



# Town of Vienna

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

## Meeting Minutes Town Council Conference Session

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Saturday, March 13, 2021

9:00 AM

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

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### Budget

#### 1. Resolution for Continuity of Government

A. [21-2141](#) Resolution for Continuity of Government

*Mayor Linda Colbert read into the record the Continuity of Government. The Resolution was approved through voice vote.*

#### 2. Regular Business

*Council Present: Council Member Chuck Anderson; Council Member Ray Brill Jr., Council Member Nisha Patel (via ZOOM); Council Member Steve Potter (via ZOOM); Council Member Ed Somers; Council Member Howard J. Springsteen and Mayor Linda Colbert*

*Staff Present: Michelle Crabtree, Director, Human Resources, Cindy Petkac (via Zoom), Director, Planning and Zoning; Leslie Herman, Director, Parks and Recreation; Marion Serfass, Director Finance; Michelle Pagano-Dierkes, Deputy Finance Director; Lynne Coan, Manager, Communications and Marketing; Gwen Riddle, Manager, Finance Operations; Tony Mull, Director, Information Technology; Dan Janickey, Deputy Chief, Police; Melanie Clark, Town Clerk; Shelley Kozlowski, Deputy Town Clerk.*

A. [21-2093](#) Fiscal Year 2021-22 Proposed Budget Work Session

*Mayor Colbert opened the first of two scheduled FY 2021-22 proposed budget work sessions at 9:00 AM. In the absence of Town Manager Mercury Payton, Marion Serfass, Director, Finance, provided an overview of the Town's financial status in the continued era of COVID. As the budget requests are presented, she urged Council to bear in mind that a budget is strategy and money should be put toward those areas where the Town wishes to focus its attention.*

*Budget presentations by each fund and department were presented as follows:*

*Marion Serfass, Director of Finance/ Michelle Crabtree, Director, Human Resource Discussion of salary increases (3% April or May/1% July, decision postponed until May); potential federal COVID relief funds; general fund budget; debt service fund revenues and expenditures; transfers and revenues; donations (future conference session to discuss); and fire department.*

*Gwen Riddle, Manager, Finance Operations  
Discussion of projections on tax relief for the disabled and elderly.*

*Tony Mull, Director, Information Technology*

*Discussion of Town website launch; relocation of Police Department; paperless departments; upgrade for Town internet; wiring Church and Community Center for meeting use; potential for permanent broadcast center (retain ZOOM).*

*Melanie Clark, Town Clerk*

*Discussion regarding salary increase for Mayor and Council (survey other jurisdictions); membership VML; FOIA officer (move responsibility from Communications to Town Clerk); reduction of Planning and Zoning Commission to seven members (revisit after Zoning rewrite complete).*

*Marion Serfass, Director, Finance for Mercury Payton, Town Manager*

*Discussion regarding Cooper Center's Senior Executive Institute for all senior managers.*

*Leslie Herman, Director, Parks and Recreation*

*Discussion regarding opening park amenities mid COVID; free programming vs. fee based; reallocation of Urban Arborist salary to Public Works; explanation of \$273,000 total increase in budget (deferred to March 15, 2021 Conference Session); budget breakdown of requested increase into COVID/Other.*

*Cindy Petkac, Director, Planning and Zoning*

*Discussion regarding zoning code update (draft available by 12/2021); survey responses; Comprehensive Plan review.*

*Lynne Coan, Manager, Communications and Marketing*

*Discussion of website update and launch (March, 2021); request to present Council update in June, 2021.*

*Dan Janickey, Deputy Chief, Police*

*Discussion regarding COVID response; staffing issues; separate pay scale for police; Emergency Management Division efforts.*

*Meeting adjourned at 3:30 pm*

**The Finance Department recommends review and discussion of the Town Manager's FY 2021-22 proposed budget.**

### **3. Meeting Adjournment**

*Meeting concluded at 3:30 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.*