

Council Work Session
January 23, 2012
8:00 p.m.

Present: Mayor M. Jane Seeman
Council Member Laurie Genevro Cole
Council Member Laurie DiRocco
Council Member Edythe Frankel Kelleher
Council Member Michael J. Polychrones
Council Member Carey J. Sienicki
Council Member Howard J. Springsteen

Also present: Mercury T. Payton, Town Manager
Kirstyn Barr, Public Information Officer
Steven D. Briglia, Town Attorney
Philip Grant, Director of Finance and Town Treasurer
Marion K. Serfass, Deputy Director of Finance
Gregory Hembree, AICP, Director of Planning and Zoning
Linnea Fechter, Senior Planner
Gina Gilpin, Purchasing Agent
Nancy McMahan, Director of Administrative Services
Cathy Salgado, Director of Parks and Recreation
Carol S. Waters, Deputy Town Clerk

(1) Mid-Year Financial Report

Mr. Wes Clark from Robinson, Farmer, Cox Associates presented a very favorable comprehensive annual financial report for the Town as of June 30, 2011. Mr. Clark was the audit manager this year, and issued the Town an unqualified, or a clean opinion on the financial statements as well as the internal controls over compliance with governmental auditing standards. He said that a clean opinion is the best report that they can issue. Mr. Clark went over some highlights which can be seen in the auditors' written report, and responded to Council's questions.

Mr. Philip Grant presented a very positive Fiscal Year Ending 2012 Mid-Year Financial Report and responded to Council's questions.

Recommendation: No action required at this time.

(2) Maple Avenue Corridor Project – revised RFP

Greg Hembree opened the discussion with a brief review, and announced that he has a file containing everything on the Maple Avenue vision project since its beginnings in 2001. Methods by which to share all of that information were discussed, and Mr. Hembree suggested

that the information be the stack upon which everybody stands and moves forward on this RFP (Request for Proposal). Discussion of the draft RFP ensued, noting that the final product desired from this proposal cannot be as easily defined as that of proposals for such standard things as janitorial or street maintenance services. Council wants to make sure that the vendor understands what Council is envisioning, as opposed to letting the vendor come up with the vision.

Council looked at Loudoun County's recent RFP for "Route 28 Corridor Plan Zoning Implementation" for comparison. That RFP started with a project orientation/dialogue, which could potentially be part of the selection process or included within the first phase. The Loudoun County RFP outlined a zoning discovery process, then a draft amendment, then a public review and adoption.

Planning and Zoning staff was requested to re-work the Maple Avenue corridor RFP, clearly and specifically outlining and defining the deliverables as they are expected, tying the deliverables to some estimated time-frames (probably stated in terms of percentage of completion), adding a pre-bid conference or mandatory briefing, and adding green initiatives.

Recommendation: The Department of Planning and Zoning will clarify and expand the request for proposal according to Council's suggestions, and will e-mail it to Council by January 31, 2012 for their consideration.

(3) Public Private Education Act Guidelines (PPEA)

Steve Briglia noted that the Commonwealth of Virginia has issued model guidelines containing mandatory provisions and a lot of discretionary provisions. The discretionary provisions could be amended later, if so desired. As Mr. Briglia said, one of the nice things about the PPEA guidelines is the flexibility built into them. The Town could benefit from the PPEA with the added flexibility to partner with private entities, which have options that the Town does not have. One example is the ability to use design build for a lot of different projects.

Mr. Briglia has patterned his draft PPEA guidelines after those of the City of Winchester, since Winchester has used them for projects that may be similar to the Town's interests, and have enjoyed tremendous success. Winchester's attorney said that the PPEA worked very well from a legal perspective, and he did not see any drawbacks.

Mr. Briglia explained that solicited PPEA bids would be like the Request for Proposals that the Town has been using. For unsolicited bids, the Town would probably want to charge initial submission fees, but Mr. Briglia recommended the inclusion of a provision stating that the fees may be waived for certain types of proposals. The Town would probably want to have an application form, as well.

Council asked about including additional oversight provisions in the guidelines. Mr. Briglia discussed that in some other jurisdictions, applications come into different agencies and the governing board may not see them. However, in the Town of Vienna, the Council acts

as the contracting authority, and everything comes through them. For this reason, the additional oversight provisions would be unnecessary for the Town’s guidelines. Also, he added, there are fairly strict procurement regulations already in place in the Town. Mr. Briglia said he thought the draft PPEA guidelines are complete, and ready to go forward.

Recommendation: Put the PPEA Guidelines on the February 6, 2012 Council meeting agenda, to set the Public Hearing date for the February 27, 2012 meeting.

(4) West End Cemetery Survey Proposal

Cathy Salgado reminded Council that the Town of Vienna does not own the West End Cemetery. She indicated that Historic Vienna, Inc. took over as trustees of the cemetery in 1983 with the caveat that the Town do all of the cemetery maintenance. Mrs. Salgado continued to say that her department is currently trying to do some clean-up work there and restore it somewhat. When putting in an additional wrought iron fence to match the front of it, questions arose with regards to the actual property boundaries of the cemetery itself, especially on one side which backs up to a corner lot off of West Street. One source suspects there could possibly be burial plots on the other side of the fence, on private property. Mr. Carter, the owner of the property in question, has offered to donate it to the Town at some point.

There is no plat of the West End Cemetery, Mrs. Salgado stated. The Board of Historic Vienna, Inc. approved a request for the Town to conduct a survey, in order to create a plat. Mrs. Salgado has a proposal for a metes and bounds survey with an inventory of headstones, which could be matched up to the records of all the burial plots.

Recommendation: Schedule for an upcoming Council Meeting Agenda; the survey requires going out for bid.

The Town Council Work Session Meeting of January 23, 2012 adjourned at approximately 10:06 p.m.

Mayor M. Jane Seeman

Signed / Dated: _____

Attest:

Deputy Town Clerk