

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

March 8, 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
Tony Buffington
Ralph Buona
Koran Saines

Board Members Present: Ron Meyer
Kristen Umstatt (arrived at 7:23 p.m.)

A recording of this meeting is available at:

http://loudoun.granicus.com/MediaPlayer.php?view_id=68&clip_id=4371

CALL TO ORDER

Chairman Letourneau called to order the meeting of the Finance/Government Operations and Economic Development Committee at 6:03 p.m.

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 February 11, 2016 meeting.

Buddy Rizer, Economic Development, highlighted a write-up about Loudoun County in the March 2016 issue of the Virginia Business Magazine.

Chairman Letourneau asked if a letter from the Board of Supervisors in support of United Airlines seeking the Havana, Cuba route authorization would be helpful.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

2. CONTRACT RENEWAL/Engineering Services for the Loudoun County Stormwater Management Program

The purpose of this item is to authorize the first renewal of the Engineering Services for the Loudoun County Stormwater Management Program contracts. Renewal contract awards are only provided to those contractors with satisfactory performance. The County uses these contracts to provide professional engineering services to support the Loudoun County

Stormwater Management Program. As defined in Code of Federal Regulations (40CFR122.26) [Revised as of July 1, 2001], the Federal Clean Water Act requires cities and urbanized counties having populations above 50,000 to develop stormwater management programs and obtain discharge permits for stormwater outfalls. The eastern portion of Loudoun County (i.e., an area of approximately 81 square miles) currently falls under these requirements; however, it is possible over time that all of Loudoun County could be subject to these regulations. In Virginia, the program is managed by the Department of Environmental Quality which issues stormwater discharge permits. The County estimates spending \$1,000,000 on Engineering Services for the Loudoun County Stormwater Management Program during the contract period (April 15, 2016 – April 14, 2017). Sufficient funding is appropriated in the Storm Water Management capital project to award this contract. This project was approved and included in the adopted FY 2016 Capital Improvement Program. The source of funding for the project is local tax funding.

On March 8, 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 award the first renewal option for the Engineering Services for the Loudoun County Stormwater Management Program contracts to: URS Corporation, GKY & Associates, Inc., and the Timmons Group, Inc. in the total estimated amount of \$1,000,000. Seconded by Supervisor Saines. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Ernest Brown, General Services

Steve Plante, General Services

Christopher Bresley, Finance and Procurement

3. CONTRACT RENEWAL/Library Material Suppliers

On March 22, 2011, staff issued Request for Proposal (RFP) No. QQ-01644 to find a pool of qualified Library Material Suppliers. The intent of this RFP was to obtain firm fixed price proposals from firms specializing in providing library materials to include the purchase of library materials (books, DVDs, audio books, and compact disks) for public libraries. This RFP has an ongoing acceptance date which allows for the continuous submission of proposals by new firms interested in providing library material supplies. Thus far, the County has received 22 proposals. On March 18, 2015, the Board of Supervisors authorized the Purchasing Agent to exercise the fourth renewal option for the estimated amount of \$1,100,000 for the period of July 1, 2015 to June 30, 2016. Staff recommended that the Board permit staff to exercise the fifth and final renewal option under this contract for the period of July 1, 2016 through June 30, 2017. Procurement of library materials through a pool of vendors has been very successful over the last 20 years in providing the largest possible range of library materials and services. Contract(s) to a contractor pool allows for the greatest selection, availability, efficiency and cost savings. Orders are placed with a vendor offering the best discount and availability for the material needed. Sufficient funding is available in the Department of Library Services' FY 2017 proposed operating budget to renew the contract in the estimated amount of \$1,100,000. No additional funding is being requested for this contract renewal.

