

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

February 11, 2016

6:00 p.m.

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

Committee Members Present: Matthew Letourneau, Chairman
Phyllis Randall (participated by phone)
Ralph Buona
Koran Saines
Tony Buffington

Board Members Present: Kristen Umstatted

A recording of this meeting is available at:

http://loudoun.granicus.com/MediaPlayer.php?view_id=68&clip_id=4320

CALL TO ORDER

Chairman Letourneau called to order the meeting of the Finance/Government Operations and Economic Development Committee at 6:00 p.m.

Remote Participation – Chair Randall

Pursuant to Code of Virginia Section 2.2-3708.1, the Board of Supervisors' Adopted Rules of Order, and the policy of the Board of Supervisors, Chair Randall has requested to participate in this meeting by electronic communication from a remote location that is not open to the public. Chair Randall has stated that she cannot attend this meeting due to her participation at the 2016 VACo Board of Directors meeting in Richmond, Virginia.

As required by law, a physical quorum of the Finance/Government Operations and Economic Development Committee is present in the Board Room and the Committee has made arrangement for the voice of Chair Randall to be heard by all persons in the Board Room.

Ms. Randall made this request within the timeframe required by policy and the County Attorney has determined that Ms. Randall meets the qualifications to participate remotely. The Committee will record in its minutes the specific nature of the personal matter and the location from which Ms. Randall participated remotely.

1. Monthly Department of Economic Development Report

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 economic development activities that have occurred since the January 12, 2016 meeting.

Buddy Rizer, Economic Development, highlighted that Loudoun County has the largest amount of employment growth in Advanced Industries in Greater Washington.

Election District: Countywide

Staff Contact: Buddy Rizer, Economic Development

2. Economic Development Advisory Commission (EDAC) Update

The purpose of this item is to update the Committee on the work of the EDAC and its Ad-Hoc Committees.

Sharon Virts, Chairman EDAC, gave a brief presentation to the Finance/Government Operations and Economic Development Committee (FGOEDC).

Todd Pearson, Vice-Chairman EDAC, reported on the activities of the Night-time Economy Ad-Hoc Committee (NEAC). He announced an upcoming NEAC public meeting March 14, 2016 at the Blvd Apartments Leasing Office in Loudoun Station. He added more information on NEAC was available at www.loudoun.gov/nighttime-economy. He requested an update from EDAC/NEAC to FGOEDC be included on the May agenda.

Sharon Virts mentioned the Foreign Direct Investment Ad-Hoc group was establishing the public-private partnership to promote investment of foreign businesses in Loudoun. She encouraged the FGOEDC to increase the EDAC membership from 18 to 24.

Election District: Countywide

Staff Contact: Buddy Rizer, Economic Development

Sharon Virts, Chairman, EDAC

Todd Pearson, Vice-Chairman, EDAC

3. Economic Development Advisory Commission Membership

This purpose of this item is to consider the membership structure of the Economic Development Advisory Commission (EDAC).

Buddy Rizer, Economic Development, supported adding membership to EDAC to capture the cluster areas that were under-represented on the Commission. He expressed concern over staff time to support additional subcommittees.

Chairman Letourneau suggested to EDAC to rotate through ad-hoc groups to ease on County staff time.

On February 11, 2016 Chair Randall moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors a restructuring of the Economic Development Advisory Commission by adding five (5) voting members to include representation from: Washington Dulles International Airport Community; Healthcare Bio-Science; Transportation – Mass Transit;

Transportation – Roads; and Cyber Security. Seconded by Supervisor Buona. The motion passed (5-0).

