TOWN OF HERNDON, VIRGINIA
WORK SESSION AGENDA
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
MAY 7, 2019
7:00 P.M.

PRESENTATIONS

1. Proclamation, to recognize "Asian Pacific American Heritage Month," May 2019

2. Proclamation, to recognize "Memorial Day," May 27, 2019

PUBLIC HEARINGS

3. Ordinance, to amend the Fiscal Year 2019 Adopted Budget by amending the General Fund and Capital Projects Fund budgets to provide the financial adjustments needed to implement the Town Manager's recommended mid-year budget modifications

4. Resolution, to consider adoption of the Town Manager's recommended FY 2021 – FY 2025 portion of the FY 2020 -FY 2025 Capital Improvement Program

5. Resolution, to approve a temporary license agreement to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating for an event

6. Ordinance, to grant a second franchise amendment to Zayo Group, LLC for a route expansion and increase in allowance of conduit

7. Ordinance, to approve a natural gas line easement to Columbia Gas for an underground main service line located on Town-owned property

GENERAL

8. Resolution, to authorize the removal of delinquent and uncollectible charges from the town's accounting records

9. Resolution, to authorize a Standard Project Administration Agreement between the Town and VDOT for redesign and reconstruction of the intersection of Monroe and Elden Streets.

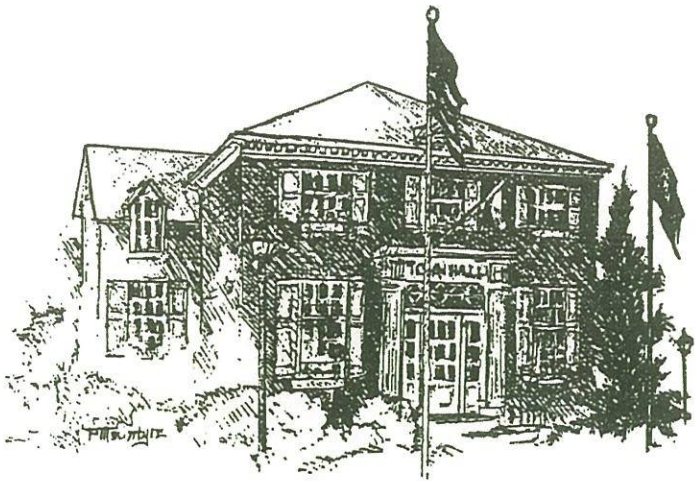
10. Ordinance, to repeal Herndon Town Code Section 42-154, Parking for Certain Purposes Prohibited

CONSENT AGENDA

11. Proclamation, to recognize "Public Works Week," May 19 - May 25, 2019

12. Proclamation, to recognize "Kids to Parks Day," May 18, 2019

ROUNDTABLE



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
ASIAN PACIFIC AMERICAN HERITAGE MONTH
MAY 2019

Asian Pacific American Heritage Month celebrates the history, traditions and culture of Asians and Pacific Islanders in the United States and honors the millions of Americans who trace their ancestry to Asia and the Pacific Islands ~ representing more than 30 nations. First established as a weeklong celebration by Congress in 1977, Presidents continued to issue proclamations honoring 'Asian Pacific American Heritage Week,' until 1990, when Congress expanded the observance to a month. In 1992, Congress passed a law annually designating May as **Asian Pacific American Heritage Month**. May was chosen to commemorate the immigration of the first Japanese to the United States on May 7, 1843, and to mark the completion of the transcontinental railroad on May 10, 1869, as the majority of those who laid the tracks were Chinese immigrants. The landing of the S.S. Gaelic into Honolulu Harbor on January 13, 1903, marked the first wave of Korean immigration.

Therefore, the Mayor and Town Council of the Town of Herndon, Virginia, hereby proclaim the month of May 2019 as **Asian Pacific American Heritage Month**. Together with this year's theme ~ 'Unite Our Mission by Engaging Each Other' ~ we recognize that Asian Pacific Americans, who through their hard work and engagement; dedication to family; and a strong sense of community, have helped to unite and sustain our nation; and have continued to break down barriers of discrimination, indifference, intolerance, and worked toward inclusion of people from all backgrounds.

Further, the Mayor and Town Council of the Town of Herndon, Virginia, hereby celebrate Asian Pacific American citizens, for their commitment to leadership, dedication to knowledge, and determination to succeed; and highlight their contributions across all aspects of our society, including the arts, science, industry, government, and commerce.

Further, the Mayor and Town Council of the Town of Herndon, Virginia, hereby encourage all residents to learn more about the history of Asian Pacific Americans, and to observe this month with appropriate programs and activities celebrating these diverse cultures.

Sheila A. Olem, Vice Mayor

Pradip Dhakal, Councilmember

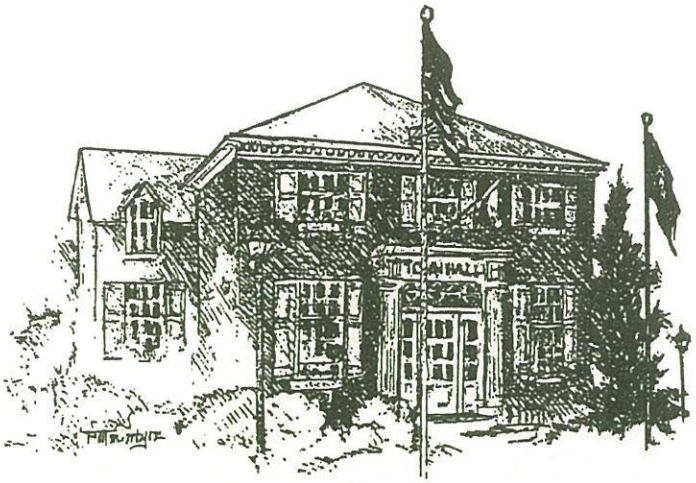
Jennifer K. Baker, Councilmember

Signe Friedrichs, Councilmember

Cesar del Aguila, Councilmember

Bill McKenna, Councilmember

Lisa C. Merkel, Mayor



TOWN OF HERNDON, VIRGINIA

PROCLAMATION

MEMORIAL DAY

MAY 27, 2019

Memorial Day, observed each year on the last Monday in May, originated after the American Civil War, to commemorate the Union and Confederate soldiers who had died during the war. By the 20th century, **Memorial Day** was extended to honor all Americans who died while serving in our nation's armed forces. During this holiday, we emphasize that the invaluable freedoms and securities that citizens of the United States enjoy are direct results of the bloodshed and continual vigilance of the United States Armed Forces over the course of our nation's history, and we honor and preserve the legacy of these great Americans.

Therefore, the Mayor and Town Council of the Town of Herndon, Virginia, hereby recognize Monday, May 27, 2019, as **Memorial Day** in the Town of Herndon; express our deepest appreciation to the men and women in uniform who have paid the ultimate price to defend the United States and the principles on which it was founded; and admire their unwavering devotion to our great nation.

Further, the Mayor and Town Council of the Town of Herndon, Virginia, hereby implore all Americans to pay tribute and show gratitude toward the men and women in the Armed Forces and their families, through the display of flags and red, white, and blue ribbons throughout the month of May, and especially on **Memorial Day ~ Monday, May 27, 2019**.

Further, the Mayor and Town Council of the Town of Herndon, Virginia, hereby encourage all individuals to honor **Memorial Day** with the appropriate events and activities.

Sheila A. Olem, Vice Mayor

Pradip Dhakal, Councilmember

Jennifer K. Baker, Councilmember

Signe Friedrichs, Councilmember

Cesar del Aguila, Councilmember

Bill McKenna, Councilmember

Lisa C. Merkel, Mayor

TOWN OF Herndon VIRGINIA

STAFF REPORT

Town Council
May 7, 2019

Title:

Ordinance - Amending the Fiscal Year 2019 Adopted Budgets of the General Fund, Capital Projects Fund, Information Systems Improvements Fund, Water & Sewer Fund, and Cemetery Fund to provide the financial adjustments needed to implement the Town Manager's recommended budget modifications.

Staff Contact:

Jennie A. Tripoli, Director of Finance
Telephone: (703) 435-6898
E-mail: jennie.tripoli@herndon-va.gov

Description:

Budget Amendment Process and Recommendations: Each fiscal year, town staff evaluate the current fiscal year's revenues and expenditures within the adopted budget and formulate budget amendment recommendations for the Town Council to consider. These recommendations are supported by the financial condition of the town and by the Council's priorities.

The town's current fiscal situation is stable overall, with year-to-date most major tax and fee collections on par with current year projections except for the Business, Professional, and Occupational License (BPOL) tax. BPOL is projected to total approximately $4.8 million for FY 2019, which is $900,000 less than in FY 2018, but $200,000 above budget. Thus, the General Fund recommendations included in this proposed budget amendment are limited to those supported by grant revenues, insurance recoveries and the use of unassigned fund balance. Amendments to the enterprise funds are supported by the respective user fees, external revenues, and use of both restricted and unrestricted net position.

The budget adjustments recommended for Council consideration and action are as follows:

General Fund:

Expenditures Funded by Grant Revenues and Insurance Recoveries:

- Police Department - $33,200 for training, overtime, and equipment purchases, offset by various grants (ICAC, Gang Task Force, Byrne Jag).
- Parks & Recreation - $19,340 to cover expenditures associated with the replacement of the new gym floor at the Community Center that had been damaged by a defective sprinkler, offset by insurance recoveries for the same.
- Public Works - $77,842 in expenditures to repair and replace various town assets damaged by motorists, offset by insurance recoveries for the same.

General Fund (Continued):

Expenditures Funded by Use of General Fund Unassigned Fund Balance:

- Finance - $10,000 to cover additional fees for increases to the town's general liability insurance coverage limits and additional self-insurance, related to the Herndon Festival.
- Public Works - $32,500 to cover shortages resulting from increased recycling and landfill fees during the fiscal year.
- Interfund Transfers - $210,000 to the Information Systems Improvement Fund to cover the final amount required for the police radio replacement project.

Capital Projects Fund:

Expenditures Funded by Insurance Recoveries:

- Public Works - $118,311 to Major Building Maintenance to cover expenditures associated with the replacement of the new gym floor at the Community Center that had been damaged by a defective sprinkler, offset by insurance recoveries for the same.

Information Systems Improvement Fund:

Expenditures Funded by Transfers from the General Fund:

- There will be a revenue amendment of $210,000 only into this fund (transfers from General Fund). The funds accumulated for the replacement police radios and related equipment will be reserved in assigned fund balance until the purchase is made.

Water & Sewer Fund:

Expenses Funded by External Revenues:

- Public Works - $292,000 to cover Fairfax County's share of the Sugarland Run sewer pipe relining project (76 percent of $383,000).

Expenses Funded by Use of Restricted Net Position:

- Public Works - $18,000 to cover sewer lateral repair costs that exceeded the appropriation in the relevant expense account, covered by revenues reserved in restricted net position for sewer lateral repairs.

Expenses Funded by Use of Unrestricted Net Position:

- Public Works - $110,000 to cover increases in water purchase costs passed on to the town from Fairfax Water.

Water & Sewer Fund, Continued:

- Public Works - $200,000 to cover increased sewer treatment costs related to higher inflow and infiltration from last calendar year's record rainfall.
- Finance- $12,500 to cover final implementation costs for the Tyler Munis Utilities module.

Cemetery Fund:

Expenses Funded by New Revenues:

- Memorial Sales - $10,000 to cover costs associated with memorial sales, funded by memorial sale revenues, which have already exceeded budget.

Fiscal Impact:

General Fund:

As of June 30, 2018, the Unassigned Fund Balance in the General Fund was $10,196,779. Of this amount, $700,544 was authorized as a funding source for the current fiscal year's budget, leaving a current, available balance of $9,496,235. If approved, this budget amendment would use an additional $252,500 of General Fund unassigned fund balance and reduce the available amount to $9,243,735. The reduced amount would be about 26 percent of the FY 2019 adopted General Fund operating and debt service expenditures of $35,515,687, which is well above the town's financial policy level of 20 percent.

Water & Sewer Fund:

The Restricted Net Position balance for sewer lateral repairs as of June 30, 2018 was $161,671, which is more than adequate to cover the additional lateral repair costs. Unrestricted net position totaled $21,975,627 and can absorb the additional $322,500 in expenses for FY 2019.

Cemetery Fund:

Memorial sales revenues already exceed budget by about $26,000, which more than offsets the additional $10,000 in expenses.

Attachments:

1. Draft Ordinance
2. Attachment A, FY 2019 Budget Amendment Number 2, dated May 14, 2019.

Staff:

Jennie A. Tripoli

Jennie A. Tripoli
Director of Finance

TOWN OF HERNDON, VIRGINIA

ORDINANCE

MAY 14, 2019

Ordinance- to amend the Fiscal Year 2019 Adopted Budgets of the General Fund, Capital Projects Fund, Information Systems Improvement Fund, Water & Sewer Fund, and Cemetery Fund to provide the financial adjustments needed to implement the Town Manager's recommended budget modifications.

Recital

In adopting this ordinance, the Town Council has considered the Town Manager's recommended budget modifications as described in Attachment A, FY 2019 Budget Amendment Number 2.

BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia, that the financial adjustments to the FY 2019 budget, as described in Attachment A, FY 2019 Budget Amendment Number 2, dated May 14, 2019 and incorporated as part of this ordinance, are hereby approved.

This ordinance shall be effective on and after the date of its adoption.

TOWN OF HERNDON, VA

FY 2019
BUDGET AMENDMENT NUMBER 2

MAY 14, 2019

GENERAL FUND

Increase (Decrease) General Fund Expenditure Appropriations:		
Police Grant Expenditures	$	33,200
Parks & Recreation Expenditures		19,340
Public Works Building Maintenance Expenditures		3,918
Public Works Refuse Expenditures		32,500
Public Works General Services Expenditures		10,952
Public Works Traffic Engineering		62,972
Finance Administration Expenditures		10,000
Transfer to Information Systems Improvement Fund		210,000
Total	$	382,882

Increase in General Fund Revenue Budgets:		
Police Grant Revenues	$	33,200
Insurance Recoveries		97,182
Use of Unassigned Fund Balance		252,500
Total	$	382,882

CAPITAL PROJECTS FUND

Increase Capital Projects Fund Expenditure Appropriations:		
Public Works Major Building Maintenance	$	118,311
Increase in Capital Projects Fund Revenue Budget:		
Insurance Recoveries	$	118,311

INFORMATION SYSTEMS IMPROVEMENT FUND

Increase in IS Improvements Fund Revenue Budget:		
Transfer from General Fund	$	210,000

WATER & SEWER FUND

Increase in Water & Sewer Fund Expense Appropriations:

Customer Service Contract Services Expenses	$	12,500
Sewer Relining Expenses		292,000
Sewer Service Expenses		200,000
Sewer Lateral Repair Expenses		18,000
Water Service Expenses		110,000
Total	$	632,500

Increase in Water & Sewer Fund Revenue Budgets:

Grants from Fairfax County	$	292,000
Use of Restricted Net Position – Sewer Lateral Repairs		18,000
Use of Unrestricted Net Position		322,500
Total	$	632,500

CEMETERY FUND

Increase Cemetery Fund Expense Appropriations:

Cemetery Products for Resale	$	10,000

Increase Downtown Parking Fund Revenue Budget:

Memorial Sales	$	10,000

TOWN OF Herndon VIRGINIA

STAFF REPORT

Town Council
May 7, 2019

Title:

Town of Herndon FY 2020 - FY 2025 Capital Improvement Program

Staff Contact:

Dana E. Heiberg, Senior Planner
(703) 787-7380
dana.heiberg@herndon-va.gov

Description:

The Capital Improvement Program (CIP) is a financial planning document that establishes a six-year schedule for public improvements. The CIP is a companion policy document to the Town of Herndon 2030 Comprehensive Plan. It is also published within the town's annual operating budget, which includes appropriations for the initial year of the CIP.

As allowed by the Code of Virginia, the Planning Commission made a CIP recommendation to the Town Manager after a public hearing on February 25, 2019. Subsequently, the proposed FY 2019 – FY 2020 Operating Budget ("FY 20 Budget") was finalized and recommended to Town Council by the Town Manager on April 1, 2019. The Town Manager's recommendation on the FY 2020 – FY 2025 CIP reflects the following adjustments to the Planning Commission recommendation:

Project #1 Sports Fields and Park Improvements - the funding was modified to $0 for FY 20 with $265,000 for FY 21 instead of FY 20; $215,000 for FY 22 instead of FY 21; $1,115,000 in FY23 unchanged; six-year total unchanged.

Project #2 Folly Lick Trail - total funding for FY 20 was reduced from $377,000 to $177,000 because of an estimated $200,000 reduction to the overall HB2313 30% funding to be received annually from Northern Virginia Transportation Authority. Therefore, this project does not show any HB2313 30% funding for FY 20.

Project #5 Park Equipment Replacement Program - the funding was shifted to $0 for FY 20 with $75,000 for FY 21 instead of FY 20; six-year total unchanged.

Project #7 Trailside Skate Park Expansion - the funding was shifted to $0 for FY 20 with FY 21 increased from $175,000 to $210,000; six-year total unchanged.

Project #18 Bicycle Facilities and Accommodations - the funding was shifted to $0 for FY 20 with FY 21 increased from $189,000 to $206,000; six-year total unchanged.

Project #31 Police Exterior Garage - the funding of $700,000 was shifted from FY 20 to FY 21; six-year total unchanged. (formerly listed as Project #34 on Planning Commission recommendation)

The FY 20 CIP total for General Government changed from $6,261,000 (Planning Commission recommendation, unconstrained) to $2,639,000 (Town Manager's recommendation). The six-year total for General Government projects changed from $58,106,000 to $46,851,000.

In addition, there are three projects which occur each year that were removed from the CIP as compared to the Planning Commission recommendation. The reasoning for the shift is that these maintenance projects are not capital improvements in the traditional sense. These projects will continue to be included annually in the operating budget: GSA Major Vehicles/Equipment Replacement; Buildings – Major Maintenance; Major Road Repaving.

With respect to the enterprise funds (Golf Course Fund, Water and Sewer Fund, Downtown Parking Fund, Cemetery Fund), the Town Manager's recommendation does not differ from the Planning Commission recommendation.

Total Recommended CIP:	**FY 2020**	**FY 2020 - FY2025***
1. General Government Projects:**	**$2,639,000**	**$46,851,000**
2. Golf Course Fund Projects:	**$ 0**	**$ 1,108,000**
3. Water and Sewer Fund Projects:	**$3,305,000**	**$53,305,000**
4. Downtown Parking Fund Projects:	**$1,000,000**	**$ 3,600,000**

*includes amounts in the Estimated Reserves column
**projects not associated with an enterprise fund; these projects are supported by several funding sources including the General Fund and grant sources.

Fiscal Impact:

The proposed program of capital improvements is integrated into the overall financial planning of the town. The program will plan for the prudent use of General Fund, Bond Proceeds, and Enterprise Fund monies within specific policy guidelines established within the town's Operating Budget and Comprehensive Annual Financial Report.

The proposed CIP makes use of $25,977,000 in grant funding from several sources in support of 18 different projects General Government projects. Most of the grant funding is firm but some of it is subject to competitive application processes where the outcome cannot be known. This dollar total does not include two major Virginia Department of Transportation (VDOT) projects for the eastern portions of Elden Street and Spring Street. These projects are currently estimated at $46,245,000 and $11,478,000, respectively. The bulk of the funding for these two projects is not shown on the General Government summary sheet. The amounts that appear on the summary are the small percentage of town general fund or HB2313 local share commitments for these VDOT projects.

Major debt financing includes General Obligation bond funding for larger projects such as Downtown Utility Relocation and the interior build-out portion of the Arts Center, which will also be funded in part by a $1.2 million grant from Fairfax County. The staff will include information on bonding capacity in the presentation for the council's work session and public hearing.

Additional debt financing within the Water and Sewer Fund includes long-term investment for major elements such as the purchase of Sewer Capacity ($22,000,000), Sewer Conveyance ($13,600,000) and Water Utility Master Plan Improvements ($6,650,000). Several Water and Sewer projects are supported by fund revenues and availability fees at a total of $9,912,000.

Attachment #3 provides the CIP funding by source, which is the type of funding. Each source is listed separately with the amounts for each project that are covered by that particular funding source over the six years. Total funding for a project is more easily identified on the General Fund or Enterprise Fund summary pages, since many projects have more than one funding source.

Alternatives:

1. Adopt the FY 2020 - FY 2025 Capital Improvement Program as recommended by the Town Manager
2. Amend and adopt the FY 2020 – FY 2025 Capital Improvement Program
3. Defer action and continue the public hearing to May 28, 2019.

Staff Recommendation:

Adopt the CIP as recommended by the Town Manager.

Staff Comments:

The proposed CIP contains 47 projects for Fiscal Year 2020 through Fiscal Year 2025, consisting of 35 General Fund projects and 12 Enterprise Fund Projects. The three largest funding sources for General Government projects are grants

($25,977,000), General Obligation bond funding ($11,760,000) and General Fund revenue ($7,095,000).

The FY 2019- FY 2024 CIP is available on the town website for comparison. It is generally similar. New General Government projects are #31 Police Exterior Garage and #35 Traffic Signal – Elden Street at Herndon Centre.

Attached Documents:

1. Town Council Resolution for May 14, 2019 – Adoption of FY 2020 – FY 2025 Capital Improvement Program

2. Draft FY 2020 – FY 2025 Capital Improvement Program as recommended by the Town Manager, May 7, 2019; includes Attachment 2a (CIP Cover Sheet, Management Summary, Table of Contents, Overview), Attachment 2b (Financial Analysis Tables) and Attachment 2c (Draft FY 20 – FY 25 CIP, consisting of the General Government and Enterprise Fund Summaries and the pages for each CIP Project)

3. FY 2020 – FY 2025 CIP Funding Sources, May 2019 (a listing of each type of funding source with each project that has some amount of its funding from that source)

Staff:

Dana E. Heiberg
Dana E. Heiberg
Senior Planner

Elizabeth M. Gilleran
Elizabeth M. Gilleran
Director of Community Development

TOWN OF HERNDON, VIRGINIA

RESOLUTION

MAY 14, 2019

Resolution- **to adopt the FY 2021 through FY 2025 portion of the FY 2020 - FY 2025 Town of Herndon Capital Improvement Program.**

WHEREAS, the Town Manager of the Town of Herndon, Virginia caused the development and submission of the proposed FY 2020 – FY 2025 Capital Improvement Program by the town staff to the Planning Commission; and

WHEREAS, the Planning Commission held a public hearing on the proposed FY 2020 – FY 2025 Capital Improvement Program on February 25, 2019; and

WHEREAS, the Planning Commission recommended a Capital Improvement Program to the Town Manager on February 25, 2019; and

WHEREAS, the Town Manager reviewed the Planning Commission recommendation and developed a similar recommendation with several adjustments on April 1, 2019 as part of the FY 2020 Annual Operating Budget proposed to the Town Council; and

WHEREAS, on April 23, 2019, the Town Council adopted the Fiscal Planning Resolution for the FY 2020 Annual Budget, including the Capital Improvement Program; and

WHEREAS, the Town Council held a public hearing on the FY 2021 through FY 2025 portion of the FY 2020 - FY2025 Capital Improvement Program on May 14, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby:

1. Adopted funding for the FY 2020 portion of the FY 2020 – FY 2025 CIP on April 23, 2019 for a total of $2,639,000 for general government capital projects.

2. Approves and adopts the FY 2021 through FY 2025 portion of the FY 2020 - FY 2025 CIP, as reflected in Attachment 2 and 3 of the staff report of May 7, 2019, incorporated by reference, which includes the FY 2020 – FY 2025 CIP Summary Sheets and Financial Analysis, dated May 7, 2019.

Attachment 2a

TOWN OF
Herndon
VIRGINIA

FY 2020-FY 2025 Capital Improvement Program

TOWN MANAGER'S RECOMMENDATION

DRAFT – May 7, 2019

Adopted May 14, 2019

Prepared by the Town of Herndon Department of Community Development

FY 2020 - FY 2025 Capital Improvement Program

Adopted May 14, 2018 by Resolution 19-G-xx
of the Town Council of the Town of Herndon, Virginia

Town Council

Lisa C. Merkel, Mayor
Sheila A. Olem, Vice Mayor
Cesar del Aguila
Jennifer K. Baker
Pradip Dhakal
Signe V. Friedrichs
William J. "Bill" McKenna

Planning Commission

C. Melissa Jonas, Chair
George V. Burke, Vice Chairman
Marcia Bouchard
Paul C. LeReche
Kevin G. Moses
Sean M. Regan
Michael G. Romeo

Administration

Bill Ashton, Town Manager
Lesa J. Yeatts, Town Attorney
Anne Papa Curtis, Chief Communications Officer
Maggie A. DeBoard, Chief of Police
Gene A. Fleming, Director of Golf
Michelle J. Flores, Administrative Assistant to the Town Manager
Elizabeth M. Gilleran, Director of Community Development
John Irish, Deputy Director of Public Works
Predrag Kalapasev, Director of Information Technology
Tanya Kendrick, Director of Human Resources
Cynthia S. Roeder, Director of Parks and Recreation
Jennie A. Tripoli, Director of Finance
Viki L. Wellershaus, Town Clerk

MANAGEMENT SUMMARY AND TABLE OF CONTENTS

MANAGEMENT SUMMARY

The annual CIP process provides an opportunity to consider the needs and priorities for the public facilities and utilities of the Town of Herndon. The CIP serves as both a budget document for fiscal year 2020 and as a tool for short term planning over the succeeding five years. The FY 2020 - FY 2025 Capital Improvement Program (CIP) provides a strategic funding plan that reflects the town's FY 2020 Operating Goals and the Town Council's adopted 2035 Vision Strategic Plan.

The FY 2020 - FY 2025 CIP contains 47 capital projects for the six-year cycle. The program includes 35 general government projects and 12 enterprise fund projects. Many of these projects and programs are on-going from previous capital improvement programs. Projects are generally revised each year as funding, planning, design and other factors affect cost estimates.

Several funding sources are identified to support specific projects. In addition to General Fund monies, the CIP plans for the use of capital grants, capital lease/purchase, general obligation bond proceeds and other funding sources. The sale of general obligation bonds pledges the full faith and credit of the town for their repayment, which is typically over a 15 to 20 year period.

The proposed program makes use of nearly $26 million in grant funding from several sources in support of 18 of the general fund CIP projects. The grant sources include county, state and federal grants. Major debt financing includes general obligation bond funding for general fund projects such as Runnymede Park, Utility Undergrounding, and Sidewalks and Minor Trails. The Downtown Art Center is planned for $1.3 million in general obligation bond funding FY 2021. Total general obligation bond funding for the six year CIP is $11,760,000. $3,600,000 in general obligation bond commitments for the downtown parking fund are in addition to the $11,760,000 total for general fund projects.

Enterprise funds are independent of the general fund and capital projects are supported by the revenues generated by the particular fund. This includes debt service on capital items repaid by fund revenues. Additional debt financing supported by the Water and Sewer Fund revenues includes a sewer treatment capacity purchase of $22,000,000 in FY 2021 and a Sewer Conveyance cost of $13,600,000 spread over three fiscal years. The other Water and Sewer Fund projects which are not as large rely mainly on fund revenues and availability fees.

A breakdown of all CIP funding by source is provided each year with the Town Council staff report. This document covers all types of funding in order to plan for a fully funded program over the entire six-year period.

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I. OVERVIEW

I. OVERVIEW

PURPOSE

The purpose of the Capital Improvement Program (CIP) is to provide a practical plan for the acquisition, development, enhancement or replacement of public facilities to serve the town citizenry. The CIP is a realistic, six-year program for implementing the capital priorities of the town within identified funding constraints. The programming of capital improvements aids in the efficient and effective provision of public facilities and services.

As opposed to operations and maintenance, capital projects require major expenditures for such items as public land, structures, utility systems, streets, and major equipment. Projects or programs requiring a total commitment of less than $50,000 are not normally included in the town's CIP.

TOWN OF HERNDON OPERATING GOALS

The CIP is a critical component of the town's goal setting, budgeting, evaluating, and reporting system, as identified in the adopted budget. After final adoption by the Town Council, the CIP serves as a budget document and funding authorization for the first fiscal year of the program as well as a planning tool for the remaining five years of the six-year schedule. The CIP is updated annually and is considered a component of the town's comprehensive plan.

The town operates on a July 1 through June 30 fiscal year. The term "FY 2020," for example, is used to refer to the July 1, 2019 through June 30, 2020 fiscal year. The CIP is developed concurrently with the programs and activities that comprise the annual operating budget. The Financial Analysis component of the CIP is finalized after the operating budget amounts are in final recommended form. This section includes historic and projected trends for revenues and expenditures, culminating with the identification of projected Capital Financing Potential.

FUNDING OPTIONS

A variety of funding options are available to the Town of Herndon for its capital project needs: General Fund revenues; County, State, and Federal grants and payments; developer contributions; and cash proffers from an approved rezoning application. The CIP contains many projects that have a transportation component, including several major street improvement projects supported primarily by Virginia Department of Transportation (VDOT) funding. VDOT capital funding includes money allocated through the Northern Virginia Transportation Authority.

Funds for capital construction may also be generated by the sale of general obligation bonds that pledge the full faith and credit of the town for their repayment. These bonds are typically repaid over a 15 to 20 year period.

Other sources of funding include revenue grants generated by enterprise activities or revenue bonds that pledge the revenue generating potential of a facility or utility.

The Town of Herndon currently maintains four independent enterprise funds that provide operations, maintenance and enhancement of certain public facilities and utilities based upon revenue generating user fees.

The Golf Course Fund is supported by revenue from the award-winning Herndon Centennial Golf Course. The Water and Sewer Fund supports the water and sanitary sewer systems through user fees and connection fees generated by business and residential customers. The Downtown Parking Fund supports the operation and development of the Herndon Downtown Public Shared Parking Program. Lastly, the Cemetery Fund supports the improvements and operation of the Chestnut Grove Cemetery, which is owned by the town.

PROCESS

Within the framework of the 2035 Vision Strategic Plan, the fiscal year Operating Goals, the 2030 Comprehensive Plan, and other adopted town policy documents, the annual development of the CIP is a process characterized by extensive community input. The operating departments constantly review needs and requests for services and facilities. Early financing indicators and capital project issues are typically reviewed with the Planning Commission and Town Council during the latter part of the calendar year.

In December, the CIP process begins with the submittal of project requests from the various departments. During the month of December, town staff evaluates the submitted projects, and a draft CIP is developed and provided to the Planning Commission for review and consideration at its public hearing in February. The Planning Commission makes its official recommendation on the CIP, which is forwarded to the Town Manager. In April, the Town Manager proposes a recommended Capital Improvement Program to the Town Council. Then the Town Council holds two public hearings for input and then action on the upcoming fiscal year operating budget, including the first year of the CIP. In May or June, a public hearing is held on the remainder of the CIP for input and then final action by the Town Council.

Capital Improvement Program Process:

Continuous	Input on CIP projects.
November	Staff performs preliminary financial analyses and reviews budget goals and objectives with Town Council.
January	The Planning Commission holds a public hearing to obtain public input prior to consideration of a draft document. Staff presents the status of the capital improvement projects to the Planning Commission and Town Council at a joint work session. Staff also provides a staff report with a draft CIP document for the January work session.

February	Town Council holds a public hearing for citizen input on the fiscal year budget and CIP; the Planning Commission holds a public hearing on the Draft CIP. The Planning Commission makes a recommendation to the Town Manager on the CIP, as Virginia Code provides.
March	The Town Manager's proposed Operating Budget and CIP are released on or about March 31.
April	Budget and CIP Summary is distributed to town residents. Town Council holds public hearings and takes action on the budget and the first year of the CIP.
May	Town Council holds a public hearing and takes action on the remaining five years of the CIP.