On March 8, 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 Library Material Suppliers for

the period of July 1, 2016 to June 30, 2017, with the pool of providers listed in Attachment 1 of the March 8, 2016 Action Item, in the estimated amount of \$1,100,000. Seconded by Supervisor Saines. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Chang Liu, Department of Library Services
Mary Lou Demeo, Library Services
Diane C. Smith, Finance and Procurement

4. CONTRACT RENEWAL/Offsite Hosting Services

On March 18, 2015, the Board authorized a one year contract award for offsite hosting services with OneNeck IT Solution, LLC (OneNeck) in the estimated amount of \$936,086. The contract was awarded for the period of April 1, 2015 through March 31, 2016 with up to two additional one year renewal options. In January 2012, both the County and the Schools began the replacement of financial and personnel/payroll applications with an Oracle based solution (Phase 2). As a result of the negotiations with the chosen system integrator, AST Corporation (AST), the County chose to host and manage the physical hardware and software environments with an offsite vendor. The hosting services utilized to support the County's Oracle Enterprise Resource Plan (ERP) systems include the purchasing of all server and network hardware, operating system software as well as management and maintenance of the servers, networks, security and databases in a highly available, disaster recoverable environment. OneNeck was selected as the subcontractor to provide these services under the agreement with AST. The hosting services through AST ended in March 2015, which is when the County entered into a contract directly with OneNeck for hosting services. Sufficient funding is appropriated in the Department of Information Technology's FY 2016 operating budget for annualized services. The FY 2017 Proposed Budget includes \$1,250,000 for 12 months of hosting services. There is adequate funding to fund the entire proposed contract amount. No additional funding is being requested for this contract renewal.

On March 8, 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 offsite hosting services to OneNeck IT Solution, LLC in the estimated amount of \$1,250,000. Seconded by Supervisor Saines. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology
Kevin Eppard, Information Technology
Cheryl Middleton, Finance and Procurement

5. CONTRACT AWARD AUTHORITY INCREASE/NOVEC Managed Network Transport Services

Currently, the County has one managed connection provider for the following 17 sites: Aldie Fire Station, Brambleton Fire Station, Sterling Fire Station, Kincoara Public Safety Center, Dulles South Public Safety Center, Eastern Loudoun Sheriff's Office, Dulles Town Center Sheriff's Office, Gum Springs Library, Cascades Library, Cascades Sr. Center, Sterling Library/Community Center, Dulles South Multi-purpose Facility, Claude Moore Park Potomac

Lakes Sportsplex, Mirror Ridge Group Home, Sterling Tower and Ridgetop Circle. These sites connect to the County network and to the Internet via the Sterling Tower site which connects to Verizon. Presently, the County sites are at risk because they are solely dependent on a single Verizon connection at a single site, the Sterling Tower. Leveraging the existing Loudoun County NOVEC Solutions Inc. (NOVEC) connection with an additional NOVEC connection for these sites will help to ensure the continuity of County operations. NOVEC is the only services provider who can provide connectivity for Ridgetop via dark fiber from Ridgetop to the County network at Ragingwire. Additionally, NOVEC is the only service provider that currently has fiber already installed on the County network at the Government Center, the Department of Information Technology and Ragingwire locations. Sufficient funding for these services, including construction cost, through June 30, 2016 is available in the County adopted FY 2016 Department of Information Technology's operating budget. Future monthly recurring costs will be subject to Board appropriations.

On March 8, 2016 Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to increase the contract for NOVEC Managed Network Transport Services with NOVEC Solutions, Inc. for a new contract amount of \$565,310. Seconded by Supervisor Saines. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Wendy Wickens, Information Technology
Ken Olson, Information Technology
Sandra Lineberry, Finance and Procurement

6. AWARD AUTHORITY INCREASE/Snow and Ice Control Services

Invitation for Bid No. RFQ-10 was issued on August 5, 2014 for Snow and Ice Control Services. This contract includes snow removal and application of deicing agents using various types and sizes of equipment at the following locations: seven (7) Park and Ride Lots, twenty four (24) County Government Facilities and one (1) Subdivision. Three responses were received by the County. After evaluation of the responses it was decided to award Contracts to each of the firms. On September 20, 2014, staff awarded contracts to each of the firms that responded: Blake Landscapes Inc., Property Services Landscape Inc. and Village Landscapes and Irrigation Inc. After the Public Works Division, the Department of Transportation and Capital Infrastructure and the Department of Building and Development met and consulted with the firms, there was a plan put in place that would assign specific locations to each of the firms. The Public Works Division requires additional award authority under the Snow and Ice Control Services contracts due to the historic snowstorm, Jonas, on January 22nd and 23rd which required sustained operations, two new large County facilities and three new Park & Ride lots added this year and in anticipation of repeated snow and ice events and resulting retreatments. In accordance with the County Purchasing Resolution, a contract awarded under staff authority cannot exceed \$500,000 without approval of the Finance/Government Operations and Economic Development Committee and Board of Supervisors. Last year the County departments spent \$825,000 on snow and ice control services. As of February 24, 2016, the County has already spent \$718,000 on snow and ice control services for the contract period

