



Town of Vienna

Meeting Minutes

Town Council Work Session

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

Saturday, March 16, 2019

9:00 AM

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

Budget Work Session

1. Regular Business

Council Members Present:

Mayor Laurie A. DiRocco
Council Member Tara L. Bloch
Council Member Linda J. Colbert
Council Member Pasha M. Majdi
Council Member Douglas E. Noble
Council Member Carey J. Sienicki
Council Member Howard J. Springsteen

Staff Present:

Luis Blandon, Public Works, Civil Engineer
Lynne Coan, Communications and Marketing Manager
David Donahue, Deputy Director of Public Works
Connor Duffy, Human Resources Assistant
Sergeant Tu Farhan, Vienna Police Department
Michael Gallagher, Director of Public Works
Leslie Herman, Director of Parks and Recreation
Christine Horner, Public Works, Civil Engineer II/Water Quality Engineer
Dan Janickey, Deputy Chief of Police
Maggie Kain, Director of Human Resources
Jim Morris, Chief of Police
Tony Mull, Director of Information Technology
Michelle Pagano-Dierkes, Deputy Director of Finance
Mercury T. Payton, Town Manager
Cindy Petkac, Director of Planning and Zoning
Gwen Riddle, Finance Operations Manager
Craig Schlemmer, Public Works, Vehicle Maintenance Superintendent
Marion Serfass, Director of Finance
David Stephens, Public Works, Vehicle Maintenance Supervisor
Lieutenant Art Sylmar, Vienna Police Department
Lieutenant Tom Taylor, Vienna Police Department
Carol S. Waters, Deputy Town Clerk
Jonathan Wooden, Public Works, Operations Superintendent

[19-1186](#)

Fiscal Year 2019-20 Proposed Budget Work Session

Attachments: [TC WorkSession 20 Schedule](#)
[2019.03.16 Work Session 3 Final](#)

The Saturday morning work session began at 8:57 a.m. with Chief Jim Morris

introducing the Dewberry representatives Joe Wells and Rod Williams, and the Town's Project Manager Bill Downey. They were there to provide a progress update and to get Council's feedback on the new police station project, especially regarding height and design. Mr. Wells and Mr. Williams showed slides of local buildings, noting the wide range of architecture on Maple Avenue and in residential Vienna. They also showed many examples of police stations with various architectural styles. Drawings of massing studies and scale compared to the residential homes on Locust Street were discussed. Examples of parapet, angled cornice, and hip rooves were viewed and critiqued. Compatibility with the neighborhood was discussed and Council Members offered their opinions. Mayor DiRocco suggested that the Board of Architectural Review should weigh-in.

When asked about potential Federal funding for a new police station, Chief Morris said the only funding they could find was for a small "safe room." Council Member Majdi encouraged them to keep looking for other possible funding.

The Chief reported that the police station site was not large enough for geo-thermal energy, but said the project will be solar ready. He pointed out that the original "needs assessment" for the police station was 30,000 square feet, but in working with Dewberry and Bill Downey, the Police Department function of the building was down to about 25,000 square feet, plus 2,000 more for a big community space.

After about a five minute break, the work session continued with Mr. Payton's brief budget overview. He had gone over his top ten budget priorities with Council earlier in the week.

Finance Director Marion Serfass outlined Capital Improvement Project funds and expenditures and revenues, by fund. One highlight was that the General Revenue fund is up 4.6%.

At 10:40 a.m. Maggie Kain started a recap of the Human Resources Department's accomplishments in the last year, including employee events, contests, and training. Human Resources is about to go on-line with electronic personnel forms. Another employee classification and compensation study is due. A 3% increase to every Town employee who meets expectations is in the budget. Ms. Kain reported that about 60% of Town Staff meets expectations. Ms. Kain also mentioned the Federal Employee program conducted during the Federal Government shut-down, noting that 10 government employees had been temporarily hired by the Town. Chief Morris reported that the Police Department will be able to issue summons electronically. He had a discussion with Council Members about having a two-hour parking limit on Church Street, and also about issuing tickets, in general. Chief Morris answered questions about the plan for when construction begins and the Police Department has to relocate, and he concluded his report at 12:52 p.m.

The Town Manager reviewed Capital Improvement Projects (CIP), unfunded budget priorities, and adding an economic development manager position.

Tony Mull, Director of Information Technology, began his budget report at 1:00 p.m. and listed his department's accomplishments. In the past year they had implemented the self-service portal, continued scanning Town documents to Laserfish, added more Board and Commission management functions to Granicus, and made audio of all public meetings available to the public. Mr. Mull said that cyber security was an ongoing effort, and that his department was assisting with the Police Department's move.

