

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

October 11, 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 Executive Director will also report on key economic development activities that have occurred since the September 2016 meeting.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

2. *CONTRACT AWARD/Purchase of Four Fire Apparatus (Action)

In the Board's adopted Fire and Rescue Service Plan, the need for implementation and replacement of front-line and reserve fire and Emergency Medical Services (EMS) apparatus was recognized. It is imperative that a consistent replacement process be initiated at the end of the front-line service life to more effectively manage the Department's fleet and ultimately ensure continued and uninterrupted service delivery. Both requested fire engines are scheduled to be assigned as front-line apparatus, one in the Hamilton Fire Station (will replace an existing, volunteer-owned engine) and one in the new Kirkpatrick Farms Fire and Rescue Station. The Tanker is intended to be assigned as a front-line apparatus at the new Kirkpatrick Farms Fire and Rescue Station. The fire brush unit will be replacing a front-line unit previously owned and operated by the Middleburg Volunteer Fire Company.

Staff recommends the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to purchase two (2) fire engines, one (1) tanker, and one (1) fire brush unit from Atlantic Emergency Solutions, Inc. in the estimated amount of \$2,046,716 through the Houston-Galveston Area Council (H-GAC) cooperative contract.

The purchase order for two (2) engines, one (1) tanker, and one (1) brush unit shall not exceed \$2,046,715. The H-GAC contract for the purchase of the fire apparatus includes a \$2,000

processing charge. Sufficient funding exists in the targeted accounts in the Capital Fund for this acquisition; no additional funds are needed.

Election District: Countywide
 Staff Contacts: W. Keith Brower, Jr. & James S. Williams, Fire and Rescue; Ravi Palaniandy, Finance and Procurement

- 3. *CONTRACT AWARD/Construction of the Edgar Tillett Park Improvements (Action)**
 The purpose of this item is to award a contract for the Construction of the Edgar Tillett Memorial Park Improvements. 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 Edgar Tillett Memorial Park Improvements to Sorensen Gross Company in the estimated amount of \$1,447,000.

Invitation for Bid No. 469 was issued on August 19, 2016 for the Construction of the Edgar Tillett Memorial Park Improvements. Four (4) bids were received on September 26, 2016 with Sorensen Gross Company being the lowest responsive and responsible bidder in the amount of \$1,447,000. The other three bids were as follows:

Name	Bid Price
Madigan Construction	\$1,552,225
Hammerhead Construction of Virginia	\$1,616,800
Jeffrey Stack, Inc.	\$1,636,059

Edgar Tillett Memorial Park is located at the intersection of Belmont Ridge Road and Truro Parish Drive. The scope of work includes ADA accessible rest room facility, concession stand, accessible ramps/sidewalks, and stairs, access road and parking improvements. Sufficient funding is appropriated in the Edgar Tillett Memorial Park project in the Capital Fund to award the construction contract.

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

- 4. *CONTRACT RENEWAL/Traffic Signal Design Services**
 Request for Proposal QQ-01851 was issued on September 30, 2014 for Traffic Signal Design Services. Eighteen (18) proposals were received and as a result of the proposal evaluation process, two (2) contracts were awarded to: Johnson, Mirmiran & Thompson, Inc. and Vanasse Hangen Brustlin, Inc. under staff authority on October 1, 2014. This contract will provide traffic signal design services for various projects contained in the County's Capital Improvements Program (CIP). These projects include traffic signal, roadway intersection modification, traffic analysis and speed studies, signage and pavement marking design services. The current contract period ends September 30, 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 Traffic Signal Design Services with Johnson, Mirmiran & Thompson, Inc. and Vanasse Hangen Brustlin, Inc., in the total estimated amount of \$1,500,000. Funding for this contract would come from various sources, including but not limited to the Capital Improvements Fund, the Capital Asset Preservation Program, and the Department of Transportation and Capital Infrastructure FY 2017 operational budget. 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 during the contract period.

