
COUNTY OF LOUDOUN
COUNTY ADMINISTRATION

Memorandum

Date: November 14, 2016
To: Board of Supervisors
From: Amy Stewart, Recording Clerk
Subject: November 15, 2016, Finance/Government Operations and Economic
Development Committee Meeting
Supplemental Packet

This Supplemental Packet contains the following:

- Revised November 15, 2016, Finance/Government Operations and Economic Development Committee Meeting Agenda
(Addition of Item #20; Loudoun County Public Schools FY 2016 Fund Balance Requests)
- Revised November 15, 2016, Finance/Government Operations and Economic Development Committee Meeting Agenda Summary
(Addition of Item #20; Loudoun County Public Schools FY 2016 Fund Balance Requests)
- New Items (no previous item supplied to the Board of Supervisors):
 - Item 20, Loudoun County Public Schools FY 2016 Fund Balance Requests

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
REVISED AGENDA**

November 15, 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)**
Election District: Countywide
Staff Contacts: Buddy Rizer, Economic Development

- 2. *CONTRACT RENEWAL/Commissioning Services (Action)**
Election District: Countywide
Staff Contacts: Melissa Tello & Joe Kroboth, III, Transportation and Capital Infrastructure; Christopher Bresley, Finance and Procurement

- 3. *CONTRACT AWARD /Purchase of Replacement Commuter Coaches (Action)**
Election District: Countywide
Staff Contacts: Paul Mounier & Joe Kroboth, III, Transportation and Capital Infrastructure; Ravi Palaniandy, Finance and Procurement

- 4. *CONTRACT RENEWAL /Modular Office Systems (Action)**
Election District: Countywide
Staff Contacts: Andy Bollinger & Ernest N. Brown, General Services; Ravi Palaniandy, Finance and Procurement

- 5. *CONTRACT AWARD /Natural Gas Services for County Facilities (Action)**
Election District: Countywide
Staff Contacts: Alan Brewer & Ernest N. Brown, General Services; Ravi Palaniandy, Finance and Procurement

- 6. *CONTRACT AWARD /Occupational Health Services (Action)**
Election District: Countywide
Staff Contacts: Nelia Larson-Mann & Jeanette Green, Human Resources; Ravi Palaniandy, Finance and Procurement

7. *AWARD AUTHORITY INCREASE/Database Administration Support Services

(Action)

Election District: Countywide

Staff Contacts: Kevin Eppard & Wendy Wickens, Information Technology; Sandra Lineberry, Finance and Procurement

8. *AWARD AUTHORITY INCREASE/Roadway and Civil Design Services for the Route 7 and Route 690 Interchange (Action)

Election District: Blue Ridge

Staff Contacts: Greg Barnes & Joe Kroboth, III, Transportation and Capital Infrastructure; Mike Angel, Finance and Procurement

9. FY 2018 Budget Development– Domestic Violence (Information)

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Julie Grandfield, County Administration

10. FY 2018 Budget Development– Substance Abuse (Information)

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Julie Grandfield, County Administration; Margaret Graham, Mental Health, Substance Abuse, and Developmental Services

11. FY 2018 Budget Development– Land Management Information System Replacement (Information)

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Kenny Young, County Administration; Michael Seigfried, Building and Development; Ricky Barker, Planning and Zoning; Buddy Rizer, Economic Development; Wendy Wickens, Information Technology

12. FY 2018 Preliminary Budget Development Process – Internal Operations and Administrative Support (Information)

Election District: Countywide

Staff Contacts: Tim Hemstreet & John Sandy, County Administration; Erin McLellan & Megan Bourke, Management and Budget

13. CONTRACT AWARD/Construction of the Pennington Lot Parking Garage (Action)

Election District: Leesburg

Staff Contacts: Mark Hoffman & Joe Kroboth, III, Transportation and Capital Infrastructure; Christopher Bresley, Finance and Procurement

14. Quarterly Report/FY 2017 First Quarter Financial Update, Cash Proffer, and Debt Report (Information)

Election District: Countywide

Staff Contacts: Erin McLellan, Megan Bourke and Doug Kinney, Management and Budget