Election District: Countywide

Staff Contact: Jeanine Arnett, Chief of Staff, Chair At-Large

4. AWARD AUTHORITY INCREASE/Modular Office Systems

On October 12, 2012, Fairfax County, on behalf of participants in the Metropolitan Washington Council of Governments and other state and local jurisdictions located throughout the United States, awarded contracts to multiple vendors for Office Furniture and related Services and Solutions as a result of a Request for Proposal. This contract allows for vendors to provide pricing based on national sales volume, not local sales volume. Staff originally awarded this contract under staff authority on January 3, 2013 in the amount of \$500,000. Staff brought forth an item to the September 18, 2013 Board of Supervisors meeting to increase the award authority from \$500,000 to \$900,000 due to the requirements to relocate the Sheriff's office to 803 Sycolin, the relocation of the Young Adults Program, renovation of part of Family Services, relocation of a portion of the Department of Transportation, Construction and Infrastructure to 801 Sycolin Road and the consolidation of General Services from three floors to one floor at 801 Sycolin Road. To date approximately \$871,000 has been spent under the current contract period. The current contract expires December 31, 2016. Staff needs to increase the current award authority of \$900,000 by \$1,000,000, for a total award authority of \$1,900,000 to complete the following funded projects: the Department Economic Development relocation to Loudoun Station; the County Attorney's Office expansion; reconfiguration of various departments on the Government Center's 4th floor; the Department of Transportation and Capital Infrastructure's relocation to 101 Blue Seal Drive; reconfigurations in the vacated space at 801 Sycolin Road for Fire, Rescue and Emergency Management; changes to 906 Trailview Court; and other smaller renovations projects. Sufficient funding is available in the County's adopted FY 2016 and proposed FY 2017 Department of General Services operating budget to cover the \$1,000,000 increase in the award authority. No additional funding is being requested with this item.

On February 11, 2016 Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee Authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$1,000,000 for a new total of \$1,900,000. Seconded by Supervisor Buffington. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Ernest Brown, General Services

Andy Bollinger, General Services

Philip Butterfass, Finance and Procurement

5. CONTRACT RENEWAL/Personal Computer Workstations, Servers and Services

The intent of this item is to renew the contract for Personal Computer Workstations, Servers and Services with Dell Marketing, LP in the amount of \$1,375,000 for the anticipated purchase of personal computers, servers and services that are budgeted for FY 2017. The contract provides desktop and laptop computers (replacements, new employees, special projects, capital

projects/CIP, etc.) for all County agencies. Funding is proposed in FY 2017 Enhancements from departmental budgets (approximately \$50,000), the FY 2017 budget that has been designated for computer replacements, servers, and services (\$1,225,000), and grants, CIP projects, and other special initiatives (estimated \$100,000).

On February 11, 2016 Vice Chairman Buona moved that the finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for the purchase of Personal Computer Workstations, Servers and Services with Dell Marketing, LP in the amount of \$1,375,000. Seconded by Supervisor Buffington. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology
Sandy Lineberry, Finance and Procurement

6. AWARD AUTHORITY INCREASE/Food and Supplies

On August 18, 2015, the County awarded a one-year rideable contract for the Food and Supplies to Merchants Grocery Company, Incorporated, in the estimated amount of \$450,000 as a result of Loudoun County Public Schools Invitation for Bid I14054. The primary purpose of these contracts is to provide the Parks, Recreation, and Community Services with food for the Area Agency on Aging (AAA) and the County After School Activities (CASA) Programs. However, the contract is available to support any County food requirements. Historically, the Food and Supplies contract has been used to support the AAA's Home Delivered Meals and Congregate Meals Program that the Central Kitchen prepares. In addition the Central Kitchen prepares meals for the three (3) Adult Day Centers and all meals for the Juvenile Detention Center, seven (7) days per week. The Central Kitchen also caters special events for county-wide government functions, and as needed, provides meals to the Loudoun County Emergency Operations Center. The current contract period ends on August 15, 2016. Staff estimates spending an additional \$107,000 on food and supplies for a new estimated award authority of \$607,000. Funding for this contract award authority increase would come from the Area AAA's Central Kitchen budget and two grant budgets, the Title 3C/Congregate Meals and Title 3C/Home Delivered Meals. No additional appropriations are being requested for this contract award authority increase. The estimated award authority is based upon the anticipated requirements during the remainder of the contract period.

