



# 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, September 23, 2019

7:30 PM

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

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### Work Session

#### 1. Regular Business

##### *Councilmembers Present:*

*Mayor Laurie A. DiRocco*

*Councilmember Linda J. Colbert*

*Councilmember Pasha M. Majdi – Remote participation by phone, from New York, New York*

*Councilmember Douglas E. Noble*

*Councilmember Nisha Patel, MD*

*Councilmember Steve Potter*

*Councilmember Howard J. Springsteen*

##### *Staff Present:*

*Lynne Coan, Communications and Marketing Manager*

*David Donahue, Deputy Director of Public Works*

*Michael D'Orazio, Deputy Director of Planning and Zoning*

*Leslie Herman, Director of Parks and Recreation*

*Daniel Janickey, Deputy Chief of Police*

*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*

*Marion Serfass, Director of Finance*

#### A. [19-1430](#)

##### Capital Improvement Plan (CIP) through 2036

*Town Manager Mercury Payton opened the Vienna Town Council Work Session of Monday September 23, 2019 at 7:56 p.m. and thanked everyone for attending. He identified one agenda item for discussion: Capital Improvement Plan Through 2036:*

*Mr. Payton explained that since 2010 the Town of Vienna has enjoyed an AAA Bond Rating. Anticipating reaffirmation of this rating, he identified three primary contributing factors:*

- 1. A 10 year CIP that reflects projects important to the long term health and stability of the community.*
- 2. Use of all meal tax for CIP.*
- 3. Issuing accelerated 15-year bonds.*

*Marion Serfass, Director of Finance, was asked to lead the discussion of the current CIP. She opened with a list of assumptions for the debt model. Interest rate was*

calculated at 3.0% through the 2024 Bond with continued increases identified as 3.5% for FY 2026, 4.0% for 2028, 4.5% for 2030 & 2032 and 5.0% for FY 2034 & 2036. The meals tax rate will remain at the current 3.0% with the revenue, which funds debt payments, projected to grow at 3.5% a year. Because the 2020 borrowing will not be undertaken until the fall, a Bond Anticipation Note or Line of Credit for \$4.85 million will be acquired in January 2020 to fund projects needing to move forward prior to then. The note will be paid off when the bonds are issued at an estimated 3% interest rate. Most importantly, Ms. Serfass noted that the 2020 Bond would be issued with a 20-year debt schedule due to the size of the bond and also to provide for absorption by the current meals tax revenue projections. She further stated that currently the debt service fund balance is being built up in advance of taking out this large debt issuance and emphasized the need to maintain a balance of \$2.0 million and above.

Mr. Payton shared that the Town has received a bequest from Maud F. Robinson designated for new sidewalks, with the caveat that sidewalks earmarked for these monies would be above and beyond those already present in the plan.

While most projects from the 2014 and 2016 bonds have been completed, several questions were generated from Council. Among Council concerns was the damage on Maple Avenue from the Beulah to Lawyers repaving project. Mr. Donahue indicated that the project is not yet complete and final payment will not be made until all repair work and cleanup is complete. Questions were raised regarding the Community Center HVAC repair funded in the 2016 Bond. Ms. Serfass stressed that the 2016 project was for repair, the new request for boilers and pumps will be used for the new construction. She also noted that the 2016 Bond funded an emergency power generator for the most critical areas of Town Hall. The new request in the 2020 CIP will complete the project for the whole of Town Hall.

#### *Capital Improvement Plan 2018:*

The 2018 CIP reveals several projects still in process. Ms. Serfass shared a request to move the Echols Street paving project forward. Noting that smaller projects are often moved around within the CIP, this request will be honored by moving four smaller projects out to a later date. Additionally, the irrigation and landscaping at the Community Center will be moved forward with completion anticipated this fall. Ms. Serfass agreed to meet with Leslie Herman, Director of Parks and Recreation, September 24, 2019 for bid review. The item will be added to the September 30, 2019 Town Council agenda for approval.

In response to a question from Councilwoman Colbert regarding the website upgrade Lynne Coan, Communications and Marketing Manager, stated that launch is anticipated by June 30, 2020. A brief discussion followed regarding potential outside funding sources to aid in servicing the debt issuances.