Election District: Countywide

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

5. *CONTRACT AWARD/Job Order Contract for Paving, Surfacing and Other Site Work (Action)

The purpose of this item is to Award job order contracts for paving, surfacing and sitework. Invitation for Bid No. 431 was issued on June 27, 2016, for up to three (3) Job Order Contracts for Paving, Surfacing and Sitework. Six (6) bids were received on July 28, 2016, with Madigan Construction, Inc.; HITT Contracting, Inc., and the Paschen Pro-pave Joint Venture, submitting the lowest responsive and responsible bids. This contract award is based on the lowest weighed adjustment factor to the Construction Task Catalog (CTC) rather than the lowest lump sum price.

Name	Bid Price¹
1. HITT Contracting Inc.	1.0017
2. Madigan Construction	1.0166
3. Paschen Pro-Pave Joint Venture	1.0363
4. Finley Asphalt & Paving	1.0770
5. Leo Construction Company	1.1085
6. Espina Paving Inc.	1.1180
¹ Based on CTC weighted adjustment factor	

The scope of work for this contract provides for countywide paving, surfacing and sitework on an as-needed basis at various County facilities over a one-year base term with up to two (2) one-year additional option terms. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The work includes a collection of tasks and related technical specifications that have pre-established unit prices. The contracts are used for the accomplishment of access road and parking lot paving, pedestrian/bike trails, paving repairs, resurfacing, miscellaneous site work including but not limited to excavation, grading drainage by means of individual job orders issued under the contracts and related to discrete projects as they are identified.

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 contracts for the Job Order Contract (JOC) for Paving, Surfacing and Sitework to Madigan Construction, Inc.; HITT Contracting, Inc., and the Paschen Pro-pave Joint Venture in the estimated amount of \$4,000,000.

Election District: Countywide

Staff Contacts: Ernest Brown & Tom Trask, General Services; Christopher Bresley,
Finance and Procurement

6. *AWARD AUTHORITY INCREASE/Consultant Services for Transportation and Urban Planning

The purpose of this item is increase the award authority of the Consultant Services for Transportation and Urban Planning contract. Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) authorize the Purchasing Agent to increase the award authority for the Consulting Services for Transportation and Urban Planning contract by \$500,000 making the new contract award authority \$5,370,000.

On October 22, 2012 staff awarded a contract for Consultant Services for Transportation and Urban Planning using a cooperative procurement from Fairfax County in the estimated amount of \$500,000. This was done under staff authority, granted under the Loudoun County Procurement Resolution. On October 16, 2013 the Board approved an increase to the contract award authority of \$500,000 for a new total of \$1 million. On November 12, 2013, June 10, 2014 and April 12, 2016, the FGOEDC approved subsequent increases in the contract award authority that resulted in a new contract total of \$4,870,000. As of September 26, 2016, a total of \$4,807,365 has been obligated under this contract. The contract term ends on April 30, 2017 with up to two additional one year renewal periods. The services provided under this contract include the following:

- assistance with the design review of the drawings for the Metrorail Silver Line Station;
- preparation of conceptual designs for roadway and pedestrian sidewalks/trails, prioritization of transportation projects;
- identification of sidewalk and trail projects;
- augmentation of staff who support capital projects and traffic engineering projects;
- oversight and ongoing tasks associated with special transportation planning initiatives directed by the Board (e.g., Dulles access road evaluation, Shellhorn Road alignment studies, and Prentice Drive alignment studies);
- assisting County staff with the preparation of applications for state and regional funding;
- development and cost estimation of transportation projects; transit planning, development of the transit development plan update; and
- consultation services to implement the Board's Transportation Initiatives.

The Capital Project Management Consulting Services account in the Capital Fund has a current balance totaling \$970,088. Sufficient funding is currently available in the Capital Project Management Consulting Services account in the Capital Fund, to increase the award authority for the Consulting Services for Transportation and Urban Planning, Design and Engineering Services by \$500,000, for a new contract award authority amount of \$5,370,000.

Election District: Countywide

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

7. *CONTRACT RENEWAL/Engineering Services for Stormwater Infrastructure and General Land Surveying (Action)

The purpose of this item is to renew the contract for Engineering Services for Stormwater Infrastructure and General Land Surveying. On December 1, 2014 contracts for Engineering Services for Stormwater Infrastructure and General Land Surveying were awarded under staff authority to: Rice Associates, Inc., Johnson, Mirmiran & Thompson, Inc., and Charles P. Johnson & Associates, Inc. Staff is recommending award of the second renewal option.

