



# Town of Vienna

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

## Meeting Minutes Town Council Work Session

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Monday, March 18, 2019

7:30 PM

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

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### 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:*

*Melanie J. Clark, Town Clerk  
Lynne Coan, Communications and Marketing Manager  
Leon Evans, Parks and Recreation, Community Center Manager  
Michael Gallagher, Director of Public Works  
Amy-Jo Hendrix, Parks and Recreation, Recreation Program Supervisor  
Leslie Herman, Parks and Recreation Director  
John King, Jr., Parks and Recreation, Park Maintenance Superintendent  
Charles Lewis, Information Technology Coordinator/Network Administrator  
Tony Mull, Director of Information Technology  
Michelle Pagano-Dierkes, Deputy Director of Finance  
Mercury T. Payton, Town Manager  
Marion Serfass, Director of Finance  
Carol S. Waters, Deputy Town Clerk*

[19-1187](#)

#### Fiscal Year 2019-20 Proposed Budget Work Session

*Mr. Payton opened this second budget work session at 7:31 p.m. Town Clerk Melanie Clark presented the Legislative Division's budget, which includes the Mayor and Town Council, the Office of the Town Clerk, and Boards and Commissions. Ms. Clark read portions of recent survey results of Mayor and Council salaries in Virginia and the group discussed it. In the Town of Vienna, the Mayor is paid \$7,500 per annum and Council is paid \$5,000 per annum. Ms. Clark answered Council's questions and noted changes in several Legislative accounts, including an increase in the budget for legal advertisements. The group talked about the Vienna Public Art Commission and its funding sources, there was some confusion, and Council requested more follow-up information.*

*Finance Director Marion Serfass reviewed the budget for legal services and noted that there were no major changes. Council Member Springsteen said that it was worthy of discussion whether in the future, the Town may want to consider hiring full-time legal support instead of the current two days a week. The Mayor said that*

*at this point in time, she was very comfortable the way it is.*

*The Fire and Rescue Department budget was presented by the Deputy Director of Finance, Michelle Pagano-Dierkes. Council Member Springsteen had comments about the Vienna Volunteer Fire Department's funding. This audio portion of the meeting was very difficult to hear and understand. Council Member Springsteen pointed out how the Fire Department parking lot was used a lot by the Farmer's Market, the ball fields, and others; and if the Fire Department closed their private parking lot, the Town would be in trouble.*

*The Department of Parks and Recreation budget was reviewed by Director Leslie Herman. Ms. Serfass of Finance noted typographical errors in the budget presentation and provided corrected information. Ms. Herman noted that Community Center Manager Leon Evans, Program Manager Amy-Jo Hendrix, and Parks Superintendent John King and representatives from Vienna Girls Softball were in attendance with her. Ms. Herman proposed a Parks and Recreation budget increase of \$138,980 over the previous fiscal year's budget. She provided detailed written information on the unfunded priorities. Ms. Herman reviewed some of the Parks and Recreation administration's accomplishments and projects completed in the past fiscal year, which included programs with the local schools, parks, trees, benches, Farmer's Market, and the Town's Strategic Plan. Initiatives for Fiscal Year ending 2020 include being involved with numerous conferences to be held in the area. Ms. Herman responded to Council Members' questions. She announced that a new event will be added – a beer, burgers, bar-b-que, blues one-day outdoor festival. Ms. Herman reported that this new event would pay for itself. Council Member Noble requested a more detailed report on event expenses.*

*Ms. Herman went over the Parks Maintenance Department accomplishments and initiatives. She explained why they have requested to add a new position for another Parks Maintenance Worker II to support the Town Arborist duties.*

*The Parks and Recreation Department and Vienna Girls' Softball League requested funding of \$12,500 for contract and winterization of five softball fields, which include Caffi Fields 1,2, and 3, Meadow Lane, and Southside Park Field 1. Ms. Herman reported that Fairfax County Park Authority had offered to pay for the winterization of the field at Cunningham Park Elementary. Waters Field is artificial turf, and does not require the same winterization. Field maintenance requirements were discussed. Representatives from Vienna Girls' Softball League spoke on the topic, and this was largely inaudible. Council discussed budgetary sources of funding.*

