



Town of Vienna

Charles A. Robinson Jr. Town
Hall
127 Center Street South
Vienna VA, 22180

Meeting Agenda Town Council Meeting

Monday, April 7, 2025

7:30 PM

Charles Robinson Jr. Town Hall, 127 Center St.
South

Invocation: Baha'i Community of the Town of Vienna
Baha'i Community of the Town of Vienna

Pledge of Allegiance to the Flag of the United States of America

1. Roll Call

2. Acceptance of the Minutes:

- A. [25-5014](#) Acceptance of the Regular Council Meeting Minutes of February 24, 2025, March 24, 2025, the Work Session Minutes of March 3, 2025, March 15, 2025 and March 17, 2025.

Attachments:

- [1. Draft Meeting Minutes 2-24-2025](#)
- [2. Draft Work Session Minuts 3-3-2025](#)
- [3. Draft Work session Minutes \(Rev\) -3-15-2025](#)
- [4. Draft Work Session Minutes \(rev\) 3-17-2025](#)
- [5. Draft Meeting Minutes 3-24-2025](#)

3. Receipt of petitions and communications from the Public that are not on the Agenda. (Limited to 3 minutes per issue and no formal action can be taken this evening)

4. Reports/Presentations

- A. [25-4993](#) Proclamation for International Dark Sky Week

Attachments: [1. Proclamation - International Dark Sky Week in Vienna 2025](#)

- B. [25-5032](#) Proclamation for Volunteer Recognition Day

Attachments: [Proclamation for Volunteer Recognition Day-4-22-25](#)

- A. Report and Inquiries of Council Members
- B. Report of the Town Manager
- C. Report of the Mayor

D. Proposals for Additional Items to the Agenda

E. Closed Session Report

5. Public Hearings

A. [25-4996](#) Public Hearing for Fiscal Year 2025-26 Operating Budget

Attachments: [1. Notice of Public Hearing Budget FY25-26](#)
[2. Reg Require Budget Pub Hearing](#)

B. [25-4995](#) Public Hearing for Fiscal Year 2025-26 Water and Sewer Rates

Attachments: [1. Notice of Public Hearing Water and Sewer Rates FY25-26](#)
[2. 2 - Sec.1-13. Schedule of public works fees FY25-26 - Red Line](#)
[3. 2 - Sec.1-13. Schedule of public works fees FY25-26](#)
[4. Reg Require WS Rate Pub Hearing](#)

6. Consent Agenda

- A. [25-4997](#) Approval Request to Award Water System Valuation and Condition Assessment
..Body

DATE(S) OF PRIOR COUNCIL CONSIDERATION OF THIS ISSUE:

N/A

EXPLANATION AND SUMMARY:

The Department of Finance and the Department of Public Works (DPW) is seeking Town Council approval to award a professional services and valuation contract to Raftelis Financial Consultants, Inc., in the amount of \$141,000 for the water system valuation and condition assessment.

This contract was competed through a competitive Request for Proposal (RFP 25-10) process, conducted in accordance with the requirements of the Virginia Public Procurement Act (VPPA) of the Code of Virginia. The RFP process was carried out in a transparent, fair, and competitive manner, ensuring full compliance with all applicable laws, regulations, and standards set forth under the VPPA.

The purpose of this project is to provide a condition assessment, recommendations for capital improvements, and establish a valuation of the Town's water system. The condition assessment of the water system infrastructure is being completed to provide Finance and DPW with information to inform the operations, maintenance, and capital investments for the system. The valuation is being completed to provide the Town Council with credible and independent findings to ascertain what the Town's water system value is. The valuation will include the existing water system facilities, infrastructure, real estate, support vehicles, equipment, buildings, billing infrastructure, personnel training, and certifications.

The water system valuation and condition assessment project is funded by water and sewer fees, and will be charged out of the Water and Sewer Fund.

Approval is recommended to be made in the amount of \$141,000 to Raftelis Financial Consultants, Inc.

Next Steps: If approved, award the contract and begin the water system valuation and condition assessment.

Expected Completion Time Frame: Estimated completion for the valuation and condition assessment is 4 to 5 weeks.

Strategic Plan Initiative: *Fiscally Responsible, Environmentally Sustainable*

Departmental Recommendation: Recommend approval.

Finance Recommendation: Recommend approval.

Purchasing Recommendation: Recommend approval.

Town Attorney Recommendation: The Town has solicited Requests for Proposals and complied with the Virginia Public Procurement Act for the proposed Water System Valuation. The Town Council may award the proposed contract in its discretion.

Town Manager's Recommendation: I recommend the Town Council approve the water system valuation and condition assessment contract, as presented.

Cost and Financing: \$141,000

Project Account: N/A

GL Account: 500-501-0000-50111-43101

Prior Funding Approval: N/A

Decision Needed by This date: April 7, 2025

PROPOSED/SUGGESTED MOTION

Attachments:

[1. Raftelis Proposal - Water Valuation](#)

[2. Reg Require Award Contract](#)

B. [25-4960](#)

Intent to Adopt Amendments to Section. 18-407. - Swimming Pools and Outdoor Hot Tubs

Attachments:

[01 - Proposed Code Amdmts - FINAL - Article 4A - Section 18-407](#)

[02 - Regulatory Requirements Form](#)

7. Regular Business

- A. [25-4998](#) Request for approval of a lot line adjustment, followed by two lot consolidations, resulting in the conversion of six small lots at 130 Wilmar Place NW into two equally sized buildable lots.

Attachments:

[01 - Memo - 130 Wilmar Pl NW - Lot Line Adjustment Consolidations - April 7 2025](#)

[02 - Town of Vienna - Relevant Code Sections](#)

[03 - Code of Virginia - Relevant Code Sections](#)

[04 - Planning Commission Memo November 13 2024 130 Wilmar Pl NW](#)

[05 - Existing Conditions Plat - 2012 130 Wilmar Pl NW](#)

[06 - Wilmar Pl NW Record Plat and Deed 1924 130 Wilmar Pl NW](#)

[07 - Plat of BLA & Consolidation 130 Wilmar Pl NW](#)

[08 - Preliminary Grading Plan 130 Wilmar Pl NW](#)

[09 - Affidavit](#)

[10 - PC Chair Memo - 130 Wilmar Pl NW 3-12-25 - Signed](#)

[11 - TC Staff Presentation - 130 Wilmar Place - Lot Consolidation 4-7-25](#)

[12 - Regulatory Requirements for Agenda Item](#)

- B. **25-5031** Second Closed Session

8. Meeting Adjournment

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.