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HERNDON TOWN COUNCIL
Tuesday
February 11, 2020

The Town Council met in public session on Tuesday, February 11, 2020, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Lisa C. Merkel; Vice Mayor Sheila A. Olem; and Councilmembers Jennifer K. Baker; Pradip Dhakal; Signe Friedrichs; and Bill McKenna.

Councilmember Cesar del Aguila was absent.

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Maggie DeBoard, Chief of Police; Elizabeth Gilleran, Director of Community Development; Page Kalapasev, Director of Information Technology; Jennie Tripoli, Director of Finance; Scott Robinson, Director of Public Works; Amanda Morrow Kertz and Jessica Sizemore, Deputy Town Clerks.

Mayor Merkel called the meeting to order at 7:00 p.m., all members present, with the exception of Councilmember del Aguila, and with Mayor Merkel presiding.

Mayor Merkel led the audience in the Pledge of Allegiance to the Flag of the United States of America.

ANNOUNCEMENTS

Mayor Merkel announced that Councilmember del Aguila would be absent from that night's meeting.

APPROVAL OF MINUTES

Vote on January 21, 2020
Work Session Minutes

On motion of Councilmember McKenna, seconded by Vice Mayor Olem, and carried by a 6-0 vote, the minutes of the January 21, 2020 work session were approved. The vote

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was: Councilmembers Baker, Dhakal, Friedrichs, McKenna, Vice Mayor Olem, and Mayor Merkel voting "Aye." Councilmember del Aguila was absent.

**Vote on January 28, 2020
Public Hearing Minutes**

On motion of Councilmember Dhakal, seconded by Councilmember McKenna, and carried by a 5-0 vote, the minutes of the January 28, 2020 public hearing were approved. The vote was: Councilmembers Baker, Dhakal, Friedrichs, McKenna, and Vice Mayor Olem voting "Aye." Mayor Merkel abstaining. Councilmember del Aguila was absent.

3. COMMENTS FROM THE TOWN MANAGER

There were no comments from the Town Manager.

COMMENTS FROM THE TOWN COUNCIL

Councilmember McKenna: Councilmember McKenna provided comments on budget season and asked citizens to continue submitting comments.

Councilmember Friedrichs: Councilmember Friedrichs also provided comments on budget season and encouraging citizen comments.

Councilmember Friedrichs discussed her attendance at a Fairfax County Economic Advisory Committee meeting, where she met the new Fairfax County Economic Development Authority President and CEO, Victor Hoskins. She enjoyed meeting him and learned a lot of interesting information she would like to pass on to staff.

Councilmember Dhakal: Councilmember Dhakal echoed his colleague's comments about budget season and encouraging citizen comments. He discussed the different ways they could be provided including sending emails and attending public hearings.

Vice Mayor Olem: Vice Mayor Olem thanked citizens for providing comments on the budget.

Vice Mayor Olem spoke about attending the Virginia Municipal League (VML) Legislative Day the prior week. She was joined by Councilmember Friedrichs, Mayor Merkel, and Town Attorney Lesa Yeatts.

Vice Mayor Olem provided comments on the Virginia Local Exchange program, which she heard about at a breakfast hosted by the Governor. She discussed how some rural parts of the state did not have access to broadband. The exchange program would take place between urban and rural jurisdictions in Virginia, like between the City of Alexandria and Wise County to discuss their respective issues and work together. She stated that she had the legislative packet if anyone wanted to see it.

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Mayor Merkel: Mayor Merkel also provided comments on VML Legislative Day. She was serving as the Town Section Chair on the VML Executive Board. One of the pieces of feedback VML received was that smaller towns did not feel like they were getting a lot of attention and service from VML. The VML President put together a town task force to try and solicit feedback from towns to how they could be better supported.

Mayor Merkel stated that town offices would be closed on Monday, February 17, in recognition of Presidents' Day. She encouraged those present to visit the town's website for the refuse collection schedule and the hours of operation for the community center and golf course.

Mayor Merkel provided comments on Valentine's Day and congratulated Councilmember McKenna on his recent engagement.