The primary purpose of this contract is to obtain professional engineering and survey services in support of 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. Sufficient funding is appropriated in the Storm Water Management capital project fund and General Services operating budget to renew this contract. Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for Engineering Services for Stormwater Infrastructure and General Land Surveying with Rice Associates, Inc., Johnson, Mirmiran & Thompson, Inc., and Charles P. Johnson & Associates, Inc. in the estimated amount of \$1,000,000.

Election District: Countywide

Staff Contacts: Ernest Brown & Steve Plante, General Services; Christopher Bresley, Finance and Procurement

8. *CONTRACT RENEWAL/Operation of the Youth Shelter Facility (Action)

On November 5, 2014, the Board of Supervisors authorized a contract to be awarded to NAFI in the estimated amount of \$1,645,043 for a one (1) year period with up to four (4) one-year renewal options for a maximum five (5) year contract. The Shelter consists of two facilities located on Meadowview Court, Leesburg, Virginia 20175. NAFI will provide a wholesome, safe and stimulating environment to youths appropriate for a non-secure residential environment for up to 90 days. In May 2012, the new facility opened with an additional 12-bed capacity. The original shelter had 14 beds, but only 12 were licensed. The remaining two beds were licensed in May of 2012 as well bringing the total number of shelter beds to 26.

At the July 5, 2016 Business Meeting, the Board of Supervisors approved a proposal to re-license the newest Youth Shelter building to a 12 bed group home, with the original building continuing to function as the Loudoun County Youth Shelter. This change allows the growing

number of Loudoun's youth in need of out of home placements exceeding 90 days to be served in the community. The oldest Youth Shelter building is in the process of being renovated with an estimated completion date of mid-summer 2017.

A new Request for Proposal (RFP) will be released in February of 2017 for the operation of the new Group Home and for the Youth Shelter as the group home will require a different level of programming, staffing and professional expertise. A new contract for both programs is expected to be finalized and approved by the Board no later than June 2017. This will allow the new contractor adequate time to complete all necessary requirements to license the group home and ensure all staffing is in place at the time the renovation is complete.

Sufficient funding is available in the Department of Family Services operational budget for FY 2017 (\$877,200) and from state funding under the Virginia Juvenile Community Crime Control Act (\$82,409). Funding for FY 2018 is subject to Board and State appropriations. The contract also contains a non-appropriation clause for subsequent fiscal years if funding is reduced through the budget process. If reductions were to be adopted by the Board for FY 2018, staff would ask NAFI to submit a revised budget for the remaining month of the contract period. Staff recommends the Finance/Government Services and Operations Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to renew the contract for the Operation of the Youth Shelter Facility with North American Family Institute, Inc. (NAFI) in the amount of \$959,609 for a reduced seven (7) month renewal period from January 1, 2017 through July 31, 2017 instead of the normal one (1) year renewal.

Election District: Catocin and Countywide

Staff Contacts: Ellen Grunewald & Hope Stonerook, Family Services; Diane C. Smith,
Finance and Procurement

9. *AWARD AUTHORITY INCREASE/NOVEC Managed Network Transport Services (Action)

Currently, the County has two 400 megabit (Mbps) Internet circuits, one with Verizon and one with NOVEC/Cogent. The current circuits are reaching capacity and need to be upgraded to accommodate the increased load from existing applications such as the newly implemented Computer Aided Dispatching (CAD) and Records Management System, Enterprise Resource Planning (ERP) System, the Integrated Library System (ILS) as well as the future GeoHub. The additional capacity is necessary to avoid disruptions to County operations. NOVEC will provide connectivity to Equinix and RagingWire via two 10 Gig circuits. NOVEC is the only service provider that currently has fiber already installed on the County network at the Government Center, DIT, Equinix and RagingWire locations. NOVEC will then provide connectivity to two separate Internet Service Providers (ISPs), providing two independent 2 gigabit (Gbps) Internet circuits. By redesigning the Internet circuit configuration and delivery, we will reduce our cost for bandwidth (per megabit) by approximately 4 times, and improve our access to Equinix and RagingWire with two, 10 Gbps links. The monthly fees plus non-recurring fees total \$471,990 for a 3-year term. The cost per Mbps for the current (800 Mbps) Internet circuits is \$13.30. The cost per Mbps for the replacement circuits (4 Gbps) will be

\$3.25. This provides a major increase in Internet bandwidth with only a minor increase in monthly cost. Staff recommends the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the contract for NOVEC Managed Network Transport Services with NOVEC Solutions, Inc. (NOVEC) in the amount of \$471,990 for a new contract award amount of \$1,037,300. Sufficient funding for these services, including construction costs is available in the County adopted FY 2017 Department of Information Technology's operating budget. Future monthly recurring costs will be subject to Board appropriations.