15. Special Assessment - Tall Oaks Subdivision (Action)

Election District: Sterling

Staff Contacts: Alan Brewer & Ernest N. Brown, General Services; Janet Romanchyk, Finance and Procurement

16. County Government Support Services Space Strategy (Action)

Election District: Countywide

Staff Contacts: Ernest N. Brown, General Services; John Sandy, County Administration

17. Phase 1 Classification and Compensation Study Update (Information)

Election District: Countywide

Staff Contacts: Jeanette Green, Human Resources

18. *Proposed Short-term Disability Benefit Extension (Action)

Election District: Countywide

Staff Contacts: Jeanette Green & Alysia Pippen, Human Resources; Cheryl Middleton, Finance and Procurement

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

Election District: Countywide

Staff Contacts: John Sandy, County Administration; Wendy Wickens, Information Technology; Vince Marchesano, Vivad Technologies, LLC

20. Loudoun County Public Schools FY 2016 Fund Balance Requests (Information)

Election District: Countywide

Staff Contacts: Tim Hemstreet, County Administration; Erin McLellan, Management and Budget

Next Regular Meeting: December 13, 2016

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.

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
REVISED AGENDA SUMMARY**

November 15, 2016

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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 executive director will also report on key economic development activities that have occurred since the October 2016 meeting.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

2. *CONTRACT RENEWAL/Commissioning Services (Action)

The purpose of this item is to renew the contract for Commissioning Services. On December 3, 2014 the Board awarded Commissioning Services Contracts to: Burns & McDonnell Engineering Company, Inc., DECON Engineering, Inc., and Brinjac Engineering, Inc. The award of these contracts included four (4), one (1) year renewal options. Staff is recommending award of the second renewal option. The purpose of this contract is to provide fundamental commissioning and enhanced commissioning for Leadership in Energy and Efficient Design (LEED) on an "as needed" basis to support the County's Capital Improvements Program (CIP). Commissioning is an important aspect of project development and construction that provides assurance that the building systems and equipment are properly designed, installed and are performing as intended. This verification is best performed by a third party Commissioning Agent. No additional appropriations are being requested for this contract award. The estimated award authority is based upon the anticipated requirements to support the approved County CIP. Contracts are only renewed with those contractors with satisfactory performance.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for the Commissioning Services with Burns & McDonnell Engineering Company, Inc., DECON Engineering, Inc., and Brinjac Engineering, Inc., in the estimated amount of \$750,000.

Election District: Countywide

Staff Contacts: Melissa Tello & Joe Kroboth, III, Transportation and Capital
Infrastructure; Christopher Bresley, Finance and Procurement

3. *CONTRACT AWARD /Purchase of Replacement Commuter Coaches (Action)

On July 21, 2003, the Board authorized staff to purchase twenty-two (22) D4500 model commuter coaches from MCI for use in the operation of the commuter bus service. The twenty-two (22) MCI coaches were ordered in late July 2003 and delivered to the County in April 2004. At the time of the purchase, the former Department of Management and Financial Services put a plan in place to fully depreciate the commuter coaches over twelve (12) years which is the standard replacement cycle for commuter coaches and transit buses per Federal Transit Administration guidelines. The depreciation plan included inflation. The yearly depreciation amounts have been included in the Transit and Commuter Services budget each year with funds being deposited into a fleet replacement fund. As of April 2016, the first twenty-two (22) MCI D4500 coaches were fully depreciated and ready for replacement.

Staff intends to purchase the sixteen (16) coaches from MCI through the Houston-Galveston Area Council (HGAC) contract at estimated cost of \$9,338,960. However, the current contract with MCI under HGAC is set to expire on December 31, 2016. The purchase of the sixteen (16) replacement coaches will need to occur before that date. Grant funds in the amount of \$3,175,246 from the Department of Rail and Public Transportation are available for the purchase of these coaches. The remaining balance of \$6,163,714 is available in the Fleet Replacement Fund to purchase the sixteen coaches as proposed.

Staff recommends the Finance/Government Operations and Economic Development Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to purchase sixteen (16) commuter coaches from Motor Coach Industries, Inc. (MCI) in the estimated amount of \$9,338,960.