Lynne Coan, Communications and Marketing Manager, said that her department had done the Citizen's Survey and the Town's Strategic Plan over the last year. She reported a dramatic increase in Instagram followers in the last year and credited her assistant, Adam Kincaid. Ms. Coan stated that Freedom of Information Act (FOIA) requests had increased to 36 last year, plus she and Mr. Kincaid had both spent a lot of time supporting the Town/Business Liaison Committee.

Michelle Pagano-Dierkes, the Deputy Director of Finance, reported on donations to charitable organizations.

The Director of Planning and Zoning, Cindy Petkac, noted that one MAC project had been approved this year and two were pending (380 Maple Avenue, West and Sunrise Assisted Living at Center Street, North). Ms. Petkac said that the Planning and Zoning Department (P&Z) is fully staffed with planners now and there are eight people in the department including herself. She has initiated a process by which everything going through P&Z gets at least two sets of eyes on it, in an effort to reduce mistakes. Ms. Petkac reported that a preliminary draft of the Maple Avenue Commercial (MAC) Zone Design had been done, but the design guidelines still need a lot of work. She advised they will not be ready before the current moratorium on the MAC ends, and she recommended extending the moratorium until at least October 31, 2019. Due to scheduling conflicts, Council suggested November 5. A Council vote at a regular Council meeting will be required to extend the moratorium.

Council Member Noble requested that during the course of the next year, P&Z track the time it takes to process service requests, such as a residential, single-family detached dwelling applications, for which they can report back on next year before it is time to adopt the budget. Council Member Bloch pointed out that in some time periods, far more single lot development applications are received than in others, and they may not be staffed to process that kind of volume. She questioned whether the number of applications accepted per year should be capped.

Council Member Majdi inquired about hiring an economic development manager, in terms of what they would do and to which department they would report. Mr. Payton said that as it stands now, that employee would report to the Town Manager's office. As he understands it, that individual would be working with the existing businesses in Town to meet their concerns, watching for vacancies in the commercial zones and help to better understand how to decrease the number of vacancies, and looking for opportunities to bring in businesses to fill the vacancies. The new position would work in tandem with P&Z, the Finance Department, and a little bit with the Marketing and Communications Office. Ms. Petkac elaborated on how an economic development manager could coordinate with businesses that would complement the market in Vienna.

Finance Operations Manager Gwen Riddle began her report on revenue operations at 2:57 p.m. She said that Finance is now accepting e-check, and they have implemented an on-line payment system which connects into Munis software so people can see their bills and assessments. Ms. Riddle narrated that Business License Officer Elizabeth King had done an audit of Town businesses by walking through every commercial place, then contacted owners when she found unregistered businesses, then followed up with P&Z to make sure the businesses procured their Certificates of Occupancy. Ms. Riddle also reported that the Finance Department was considering implementation of more software modules for business

licenses, permits, and more on-line payments. Vehicle License Fee collections were transferred to Fairfax County this year, and next year the Finance Department plans to hire an auditor, for just one year, who will focus on the business license department, particularly regarding sales tax and vehicle licenses. That auditor position is expected to more than fund itself with the revenue it brings in. Ms. Serfass detailed the Finance Department's plan to improve credit card procedures and she talked about the purchasing department, efforts to secure grants, debt service, meals tax revenue, and reserves. Ms. Riddle advised that the tax relief program is steadily decreasing because of a slow decrease in the number of applicants, but they have seen an increase in the number of disabled Veterans.

After a short break, the Department of Public Works (DPW) began their budget review at 3:40 p.m. Michael Gallagher acknowledged more of his staff in attendance: Christine Horner, Craig Schlemmer, David Stephens, Jonathan Wooden, and Luis Blandon. Mr. Gallagher reported that during the last fiscal year, DPW had secured over \$5 Million in County, State, and Federal funding for transportation projects, they were in the process of hiring a transportation engineer, and they are also initiating a contract for a Transportation Multi-modal and Land Use study along Maple Avenue in coordination with P&Z. Mr. Gallagher said DPW is going to start looking into the use of GIS on their fleet as a management tool. It could be put on snow plows, trash trucks, and leaf collection trucks, for example. If instituted, this program would not be ready to start using for at least another year.