POLICY

A number of important policies guide the formulation of the CIP and the programming of resources to support the scheduled projects:

- To assist with financial planning and decision making, the town will annually prepare a six year projection of General Fund revenues and expenditures, Unassigned Fund Balance, and Capital Financing Potential;
- The CIP project totals conform closely to the constraints identified in the annual projection of total revenues, recurring revenues, total expenditures, recurring expenditures, unassigned fund balance and available funds for capital projects;
- Fiscal year funding amounts designate monies for a particular project phase. The funding amounts should be encumbered by the end of the fiscal year in which they appear;
- The Town Council will review the status of capital improvement projects six months after adoption of the CIP to determine what adjustments, if any, are required in project scheduling and funding;
- Operations of the town's Enterprise Funds—Golf Course, Water and Sewer, Downtown Parking and Cemetery—are intended to be financed or recovered primarily through user charges;
- Enterprise Fund revenues are to support construction costs or debt service for capital facilities for the respective operations whenever possible. General Fund transfers may be used to support the development of Enterprise Fund capital facilities;
- To assist with budgeting and planning efforts, the CIP may include purchases that typically may not be considered capital investments for larger jurisdictions. These purchases may include information systems and telecommunications infrastructure procurements.

BENEFITS

Capital programming, through the Town of Herndon Capital Improvement Program, benefits the town by accomplishing the following:

- Establishes an annual examination and prioritization of town needs;
- Facilitates capital expenditure and revenue estimates and helps avoid emergency financing methods;
- Provides a basis for formulating bond programs and other revenue producing measures;
- Provides focus on community goals and objectives, including those identified in the 2030 Vision Statement;
- Assists with the implementation of the town's comprehensive plan and related policies;
- Assists with the prioritization and implementation of neighborhood-based programs and projects;
- Facilitates better coordination between town departments in planning and implementing capital projects;
- Enables proper project management and design, including appropriate project financing and construction scheduling.

CLASSIFICATION: The CIP is divided into a number of project classes, and projects are coded using the convention outlined below:

Classification Number and Name
1. Land Acquisition
2. Traffic Control
3. Streets
4. Bridges
5. Storm Drainage
6. Sanitary Sewer
7. Redevelopment
8. Refuse Disposal
9. Buildings
10. Grounds
11. Parks and Playgrounds
12. Water System
13. Downtown Development
14. Consultant Services
15. Vehicles and Large Equipment
16. Information Technology

Agency Codes
BD = Buildings
CD = Community Development

FI = Finance Department
GC = Golf Course
GD = Grounds (Department of Public Works [DPW])
IT = Information Technology
PO = Police Department
PR = Parks and Recreation
SM = Storm Sewer (DPW)
SS = Sanitary Sewer (DPW)
ST = Streets (DPW)
TS = Town Shop (DPW)
WS = Water System (DPW)

Project Number Components: [Example] 03-ST-96-001
03 – Project Classification
ST – Agency Code (department responsible)
96 – Fiscal Year included in CIP
1 – Department Project Numbering

II. FINANCIAL ANALYSIS

The purpose of this section is to examine the current and future revenues and expenditures of the town to be used for comprehensive financial planning for the upcoming fiscal year. In particular, this section shows the assessment of the present and future ability of the town to pay for the construction and maintenance of public improvements. This ability will be determined by establishing the present availability of funds, researching probable future trends of municipal revenues and expenditures, appraising key factors related to the administration and operation of the Capital Improvement Program, and by determining which limitations may be imposed upon the freedom of the town to act.

Table 1 – Financial Forecast

	FY 2018 Audited	FY 2019 Estimate	FY 2020 Adopted	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenues						
Real Property	$ 11,367,364	$ 11,744,440	$ 12,230,430	$ 12,475,039	$ 12,724,539	$ 12,979,030
Meals Taxes	2,266,761	2,278,379	3,479,354	3,496,751	3,514,235	3,531,806
Business, Professional, & Occupational Licenses	5,732,161	4,802,692	4,200,000	4,300,000	4,400,000	4,400,000
Other Local Taxes	6,464,529	6,405,023	6,596,223	6,678,676	6,762,159	6,846,686
Permits & Fees	603,773	789,839	595,000	600,950	606,960	613,029
Fines & Forfeitures	452,965	452,817	475,000	479,750	484,548	489,393
Use of Money & Property	638,323	773,406	760,000	771,400	782,971	794,716
Charges for Services	3,619,123	3,661,879	3,761,233	3,817,651	3,874,916	3,933,040
Miscellaneous	27,876	28,030	29,200	30,000	30,000	30,000
Intergovernmental	4,581,413	4,305,107	4,495,035	4,539,985	4,585,385	4,631,239
Other Financing Sources	969,000	325,539	30,000	-	-	-
Use of Fund Balance	-	-	614,776	-	-	-
Total Revenues	**$ 36,723,288**	**$ 35,567,151**	**$ 37,266,251**	**$ 37,190,202**	**$ 37,765,713**	**$ 38,248,939**
Expenditures						
Personnel	$ 23,664,298	$ 24,399,547	$ 25,594,624	$ 25,978,543	$ 26,368,222	$ 26,763,745
Operations & Maintenance	7,304,530	7,695,000	7,827,986	7,945,406	8,064,587	8,185,556
Capital Outlay	1,191,951	1,132,473	766,600	778,099	789,770	801,617
Interfund Transfers	1,480,000	640,000	930,000	943,950	850,000	933,000
Non-departmental	259,575	233,688	115,900	117,639	119,403	121,194
Debt Service	1,540,728	1,801,551	2,031,141	2,033,621	1,934,175	1,932,690
Total Expenditures	**$ 35,441,083**	**$ 35,902,259**	**$ 37,266,251**	**$ 37,797,258**	**$ 38,126,157**	**$ 38,737,802**
Increase / (Decrease) Unassigned Fund Balance	**$ 1,282,205**	**$ (335,108)**	**$ -**	**$ (607,056)**	**$ (360,444)**	**$ (488,862)**

Table 2 – Projected Debt Capacity

Fiscal Year	Total Debt Capacity*	Projected Outstanding Debt at End of Fiscal Year	Projected Available Debt Capacity
2020	29,113,000	10,800,000	18,313,000
2021	29,526,000	10,670,000	18,856,000
2022	29,866,000	13,490,000	16,376,000
2023	30,286,000	11,900,000	18,386,000
2024	31,193,000	10,300,000	20,893,000

*Total Debt Capacity is estimated based on the updated financial policy requirement that debt service payments may not exceed 12 percent of General Fund expenditures.

Table 3 – Actual General Obligation Debt Service Schedule (General Fund)

Fiscal Year	Principal	Interest	Total
2020	1,388,246	359,395	1,747,641
2021	1,426,945	323,176	1,750,121
2022	1,365,994	284,681	1,650,675
2023	1,402,184	247,006	1,649,190
2024	1,434,151	208,298	1,642,449
2025	847,885	175,958	1,023,843
2026	724,668	150,024	874,692
2027	490,843	130,011	620,854
2028	328,550	113,815	442,365
2029	337,700	99,007	436,707
2030	349,750	84,587	434,337
2031	205,000	69,131	274,131
2032	210,000	58,881	268,881
2033	220,000	52,581	272,581
2034	225,000	45,981	270,981
2035	230,000	39,231	269,231
2036	235,000	32,044	267,044
2037	245,000	24,700	269,700
2038	250,000	16,738	266,738
2039	265,000	8,613	273,613

Attachment 2C

III. CIP PROGRAM SUMMARY SPREADSHEETS

FY 2020 - FY 2025 CIP SUMMARY: GENERAL GOVERNMENT PROJECTS

Consecutive numbering corresponds to page numbers in Section III-CIP Project Descriptions *All figures represent dollars in thousands*

	Project No.	Dept.	Project Title	Estimated Reserves	Budget Year FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	Est. Total Cost
A. Proposed General Government Projects												
1	11-PR-90-003	Parks & Rec.	**Sports Field and Park Improvements**	0	0	265	215	1,115	0	0	0	1,595
2	11-PR-00-002	Parks & Rec.	**Folly Lick/Spring Branch Regional Trail**	17	177	300	0	0	0	0	0	494
3	11-PR-07-001	Parks & Rec.	**Bready Park Tennis Court Renovation**	0	345	0	0	0	0	0	0	345
4	11-PR-06-001	Parks & Rec.	**W&OD Trail Lighting - Downtown**	0	0	75	0	608	0	0	0	683
5	11-PR-07-003	Parks & Rec.	**Park Equipment Replacement Program**	0	0	75	0	0	0	150		225
6	09-BD-08-003	Parks & Rec.	**Herndon Community Center - Phase 5**		0	0	0	450	3,775	150	0	4,375
7	11-PR-13-001	Parks & Rec.	**Trailside Skate Park Expansion**	0	0	210	0	0	0	0	0	210
8	11-PR-15001	Parks & Rec.	**Runnymede Park Nature Center**	0	0	0	25	100	0	2,650	260	3,035
9	11-PR15-002	Parks & Rec.	**Town Hall Square Improvements**	0	0	0	50	0	0	0	0	50
10	03-ST-12-001	Comm. Dev.	**Trails to Herndon Metrorail**	1,065	0	0	0	0	0	0	0	1,065
11	10-CD-98-002	Comm. Dev.	**Wayfinding Signs and Historic Markers**	125	0	140	0	0	0	0	0	265
12	03-ST-97-001	Comm. Dev.	**East Elden St. -Van Buren St. to Fairfax Co. Pkwy***	72	0	0	0	0	0	0	0	72
13	03-ST-08-002	Comm. Dev.	**Vehicular/Pedestrian Access to H. Metrorail**	2,850	75	307	0	50	0	100	0	3,382
14	03-ST-12-001	Comm. Dev.	**Van Buren St -Herndon Pkwy north to Old Spring**	4,158	0	0	0	0	0	0	0	4,158
15	03-ST-18-001	Comm. Dev.	**Van Buren St -Herndon Pkwy to South Town Line**	2,630	0		0	0	0	0	0	2,630
16	03-ST-14-001	Comm. Dev.	**Worldgate Drive Extension**	0	0	0	0	0	0	0	0	0
17	11-CD-14-002	Comm. Dev.	**Sterling Road Improvements**	148	0	200	800	800	0	0	0	1,948
18	03-CD-15-001	Comm. Dev.	**Bicycle Facilities & Accommodations**	62	0	206	0	0	0	0	0	268
19	03-ST-96-001A	Public Works	**Downtown Streets**	600	0	0	0	0	0	0	0	600
20	03-ST-00-001	Public Works	**Elden - Center Streets Intersection Improvements**	1,830	0	0	0	0	0	0	0	1,830
21	03-ST-94-003	Public Works	**Streetlights**	120	0	120	75	40	0		0	355
22	05-SM-96-001	Public Works	**Storm Drainage Improvements**	220	300	300	300	300	0	0	0	1,420
23	03-ST-08-001	Public Works	**Sidewalk and Minor Trails**	555	250	275	285	235	250	0	120	1,970
24	02-CD08-001	Public Works	**Herndon Parkway/ Van Buren St. Intersection**	2,600	0	0	0	0	0	0	0	2,600
25	03-ST-15-004	Public Works	**Herndon Pkwy/ Spring St. Intersection to Fairfax Co. Pkwy**	1,121	152	0	0	0	0	0	0	1,273
26	03-ST-11-003	Public Works	**Downtown Utility Relocation**	2,925	0	0	0	0	0	0	0	2,925
27	03-ST-15-002	Public Works	**Elden -Monroe Intersection Improvements**	1,250	750	0	0	0	0	0	0	2,000
28	03-ST-15-003	Public Works	**Monroe Street Improvements**	0	275	699	0	0	0	0	0	974
29	16-IT-97-001	Info. Tech.	**Information Technology**	109	0	0	0	0	0	0	0	109
30	15-PO-15-001	Police	**Police Radio Equipment**	630	0	0	0	0	0	0	0	630
31	09-PO-20-001	Police	**Police Exterior Garage**	0	0	700	0	0	0	0	0	700
32	05-SM-18-002	Public Works	**Stream Restoration**	200	0	1000	0	0	0	0	0	1200
33	09-CD-17-10	Town Mgr	**Downtown Redevelopment-Art Center Interior**	500	0	2500	0	0	0	0	0	3000
34	02-ST-18-003	Public Works	**Traffic Signal Uninterruptable Power Supply**	150	150	0	0	0	0	0	0	300
35	02-ST-20-001	Public Works	**Traffic Signal -Elden St at Herndon Centre (K-Mart)**	0	165	0	0	0	0	0	0	165
			TOTAL- General Government	**23,937**	**2,639**	**7,372**	**1,750**	**3,698**	**4,025**	**3,050**	**380**	**46,851**

46,851

Estimated Reserves reflects funding expected to be available at July 1, 2019; may include prior reserve amounts and FY2019 allocations that are not encumbered.
VDOT projects not included are East Elden ($45.545M except $72,000 from Gen. F.) & HP/Spring St. ($11.478M except Gen. F. & HB2313 30% funding). See Project Sheets.

FY 2020 - FY 2025 CIP SUMMARY: ENTERPRISE FUND PROJECTS

Consecutive numbering corresponds to page numbers in Section V-CIP Project Descriptions *All figures represent dollars in thousands*

	Project No.	Dept.	Project Title	Estimated Reserves	Budget Year FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	Estimated Total Cost \b
	B. Proposed Golf Course Fund Projects											
36	09-GC-96-003	Golf Course	**Clubhouse Expansion - Phase Three**	133	**0**	0	0	25	0	25	0	183
37	10-GC-96-005	Golf Course	**Golf Course Master Plan Improvements**	0	**0**	0	0	0	0	0	925	925
			TOTAL- GOLF COURSE FUND	**133**	**0**	**0**	**0**	**25**	**0**	**25**	**925**	**1,108**
	C. Proposed Water and Sewer Fund Projects											
38	12-WS-96-001	Public Works	**General Water Maint. & Replacement**	0	**750**	845	495	495	700	795	450	4,530
39	12-WS-15-003	Public Works	**Water Utility Master Plan Improvements**	50	**600**	1,600	1,900	0	135	1,175	2,250	7,710
40	12-WS-15-004	Public Works	**Sewer Conveyance**	0	**600**	5,500	7,500	0	0	0	TBD	13,600
41	15-WS-15-002	Public Works	**Water - Major Vehicles/Equipment**	0	**140**	0	0	0	0	0	200	340
42	06-SS-13-001	Public Works	**Sewer Main Relining and Manhole Rehab Program**	0	**575**	500	500	250	250	250	0	2,325
43	06-SS-15-02	Public Works	**Sewer Utility Master Plan Improvements**	0	**640**	1,485	0	0	0	0	0	2,125
44	06-SS-15-003	Public Works	**Sewer Capacity Purchase**	0	**0**	22,000	0	0	0	0	TBD	22,000
45	15-SS-15-001	Public Works	**Sewer - Major Vehicles/Equipment**	0	**0**	50	0	450	0	175	0	675
			TOTAL- WATER AND SEWER FUND	**50**	**3,305**	**31,980**	**10,395**	**1,195**	**1,085**	**2,395**	**2,900**	**53,305**
	D. Proposed Downtown Parking Fund Projects											
46			**Downtown Parking Capital Contribution**	0	**1,000**	2,600	0	0	0	0	0	3,600
			TOTAL- DOWNTOWN PARKING FUND	**0**	**1,000**	**2,600**	**0**	**0**	**0**	**0**		**3,600**
	E. Proposed Cemetery Fund Projects											
47	11-PR-15-001	Parks & Rec.	**Chestnut Grove Cemetery**	0	**0**	0	0	0	0	0	0	0
			TOTAL- CEMETERY FUND	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

(May include prior Reserve amounts and FY2019 budget allocations that are not yet encumbered.)

IV. CIP PROJECT DESCRIPTIONS

A. GENERAL GOVERNMENT

Sports Field and Park Improvements

Project Number: 11-PR-90-003 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description: FY21: The increase in use of Bready Park and the Community Center warrant the expansion of the parking lot by adding 30 spaces between Ferndale Ave. and the tennis courts. This section would be connected to both the softball drive and the community center drive to improve traffic flow.

FY22: The tennis court lights in Bready Park are nearing their end of life value. The poles were originally installed in the 1980's and the light fixtures were updated in 1999. Replacement with LED fixtures and new poles will enhance efficiency and output significantly. This estimate includes pre-cast concrete bases, galvanized steel poles, remote electrical component enclosures, pole length wire harnesses and factory-aimed and assembled luminaries, plus estimated installation costs. It does not include the cost of a new electrical transformer. It assumes standard soil conditions.

FY23: Haley Smith Park is located on the east side of Van Buren Street, north of Herndon Parkway. This proposal is to replace the Haley Smith natural turf with synthetic grass to increase playability and help offset the need for rectangular fields following the redevelopment of the Herndon Transit-Oriented Core (HTOC). Operating costs include purchasing a grooming machine and the appropriate goals, corner flags, etc. at $10-20,000, plus an equipment storage shed. This project includes the necessary irrigation and storm sewer modifications, as well as adding lights to the field which is estimated at $185,000 at current pricing. Funding is proposed to come from HTOC proffers. Increasing use will also increase demand for parking.

FY24: playground equipment replacement

Adopted Goals and Objectives:

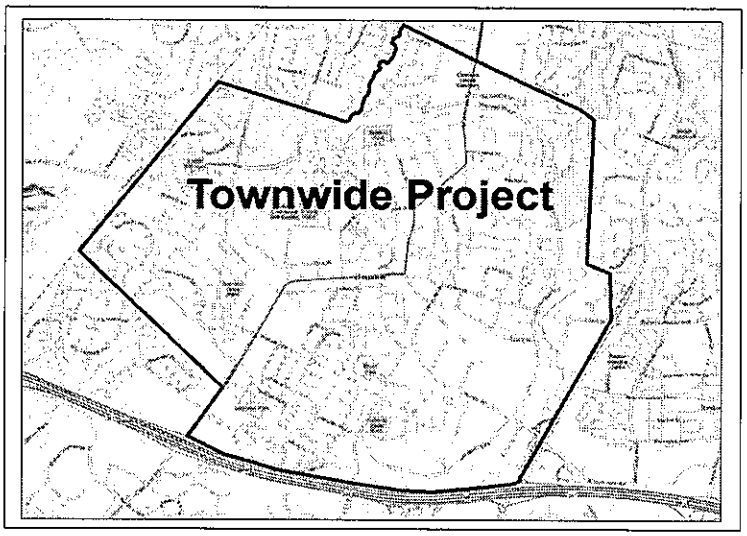
Cultivating A Sustainable Environment:

1. Develop and implement an environmental sustainability plan for the town. Sustain and enhance our parks.

Town of Herndon Parks and Recreation Department Strategic Plan 2013-2017:

2. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents.

3. Improve and enhance sports fields.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.					40				40
Construction and related services			265	215	1035	TBD			1515
Equipment/Furniture					40				40
TOTAL	**0**	**0**	**265**	**215**	**1115**	**0**	**0**	**0**	**1595**
FINANCING SOURCES:									
General Fund			265	215		TBD			480
G.O. Bonds									0
Intergovernmental Aid									0
Sports Contribution/Grants									0
Recreational Cash Proffers					1115				1115
TOTAL	**0**	**0**	**265**	**215**	**1115**	**0**	**0**	**0**	**1595**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations							18	11	29
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29**

Folly Lick/Spring Branch Regional Trail

Project Number: 11-PR-00-002 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description: The Folly Lick/Spring Branch Trail begins at the existing regional trail located at the town's northern boundary near Monroe Street continuing southward to Center Street. The town's project will develop a 3,000 foot segment of the Folly Lick/Spring Branch Trail between Herndon Parkway and Park Avenue, utilizing the signalized crossing at Herndon Parkway and Monroe Streets.

In FY2010, concept design was completed and construction information was gathered to apply for construction grants. Easement acquisition is necessary. HB2313 funds are reflected according to the current allocation schedule.

Adopted Goals and Objectives:

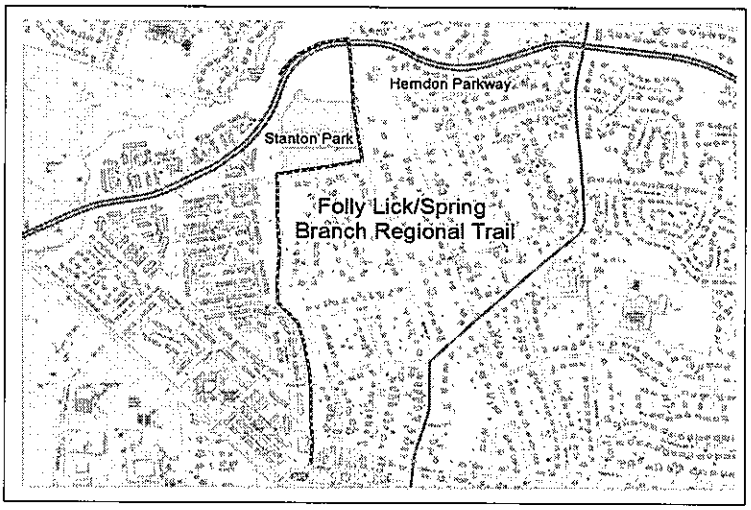
Cultivating a sustainable environment:

1. Develop long-range plan for multi-modal methods to move people in and around town.

2. Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include the north/south bike route.

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

3. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents. C. Increase opportunity for pedestrian and bike use for transportation and recreation.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services	17	177	300						494
Equipment/Furniture									0
TOTAL	**17**	**177**	**300**	**0**	**0**	**0**	**0**	**0**	**494**
FINANCING SOURCES:									
General Fund		177							177
G.O. Bonds									0
Intergovernmental Aid									0
Recreational Cash Proffers	17								17
HB2313 Local share 30% funding			300						300
TOTAL	**17**	**177**	**300**	**0**	**0**	**0**	**0**		**494**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**			**0**

Bready Park Tennis Court Renovation

Project Number: 11-PR-07-001 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description: The project his project replaces the inner membrane of the air structure as well as the lighting system (including conversion to LED's for improved efficiency and longevity, thus meeting our sustainability objectives), mechanical system and other identified repairs. Pricing is based on 2016 estimates, plus a 15% contingency amount. The air structure is 20 years old in calendar year 2019, and has exceeded its expected lifespan by five years. The tennis center is a revenue positive operation, netting over $415,000 through FY 2018.

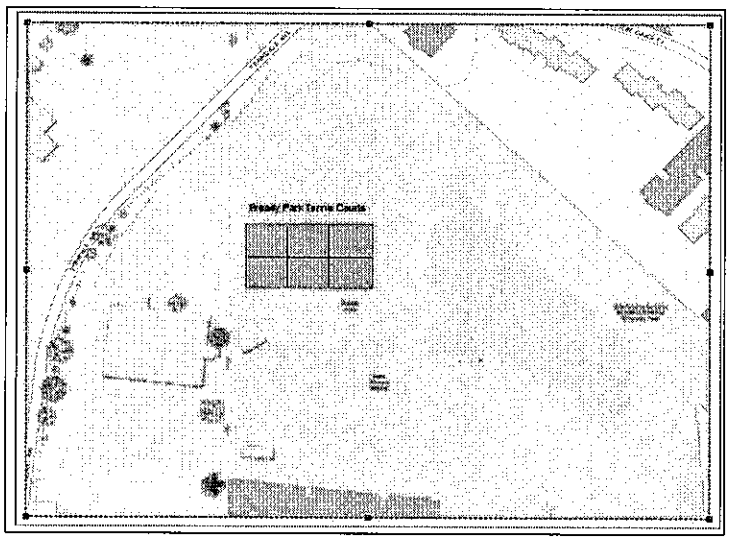
Adopted Goals and Objectives:

Cultivating A Sustainable Environment:

1. Develop and implement an environmental sustainability plan for the town. Sustain and enhance our parks.

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

•2. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services		345							345
Equipment/Furniture									0
TOTAL	0	345	0	0	0	0	0	0	345
FINANCING SOURCES:									
General Fund		345							345
G.O. Bonds									0
Intergovernmental Aid									0
Recreation Cash Proffers									0
Other									0
TOTAL	0	345	0		0	0	0	0	345
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	0	0	0	0	0	0	0	0	0

W&OD Trail Lighting

Project Number: 11-PR-06-001 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description: Final phase to illuminate the length of the trail through the town, from Van Buren to the connection with the Sugarland Run Trail, east of the Herndon Parkway bridge, totalling approximately 3,800 linear feet. Costs are estimated from Phase 2 (completed January 2019) costs at $137 per foot based on pole spacing every 100 feet, escalated to FY23 or $160 per linear foot. This section has not yet been designed.

Funding relies on General Fund and the potential for a $250,000 Trails Grant from the Virginia Department of Conservation and Recreation (DCR).

Adopted Goals and Objectives:

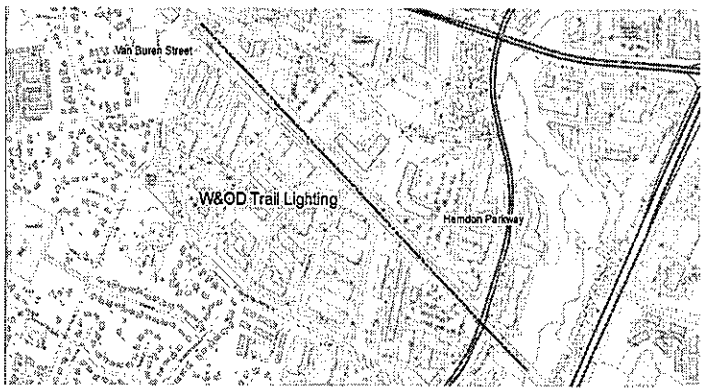
Cultivating a Sustainable Environment:

1. Develop long-range plan for multi-modal methods to move people in and around town.

2. Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include the north/south bike route.

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

3. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents. C. Increase opportunity for pedestrian and bike use for transportation and recreation.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.			75						75
Construction and related services					608				608
Equipment/Furniture									0
TOTAL	**0**	**0**	**75**	**0**	**608**	**0**	**0**	**0**	**683**

FINANCING SOURCES:									
General Fund			75		358				**433**
G.O. Bonds									**0**
Intergovernmental Aid									0
Recreational Cash Proffers									0
Recreational Trails Grant (DCR)					250				250
TOTAL	**0**	**0**	**75**	**0**	**608**	**0**	**0**	**0**	**683**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									**0**
Personnel/Operations					3	5	5		13
TOTAL	**0**	**0**	**0**	**0**	**3**	**5**	**5**	**0**	**13**

Park Equipment Replacement Program

Project Number: 11-PR-07-003 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description This project accounts for any playground replacement or significant improvements in Town parks.

With the loss of a large, mature shade tree at Haley Smith Park, the picnic experience needs enhancement with installation of a pavilion. The proposed 30' x 36' shelter would be made available for fee-based rentals and walk-up use. Kit costs range from $25,000-$32,000 and installation (including minor site grading, concrete footings, gravel subbase, concrete slab, shelter erection, provision and installation of shingle roof, and wood stain) ranges from $32,000-$44,000.

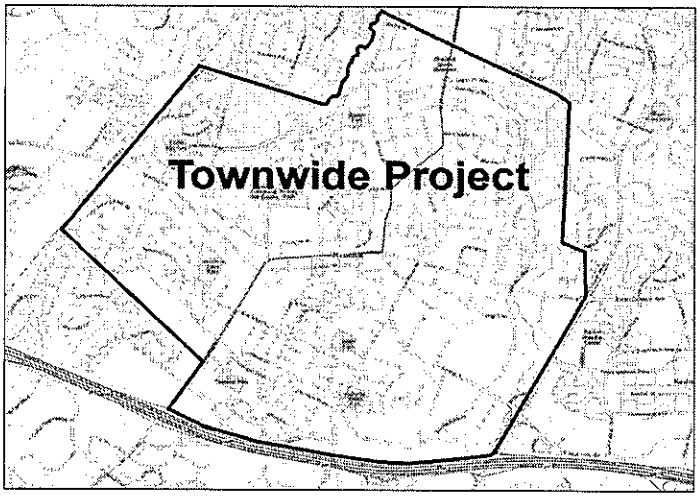
Adopted Goals and Objectives:

Cultivating A Sustainable Environment:

1. Develop and implement an environmental sustainability plan for the town. Sustain and enhance our parks.

2019-2023 Town of Herndon Parks & Recreation Department Strategic Plan:

4. Improve quality of life by providing engaging, accessible and valued parks, facilities and programs.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services			75						75
Equipment/Furniture							150		150
TOTAL	0	0	75	0	0	0	150		225

FINANCING SOURCES:									
General Fund			75				150		225
G.O. Bonds									0
Intergovernmental Aid									0
Other									0
Other									0
TOTAL	0	0	75	0	0	0	150	0	225

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL									0

Herndon Community Center - Phase 5

Project Number: 09-BD-08-003 Project Class: Buildings Department: Parks and Recreation

Project Description: The phase five expansion project is proposed as an under 10,000 square foot second story addition to the Herndon Community Center. This expansion will enhance the quality of existing operations by improving the fitness and instructional areas, multi-purpose space and storage space. The project also includes improvements to the locker room areas. It will reconfigure the entrance and address HVAC shortcomings in the lobby. Project planning includes improvements to the parking lot. The previous expansion included foundation support, locations for stairwells, elevators and floor structures.

Operating impacts include select new fitness equipment and supplies, one new office space and personnel expenses are anticipated to increase by one full-time custodial position and associated seasonal staff. These impacts are offset by revenue. Previously allocated design funds ($325k) were transferred to Building Major Maintenance for Community Center maintenance projects.

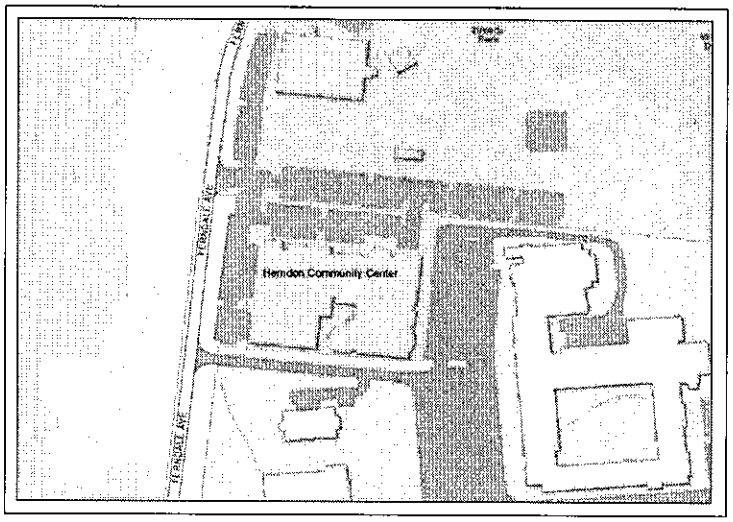
Adopted Goals and Objectives:

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

1. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents. Provide safe, clean, and attractive facilities in a customer-friendly environment.

2035 Vision Plan:

2. Enriching Lives Through Arts and Entertainment.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.					450				450
Construction and related services						3775			3775
Equipment/Furniture							150		150
TOTAL		**0**	**0**	**0**	**450**	**3775**	**150**	**0**	**4375**
FINANCING SOURCES:									
General Fund							150		150
G.O. Bonds					450	3775			4225
Intergovernmental Aid									0
Other									0
Other									0
TOTAL		**0**	**0**	**0**	**450**	**3775**	**150**	**0**	**4375**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations							200		
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**200**	**0**	**0**

Trailside Skate Park Expansion

Project Number: 11-PR-13-001 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description: The skate park at Trailside was completed in September 2010. The current 4,200 square foot park could be enhanced with an additional 5,000 square foot area that would allow for separation of beginner skaters and instructional programs and include updating street components adjacent to the existing skate areas. Further enhancements may include spectator areas, benches and access pathways.