Election District: Countywide

Staff Contacts: Paul Mounier & Joe Kroboth, III, Transportation and Capital
Infrastructure; Ravi Palaniandy, Finance and Procurement

4. *CONTRACT RENEWAL /Modular Office Systems (Action)

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.

The County has been a participant with this contract since January 3, 2013. The current contract expires December 31, 2016 with four additional one-year renewal options available.

On February 11, 2016, the Finance/Government Operations and Economic Development Committee (FGOEDC) authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$1,000,000, for a new total of \$1,900,000 to complete Department of Economic Development's relocation to Loudoun Station, County Attorney's Office expansion, reconfiguration of various departments on the Government Center's 4th floor and Department of Transportation and Capital Infrastructure's relocation to 101 Blue Seal Drive.

On July 12, 2016, FGOEDC authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$550,000, for a new total of \$2,450,000 to complete reconfiguration of the Department of Building and Development's Service Center, Procurement Office's relocation, Treasurer's Office expansion, and reconfiguration and renovation of various departments in County facilities. Additional renovations and relocations will continue into the next fiscal year resulting in additional award authority, subject to funding availability.

Staff recommends that the FGOEDC recommend to the Board of Supervisors that Purchasing Agent be authorized to renew the contract for modular office systems with Knoll, Inc. in the amount of \$1,000,000.

Election District: Countywide

Staff Contacts: Andy Bollinger & Ernest N. Brown, General Services; Ravi Palaniandy, Finance and Procurement

5. *CONTRACT AWARD /Natural Gas Services for County Facilities (Action)

The County currently purchases natural gas services through a cooperative contract awarded to WGL Energy Services, Inc. (formerly known as Washington Gas Energy Services, Inc.) jointly awarded by the City of Alexandria, Fauquier County, Fauquier County Public Schools, Alexandria Renew Enterprises, Charles County Schools, and the Metropolitan Washington Airport Authority. The current contract term is due to expire on December 31, 2016.

Through an Invitation for Bid for natural gas services issued by Fairfax County, WGL Energy Services, Inc. was awarded a five (5) year term contract to fulfill the natural gas service needs for Fairfax County Government and Fairfax County Public Schools. This contract provides Loudoun County with the contracting mechanism to lock in a firm fixed price for the furnishing and delivery of natural gas services. The County intends to award a new forty-three (43) month term contract based on the cooperative contract awarded by Fairfax County. The contract is for the period January 1, 2017 through July 31, 2020. This contract will provide natural gas services for sixty-one (61) County facilities. Sufficient funding is available in the Department of General Services' FY 2017 operating budget through June 30, 2017. Funding for the remaining contract term will be subject to annual appropriations.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to enter into a forty-three (43) month term contract for natural gas services with WGL Energy Services, Inc. in the estimated amount of \$2,100,000.

Election District: Countywide

Staff Contacts: Alan Brewer & Ernest N. Brown, General Services; Ravi Palaniandy, Finance and Procurement

6. *CONTRACT AWARD /Occupational Health Services (Action)

In June 21, 2011, the Board of Supervisors authorized a contract award in the amount of \$1,830,000 for Medical Physicals for Public Safety Personnel to INOVA Health Systems for a twenty-four (24) month contract. The current contract in the amount of \$950,000 for Occupational Health Services is in the final contract renewal which will expire as of December 31, 2016. On June 23, 2016, Request for Proposal No. RFQ 01648 was issued for Occupational Health Services. The intent of this Request for Proposal was to obtain firm fixed price proposals from firms specializing in providing services combined from the current contracts. Two (2) proposals were received on August 4, 2016 and evaluated by a Proposal Analysis Group (PAG) consisting of members from Department of Human Resources, Fire and Rescue & Sheriff's Office. After careful evaluation the PAG ranked the firms as noted below.

Firm	Ranking
INOVA Occupational Health	1st
Occu-Med	2nd

This contract is for medical evaluations of approximately 1000 public safety employees and 300 volunteers. These occupational health services requiring a comprehensive set of health monitoring to include but not limited to: pre-placement, periodic, fitness-for-duty, return-to-work and other special examinations; alcohol and controlled substance screening tests and analysis; post-exposure evaluation and follow-up for hazardous materials and blood-borne pathogens; stress tests and immunizations; and other occupational health services as required. In addition, consultative services will be provided to the County on all aspects of occupational health matters.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award a thirty six (36) month contract for Occupational Health Services to INOVA Health System in the estimated amount of \$3,000,000.

