

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS and ECONOMIC DEVELOPMENT
COMMITTEE MEETING
AGENDA SUMMARY**

January 12, 2016

6:00 p.m.

**Loudoun County Government Center
1 Harrison Street, S.E., Leesburg, VA
Board Room**

Committee Members:

Matthew Letourneau, Chair

Phyllis Randall - Tony Buffington - Ralph Buona - Koran Saines

**Proposed for Consent*

1. Monthly Department of Economic Development Report (Information)

The Department of Economic Development's monthly statistical report shows leading economic indicators for Loudoun County and key department performance indicators. The director will also report on key economic development activities that have occurred since the May 2015 meeting.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

2. Overview of Economic Development Incentive Funds and Guidelines (Information)

This item provides background information and a status report on the County's Economic Development Commercial Business Incentive and Agriculture and Forestry Industries Development (AFID) Funds along with their associated guidelines.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

3. Procurement Overview (Information)

The Division of Procurement is responsible for the purchase of goods and services for all County departments. This item provides a high level overview of the competitive thresholds and the type of contract-related items that will be presented for approval to the Finance/Government Services and Operations Committee and the Board of Supervisors.

Election District: Countywide

Staff Contacts: John Sandy, County Administration

Cheryl Middleton, Finance and Procurement

4. *CONTRACT RENEWAL/On Call Roadway Transportation Design Services (Action)

The Request for Proposal RFQ-72 was issued on September 11, 2014, for the On Call Roadway/Transportation Design Services. Upon evaluation of the proposals received, contracts were awarded to Dewberry Consultants, LLC, Wallace Montgomery & Associates, LLP, J2 Engineering, Inc., and ATCS, PLC in the estimated amount of \$4,000,000. Because of the volume of roadway and transportation projects in the County, the Board Supervisors

approved an award authority increase for a new contract total of \$6,000,000 on October 21, 2015. The County uses these contracts to provide professional engineering services to design projects required to maintain, improve, or expand the County's transportation infrastructure in support of the approved Capital Facilities Improvement Program. The current contract period ends on February 14, 2016. Staff recommends the Finance/Government Services and Operations Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for the On Call Roadway/Transportation Design Service with Dewberry Consultants, LLC, Wallace Montgomery & Associates, LLP, J2 Engineers, Inc., and ATCS, PLC in the estimated amount of \$ 6,000,000. Funding for this contract would come from project appropriations in the Capital fund, the Department of Transportation & Capital Infrastructure's operational budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

5. *AWARD AUTHORITY INCREASE/On Call Geotechnical Engineering and Soil Scientists Services (Action)

Request for Proposal No. 184 was issued on August 19, 2015 for the On Call Geotechnical Engineering and Soil Scientists Services. The County awarded a one-year with four one-year optional contract to GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. for \$450,000. Historically, this contract has been used to investigate site conditions and to verify material performance on County Capital Improvement Programs (CIP) building projects. With the addition of numerous road projects to the County CIP, the use of this contract is being expanded to include site investigations for road design. By using the On Call Geotechnical Engineering and Soil Scientist Services contract on road projects instead of subcontracting geotechnical services through the On Call Roadway Transportation Design Services contract, contract award authority is preserved in the On Call Roadway Transportation Design Services contract for road design. Ultimately, this arrangement helps streamline the time needed to design multiple road projects concurrently by maximizing the use of the On Call Roadway Transportation Design Services contract and reducing the number of road projects needing to go through the more time consuming Request for Proposal process to procure design services. Staff recommends that the Finance/Government Services and Operations Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to increase the award authority for the On Call Geotechnical Engineering and Soil Scientists Services contracts with GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. by \$1,050,000 for a new estimated amount of \$1,500,000.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

6. * Request for 1.07 FTE in the Department of Fire, Rescue and Emergency (Action)

Staff proposes a FY 2016 mid-year enhancement totaling 1.07 FTE for one Management/Budget Analyst (1.07 FTE) in the Department of Fire, Rescue and Emergency Management. This mid-year enhancement request, which will cost an estimated \$52,065, requires no additional local tax funding. The estimated full year cost for FY 2017 is \$111,810 and will be funded through reductions in the Department operating budget.

