

MEMORANDUM
COUNTY OF LOUDOUN

DATE: October 13, 2016

TO: Department and Agency Heads

FROM: Tim Hemstreet, County Administrator

SUBJECT: Action Report of the October 11, 2016 Board of Supervisors' Finance/Government Operations and Economic Development Committee

A recording of this meeting is available at:
[10-11-16 FGOEDC Meeting](#)

Listed below is a summary report of the Finance/Government Operations and Economic Development Committee's action taken at its October 11, 2016, Meeting. Please work with your staff to follow through on the Committee action as noted.

Adoption of the Consent Agenda

Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee adopt the following items on consent: #2, #3, #4, #5, #6, #7, #8, #9, and #22. (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

1. Monthly Department of Economic Development Report (Information)

Buddy Rizer, Director of the Department of Economic Development, reported that the County had experience significant wins since the August report. He highlighted on November 10, 2016, the Washington Business Journal would be having their quarterly *On the Road Event* in Loudoun County.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

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

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 purchase two (2) fire engines, one (1) tanker, and one (1) fire brush unit from Atlantic Emergency Solution, Inc. in the estimated amount of \$2,046,716. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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 Memorial Park Improvements (Action)

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 contract for the Construction of the Edgar Tillett Memorial Park Improvements to Sorensen Gross Company in the estimated amount of \$1,447,000. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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 (Action)

Vice Chairman Buona moved that 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. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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 Sitework (Action)

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 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. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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 (Action)

Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the award authority for the Consultant Services for Transportation and Urban Planning contract by \$500,000 for a new contract amount of \$5,370,000. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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)

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 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. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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)

Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for the Operation of the Youth Shelter Facility with North American Family Institute Inc., for the period of January 1, 2017 to July 31, 2017 in the amount of \$959,609. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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 Transport Services (Action)

Vice Chairman Buona moved that 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. for a new contract amount of \$1,037,300. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

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)

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors 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.

Chairman Letourneau further moved that the Finance/Government Operations and Economic Development Committee recommend the Board of Supervisors transfer \$275,000 in Transient Occupancy Tax (TOT) funding into the MAP-21 Transportation Enhancement Project, EE Lake Store project account. (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

The full discussion can be viewed via the following weblink:

[Item 10 Contract Award/Construction of the Renovation of the EE Lake General Store](#)

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)

Cheryl Middleton, Finance and Procurement, reported on the upcoming contracts to be presented to the Finance/Government Operations and Economic Development Committee in the second and third quarters of FY 2017.

Election District: Countywide

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

12. Personal Property Tax Rates (Information)

Robert Wertz, Jr., Commissioner of the Revenue, provided information regarding the Board of Supervisors' options for setting or changing personal property tax rates and the schedule for making such changes, if desired.

The full discussion can be viewed via the following weblink:

[Item 12 Personal Property Tax Rates](#)

The FGOEDC indicted interest in lowering the personal property tax rate under Virginia Code § 58.1-3506 section 19, *Permanently and Totally Disabled Veterans*.

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)

Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors direct staff to advertise a

public hearing on December 14, 2016 to discuss amending Chapter 860.04(d), Filing of Returns; Penalty for Late of Nonfiling of the Codified Ordinance of Loudoun County, to change the due date of business tangible personal property tax filings to March 1 beginning in CY 2017. (Seconded by Supervisor Buffington.)

Vice Chairman Buona accepted Chair Randall's friendly amendment that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors direct staff to advertise a public hearing on December 14, 2016 to discuss amending Chapter 860.04(d), Filing of Returns; Penalty for Late of Nonfiling of the Codified Ordinance of Loudoun County, to change the due date of business tangible personal property tax filings to March 1 beginning in **CY 2018**.

(The motion as amended, passed 4-0-1, Supervisor Saines absent for the vote.)

The full discussion can be viewed via the following weblink:

[Item 13 Proposal to Change the Business Tangible Personal Property Filing Date](#)

Committee Member Requests:

Chairman Letourneau asked how many businesses have requested the 30 day extension for filing personal property tax data.