COMMENTS FROM THE AUDIENCE

The following members of the audience provided comments:

- Alexander Burke, 910 Jorss Place, Apt. #304, Herndon provided written comments for the record, which are on file in the Town Clerk's office. He spoke on affordable housing in the downtown, especially for seniors, and referenced a report from Cornerstones dated September 17, 2019. He asked the town to work with Fairfax County and Cornerstones on affordable housing. He also asked how federal transportation cuts he heard about would affect projects in the town.

Mayor Merkel thanked Mr. Burke for his comments and stated the Council shared his passion for diverse housing stock and were looking for that in future developments.

- Ann Vayda, 631 Oak Street, Herndon provided written comments for the record, which are on file in the town clerk's office. She spoke about a code of ethics versus a code of conduct. She asked the town to implement a "code of conduct" for all staff, Council, boards and commissions.

Ms. Vayda provided comments about the Heritage District, including the guidelines, regulations, and enforcement. She asked the town to post the study the Town Manager sent her about property values and tourism on the town's website. She asked the town to include a "condition" field on the survey forms, to look at Fairhope, Alabama as an example, and hoped the town had not asked her neighbor to paint the "rotten wood on his failing Heritage structure house".

- Ulo Pulles, 1200 Grant Street, Herndon provided comments about the Heritage District. He discussed metal roofs and provided comments on someone who had to replace roofing at a great financial cost. He saw the issue as a private property right and questioned what amount of character a roof provided.

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- Jo Ormesher, 750 Center Street, Arts Herndon, spoke about the budget and thanked the town and its residents for supporting Arts Herndon. She provided comments about upcoming events at Arts Herndon, with TedX, and for Youth in Arts Month ~ which would be in April. As part of Youth in Arts Month, the Virginia Museum of Fine Arts traveling arts show bus would be in Herndon. This would be the first time this bus exhibit would visit Northern Virginia.

Ms. Ormesher provided comments about General item Resolution 20-G-09. She thanked Council for the proposed simplified application for nonprofit groups.

Ms. Ormesher discussed art events that occurred this past weekend, including at NextStop Theatre.

PUBLIC HEARINGS

4. Resolution 20-G-08, to solicit public comment for consideration during the development of the Town Manager's proposed budget for Fiscal Year 2021.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearings had been duly advertised in the Friday, January 24 and Friday, January 31, 2020 issues.

Mayor Merkel opened the public hearing and stated that comments received by Council on this item were entered into the record. She recognized William H. Ashton II, Town Manager, for comments.

Mr. Ashton stated that the proposed resolution asked citizens to provide their input during the development of the FY 2021 budget. He discussed the budget process being underway and stated that staff would appreciate any input while preparing to meet with Council. He encouraged individuals to provide comments on the budget throughout the process.

The public hearing was held, and the following individuals provided comments:

- Alexander Burke, 910 Jorss Place, Apt. #304, Herndon; and
- Ann Vayda, 631 Oak Street, Herndon.

Following the public hearing, Councilmember McKenna moved approval of Resolution 20-G-08, as presented. Councilmember Baker seconded the motion.

Councilmember McKenna thanked Mr. Ashton and staff for their work, and he responded to Mr. Burke's comments about the town investing money. He stated that there were rules and regulations as to how towns could invest their money that were governed by the state.

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Councilmember Baker stated that the resolution would open the budget for comments and discussion. She expected this to be a tough budget season. She stated that personnel makes up the majority of the budget. This included being competitive, retaining quality employees, and customer service. She also stated the Council wanted citizen input and involvement to see what they collectively wanted to invest in.

Vice Mayor Olem provided comments on how the budget reflects the town's values and highlighted the lighting along the W&OD trail. She also provided comments on the benefits of the town's parks and asked citizens to continue sending in comments on the budget.

Councilmember Dhakal provided comments on citizen input and ways that the town is reducing waste. He stated that evaluating and changing the trash and recycling schedule was just an example of the ways the town was working to reduce waste and be more efficient. He also stated that the Town Manager was on top of redirecting staff resources based on their skillsets and abilities.

Councilmember Friedrichs thanked staff and provided comments on the Fairfax County Economic Development Advisory Committee meeting she attended. At that meeting, she learned that many young people being trained in cybersecurity are leaving the county, often citing the standard of living. She stated that a healthy economy could not be achieved if people did not want to live in the area. Councilmember Friedrichs stated she feared cybersecurity jobs would leave the area and the town would feel the effects of that. Echoing her colleagues, she too asked for citizens to continue sending in comments.