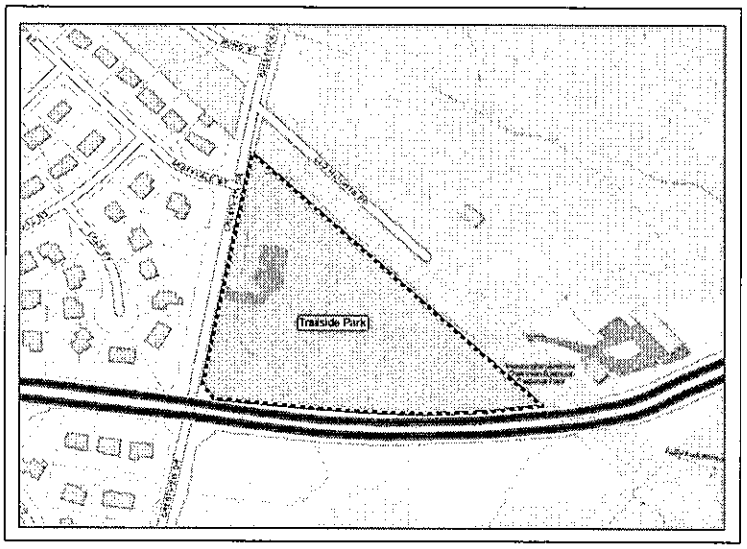
Adopted Goals and Objectives:

Cultivating A Sustainable Environment:

1. Develop and implement an environmental sustainability plan for the town. Sustain and enhance our parks.

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

2. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.			35						35
Construction and related services			175						175
Equipment/Furniture									0
TOTAL	0	0	210	0	0	0	0	0	210
FINANCING SOURCES:									
General Fund			210						210
G.O. Bonds									0
Intergovernmental Aid									0
Other									0
Other									0
TOTAL	0	0	210	0	0	0	0	0	210
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations				3	3	3	3	3	15
TOTAL	0	0	0	3	3	3	3	3	15

Runnymede Park Nature Center

Project Number: 11-PR-15-001 Project Class: Parks and Playgrounds Department: Parks and Recreation

Project Description: A 4,000 square foot Nature Center at Runnymede Park with spaces for free and low cost nature education activities, to include exhibits and equipment. The 16-year-old proposed design warrants a feasibility study and required code review to determine necessary changes. Once assessed, new cost estimates for design and construction can be developed, programming and indoor exhibits updated and a staffing plan developed.

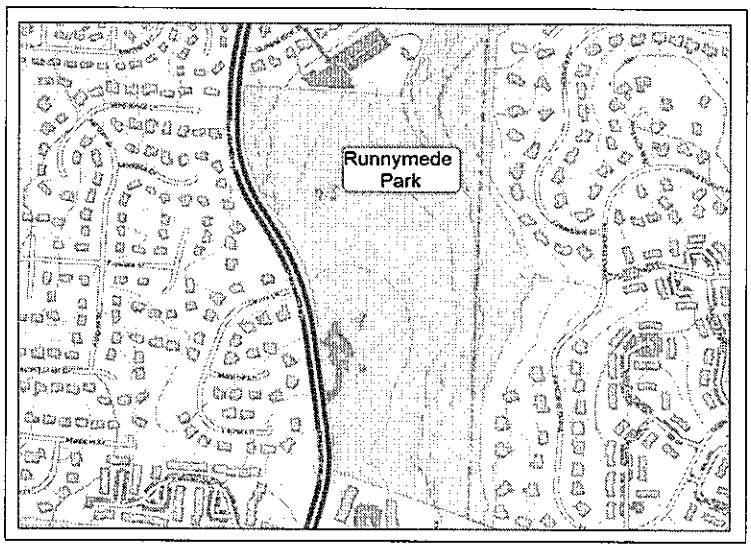
Adopted Goals and Objectives:

Cultivating A Sustainable Environment:

1. Develop and implement an environmental sustainability plan for the town. Sustain and enhance our parks.

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

2. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.				25	100				125
Construction and related services							2650		2650
Equipment/Furniture								260	260
TOTAL	**0**	**0**	**0**	**25**	**100**	**0**	**2650**	**260**	**3035**
FINANCING SOURCES:									
General Fund				25	100			260	385
G.O. Bonds							2650		2650
Intergovernmental Aid									0
Recreation Cash Proffers									0
Other									0
TOTAL	**0**	**0**	**0**	**25**	**100**	**0**	**2650**	**260**	**3035**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations								100	100
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100**	**100**

Town Hall Square Improvements

Project Number: 11-PR-15-002 Project Class: Grounds Department: Community Development

Project Description: Enhancements to the town green area near the Old Town Hall at Elden, Station and Lynn Streets. Improvements to enhance the use of the Town Hall Square to include replacement of the existing parking area between the Depot and the Town Hall with an additional gathering space, various seating options, and one or more activity options. The project will also create a space for temporary interactive art installations and possibly a space for a permanent art installation. Existing spaces such as Depot stage and lawn/audience areas to be preserved with potential upgrades to landscaping and surface treatments.

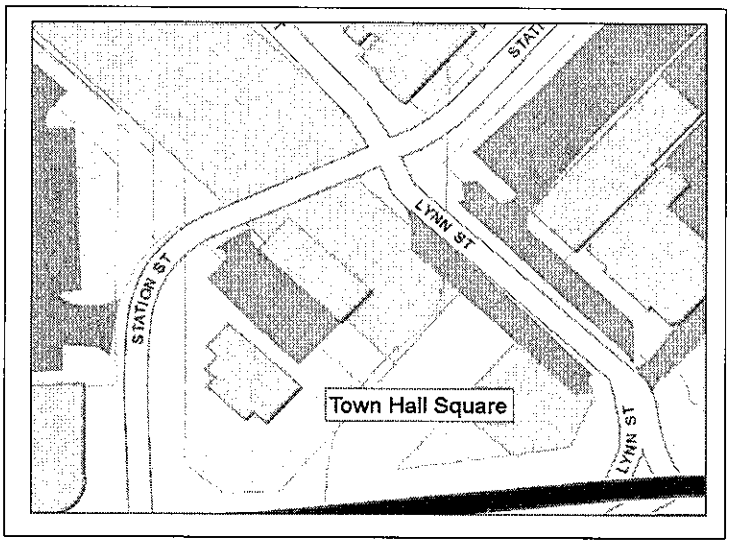
Adopted Goals and Objectives:

Cultivating A Sustainable Environment:

1. Develop and implement an environmental sustainability plan for the town. Sustain and enhance our parks.

Town of Herndon Parks & Recreation Department Strategic Plan 2013 – 2017:

2. Provide a balanced system of parks, trails, open space and recreational facilities which are equitably distributed and accessible to all residents.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.				50	TBD				50
Construction and related services									0
Equipment/Furniture									0
TOTAL	**0**	**0**	**0**	**50**	**0**	**0**	**0**	**0**	**50**
FINANCING SOURCES:									
General Fund				50	TBD				50
G.O. Bonds									0
Intergovernmental Aid									0
Recreation Cash Proffers									0
Other									0
TOTAL	**0**	**0**	**0**	**50**	**0**	**0**	**0**	**0**	**50**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Trails to Herndon Metrorail

Project Number: 03-ST-12-001 | Project Class: Streets | Department: Community Development

Project Description: This project will provide improvements to create better pedestrian and bicycle access to the Metro entrance pavilion that will be located just to the north of the Herndon Metrorail Station. Pedestrian and bicycle improvements include improved sidewalk and asphalt trail facilities connecting the intersection of Van Buren Street and Worldgate Drive with the entrance pavilion, making use of an existing easement. Depending on the position and coverage of adjacent lighting fixtures, the trail may require lighting. Reserves as shown are HB2313 funding and also include the following Fairfax County Herndon Metrorail Station Access Management Study (HMSAMS) funding as approved by Fairfax County: Crosswalk at Van Buren St. and Worldgate Dr. ($250,000); Chandon Park Connector Trail to Worldgate Trail ($500,000, supporting design to occur in FY18 with funding at $200,000 and construction for FY19 with $300,000.) Fairfax County to reimburse town per design agreement followed by construction agreement.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals:

1. Project implements multi-modal methods to move people in and around town.

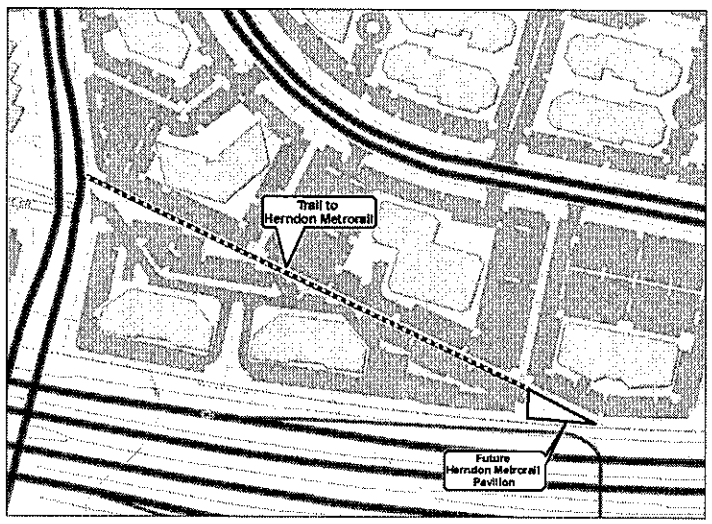
2. Expand pedestrian and bicycle routes.

From 2030 Comprehensive Plan :

3. To facilitate alternative modes of transportation within the town.

4. Continue to integrate pedestrian and bicycle facilities with the street and transit network through the trail and sidewalk program.

5. Implement the Master Trails Plan to expand pedestrian and bicycle routes to include the north/south pedestrian and bike route.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									
Construction and related services	1065								1065
Equipment/Furniture									0
TOTAL	**1065**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1065**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid -F.Co. HMSAMS	750								750
Approved CMAQ funding									0
HB2313-local/30% share	315								315
TOTAL	**1065**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1065**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Wayfinding Signs and Historic Markers

Project Number: 10-CD-16-001 Project Class: Grounds Department: Community Development

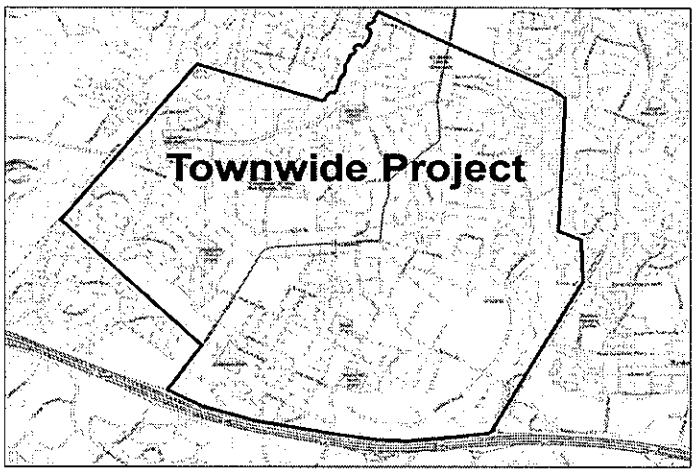
Project Description: The historic marker program has been established with most of the markers installed. Approximately seven remaining markers will be fabricated and installed in FY 2018. Program completion is expected within the first quarter of FY 2019. In FY2016, design was finalized and the manufacturer chosen.

A town-wide coordinated wayfinding sign program is planned with focus on the downtown and the metro station area. This program would direct pedestrian, bicyclists, and motorists to specific transportation facilities such as the W&OD trail and the metro station, to civic and community buildings such as the library or HMC, and in mixed-use activity centers may provide wayfinding for certain businesses or commercial developments. Funding will be required for the design, construction, and installation of these signs. Funding is programmed with design the first year and construction subsequent years with an anticipated completion coordinated with the opening of the Herndon Metrorail Station.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals:

1. Develop and implement a strategy to identify distinctive features/locations of Herndon and use signage, streetscaping, and beautification efforts.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin. 70+40	110		20						130
Construction and related services	15		120						135
Equipment/Furniture									0
TOTAL	**125**	**0**	**140**	**0**	**0**	**0**	**0**	**0**	**265**

FINANCING SOURCES:									
General Fund	125		140						265
G.O. Bonds									0
Intergovernmental Aid									0
Other									0
TOTAL	**125**	**0**	**140**	**0**	**0**	**0**	**0**	**0**	**265**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

East Elden Street (from west of Van Buren St to Fairfax Co. Parkway)

Project Number: 03-ST-97-001 Project Class: Street Department: Community Development (VDOT Project)

Project Description: This VDOT project will improve Elden Street, from Fairfax County Parkway to Van Buren Street, in accord with the Town Council resolution of October 13, 1998. Project elements include streetscape and median enhancements. Elden Street will be widened to a six-lane divided section with a vegetated median strip between the Herndon and Fairfax County Parkways. From Herndon Parkway to Van Buren Street, the project will include a four-lane section with vegetated median strip with dedicated turning lanes. The project will make a transition down to two travel lanes west of Van Buren Street and approaching Monroe Street.

VDOT's Six-Year Improvement Program (SYIP) is the source for the figures below. The project is currently using federal surface transportation (RSTP) funding for the engineering design phase. The project is being designed and constructed by VDOT, in cooperation with the Town of Herndon. Slight increase to FY 25 funding is pending.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals :

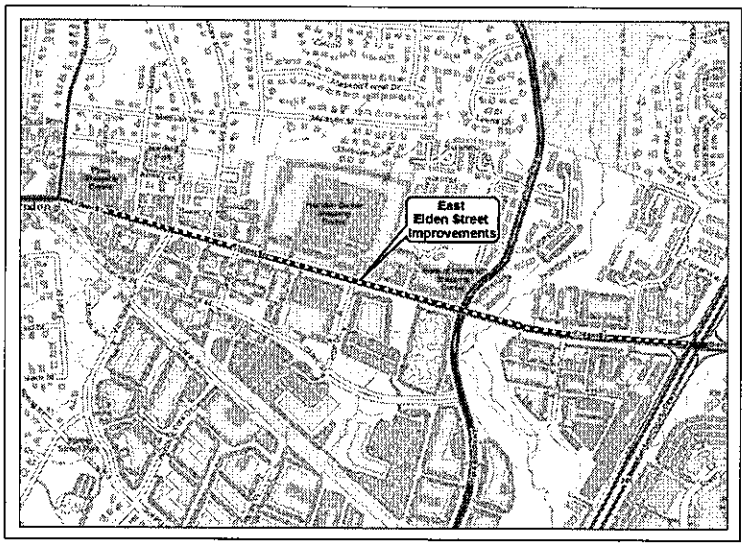
1. Project implements multi-modal methods to move people in and around town.

2. Expand pedestrian and bicycle routes.

From 2030 Comprehensive Plan :

3. Identify and program sufficient resources to complete major elements or upgrades to the planned road network.

4. To facilitate alternative modes of transportation within the town.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services									0
Equipment/Furniture									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

FINANCING SOURCES:									
General Fund (local match)	72								72
Legacy CN Formula, other	577								577
RSTP	4736	699	109	600	650	725	800		8319
Specialized State and Federal	781								781
HB2313-Regional (70%)	10400								10400
VDOT Smartscale				12287	13809			0	26096
TOTAL	**16566**	**699**	**109**	**12887**	**14459**	**725**	**800**	**0**	**46245**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Vehicular and Pedestrian Access to Herndon Metrorail

Project Number: 3-CD-08-002 Project Class: Street Department: Community Development

Project Description: This project will provide improvements to create better vehicular and pedestrian access in the vicinity of the north side of the Herndon Metrorail Station. A drop-off lane for both directions along Herndon Parkway is proposed to accommodate Fairfax Connector buses and for drivers to pull off of Herndon Parkway to drop off Metrorail passengers in a safe manner. The town was allocated previous CMAQ funding, with an additional $300,000 in FY2022 approved by the Northern Virginia Transportation Authority for enhancements, signalization, etc. that will be needed beyond the initial improvements. The project will be using $250,000 of HMSAMS funding for a mid-block signalized crosswalk at Herndon Parkway and the sidewalk extending from the station entrance. The town anticipates that additional enhanced pedestrian and vehicle facilities beyond this project will be funded through developer commitments associated with rezoning for redevelopment. Metrorail service in Phase 2 of the Silver Line may be available by 2020, extending the line from Wiehle Ave Station through Dulles Airport to Route 772 in Loudoun County. Construction of the town access project is anticipated during FY19 and will need to be coordinated with construction of the entrance pavilion and sidewalk by Metrorail.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals :

1. Advocate appropriate access improvements for the opening of the Herndon Station.

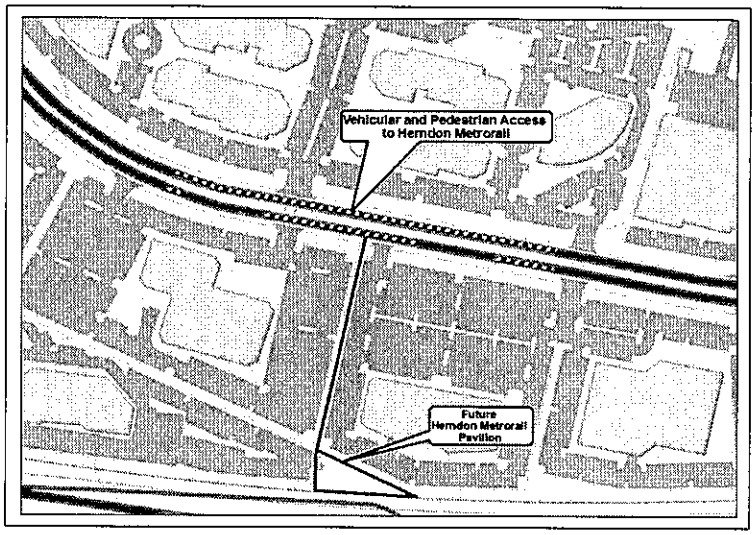
2. Project implements multi-modal methods to move people in and around town.

From 2030 Comprehensive Plan :

3. Provide enhanced access facilities at the north side of the Herndon Metorail Station.

4. Continue to support the Herndon Metrotrail Station and develop plans for surrounding access to the station.

5. To facilitate alternative modes of transportation within the town.



amounts indicated = dollars in thousands

ESTIMATED COST:	Previous Allocation	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
		Fiscal Year							
Land Acquisition	200								200
Architecture/Engin./Admin.	600								600
Construction and related services	2050	75	307		50		100		2582
Equipment/Furniture									0
TOTAL	**2850**	**75**	**307**	**0**	**50**	**0**	**100**	**0**	**3382**

FINANCING SOURCES:									
Regional Surface Trans. Program									0
G.O. Bonds									0
Intergovermmental Aid (HMSAMS)	250								250
HB2313 Regional 70% share	1100								1100
CMAQ Funding	1500	75	307		50		100		2032
TOTAL	**2850**	**75**	**307**	**0**	**50**	**0**	**100**	**0**	**3382**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Van Buren Street Improvements (Spring Street to Herndon Parkway)

Project Number: 03-ST-13-001 Project Class: Street Department: Community Development

Project Description: This project will rebuild a portion of Van Buren Street to create a "complete street" with emphasis on vehicle mobility and pedestrian/bicycle facilities. This section of street provides a key linkage for multi-modal movements between the W&OD Trail and Downtown Herndon to the Herndon Metro Station. Van Buren Street curb lines and drainage features will likely be relocated to provide dedicated space for enhanced bicycle and pedestrian facilities. The general approach is to work within existing right of way, as much as possible, which varies in width. Surveys, concept designs, and preliminary cost estimates have been completed using $150,000 of previous HB2313 funds (not shown). Remaining engineering and construction will use Fairfax County HMSAMS funding and Transportation Alternatives Set Aside funds. Design began in FY18. Construction of the project may occur in two phases: from Alabama north to Spring Street and from Alabama south to the Herndon Parkway.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals:

1. Develop long-range plan for multi-modal methods to move people in and around town.

2. Advocate appropriate access improvements for the opening of the metro station.

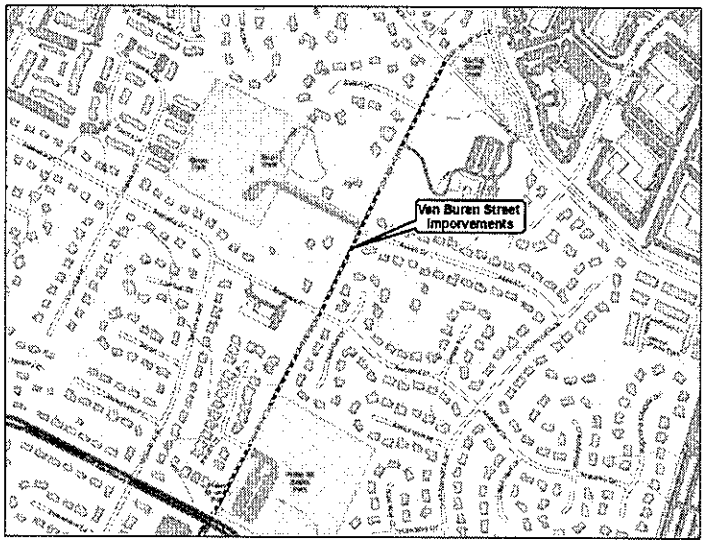
3. Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include he north/south bike route.

From 2030 Comprehensive Plan:

4. Facilitate alternative modes of transportation in town.

5. Provide safe street that are friendly to pedestrians and bicyclists.

6. Continue to integrate pedestrian and bicycle facilities with the street and transit network.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition	240								240
Architecture/Engin./Admin.	580								580
Construction and related services	3338								3338
Equipment/Furniture									0
TOTAL	**4158**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4158**

FINANCING SOURCES:									
General Fund	70								70
Fairfax Co. HMSAMS funding-PENDING	2200								2200
Transportation Alternatives Program	1110								1110
HB2313 local 30%	778								778
TOTAL	**4158**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4158**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Van Buren Street Improvements (Herndon Parkway to South Town Line plus north segment)

Project Number: 03-ST-18-001 Project Class: Street Department: Community Development

Project Description: This project will retrofit the character and composition of Van Buren Street between Herndon Parkway and the Monroe Street bridge at the South Town line as a continuation of the complete street design of Van Buren Street to the north of Herndon Parkway. Its primary purpose is to provide a continuous facility for multi-modal movement especially pedestrian and bicycle activity that links with the County dedicated pedestrian and bicycle facilities at the bridge. This improvement would serve as the final link of the Folly Lick -Spring Branch Regional Trail and enhance multi-modal level of service and access in and around the Herndon Metro Station area. Herndon Metro Station Access Management Study (HMSAMS) initiated funding from Fairfax County will be used for the planning study and concept design and also for design and construction when approved through agreements with Fairfax County and the Town of Herndon. The scope also includes bicycle facility improvements on the short segment between Spring Street and the W&OD Trail.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals:

1. Develop long-range plan for multi-modal methods to move people in and around town.

2. Advocate appropriate access improvements for the opening of the metro station.

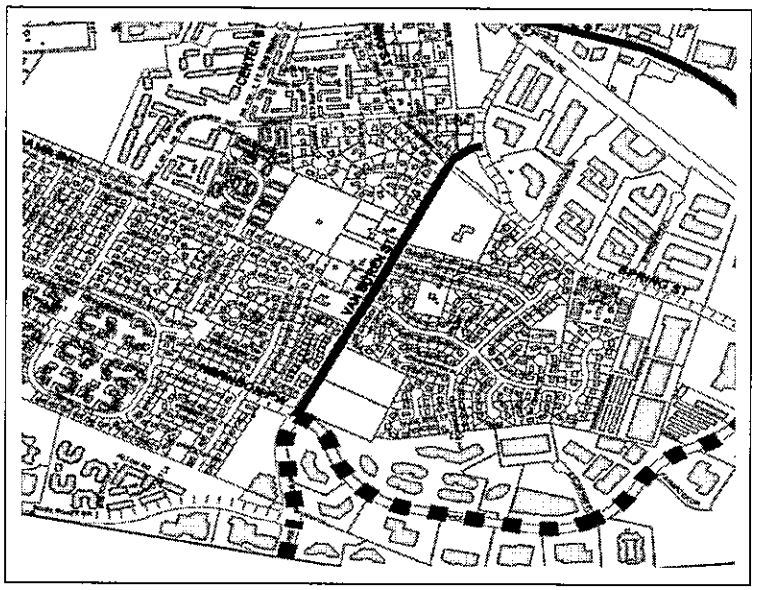
3. Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include he north/south bike route.

From 2030 Comprehensive Plan:

4. Facilitate alternative modes of transportation in town.

5. Provide safe street that are friendly to pedestrians and bicyclists.

6. Continue to integrate pedestrian and bicycle facilities with the street and transit network.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.	500								500
Construction and related services	2130	TBD							2130
Equipment/Furniture									0
TOTAL	**2630**	**0**		**0**	**0**	**0**	**0**	**0**	**2630**

FINANCING SOURCES:									
General Fund									0
Fairfax Co. HMSAMS funding -PENDING	1780	TBD	TBD						1780
Transportation Alternatives Program									0
HB2313 local 30%	850								850
TOTAL	**2630**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2630**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Worldgate Drive Extension

Project Number: 03-ST-97-001 Project Class: Street Department: Community Development

Project Description: The Worldgate Drive Extension is a keystone infrastructure improvement for the Herndon Transit Oriented Core as included in the Metrorail Station Area Plan. Per the area plan adopted as part of the town's comprehensive plan by the Town Council on February 28, 2012, Worldgate Drive will be extended from Van Buren Street to the Herndon Parkway, providing additional capacity to the street network for Metrorail redevelopment. A concept and preliminary engineering has been completed to provide private developers with cost estimates and a detailed concept for right of way dedications. The town is anticipating private development to complete final engineering and construction of the project through redevelopment. A previous allocation of Northern Virginia Transportation Authority HB2313 local 30% share funding covered creation of base engineering and concept plan.

Adopted Goals and Objectives:

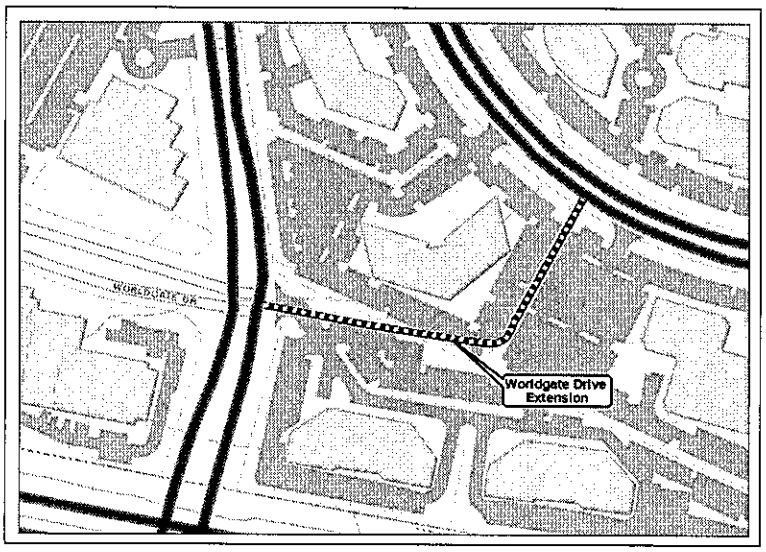
From 2035 Vision Plan and Goals :

1. Advocate appropriate access improvements for the opening of the Herndon Station.

From 2030 Comprehensive Plan :

2. Provide enhanced access facilities at the north side of the Herndon Metorail Station.

3. Continue to support the Herndon Metrotrail Station and develop plans for surrounding access to the station.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services		TBD	TBD						0
Equipment/Furniture									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Private Developers to fund		TBD	TBD						0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									
Debt Service									
Personnel/Operations									
TOTAL									

Sterling Road Multi-Modal Improvements

Project Number: 03-CD-16-002 Project Class: Streets Department: Community Development

Project Description: This project envisions the reconfiguration of Sterling Road, from Elden Street to Herndon Parkway, to reflect the town's current plans for traffic management and circulation in residential areas. This project is to begin with a study to include a concept design and traffic impact analysis. As part of the study, a warrant analysis will be prepared to determine the need for a signalized intersection with Crestview Drive. The study is also to include the feasibility of a bike facility between Elden Street and the town limits. The general guidance for the concept design is to convert the existing, undivided, three-lane section to a two-lane roadway with a middle lane for turning movements and where appropriate a landscaped median. Proposed improvements will function to enhance traffic mobility, while providing for safer pedestrian and bike accommodations. The project could be eligible for future transportation funding under the Federal roadway surface program, VDOT's revenue sharing program and state HB-2313 allocations as well as a potential candidate through VDOT's Transportation Alternatives Program.

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals

1. Develop long-range plan for multi-modal methods to move people in and around town.

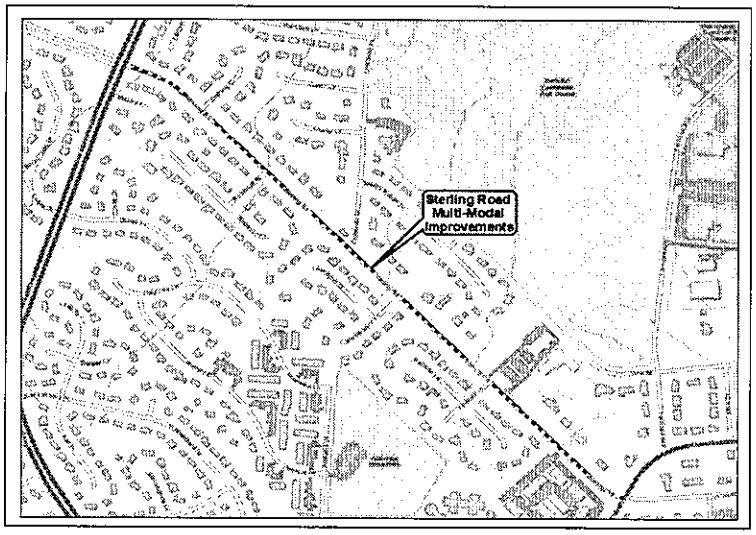
2. Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include he north/south bike route.

From 2030 Comprehensive Plan

3. Facilitate alternative modes of transportation in town.

4. Provide safe streets that are friendly to pedestrians and bicyclists.

5. Continue to integrate pedestrian and bicycle facilities with the street and transit network.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.	148		200						348
Construction and related services				800	800				1600
Equipment/Furniture									0
TOTAL	**148**	**0**	**200**	**800**	**800**	**0**	**0**	**0**	**1948**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid (TBD)									0
HB2313 Local 30%	**148**		200	800	800				1948
TOTAL	**148**	**0**	**200**	**800**	**800**	**0**	**0**	**0**	**1948**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Bicycle Facilities & Accommodations

Project Number: 03-CD-16-001 Project Class: Streets Department: Community Development

Project Description: This project will provide funding for bicycle facilities to connect missing links in the Town's bicycle facility network, in compliance with and to advance the Town Council endorsed Fairfax County Bicycle Master Plan. Facilities may include on-street bicycle lane and sharrow markings, on-street bicycle racks and other amenities, and may be used to support a bicycle sharing service in town. Multiple bicycle improvements included in the Bicycle Master Plan are designed and funded as part of other CIP projects such as East Elden Street and Van Buren Street. This project will implement the bicycle facility improvements that are not included in those major roadway improvement projects. These connections are intended to be completed with little to no adjustments to curb lines. The principal bicycle network connections to be made include:

- Center Street (Station St - Alabama Dr)
- Dranesville Road (Park Ave - Madison St)
- Locust Street (Elden St - Center St)
- Station Street (Center St - Park Ave)
- Dranesville Road (Herndon Pkwy - North town line)
- Van Buren Street (W&OD - Park Ave)

Adopted Goals and Objectives:

From 2035 Vision Plan and Goals

1. Develop long-range plan for multi-modal methods to move people in and around town.

2.Advocate appropriate access improvements for the opening of the metro station.