Election District: Countywide

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

10. CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM

AMENDMENT/Construction of the Renovation of the EE Lake General Store (Action)

The Purpose of this item is to award a contract for the construction of the Renovation of the EE Lake General Store. 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 Renovation of the EE Lake General Store to the Lantz Construction Company of Winchester, Inc., in the estimated amount of \$568,000. Staff also recommends that the Board direct staff to amend the FY 2017 CIP and budget by transferring \$275,000 from the CIP Contingency Account into the MAP-21 Transportation Enhancement Project, EE Lake Store project account.

Invitation for Bid No. 333 was issued on March 8, 2016 for the Construction of the Renovation of the EE Lake General Store. Two (2) bids were received on April 13, 2016 with neither bid meeting the Disadvantaged Business Enterprise (DBE) goal of 5% established by the Virginia Department of Transportation (VDOT) because of the Federal Grant funds allocated to this project through the MAP-21 Transportation Enhancement Program. Both bids were initially rejected as non-responsive because they did not meet the 5% DBE goal and both bidders were provided and accepted the opportunity for an Administrative Reconsideration Hearing Panel pursuant to VDOT guidelines. The purpose of the hearing was to provide the bidders an opportunity to provide written documents and/or arguments, in addition to what was included in their bid, concerning the issue of whether they had demonstrated a good faith effort in attempting to achieve the 5% DBE goal. The Panel upheld the initial rejection of the bid from Princeton Builders as non-responsive but determined that while the bid submitted by Lantz Construction Company of Winchester, Inc. only achieved 3.9% of the 5% DBE goal, they had demonstrated a good faith effort in attempting to meet the DBE goal.

The two bids were as follows:

Name	Bid Price
Princeton Builders ¹	\$549,852.08
Lantz Construction of Winchester	\$568,000.00
¹ Bid rejected as nonresponsive.	

The Scope of Work includes renovation to the wood frame structure of the building, including structural and foundation work, accessibility and code improvements, HVAC improvements and sitework to open the building as a Welcome Center for hikers, cyclists and other tourists in the Bluemont and Washington and Old Dominion Trail areas.

The EE Lake Store project has a current budget of \$645,298, which consists of \$400,000 in FY 2008 SAFETEA-LU funds (now MAP-21), \$200,000 of local tax funding, \$45,000 of Restricted Use Transit Occupancy Tax (TOT) funds, and \$298 from the sale of maps. The current available balance in the EE Lake Store project account is \$410,952. Staff estimates an additional \$275,000 is needed to award the construction contract and to pay for third party services, construction administration, utilities, and to adequately fund a contingency for this project. If the proposed action is approved the total available balance to complete the EE Lake Store project will be \$685,952.28. The CIP Contingency Account has a current balance of \$5,373,721.85 and if the proposed action is approved the remaining balance in the CIP Contingency Account will be \$5,098,721.85.

Election District: Blue Ridge

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

11. Quarterly Report/Upcoming Contracts – 2nd Quarter, FY 2017 (Information)

Since 2009, staff has provided a report of upcoming projects to the Finance/Government Operations and Economic Development Committee (FGOEDC) 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 FGOEDC 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 FGOEDC during the second quarter of FY 2017. Attachment 2 provides information on contracts that are expected to require action by the FGOEDC during the third quarter of FY 2017. These items will subsequently be forwarded to the full Board for final action.

Election District: Countywide

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

12. Personal Property Tax Rates (Information)

As part of the FY18 budget process, the Board will establish the personal property tax rates for tax year 2017. 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. This item brings forward the schedule for establishing personal property tax rates and the various classifications of property for which the Board may establish separate rates. Early deliberation concerning available options will provide time to research and evaluate the fiscal impact of any desired changes.