Election District: Countywide

Staff Contacts: Nelia Larson-Mann & Jeanette Green, Human Resources; Ravi Palaniandy, Finance and Procurement

7. *AWARD AUTHORITY INCREASE/Database Administration Support Services

(Action)

On October 21, 2015, staff awarded a two (2) year contract for Database Administration Support Services awarded to Digicon Corporation in the amount of \$479,720 utilizing General Services Administration (GSA) (Schedule 70) Contract #GSA-35F-5109H. This contract provided database support services for the County's Human Resources, Land Management and Single Sign on systems along with other IBM based database systems (DB2). The contract is for the period October 27, 2015 through October 26, 2017. During the past year, the County has substantially increased the use of Microsoft SQL based servers for public safety. This contract award increase is requested to provide additional contractual support for ongoing management and maintenance of the County's Microsoft SQL database environment. Sufficient funding is available in the Department of Information Technology's FY 2017 operating budget through June 30, 2017. Funding for the remaining contract term will be subject to annual appropriations.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Procurement Agent be authorized to increase the contract for Database Support Services with Digicon Corporation in the amount of \$243,239 for a new contract amount of \$722,959.

Election District: Countywide

Staff Contacts: Kevin Eppard & Wendy Wickens, Information Technology; Sandra Lineberry, Finance and Procurement

8. *AWARD AUTHORITY INCREASE/Roadway and Civil Design Services for the Route 7 and Route 690 Interchange (Action)

On January 2, 2013 the Board of Supervisors (Board) approved the award of County contract QQ-01747 for Roadway and Civil Design Services for the Route 7/690 Interchange to Dewberry Consultants, LLC. The scope of this contract was to perform the Interchange Justification Report (IJR) and to prepare and submit 30% design plans. The IJR was approved on June 1, 2015 by VDOT. 30% design plans were submitted to the Town, the County and VDOT on September 14, 2015 and initial comments were received. Prior to the approval of the IJR, the Purcellville Town Council endorsed Alternative 1 that places the proposed interchange at the existing Route 690 overpass on November 26, 2013. Likewise, the Board also endorsed the Alternative 1 design at its December 4, 2013 business meeting. Alternative 2 proposed placing the interchange approximately ½ mile to the West of the existing Route 690 overpass. This alternative would have been more costly and would have had a greater impact on environmental features and surrounding properties.

The proposed contract amendment would provide for the completion of the design of the project. In order to complete the design, the proposed contract amendment will provide the following services: Additional Field Surveys and Platting, Geotechnical Analysis and Design, Environmental Analysis and Permitting, Stormwater/Erosion Sediment Control Design and Virginia Stormwater Management Program Compliance, Public Meeting Support, Roadway

Design, Traffic Signal Design, Speed Studies, Hydraulic and Hydrologic Analysis for Bridge Design, Utility Design, Bridge and Retaining Wall Design, Bidding and Construction Services, Virginia Water Protection Monitoring and Reporting, Hydraulic, Street Acceptance Assistance, and Value Engineering Support.

The original award to complete the IJR and prepare 30% design plans was in the amount of \$997,400. Contract amendment 1, dated November 15, 2014 provided a credit to the County in the amount of \$45,256.00 for a portion of the Cultural Resources Investigation for Alternative 2 that did not need to be performed. The current Contract Amendment, Contract Amendment 2, proposes to increase the contract by \$2,713,312. These two amendments would make the current value of the contract \$3,665,456.00.

Prior funding for this project totals \$1.5 million. The Adopted FY 2017 CIP Budget provides another \$4.0 million in funding using general obligation bonds. Total funding in the amount of \$33.1 million dollars is currently proposed in FY 2021.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board that Purchasing Agent be authorized to increase contract amount of \$2,713,312, for a new total of \$3,665,456.00.