Mayor Merkel echoed her colleagues' comments and clarified that the Council was opening budget season. She welcomed continued citizen comments. She would try to remember to remind those present during comments from the audience that the town was seeking input on the budget at the next several public hearings. The budget would be released on April 1, 2020, and there were at least two Town Council public hearings scheduled on the budget for April 14, 2020, and April 28, 2020.

The question was called on the motion, which carried by a 6-0 vote. The vote was: Councilmembers Baker, Dhakal, Friedrichs, McKenna, Vice Mayor Olem, and Mayor Merkel voting "Aye." Councilmember del Aguila was absent.

Resolution 20-G-08, to solicit public comment for consideration during the development of the Town Manager's proposed budget for Fiscal Year 2021.

WHEREAS, each February, the Herndon Town Council conducts a public hearing to provide the opportunity for citizen comment for consideration during the development of the Town Manager's proposed budget; and

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WHEREAS, the proposed budget will be available for public review after April 1 each year and a *Citizen's Guide to the Proposed Budget* is mailed to all Herndon residents during the first week in April; and

WHEREAS, Town Council will conduct public hearings on April 14 and 28, which are advertised in the Fairfax County Times newspaper and information on the Town Manager's proposed budget and public hearing agendas are posted on the Town's website – www.herndon-va.gov – after April 1, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby extends its appreciation to all citizens who have provided input and further encourages residents to participate in budget public hearings on April 14 and 28.

5. Ordinance 20-O-16, to approve and authorize the Mayor to sign a Lease Agreement between the Town and The Elden Street Players, for space at 717 Lynn Street.

A Certificate of Publication was filed from the Editor of the *Fairfax County Times Newspapers*, showing that notices of said public hearing had been duly advertised in the Friday, January 31, 2020 issue.

Mayor Merkel opened the public hearing and recognized Lesa Yeatts, Town Attorney, for the staff report.

Ms. Yeatts presented the staff report dated February 4, 2020, which is on file in the Town Clerk's office. The town had a two-year lease with the Elden Street Players (NextStop Theatre Company) for space at 717 Lynn Street (the Depot). The lease has options for two one-year extensions. The lease would expire on February 28, 2020. The rent would remain at \$1.00 and the term would be month-to-month beginning on March 1, 2020 ~ expiring on February 28, 2023. Staff recommends approval of the proposed ordinance, as presented.

In response to queries from Councilmember Friedrichs, Ms. Yeatts confirmed that the lease term was month-to-month. She stated that NextStop would need to give 30 days' notice if they want to withdraw. The town would need to provide 90 days' notice if they wanted to terminate the lease.

The public hearing was held, and the following individual provided comments:

- Alexander Burke, 910 Jorss Place, Apt. #304, Herndon.

Following the public hearing, Vice Mayor Olem moved approval of Ordinance 20-O-16, as presented. Councilmember McKenna seconded the motion.

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There were comments from Council.

The question was called on the motion, which carried by a 6-0 vote. The vote was: Councilmembers Baker, Dhakal, Friedrichs, McKenna, Vice Mayor Olem, and Mayor Merkel voting "Aye." Councilmember del Aguila was absent.

Ordinance 20-O-16, to approve and authorize the Mayor to sign a Lease Agreement between the Town and The Elden Street Players, for space at 717 Lynn Street.

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

1. The Town Council approves a lease dated February 11, 2020, by which the Town would lease to The Elden Street Players certain space in part of the Town's building at 717 Lynn Street, Herndon, Virginia. The rent shall be \$1.00. The term shall be month-to-month from March 1, 2020 through February 28, 2023. The lease may contain certain other terms agreed to by the Mayor and Town Manager.
2. This ordinance shall be effective on and after the date of its adoption.

[Note: Attached for reference is the lease agreement b/n the town and The Elden Street Players dated February 11, 2020.]

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LEASE

THIS LEASE made on the 11th day of February 2020, by and between THE TOWN OF HERNDON, a municipal corporation (Landlord) and THE ELDEN STREET PLAYERS (Tenant).