Election District: Countywide

Staff Contacts: Robert S. Wertz, Jr., Commissioner of the Revenue; Beth A. Shenk,
Deputy Commissioner of the Revenue

13. Proposal to Change the Business Tangible Personal Property Filing Date to March 1st beginning in Calendar Year 2017 (Action)

The Commissioner of the Revenue proposes updating the Codified Ordinance, Chapter 860.04-Filing of Returns; Penalty for Late or Nonfiling, to change the due date for Business Tangible Personal Property (BTPP) tax filing from April 15 to March 1, beginning in CY 2017. The tax is self-reported and difficult to estimate, and has become a more significant source of revenue for Loudoun County. Estimated to generate \$155 million in calendar year tax revenue, BTPP revenues have increased significantly over the past five years due to the large amount of new computer equipment moving into data centers in the County. Since the tax is based on the cost of equipment self-reported by property owners, and has grown exponentially, it has become extremely difficult to accurately forecast BTPP tax revenue prior to the filing deadline. Under the current timetable, the Board customarily sets the real estate tax rate in the first business meeting of April, which is prior to the present BTPP filing deadline of April 15. Since BTPP tax revenue now represents a more significant source of tax revenue that materially affects revenue estimates for the County budget and the setting of the real estate tax rate, moving the filing date up to March 1st will allow the Board to consider the most up-to-date revenue projections from this tax during budget deliberations.

Election District: Countywide

Staff Contacts: Robert S. Wertz, Jr., Commissioner of the Revenue; J. Philip McAleavy,
Deputy Commissioner Business Tax

14. FY 2018 Budget Development– Preliminary Budget Guidance (Action)

Each year the Finance/Government Operations and Economic Development (FGSO) Committee and the Board of Supervisors (Board) provide the County Administrator with fiscal guidance so that the Department of Management and Budget has policy parameters for the preparation of the Administrator's Proposed Budget. Initial budget guidance from the FGOED Committee is received in the fall and is subsequently confirmed by the Board. Updated budget guidance occurs after the year-end closeout in December or January, presentation of the schools budget request, and following a more up-to-date financial outlook via Revenue

Committee meetings. Revised fiscal guidance is provided by the FGOED Committee in December and is typically confirmed by the Board in January.

Staff has prepared an economic outlook, summary of current service level challenges and preliminary budget shortfall estimate. This item recommends that the FGOEDC recommend budget guidance to the Board of Supervisors at its October 20, 2016 business meeting.

Election District: Countywide

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

15. FY 2018 Budget Development– Loudoun County Fire and Rescue – Staff and Overtime Analysis (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee, 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 Committee to clarify service level concerns and begin to shape resource allocation priorities. The Loudoun County Fire and Rescue paper will present an analysis of the increasing use of overtime and options available to mitigate the impacts this has on the Department's operating budget.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; W. Keith Brower, Jr., Fire and Rescue

16. FY 2018 Budget Development–Loudoun County Sheriff's Office (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee, 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 Committee to clarify service level concerns and begin to shape resource allocation priorities. The Loudoun County Sheriff's Office Service Level item will present an evaluation of priority programs that will require additional resources to address current service level and expansion of law enforcement services in various field operations to include the Body Worn Camera Program and a new Unmanned Aircraft Vehicle (UAV) Program.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Mike Chapman, Sheriff

17. FY 2018 Budget Development– Local Gasoline Tax Revenue Outlook (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee, 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 Committee to clarify service level concerns and begin to shape resource allocation priorities. The Local Gasoline Tax Revenue Outlook paper will present revenue projections and options available to address projected revenue shortfalls on County operations and future Washington Metropolitan Transit Authority (WMATA) operating and capital contributions.

Election District: Countywide

Staff Contacts: Erin McLellan & Megan Bourke, Management and Budget; Joe Kroboth, III, Transportation and Capital Infrastructure; John Sandy, County Administration

18. FY 2018 Budget Development–Transit and Commuter Services (Information)

At the July 12, 2016, meeting of the Finance/Government Operations and Economic Development Committee, 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 Committee to clarify service level concerns and begin to shape resource allocation priorities. The Transit Operations paper will present an assessment of the current service level provided by the County and discuss staff recommended options for evaluating service level changes.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget; Kathleen Leidich & Paul Mounier, Transportation and Capital Infrastructure; John Sandy, County Administration

19. Quarterly Report/Capital Improvement Projects – 1st Quarter, FY 2017 (Information)

The Finance/Government Operations and Economic Development 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 first quarter of FY 2017 and covers the months of July, August and September 2016.