#### *Capital Improvement Plan 2020:*

Jim Morris, Chief of Police provided an overview of the funding for the new police station. Initial discussion of a new facility began in 2013 followed by a needs assessment conducted by Moseley Architects, Inc. Since that time Dewberry Architects, Inc. and Downey and Scott, LLC have been hired to assure that the new building will be constructed to national standards. Currently in the design and development stage, the plan is to build for accreditation rating including features that anticipate future requirements. Council stressed the importance of incorporating both resilient design and net zero energy design with the idea that the station has potential to be islandable. Mayor DiRocco stressed the need to build

in adaptability to future innovation as a way to leverage the project. Following back and forth discussion regarding the opportunity to secure grant money to offset various expenses, Mr. Payton noted he has already requested the waiver of permitting fees (approximately \$400,000) from the County. Due to electoral changes in the County Supervisor role, it was urged that this request be renewed again in January. In addition, Councilwoman Patel inquired regarding funding directly from the County to support the project. Mr. Payton explained that overtures to the County have been made to no avail, however following the approval of a permitting fee waiver he will revisit the request with emphasis on options for County usage, i.e. emergency shelter. Councilman Noble suggested that if the County plans to flex the space it might prove successful to request funding for equipment rather than construction. Referencing contingency fees, Council expressed concern regarding the relatively low 5% figure. Mr. Noble explained that by involving quality and value engineers in design process allows for contingencies to be more discreet. Chief Morris further pointed out that contingency was originally set at 10% however as the process has moved forward (currently in design development stage 3) that percent has been reduced due to project fine tuning. He further confirmed that the architectural and engineering review team built in an 8.5% escalation figure, so taken together the contingency is in the 13-15% realm.

Responding to Councilman Majdi's concern that top priorities of traffic mitigation and Maple Avenue walkability are not adequately addressed in the CIP, Mr. Payton noted that public safety serves as an umbrella priority. He further cautioned that care must be taken not to neglect current projects in deference to new concerns.

Allison Terzigni, Fairfax County Capitol Facilities and Project Manager, discussed the funding item for the Patrick Henry Library extension. She noted that the project is in the feasibility stage and would move forward once the November 2020 bond is approved with design phase to begin early 2021. Funds would be used primarily for hiring a design consultant who would be tasked with developing a proactive, flexible, resilient design with a goal of net zero energy. Council urged the need for parking and discussed the concept of adding an additional level to accommodate this need (raising the parking availability from 84 spaces to 188 total spaces). Ms. Serfass pointed out that an additional \$2.7 million would be required to add this requirement to the design. She indicated that this figure could be added to the 2022 Bond issuance and agreed to provide a revised 2022 year CIP with this new parking figure. The overall project is scheduled for completion in 2024.

Council expressed appreciation of the Parks Master Plan inclusion. Ms. Herman explained that the monies in the 2020 bond would be used to address many of the recommendations growing out of the Multi-Modal Study.

Council briefly discussed the idea of investigating a bridge over Maple Avenue to accommodate the W&OD Trail. It was recommended that contact be made with Northern Virginia Parks Authority regarding infrastructure funding for trail improvement. Northern Virginia Transportation Authority was identified as a valuable funding source that is ever occurring and will be tapped for Multi-Modal recommendations. Council recommended creating a list of streetscape projects already in the CIP as a reference source for the October 9, 2019 work session on the Multi-Modal study. Ms. Serfass agreed to provide a priority list in addition to a portfolio of existing projects and corresponding bond year. Councilman Noble further suggested the need for a priority list of water and sewer projects for presentation at the meeting on October 21, 2019, to which Ms. Serfass agreed. In response to Councilman Potter's inquiry, Mr. Payton provided an update on the parking garage project planned for Church Street and Lawyers Road. He indicated

*that a meeting with the developers has been scheduled for October to include Cindy Petkac, Director of Planning and Zoning, Ms. Serfass and Mr. Payton. The developers have also committed to meet before the Council in November. Mr. Payton noted that the CIP includes a figure which adheres to the model. Should the developers request a figure greater than this, the project will not be recommended to the Council.*

*Ms. Herman explained that the Parks Master Plan will provide precise, measurable goals, policies and objectives for the Town of Vienna over the next 3-5 years. It will be an overarching look at the Parks and Recreation Department that will include community feedback. The 2020 monetary request will fund the work of a consultant. Councilman Noble noted the need for near term allocation of monies to repair drainage issues at Waters and Caffey baseball fields.*