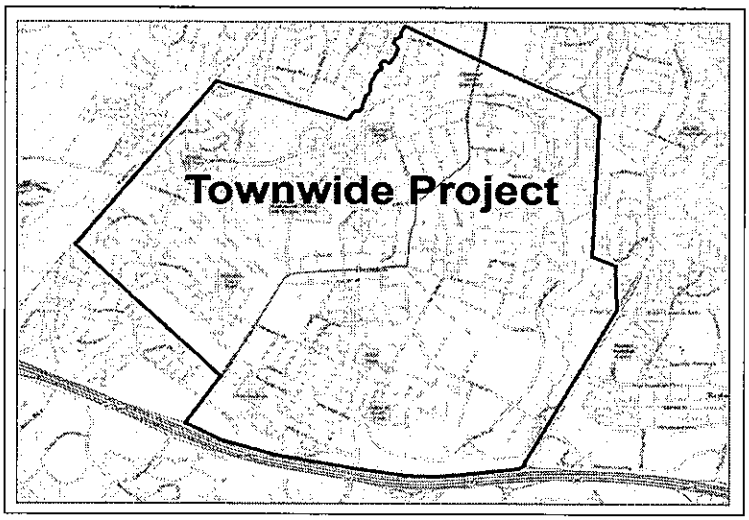
3.Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include the north/south bike route.

From 2030 Comprehensive Plan

4. Facilitate alternative modes of transportation in town.

5. Provide safe streets that are friendly to pedestrians and bicyclists.

6. Continue to integrate pedestrian and bicycle facilities with the street and transit network.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.			50						50
Construction and related services	48		156						204
Equipment/Furniture	14								14
TOTAL	**62**	**0**	**206**	**0**	**0**	**0**	**0**	**0**	**268**

FINANCING SOURCES:									
General Fund	62		17						79
G.O. Bonds									0
Grant - TBD (VDOT Enhancement/other)			189						189
Downtown Parking Fund									0
Other -Developer									0
TOTAL	**62**	**0**	**206**	**0**	**0**	**0**	**0**	**0**	**268**

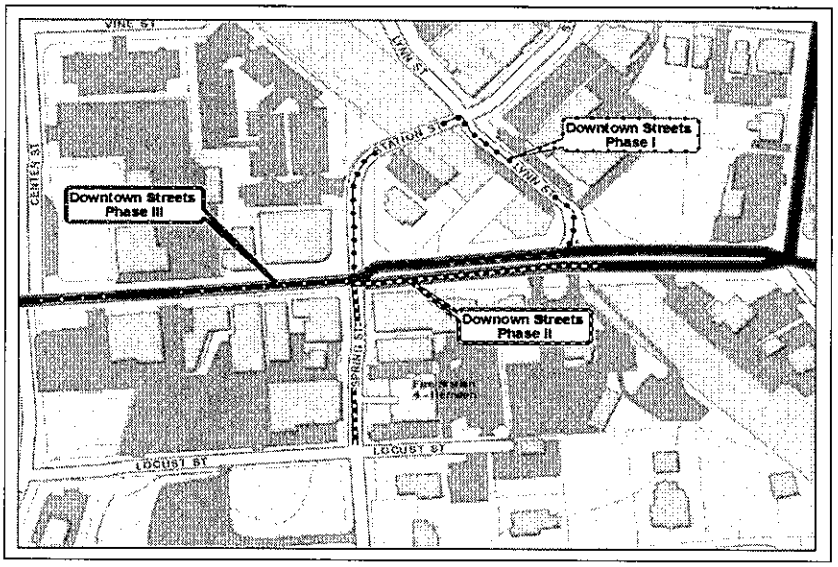
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0

Downtown Streets-Phase 3

Project Number: 03-ST-96-001A | Project Class: Street | Department: Public Works

Project Description: This is a VDOT Transportation Alternatives Program (TAP-formerly Enhancement) grant project to widen and enhance streetscapes with brick sidewalks, grated tree wells and other features consistent with the "Downtown Streetscape" standards. This project is divided into three phases. Phases 1 and 2 are complete. Phase 3 funding is approved and is shown in Reserves. The Downtown Redevelopment project by Comstock will install a portion of the streetscape on the north side of Elden Street, east of Center Street. Additional dedication or right-of-way acquisition is required for Phase 3 for the south side of Elden Street.

Adopted Goals and Objectives:
Enriching Lives Through Arts and Entertainment:
1. Complete downtown streeetscape improvements.



amounts indicated = dollars in thousands

		Fiscal Year								
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition	50								50
Architecture/Engin./Admin.									0
Construction and related services	550								550
Equipment/Furniture									0
TOTAL	**600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**600**

FINANCING SOURCES:									
General Fund	120								120
G.O. Bonds									0
VDOT Enhancement Award	480								480
									0
TOTAL	**600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**600**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Elden-Center Streets Intersection Improvements

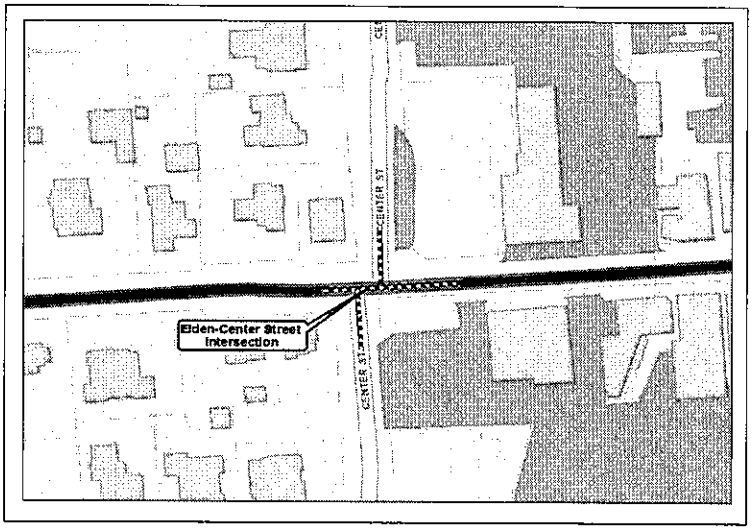
Project Number: 03-ST-00-001 Project Class: Street Department: Public Works

Project Description: This project supports the reconstruction and signalization of the Elden Street/Center Street intersection (the traffic signal at Elden/Grace Street will be retained). Enhancements include brick sidewalks and storm drainage improvements. Existing and future mixed use residential development on Center Street places greater traffic volumes in this project area. Additional revenue sharing funds were obtained in the FY2013 program to support construction of duct banks for future undergrounding of utilities. Construction is being coordinated with the town's PPEA redevelopment project on the northeast corner. The town has an agreement with Comstock relative to development of the property that was formerly town parking property and a car dealer. Right of way acquisition has begun and construction will follow in 2020.

Adopted Goals and Objectives:

Celebrating Community Spirit:
Continue to implement stormwater, sidewalk and street lighting projects in town neighborhoods.

Enriching Lives Through Arts and Entertainment:
Complete downtown streetscape improvements.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition	300								300
Architecture/Engin./Admin.	30								30
Construction and related services	1500								1500
Equipment/Furniture									0
TOTAL	**1830**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1830**

FINANCING SOURCES:									
General Fund	25								25
HB2313 Local -30% shared- projected FY15	850								850
G.O. Bonds	180								180
VDOT Revenue Sharing	775								775
TOTAL	**1830**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1830**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

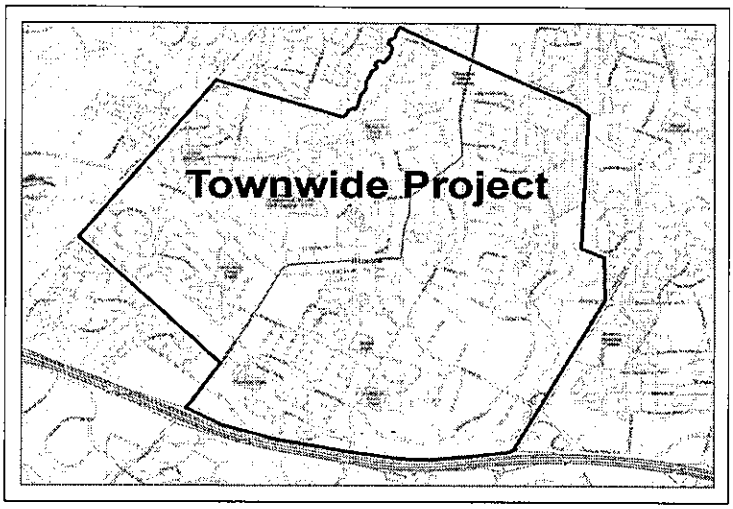
Streetlights

Project Number: 03-ST-94-003 Project Class: Street Department: Public Works

Project Description: This project supports the installation of streetlights in the older areas of town as well as between and adjacent to developments that lack street lighting. Streetlights increase traffic safety, provide additional safety for pedestrians and deter crime. A process for the project selection was developed in FY2009 with an emphasis on safety, police reports, HOA and citizen requests as priority elements. Projects may be reprioritized each year as the program is re-evaluated.

	Reserves	FY 2020	FY 2021	FY2022	FY2023
Upgrades to Existing Street Lights - various locations	40				
Elden St. - 1000 to 1100 Block (cobras)	80				
Grace Street (acorns)			70		
H Pkwy - Cavendish-Worchester(cobras)			50		
Spring St-VB to Adele Grdn Way(cobras)				75	
H Pkwy -Palmer to Van Buren(cobras)					40

Adopted Goals and Objectives:
Celebrating Community Spirit:
Continue to implement storm water, sidewalk, and street lighting projects in town neighborhoods.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services	120		120	75	40				355
Equipment/Furniture									0
TOTAL	**120**	**0**	**120**	**75**	**40**	**0**	**0**	**0**	**355**
FINANCING SOURCES:									
General Fund	120	0	120	75	40				355
G.O. Bonds									0
Intergovernmental Aid									0
									0
Other									0
TOTAL	**120**	**0**	**120**	**75**	**40**	**0**	**0**	**0**	**355**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Storm Drainage Improvements

Project Number: 05-SM-96-001 Project Class: Storm Drainage Department: Public Works

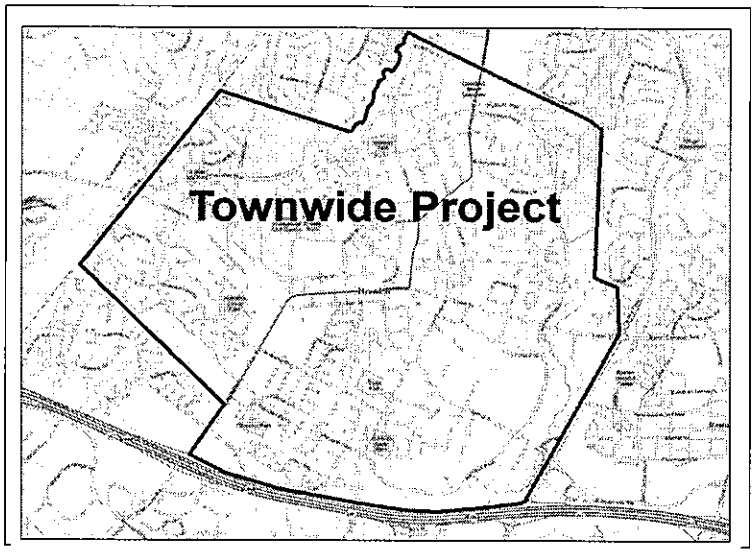
Project Description: This CIP program addresses local area drainage problems. This program may also fund drainage elements of town projects. A portion of the Fairfax County Stormwater Tax Revenues will be assigned to this program each year.

	Reserves	FY 2020	FY 2021	FY 2022	FY 2023
Spring Street, Nash to Van Buren		0		250	
Van Buren, Park to First Street	50	0	300		
Van Buren/Fillmore Area Study	100	0			
Small Area Drainage Improvements	70	0		50	300
Total	**220**	**0**	**300**	**300**	**300**

Adopted Goals and Objectives:

Celebrating Community Spirit:

1. Continue to implement storm water, sidewalk, and street lighting project in town neighborhoods.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.	150								150
Construction and related services	70	300	300	300	300				1270
Equipment/Furniture									0
TOTAL	**220**	**300**	**300**	**300**	**300**	**0**	**0**	**0**	**1420**

FINANCING SOURCES:									
Fairfax Co. Stormwater Tax Revenue		300	300	300	300				1200
Pro Rata and General Funds	220								220
Intergovernmental Aid									0
TOTAL	**220**	**300**	**300**	**300**	**300**	**0**	**0**	**0**	**1420**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Sidewalks and Minor Trails

Project Number: 03-CD-08-001 Project Class: Street Department: Public Works

Project Description: This project provides funding for the replacement of brick sidewalks and for trail and sidewalk segments that are planned per the Master Trails Plan in the town's 2030 Comprehensive Plan. This project does not address trails designated as Regional (Folly Lick, Sugarland Run, Van Buren Street). Funding for projects is determined based upon a continuing project assessment and the need for trail easements on private properties. Future applications for Transportation Alternatives Program may be a factor in determining project funding and scheduling.

Sidewalks	
FY2020-Downtown Brick sidewalks - Center Street	250k
FY2021-Downtown Brick sidewalks-Fortnightly Ph1	275k
FY2022-Downtown Brick sidewalks-Fortnightly Ph 2	200k
FY2022 - Dranesville Road at Madison St. corner	85k
FY2023 - Locust St. - North segment (#910-#906)	45k
FY2023 - Locust St. -Fifth to Elden Street	190k
FY2024 - H Pkwy south side Crestview to Ferndale	250k
FY2026 - Madison - Monroe St. to Quincy St	20k
FY2027 - Monroe St - Elden to Van Buren St.	100k

Trails	
Third St. (east of Dranesville Rd) to Herndon Pkwy	75k
Need Easement - Vine St. to Sterling Rd.	30k
Need Easement - Florida Ave. to H. Pkwy	15k
Need Easement - Spring Park Place to W&OD Trail	15k
Need Easement - Palmer Drive to Campbell Way	45k
Need Easement - 200 Spring St. to W&OD Trail	10k
Need Easement - Spring St. to Quadrangle Dev.	100k
Need Easement - Huntsman Place Trail Connection	100k
Nash - Spring St. to Pearl St.	TBD

Adopted Goals and Objectives:

Celebrating Community Spirit:

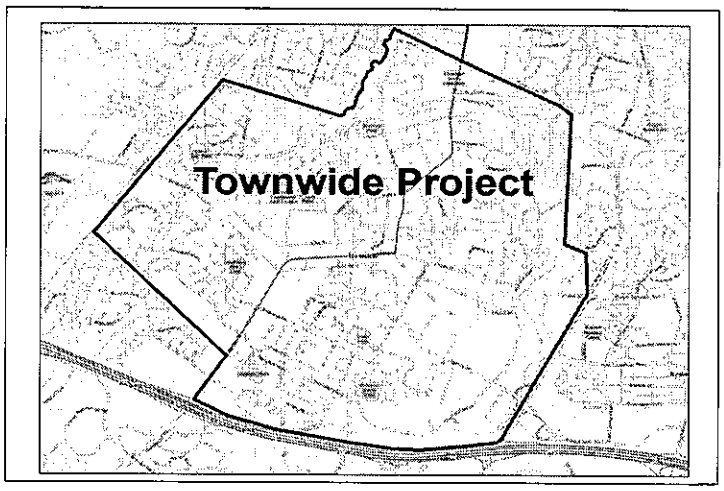
1. Continue to implement stormwater, sidewalk, and street lighting projects in town neighborhoods.

2030 Comprehensive Plan:

Master Trails Plan.

Cultivating A Sustainable Environment:

3. Implement the Master Trails Plan to expand pedestrian and bicycle routes, to include the north/south bike route.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services	555	250	275	285	235	250		120	1970
Equipment/Furniture									0
TOTAL	**555**	**250**	**275**	**285**	**235**	**250**	**0**	**120**	**1970**

FINANCING SOURCES:									
General Fund			275	285	235	250		120	1165
G.O. Bonds	555	250							805
Safe Routes To School Program									0
Fairfax Co. Funding									0
TOTAL	**555**	**250**	**275**	**285**	**235**	**250**	**0**	**120**	**1970**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Herndon Parkway/Van Buren St. Intersection

Project Number: 02-CD-08-001 Project Class: Traffic Control Department: Public Works

Project Description: This project provides for significant transportation improvements in order to relieve congestion and improve safety. This project focuses on the Herndon Parkway intersection with South Van Buren Street. Sterling Road/Herndon Parkway has separate funding and is shown as the next general fund project in the CIP. A concept study was completed in FY2014, resulting in Town Council adopting a preliminary plan for the intersection. Funding to date includes Regional Surface Transportation Program monies as well as HB2313 Regional 70% share funding. The intersection connects two Urban Minor Arterials that provide linkage to Fairfax County and access to redevelopment areas of the Herndon Transit Oriented Core as well as the future Herndon Metrorail station.

The project schedule anticipates design in finalization in FY2018, utility relocation and right of way acquisition in FY2019 and construction in FY2020.

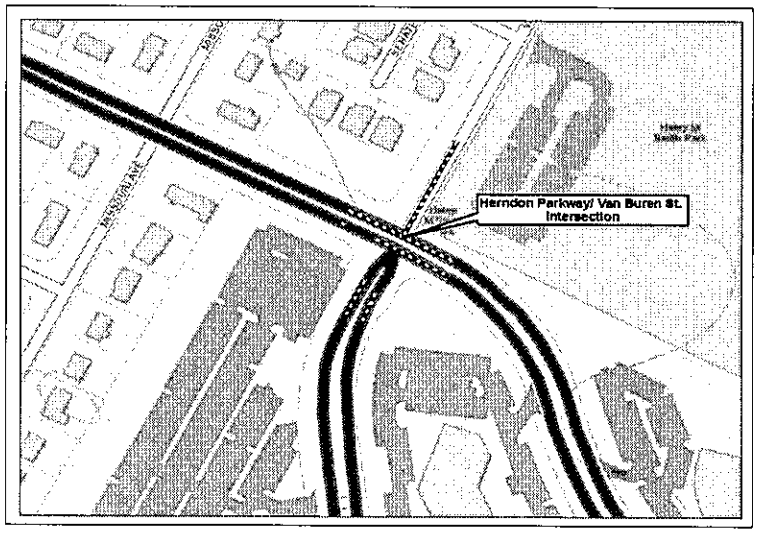
Adopted Goals and Objectives:

Cultivating a Sustainable Environment:

1. Advocate appropriate access improvements for the opening of Herndon Station.

Cultivating a Sustainable Environment:

2. Continue initiatives to have through traffic use the Herndon Parkway instead of internal streets.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition	500								500
Architecture/Engin./Admin.									0
Construction and related services	2100								2100
Equipment/Furniture									0
TOTAL	**2600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2600**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
RSTP	2100								2100
HB2313 Regional funding ("70% funding")	500								500
TOTAL	**2600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2600**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Herndon Pkwy/Spring St Intersection to F. Co. Pkwy

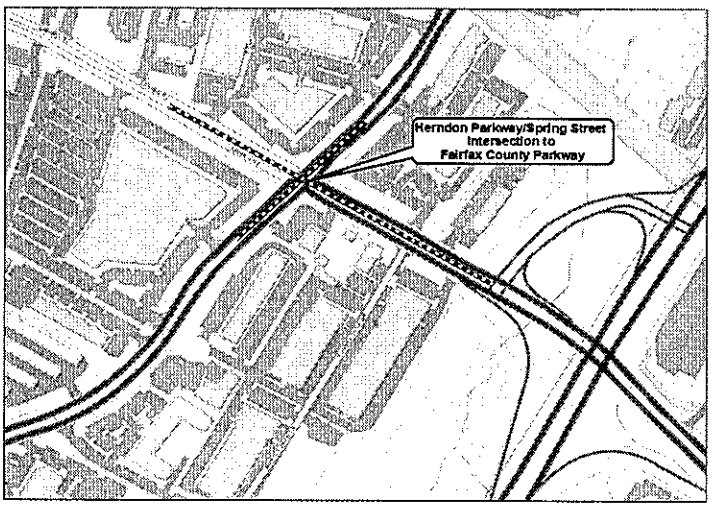
Project Number: 15-DPW-15-002 Project Class: Traffic Control Department: Public Works

Project Description: Widen and reconstruct Spring Street from 4 to 6 lanes between Fairfax County Parkway and Herndon Parkway; project limits extend westward approximately 650 feet west of Herndon Parkway; add turning lanes on approaches to the intersection of Herndon Parkway and Spring Street; reconfigure the Fairfax County Parkway off-ramp at Spring Street to accommodate an exclusive southbound left turn lane; add dedicated northbound right turn lanes on Herndon Parkway at Spring Street; add a second left turn lane on southbound Herndon Parkway at Spring Street; reconfigure existing traffic signals. Create a safe pedestrian crossing of the ramp to southbound Fairfax County Parkway along the southern side of Spring Street and connect the crossing to nearby sidewalks. Enhance safety facilities for pedestrians, cyclists and transit users. VDOT will administer this project and will design and build the project based on the funding shown. Funding from VDOT Revenue Sharing is PENDING APPROVAL by VDOT. The VDOT project name is East Spring Street Improvements.

Adopted Goals and Objectives:

Cultivating a Sustainable Environment:

1. Continue the initiative to have through traffic use the Herndon Parkway instead of internal streets.
2. Through thoughtful planning the town has a network of sidewalks, trails, streets and connections to public transportation that provides residents the opportunity for one-car or no-car living.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services	4916	3223	3039	200	100				11478
Equipment/Furniture									0
	4916	**3223**	**3039**	**200**	**100**	**0**	**0**	**0**	**11478**
FINANCING SOURCES:									
HB2313 30% local share	968								968
VDOT Rev. Sharing	926	926							1852
Revenue Sharing match -HMSAMS	774	774							1548
Gen. Fund match for Rev. Sharing	153	152							305
RSTP		90	415	200	100				805
VDOT Smartscale Funding	2095	1281	2624						6000
TOTAL	**4916**	**3223**	**3039**	**200**	**100**	**0**	**0**	**0**	**11478**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Downtown Utility Relocation

Project Number: 03-ST-11-001 Project Class: Street Department: Public Works

Project Description: A significant cost element of downtown redevelopment is the undergrounding/relocation of utilities. For an initial phase, the town installed underground duct bank for future relocation of overhead utilities through the Federal American Recovery and Reinvestment Act of 2009 (ARRA stimulus program). The project installed duct banks in Elden Street (from Spring/Station to east of Lynn Street) and through the intersection of Elden and Spring/Station. Duct bank installation along Spring Street, not completed with the ARRA project, was completed in 2014 prior to Phase 2 of the Downtown Streetscape project. Duct bank in Station Street from Elden to the W&OD is the next segment to be constructed. The FY2012 Adopted Budget increased the town's meals tax rate to 2.5 percent, and $150,000 of the additional collections is dedicated toward downtown utility relocation. This revenue will support debt service on G.O. bonds to fund construction. Future proffer contributions may also assist with funding this project. Proffers from approved projects include $50,000 from the Herndon Fire Station and $75,000 from the Vinehaven residential project ($75,000 not shown in reserves-expected to be encumbered in FY16). In Estimated Reserves, an order of magnitude estimate is noted to underground wires on Elden Street, from Monroe to possibly Center Street. New conduit has been installed and the overhead wires will be relocated into the conduit.

Adopted Goals and Objectives:

Enriching lives through Arts and Entertainment:

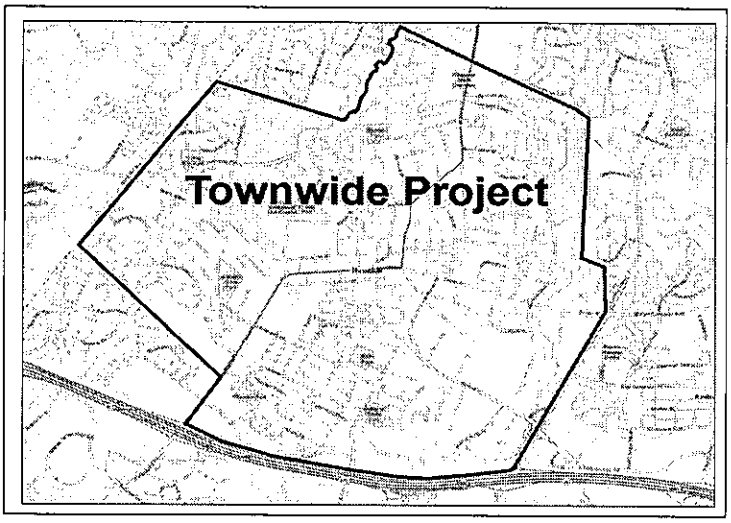
1. Complete downtown streetscape improvements.

2030 Comprehensive Plan:

2. Goals for downtown - Create a safe, pedestrian-friendly environment.

3. Goals for downtown - Create a singularly attractive downtown.

4. Public Facilities - Continue to place new and existing lines underground.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services	2925								2925
Equipment/Furniture									0
TOTAL	**2925**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2925**
FINANCING SOURCES:									
General Fund	150								150
G.O. Bonds	2600								2600
Intergovernmental Aid									0
Proffer + $125K developer contribution	175								175
TOTAL	**2925**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2925**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service		175	175	175	175	175	175	1875	2925
Personnel/Operations									0
TOTAL	**0**	**175**	**175**	**175**	**175**	**175**	**175**	**1875**	**2925**

Elden-Monroe Intersection Improvements

Project Number: Project Class: Street Department: Public Works

Project Description: This project redesigns and reconstructs the intersection of Monroe-Elden Streets. This project will link the East Elden Project, the Downtown Streetscape Project, and the Elden-Monroe private development project. Enhancements include a new traffic signal, brick crosswalks, sidewalks and storm drainage improvements. A state revenue sharing grant will support the project.

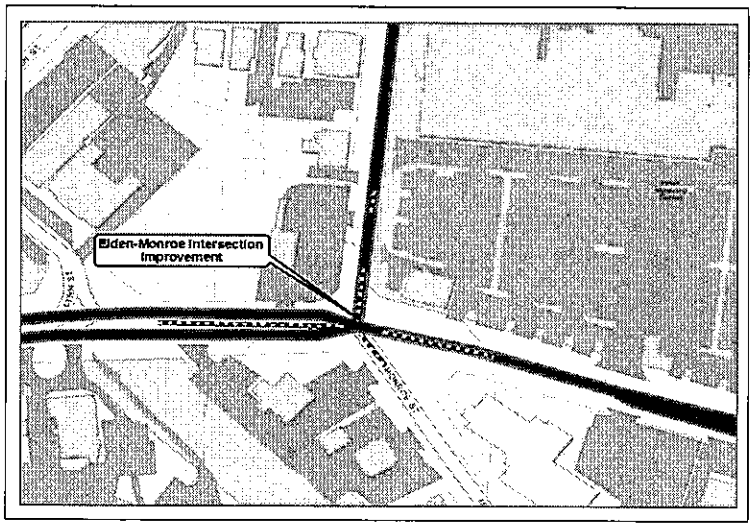
Adopted Goals and Objectives:

Enriching Lives Through Arts and Entertainment:

1. Complete downtown streetscape improvements.

Celebrating Community Spirit:

2. Continue to implement stormwater, sidewalk, and streetlighting projects in town neighborhoods.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition	200								200
Architecture/Engin./Admin.	150								150
Construction and related services	900	750							1650
Equipment/Furniture									0
TOTAL	**1250**	**750**	**0**	**0**	**0**	**0**	**0**	**0**	**2000**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
HB2313 Local 30%	602	375							977
Revenue Sharing Grants - (Approved)	625	375							1000
CIP Reallocation	23								23
TOTAL	**1250**	**750**	**0**	**0**	**0**	**0**	**0**	**0**	**2000**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Monroe Street Improvements

Project Number: Project Class: Street Department: Public Works

Project Description: This project adds curb and gutter and new sidewalk to the west side of Monroe Street from 761 Monroe to 815 Monroe, and on the east side of Monroe Street from 760 Monroe to approximately 170 feet north of Monroe Hill Court. Monroe Street will be widened to match improvements that have been constructed on both ends of the project. Storm drainage, lighting, and paving are included in the project. Grant funding may be pursued for the project in future grant applications. Potential sources include VDOT revenue sharing, HB2313 local funding and other sources.

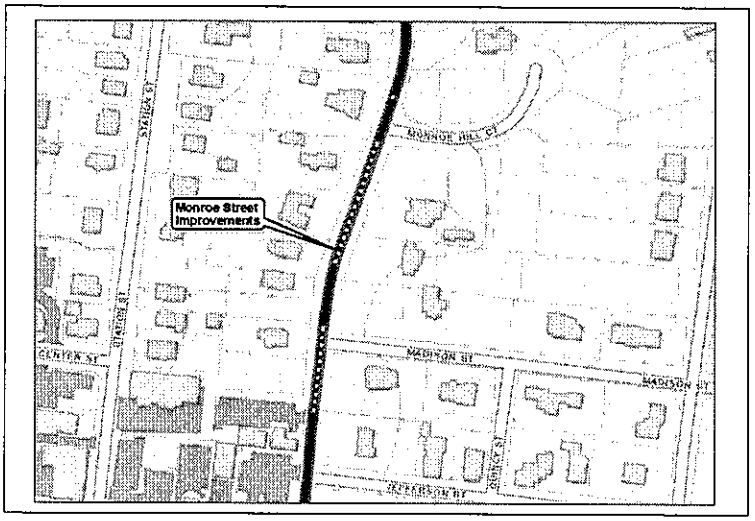
Adopted Goals and Objectives:

Celebrating Community Spirit:

1. Continue to implement stormwater, sidewalk, and street lighting projects in town neighborhoods.

Comprehensive Plan:

2. Provide safe streets that are friendly to pedestrians and bicyclists.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition			300						300
Architecture/Engin./Admin.		275							275
Construction and related services			399	TBD					399
Equipment/Furniture									0
TOTAL	**0**	**275**	**699**	**0**	**0**	**0**	**0**	**0**	**974**

FINANCING SOURCES:									
General Fund			375						375
HB2313 30% local funding		275	300	TBD					575
Proffer- Madison Single Lot Development			24						24
TOTAL	**0**	**275**	**699**	**0**	**0**	**0**	**0**	**0**	**974**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Information Technology

Project Number: 16-IT-97-001 Project Class: Information Technology Department: Information Technology

Project Description: FY 2019 - Next generation zoning and permitting application software with electronic plan review – Tyler technologies EnerGov.