*Ms. Herman spoke on her department's request of \$17,000 for Park's overtime. She advised that Park's crews are required to work storm emergencies for trees, which have increased from 9 tree emergencies in 2017 to 14 in 2018, and they expect at least 15 in 2019. Park's Crews also have to support special events, which are all after-hours on weekends. Park's Crews support Town Clean-up Days, which will increase from 2 to 3 this year, and they support Scout projects, field maintenance days, Babe Ruth, Vienna Girls Softball League, Vienna Youth, Inc., and they also have weekend park maintenance that takes care of emptying trash at all the picnic shelters when they have heavy rentals during the warm months. Ms. Herman noted that Parks and Recreation had \$12,000 in overtime for the Viva Vienna event in 2018, and overtime for Oktoberfest in 2018 was \$2,900. She reported that since Fiscal Year ending 2010, the Parks and Recreation Department has exceeded their overtime budget every year. Council Member Noble asked the Finance Director where the Town stood with other Town departments' overtime relative to budget. He asked, if*

departments are out-of-synch by over-running the overtime budgets every year, why is it not in the base-line budget. He stated that if the Town is over-running their overtime budgets, then it is an unmet need. The Finance Director said that they can definitely take a look at that. More discussion among Council Members and Staff followed.

Ms. Herman noted that another, slightly lower priority for the Parks and Recreation Department is the group of things falling under the category of Parks Maintenance. It includes replacing the trees on the Nutley Street, South median. A discussion on trees ensued.

Vienna Girls' Softball League also asked the Town to contract out weekly maintenance of six softball fields that the Town's Parks Crew currently maintains. The cost to do that would be \$29,400 annually. Ms. Herman reported that Fairfax County Public Schools currently contracts out with a company called "Premier" to take care of their fields, and the Fairfax County Park Authority handles the contract with them. Per Ms. Herman, those contractors have the expertise and the specialized equipment to maintain fields properly. Ms. Herman cited Louise Archer School as an example. She said Premier was taking care of their softball field this past year, and there had been a lot of rain in the last fall. The school said that they were able to hold 95% of their practices on that field because it drained so well, because of Premier's care. Ms. Herman further reported that the Town's fields were closed "quite often" over the same time period, because of heavy puddling. She went on to mention the many other various duties and responsibilities of the Parks' 10 person staff, 4 of whom are dedicated to trees. Parks Superintendent John King weighed in on the softball field care routine. Council Members asked a lot of questions about the details of softball field care and Mr. King answered their questions. Ms. Herman said that Vienna Girls' Softball feels that Premier does a better job at grooming the fields than the Parks and Recreation Staff; Premier has better equipment, they have the folks that specialize in grooming the fields, that is all they do, and somehow they are making those fields more playable than the Town can. Council Members asked about providing more training for the Parks' Staff. Council continued to ask questions and make suggestions about softball field care. Ms. Herman mentioned how last fall, Town crews had added a lot of dirt to the fields with big ponds caused by heavy rain. The Mayor and some Council reiterated that the problem might be resolved by cross-training. Mr. King noted that a softball field at Southside Park has a storm sewer going through it, and sometimes has big holes in the outfield. Mr. Payton said that Staff would continue to do everything they can to continue to improve the level of service.

Parks and Recreation Department also requested \$6,000 in next year's budget to implement a composting program in Vienna, Ms. Herman reported. That amount would fund the installation of an enclosed, gated area for drop-off, possibly located outside of the Nutley Street Property Yard where there is a flower garden. As discussed, the Community Center would not be a good place for composting because of the porous concrete there, which could possibly retain smells and liquids. The group talked about composting programs in Falls Church, Virginia and other localities, as well as possible costs, citizen interest, and the future of garbage pick-up.