Election District: Blue Ridge

Staff Contacts: Greg Barnes & Joe Kroboth, III, Transportation and Capital Infrastructure;
Mike Angel, Finance and Procurement

9. FY 2018 Budget Development– Domestic Violence (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee (FGOEDC), staff presented its first budget outlook item for the FY 2018 budget development process. The item presented selected issues that are affecting departments' abilities to maintain current or required service levels and other challenges that may be causing service gaps that may need to be addressed in the FY 2018 budget. In order for the Board to gain a better understanding of the issues, staff will be presenting themed service level papers throughout the fall to the FGOEDC to clarify service level concerns and begin to shape resource allocation priorities. The Domestic Violence paper will provide background regarding Loudoun's resources that address domestic violence crimes and will assess current service level issues.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Julie Grandfield, County Administration

10. FY 2018 Budget Development– Substance Abuse (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee (FGOEDC), staff presented its first budget outlook item for the FY 2018 budget development process. The item presented selected issues that are affecting

departments' abilities to maintain current or required service levels and other challenges that may be causing service gaps that may need to be addressed in the FY 2018 budget. In order for the Board to gain a better understanding of the issues, staff will be presenting themed service level papers throughout the fall to the FGOEDC to clarify service level concerns and begin to shape resource allocation priorities. The Substance Abuse paper will provide an overview of Loudoun's resources that address substance abuse and will assess current service level issues.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Julie Grandfield, County Administration; Margaret Graham, Mental Health, Substance Abuse, and Developmental Services

11. FY 2018 Budget Development– Land Management Information System Replacement (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee (FGOEDC), staff presented its first budget outlook item for the FY 2018 budget development process. The item presented selected issues that are affecting departments' abilities to maintain current or required service levels and other challenges that may be causing service gaps that may need to be addressed in the FY 2018 budget. In order for the Board to gain a better understanding of the issues, staff will be presenting themed issue papers throughout the fall to the FGOEDC to clarify service level concerns and begin to shape resource allocation priorities. The Land Management Information System Replacement issue paper will present an evaluation of the current hardware/software technology that supports delivery of land development business activities/transactions.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Kenny Young, County Administration; Michael Seigfried, Building and Development; Ricky Barker, Planning and Zoning; Buddy Rizer, Economic Development; Wendy Wickens, Information Technology

12. FY 2018 Preliminary Budget Development Process – Internal Operations and Administrative Support (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee (FGOEDC), staff presented its first budget outlook item for the FY 2018 budget development process. The item presented selected issues that are affecting departments' abilities to maintain current or required service levels and other challenges that may be causing service gaps that may need to be addressed in the FY 2018 budget. In order for the Board to gain a better understanding of the issues, staff will be presenting themed service level papers throughout the fall to the FGOEDC to clarify service level concerns and begin to shape resource allocation priorities. The Internal Operations and Administrative Support paper will present service level concerns related to internal operations functions (information technology, human resources, procurement, public information and

communications, grants coordination and support, and budgeting, and accounting) as well as administrative support within program departments.

Election District: Countywide

Staff Contacts: Tim Hemstreet & John Sandy, County Administration; Erin McLellan & Megan Bourke, Management and Budget

13. CONTRACT AWARD/Construction of the Pennington Lot Parking Garage (Action)

The purpose of this item is to award a contract for the construction of the Pennington Lot Parking Garage. Invitation for Bid No. 356 was issued on September 1, 2016 for the Construction of the Pennington Lot Parking Garage. Six (6) bids were received on October 26, 2016 with Howard Shockey & Sons, Inc. being the lowest responsive and responsible bidder. The six bids were as follows:

Name	Bid Price
Howard Shockey & Sons, Inc.	\$12,684,580
Branch & Associates Inc.	\$12,987,000
Scheibel Construction	\$13,896,000
FHP Tectonics Corp.	\$14,197,000
Forrester Construction	\$14,298,880
Harkin Builders	\$14,399,000

The Pennington Lot Parking Garage is a four (4) level parking garage located to the east of the Pennington Parking Lot that is adjacent to the Church Street Extension in downtown Leesburg, Virginia. In addition to the construction of the parking garage, the work includes modifications to the Church Street Extension and associated storm water management and streetscaping

Sufficient funding is appropriated in the Courts Complex (Phase III) project in the Capital Fund to award the construction contract to Howard Shockey & Sons, Inc. in the estimated amount of \$12,684,580. When factoring in third party construction contingency and utility connection costs, the estimated total to construct the Pennington Lot Garage is \$14,034,580. In order to provide adequate funding for third party costs, utility connections, and a sufficient contingency, funds will need to be borrowed from the Phase III Renovation of the Courts Complex project, which may cause a funding issue when that phase is ready for construction.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a contract for the Construction of the Pennington Lot Parking Garage to Howard Shockey & Sons, Inc. in the estimated amount of \$12,684,580.

