting on March 27, 2017. Seconded by Council Member Lovejoy. Roll call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Item 7. Motion For Applicant Review

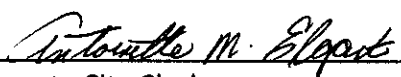
COUNCIL MEMBER SEBESKY MOVED THAT appointments be scheduled for the April Personnel Committee Meeting as outlined by the Personnel Committee. Seconded by Council Member Lovejoy. Roll Call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

A motion was duly made, seconded and **CARRIED UNANIMOUSLY** to adjourn the meeting.


Chairman Elston declared the meeting adjourned at 7:20 p.m.



Ken D. Elston, Chair



Deputy City Clerk



Approved: April 20, 2017