Ms. Herman mentioned the large number of kids using the Community Center gyms, and reported that Human Resources highly recommended to hire another gym monitor to help keep an eye on them. Ms. Herman advised that there are still open punch-list items related to the Community Center renovation. Ms. Herman stated

*that the budget for the Community Center has increased by almost \$22,000 this year, and this accounts for a slight increase in salary and benefits to gain one full-time benefitted customer care specialist at the Community Center. Ms. Herman said that they always have a customer care specialist at the front counter, however, they are all part-time. Ms. Herman said they are looking to transfer the part-time funds for 40 hours from the part time account, move it over to the regular salaries, and then supplement with a small increase in pay plus the cost of benefits. Ms. Herman indicated that would make it possible to keep the same person at the front desk Monday through Friday. She said this would add consistency with the day-time customer care specialist as well as the work-load.*

*Council Member Sienicki inquired about the \$1,000 for band storage area. As noted, the Community Center provides space for the big kettle drums, etc. and they also store tables and big television sets in that room, among other things.*

*Ms. Herman continued to answer questions and go over accomplishments, initiatives, etc. She reported that Parks and Recreation's budget for programming increased by a little over \$15,000 because they are adding so many more classes, camps, and programs. That expense will be offset by revenue from registration fees.*

*Ms. Herman mentioned that part-time salaries without benefits will increase by \$3,000, saying that was just for the new summer basketball league, the teen camp, and playground camp. She said the Town will generate revenue of about \$2,000 to cover that cost. Part of the \$3,000 is the funding for the Community Center's Supervisor Field Monitors. Ms. Herman noted that there have been some issues with lights being on. The Field Monitor will actually check the fields to make sure that they are being used when they have been permitted, and also make sure that the lights are not on when there is nobody on the field.*

*Ms. Herman advised that other part-time salaries will increase by \$5,000, and that is for salary costs for instructors for programs. Also due to an increase in programs, recreation supplies will increase by \$5,500. About \$3,500 of that will offset the revenue and will allow the Town to purchase a gymnastics inflatable tumbling track. Ms. Herman noted that the gymnastic program "is just going like gang-busters."*

*Ms. Herman reported that the Parks and Recreation budget for special events has increased by \$65,100, which includes \$27,600 to fund additional expenses to enhance existing events. \$29,000 is to implement a new burgers, brew and bar-b-que festival with Virginia breweries and Blues music, which will raise enough revenue to offset its cost, so it is a net wash. Council asked Ms. Herman questions about that.*

*Parks and Recreation is requesting \$5,500 for sound engineering services for large special events, such as Chillin' on Church and the 4th of July. It was noted that a sound system that can be heard by the large crowds can help keep the crowds more safe. The Mayor had requested funding for the Evening in White event. The group shared a lot of ideas and possibilities for that event.*

*The Teen Center will celebrate its 20th anniversary in 2020, Ms. Herman announced, and they would like to include a line item in the budget for recreation supplies to host a celebratory event.*

*Under Historic Preservation, Ms. Herman noted that they are working on restoration of the Freeman Store Bridge. The Vienna Department of Public Works,*

Northern Virginia Parks, and Historic Vienna, Inc. have all approved a design for the bridge, and currently they are coordinating it with the Virginia Department of Transportation for their approval. Other projects in the works are the Bowman House roof and attic structure, and removing invasive plant species along the bike path from Church Street to Maple Avenue. Celebrating its 90 year anniversary, the Ayr Hill Garden Club will add native plantings through that area.

Ms. Herman said that the pole banners to replace the holiday wreaths are an unfunded priority. The pole banner expense includes their mountings. It was discussed that various events and/or seasonal banners could be put up. Ms. Herman reported that about \$5,000 is spent every year to repair the old wreaths.

The Council Members thanked Ms. Herman for her detailed presentation on the Parks and Recreation budget.

Council Member Sienicki asked about painting the Freeman Store and the Little Library, and there was discussion on that.

Mr. Payton suggested that they look at the April 22 work session date which had been set aside to be used if necessary, to discuss the remaining items for the upcoming budget. The Mayor agreed that this evening's budget work session should wrap up and be continued on April 22, 2019.

## 2. Meeting Adjournment

The Town Council Budget Work Session of Monday, March 18, 2019 adjourned at approximately 10:20 p.m.

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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.