*General discussion regarding property acquisition resulted in Council's desire to appropriate more monies for this line. Stressing that 85% of each bond must be expended within three years of issuance, Mr. Payton clarified that the CIP can be modified if Council receives new information that necessitates more funds into this line. He further pointed out the need to be flexible yet cautious to avoid paying debt service on a speculation. Mr. Payton indicated that in general, bonds are written as broadly as possible in order to accommodate for new items of importance. Referencing the size of the 2020 Bond, Mr. Payton emphasized that while property acquisition was always a priority, caution should be exercised in adding more dollars to this bond. Councilman Majdi requested a closed session to discuss available property acquisition. He further requested that staff provide alternative proposals for capital expenditures that focus on streetscape, place making and greenspace, noting that nothing is locked in the CIP until Council votes on it. Mr. Payton stressed that much of this information will be included the Multi-Modal Study results to be presented on October 9, 2019. He further noted that the CIP, as presented, is not carved in stone and that staff will comply with any request from council. Mayor DiRocco suggested that a meeting is needed prior to October 9, 2019 to discuss available properties. The September 30, 2019 agenda includes such a discussion.*

*Capital Improvement Plan 2022:*

*Regarding the Nutley culvert replacement, Mr. Donahue agreed to look into available storm water funding, although the resources are minimal and will require a shifting of priorities.*

*Councilman Potter requested explanation of allocation for a mini roundabout at Church and East Street noting that the community feels a greater need at Church and Beulah Road. Mr. Donahue indicated that this location is scheduled for a full upgrade including modified signal timing to improve safety as a part of the Maple Avenue upgrade. Councilman Potter requested additional information on this project and suggested that Mr. Gallaher update the Council for the record.*

*Other items discussed included the Town Green spray pad, the identification of items in the place making portfolio, the traffic light at Madison Drive and Maple Avenue.*

*Capital Improvement Plan 2024:*

*Mayor DiRocco suggested looking to the County as a source for funding to support the Teen Center Remodel project as the County already provides funds for operations.*

*Councilwoman Patel questioned the increasing request for water and sewer funding*

*despite the application of an escalator. Ms. Serfass responded that results of the 2018 Water and Sewer Study were fed into the model that sets the funding request. Councilman Noble suggested that new Councilmembers be provided the 2017 presentation which explains reasons for changes in rate structure, including aging water pipes. Ms. Serfass, along with Mr. Donahue will accommodate this request.*

*Capital Improvement Projects 2026:*

*No comments.*

*Capital Improvement Plan 2028:*

*Ms. Serfass pointed out that this budget included monies for road and drainage projects. Councilman Noble inquired about the estimate for treatment from Fairfax Water and Sewer, noting the unchanged figure of \$2.5 million despite the growth at Tysons. Ms. Serfass indicated that she, Mr. Donahue and Mr. Gallaher plan to initiate a conversation with officials from Fairfax Water and Sewer but also have set aside money to hire a consultant, if necessary to investigate this issue.*

*Capital Improvement Plan 2032:*

*Ms. Serfass noted the addition of funding for a Recreational Facilities Study. As a next stage study it will provide content and scope for the Parks Master Plan. Mr. Payton indicated that, following the new police station, the Operation and Maintenance Campus Study is the most critical need.*

*Capital Improvement Plan 2034:*

*Ms. Serfass pointed out that this bond would include A & E for the Operations and Maintenance Campus.*

*Capital Improvement Plan 2036:*

*This bond issuance will provide for funding for the facilities.*

*Mr. Payton closed the CIP discussion reiterating that as the bond dates near, the figures will be refined.*

*A work session is scheduled for October 9, 2019 to include Kimley Horn Consultants. Based upon this discussion Staff will provide recommendations to Council.*

*Councilman Noble requested an advance draft of the power point presentation of October 9, 2019.*

*Mayor DiRocco thanked Finance and all other Town Departments for the work necessary to create the CIP.*

**Finance recommends that Council review the updated CIP projects list and multi-year CIP budget. A request for approval of the CIP will be on the October 21 Council agenda.**

## **2. Meeting Adjournment**

*The Town Council Work Session of Monday, September 23, 2019 adjourned at 10:52 p.m.*

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*Mayor Laurie A. DiRocco*

*Signed / Dated:* \_\_\_\_\_

*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.*