



Town of Vienna

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

Meeting Minutes

Town Council Conference Session

Monday, September 19, 2022

7:30 PM

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

1. Regular Business

Roll Call:

Council: Council Member Chuck Anderson; Council Member Ray Brill Jr.; Council Member Nisha Patel; Council Member Steve Potter; Council Member Ed Somers; Council Member Howard J. Springsteen and Mayor Linda Colbert.

Staff: Mercury Peyton, Town Manager; Shelley Kozlowski, Deputy Town Clerk; Marion Serfass, Director, Finance; Leslie Herman, Director, Parks and Recreation; David Levy, Director, Planning and Zoning; Christine Horner Acting Director, Public Works; Jim Morris, Chief of Vienna Police; Natalie Monkou, Director, Economic Development; Tony Mull, Director Information Technology; Edgar Marolejos, Computer Technician; Karen Thayer, Director, Public Information; Adam Lehman, Acting Deputy Director, Public Works; Andrew Jinks, Transportation Engineer; Jeremy Edwards, Parks Maintenance Superintendent; Leon Evans, Community Center Manager; Amy Jo Hendrix, Recreation Program Supervisor; Mary Touhy, Capital Projects/Grants Account.

Mayor Colbert opened the Conference Session at 7:30 PM recognizing Mercury Payton, Town Manager. Town Manager Payton presented a request for additions to the October 10, 2022 Town Council Conference Session Agenda. Council agreed to add 1) HVI request to dig for historic artifacts and 2) presentation of legislative agenda items.

A. [22-3354](#)

Capital Improvement Plan (CIP) Through 2038

Mayor Colbert called on Marion Serfass, Director Finance to present the Item for consideration. Remarks are summarized as follows:

- Currently borrow under 1% of assessed value; Must spend 85% of monies borrowed within three years;*
- Interest rate increases projected to continue throughout 2023; Consider borrowing additional monies now (to cover next couple years' projects) to lock in lower interest rate;*
- Town has been on two-year borrowing cycle for some time; governing factor has been absorption rate (how fast monies borrowed are spent); Exercise caution against upsetting debt servicing/revenue match; Remaining ARPA funds must be committed by 2024; Robinson sidewalk fund must be closed by 2024;*
- Consider ranking 2024 projects with eye toward borrowing portion of those needed funds; Must act quickly to lock in rate before additional interest rate increases;*
- Consider bank loan (quick turnaround) or bond;*
- Currently have \$240,000 surplus from 2020 bond plus \$582,000 unallocated contingency in 2022 bond (will need portion to cover any project over runs);*
- Signalization project scheduled to commence mid 2023;*
- Request confirmation of curb and gutter at new build on AyrHill;*

- Confirm ditch removal, curb and gutter with sidewalk project on Glen St;
- Consider expediting Park St. SE sidewalks and street lights, currently under ARPA; Ideal project to fund now with monies borrowed at lower interest rate; Can be completed in sections; Request list of tradeoffs for expediting this project;
- Cedar Lane Park/Cedar Lane Rd. repair responsibility of County - cannot be considered;
- Long Range Transportation Plan and Circulator Study could be pushed (too soon after COVID – investigate County plans regarding traffic assessment);
- Avoid reallocation of streetscape funds as results will inform implementation of Code Create Maple Avenue identities;
- Teen Center update would focus on a kitchen remodel and audiovisual equipment upgrade; Update could be phased;
- Monies set aside for storm drainage problem repair is expended on lots with homes built in the 1950's and 1960's;
- Park St, SE sidewalk project acknowledged as high priority; propose \$2M loan; Consider using surplus monies for Meadow Lane Park projects;

Action: Director Serfass, with advise from financial advisor, will determine appropriate amount to borrow (loan or bond); following Council approval she will work with Department Heads/Budget Committee to reprioritize projects based upon the previous discussion; information will be submitted to Council for feedback (to include a. segmenting options b. how monies will be pieced together and tradeoffs c. timeline) followed by 2X2's if necessary. CIP will be voted on at Town Council Meeting October 10, 2022.

Town Manager Payton recognized Leslie Herman, Director Parks and Recreation and Jeremy Edwards, Park Maintenance Superintendent to present the beautification efforts for the Town.

Council noted that the addition of this Item to the agenda was tardy and urged that these additions be made earlier in the week.

A brief discussion followed regarding the planting of a new Town Christmas Tree, the location of which will be brought up for consideration at a future meeting. A request was made for the Town to purchase a Menorah for display.

Action: Council requested summary of proposed changes to CIP as well as hard copy of CIP through 2024.

Action: Town Attorney Briglia will submit legislative agenda to Council prior to October 10, 2022 Meeting; Council will identify top four items and submit to Town Attorney Briglia.

B. [22-3356](#)

Proposal to Increase Purchase Order and Council Purchase Approval Limits

Mayor Colbert again called on Marion Serfass, Director, Finance to present the Item for consideration. Comments are summarized as follows:

- Increases have been requested due to bottlenecks created by low trigger point; difficulty getting items on agenda in timely manner;
- Request that Council be notified of any change to a purchase order; May be placed on the agenda for discussion, if necessary;
- Consider trigger point somewhat lower than \$100,000 for Council approval of expenditures; Suggest figure between \$60,000 - \$80,000; State Code caps professional

services at \$80,000;

- Approval requests that fall under Consent Agenda allow for greater public transparency;
- Must include language “provided that the aggregate or sum of all phases is not expected to exceed....”.

With no further discussion on this Item Town Manager Payton requested consideration of a meeting procedural change as follows: Hardcopy materials to be distributed by speakers will be placed on a table beside the speaker podium. Town Attorney Briglia will be consulted regarding the legality of requiring hard copy handouts to be reviewed prior to presentation.

2. Meeting Adjournment

Mayor Colbert concluded the meeting at 10:00 PM.

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.