Recitals

Landlord is the owner of a building located at 717 Lynn Street, Herndon, Virginia, called the "Depot."

Landlord and Tenant have agreed that Tenant will lease from Landlord, in consideration of the rent, and under the terms and conditions specified here, the "Waiting Room" in the Depot, the "leased premises." The "Waiting Room" is shown as "A" on the plan entitled "Herndon Depot & Museum," dated December 8, 1980, attached and incorporated by reference. The reference on the plan to the use of the "Waiting Room" is not applicable.

THEREFORE, the parties agree as follows in consideration of the mutual benefits and burdens of this lease.

1. **Commencement and Ending Date of Term.** Beginning March 1, 2020, Landlord leases the leased premises to Tenant according to the terms of this lease. The Tenant may remain in the leased premises on a month-to-month basis with the Tenant having the right to terminate the Lease upon 30 days prior written notice to the Landlord, and the Landlord having the right to terminate the Lease upon 90 days prior written notice to the Tenant. In any event, the term of this lease shall expire February 28, 2023.

2. **Rent.** Tenant shall pay Landlord on demand \$1.00 rent.

3. **Use of Premises.** Tenant shall use the leased premises only as an office and

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for the recreational events described in paragraph 5 of this Lease. Tenant shall not display any signs or advertising on the premises other than the one identification plate approved by the Landlord. Access to the restrooms in leased premises shall be shared with the Herndon Historical Society. Access to the Herndon Historical Society premises must remain locked. Tenant shall be responsible for maintaining the access to the Herndon Historical Society premises in a locked condition at all times. Tenant is aware that temporary use of the premises may be required during the Herndon Festival. Tenant and Landlord both agree to cooperate in this regard to make the premises available as needed during the Herndon Festival each year.

4. Policy Compliance. Tenant shall comply with all policies regarding the use of Town buildings, including the prohibition of alcohol and the use of recreational drugs or tobacco, as well as the Town building key policy.

5. Recreational Programing Responsibility. Tenant shall, in conjunction with the Town of Herndon Parks and Recreational Department produce at least three performances on the Town Hall Square during the months of May to September each year.

6. Utility Charges. Landlord shall maintain and pay the cost of all utilities except telecommunications on the leased premises.

7. Liability Insurance. Tenant shall keep in effect a policy of bodily injury and property damage liability insurance with respect to the leased premises in commercially reasonable amounts, as determined by Landlord. The policy shall name the Town of Herndon as an additional insured.

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8. Hold Harmless of Landlord. Tenant shall hold harmless Landlord, its officers, agents, and employees from any and all claims, actions, damages, liability and expense, including reasonable attorney's fees, in connection with loss of life, personal injury or damage to property arising from any occurrence in, upon, or at the leased premises, or the occupancy or use by Tenant of the leased premises or any part thereof.

9. Default. Tenant shall be in default upon failure to perform any term of this lease for more than five days after written notice of such failure shall have been given to Tenant or after Tenant's abandonment of the leased premises.

10. Rights and Remedies on Default. Landlord shall have the following rights on default of Tenant, which shall be cumulative, none excluding any other right allowed by this lease or by law.

a. Landlord may enter the leased premises and repossess the leased premises and remove Tenant and any others who may be occupying the leased premises and remove any property.

b. Landlord may seize, remove and sell all of the personal property and fixtures of Tenant on the leased premises or remove and store such property at the cost of and for the account of Tenant.

11. Waste or Nuisance. Tenant shall not commit any waste or nuisance upon the leased premises.

12. Maintenance by Tenant. Tenant accepts the leased premises including the improvements and any equipment in the leased premises in their existing condition. Tenant shall at all times keep the leased premises in a clean and sanitary condition and in

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good repair. If Landlord is required to make any repairs by reason of Tenant's negligent or intentional act or omission, Tenant shall pay to Landlord the cost of the repairs as additional rent within ten days after written notice. Landlord shall be responsible for roof, structural integrity of the building, and replacement and repair of utility systems except telecommunications related to the leased premises. Tenant shall return the leased premises to its original condition prior to Tenant's vacation of the premises, normal wear and tear excepted.