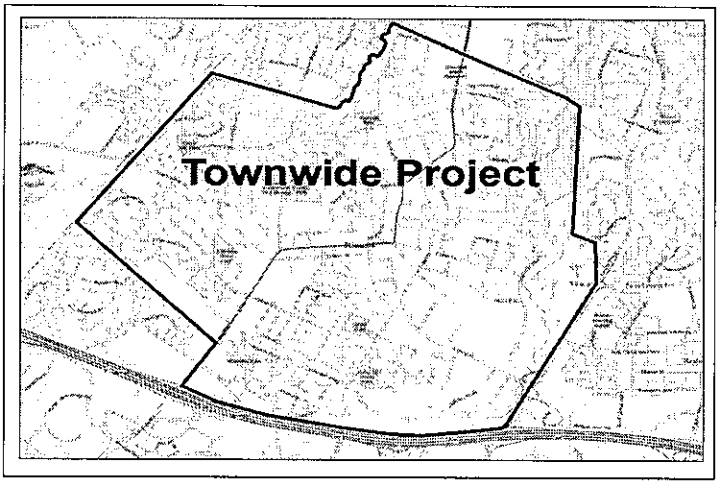
Adopted Goals and Objectives:

2035 Vision Plan Goals:

1. Provide robust online access for all town services and customer relationship management.

Championing Business and Technology:

2. Identify and evaluate opportunities to increase connectivity in the town.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.	109								109
Construction and related services									0
Equipment/Furniture									0
TOTAL	**109**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109**

FINANCING SOURCES:									
General Fund	109								109
G.O. Bonds									0
Intergovernmental Aid									0
Capital Leases									0
Other									0
TOTAL	**109**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109**

GENERAL FUND OPERATING IMPACT:									
Capital Costs	0	0	0	0	0	0			0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**			**0**

Police Radio Equipment

Project Number: 15-PO-15-01 Project Class: Special Equipment Department: Police

Project Description:

Police radios with associated equipment must be replaced due to obsolescence, interoperability, and encryption requirements. The project coordinates with Fairfax County as the lead communications point, and is largely driven by county timeframes and operational requirements. The expenditures are tentatively expected in FY 2019. The FY 2019 commitment of $211,000 is not shown here; this will be funded from reserves at the first FY19 Budget Amendment cycle. The overall project expense and CIP allocation for the Town of Herndon was decreased due to Fairfax County's agreement to purchase $372,000 worth of necessary equipment.

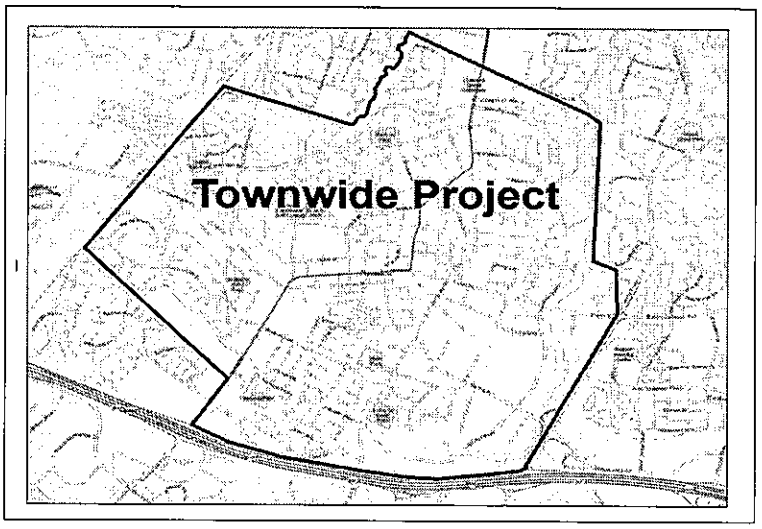
Adopted Goals and Objectives:

Accreditation Standard 81.3.4:

1. This communications capability among law enforcement and public service agencies, such as fire departments, ambulance services, public utilities, etc., is necessary to provide proper coordination and deployment of forces in emergencies. The capability may range from simple car-to-car arrangements to interagency and statewide networks.

Accreditation Standard 81.2.2

2. Immediate communications capability provides a measure of safety and security to law enforcement officers and the public.



amounts indicated = dollars in thousands

		Fiscal Year								
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services									0
Equipment/Furniture	630								630
TOTAL	**630**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**630**

FINANCING SOURCES:									
General Fund	630								630
G.O. Bonds									0
Intergovernmental Aid									0
Other									0
Other									0
TOTAL	**630**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**630**

GOLF COURSE FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Police Exterior Garage

Project Number: 09-PO-20-01 Project Class: Buildings Department: Police

Project Description: Construction of a permanent exterior garage facility (30' x 40') is needed to expand storage capacity for police bicycles, bulky emergency readiness equipment and supplies, adverse weather equipment and other agency property where space is not available nor suitable for storage inside the police facility. The garage will also support an area to perform technology maintenance associated with police vehicles and equipment. Adding an exterior garage will alleviate haphazard storage of bulky operational equipment inside and around the police facility and provide defined workspace to properly access, maintain, utilize and store the property and equipment.

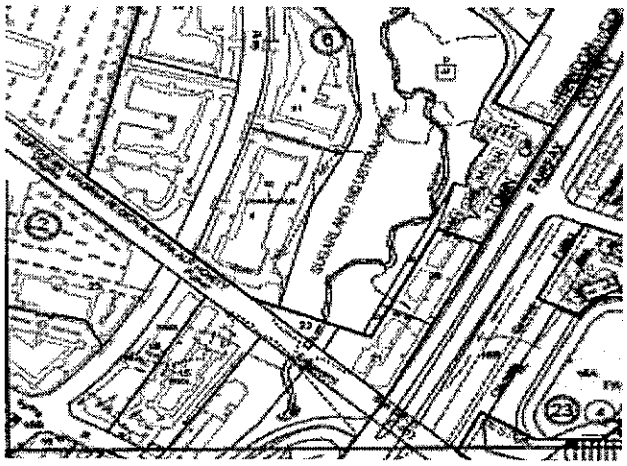
Adopted Goals and Objectives:

FY 2020 Budget

1. Providing adequate storage for bulky operational equipment and supplies, police bicycles and other readiness equipment meets the department's objective to maintain readiness for emergencies and other operational needs.

National Accreditation Standard 17.5.3:

2. Maintaining stored agency property in a state of operational readiness promotes effective response to incidents and proper protection and accountability of property.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services			700						700
Equipment/Furniture									0
TOTAL	0	0	700	0	0	0	0	0	700
FINANCING SOURCES:									
General Fund			700						700
Fairfax County									0
Intergovernmental aid									0
Capital Lease/Purchase									0
TOTAL	0	0	700	0	0	0	0	0	700
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	0	0	0	0	0	0	0	0	0

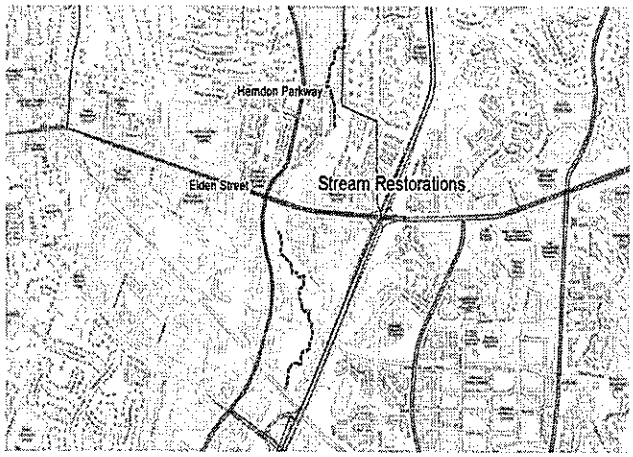
Stream Restoration

Project Number: 5-SM-18-002 Project Class: Storm Drainage Department: Public Works

Project Description: These projects are designed to address the quality of the town's stream banks and stream valley conditions. This project addresses a regional mandate to improve the Chesapeake Bay with reduction to the Total Maximum Daily Load of nutrients. TMDL targets have been set for the jurisdictions by Virginia DEQ. Urbanization and storm water have contributed to erosion and damage to the stream areas. These projects will use Fairfax County stormwater tax funding and possible grant funding to implement the projects. Stream restoration areas are identified as:

Sugarland Run (behind Herndon Police Department) - Design FY19, Construct FY21
Sugarland Run (south of Elden Street) - Construct - beyond
Sugarland Run (along Runnymede Park) - Construct - beyond

Adopted Goals and Objectives:
Cultivating a Sustainable Environment
1. Sustain and enhance our parks



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.	200		1000					TBD	1200
Construction and related services								TBD	0
Equipment/Furniture									0
TOTAL	**200**	**0**	**1000**	**0**	**0**	**0**	**0**	**0**	**1200**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid									0
Fairfax County Stormwater Tax	200		1000					TBD	1200
Other									0
TOTAL	**200**	**0**	**1000**	**0**	**0**	**0**	**0**	**0**	**1200**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Downtown Redevelopment - Arts Center

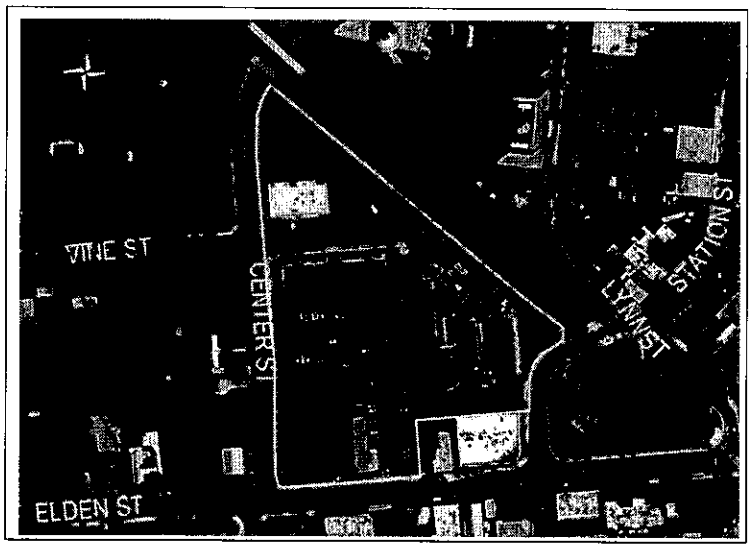
Project Number: 09-CD-17-10 Project Class: Buildings Department: Town Manager

Project Description: This project provides for the development of public parking as well as an arts center in the downtown in accord with the comprehensive plan. During 2017 a Comprehensive Agreement was negotiated between the town and Comstock and approved by Town Council. By the terms of the agreement Comstock provides permanent structured parking (339 spaces), the shell arts center facilities as well as temporary facilities during construction, other public space improvements and a $500,000 recreation proffer. The total public improvements are valued at $13.6M, while the town had invested $5.8M previously in land acquisition and the town funds $3.6M towards core facilities plus environmental clean-up, culvert repair, easements and other items. The town will also cover interior build-out for the arts center with all of the shell construction costs covered by Comstock. This project sheet displays the costs to be undertaken by the Town of Herndon for design and construction of the arts center interior build-out.

Adopted Goals and Objectives:

FY2016 Budget:
Enriching Lives Through Arts and Entertainment
-Goal 1: Make downtown a vibrant and year-round activity-based draw.

2030 Comprehensive Plan, Page III-25
2. Encourage Complementary Redevelopment



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Contribution to core facilities per CA									0
Architecture/Engin./Admin.	500								500
Construction by town -Art Ctr. interior			2500						2500
Equipment/Furniture									0
TOTAL	**500**	**0**	**2500**	**0**	**0**	**0**	**0**	**0**	**3000**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds			1300						1300
Fairfax Co. grant per town/county MOU			1200						1200
Other -proffer from Comstock	500								500
Other									0
	500	**0**	**2500**	**0**	**0**	**0**	**0**	**0**	**3000**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Traffic Signal Uninterruptable Power Supply

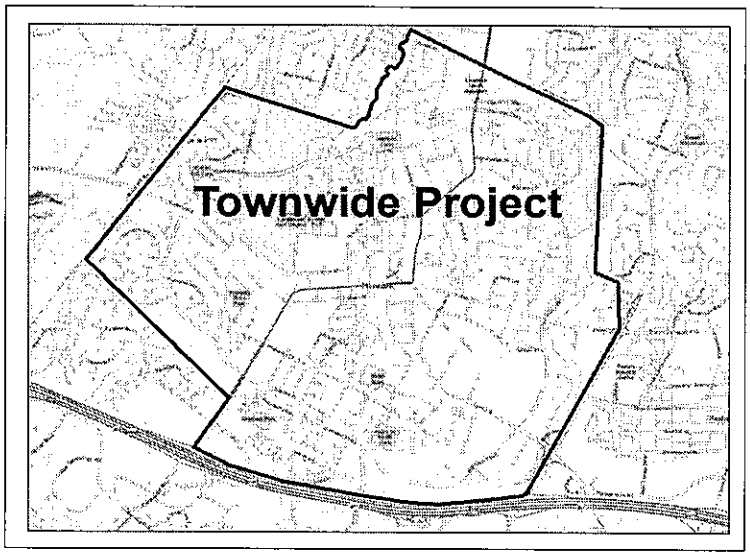
Project Number: 02-ST-18-003 Project Class: Traffic Department: Public Works

Project Description: Install uninterruptable power supplies for the town's traffic signals at higher volume intersections to enhance performance and limit traffic signal interruptions during power outages, and lower emissions during interruptions to traffic signal operations. Intersections identified include 25 intersections on Elden Street and Herndon Parkway. Installation is programmed over time using available grant funding.

Adopted Goals and Objectives:

2030 Comprehensive Plan:
1. To provide a transportation system that safely accommodates local traffic

2030 Comprehensive Plan:
2. Provide safe streets that are friendly to pedestrians and bicyclists.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services	150	150							300
Equipment/Furniture									0
TOTAL	**150**	**150**	**0**	**0**	**0**	**0**	**0**	**0**	**300**
FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid									0
HB2313 Local 30%	150	150							300
Other									0
TOTAL	**150**	**150**	**0**	**0**	**0**	**0**	**0**	**0**	**300**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Traffic Signal at Herndon Centre (former K-Mart)

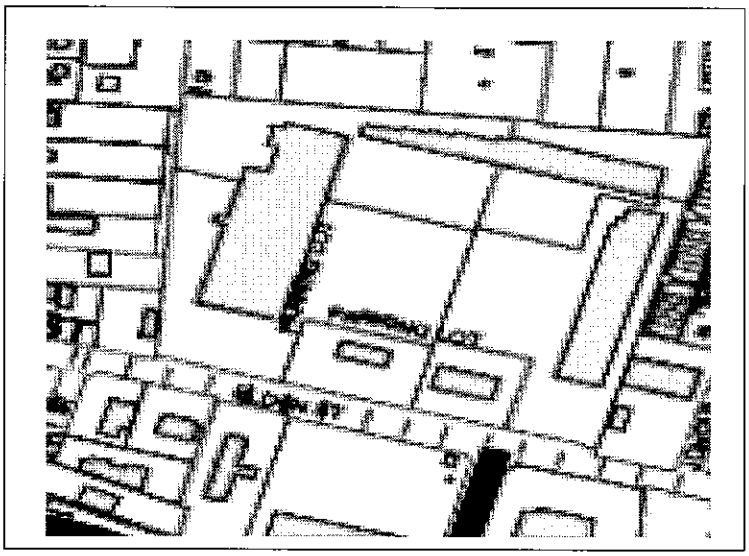
Project Number: 02-ST-18-003 Project Class: Traffic Department: Public Works

Project Description: Install traffic signal to include pedestrian facilities and design in coordination with VDOT street improvement project. Developer proffer from redeveloment of part of the Herndon Centre property on Elden Street supports portion of cost. The approved Proffered Condition Amendment PCA 18-101 included within the development proffers a contribution of $165,000 from the developer for the signal.

Adopted Goals and Objectives:

2030 Comprehensive Plan:
1. To provide a transportation system that safely accommodates local traffic

2030 Comprehensive Plan:
2. Provide safe streets that are friendly to pedestrians and bicyclists.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services		165							165
Equipment/Furniture									0
TOTAL	**0**	**165**	**0**	**0**	**0**	**0**	**0**	**0**	**165**
FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid									0
HB2313 Local 30%									0
Other - Proffer		165							165
TOTAL	**0**	**165**	**0**	**0**	**0**	**0**	**0**	**0**	**165**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

B. GOLF COURSE FUND PROJECTS

Clubhouse Expansion - Phase Three

Project Number: 09-GC-96-003 Project Class: Buildings Department: Golf Course

Project Description: This project willl provide for renovation of the golf course clubhouse, constructed in 1980. The project will include a new architectual image and replacement of the building exterior with a more modern material. Within financial limits, project planning will also refresh or potentially expand components of the existing structure, to include the pro shop, office, food service and golf cart storage areas.

Development of preliminary concept plans and budgetary cost estimates were completed in FY 2017. Based on these estimates, it will be necessary to prioritize options that can be addressed in the order of need and perceived value. A feasibility study is scheduled to be completed in FY 2023 before design commences. The current fiscal capacity of the Golf Course Enterprise Fund is not capable of assuming additional debt service until 2024.

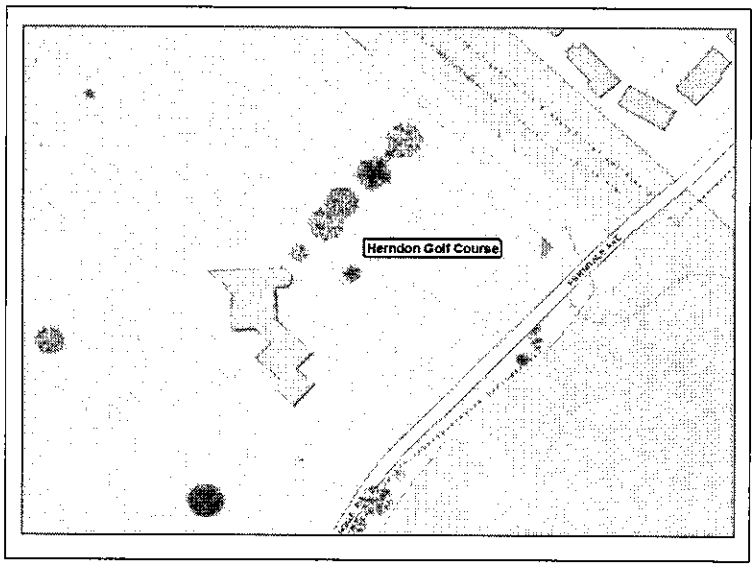
Adopted Goals and Objectives:

FY 2016 Budget:

1. Promote Herndon Centennial Golf Course to help establish the town as a desirable destination throughout the region.

FY 2016 Budget:

2. Provide programs and services of exceptional quality.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.	133				25	TBD			158
Construction and related services							TBD		0
Equipment/Furniture									0
TOTAL	**133**	**0**	**0**	**0**	**25**	**0**	**0**	**0**	**158**
FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid									0
Golf Course Fund	133				25	TBD	TBD		158
Other									0
TOTAL	133	0	0	0	25	0	0	0	158
GOLF COURSE FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service							TBD		0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	TBD	0	**0**

Golf Course Master Plan Improvements

Project Number: 10-GC-96-005 Project Class: Grounds Department: Golf Course

Project Description: The Herndon Centennial Golf Course Master Plan provides for improvements to include course playability, aesthetics, and maintainability. Phase Two improvements included fairway bunker renovations, reconstruction of selected tee complexes, cart path and curbing renovations. Future improvements, to include enhancements to the remaining tee complexes, are scheduled to be completed after FY 2025.

Additional materials and supplies required for turf maintenance of the enlarged teeing areas is anticipated to cost $3,000 annually.

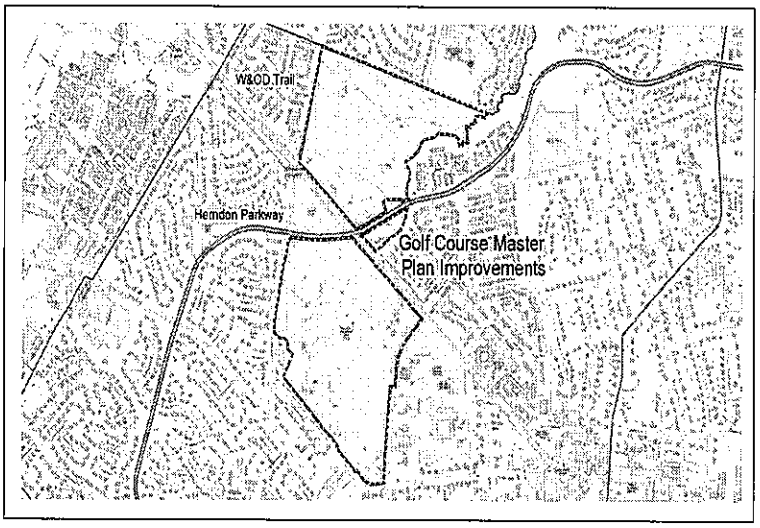
Adopted Goals and Objectives:

FY 2016 Budget:

1. Provide impeccably manicured playing conditions and an attractive setting in which to play.

2035 Vision Plan and Goals:

2. Develop and implement an environmental sustainability plan for the town.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.								85	85
Construction and related services								840	840
Equipment/Furniture									0
TOTAL	0	0	0	0	0	0	0	925	925

FINANCING SOURCES:									
General Fund									0
G.O. Bonds									0
Intergovernmental Aid									0
Golf Course Fund								925	925
Other									0
TOTAL	0	0	0	0	0	0	0	925	925

GOLF COURSE FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations								3	0
TOTAL	0	0	0	0	0	0	0	3	

C. WATER AND SEWER FUND PROJECTS

General Water Maintenance and Replacement

Project Number: 12-WS-96-001 Project Class: Water Department: Public Works

Project Description: This program provides for major component replacement of the water distri bution system. Major maintenance and replacement of system mains and facilities will be phased and prioritized based on pipe age, material, and localized General Fund projects, thus reducing the adverse impacts caused by frequent outages and the cost premiums experienced from system failure repairs. Increased frequency in water main breaks, funding, and re-prioritization of nearby General Fund projects may cause the replacement order to change as needed.

Fiscal Year	2020	2021	2022	2023	2024	2025	Beyond	TOTAL
Center Street - Locust Street to Nash Street	650							650
Wilshire Dr - Alabama Dr to Magnolia Lane	100	790						890
Dranesville Road -Park Ave. to Fillmore St.		55	440					495
Monroe Street - Elden Street to Oak Street			15	100				115
Nash St.- Fairfax Ln to Spring St with Bowers Ln			40	290				330
Florida Ave - Bruce Court -Archer Court				105	600			705
Patrick Dr/Pickett Ln & Palmer Dr to Alabama					100	720		820
Miss/Calhoun/Stuart to Missouri						75	450	525
TOTAL	750	845	495	495	700	795	450	4,530

Adopted Goals and Objectives:

Comprehensive Plan Goals for Public Service:

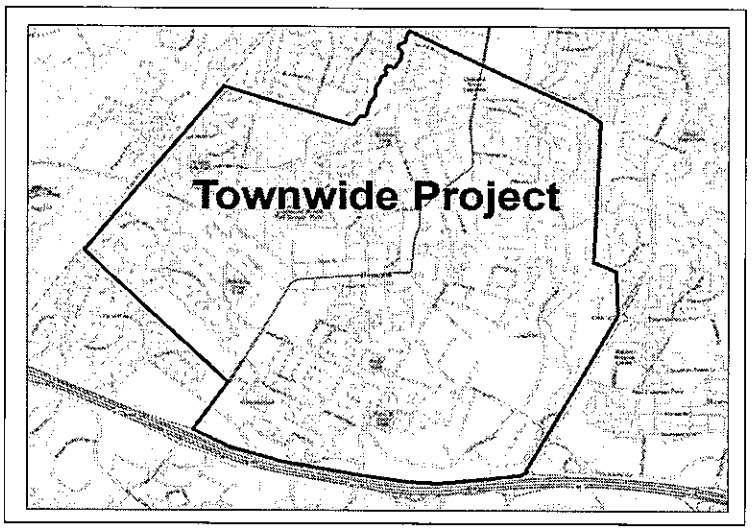
1. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the town residential and commercial residents.

FY 18 adopted Budget:

2. Implement efficient and cost effective improvements of the water supply system. Maintain the water supply system with the highest standard.

FY 18 adopted Budget:

3. Maintain compliance with state and federal safe drinking water standards.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.		100	55	55	105	100	75	TBD	490
Construction and related services		650	790	440	390	600	720	450	4040
Equipment/Furniture									0
TOTAL	**0**	**750**	**845**	**495**	**495**	**700**	**795**	**450**	**4530**

FINANCING SOURCES:									
Water and Sewer Fund		570	845	495	465	700	795	450	4320
Bonds/Municipal Loans									0
Availability Fee Fund		180			30				210
Other Funding Sources									0
TOTAL	**0**	**750**	**845**	**495**	**495**	**700**	**795**	**450**	**4530**

Funding Note: Projects that provide for increased sizing of existing mains or the construction of infrastructure where it did not previously exist are partially funded from availability fees. The proportion of funding is based on the age of existing infrastructure to be replaced, and premium to increase pipe size.

WATER / SEWER FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Water Utility Master Plan Improvements

Project Number: 12-WS-13-001 Project Class: Water Department: Public Works

Project Description: This program provides for major construction and upgrades to the water distribution system. As a result of Herndon Transit-Oriented Core (HTOC), Downtown Master Plan (DTMP), Overlay Districts, and rezoning cases, water system construction and upgrades will be targeted to provide sufficient domestic and fire flow to new developments. The Town will be changing its source of supply from three existing meter vaults to vaults connected to the 24-inch water main in the W&OD Trail, now owned and operated by Fairfax Water. Improvements to three existing control vaults that deliver water to the town willl allow the water levels to be raised while cycling the water to maintain water quality. In addition the town will share in the cost of a new pump station located behind the police station that will provide the needed flow for the town and a redundant feed for a community north of town served by Fairfax Water. A new storage tank at the Alabama tank site and a new 16-inch water main from the W&OD trail to the Alabama Tank and the Herndon Parkway will also be needed to meet future demands.

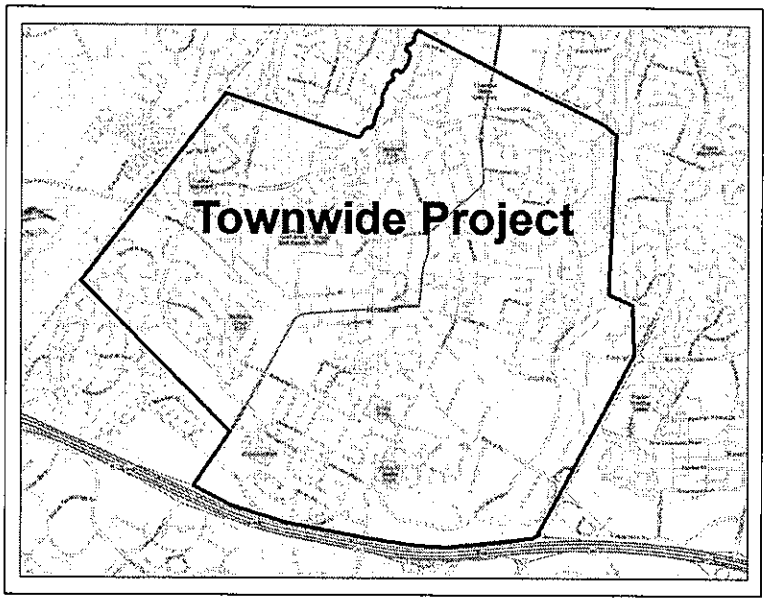
Adopted Goals and Objectives:

Comprehensive Plan Goals for Public Service:

1. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the town residential and commercial residents.

2035 Vision Plans and Goals:

2. Strengthen the bonds with Fairfax and Loudoun Counties to advance common interests, including transportation planning, access to Innovation Metro Station, and the adjacent development impacts to the Town of Herndon.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.	50	600	100			135	275		1110
Construction and related services			1500	1900			900	2250	6550
Equipment/Furniture									
TOTAL	**50**	**600**	**1600**	**1900**	**0**	**135**	**1175**	**2250**	**7710**

FINANCING SOURCES:									
Water and Sewer Fund	50								
Bonds/Municipal Loans			1600	1900			900	2250	6650
Availability Fee Fund		600				135	275		1010
Other Funding Sources									
TOTAL	**50**	**600**	**1600**	**1900**	**0**	**135**	**1175**	**2250**	**7710**

Funding Note: Improvements made to, or replacement of, existing infrastucture that is either obsolete or nearing the end of its service life will be partially funded out of O&M.

WATER AND SEWER FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Fiscal Year Detail		2020	2021	2022	2023	2024	2025	Beyond	TOTAL
Fairfax Water/Herndon Pump Station		600	1500	1500					3,600

Sewer System Conveyance

Project Number: 06-SS-13-001 Project Class: Sewer Department: Public Works

Project Description: This project will provide for conveying most of the future growth in wastewater flows to the Fairfax County or Loudoun Water sewer systems, or a combination of both. The design concept consists of a new pumping station near the Sugarland Run Interceptor, along with a force main heading west along the Herndon Parkway. In Phase One there would be a connection to the Fairfax system at the Town's Worldgate connection to Fairfax County, and then Phase Two would be a continuation of the force main west to a Loudoun County interceptor that would transport wastewater to their treatment plant. The Town's consultant is currently performimg a study to determine how much flow the Fairfax system can absorb. Future flows beyond that would need to be sent to Loudoun Water for treatment. The consultant has estimated the total cost of the project at $13,600,000.

Sewer Pump Station - $600,000 in FY20, $4,700,000 in FY21; total $5,300,000

Sewer Force Main (16-inch) - $800,000 in FY21; $7,500,000 in FY22; total $8,300,000

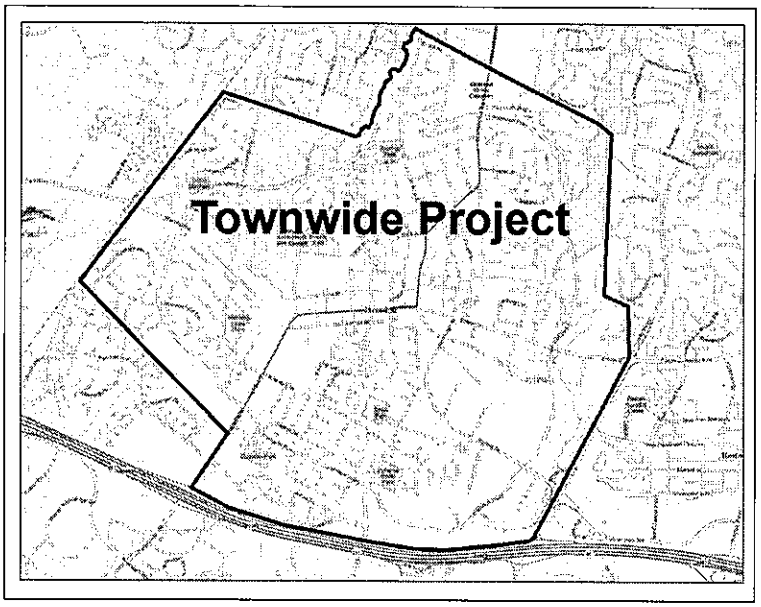
Adopted Goals and Objectives:

Comprehensive Plan Goals for Public Service:

1. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the town residential and commercial residents.