Election District: Leesburg

Staff Contacts: Mark Hoffman & Joe Kroboth, III, Transportation and Capital Infrastructure; Christopher Bresley, Finance and Procurement

14. Quarterly Report/FY 2017 First Quarter Financial Update, Cash Proffer, and Debt Report (Information)

At the request of the Finance/Government Operations and Economic Development Committee, staff presents a report on a fiscal quarterly basis that provides a projected year-end outlook for revenues and expenditures and brief description of indicators impacting the year-end projections. In addition to expenditure and revenue projections, this report includes a review of cash proffer activity and a quarterly debt report. This item remains informational as no corrective action is recommended at this time.

Election District: Countywide

Staff Contacts: Erin McLellan, Megan Bourke & Doug Kinney, Management and Budget

15. Special Assessment - Tall Oaks Subdivision (Action)

The Tall Oaks Subdivision is a ten-lot commercial subdivision located in the Sterling Election District. The subdivision fronts Cascades Parkway (Route 637) and is located between Maries and Woodland Roads. In 2015, property owners in the subdivision requested County assistance with funding water and sewer improvements. Staff is recommending that a Special Assessment ordinance be adopted to assist these property owners. A Special Assessment is a financing tool that can be used by local governments to fund capital projects where those who benefit from the project pay back the project costs over a specified time period. Properties in the Tall Oaks Subdivision are currently served by substandard sewage disposal systems. The properties are underutilized due to the condition of the onsite water and wastewater systems. A Special Assessment to fund water and sewer infrastructure improvements would address public health concerns, increase economic development potential, and provide property owners with an option to pay for water and sewer improvements over time. Loudoun Water's project estimate is \$1,115,210.00 which includes a 30% contingency. Loudoun Water will fund the water and sewer infrastructure improvements, and property owners will pay Loudoun Water back over a twenty year period through the Special Assessment. No County funds will be used for this project.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors adopt an ordinance to establish a Special Assessment to fund water and sewer infrastructure improvements in the Tall Oaks Subdivision.

Election District: Sterling

Staff Contacts: Alan Brewer & Ernest N. Brown, General Services

16. County Government Support Services Space Strategy (Action)

On September 2, 2015 the Board of Supervisors (Board) voted (8-0-1, Buona absent) to direct staff to prepare a Government Support Services Space Strategy (Strategy) to maximize the use of current and future owned and leased space and meet long term needs based on known growth trends. The Board requested that the Strategy include consideration of a permanent Service Center in Eastern Loudoun, Department/Agency co-location to maximize service delivery efficiency and effectiveness, and use of leased space as a stopgap until construction and/or

acquisition of strategically focused points of service are completed. Based on the above parameters, staff developed a Strategy that defines a path forward to projected County-wide build-out, maximize the County's previous Capital investments, and provides for a manageable and flexible approach to meeting the County's General Government space needs. Specifically, the Strategy maximizes the fiscal benefit of owned and leased properties to accommodate fiscal condition and operational priorities; allows for the Administrative and Board functions to be located as a unit either in its current location or relocated outside of the Town of Leesburg; allows for the 670 acre Government Support Center Campus to serve as a permanent expansion space; allows for the consolidation of Health and Human Services in eastern Loudoun into one owned facility; allows for the repurposing of the existing Animal Services facility into a Western Loudoun/Agriculture Services and Rural Economic Development Center; and contemplates a southern Loudoun Service Center.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend that the Board endorse the Government Support Services Space Strategy.