On February 11, 2016 Vice Chairman Buona moved that the Finance/Government Services and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to increase the award authority for the Food and Supplies contract with Merchants Grocery Company, Incorporated, by \$107,000 for a new estimated amount of \$607,000. Seconded by Supervisor Buffington. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Steve Torpy, Parks, Recreation and Community Services
Karen Sheets, Parks, Recreation and Community Services
Diane Smith, Finance and Procurement

7. CONTRACT AWARD/Xerox Multi-Functional Devices and Print Management Services

Loudoun County Government currently uses 340 Xerox brand multi-functional devices (MFDs), for copy, scan, print, and fax functionality. This equipment is used extensively to scan documents for email and electronic storage of images using the County's imaging system. The MFDs are located throughout most County facilities and departments. The contract for these MFDs is administered by the Department of Information Technology. The costs of these devices are charged to each County department and are on a five (5) year replacement cycle. This contract award encompasses the total annual operational costs of the Xerox equipment including lease, installation, removal, maintenance, supplies (excluding paper), managed print services and operational support. The estimated remaining FY 2016 (March 1 through June 30, 2016) lease, maintenance, and operational costs for existing, replacement, and new equipment provided through these contracts are approximately \$271,441. Funding for these devices is allocated by the FY 2016 Central Services Fund which is provided through chargebacks to the appropriate County departments, grants and project funds. The estimated FY 2017 lease, maintenance, and operational costs for existing, replacement, and new equipment provided through contract expiration of February 28, 2017, are approximately \$798,202. Funding for these devices is proposed in the FY 2017 Central Services Fund which is provided through chargebacks to the appropriate County departments, grants and project funds.

On February 11, 2016 Vice Chairman Buona moved that the Finance/Government Services and Economic Development Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to award a contract for Xerox Multi-Functional Devices and Print Management Services to Xerox Corporation in the estimated amount of \$1,069,643. Seconded by Supervisor Buffington. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology
Tim Dudek, Information Technology
Sandra Lineberry, Finance and Procurement

8. FY 2017 Community Development Block Grant Funding Recommendation

This information item provides the Family Services Advisory Board's funding recommendations for the Community Development Block Grant (CDBG) for County fiscal year 2017. The grants are used to implement a wide variety of community and economic development activities directed toward neighborhood revitalization and the provision of improved community facilities and services. CDBG funds are to be used primarily for the benefit of low and moderate income residents. In April 2013, the Board of Supervisors requested that an update on proposed CDBG funding be presented to the Finance/Government Operations and Economic Development Committee each year prior to the Board of Supervisors' deliberations on the budget and prior to the Public Hearing on the CDBG funding allocations.

Beth Rosenberg, Family Services, explained Loudoun County's role as the Entitlement Program Grantee for the CDBG. She further explained that applications were ranked by the CDBG Review Committee made up of two members of the Family Services Advisory Board and one member of the Housing Advisory Board. She mentioned a draft annual action plan would be presented to the community for thirty (30) days to receive public comment followed by the April 13, 2016 Board of Supervisors Public Hearing and April 21, 2016 Business Meeting.

Beth Rosenberg replied to Supervisor Saines' concern for the lack of recommended funding to Liberty's Promise that the Review Committee independently scored each application based on the evaluation criteria and also that the requested funds amount exceeded the available fund by \$239,040 for Public Service Projects. She commented that five (5) of the six (6) recommended for the Public Service Projects fund had been funded in the past.

Election District: Countywide
Staff Contacts: Beth Rosenberg, Family Services
Ellen Grunewald, Family Services

9. FY 2016 Capital Improvement Program Amendment/Tall Cedars Parkway

This item requests an amendment to the FY 2016 Capital Improvement Program and budget to appropriate and transfer \$915,918 in cash proffers from the Public Facilities Fund to the Capital Fund for the Tall Cedars Parkway between Pinebrook Road and Gum Spring Road. Due to delays in land acquisition for the project, higher than anticipated land acquisition costs, and the need to relocate a current tenant from one of the properties being acquired to accommodate the project, staff estimates a funding shortfall of approximately \$915,918. Having the requested funding available now would assist in delivering all of the required right-of-way in a timely manner for the Tall Cedars project. Zoning Administration staff issued cash proffer determinations (ZCOR-2013-0015; ZCOR-2013-0098; ZCOR-2015-0025; ZCOR-2015-0207) indicating the cash proffers requested are appropriate for the proposed use. More information is available online at:

http://loudoun.granicus.com/MediaPlayer.php?view_id=68&clip_id=4320&meta_id=93159

Leo Rogers, County Attorney, reported that the County was close to finalizing the right of way acquisition to complete the project.

