



Town of Vienna

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

Meeting Minutes Town Council Work Session

Monday, April 11, 2016

7:30 PM

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

Work Session

1. Regular Business

Present: Mayor Laurie A. DiRocco
Council Member Linda J. Colbert
Council Member Edythe Frankel Kelleher
Council Member Pasha M. Majdi
Council Member Carey J. Sienicki
Council Member Howard J. Springsteen
Council Member Tara Voigt

Staff present: Mercury T. Payton, Town Manager
Steven D. Briglia, Town Attorney
David Donahue, Public Works, Water and Sewer Superintendent
Mike Gallagher, Public Works, Deputy Director
Leslie Herman, Parks and Recreation, Director
Jim Morris, Vienna Police Chief
Tony Mull, Information Technology, Director
Daniel Vincent, Information Technology
Patrick Mulhern, Planning and Zoning, Director
Michael D'Orazio, Planning and Zoning, Planner
Karen Spence, Finance Director
Marion Serfass, Finance Deputy Director
Lynne DeWilde, Public Information, Communications and
Marketing Manager
Carol S. Waters, Legislative, Deputy Town Clerk

A. Town Council Members Joining Meetings Electronically.

The Town Manager opened the meeting at 7:30 p.m. The Town Attorney led the discussion regarding Town Council Members and Board or Commission Members participating in meetings electronically while they are in an off-site location. He had previously sent a memo about it to Council with some state statutes and a report of other municipalities' procedures. The City of Falls Church and the Town of Herndon have recently adopted it, he said, and City of Fairfax plans to adopt electronic meeting provisions after their next election. Mr. Briglia advised that the policy for remote participation in meetings is laid out in State statutes; the member has to notify the chairperson beforehand, and remote participation is limited to two times per calendar year. Participation includes voting. He added that members may always listen in to meetings; there are no restrictions on listening in. An electronic participant in a meeting would be required to say whether it was an emergency issue, business reason or a personal reason that kept them from attending, and they would also have to say the location from which they were calling. Minutes of the meeting would include that information. The new regulations would apply to any meeting of

a public body, so that would include all board and commission meetings as well as Council meetings.

It was determined that the Town Council work session minutes of February 8, 2016 should be amended to state the location of Council Member Majdi when he joined the meeting by speaker phone.

The Town Attorney related that per Virginia's remote participation statute, the caller's voice must be audible to all those at the meeting; technical arrangements must be made so the voice may be heard by all. Mr. Briglia also confirmed that video conference or Skype would be acceptable. Calling it a fairly simple process, he said an ordinance could be done and put in the administrative regulations section of the Town Code, or it could be done by resolution; the state statute lays out the procedures by which to do it. It would not have to be approved by the Planning Commission. Council would have to conduct a public hearing. Mr. Briglia offered to circulate a draft for Council consideration. Subsequently, the draft could go on an agenda, its language could be suitably adjusted, and afterwards it could be advertised.

The Mayor asked if more than one person could be absent from a meeting and participate electronically. Mr. Briglia answered that it would be OK as long as there was a quorum present at the meeting. For Council, that would mean that at least four Council Members would have to be physically present.

Recommendations: The Town Attorney will prepare a draft ordinance and submit it to Council for their consideration. Council will conduct a public hearing.

B.

Fiscal Year 16/17 Proposed Budget Work Session

Mr. Payton announced that he was just informed of an unanticipated \$1,500,000.00 bill from Fairfax County that is due May 6, 2016. The charges were for 1.87% of the County's capital improvement expenditures on the Norman Cole sewer treatment plant. 1.87% is the accepted percentage of Fairfax County's sewer costs billed to Vienna, based on Vienna's utilization. Much discussion followed. Mr. Briglia recalled that the County had also billed the Town for their periodic capital costs in 1999 and in 2012, and the Town had to finance the payment for those. The Finance Director said that payment of this bill would probably need to be financed. The Mayor recommended that from now on, the Town should plan on having this kind of capital cost every year even though it is not billed consistently; the funds could be built into the Town's water and sewer costs.

The group continued to discuss the impact that the unexpected \$1.5 million bill would have on the Town's water and sewer rates, and its impact on funding for previously planned services and improvements in areas other than water and sewer.

The next topic was Vienna's policy for billing adjustments on water and sewer bills after the customer has had a water leak. Karen Spence detailed Vienna's procedures compared to those of other municipalities. There was one case of an exceptionally large water bill which was reviewed. The Mayor commented that she liked Vienna's more flexible adjustment policy which offers payment plans and is not as rigid as some other jurisdictions.

General Fund Unmet Needs were deliberated. More items on the Finance Department's spreadsheet were removed or reduced. It was suggested that the Mayor and Council Member salaries be considered for increase at the same times

and percentage rates as increases to regular employee salaries, and it was observed that Vienna Council Member salaries were low compared to neighboring municipalities, and a candidate running for Council had recently complained about it.

Council Member Majdi asked how the Town would manage if, in the future, there happened to be huge cost over-runs for the Vienna Community Center expansion and renovation project. Mr. Payton reported that first, he would look for funds with staff in the capital projects fund, then if necessary, they could look at moving some dollars around from other projects which had some flexibility. Mrs. Spence noted that another source to look at would be any unused funds from previous year's bonds. Council Member Majdi inquired where else funds could be found if something went "really wrong." Mr. Payton explained that the next place would be the general fund reserve, but the impact would have to be evaluated. Other Council Members added to the discussion and asked questions. They discussed a new app which could be used to report potholes, the Freeman House bridge and its high estimated repair/replacement cost, the Bowman House lift, salt-brine pretreatment equipment, and how to fund the Bobcat skid-loader/snowblower. They also talked about the branding initiative, improvements to the website, and the Town logo. Council Members agreed to fund the salt-brine pretreatment equipment and the Bobcat skid-loader/snowblower could be funded from vehicle sales in the vehicle replacement program. Council decided to hold off on funding for the Town website and branding until next year, or sooner if money is left over at the end of this fiscal year. The Bowman House lift would cost \$7,000.00, and Council agreed to pay \$4,470 of that and the Parks and Recreation Department would cover the difference. Council Member Sienicki pointed out that there was no handicapped access to the Freeman House at this time.

2. Meeting Adjournment

The Town Council Work Session of April 11, 2016 adjourned at 9:50 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.