Election District: Countywide

Staff Contacts: Ernest N. Brown, General Services; John Sandy, County Administration

17. Phase 1 Classification and Compensation Study Update (Information)

On May 19, 2016 the Board of Supervisors voted (8-0-1, Randall absent) to approve the recommendation of the Finance/Government Operations and Economic Development Committee to authorize staff to move forward with Phase 1 of a Classification and Compensation Study. The work of Phase 1 of the study is to analyze the county's compensation philosophy and competitive market as well as the county's policies and procedures related to job evaluation and pay. The purpose of this information item is to provide an update describing the planned project phases and timeline.

Staff completed a request for proposal process and awarded a contract to perform the study to Evergreen Solutions, LLC on October 11, 2016. Evergreen Solutions is a human resources consulting firm with expertise in performing compensation and classification consulting services to public sector organizations and local governments nationwide. Jeff Ling, PhD, Executive Vice President, is leading the study for Evergreen. Dr. Ling is renowned for his work in a variety of studies conducted for public sector clients across the country. Loudoun's study will be conducted in four phases over an eight (8) month period. Central to the study is a five (5) month assessment phase, which includes an employee survey, focus groups, extensive data gathering and analysis, and a comparison of information with benchmark organizations and with best practices of public employers. Following the assessment phase Evergreen will compile their findings and recommendations into a report.

The study will culminate with recommendations being presented to the Finance/Government Operations and Economic Development Committee. Staff will request that the Finance/Government Operations and Economic Development Committee identify and

recommend actions to the Board of Supervisors. Any actions approved by the Board of Supervisors would be implemented in Phase 2 of the study.

Election District: Countywide

Staff Contacts: Jeanette Green, Human Resources

18. *Proposed Short-term Disability Benefit Extension (Action)

Design changes are being proposed for the legacy disability program (Virginia Retirement System Plan 1 & Plan 2 members) to extend the short-term disability benefit period to 180 days from the current 90 days and adjust the long-term disability waiting period to sync with the change. This is being proposed to minimize the increase in long-term disability buy-up (LTD) premiums to be paid by employees for the upcoming 2017 renewal. The premium increases would be a significant impact to employees enrolled in the buy-up program. The premium increase is a direct result of the County's LTD claims experience.

Election District: Countywide

Staff Contacts: Jeanette Green & Alysia Pippen, Human Resources; Cheryl Middleton, Finance and Procurement

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

The Phase 2 implementation of the Oracle Human Capital Management modules (HCM – human resources and payroll) was restarted on Monday, May 9, 2016, and Oracle America, Inc. was retained to provide system integration and project management services. Per the approved and baselined project plan, the Phase 2 implementation is 33% complete and on schedule to go-live in July 2017. The status of key project activities and milestones, by phase, are detailed within the item. There are currently no issues that Oracle and Loudoun project management deem to be an impact to the overall project.

Additional details on the Phase 2 implementation will be provided during the November meeting.

Election District: Countywide

Staff Contacts: John Sandy, County Administration; Wendy Wickens, Information Technology; Vince Marchesano, Vivad Technologies, LLC

20. Loudoun County Public Schools FY 2016 Fund Balance Requests (Information)

The purpose of this item is to convey the requests for use of FY 2016 General Fund Balance from the Loudoun County School Board and solicit feedback from the Finance/Government Operations and Economic Development Committee

Election District: Countywide

Staff Contacts: Tim Hemstreet, County Administration; Erin McLellan, Management and Budget

Next Regular Meeting: December 13, 2016

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Date of Meeting: November 15, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: Loudoun County Public Schools FY 2016 Fund Balance Requests

ELECTION DISTRICT: Countywide

STAFF CONTACTS: Tim Hemstreet, County Administrator
Erin McLellan, Management and Budget

PURPOSE: The purpose of this item is to convey the requests for use of FY 2016 General Fund Balance from the Loudoun County School Board and solicit feedback from the Finance/Government Operations and Economic Development Committee (FGOEDC).

BACKGROUND: Each year an audit is completed and staff brings forward any balances that remain from the previous year for review by the Board of Supervisors (Board) and requests use of funds for one-time purposes if needed. The Loudoun County School Board also routinely requests the use of fund balance for specific one-time uses. This item presents the request of the School Board for use of FY 2016 fund balance so that the FGOEDC and the Board can consider the request and give guidance to staff.