Chairman Letourneau requested staff to return to FGOEDC with the fiscal implications of moving the budget process later in the year with a transition year to address tax collection dates that bridge two fiscal years.

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)

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors direct the County Administrator to prepare the Proposed FY 2018 Budget at the current real property tax rate and provide options that would reduce the tax rate to the estimated equalized real property tax rate.

Chairman Letourneau further moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors direct staff to analyze the personal property tax rate on computer equipment in relation to Loudoun's data center market and return to the Committee with information in advance of the FY 2019 budget development process. (Seconded by Vice Chairman Buona. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

The full discussion can be viewed via the following weblink:

[Item 14 FY 2018 Budget Development - Preliminary Budget Guidance](#)

Committee Member request:

Chairman Letourneau requested the Board Members submit Capital Improvement Program (CIP) projects to staff to be evaluated for inclusion in the FY 2018 CIP.

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)

Chief Brower, Fire and Rescue, presented the staffing requirements for Fire and Rescue and the effects of operating with the dependence of overtime staff. He offered several strategies to the challenges: increase base overtime budget; increase FTE; increase workweek; and over hire recruit classes. He suggested Fire and Rescue return to FGOEDC with an analysis of a graduated hiring plan.

The full discussion can be viewed via the following weblink:

[Item 15 FY 2018 Budget Development - Loudoun County Fire and Rescue Staff and Overtime Analysis](#)

Committee Member request:

Chairman Letourneau asked if volunteer fire and rescue could be used as an overtime solution.

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)

Lt. Col. Buckman, Sheriff’s Office, presented three service level priorities: Body Worn Camera Program; School Resources Officer Program Expansion for Town of Leesburg Schools; and Unmanned Aircraft System for Search and Rescue Operations.

Jim Plowman, Commonwealth Attorney, addressed the need for additional staff resources and office space in order to review the film evidence from the body worn camera program.

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend as part of the Preliminary Budget Guidance to the Board of Supervisors that if the request for financial assistance from the County for Leesburg School Resource Officers (SRO) from the Town of Leesburg was greater than the existing 70% County share, the Loudoun County Sheriff Office would take over the function of SRO. (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

The full discussion can be viewed via the following weblink:

[Item 16 FY 2018 Budget Development-Loudoun County Sheriff's Office](#)

Chair Randall suggested the body worn cameras be shared with the next shift rotation so that the number of cameras needed would be lower.

Chairman Letourneau asked for the number of times that the Sheriff's Office requested assistance from the Fairfax Police Department helicopter for search and rescue efforts.

Committee Member request:

Supervisor Buffington asked what other local jurisdictions, Leesburg Police Department, Purcellville Police Department, Middleburg Police Department and the Virginia State Police, were using the body worn cameras

Election District: Countywide

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

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

Megan Bourke, Management and Budget, presented short and long term policy decisions regarding the redirection of the revenue from the Local Gasoline Tax to Washington Metropolitan Area Transit Authority (WMATA) operating and capital payments.

The full discussion can be viewed via the following weblink:

[Item 17 FY 2018 Budget Development - Local Gasoline Tax Revenue Outlook](#)

Committee Member requests:

Chairman Letourneau suggested staff review the local bus system to gain efficiencies to focus on commuters and a baseline inner County connectivity.

Vice Chairman Buona asked staff to analyze how to make the long haul bus service revenue neutral.

Chairman Letourneau requested staff to review options for phasing out the contributions to the Town of Purcellville and the Town of Leesburg from the Local Gasoline Tax Fund in FY 18.

Chairman Letourneau requested staff to perform a detailed analysis of the services provided by the non-profit organizations (American Red Cross, Every Citizen Has An Opportunity, Loudoun Volunteer Caregivers, Virginia Regional Transit, and Dulles Area Transportation Association) that receive funding as part of the Local Gasoline Tax Fund and what additional funding is provided for their other services to the County.

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)

Penny Newquist and Paul Mounier, Transportation and Capital Infrastructure, presented the Loudoun County Transit's current service levels: Long-Haul Commuter Service; Metro Connection Service; Local Fixed-Route; and Americans with Disabilities Act (ADA) Paratransit Service.