Council and the Director of Public Works reviewed the number of work orders completed in this budget year and the average time they took to complete. Mr. Gallagher reported that the maintenance department had milled and paved over 26,000 square yards of asphalt and swept 840 yards of silt and debris off the streets. Council requested that next year their accomplishments be measured in terms of streets, or blocks, so that it is easier to understand than yards of asphalt or debris. It was also requested that more trackable performance management measurements be incorporated. A detailed discussion followed about pavement condition in Town, the budget for it, and the benefits of doing crack seal before slurry seal to extend the life of the roads. Deputy Director David Donahue also fielded Council's questions on those topics. Council had a lengthy, analytical discussion about budget fund sources and application of funds for road improvement projects.

Conversation started at 4:27 p.m. regarding an initiative to increase the amount of brick sidewalk repairs on Maple Avenue and Church Street. Council Members and Mr. Gallagher deliberated the idea of using brick stamped concrete instead of bricks. Mr. Gallagher said that DPW will look into doing a pilot study, probably at the crosswalk on Church Street near Mill Street.

Flashing yellow arrows for turn lanes have been added to the intersection of Maple Avenue and Lawyers Road, Mr. Gallagher noted. DPW plans to add this traffic control method at other intersections where it is feasible and logical. Also, DPW will start looking at an idle reduction program for vehicles. One more position has been approved for the sanitation and refuse division. Costs for taking materials/refuse to the dump have been on the increase in recent years. The Mayor requested measuring and considering the cost benefit of a composting program to help decrease tonnage of trash. It was discussed that recycling is a cost instead of a benefit, and it is an industry-wide, nation-wide challenge now. Mr. Gallagher reported that about two to three hundred people in Town normally order leaf mulch.

Council Member Sienicki suggested that DPW's building maintenance crew check

for water damage to the false pilasters at the entry to Town Hall, and also check other town buildings. The budget portion of DPW's presentation ended at 5:02 p.m.

Mr. Gallagher spoke on the Vehicle Replacement Program. DPW plans to look into the possibility of incorporating electric vehicles into the fleet. There are infrastructure requirements for that and in the next five years they will see if it is feasible to modify a couple vehicles for electric. Council Member Majdi requested a report of the dollar amount currently spent on fuel. Council Member Noble suggested looking into possible use of plug-in hybrid vehicles. Vehicle Maintenance Superintendent Craig Schlemmer addressed Council and told them that they have looked into those, as well as every alternative possible, and they are working them into the plan. He went on to say that he thinks it is a great idea, their car manufacturers have decided to stop making sedans because of the market, the Town cannot take advantage of any tax incentives at this point, and low-speed electric options could be used for some of the Parks and Recreation functions and the water-meter readers. Mr. Schlemmer said that he would do research into the amount of money the Town could save on fuel. Mr. Schlemmer explained that besides vehicle fuel usage, there is also equipment fuel usage. He said that as the Town does more infrastructure work and other services, they use a lot of equipment, such as a tandem dump-truck to pick up leaves, leaf machine, rubber tire loader, tub grinder, etc. Council also suggested monitoring vehicle and equipment emissions and doing research benchmarked to some kind of car price index. An improved street sweeper model was also discussed.

Marion Serfass noted the tiered revenue structure for water and sewer use, and mentioned that sewer rates were coming in a little low.

David Donohue stated that his department has been updating their GIS maps, trying to update them yearly, and updating other records. He noted that updating the location of valves on the map is a continuing process. Mr. Donohue reported that the part-time administrative assistant hired last year had been very helpful in getting all of the records consolidated. Mr. Donohue said that DPW used bond money to do a lot of water main replacements in 2018, they will do about 1,500 feet of replacement next year, and will replace quite a bit more with the 2020 bond funds. Council requested that DPW measure of the length of time it takes to repair water mains, in order to be used as an outcome and performance measure. Mr. Donohue further reported that DPW has continued to do systematic cleaning of the sanitary sewer lines, televising the system, and doing spot repairs where possible.

Michael Gallagher gave an update of stormwater improvements and reported that they applied for a DEQ Litter grant for the first time for a prevention and recycling program. They also hired a maintenance worker from last year's budget to help out with the stormwater operations. Mr. Gallagher advised that in partnership with Fairfax County, Vienna was able to leverage over \$2,000,000 between slack grants and County funding for stormwater projects. Mr. Gallagher further advised that DPW proposed to purchase most of the street sweeper, supplemented by water and sewer funds, and noted that a street sweeper could help clean up after water main breaks.

2. Meeting Adjournment

The Town Council Work Session of Saturday, March 16, 2019 adjourned at approximately 5:48 p.m.

Mayor Laurie A. DiRocco

Signed / Dated: _____

Attest: _____
Deputy Town Clerk

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.

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