ISSUES: The official FY 2016 audit results are not currently available as the audit is still in progress. Therefore, staff can only estimate the amount of fund balance that may be available for use. Staff will return to the December FGOEDC meeting with a complete year-end report. The School Board has its regular Business Meetings scheduled opposite the FGOEDC meetings, making it highly challenging for Schools staff to be present to respond to questions. In order to fully address any questions that FGOEDC members may have, this Information Item is being brought to provide a forum for Board members to pose questions that can be then asked of Loudoun County Public Schools (LCPS). Staff will return to the December FGOEDC meeting with LCPS responses, as well as the County Administrator's recommendations regarding the potential use of year end Fund Balance for both the LCPS and general government.

FISCAL IMPACT: The total FY 2016 fund balance request from LCPS is \$7,480,000. In addition to any use of fund balance for LCPS requests, staff anticipates that fund balance will be needed for several Board-directed initiatives, to ensure continuity of FY 2017 revenue should the tax rate be reduced as part of the FY 2018 budget, and for one-time capital uses in the FY 2018 budget.

ATTACHMENT:

1. School Board FY 2016 Fund Balance Request – Letter from Chairman Hornberger dated October 26, 2016



LOUDOUN COUNTY PUBLIC SCHOOLS

21000 Education Court
Ashburn, Virginia 20148
Telephone: 571-252-1020

Eric D. Hornberger
School Board Chairman
and
Ashburn District Representative

October 26, 2016

RECEIVED
Loudoun County Office of

OCT 31 2016

COUNTY ADMINISTRATOR

Phyllis J. Randall, Chair
Loudoun County Board of Supervisors
1 Harrison Street, SE / Fifth Floor
Post Office Box 7000
Leesburg, Virginia 20177-7000

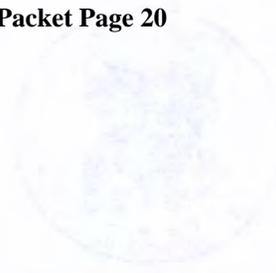
Dear Chair Randall:

At the meeting, Tuesday, October 25, 2016, the Loudoun County School Board voted to request a supplemental appropriation from the Loudoun County Board of Supervisors FY2016 Fund Balance in the amount of \$7,480,000. The funds are to be utilized on the following items to further improve the school division:

1. **Bus Purchases (34)** **\$4,080,000**
Purchases of 34 new school buses to maintain the Fleet Management Plan. No new school buses were funded in the FY17 operating budget. If this is funded, the Superintendent's Proposed Operating Budget for FY18 would seek funding for 26 new school buses, rather than 60 new school buses.
2. **Textbooks/Digital Learning** **\$1,500,000**
LCPS is currently conducting an assessment of textbooks and digital learning resources to determine the division's future needs but that assessment has not yet been completed. The last LCPS textbook adoption was in FY06. If this is funded, it is anticipated that the FY18 Superintendent's Proposed Operating Budget would still seek increased funds for textbooks and digital resources, but not at the same level as would be recommended without funding this item through fund balance.
3. **Synthetic Turf (Heritage High School)** **\$1,900,000**
This project would provide synthetic turf for one stadium. It also includes complete track replacement and drainage. Heritage High School is the oldest school without synthetic turf.

Total 2016 Fund Balance Request: **\$7,480,000**

Phyllis J. Randall, Chair
October 26, 2016
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Staff from Loudoun County Public Schools (LCPS) are available to answer any questions you, and the other Supervisors may have regarding the specifics of particular projects. Should you have any other questions, please contact me.

Please note a School Board work session, as well as a regular School Board meeting, is scheduled for the afternoon and evening of Tuesday, December 13, 2016, that will require the attendance of staff who would be able to represent LCPS on the fund balance matter. Staff are available to answer questions, in person, at a mutually convenient date and time.

Thank you, in advance, for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric D. Hornberger", is written over the word "Sincerely,".

Eric D. Hornberger, Chairman
& Ashburn District Representative
Loudoun County School Board

- Copy: Members, Loudoun County Board of Supervisors
- ✦ Tim Hemstreet, Loudoun County Administrator
- Members, Loudoun County School Board
- Eric Williams, Ed.D., Superintendent, Loudoun County Public Schools
- Members, Superintendent's Cabinet, Loudoun County Public Schools