which ends September 30, 2016 due to the winter events that have occurred. Increased contract authority is essential to ensure appropriate coverage for the anticipated snow and ice events.

On March 8, 2016 Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to increase the award authority of the current contracts for Snow and Ice Control Services in the amount of \$500,000, for a new total of \$1,000,000. Seconded by Supervisor Saines. The motion passed (5-0).

Election District: Countywide

Staff Contacts: Ernest Brown, General Services
Don McGarry, General Services
Philip Butterfass, Finance and Procurement

7. AWARD AUTHORITY INCREASE/Roadway and Civil Design Services for Tall Cedars Parkway – Pinebrook Road to Gum Spring Road

On April 30, 2012, staff awarded a contract for Roadway and Civil Design Services for Tall Cedars Parkway – Pinebrook Road to Gum Spring Road to J2 Engineers, Inc. in the amount of \$431,971. The scope of work includes survey services, environmental assessments, geotechnical investigation, roadway design, plat preparation, public meeting assistance, construction administration, and related services for the missing segment of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road and signal design at the intersection of Tall Cedars Parkway and Gum Spring Road. On February 11, 2014, a \$45,780 change order was issued to slightly modify the roadway alignment to address concerns of property owners dedicating right-of-way to the project and to obtain additional soil samples within the updated road alignment. The change order increased the contract amount to \$477,751. In preparation to advertise the project for construction and to provide additional construction administration services, change orders are required so the design consultant can provide additional services not included in the original design contract. Sufficient funding is available in the Tall Cedars Parkway – Pinebrook Road to Gum Spring Road capital account to increase the contract award authority by \$314,358 for a new award authority amount of \$792,109. No additional funding is being requested for this award authority increase.

On March 8, 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 increase the award authority for Roadway and Civil Design Services for Tall Cedars Parkway – Pinebrook Road to Gum Spring Road contract with J2 Engineers, Inc. by \$314,358 for a new award authority amount of \$792,109. Seconded by Supervisor Saines. The motion passed (5-0).

Election District: Dulles

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

8. Contract Award/Utilities Relocation for Mooreview Parkway – Columbia Gas Transmission LLC

On January 12, 2016, the Finance/Government Operations and Economic Development Committee tabled an item regarding the amendment of the FY 2016 Capital Improvement Program and use of Local Gasoline Tax Funding for Mooreview Parkway. The Mooreview Parkway project is a critical missing highway link needed to provide connectivity to the planned Ashburn Metrorail Station. A gas transmission line owned by Columbia Gas Transmission, LLC needs to be relocated in order for this missing link project to begin construction. This item presents additional information and proposes Contract Award for utility relocation by Columbia Gas Transmission, LLC (CGT) for the Mooreview Parkway project. The terms of agreement with CGT for their relocation work have been finalized. Upon execution of the agreement, CGT will complete the relocation work within six (6) months, weather permitting particularly during the period from October to February, in which CGT has alerted the relocation project may be delayed.

On March 8, 2016 Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors authorize the Purchasing Agent to award a contract to Columbia Gas Transmission, LLC in the estimated amount of \$1,430,021. Chairman Letourneau further moved the Finance/Government Services and Operations Committee recommend that the Board of Supervisors amend the FY 2016 Capital Improvement Program and budget and direct staff to execute a budget adjustment to transfer \$1,800,000 in local gasoline tax funding in the Transportation District Fund to the Capital Fund for the Mooreview Parkway capital projects. Seconded by Vice Chairman Buona. The motion passed (5-0).