Election District: Countywide

Staff Contacts: Joe Kroboth, III, Transportation and Capital Infrastructure

Mark Hoffman, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure

20. Joint Trust Fund Committee Recommendation to Fund Good Shepherd Alliance's Purchase of Mary's House of Hope

Good Shepherd Alliance (GSA) has applied for Housing Funds to purchase a transitional home for homeless mothers with children in Loudoun. The home is called Mary's House of Hope and GSA has managed this home for eight (8) years under a \$1 per year lease with the Town of Purcellville (Town). The Town would like to sell the property to GSA for \$300,000 and has worked closely with GSA to subdivide and rezone the property at the town's expense for that purpose. The Joint Trust Fund Committee (JTFC) met and reviewed this application for housing funds. The JTFC recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors approve the allocation of \$300,000 to GSA for the purchase of Mary's House of Hope and place a lien on the property requiring GSA to retain ownership and operate the home as a transitional home for a minimum of 15 years or return the allocation of \$300,000 or the appraised value; whichever is less, to the County.

Election District: Countywide

Staff Contacts: Ellen Grunewald & Kelly N. Marrocco, Family Services

21. Resolution Authorizing the Issuance of Lease Revenue Bonds Through the Economic Development Authority

The Board of Supervisors has appropriated funding in several adopted Capital Improvement Programs for general government construction projects including: Library Management Project, Landfill Reclamation, General Government Office Space property acquisition and renovation located at 742 Miller Drive, Leesburg, Virginia (Cornerstone Church building), Courts Complex Phase 3, E-911 Phone System Upgrade, Juvenile Detention Center, Public Safety Firing Range, Lovettsville Community Center Replacement, Allder School Road, Crosstrail Boulevard (Segment A2), Route 772 Transit Station Connector Bridge, and Woodgrove High School/Fields Farm Park Road.

In accordance with the FY 2017 Schedule of Major Financings, monitoring the spending trends of projects, and complying with the adopted debt ratios, staff recommends that the County issue up to \$63,500,000 of lease revenue bonds in new money through the Economic Development Authority for the aforementioned projects. This item requests that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors grant the authority to staff to issue such bonds.

Election District: Countywide

Staff Contacts: John Sandy, County Administration; Janet Romanchyk & Nicole Speight, Finance and Procurement

22. Fire Marshal's Office Explosive Detection Canine Team (Action)

The purpose of this item is to request the Board of Supervisors to direct the Loudoun County Fire Marshal's Office (FMO) to proactively deter explosive events by building local/Loudoun County centric capacity of explosive detection canine teams. Also, to provide for local assets to respond to an event involving the threat, or detonation of, an explosive device or ordinance, as well as authorize staff to proceed with the procurement and implementation of an explosive detection canine and handler.

Staff recommends authorization for the Fire Marshal's Office to procure a second explosive detection canine, and assure the training, and implementation of an explosive detection team certified by the current United States Police K9 Association (USPCA).

Election District: Countywide

Staff Contacts: W. Keith Brower, Jr. & Linda Hale, Fire and Rescue

23. Volunteer Fire and Rescue Companies Financial Assessments Update (Information)

The Fire and Rescue FRG 4.4.1, instituted on May 28, 2013, requires annual audits on five volunteer companies each year to be conducted by an accounting firm selected by the County. This item provides the results of the FY 2016 financial assessments for the five volunteer companies selected by the Administrative Operations Committee: Hamilton Volunteer Rescue Squad; Lovettsville Volunteer Fire and Rescue Company; Lucketts Volunteer Fire Department; Purcellville Volunteer Rescue Squad; and Sterling Volunteer Fire Department.

Election District: Countywide

Staff Contacts: Janet Romanchyk, Finance and Procurement; John Sandy, County Administration

24. 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 24% 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 October meeting.

Election District: Countywide

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

Next Regular Meeting: November 15, 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.