On February 11, 2016 Chairman Letourneau moved the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2016 Capital Improvement Program and budget by appropriating \$915,918.38 in cash proffers in the Public Facilities Fund, as shown in Table 1, and transfer that amount to the Capital Fund to fully fund the construction of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road. Seconded by Supervisor Buffington. The motion passed (5-0).

Election District: Dulles

Staff Contacts: Peter Malgieri, Transportation and Capital Infrastructure
Daniel Csizmar, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure

10. Willisville Community Wastewater System Supplemental Appropriation Request

The Community of Willisville is located just east of the Welbourne Road (Route 743) / Willisville Road (Route 623) / Millville Road (Route 743) intersection in southwestern Loudoun County. Twelve parcels in the Willisville Community are currently served by a community wastewater treatment facility which is owned and operated by Loudoun Water. Subsequent to the construction of the community wastewater system, the Loudoun County Health Department identified three additional properties in the Willisville Community that have failing onsite septic systems. In July 2013, the Board of Supervisors (Board) allocated \$175,000 in Fiscal Year (FY) 2015 to extend the community wastewater system to these three properties as part of the Capital Improvement Program (CIP). The design of the project is complete; however costs exceeded original estimates by \$29,000. In addition, the lowest qualified and responsive bid for construction of the project exceeds original estimates by \$67,000. Current figures indicate that the project will exceed the project budget by \$96,000. Adequate funds are available in both the CIP Contingency and the CIP Water/Wastewater Fund to cover the cost of the supplemental appropriation. The use of either of these funding sources will not negatively impact any other County projects.

Alan Brewer, General Services, introduced Colleen Rizzi from Loudoun Water. He explained to Chairman Letourneau that this wastewater system preceded the Board of Supervisors' new process and criteria to review wastewater system requests from the Wastewater Fund. He added that in 2013 before the service area was expanded, the health department evaluated the remaining homes in the community.

On February 11, 2016 Supervisor Buffington moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors approve a supplemental appropriation of \$100,000 for the completion of the Willisville Community Wastewater System and direct staff to execute a budget adjustment to transfer \$100,000 from Capital Improvement Program Contingency to the Willisville Community Wastewater System capital project account. Seconded by Chair Randall. The motion passed (5-0).

Election District: Blue Ridge

Staff Contacts: Ernest Brown, General Services
Alan Brewer, General Services
Dan Csizmar, Transportation and Capital Infrastructure

11. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) Project

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 February.

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

12. FY 2017 - FY 2022 Proposed Capital Improvement Program Overview

The Capital Improvement Program (CIP) is developed biennially, with the six-year period moving out two years every other fiscal year. The FY 2017 Proposed CIP timeframe spans the six year period from FY 2017 through FY 2022, with proposed appropriations in FY 2017 to develop public facilities. Planning figures are provided for capital projects from FY 2018 through FY 2022 for funding consideration in future CIP budgets. The Finance/Government Operations and Economic Development Committee (FGOEDC) will make recommendations to the Board of Supervisors (Board) regarding what projects and funding should be appropriated in FY 2017, and what projects and funding should be planned for in FY 2018 – FY 2022 timeframe. The FGOEDC is scheduled to review the FY 2017 Proposed CIP in detail at a special meeting on February 23, 2016. The goal will be to make recommendations to the Board regarding the Proposed CIP and what should be included for appropriations as part of the FY 2017 Fiscal Plan and appropriations resolution.

More information is available online at:

http://loudoun.granicus.com/MediaPlayer.php?view_id=68&clip_id=4320&meta_id=93168

Dan Csizmar, Transportation and Capital Infrastructure, presented an overview on the proposed CIP.

Janet Romanchyk and Nikki Bradley, Finance and Procurement, discussed Loudoun's AAA Bond Rating, debt ratios, and guidelines.

Supervisor Letourneau announced that questions from the Board of Supervisors sent to staff by February 16, 2016 would be included in the February 23, 2016 FGOEDC packet and questions received by staff before February 18 would be answered at the meeting. He added the March 8, 2016 meeting would include more discussion on the CIP.

Election District: Countywide

Staff Contacts: Daniel Csizmar, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
Julie Crim, Transportation and Capital Infrastructure
Peter Malgieri, Transportation and Capital Infrastructure

ADJOURNMENT

Chairman Letourneau adjourned the meeting at 8:00 p.m.