2035 Vision Plan and Goals:

2. Strengthen the bonds with Fairfax and Loudoun counties to advance common interests, including transportation planning, access to Innovation Metro Station, and the adjacent development impacts to the Town of Herndon.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.		600	800						1400
Construction and related services			4700	7500					12200
Equipment/Furniture									0
TOTAL	**0**	**600**	**5500**	**7500**	**0**	**0**	**0**	**0**	**13600**

FINANCING SOURCES:									
Water and Sewer Fund									0
W and S Fund Revenue Bonds		600	5500	7500					13600
Availability Fee Fund									0
Other Funding Sources-Fairfax Water Agrmnt									0
TOTAL		**600**	**5500**	**7500**	**0**	**0**	**0**	**0**	**13600**

WATER AND SEWER FUND OPERATING IMPACT:									
Capital Costs									
Debt Service		871	871	871	871	871	871	TBD	
Personnel/Operations									
TOTAL	**0**	**871**	**871**	**871**	**871**	**871**	**871**	**TBD**	

Water - Major Vehicles/Equipment

Project Number: 15-WS-12-002 Project Class: Water Department: Public Works

Project Description: This program replaces older town vehicles and major equipment over $50,000 on a phased basis in concert with their expected useful life. Timely replacement of vehicles and equipment avoids excessive repair costs, unacceptable down time and unsafe levels of operation. Procurement of vehicles and equipment is performed by IFB (Invitation for Bid) or use of state or local contracts. The following vehicles are scheduled for replacement:

Vehicle	Year	Cost
#443 -2002 Single Axle Dump Truck	FY20	140
Backhoe	Beyond	200

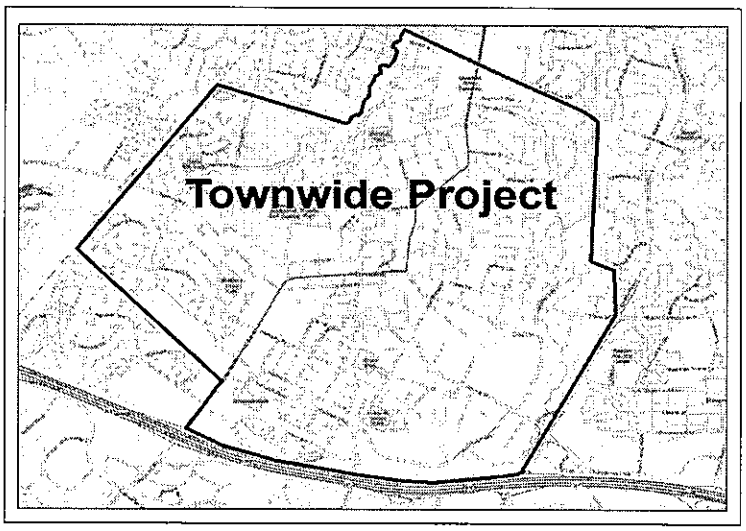
Adopted Goals and Objectives:

FY 18 adopted Budget:

1. Improve maintenance of the water system.

Comprehensive Plan Goals for Public Service:

2. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the Town of Herndon residential and commercial residents.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services									0
Equipment/Furniture		140						200	340
TOTAL	**0**	**140**	**0**	**0**	**0**	**0**	**0**	**200**	**340**
FINANCING SOURCES:									
General Fund									0
Revenue Bonds/Water & Sewer									0
Intergovernmental Aid									0
Water and Sewer Fund		140						200	340
Other									0
TOTAL	**0**	**140**	**0**	**0**	**0**	**0**	**0**	**200**	**340**
WATER AND SEWER FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Sewer Main Relining and Manhole Rehab Program

Project Number: 06-SS-13-001 Project Class: Sanitary Sewer Department: Public Works

Project Description: The sewer conveyance system requires constant maintenance to prevent costly, unnecessary repairs and sanitation hazards due to infrastructure failures and sewer main deterioration. Fiscal year savings are generated from the infiltration and inflow (I&I) reduction, which reduce sewer conveyance and treatment costs. After surveying our largest trunk line, sections were identified to be in less than favorale condition; I&I, tree roots, deterioration, etc. This will be the focus of our program over the next few years. Other sewer main and manhole rehabilitation may be added to the list when identified in future sewer system surveys. Future efforts will focus on other trunk lines and collector pipelines. An additional project is upsizing a sewer main in Locust Street from 6 to 8 inch pipe.

Project Area	Year	Cost
Locust Street - Grace to Center St	FY20	75
Sugarland Trunk North of Elden (lining)	FY20	500
"	FY21	500
"	FY22	500
"	FY23	250
TBD	FY24	250
TBD	FY25	250

Adopted Goals and Objectives:

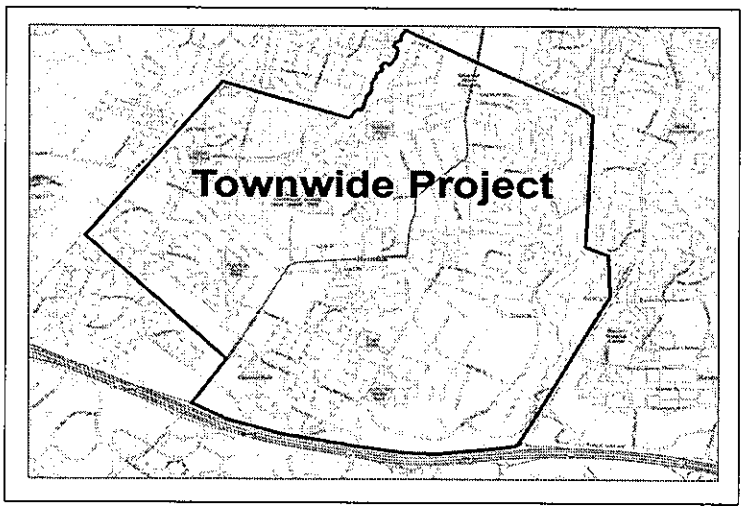
Comprehensive Plan: Goals for Public Service:

1. Ensure that the installation of new or retrofitted utilities have adequate capacity to meet the demands of the businesses and residents of Herndon while reducing the land disturbance and visual impact that such improvements and installations may cause

Comprehensive Plan Goals for Public Service:

2. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the town residential and commercial residents;

3. Develop and implement an inspection and maintenance program of all sewer lines that ensures no leaking to or from the groundwater



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.		15							15
Construction and related services		560	500	500	250	250	250	TBD	2310
Equipment/Furniture									0
TOTAL	**0**	**575**	**500**	**500**	**250**	**250**	**250**	**0**	**2325**

FINANCING SOURCES:									
General Fund									0
Revenue Bonds/Water & Sewer									0
Intergovernmental Aid									0
Water and Sewer Fund		194	119	119	250	250	250	TBD	1182
Fairfax Co. per Agreement (Estimated share)		381	381	381	0	0	0	TBD	1143
TOTAL	**0**	**575**	**500**	**500**	**250**	**250**	**250**	**0**	**2325**

WATER AND SEWER FUND OPERATING IMPACT:									
Capital Costs									
Debt Service									
Personnel/Operations									
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Sewer Utility Master Plan Improvements

Project Number: 06-SS-15-002 Project Class: Sanitary Sewer Department: Public Works

Project Description: This program provides for major component construction and upgrades to the sewer conveyance system. As a result of the Herndon Transit-Oriented Core (HTOC), Downtown Master Plan (DTMP), Overlay Districts, and rezoning cases, sewer system construction and upgrades will be targeted to provide sufficient capacity within the Town's sewer mains and trunk lines. The majority of improvements will be localized to the Herndon Parkway area near the proposed Metrorail Station and the Folly Lick trunk line, while additional improvements may be required elsewhere. The town's engineering consultant submitted a Utility Master Plan (UMP) with an extended outlook (2040) for expected improvements needed to meet current and future needs.

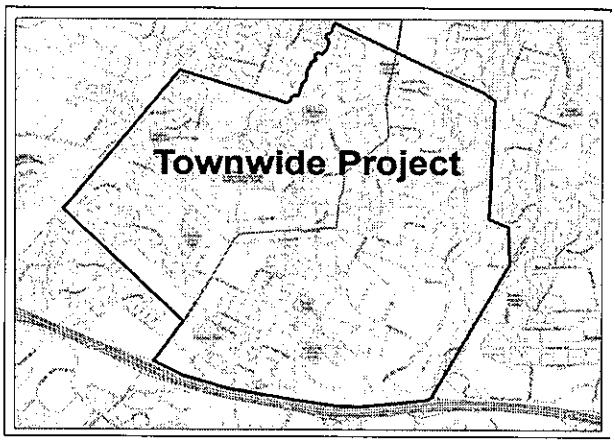
Adopted Goals and Objectives:

Comprehensive Plan Goals for Public Facilities and Services:

1. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the town residential and commercial residents.

2035 Vision Plans and Goals:

2. Strengthen the bonds with Fairfax and Loudoun Counties to advance common interests, including transportation planning, access to Innovation Metro Station, and the adjacent development impacts to the Town of Herndon.



Location & Total Cost	Manholes	Design	Design FY	Construction	Con FY
Folly Lick near Young Ave. 300' 24-inch FY 21	2110-2112	$ 35,000	FY18	$210,000	FY18
Folly Lick near Young Ave. 600' 24-inch FY21	2109-2112	$ 65,000	FY19	$420,000	FY20
Spring Down 1000' 18-inch pipe FY21	781-728	$ 75,000	FY20	$510,000	FY21
Spring Down 100' 21-inch pipe FY22	728-meter	$ 10,000	FY20	$75,000	FY21
Spring Down 2250' 18-inch pipe FY22	789-781	$ 135,000	FY20	$900,000	FY21

amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**	**Beyond**	**TOTAL**
Land Acquisition									0
Architecture/Engin./Admin.		220		TBD	TBD	TBD	TBD	TBD	220
Construction and related services		420	1485		TBD	TBD	TBD		1905
Equipment/Furniture									0
TOTAL	0	640	1485	0	0	0	0	0	2125
FINANCING SOURCES:									
Water and Sewer Fund									0
Bonds/Municipal Loans									0
Availability Fee Fund		640	1485	0	TBD	TBD	TBD	TBD	2125
Other Funding Sources		TBD	TBD						0
TOTAL	0	**640**	**1485**	**0**	**0**	**0**	**0**	**0**	**2125**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Sewer Capacity Purchase

Project Number: 06-SS-13-001 Project Class: Sanitary Sewer Department: Public Works

Project Description: This program provides for additional treatment capacity allocations at the Blue Plains Wastewater Treatment Plant. The Town has indicated a desire to have the necessary capacity allotments ahead of forthcoming development and redevelopment. The exact cost and timing of the purchase will be dependent on the precise source of the capacity allotment. The Utility Master Plan prepared by the town's consultant recommends acquiring additional capacity. The town's consultant will develop and analyze options for obtaining the needed capacity from either Loudoun or Fairfax County. Both options will likely require construction of new facilities. The current cost estimate for 1.0 million gallons per day of treatment capacity is $22 million.

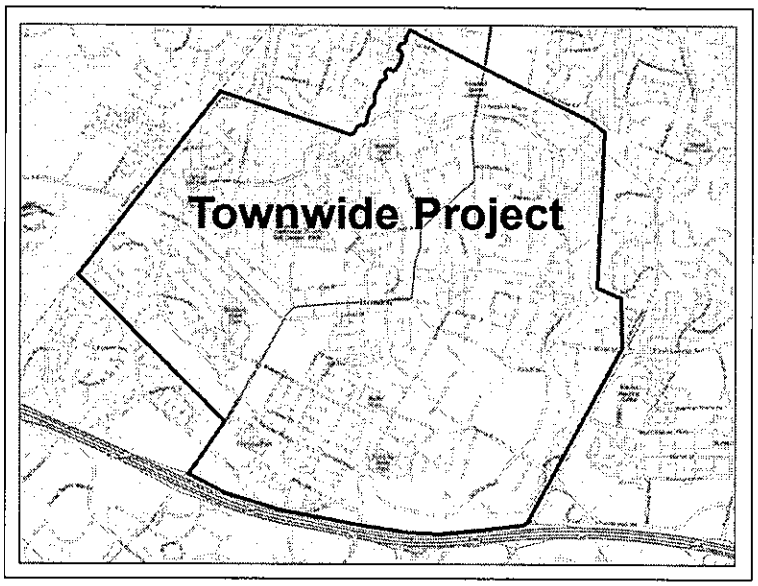
Adopted Goals and Objectives:

Comprehensive Plan Goals for Public Service:

1. Ensure there is sufficient drinking water and sewer capacity to meet the needs of the town residential and commercial residents.

Comprehensive Plan Goals for Public Service:

2. Strengthen the bonds with Fairfax and Loudoun Counties to advance common interests, including transportation planning, access to Innovation Metro Station, and the adjacent development impacts to the Town of Herndon.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services			22000						22000
Equipment/Furniture									0
TOTAL	**0**	**0**	**22000**	**0**	**0**	**0**	**0**	**0**	**22000**

FINANCING SOURCES:									
Water and Sewer Fund									0
Revenue Bonds-Water and Sewer Fund			22000						22000
Availability Fee Fund									0
Other Funding Sources									0
TOTAL	**0**	**0**	**22000**	**0**	**0**	**0**	**0**	**0**	**22000**

WATER AND SEWER FUND OPERATING IMPACT:									
Capital Costs	80								80
Debt Service			1408	1408	1408	1408	1408	TBD	TBD
Personnel/Operations								TBD	TBD
TOTAL	**80**		**1408**	**1408**	**1408**	**1408**	**1408**	**TBD**	TBD

Sewer - Major Vehicles/Equipment

Project Number: 15-WS-12-002 Project Class: Sanitary Sewer Department: Public Works

Project Description: This program replaces older town vehicles and major equipment over $50,000 on a phased basis in concert with their expected useful life. Timely replacement of vehicles and equipment avoids excessive repair costs, unacceptable down time and unsafe levels of operation. Procurement of vehicles and equipment is performed by IFB (Invitation for Bid) or use of state or local contracts. The following vehicles are scheduled for replacement:

Vehicle	Year	Cost
#453 - 2004 Crew Pickup Truck	FY21	50
#448 -2004 Sewer Flush Truck	FY23	450
#440 -2006 Crew Pickup Truck	FY25	50
#456 - 2007 Small Dump Truck w Liftgate	FY25	125

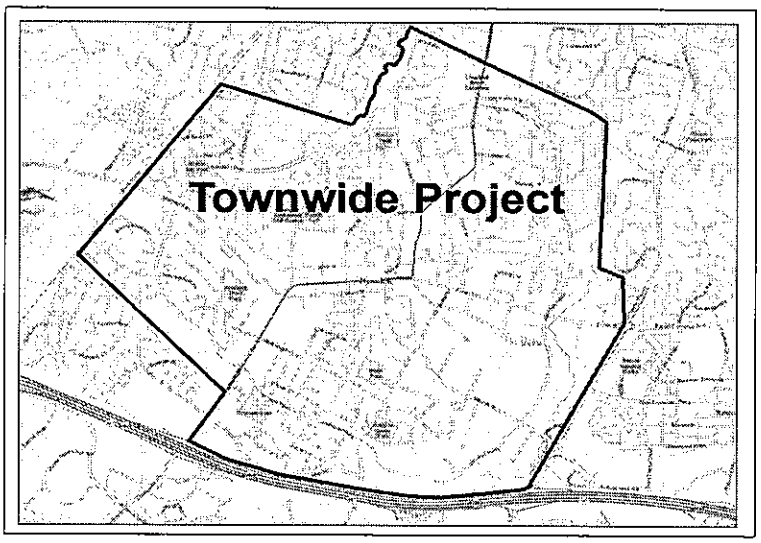
Adopted Goals and Objectives:

FY 17 adopted Budget:

1. Ensure a healthy and safe conveyance of sanitary sewer effluent with zero sanitary sewer overflows in the best possible cost effective manner.

Comprehensive Plan Goals for Public Service:

2. Develop and implement an inspection and maintenance program of all sewer lines that ensures no leaking to or from the groundwater.



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services									0
Equipment/Furniture			50		450		175		675
TOTAL	**0**	**0**	**50**	**0**	**450**	**0**	**175**	**0**	**675**

FINANCING SOURCES:									
General Fund									0
Reveue Bonds/Water & Sewer									0
Intergovernmental Aid									0
Water and Sewer Fund			50		450		175		675
Other									0
TOTAL	**0**	**0**	**50**	**0**	**450**	**0**	**175**	**0**	**675**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

D. DOWNTOWN PARKING FUND PROJECT

Downtown Parking Capital Contribution

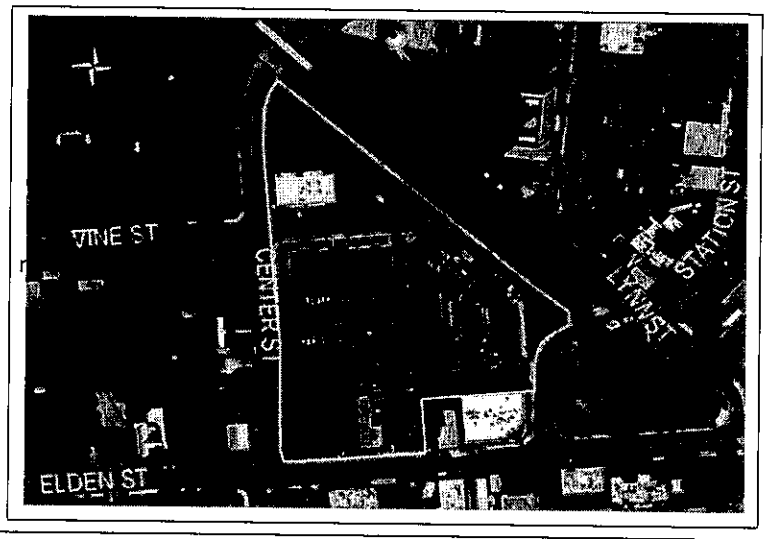
Project Number: 09-CD-17-10 Project Class: Buildings Department: Town Manager

Project Description: Capital contribution per the 2017 Comprehensive Agreement with Comstock for Downtown Development on Blocks D and E. This project sheet addresses the commitment to a share of the capital cost for structured parking. Arts Center costs are addressed separately on a General Fund project sheet. By the terms of the agreement Comstock provides 339 spaces of permanent structured parking to the town for public parking. This provides for 220 Public Shared Parking spaces, 60 spaces for the Arts Center and 59 spaces for retail uses. These spaces are located within a public/private parking structure containing a total of 761 spaces. The Comprehensive Agreement was negotiated and executed in accord with the Virginia Public Private Educational Facilities and Infrastructure Act. The agreement also addresses temporary public shared parking during construction.

Adopted Goals and Objectives:

FY2016 Budget:
Enriching Lives Through Arts and Entertainment
-Goal 1: Make downtown a vibrant and year-round activity-based draw.

2030 Comprehensive Plan, Page III-25
2. Encourage Complementary Redevelopment



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Previous Allocations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.									0
Construction and related services									0
Equipment/Furniture									0
TOTAL	0	0	0	0	0	0	0	0	**0**

FINANCING SOURCES:									
General Fund									0
G.O. Bonds	1000	2600							3600
Intergovernmental Aid									0
Other									0
Other									0
TOTAL	**1000**	**2600**	**0**	**0**	**0**	**0**	**0**	**0**	**3600**

GENERAL FUND OPERATING IMPACT:									
Capital Costs									0
Debt Service									0
Personnel/Operations									0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

E. CEMETERY FUND PROJECT

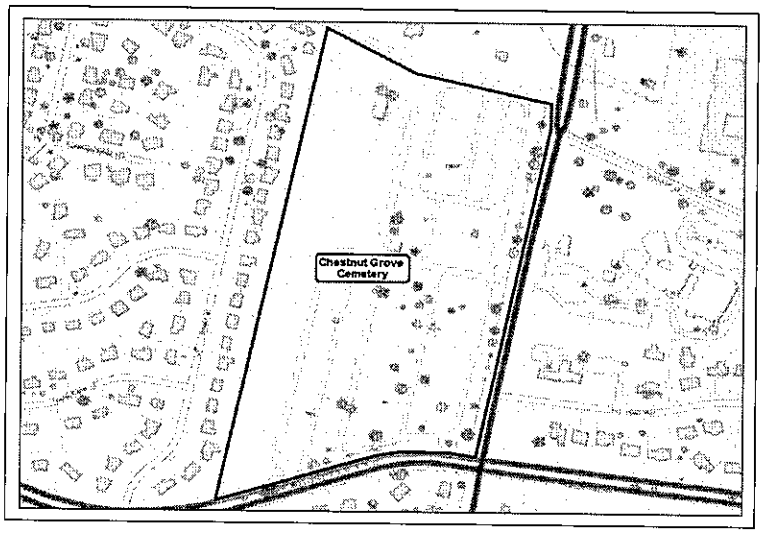
Chestnut Grove Cemetery

Project Number: 11-PR-15-001 Project Class: Cemetery Department: Park and Recreation

Project Description: This project provides for the development of approximately 3,000 burial sites. The funding is intended for the design, engineering and construction of this area. The site has to be cleared of trees, stumps and other vegetation. In addition, there will be approximately 272 feet of 18" diameter storm drain to be installed prior to importing clean fill to bring the area up to the grade specified in the site plan. A street with a cul de sac will be constructed and water lines will be installed according to the plans. The site will be landscaped to be compatible with the present landscape and the overall usage of the area yet to be determined. The area has to be surveyed, mapped and burial lots marked off with site pins and numbered posts. To support the maintenance and upkeep of this area, a full-time position will be added and additional lawn maintenance equipment (such as mowers) and supplies purchased.

Adopted Goals and Objectives:

1. Chestnut Grove Cemetery Master Plan



amounts indicated = dollars in thousands

		Fiscal Year							
ESTIMATED COST:	Estimated Reserves	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	TOTAL
Land Acquisition									0
Architecture/Engin./Admin.					TBD				0
Construction and related services						TBD			0
Equipment/Furniture									0
TOTAL									**0**
FINANCING SOURCES:									
General Fund					TBD	TBD			0
G.O. Bonds					TBD				0
Intergovernmental Aid									0
Other									0
Proffers									0
TOTAL									**0**
GENERAL FUND OPERATING IMPACT:									
Capital Costs									
Debt Service						TBD	TBD		TBD
Personnel/Operations						TBD	TBD		TBD
TOTAL						**TBD**	**TBD**		**TBD**

V. PROJECTS SCHEDULED AFTER FY2025

CAPITAL PROJECTS SCHEDULED AFTER FY2025

All figures represent dollars in thousands

	Project No.	Dept.	Project Title	Estimated Reserves	Budget Year FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond	Estimated Total Cost \b
A. Proposed General Fund Projects												
1	TBD	Public Works	Landscape Improvements - Downtown	0	0	0	0	0	0	0	75	75
2	TBD	Comm. Dev.	Heritage District Bus Stop Shelters	0	0	0	0	0	0	0	50	50
3	TBD	Public Works	Alabama Drive Phases II - Elden to Magnolia	0	0	0	0	0	0	0	620	620
4	TBD	Public Works	Locust Street Improvements	45	0	0	0	0	0	0	1,225	1,270
5	TBD	Public Works	Triangle Streets Improvements - Phases II	0	0	0	0	0	0	0	390	390
6	TBD	Public Works	South Elden Interim Improvements	0	0	0	0	0	0	0	1,100	1,100
7	TBD	Public Works	Town-Wide Utility Relocation Undergrounding	0	0	0	0	0	TBD	TBD	0	0
			TOTAL	45	0	0	0	0	0	0	3,460	3,505

VDOT projects: East Elden $45,445,000 not included except $72,000 from GF; HP/Spring St. $11,478,000 not included except $305,000 from GF and $968,000 HB23

Estimated Reserves column includes Previous Allocations from grant source; funds may not be with Town of Herndon

FY 2020 - FY 2025 CIP Funding Sources

all amounts shown represent dollars in thousands

Projects with General Fund, showing only GF $:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
			FISCAL YEAR							
1	Sports Field and Park Improvements			265	215			0		480
3	Bready Park Tennis Court Renovation		345							345
4	W&OD Trail Lighting	0		75		358				433
5	Park Equipment Replacement			75				150		225
6	Herndon Community Center - Phase 5							150		150
7	Trailside Skate Park Expansion			210						210
8	Runnymede Park Nature Center				25	100			260	385
9	Town Hall Square Improvements				50					50
11	Wayfinding Signs and Historic Markers	125		140						265
12	East Elden - Van Buren Street to Fairfax County Parkway	72								72
14	Van Buren St. Improvements (Old Spring St. to STL)	70								70
18	Bicycle Facilities and Accommodations	62		17						79
19	Downtown Streets Phase 3	120								120
20	Elden-Center Intersection	25								25
21	Streetlights	120		120	75	40				355
22	Storm Drainage Improvements (**pro rata and g.f.**)	220								220
23	Sidewalk and Minor Trails	0	0	275	285	235	250		120	1,165
25	Herndon Parkway/Spring St. Int. to Fairfax Co. Pkwy	153	152							305
26	Downtown Utility Relocation	150								150
28	Monroe Street Improvements			375						375
29	Information Technology	109								109
30	Police Radio	630	0							630
31	Police Exterior Garage			700						700
2	Folly Lick Trail									177
	Total	1,856	674	2,252	650	733	250	300	380	7,095

Projects with grant funding (grant amounts only):
(may combine multiple grant sources)

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
1	Sports Field and Park Improvements									0
2	Folly Lick/Spring Branch Regional Trail HB2313 30%	-	0	300	-	-	-		-	300
4	W&OD Trail Lighting - Downtown					250				250
10	Trails to H. Metrorail-HMSAMS$750k+HB2313$315k	1,065								1,065
13	Vehicular and Ped. Access to H. Metrorail- 3 sources	2,850	75	307		50		100		3,382
14	Van Buren St. Improvements (Old Spring St. to HP) 3 sources	4,088								4,088
15	Van Buren St -Herndon Pkwy to STL-HMSAMS; HB2313 30%	2,630								2,630
17	Sterling Road Multi-Modal Improvments: HB2313 30%	148	-	200	800	800	-	-	-	1,948
18	Bicycle Facilities and Accommodations			189						189
19	Downtown Streets Ph. 3 -VDOT Enhancement Grant	480								480
20	Elden-Center Street Intersection Improvements	1,625								1,625
22	Storm Drainage Improvements (F. Co. storm water tax)		300	300	300	300				1,200
24	Herndon Pkwy/Van Buren Int. -RSTP; HB2313 70%	2,600								2,600
25	H. Pkwy/Spring St. to FC Pkwy-HB2313 30% only	968								968
27	Elden-Monroe Int.-Rev Sharing and HB2313 30% funds	1,227	750							1,977
28	Monroe Street Improvements		275	300						575
32	Stream Restoration (**Ffx Co. Stormwater Tax**)	200		1,000						1,200
33	Downtown Redev-Arts Ctr (**pending-Ffx Co grant**)			1,200						1,200
34	Traffic Signal UPS -HB2313 30%	150	150							300
	Total	18,031	1,550	3,796	1,100	1,400	0	100	0	25,977

Projects Funded by Proffers/ Other contributions:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
2	Sports Field and Park Improvements					1,115				1,115
1	Folly Lick/Spring Branch Regional Trail	17								17
26	Downtown Utility Relocation	175								175
28	Monroe Street Improvements			24						24
33	Downtown Redevelopment-Arts Center proffer	500								500
35	Traffic Signal-Elden St. at Herndon Centre		165							165
16	Worldgate Drive - TBD by developers									0
	Total	692	165	24	0	1,115	0	0	0	1,996

Projects Funded by General Obligation Bonds: (see also project #48 below, Downtown Parking Fund)

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
										0
6	Herndon Community Center - Phase 5					450	3,775			4,225
8	Runnymede Park							2,650		2,650
19	Downtown Streets I1									0
20	Elden-Center Streets Intersection Improvements	180								180
23	Sidewalks and Minor Trails	555	250							805
26	Downtown Utility Relocation	2,600								2,600
33	Downtown Redevelopment - Arts Center			1,300						1,300
	Total	3,335	250	1,300	0	450	3,775	2,650	0	11,760

Projects Funded by CIP Reallocations:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
27	Elden-Monroe Intersection Improvements	23	0	0	0	0	0	0	0	23
	Total	23	0	0	0	0	0	0	0	23

Projects Funded by Golf Course Fund:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
36	Clubhouse Expansion - Phase Three	133	0	0	0	25	0	25	0	183
37	Golf Course Master Plan Improvements	0	0	0	0	0		0	925	925
	Total	133	0	0	0	25	0	25	925	1,108

Projects Funded by Water and Sewer Fund - Operating Revenues & Availability Fees:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
38	General Water Maintenance and Replacement	0	750	845	495	495	700	795	450	4,530
41	Water - Major Vehicle/Equipment	0	140	0	0	0	0	0	200	340
45	Sewer - Major Vehicle/Equipment	0	0	50	0	450	0	175	0	675
43	Sewer Utility Master Plan (UMP) Improvements	0	640	1,485	0	0	0	0	0	2,125
42	Sewer Main Relining and Manhole Rehabilitation Program	0	194	119	119	250	250	250	0	1,182
39	Water Utility Master Plan (UMP) Improvements	50	600	0	0	0	135	275	0	1,060
	Total	50	2,324	2,499	614	1,195	1,085	1,495	650	9,912

Project Funded by Water and Sewer Fund - Revenue Bonds:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
39	Water Utility Master Plan Improvements			1,600	1,900			900	2,250	6,650
44	Sewer Capacity Purchase	0	0	22,000	0	0	0	0	0	22,000
	Total	0	0	23,600	1,900	0	0	900	2,250	28,650

Project Funded by Water and Sewer Fund - Revenue Bonds:

	Project:	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
40	Sewer System Conveyance		600	5,500	7,500	0	0	0	TBD	13,600

Projects Funded by Water and Sewer Fund - Fairfax County Portion:

Project:		Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
42	Sewer Main Relining and Manhole Rehabilitation Program	0	381	381	381	0	0	0	TBD	1,143
	Total	0	381	381	381	0	0	0	TBD	1,143

Projects Funded by Downtown Parking General Obligation Bond:

Project:		Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
46	Downtown Parking Capital Contribution	0	1,000	2,600	0	0	0	0	0	3,600
	Total	0	1,000	2,600	0	0	0	0	0	3,600

Projects Funded by Cemetery Fund:

Project:		Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
47		0	0	0	TBD	TBD	0	0	0	0
	Total	0		0	0	0	0	0	0	0

Project Summary Sheet Totals:

	Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
General Government Projects	23,937	2,639	7,372	1,750	3,698	4,025	3,050	380	46,851
Golf Course Fund	133	0	0	0	25	0	25	925	1,108
W/S Fund	50	3,305	31,980	10,395	1,195	1,085	2,395	2,900	53,305
DT Parking Fund	0	1,000	2,600	0	0	0	0	0	3,600
Cemetery Fund	0	0	0	0	0	0	0	0	0
TOTAL	24,120	6,944	41,952	12,145	4,918	5,110	5,470	4,205	104,864

Funding Source Sheet Totals:

		Estimated Reserves	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond	Total
	General Fund	1,856	674	2,252	650	733	250	300	380	7,095
	Grants	18,031	1,550	3,796	1,100	1,400	0	100	0	25,977
	Proffers	692	165	24	0	1,115	0	0	0	1,996
	GO Bonds	3,335	250	1,300	0	450	3,775	2,650	0	11,760
	Capital Leases	0	0	0	0	0	0	0	0	0
	Reallocation of CIP	23	0	0	0	0	0	0	0	23
	Golf Course Fund	133	0	0	0	25	0	25	925	1,108
W/S all sources: 53,305	W/S Operating Rev	50	2,324	2,499	614	1,195	1,085	1,495	650	9,912
	W/S Rev Bond	0	600	29,100	9,400	0	0	900	2,250	42,250
	W/S FFX. Co. portion	0	381	381	381	0	0	0	0	1,143
	DT Parking -G.O. bond	0	1,000	2,600	0	0	0	0	0	3,600
	Cemetery	0	0	0	0	0	0	0	0	0
	TOTAL	24,120	6,944	41,952	12,145	4,918	5,110	5,470	4,205	104,864

DIFFERENCE: 0 0 0 0 0 0 0 0 0

TOWN OF Herndon VIRGINIA

STAFF REPORT

Town Council
May 7, 2019

Title:

To approve a temporary license agreement to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating for an event.