Election District: Dulles

Staff Contacts: Melissa Tello, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
Cheryl Middleton, Finance and Procurement
Belkys Escobar, Assistant County Attorney

9. 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.

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

10. Quarterly Report/FY 2016 Second Quarter Financial Update, Cash Proffer and Debt Report

At the request of the Finance/Government Operations and Economic Development Committee, staff provides a report on a fiscal quarterly basis which 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.

Chairman Letourneau requested Tim Hemstreet, County Administrator, if Loudoun County Public Schools qualified for the federal reimbursement based on the recent Presidential Declaration received by the County for the expenditures made by providing emergency services during Winter Storm Jonas.

Election District: Countywide

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

11. FY 2017 – FY 2022 Proposed Capital Improvement Program

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 will make recommendations to the full 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 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=4371&meta_id=94862

Mark Hoffman, Transportation and Capital Infrastructure, provided further explanation on the timeline delays for the Hanson Park project with regards to the utilities serving the future two schools in the vicinity of the park and the Department of the Interior's restrictions on the program the land was purchases through.

Chairman Letourneau asked staff to review the procurement process for ways to streamline the progression of contract review within the Virginia procurement guidelines and to present the findings to a future Finance/Government Operations and Economic Development Committee meeting.

Joe Kroboth, Transportation and Capital Infrastructure, confirmed that if the County built Crosstrail Blvd, the developer was only responsible for reimbursing the County for \$30 million. He explained the County had \$2,000,000 in land acquisition for the project if the developer would be unable to acquire right of ways for Crosstrail Blvd.

Kevin Lewis, Loudoun County Public Schools, responded to Chair Randall that the boundary lines for are redrawn when new schools are slated to open affecting the attendance capacity. He added that attendance capacity was reduced for individual schools based on classes for special needs and regional programs.

Supervisor Saines requested the turf fields be installed in the order that the high schools were built to give priority to older schools.

Chairman Letourneau reminded the committee members that the Capital Improvement Program was re-evaluated every year so the turf fields could be considered before FY 2020 and FY 2021.

On March 8, 2016 Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend that Scenario #2 as Amended with Hanson Park Proffer funding in FY 2017 and bond funding in FY 2018 be recommended for consideration by the Board of Supervisors for the FY 2017 – FY 2022 Capital Improvement Program budget, including any necessary FY 2017 estimated revenues and appropriations to carry out these amendments to Scenario #2.

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors adopt the FY 2017 Capital Assets Preservation Program Fund in the amount of \$15,855,500. He further moved that the Capital Asset Preservation Program Fund be funded using \$15,755,500 in local tax funding and \$100,000 in court recordation fees. The Capital Asset Preservation Program fund shall be \$6,863,000 for the County General Government and \$8,992,500 for the Loudoun County Public Schools.

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors adopt the FY 2017 Computer System Replacement Fund in the amount of \$1,800,000. He further moved that the Computer System Replacement Fund be funded using \$1,800,000 in local tax funding.

Seconded by Vice Chairman Buona

The motion passed (5-0).

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

12. Closed Session

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recess this public meeting and enter into Closed Session pursuant to Virginia Code Section 2.2-3711(A)(7) for actual or probable litigation and for consultation with legal counsel and briefings by staff on the contract with AST Corporation for the implementation of ERP. Seconded by Supervisor Buffington. The motion passed (5-0).

Chairman Letourneau moved that the closed session be adjourned, that the Finance/Government Operations and Economic Development Committee reconvene its public meeting, and that the minutes of the public meeting should reflect that no formal action was taken in the closed session. Chairman Letourneau further moved that the Resolution Certifying the Closed Session be adopted and reflected in the minutes of this public meeting. Seconded by Supervisor Buffington. The motion passed (5-0).

Resolution Motion

Whereas, the Finance/Government Operations and Economic Development Committee this 8th day of March, 2016, convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Finance/Government Operations and Economic Development Committee does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Finance/Government Operations and Economic Development Committee.

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

ADJOURNMENT

Chairman Letourneau adjourned the meeting at 7:32 p.m.