Election District: Countywide

Staff Contacts: W. Keith Brower, Jr., Chief, Fire, Rescue and Emergency Management
James Williams, Deputy Chief, Fire, Rescue and Emergency Management
Mary L. Maguire, Fire, Rescue and Emergency Management

7. Quarterly Report/Upcoming Contracts 3rd Quarter, FY 2016 (Information)

Since 2009, staff has provided a report of upcoming projects to the Finance/Government Services and Operations Committee (FGSOC) on a quarterly basis at the Committee's request. This report provides information on projects that exceed \$1 million and/or contracts that affect service delivery and would require future action by the FGSOC and the Board of Supervisors (Board). This item is intended to provide advance notice of these major items to the Committee members and an opportunity to ask questions of staff and request specific information that they would like to see in the future action items. Attachment 1 provides information on contracts that will require action by the FGSOC during the third quarter of FY 2016. Attachment 2 provides information on contracts that are expected to require action by the FGSOC during the fourth quarter of FY 2016. These items will subsequently be forwarded to the full Board for final action.

Election District: Countywide

Staff Contacts: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration

8. Quarterly Report/Capital Improvement Projects 2nd Quarter, FY 2016 (Information)

The Finance/Government Services and Operations Committee has requested a quarterly update on key capital improvement projects which reports on the progress of various stages of pre-design, design, land acquisition and construction. This information item presents a quarterly report for the second quarter of FY 2016 and covers the months of October, November, and December 2015.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure

9. Affirmation of Personal Property Tax Rates for 2016 (Action)

As part of the FY17 budget process, the Board of Supervisors (Board) will establish the personal property tax rates for tax year 2016. However, since most personal property taxes are due May 5, the Board needs to consider personal property tax rates before the adoption of the real property tax rate and appropriations at the beginning of April. Should the Board wish to change Loudoun's personal property tax rate on the general class of property or establish

alternative personal property tax rates on any of the classes of property listed in § 58.1-3506, the Board will want to direct the County Administrator, as part of the FY17 budget process, to advertise a maximum proposed rate for each separate class of property for tax year 2016. The rates would then be advertised with all the maximum proposed CY2016 property tax rates in early February 2016. As such, it is recommended personal property tax rates be affirmed at the Board's regular business meeting on January 21, 2016. Although personal property tax rates can be set as late as the Board's first business meeting in March of 2016, such a delay in the adoption of the rates would have a negative impact on the 2016 first half billing process.

Election District: Countywide

Staff Contacts: Robert S. Wertz, Jr, Commissioner of Revenue
H. Roger Zurn, Jr., Treasurer
Doug Kinney, Management and Budget

10. FY 2016 Capital Improvement Program Amendment/Use of Local Gasoline Tax Funding for Mooreview Parkway (Action)

This item requests an amendment to the FY 2016 Capital Improvement Programs (CIP) and budget to transfer \$1,800,000 from the Transportation District Fund in local gasoline tax funding to the Capital Fund to fund the Mooreview Parkway (\$1,800,000) capital project. The additional funding being requested in this item is required to relocate a gas line that interferes with development of the Mooreview Parkway project, between Croson Lane and Old Ryan Road.

Election District: Dulles

Staff Contacts: Daniel Csizmar, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
Erin McLellan, Management and Budget

11. Proposed Code of Ethics and Standards of Conduct

At the January 6, 2016 Business Meeting, the Board of Supervisors voted unanimously (9-0) to forward the proposed Code of Ethics and Standards of Conduct policy as part of their inaugural Organizational Matters item to their January 12, 2016 Finance/Government Operations and Economic Development Committee (FGOEDC) Meeting for further deliberations and potential recommendation to the Board.

Election District: Countywide

Staff Contacts: Leo Rogers, County Attorney

12. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) System (Information)

The Loudoun County Government and Loudoun County Public Schools began implementation of a new ERP System in January 2012. On December 4, 2013, the Board of Supervisors appropriated additional funds to complete implementation of all three phases of the System. In addition, the Board of Supervisors requested that staff provide monthly status reports based on cost, schedule, and technical milestones with associated variances. No additional funds are requested for the month of January. All ERP Implementation Funds have been released.

Election District: Countywide

Staff Contacts: John Sandy, County Administration
 Robert Middaugh, County Administration
 Wendy Wickens, Information Technology
 Penny Newquist, Finance and Procurement
 Vince Marchesano, Vivad Technologies, LLC

13. Closed Session

Va. Code §2.2-3711 (A) (7), to consult with legal counsel, staff members, or consultants regarding actual or probable litigation.

Election District: Countywide
Staff Contact: Leo Rogers, County Attorney

Next Regular Meeting: February 11, 2016, 6:00 PM

If you require a reasonable accommodation for any type of disability in order to participate in the Finance/Government Operations and Economic Development Committee Meeting, please contact the Office of the County Administrator at 703-777-0200/TTY-711. At least one business day of advance notice is requested; some accommodations may require more than one day of notice. FM Assistive Listening System is available at the meeting.