Staff Contacts:

David S. Stromberg, Zoning Administrator
(703) 787-7380
david.stromberg@herndon-va.gov

Lesa J. Yeatts, Town Attorney
(703)787-7370
lesa.yeatts@herndon-va.gov

Summary:

This resolution approves a temporary license agreement which grants permission to Jimmy's Old Town Tavern to use the town alley located between 689 and 681 Spring Street for outdoor seating during an event on May 26th of 2019.

Description:

Jimmy's is seeking a Temporary Use Permit per Section 78-90.2 of the Town of Herndon Zoning Ordinance to use designated alley public space adjacent to Jimmy's for outdoor seating during an event on May 26th of 2019. The Town Attorney has determined that this use also requires a temporary license agreement because it involves the use of Town property. This resolution authorizes the Mayor to sign the necessary license agreement to permit Jimmy's to utilize the town's property.

Recommendation:

We recommend the Mayor and Town Council adopt the attached resolution approving the license agreement.

Attachments:

1. Resolution
2. Temporary License Agreement

3. Temporary Use Permit Application
4. Sketch of Property

Prepared and Approved by:

Lesa J. Yeatts, Town Attorney

David S. Stromberg, Zoning Administrator

TOWN OF HERNDON, VIRGINIA

RESOLUTION

MAY 14, 2019

Resolution- to approve a temporary license agreement to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating for an event

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia, that:

1. The Town Council approves a temporary license agreement dated May 14, 2019 between the Town of Herndon as licensor and JOTT, INC. d/b/a Jimmy's Old Town Tavern (Jimmy's) as licensee. The license allows Jimmy's to use designated alley public space adjacent to Jimmy's for outdoor seating during an event on May 26th of 2019. The license agreement may contain other terms agreed to by the Mayor and is on file in the office of the Town Attorney.

2 The Mayor is authorized to sign and deliver this license agreement and any other instrument to evidence or support the license agreement

3. This resolution shall be effective on and after the date of its adoption.

AGREEMENT

This Agreement ("Agreement") is made this 14th day of May 2019 by and between JOTT, INC. d/b/a Jimmy's Old Town Tavern ("Jimmy's) and the TOWN OF HERNDON, VIRGINIA, ("Town").

WHEREAS Jimmy's represents that they have a Temporary Use Permit to conduct an event in the Town of Herndon on May 26th of 2019 represented in "Exhibit 1" attached hereto ("Permit") and that Jimmy's would like to use the Town's property behind Jimmy's Old Town Tavern Restaurant as shown on the Permit and known as the "Alley";

WHEREAS the Town desires to permit the use of the Alley by Jimmy's on these dates as described in the Permit (on May 26th of 2019 only).

Now therefore the parties agree as follows:

1. The Town hereby grants Jimmy's authorization to temporarily use the Alley for purposes described in the Permit

2. Jimmy's shall comply with the terms of the Permit and all applicable town, state and federal laws and regulations obtaining and maintaining at all times any other permit(s) required under applicable law for this use.

3. The parties expressly agree and contract that there shall be no fee for the use of the Town property on this occasion only.

4. The permission to use the property granted by this agreement is nonexclusive in nature, and the Town reserves the right to make concurrent use of the Property.

5. Jimmy's hereby assumes all risk of damage by reason of its occupation of the Alley caused by any defects therein or activity occurring thereon, whether caused by the negligence of the Town, its officers, agents, or employees, or otherwise, and Jimmy's hereby agrees to hold harmless and indemnify the Town, its officers, agents and employees, from and against any such liability for such damage or injury to the extent permitted under the laws of the Commonwealth of Virginia.

6. Jimmy's shall secure, provide and maintain insurance to protect the Town of such type and in such amount as is described below naming the Town as an additional insured. This Agreement shall not take effect until evidence of insurance is provided to the Town and the Town gives Jimmy's written confirmation that the type and amount of insurance is accepted.

Insurance limits shall not be less than the following amounts:

Commercial General Liability – Combined single limit of at least $1,000,000 per occurrence and $2,000,000 general aggregate. Policy shall be endorsed to name the Town as an additional insured.

The insurance required hereunder shall be maintained in effect during the duration of this Agreement. Insurance Policy(s) shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) calendar days advance written notice thereof to the Town.

7. Termination: The Town may terminate this Agreement upon 24 hours notice to Jimmy's for cause.

8. This Agreement, having been executed in the Commonwealth of Virginia, the construction and performance thereof or any dispute shall be governed by the laws of Virginia. Venue shall be proper in the County of Fairfax, Virginia.

9. This Agreement contains the entire and only agreement between the parties and it supersedes and merges all pre-existing agreements. Any representations, understandings, promises and any conditions not expressly incorporated herein shall not be binding upon either party or their respective successors in interest.

JOTT, INC.

d/b/a Jimmy's Old Town Tavern

By _____
James C. Cirrito
President

COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX

The foregoing instrument was acknowledged before me this 4th day of April, 2019 by JAMES C. CIRRITO, President of JOTT, INC. d/b/a Jimmy's Old Town Tavern, a Virginia corporation, on its behalf.

SARAH WHEELER
COMMONWEALTH OF VIRGINIA
REGISTRATION NO. 7771261
MY COMM. EXPIRES 05/31/2022
NOTARY PUBLIC

_____
Notary Public
My Commission Expires: 5/31/2022
Registration No.: 7771261

ATTEST:

TOWN OF HERNDON, VIRGINIA

_____
Town Clerk

By_____
Lisa C. Merkel
Mayor

COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX

The foregoing instrument was acknowledged before me this _____ day of May, 2019 by LISA C. MERKEL, MAYOR of the TOWN OF HERNDON, VIRGINIA, a Virginia municipal corporation, on its behalf.

_____
Notary Public
My Commission Expires: _____
Registration No.:_____

APPROVED AS TO FORM:

_____
Lesa J. Yeatts
Town Attorney

TUP19-03

March 2013

RECEIVED ON

MAR 22 2019

DEPARTMENT OF COMMUNITY DEVELOPMENT

TOWN OF Herndon VIRGINIA

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT)

(Not all temporary uses require a permit. See § 78-403.4 of the Herndon Town Code.)

Submittal of this form with **original signatures is required**. ***PLEASE PRINT OR TYPE*** *(Unless otherwise indicated.)*

Name of Business or Organization: Jimmy's Old Town Tavern

Street Address of the Subject Property (including apt/suite #): 697 Spring St. Herndon VA 20170

Please describe the requested activity, proposed dates and daily hours of operation. Add more sheets if necessary. OUT DOOR DINING/FUNRAISER MAY 26 2019 8AM – 11pm

Lot Area (site area) Proposed for the Temporary Use: Alley behind Jimmy's

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? ☐ No ☐ Yes Please describe :

Name of Contact for the Temporary Use (Applicant): Jimmy Cirrito

Address of Permanent Residence: 9254 Matthew Dr. Manassas Park VA

Jimcirrito@aol.com
E-mail address

703-470-4014
Telephone # for duration of temporary use

703-435-2182
FAX #

The undersigned hereby applies for a Temporary Use Permit under the provisions of § 78-202.6 and § 78-403 of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application under § 78-202.6 and § 78-403 of the Herndon Town Code have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*
- *The site shall be returned within 48 hours to its condition prior to the establishment of the temporary use.*

James C Cirrito

Signature of Contact (Applicant) **Date**

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued

Name and Title of Property Owner (Applicant): Curtis/Herndon Properties

Mailing Address: Vicki Wilhelm

Vickie@gvwilhelm.com — E-mail address

410-404-4839 — Telephone

FAX #

TO BE SUBMITTED WITH THIS APPLICATION (Zoning Ordinance § 78-202.6)

✓ Proof of the validity of the contact information provided;

✓ A letter signed by the owner or owner's agent consenting to the application for the Temporary Use Permit;

✓ A Site Plan prepared in accordance with § 78-202.6 and showing the area of proposed activity with signage, display areas, illumination, vehicular entrances to the site (location, type and size), parking area associated with the temporary use (location, layout, and surface material);

✓ The detailed description of the proposed temporary activity requested above should include an analysis of any noise that may not comply with the noise provisions in the Herndon Town Code;

✓ Sample signage to be used;

N/A A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);

N/A If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;

___ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed).

AUTHORIZATION STEP ONE. SITE IMPROVEMENTS ONLY (verification of Site Plan approval)

The applicant is authorized to proceed to **make the site improvements** shown on Site Plan # _____ for purposes of conducting the temporary use described above.

Signature and Authorization of Zoning Administrator — *Date* 3/27/2019

AUTHORIZATION STEP TWO: AUTHORIZATION TO BEGIN OPERATION OF THE TEMPORARY USE (Temporary Use Permit/Zoning Inspection Permit)

The applicant has completed the site improvements in accordance with Site Plan # _____ and the applicant is authorized to **begin operation of the temporary use**. This Permit is effective beginning 5/26/2019 for 1 days.

Signature and Authorization of Zoning Administrator — *Date* 3/27/2019

Signature of Zoning Inspector — *Date*

APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued

For Office Use Only:

STEP ONE (Site Plan)	Received by: Lisa W	Fee paid for **Temporary Use Site Plan*** application: $0.00	Date: 3/22/19	Case No.: TUP19-03
	Use permitted by Town Code Section:			
	Tax Map Reference: 0162 02 0086A		Zoning District: CC	
	Business and Occupational License #:		Status of Taxes: ☐ Paid ☐ Delinquent	
STEP TWO (ZIP)	Received by:	Fee paid for **Zoning Inspection Permit/Temporary Use Permit**:		Date:
**Note: no application fee is required for uses of less than 90 consecutive days in duration.*				

Distribution after approval:	Applicant	Community Development	Fire Department	Finance

JIMMY'S
Old Town Tavern

RECEIVED ON
MAR 2 2 2019
DEPARTMENT OF
COMMUNITY DEVELOPMENT

March 1, 2019

Raymond P. Ocel, Jr.

Development Program Planner/Deputy Zoning Administrator

Town of Herndon

Department of Community Development

777 Lynn Street
Herndon VA 20170-0427

Re: Temporary Use Permit for the Extension of Retail Sales, Sunday, May 26, 2019

Dear Mr. Ocel,

This letter serves as a Request/Application for permission for Jimmy's Old Town Tavern, 697 Spring Street, to have the Town of Herndon issue a Temporary Use Permit for the Extension of Outdoor Retail Sales per The Town of Herndon Zoning Ordinance, Division 3. Temporary Uses; Sec.78-1392 Item (3) and Sec. 78-1395 Item (3) Outdoor Retail Sales Events & Sec. 78-1395 Item (4). Additional Permits for Temporary Use inclusive of Sunday, May 26, 2019 from 8am to 11:00pm.

Enclosed please find the following:

- Drawing of the proposed area
- Letters signed by the adjacent business allowing this event (The Upholstery Shop)
- Letter to the ABC Board of Virginia requesting an extension of license privileges.

If you have any questions, please contact me at 703-470-4014.

Sincerely,

James C. Cirrito
Owner
Jimmy's Old Town Tavern

March 1, 2019

Mr. Raymond P. Ocel, Jr.
Town of Herndon
Dept. of Community Development
777 Lynn Street
Herndon VA 20170

Re: Temporary Use Permit for the Extension of Retail Sales for Outdoor Event, May 26, 2019.

Dear Mr. Ocel:

Relative to your request, I hereby give my permission for my business neighbor, Jimmy's Old Town Tavern, to provide an outdoor event on May 26, 2019 from 8am to 11pm. The location shall be in the alleyway between and adjoining our businesses. The purpose of this event if to provide and sell food and beverages as an extension of the existing retail business known as Jimmy's Old Town Tavern.

Sincerely,

Jeff Colon, Owner
The Upholstery Shop
757 Elden Street
Herndon, VA 20170

Date: _____

NO

ALCOHOL

PAST THIS

POINT

March 1, 2019

Special Agent, Samantha Rogers
Division of Law Enforcement Operations
Commonwealth of Virginia
Department of Alcoholic Beverage Control
Alexandria Regional Office
6308 Grovedale Drive
Alexandria VA 22310

Re: Request for Extension of License Privileges for outdoor Event, Sunday, May 26, 2019.

Dear Special Agent Samantha Rogers:

This letter serves as a Request for Permission for JOTT, Inc., trading as Jimmy's Old Town Tavern, License 75822, to extend its license privileges to the alleyway, et al, shown on the enclosed sketch for the following date and time span:

Sunday, May 26, 2019, from 8:00 AM to 11:00 PM

Enclosed please find the following:
- Drawing of the proposed area.
- Application to the Town of Herndon for this event.

The license is obligated to insure full compliance with the ABC laws and all other laws and regulations and is cognizant of criminal action that could be taken toward those involves and administrative action taken toward the license held by JOTT, Inc.

If you have any questions, please contact me at 703-470-4014.

Sincerely,

James C. Cirrito

James Cirrito
Owner
Jimmy's Old Town Tavern

697 Spring Street ★ Herndon, VA 20710
Phone: 703.435.JIMS ★ Fax: 703.435.2182 ★ www.jimmystavern.com

TOWN OF
Herndon
VIRGINIA

William H. Ashton II
TOWN MANAGER
T(703) 787-7368
Bill.ashton@herndon-va.gov

TOWN COUNCIL
Lisa C. Merkel, Mayor
Sheila A. Olem, Vice Mayor
Jennifer K. Baker
Cesar del Aguila
Pradip Dhakal
Signe Friedrichs
Bill McKenna

March 25, 2019

James C. Cirrito
jimCirrito@aol.com

Re: Noise Permits for May 26, 2019 and September 1, 2019

Dear Mr. Cirrito:

This is in response to your request for noise permits for outdoor events to be held at Jimmy's Old Town Tavern, 697 Spring Street on Sunday, May 26, 2019 and on Sunday, September 1, 2019 from 8:00 a.m. until 11:00 p.m. Since there will be amplified sound, noise permits are required for these events. Your request is approved in accordance with the Town's noise ordinance, which allows music to be played until **10:00 p.m.**, and this letter will serve as your permit.

By copy of this letter to the Herndon Police, I am advising them of your upcoming events, since they enforce the noise ordinance.

Best wishes for successful events.

Sincerely,

Bill Ashton
Town Manager

c. Maggie A. DeBoard, Chief of Police

TOWN OF HERNDON
APPLICATION FOR ROAD USE AUTHORIZATION

(PRINT CLEARLY OR TYPE) DATE OF APPLICATION: 3/25/19

DATE OF EVENT: 5/26/19 & 9/1/19 SPONSORED BY: Jimmy's Old Town Tavern

TIME BEGIN: 6:00am TIME END: 9:30am INCLEMENT WEATHER DATE:

ORGANIZERS OR PRIMARY CONTACT PERSONS

NAME Jimmy Cirrito

ADDRESS

Cell WORK PHONE 703-470-4014

HOME PHONE

REASON FOR EVENT AND NECESSITY FOR ROAD USE

Memorial Day & Labor Day Events

Road Closure of Spring St b/w Elden & Locust for motorcycles

INDICATE ROADWAYS TO BE USED – ATTACH A MAP OR ROUTES OR AREAS TO BE UTILIZED ON TRAVELED

Road Closure on Spring b/w Elden & Locust

WHAT TOWN SERVICES AND/OR EQUIPMENT ARE REQUIRED

DPW to provide Cones for Road closure (approx 12)

ESTIMATED NUMBER OF PARTICIPANTS: 100-200 ESTIMATED NUMBER OF VEHICLES: 100-200

PERSON RESPONSIBLE FOR LIAISON WITH TOWN DURING EVENT AND NOTIFYING PUBLIC WORKS DIRECTOR OF CANCELLATION/POSTPONEMENT

NAME: _____ WORK PHONE: _____ HOME PHONE: _____

REVIEWING AUTHORITIES

DIR. OF PUBLIC WORKS-DATE POLICE CHIEF DATE TOWN MANAGER 3/27/19 DATE

APPROVAL ✓ DISAPPROVAL _____ REASON _____

COMPLETED FORM SENT TO ORGANIZER: Michelle Hart DATE 3/26/19

FOR PUBLIC WORKS USE ONLY

DATE RECEIVED: _____ BY: _____ SUPERVISON ASSIGNED: _____

SPECIAL EQUIPMENT NEED:

* Jimmy Cirrito to notify adjacent property owners & FCFD of Road Closures.

March 1, 2019

Michelle Flores
Assistant to the Town Manager
Town of Herndon
777 Lynn Street
Herndon VA 20170

Re: Request for Noise Permit for Outdoor Event, Sunday, May 29, 2019

Dear Ms. Flores:

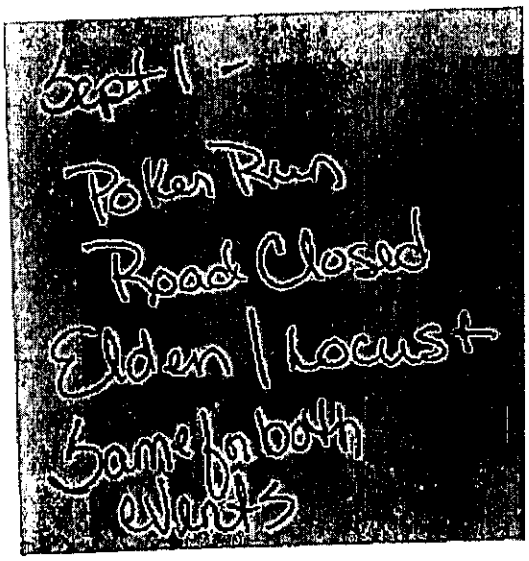
This letter serves as an Application/Request for a Noise Permit for Jimmy's Old Town Tavern, 697 Spring Street, to be issued in conjunction with a Temporary Use Permit for an Outdoor Event to begin at 8:00 AM and end at 11:00 PM on Sunday, May 26, 2019. In accordance with the Town's noise ordinance, music will be allowed to be played from 8:00 AM to 10:00 PM outside in the rear Alley on this date.

If you have any questions, please contact me at 703-470-4014

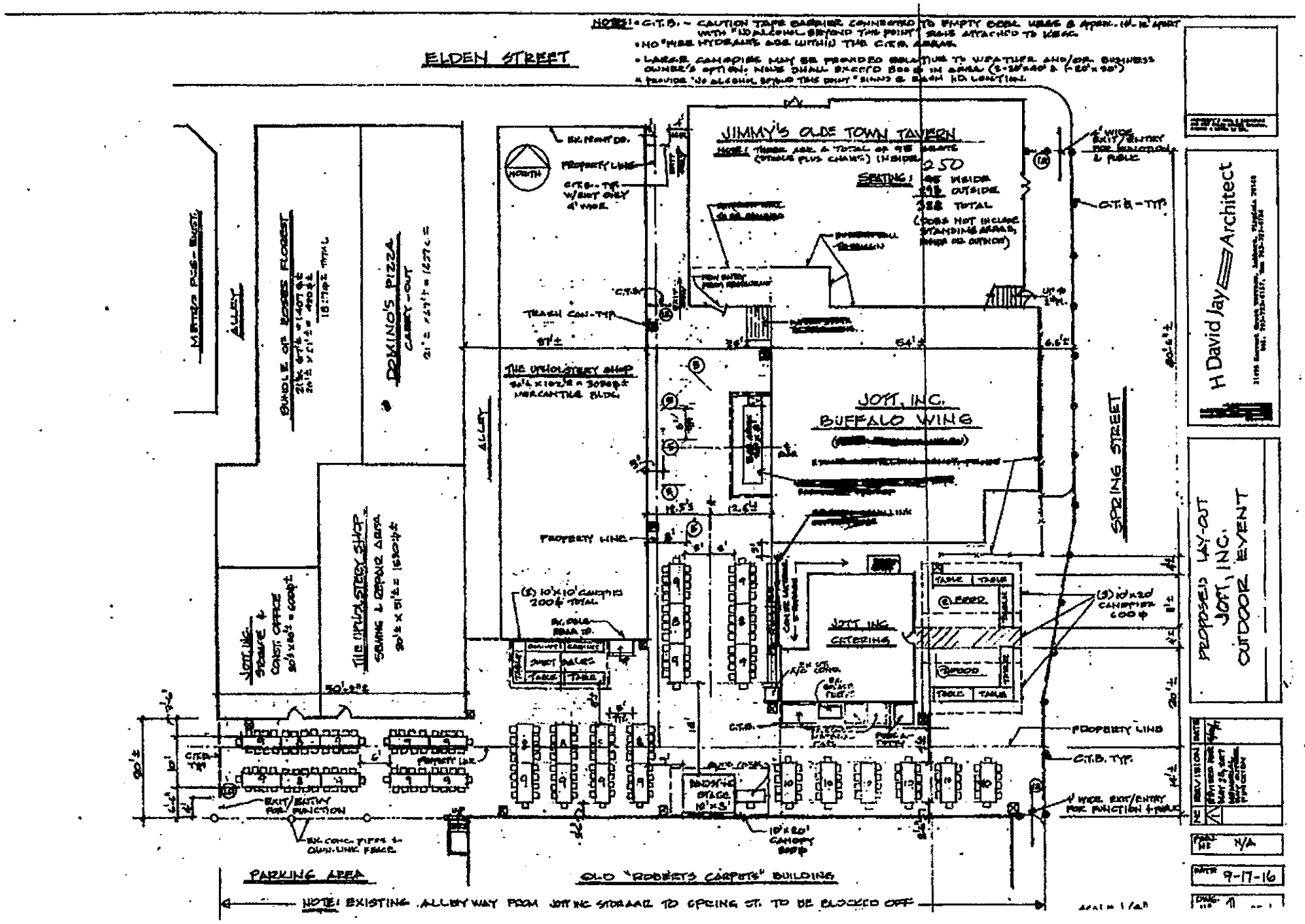
Sincerely,

James C. Cirrito

James C. Cirrito
Owner
Jimmy's Old Town Tavern



697 Spring Street ★ Herndon, VA 20710
Phone: 703.435.JIMS ★ Fax: 703.435.2182 ★ www.jimmystavern.com


ELDEN STREET
JIMMY'S OLDE TOWN TAVERN
SEATING: 250
JOTT, INC.
BUFFALO WING
SPRING STREET
ALLEY
PARKING AREA
OLD "ROBERTS CARPETS" BUILDING
NOTE: EXISTING ALLEY WAY FROM JOTT INC STORAGE TO SPRING ST. TO BE BLOCKED OFF
H David Jay Architect
PROPOSED LAY-OUT
JOTT, INC.
OUTDOOR EVENT
N/A
9-17-16

TOWN OF
Herndon
DEPARTMENT OF PUBLIC WORKS

STAFF REPORT

Town Council
May 7, 2019

Title:

Ordinance –Granting a second franchise amendment to Zayo Group, LLC for a route expansion and increase in allowance of conduit.

Staff Contact:

Tammy Chastain, Deputy Director of Public Works
(phone) 703-435-6860
(e-mail) tammy.chastain@herndon-va.gov

Background:

The original amended franchise agreement between Zayo Group, LLC and the Town of Herndon, Virginia dated January 22, 2017 will expire on January 22, 2027.

This Second Amendment will allow for a route expansion of 875 linear feet and increase the allowable number of conduit from zero to eight over the course of the proposed route expansion as depicted in "green" (Route 2) on Exhibit A, dated May 14, 2019.

In addition, this Second Amendment will allow an increase to five conduit over the course of the current route, as depicted in "red" (Route 1) on the attached Exhibit A, dated May 14, 2019.

Fiscal Impact:

The proposed plan calls for an increase in 875 linear feet of conduit in the Town's right-of-way for a total route of approximately 1,380 linear feet. The Franchise does not currently have customer access lines; therefore, no right-of-way use fees are associated with this amendment. The Franchisee will report future access lines to the Town and pay the annual right-of-way use fee as set by VDOT and governed by the Code of Virginia.

May 7, 2019
Staff Report, Ordinance

Staff Recommendation:

Staff recommends the Town Council approve the Second Amendment to the original Franchise Agreement with Zayo Group, LLC.

Attachments:

Draft Ordinance
Agreement
Exhibit A

Staff:

Tammy Chastain
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

ORDINANCE

MAY 14, 2019

Ordinance- to grant a second franchise amendment to Zayo Group, LLC for a route expansion and increase in allowance of conduit.

BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia, that:

1. The Town Council approves this Second Amendment to the Franchise Agreement last amended on January 22, 2017.

2. This instrument allows for a route expansion of 875 linear feet as reflected in "green" on Exhibit A.

3. This instrument increases the allowance of number of conduit to five over the course of the proposed route, as depicted in "red" on the attached Exhibit A.

4. This instrument increases the allowance of number of conduit from zero to eight over the course of the proposed route, as depicted in "green" on the attached Exhibit A.

5. This instrument permits the increase in conduit covering a total of approximately 1,380 linear feet.

6. In all other respects the current franchise remains in effect.

7. The Mayor is authorized to sign and deliver the franchise extension and any ancillary instruments necessary to effectuate or evidence the franchise.

8. This ordinance shall be effective on and after the date of its adoption.

SECOND AMENDMENT TO FRANCHISE AGREEMENT

THIS SECOND AMENDMENT is hereby made to the Franchise Agreement ("Agreement") with an Acceptance and Effective date of May 14, 2019 by and between the Town of Herndon, a Virginia municipal corporation ("Town") and Zayo Group, LLC, a Delaware limited liability company, and successor-in-interest to FiberGate of Virginia, LLC and MFN of VA, L.L.C. ("Franchisee").

WHEREAS, MFN of VA, L.L.C. entered into that certain Franchise Agreement with the Town dated July 8, 2003; and

WHEREAS, FiberGate of Virginia, LLC entered into that certain Franchise Agreement with the Town dated January 22, 2006; and

WHEREAS, Zayo Group, LLC provided written notice to the Town on January 29, 2013 that its affiliates MFN of VA, L.L.C. and FiberGate of Virginia, LLC had been merged up and into Zayo Group, LLC; and the Town accepted such transfer pursuant to Letter dated April 18, 2013.

WHEREAS, Zayo Group, LLC first amended their agreement with the Town on January 22, 2017, extending their agreement for an additional ten (10) years and expiring on January 22, 2027.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and covenants hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. The route is hereby amended to reflect a route expansion of 875 linear feet as reflected in "green" on Exhibit A dated May 14, 2019.

2. Allowance of number of conduit is increased to five over the course of the proposed route, as depicted in "red" on the attached Exhibit A and from zero to eight conduit over the course of the proposed route, as depicted in "green" on the attached Exhibit A, covering a total of approximately 1,380 linear feet.

3. Exhibit A dated May 14, 2019, attached hereto, replaces any previous exhibit(s).

4. Except as specifically amended or modified herein, the terms and conditions of the Agreement will remain in full force and effect through the term.

IN WITNESS WHEREOF, the parties have entered into this Second Amendment as of the day and year set forth below by the signatures of their authorized representatives below.

Signatures on following page

Town of Herndon, Virginia

By:_____
Name: Lisa C. Merkel
Title: Mayor

Attest:

_____
Town Clerk

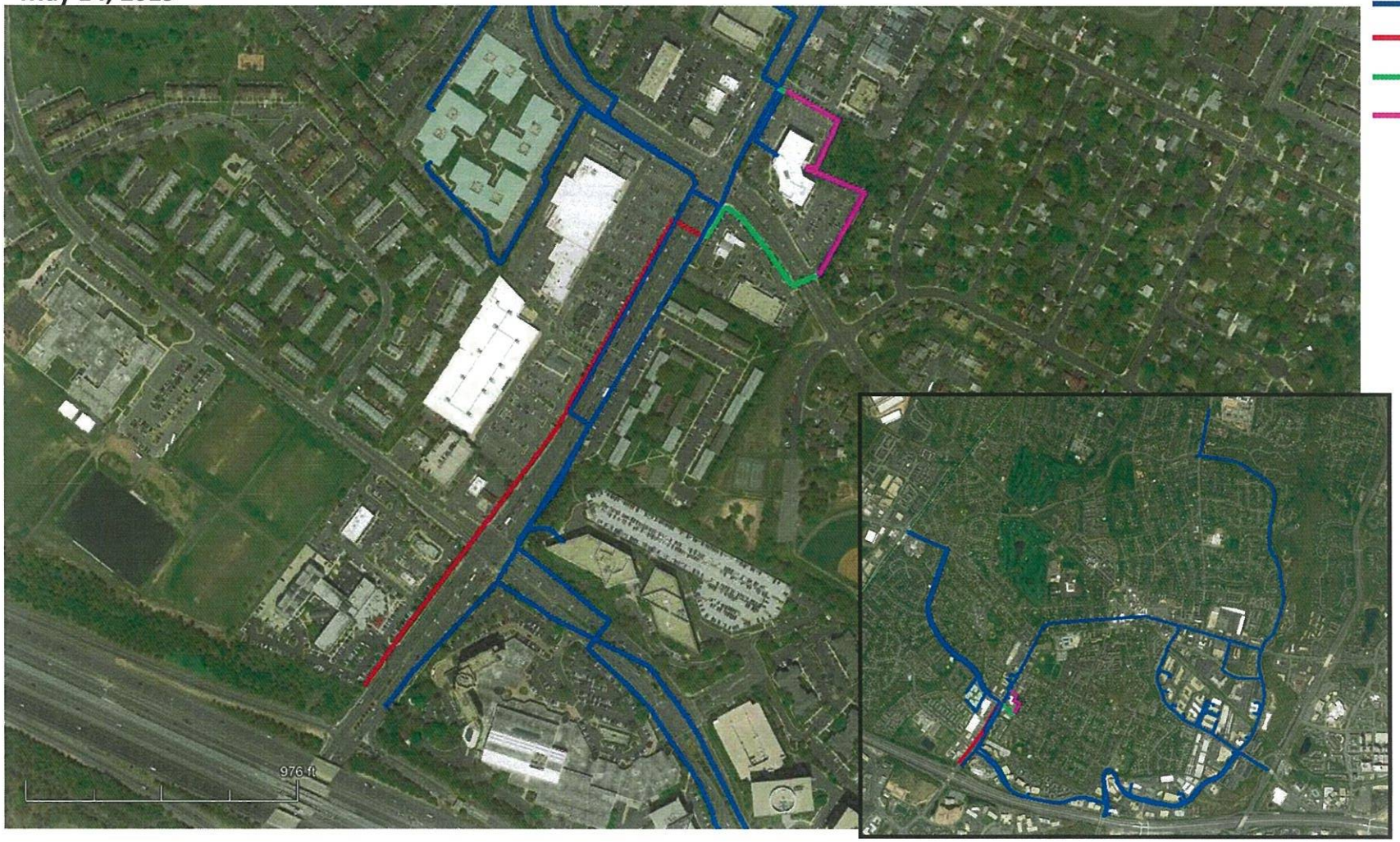
Zayo Group, LLC

By: _____
Name: Mike Mooney
Title: General Counsel

Approved as to form:

Lesa J. Yeatts
Town Attorney

Town Of Herndon
EXHIBIT A
May 14, 2019



- Exist. Zayo Facility
- 5 conduit (Rte 1)
- 8 conduit (Rte 2)
- Private Property

Route 1 will increase the number of conduit to 5 in that area.

Route 2 is a new route and will have 8 conduit.

TOWN OF Herndon VIRGINIA

STAFF REPORT

Town Council
May 7, 2019

Title:

Ordinance, to approve a natural gas line easement to Columbia Gas for an underground main service line located on Town-owned property in the Town of Herndon, Fairfax County, Virginia, Tax Map Parcel No. 010-04-0042A.