13. Notification of Hazard. Tenant and Landlord shall give immediate notice to the other in case of fire, accident, or defect in the leased premises or in any fixtures or personal property comprising the leased premises.

14. Alterations and Improvements. Tenant shall not make or cause to be made any alterations to the leased premises without first obtaining Landlord's written consent.

15. Removal of Improvements and Restoration by Tenant. All alterations made by Tenant shall remain the property of Tenant for the term of the lease. Landlord and Tenant shall agree in writing prior to the installation of any fixture in which Tenant will retain title to the fixture at the expiration of the lease. If Tenant retains title, Tenant will remove the property at the expiration of the term of the lease and leave the leased premises in the same condition as at the commencement of the lease. If Landlord acquires title, the property will remain part of the leased premises and Tenant shall not have any obligation to remove it. Absent such written agreement, Landlord shall have the option upon expiration or termination of the term of this lease to retain the alterations as a part of the leased premises, or to require Tenant to remove all the alterations and restore

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the leased premises to the same condition as at the commencement of the lease. If Tenant fails to remove such alterations and restore the leased premises as requested by Landlord, then Landlord may remove them and restore the leased premises and Tenant shall pay Landlord's costs as additional rent.

16. Loss and Damage. Landlord shall not be liable for any loss or damage to property of Tenant located on the leased premises. Landlord shall not be liable for any injury, death, or damage to persons or property associated with Tenant resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, snow, or leaks from any part of the leased premises. Landlord shall not be liable for any latent defect in the leased premises or in the building of which they form a part. All property of Tenant kept or stored on the leased premises shall be so kept or stored at the risk of Tenant and Tenant shall hold Landlord harmless from any claims arising out of damage to the same, including subrogation claims by Tenant's insurance carrier.

17. Right of Entry. Landlord shall have the right to enter the leased premises during normal business hours to examine the same upon reasonable notice, either oral or written. Landlord shall have the right to make such repairs, alterations, improvements or additions as may be reasonably necessary and to temporarily close doors, entryways, and other spaces and to interrupt or temporarily suspend utility and other building services and facilities, without the same constituting an eviction of Tenant in whole or in part.

18. Quiet Enjoyment. Upon the observance of all Tenant's obligations of this lease, Tenant shall peaceably and quietly hold and enjoy the leased premises.

19. Surrender of Premises. At the expiration or termination of the term of this

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lease, Tenant shall surrender the leased premises in the same condition that the leased premises were in at the commencement of this lease, reasonable wear and tear excepted, and shall surrender all keys for the leased premises to Landlord.

20. Assignment and Subletting. Tenant may not assign this lease without prior written consent of Landlord. This prohibition against assigning or subletting shall be construed to include a prohibition against any assignment or subletting by operation of law.

21. Binding on Successors/Assigns. All of the terms of this lease shall bind the successors and assigns of Landlord and Tenant, except where the assignment is ineffective due to lack of Landlord's consent.

22. Recitals. The recitals are part of this lease.

23. Custodial. Landlord shall provide routine custodial services for the leased premises.

THE ELDEN STREET PLAYERS

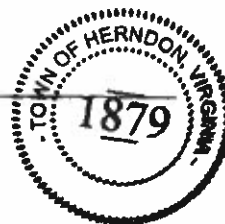
By: Vicki Kile

Vicki Kile
President

TOWN OF HERNDON, VIRGINIA

By: Lisa C. Merkel

Lisa C. Merkel
Mayor



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(public hearing)

ATTEST:

[Signature]
Acting Town Clerk

APPROVED AS TO FORM:

[Signature]
Town Attorney

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GENERAL

6. Resolution 20-G-09, to amend resolution 16-G-03, adopted January 12, 2016, which established a policy for the disbursement of town funds to non-profit organizations.

Mayor Merkel stated that this item was a result of the Council's work session discussions on December 3, 2019, and January 21 and February 4, 2020. She recognized Jennie Tripoli, Director of Finance, for the staff report.

Ms. Tripoli presented the staff report dated February 4, 2020, which is on file in the Town Clerk's office. The proposed resolution would simplify how community nonprofit organizations receive cash donations from the town. This amendment to the previously adopted Resolution 16-G-03 would remove the mid-year reporting requirements and would permit payment of approved cash donations in one lump sum at the beginning of the fiscal year the funds were appropriated. The proposed amendment would remove language related to in-kind resources and town sponsorship requests. Staff was working on a separate resolution covering these types of requests for Council consideration in the next few weeks. Staff recommends approval of the proposed resolution, as presented.