The full discussion can be viewed via the following weblink:

[Item 18 FY 2018 Budget Development - Transit and Commuter Services](#)

Committee Member requests:

Chairman Letourneau requested that staff research what the ADA/Paratransit obligations would be once the Silver Line begins service.

Vice Chairman Buona asked staff to show how much more Virginia Regional Transit (VRT) was providing in service than the Federal Transit Administration ADA Paratransit Service mandated level.

Vice Chairman Buona directed staff to development options of transit service levels for addressing the \$2.9 million funding gap due to the diverted funding from the Local Gasoline Tax.

Chairman Letourneau asked staff to work with VRT to see if there would be options for a lower subsidy rate if VRT only provided on demand service to qualified disabled instead of all residents in rural Loudoun.

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 (CIP) – 1st Quarter, FY 2017 (Information)

Joe Kroboth, III, Transportation and Capital Infrastructure, pointed out that the new projects on the report had new appropriations on the CIP and therefore were added to the report since it was the first quarter of FY 2017. He mentioned that Brambleton uncovered dark fiber at the Northstar Blvd at Ryan Rd traffic signal construction so the project would be delayed while coordinating to relocate the fiber.

The full discussion can be viewed via the following weblink:

[Item 19 Quarterly Report/Capital Improvement Projects - 1st Quarter, FY 2017](#)

Committee Member request:

Chairman Letourneau requested staff to review the multiple land use and construction projects along Braddock Road to ensure the alignment remains consistent.

Election District: Countywide

Staff Contacts: Joe Kroboth, III, Mark Hoffman & 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 (Action)

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors approve the allocation of \$300,000 to the Good Shepherd Alliance (GSA) for the purchase of Mary's House of Hope, a transitional home for single mothers with children in crisis, and place a lien on the property requiring the GSA to retain ownership and operate the home as a transitional home for a minimum of 15 years or to return the allocation of \$300,000 or the appraised value at the time of sale; whichever is less, to the County. (Seconded by Supervisor Buffington. The motion passed 3-0-2, Chair Randall and Supervisor Saines absent for the vote.)

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 (Action)

Chairman Letourneau moved that the Finance/Government Operations and Economic Development Committee recommend the Board of Supervisors approve the resolution entitled "RESOLUTION OF THE BOARD OF SUPERVISORS OF LOUDOUN COUNTY, VIRGINIA APPROVING A PLAN OF FINANCING WITH THE ECONOMIC DEVELOPMENT AUTHORITY OF LOUDOUN COUNTY, VIRGINIA, FOR THE ACQUISITION, DESIGN CONSTRUCTION AND EQUIPPING OF LOUDOUN COUNTY FACILITIES" as shown in Attachment 1 of the October 11, 2106 Action Item. (Seconded by Vice Chairman Buona. The motion passed 3-0-2, Chair Randall and Supervisor Saines absent for the vote.)

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)

Vice Chairman Buona moved that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors allocate \$26,270 for the procurement, training and implementation of a second canine explosive detection team for the

Loudoun County Fire Marshal's Office. (Consent Item) (Seconded by Supervisor Buffington. The motion passed 4-0-1, Supervisor Saines absent for the vote.)

Election District: Countywide

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

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

Tara Edwards, Cherry Bekaert, L.L.P., gave a brief presentation of the assessments completed on the five volunteer companies: Hamilton Volunteer Rescue Squad; Lovettsville Volunteer Fire & Rescue Company; Lucketts Volunteer Fire Department; Purcellville Volunteer Rescue Squad; and Sterling Volunteer Fire Department.

The full discussion can be viewed via the following weblink:

[Item 23 Volunteer Fire and Rescue Companies Financial Assessments Update](#)

Committee Member request:

Vice Chairman Buona requested an audit on the company that needed to implement the financial policies and procedures.

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)

Vince Marchesano, Vivad Technologies, LLC, reported that Oracle Phase 2 was progressing as planned with no risks or issues. He stated that Oracle Consulting Services was bringing on additional resources. He commented that meetings were beginning with the selected Independent Verification and Validation Vendor.

Election District: Countywide

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