Staff Contact:

Lesa J. Yeatts, Town Attorney
(703) 787-7370
lesa.yeatts@herndon-va.gov

John Irish, Deputy Director of Public Works
(703) 435-6853
John.irish@herndon-va.gov

Description:

Columbia Gas is requesting a 20' wide easement from the town extending from Young Avenue and crossing Town property at Folly Lick Park to Fairfax County Park Authority property per the attached deed and plat. The easement is necessary to extend the existing gas service main currently terminated at the intersection of Young Avenue and Monroe Street, towards Builders Road which will enable Columbia Gas to provide service to the Clearview Elementary School which is currently undergoing renovations by Fairfax County Public Schools.

If approved the Town of Herndon would grant to Columbia Gas the right, privilege and non-exclusive easement across the property shown on the plat attached to the agreement for the purpose of undergrounding a natural gas main service line for Clearview Elementary School. This agreement also includes standard provisions such as granting Columbia Gas the right of ingress and egress, and Columbia Gas's obligation to repair damages, roads, fences, or make other improvements.

Fiscal Impact:

None

Recommendation:

The Mayor and Town Council adopt the Ordinance.

Attachments:

Ordinance
Easement deed and plat

Prepared and Approved by:

Lesa J. Yeatts, Town Attorney

John Irish, Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

ORDINANCE

MAY 14, 2019

Ordinance- To approve a natural gas line easement to Columbia Gas for an underground main service located on Town-owned property in the Town of Herndon, Fairfax County, Virginia, Tax Map Parcel No 010-04-0042A

BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia, that:

1. The Town Council approves a deed of easement conveying for nominal consideration an easement across town-owned property to Columbia Gas for a natural gas line to service Clearview Elementary School.

2. The location of this easement area extends from Young Avenue across town-owned property at Folly Lick Park, Tax Map Parcel No. 010-04-0042A to Fairfax County Park Authority property as shown on the plat attached to the deed of easement: Columbia Gas of Virginia, Inc. Drawing No. V59-493-18 dated 11/06/2018 and revised 04/09/2019, incorporated by reference.

3. The Mayor is authorized to sign and deliver the deed of easement and associated instruments necessary to evidence, effect, or correct this deed. This deed or instruments shall be on such form as approved by the Town Attorney.

4. This ordinance shall be in effect on and after the date of its adoption.

Parcel ID #: 0104 42 A

RW#

J.O. 18-0383466-00

DEED OF EASEMENT

FOR AND IN CONSIDERATION of One Dollar ($1.00) paid by COLUMBIA GAS OF VIRGINIA, INC., a Virginia corporation, with mailing address at 1809 Coyote Drive, Chester, Virginia 23836, hereinafter called the Grantee, to **THE TOWN OF HERNDON, VIRGINIA,** a municipal corporation, hereinafter, whether singular or plural, called the Grantor. The Grantor who is the owner of the property Fairfax County Virginia Tax Map No. 010-04-0042 does hereby grant and convey to the Grantee a 20' wide easement hereinafter the "Premises" to construct, operate, maintain, replace, repair, alter the size, upgrade, remove or abandon in place, pipelines and appurtenant equipment, together with valves, service connections and lateral connections for transporting gas with associated products, or other substances that can be transported through pipelines, and appurtenant facilities including, but not limited to, cathodic protection, and to perform pre-construction work/activities, over and through all that certain tract of land situate in the Town of Herndon, Dranesville District, Fairfax County, Commonwealth of Virginia, and described as follows:

> The location of the easement area pursuant to the terms and conditions of Deed of Easement is shown on Drawing Number V59-493-18, attached hereto, made a part hereof, and recorded herewith.

With the right of ingress to and egress from the easement area by means of existing or future roads and other reasonable routes on the Premises and on Grantor's adjoining lands and to exercise all other rights necessary or convenient for the full use and enjoyment of the rights herein granted, including the right from time to time to: (a) clear the easement of all obstructions and (b) clear, cut, trim and remove any and all vegetation, trees, and brush and overhanging branches from the easement by various means.

Grantor may use and enjoy the easement, except to the extent such use and enjoyment interferes with the rights granted to Grantee under this Agreement. Grantor shall not construct or permit to be constructed or place any structure, including but not limited to, dwellings, garages, out-buildings, pools, decks, man-made bodies of water, trees, shrubbery, leach beds, septic tanks, or any other obstructions on or over the easement that will, in any way, interfere with the use by Grantee.

Prepared By:
Columbia Gas of Virginia, Inc.

Grantor shall not change the depth of cover, conduct grading operations, or permit the dumping of refuse or waste in the easement without the written consent of the Grantee.

Grantee shall replace and restore any area on the Premises disturbed by Grantee's laying, construction, operation, replacement, and maintenance of said pipelines to as near as practical to the Premises' original condition, except as provided herein.

With regard to the lands encompassed by this Agreement, Grantor represents that, to the best of their knowledge: (a) No pollutants, contaminants, petroleum or hazardous substances have been disposed or released on or under the easement area which would cause or threaten to cause an endangerment to human health or the environment or require clean up. (b) Neither the easement, nor any portion thereof, is, at the time of this instrument, legally or contractually restricted as to its use or is subject to special environmental protections that would affect the use of the easement for Grantee's intended use. (c) The easement is not currently and has not previously been used for industrial purposes.

Grantor and Grantee agree that, except to the extent caused by the acts or omissions of the Grantee or its representatives and contractors, the Grantee shall not be liable for, and is hereby released from, any and all claims, damages, losses, judgments, suits, actions and liabilities, whether arising during, prior to or subsequent to the term of this Agreement, related to the presence of pollutants, contaminants, petroleum, hazardous substances or endangerments in, beneath or along the Easement Area.

The rights, privileges and terms hereby shall extend to and be binding upon Grantor and the Grantee and their respective representatives, heirs, successors and assigns.

WITNESS, the following signatures and seal this _____ day of _____, 2019.

Signatures on following page

Prepared By:
Columbia Gas of Virginia, Inc.

GRANTOR: THE TOWN OF HERNDON, VIRGINIA

ATTEST:

By_____
Lisa C. Merkel
Mayor

_____
Town Clerk

COMMONWEALTH OF VIRGINIA
COUNTY OF FAIRFAX

The foregoing instrument was acknowledged before me this ____ day of May, 2019 by LISA C. MERKEL, MAYOR of the TOWN OF HERNDON, VIRGINIA, a Virginia municipal corporation, on its behalf.

_____
Notary Public
My Commission Expires: _____

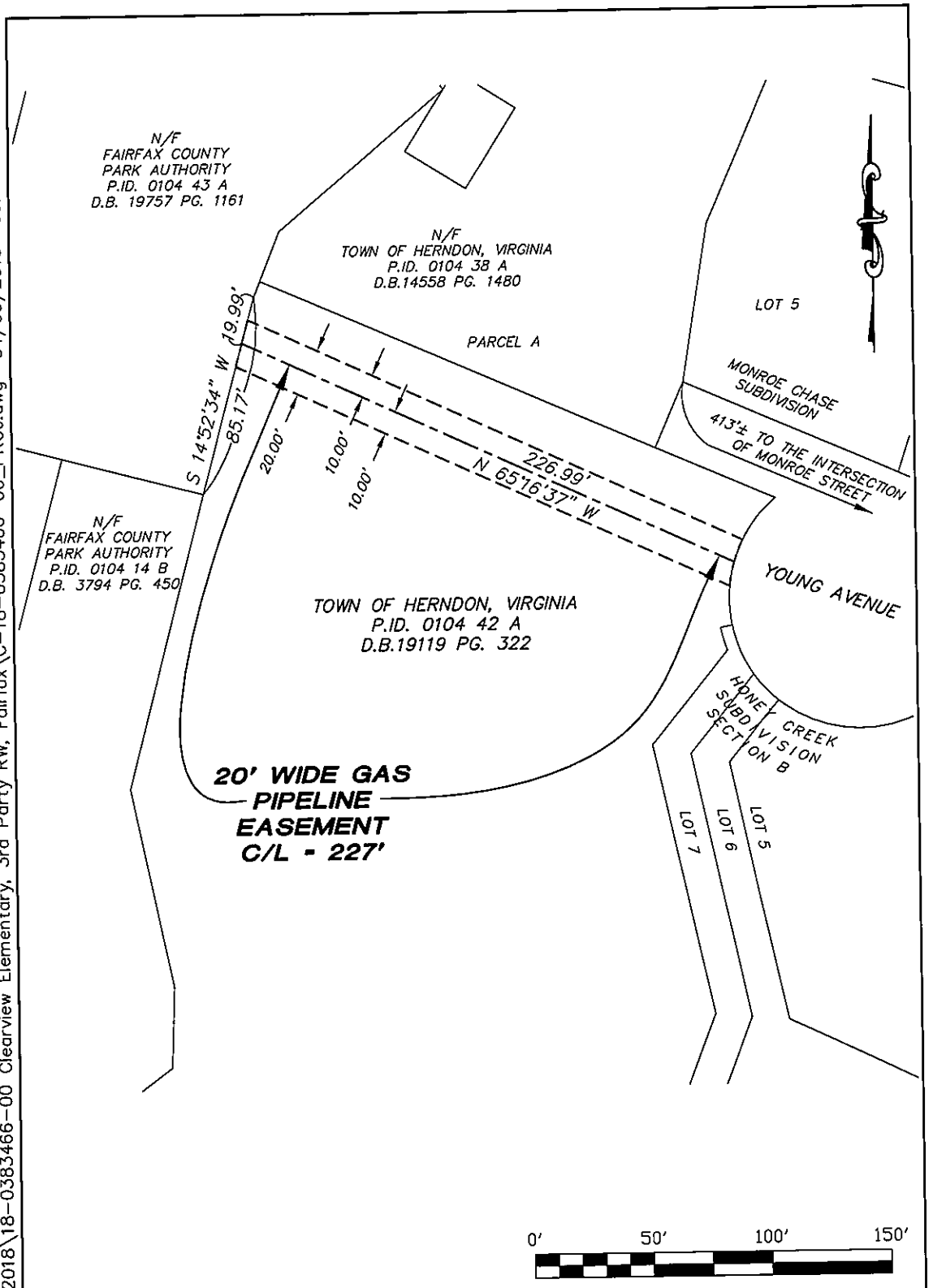
Registration Number: _____

APPROVED AS TO FORM:

_____
Lesa J. Yeatts
Town Attorney

Prepared By:
Columbia Gas of Virginia, Inc.

Z:\2018\18-0383466-00 Clearview Elementary, 3rd Party RW, Fairfax\C-18-0383466-00_PROJ.dwg 04/09/2019 09:44 AM



COMPANY COLUMBIA GAS OF VIRGINIA, INC.				WORK ORDER(S) 18-0383466-00 16-0381158-00
PROJECT 20' WIDE GAS PIPELINE EASEMENT ACROSS THE PROPERTY OF TOWN OF HERNDON, VIRGINIA				TAX DISTRICT(S) DRANESVILLE
DATE 11/06/2018	ENGINEER COASTAL CONSULTANTS, P.C.	DRAWN BY TBW	SCALE 1" = 50'	COUNTY/CITY FAIRFAX
SYSTEM NO. 38021001		MAP(S) 8-292-316-J	REVISIONS 04/09/2019 GBS	STATE VIRGINIA
REFERENCES				DRAWING NO. V59-493-18

KEEP VIRGINIA SAFE
Call Miss Utility @ 811
C.A.R.E.
DIG WITH

TOWN OF Herndon VIRGINIA

STAFF REPORT

Town Council
May 7, 2019

Title:

Resolution – to Authorize the Removal of Delinquent and Uncollectible Charges from the Town's Accounting Records

Staff Contact:

Jennie Tripoli, Director of Finance
Telephone: (703) 435-6898
E-mail: jennie.tripoli@herndon-va.gov

Description:

Generally accepted accounting principles require that long dormant accounts which have exceeded the Virginia statute of limitation provisions be identified on an annual basis and the appropriate actions taken to write off the accounts which have little chance of successful collection. Town Council approval is necessary to properly write-off amounts legally owed the town.

Town staff use many methods to collect outstanding debts owed the town. The usual collection process begins with reminder letters and is followed by more strongly-worded delinquent notices generated by Finance staff. When these efforts fail to settle the collection and the amount owed is significant, the delinquent account is then forwarded to the Town Attorney's Office for possible legal action, including civil prosecution. In addition to the in-house efforts, the town participates in the Virginia Department of Taxation's Set-Off Debt Collection Program. Finally, the town's third-party parking ticket vendor handles delinquent ticket collections, which is why that item will no longer be part of this annual process.

Despite these efforts, not all debts owed the town have been successfully collected. The attached resolution recommends writing-off a total of $2,806.21, in uncollectable accounts. These delinquencies are outstanding amounts assessed and payable prior to January 1, 2016. The town retain on its books only those delinquent amounts which are still legally collectible under Virginia statute of limitation provisions.

Utility Accounts: Based on a recent analysis, there are three uncollectible accounts. The total delinquent amount is $325.23 and covers accounts terminated during fiscal years 2015 through the current fiscal year. All of these utility accounts are closed and none of these former utility customers are current utility customers of the town.

Miscellaneous Receivable Accounts: Currently, there are five uncollectible miscellaneous receivable accounts. The total delinquent amount is $1,694.25 and covers delinquencies from calendar year 2015.

Returned Checks Receivable: Based on a recent analysis of checks returned to the town for insufficient funds, there are four uncollectible receivables. The total uncollectible amount is $314.00 for the General Fund and covers delinquencies from calendar year 2015.

BPOL Receivable: Analysis of BPOL accounts outstanding shows six uncollectible accounts totaling $472.73 to be written off since these businesses are no longer in operation.

Fiscal Impact and Recommendation:

As part of the town's annual financial reporting process, long-term, dormant accounts are generally treated as doubtful collections and an allowance for doubtful accounts is set up to recognize this possibility. Thus, the fiscal impact of the write-off action was already incorporated into prior years' audited financial results for Utility Accounts. The Miscellaneous Receivable Accounts and Returned Checks will reduce current year revenues as these amounts were not reserved. Staff recommends Town Council adoption of the resolution and attachments.

Attachments:

1. Resolution
2. Attachment 1: Utility Accounts Receivable Recommended for Write-off - FY 2019
3. Attachment 2: Miscellaneous Accounts Receivable Recommended for Write-off - FY 2019
4. Attachment 3: Returned Checks Recommended for Write-off - FY 2019
5. Attachment 4: BPOL Receivable Recommended for Write-off – FY 2019

Staff:

Jennie A. Tripoli

Jennie A. Tripoli, Director of Finance

TOWN OF HERNDON, VIRGINIA

RESOLUTION

MAY 14, 2019

Resolution- to authorize the removal of delinquent and uncollectible charges from the Town's accounting records.

BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia, that:

1. The Town Council has reviewed and accepts the town staff recommendation to write-off (i.e., remove) from the accounting records delinquent accounts which have remained dormant for more than three years and which appeared to have little chance of successful collection.

2. Based on staff's analysis, there is currently a total of $2,806.21, representing delinquent accounts contained within four categories: utility accounts receivables, miscellaneous receivable accounts, returned checks, and BPOL. These amounts represent uncollectible delinquencies dating from calendar years prior to 2019.

3. Though the town will be adjusting its accounting records through the write-off, the town staff will continue to pursue any and all available legal avenues to achieve eventual collection.

4. The delinquent and uncollectible charges are hereby written off from the town's accounting records. These charges are further described in attachments 1 through 4 to this resolution and in the staff report dated May 7, 2019 which is incorporated by reference.

5. This resolution shall be effective upon its adoption.

Attachment 1

Town of Herndon, VA
Water and Sewer Fund
Utility Accounts Receivable Recommended for Write-off
FY 2019

Customer Number	Location Number	Address	Termination Date	Balance
Cycle 1				
1129275	27881	627 CLEARWATER CT	02/20/15	$ 158.50
1133785	48531	602 ADAMS ST	09/28/15	13.33
		Cycle 1 Subtotal		$ 171.83
Cycle 2				
1129215	70301	1130 CYRESS TREE PL	09/10/14	$ 153.40
		Cycle 2 Subtotal		$ 153.40
Cycle 3				
		Cycle 3 Subtotal		$ -
		Total Utility Accounts Receivable Write-Offs		**$ 325.23**

Attachment 2

Town of Herndon, VA

General Fund

Miscellaneous Accounts Receivable Recommended for Write-off

FY 2019

Customer ID	Transaction Description	Invoice Date	Balance Due
900048	Zoning Fines	04/01/15	$ 700.00
900022	Zoning Fines	05/15/15	200.00
900025	Zoning Fines	06/02/15	394.25
900019	Zoning Fines	12/15/15	200.00
900034	Zoning Fines	12/30/15	200.00
Total Miscellaneous Accounts Receivable Write-Offs			**$ 1,694.25**

Attachment 3

Town of Herndon, VA
Returned Checks Receivable Recommended for Write-off
FY 2019
General Fund

Date	Transaction Description	Balance
08/31/15	Parks & Recreation Programs	$189.00
09/30/15	Vehicle License	75.00
11/30/15	Vehicle License	25.00
11/30/15	Vehicle License	25.00
Total Returned Check Write-Offs		**$314.00**

Attachment 4

Town of Herndon, VA
General Fund
BPOL Receivable Recommended for Write-off
FY 2019

Description / Business Name		2015
BPOL:		
Global Crossing Telecommunication	$	2.45
Spectrotel Inc		23.66
Cbeyon Communication LLC		40.95
Incontact Inc. DBA UCN		9.79
Birch Communications of Virginia		391.68
Comcast IP Phone LLC		4.20
Total Parking Tickets and BPOL Write-Offs	$	472.73

TOWN OF Herndon VIRGINIA

STAFF REPORT

Town Council
May 7, 2019

Title:

Resolution, authorizing a Standard Project Administration Agreement between the Town and the Commonwealth of Virginia Department of Transportation for the administration of the Elden – Monroe Intersection Improvement project.

Staff Contact:

John Irish, Deputy Director of Public Works
(phone) 703-435-6853
(e-mail) john.irish@herndon-va.gov

Staff Comments:

Authorization of this agreement is necessary so that funds, allocated to the Elden – Monroe Intersection Improvement project may continue to be obligated in accordance with the current Statewide Transportation Improvement Program. The Revenue Share Program is administered by the Virginia Department of Transportation in cooperation with the participating locality, under the authority of Section §33.2-357 of the Code of Virginia.

The Town originally entered into a Programmatic Project Administration Agreement on August 13, 2013 for a term of three years. A one-time, three year extension was authorized by the Town and is set to expire on June 30, 2019.

This standard project administration agreement replaces the Programmatic Administration Agreement that this project was previously under and supersedes all previous versions signed by the Town and VDOT.

Fiscal Impact:

The Agreement will include the previously funded State's Revenue Share funds of $1,000,000. The town has committed a minimum of fifty percent in matching funds for this project.

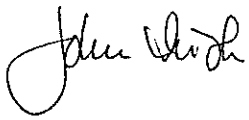
The actual cost of the project is to be determined at the time of construction. The Town would be responsible for additional financial support, if the project exceeds current funding.

Local project matching will be funded from their respective CIP, or operating accounts, from either the General Funds, or the House Bill 2313, 30 Percent Local Funds.

Attached Documents:

Resolution
Standard Project Administration Agreement

Staff:



John Irish
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

MAY 14, 2019

Resolution- **to authorize a Standard Project Administration Agreement between the Town and the Commonwealth of Virginia Department of Transportation for the administration of the Elden – Monroe Intersection Improvement project.**

WHEREAS, the town originally entered into a Programmatic Project Administration Agreement on August 13, 2013 for a term of three years; and

WHEREAS, the town extended the agreement by an additional one-time term of three fiscal years that will expire on June 30, 2019; and

WHEREAS, this standard project administration agreement replaces the Programmatic Administration Agreement that this project was previously under; and

WHEREAS, this standard project administration agreement supersedes all previous versions signed by the Town and VDOT.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the Elden – Monroe Intersection Improvement project under agreement with the Virginia Department of Transportation in accordance with the project financial document (s).

BE IT FUTHER RESOLVED that the Mayor is authorized to execute all agreements and/or addendums for this project with the Virginia Department of Transportation.

STANDARD PROJECT ADMINISTRATION AGREEMENT
State-aid Projects

Project Number	UPC	Local Government
U000-235-R65	108690	Town of Herndon

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 2019, by and between the Town of Herndon, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:

   a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.

   b. Receive prior written authorization from the DEPARTMENT to proceed with the project.

   c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.

   d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.

   e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement

will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date project summary and schedule tracking payment requests and adjustments.

g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the LOCALITY the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of state law or regulations require such reimbursement.

h. On Projects that the LOCALITY is providing the required match to state funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.

i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements

j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.

k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.

2. The DEPARTMENT shall:

a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.

b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.

c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.

d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.

e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.

4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.

5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.

6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.

7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.

8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of

this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The LOCALITY and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

THIS AGREEMENT supersedes the Programmatic Project Administration Agreement, dated August 13, 2013 that this project was previously made part of.

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IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

TOWN OF HERNDON, VIRGINIA:

_____

_____
Typed or printed name of signatory

_____ _____
Title Date

_____ _____
Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

_____ _____
Chief of Policy Date
Commonwealth of Virginia
Department of Transportation

_____ _____
Signature of Witness Date

Attachment
Appendix A – UPC 108690

Appendix A

Project Number: U000-235-R65 UPC: 108690 CFDA # N/A Locality: Town of Herndon

Date: 3/15/2019

Project Location ZIP+4:	Locality DUNS#	Locality Address (incl ZIP+4):
20170-4602	748185535	777 Lynn Street Herndon, VA 20170-4602

Project Narrative

Scope:	Redesign and Reconstruct the intersection of Monroe Street and Elden Streets. Enhancements include a new traffic signal, brick crosswalks, and storm drainage improvements.
From:	Elden Street
To:	Monroe Street

Locality Project Manager Contact Info: John Irish 703-435-6800 john.irish@herndon-va.gov

Department Project Coordinator Contact Info: Kodjo Messan 703-259-2987 kodjo.messan@vdot.virginia.gov

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	$285,000	$496,000	$1,180,800	$1,961,800
Estimated VDOT Project Expenses	$15,000	$4,000	$19,200	$38,200
Estimated Total Project Costs	$300,000	$500,000	$1,200,000	$2,000,000

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	$300,000	Revenue Sharing	50%	$150,000	$150,000	
Total PE	$300,000			$150,000	$150,000	$135,000
Right of Way & Utilities	$500,000	Revenue Sharing	50%	$250,000	$250,000	
Total RW	$500,000			$250,000	$250,000	$246,000
Construction	$1,200,000	Revenue Sharing	50%	$600,000	$600,000	
Total CN	$1,200,000			$600,000	$600,000	$580,800
Total Estimated Cost	$2,000,000			$1,000,000	$1,000,000	$961,800

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	$1,000,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	$961,800

Project Financing

Revenue Sharing State Match	Revenue Sharing Local Match					Aggregate Allocations
$1,000,000	$1,000,000					$2,000,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 5/2/2018
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily as required by the
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of $1,000,000
- All local funds included on this appendix have been formally committed by the local government's board or council resolution subject to appropriation
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years
  FY13 - $750,000 ($375,000 locality match and $375,000 VDOT match)
  FY17 - $1,250,000 ($625,000 locality match and $625,000 VDOT match)
- This standard agreement replaces the Programmatic Project Administration Agreement that this project was previously under and supersedes all previous versions signed by the Locality and VDOT.

This attachment is certified and made an official attachment to this document by the parties to this agreement

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Marille Phillips

Typed or printed name of person signing

TOWN OF
Herndon
OFFICE OF THE TOWN ATTORNEY

STAFF REPORT

Town Council
May 7, 2019

Title:

Ordinance to repeal Herndon Town Code Section 42-154, Parking for Certain Purposes Prohibited.

Staff Contact:

Lesa J. Yeatts, Town Attorney
(703) 787-7370
lesa.yeatts@herndon-va.gov

Description:

A recent review and analysis of the Town Code for consistency with recently adopted zoning regulations reveals that §42-154 is inconsistent and otherwise obsolete and, therefore, should be repealed.

Fiscal Impact:

None.

Staff Recommendation:

It is recommended that the Mayor and Town Council approve the draft ordinance as proposed.

Attachments:

Ordinance.

Prepared and Approved by:

Lesa J. Yeatts

Lesa J. Yeatts, Town Attorney

TOWN OF HERNDON, VIRGINIA

ORDINANCE

MAY 14, 2019

Ordinance- to repeal Herndon Town Code Section 42-154, Parking for Certain Purposes Prohibited.

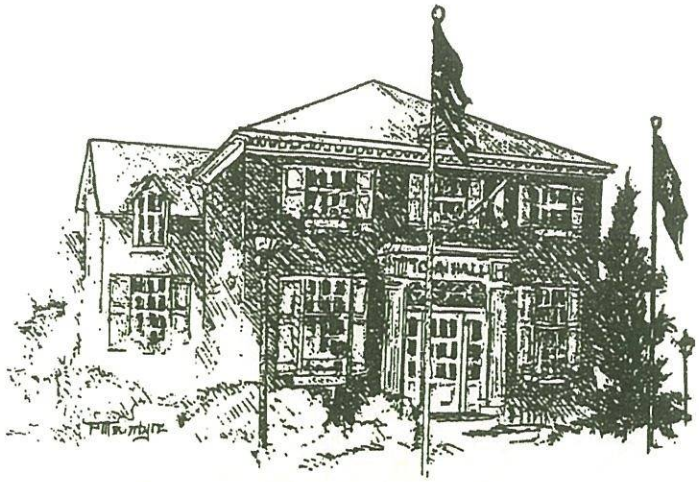
BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia, that:

1. Chapter 42, Section 42-154, Parking for Certain Purposes Prohibited, Herndon Town Code (2000), is repealed as follows:

~~**Sec. 42-154. - Parking for certain purposes prohibited.**~~

~~(a) It shall be unlawful for any person to park or place any automobile, truck, trailer or other vehicle upon or in any street, alley or parkway for the purpose of selling or offering the vehicle for sale or rent. No sign or lettering shall be attached or placed upon any automobile, truck, trailer or other vehicle parked in or upon any public street, alley or parkway of the town indicating that such vehicle is offered for sale or for rent.~~
~~(b) It shall be unlawful to stop a vehicle at any time upon a street or highway for the purpose of advertising any article of any kind, or to display thereupon advertisements of any article or advertisement for the sale of the vehicle itself.~~
~~(Code 1992, § 13-16.5; Ord. No. 08-O-23, § 1, 9-9-2008)~~

2. This ordinance shall be effective on and after the date of its adoption.



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
PUBLIC WORKS WEEK
MAY 19 - MAY 25, 2019

This year marks the 59th annual National Public Works Week sponsored by the American Public Works Association. Public works professionals and staff focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of every individual in our community. These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our transportation, water supply solid waste systems, public buildings, and other structures and facilities essential for our citizens.

The Town of Herndon's Department of Public Works staff performs these critical daily tasks in support of advising, administering and providing public services necessary to maintain the Town of Herndon community as a whole. This involves water, sewer, street maintenance and snow removal; solid waste and recycling management; storm water, right-of-way inspections, traffic engineering; building, grounds, vehicle and equipment maintenance; engineering and site plan review; project management and building inspections. Together with the community, our dedicated public works staff hosts Big Truck Days, Community Clean-Up Weeks, holiday decorations, leaf collection and recycling events. Public works staff also provides key support during special events, including the Herndon Festival, 4th of July Celebration, Friday Night Live! and Herndon Labor Day Festival.

Therefore, the Mayor and Town Council of the Town of Herndon, Virginia, hereby proclaim the week of May 19 - May 25, 2019, as **Public Works Week** in the Town of Herndon, together with this year's theme ~ **'It Starts Here'** ~ which represents the multiple facets of modern civilization that grow out of the efforts put forth by the public works professionals: "*Infrastructure* starts with public works... *Growth and innovation* starts with public works... *Mobility* starts with public works... *Security* starts with public works... *Healthy communities* start with public works..." Our residents' quality of life starts with public works.

Further, the Mayor and Town Council of the Town of Herndon, Virginia, hereby support the Town of Herndon's Department of Public Works efforts seek to raise awareness about the importance of maintaining the infrastructure and services, collectively known as 'public works,' and express appreciation for the hard work that they do each day to benefit our community.

Sheila A. Olem, Vice Mayor

Pradip Dhakal, Councilmember

Jennifer K. Baker, Councilmember

Signe Friedrichs, Councilmember

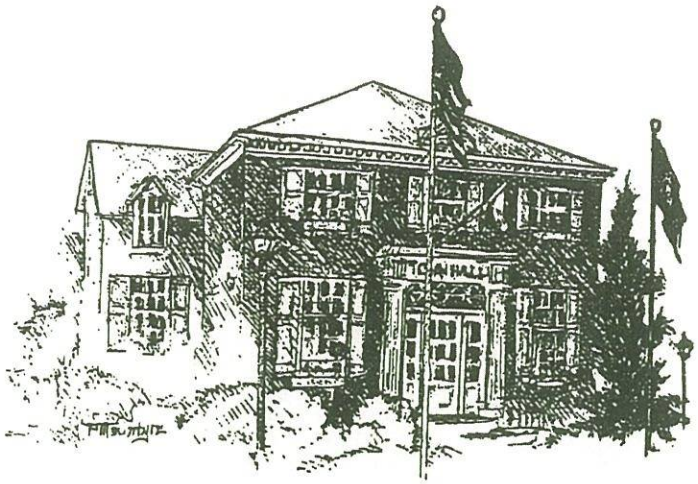
Cesar del Aguila, Councilmember

Bill McKenna, Councilmember

Lisa C. Merkel, Mayor

This proclamation will be presented to Public Works staff at their annual picnic.

TOWN OF HERNDON VIRGINIA 1879



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
KIDS TO PARKS DAY
MAY 18, 2019

The National Park Trust (NPT) is a non-profit charitable organization that helps acquire and preserve land for the National Parks and connects underserved youth to these lands ~ promoting a more active and healthier lifestyle. **Kids to Parks Day**, organized by the NPT, is held annually on the third Saturday of May.

Kids to Parks Day is a national day of outdoor play, designed to connect kids and families with their local, state, and national parks. By discovering our public lands, kids across the country learn about park stewardship, outdoor recreation, STEM, and history. In guiding our next generation to appreciate public lands, NPT is working to foster future park enthusiasts and create the next generation of park stewards.

Therefore, the Mayor and Town Council of the Town of Herndon, Virginia, hereby proclaims May 18, 2019, as **Kids to Parks Day** in the Town of Herndon, in support of youth involvement in the outdoors and to broaden children's appreciation of nature.

Further, the Mayor and Town Council of the Town of Herndon, Virginia, together with the town's Department of Parks and Recreation, hereby highlights and promotes **Kids to Parks Day**; encourages all residents to spend time outdoors at any one of the town's 11 parks throughout the year; and to participate in the **"Play It Safe: Bike Rodeo & Safety Fair,"** in Downtown Herndon on May 18, from 10 am to 2 pm, where kids and adults will have the opportunity to participate in a bike swap, learn pedestrian and bike safety tips, riding skills and complete obstacle courses.

Sheila A. Olem, Vice Mayor

Pradip Dhakal, Councilmember

Jennifer K. Baker, Councilmember

Signe Friedrichs, Councilmember

Cesar del Aguila, Councilmember

Bill McKenna, Councilmember

Lisa C. Merkel, Mayor