Councilmember Dhakal moved approval of Resolution 20-G-09, as presented. Vice Mayor Olem seconded the motion.

Following input from the Town Attorney, Councilmember Dhakal clarified that he intended to move approval of Resolution 20-G-09.

There were comments from Council.

The question was called on the motion, which carried by a 6-0 vote. The vote was: Councilmembers Baker, Dhakal, Friedrichs, McKenna, Vice Mayor Olem, and Mayor Merkel voting "Aye." Councilmember del Aguila was absent.

Resolution 20-G-09, to amend Resolution 16-G-03, adopted January 12, 2016, which established a policy for the disbursement of town funds to non-profit organizations.

WHEREAS, the Town of Herndon recognizes the important contribution non-profit organizations make to the overall quality of life in Herndon; and

WHEREAS, under the Code of Virginia, localities may appropriate public funds to any charitable or non-profit organization if the organization provides services to residents of the locality and if such organizations are not controlled in whole or in part by any church or sectarian society; and

WHEREAS, the Town Council must make informed decisions regarding disbursement of town funds.

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NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby adopts the attached eligibility criteria and reporting requirements, as amended, for the disbursement of funds to charitable or non-profit organizations.

[Note: Attached for reference is the eligibility criteria and reporting requirements, as amended, for the disbursement of funds to charitable or non-profit organizations.]

**Amended Eligibility Guidelines for Disbursement of Town
Funds to Charitable or Non-profit Organizations**

Adopted by Resolution 20-G-09, February 11, 2020

Eligibility

- Organizations applying for funds must be community-based and provide services or activities in Herndon.
- Must be established for a minimum of two years.
- Must be chartered or incorporated through the Virginia State Corporation Commission.
- Must be a tax-exempt entity as determined by the federal Internal Revenue Service (IRS).
- Must provide an amount from other sources equivalent to 50 percent of the funds requested from the town and document how these funds will be raised. Herndon Community Television (HCTV) is exempted from this requirement as HCTV provides direct services to the government by acting as the town's public television access station.

Application Process

Application

All organizations applying for funds must submit a completed Non-Profit Donation Request Application by the deadline for submission. Unless otherwise noted, the following documents must be submitted with all applications:

1. **Transmittal Letter** - All organizations applying for funds must submit a transmittal letter that includes the following information:
 - a. Purpose of the organization and description of its programs and activities.

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- b. Goals and objectives of the organization for the next fiscal year.
 - c. Major accomplishments the organization achieved in the Town of Herndon for the past calendar year.
 - d. Specific benefit(s) of the organization's services and activities to Herndon residents.
 - e. Amount of funding requested from the town.
 - f. Purpose for which donation will be used.
 - g. A brief statement of current fundraising activities.
 - h. Statement signed by the principal officer acknowledging that membership or participation is open to all residents and businesses in the town without regard to race, national origin, religion, or sex.
- 2. A budget detailing how the requested funds will be used. The budget should include a listing of services the organization provides the citizens of Herndon and the corresponding amount for each service.
 - 3. A copy of the IRS tax exemption certificate.**
 - 4. An up-to-date listing of names and affiliations of the principal officers and Board of Directors.
 - 5. A copy of the organization's most recent financial report.

Organizations requesting \$5,000 or greater must also submit the following:

- 6. A copy of the certificate of incorporation.**
- 7. A copy of the most recent tax return or a copy of IRS form 990.
- 8. A copy of the organization's Annual Report.

** Organizations that previously applied for and received town funds in the current fiscal year do not need to resubmit items (3) and (6) under the "Application" section (above) unless there are changes or updates to these documents. If changes were made, please submit the most current version of the document(s) with the application.

Distribution of Funds

Approved funds will be disbursed in the first month of the fiscal year.

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7. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:37 p.m.



Lisa C. Merkel
Mayor



Amanda M. Kertz
Deputy Town Clerk



Minutes approved by Town Council: February 25, 2020.

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NOTE:

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