



TOWN COUNCIL WORK SESSION AGENDA

Herndon Police Department – Community Room
397 Herndon Parkway, Herndon, VA 20170

Tuesday, February 7, 2023 | 7:00 p.m.

1. Call to Order

2. General

- a. Ordinance to amend and reenact Chapter 54 (PERSONNEL), Article IV (Grievance Procedure), Article V (Conflict of Interest)
- b. Resolution to award Contract #D-23-01 General Water and Sanitary Sewer Engineering Services
- c. Resolution to award Contract IFB #23-03 Traffic Marking
- d. Resolution to award Contract IFB #B-23-01 Bready Park Tennis Court Renovation
- e. Resolution to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #23-01 to amend Chapter 78 (ZONING), Article XIV (Signs), Section 78-141.6 (Sign Standards for Downtown Mixed-use Districts), to grant authority to the Historic District Review Board to allow wall signs in additional locations under certain circumstances
- f. Resolution to endorse and approve the submission of an application to the Department of Transportation, Office of the Secretary, for funding under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program, to be directed towards development and adoption of the Town's 2050 Comprehensive Plan

3. Discussion

- a. Organizational Orientation Discussion by the Town Manager and the Herndon Police Department and the Human Resources Department
- b. Defining Criteria for the Council Communication Approach (Councilmember Scherff)
- c. Curb concerns for Ballou and Park Streets (Councilmember del Aguila)
- d. Mayor and Council Salaries (Vice Mayor Hedrick)

4. Roundtable

5. Closed Meeting

- a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1) of the Code of Virginia for discussion of prospective candidates relative to appointments to boards and commissions

6. Adjournment



STAFF REPORT

Town Council
February 7, 2023

Title:

Ordinance to amend and reenact Chapter 54 (PERSONNEL), Article IV (Grievance Procedure), Article V (Conflict of Interest)

Staff Contact:

Tanya Kendrick
(phone) 703-435-6800, x2050
(e-mail) tanya.kendrick@herndon-va.gov

Description:

Article IV, Grievance Procedure, of Chapter 54 of the town code details the grievance process for town employees. The Code of Virginia dictates the basic process and steps for employee grievance. Pursuant to the discretion permitted by the Virginia Code the town adopted additional provisions. However, a recent comprehensive review of Article IV and related Administrative Regulations identified that the current language creates an appeals process that was confusing and duplicative of the required state code grievance process. These amendments delete the unnecessary and sometimes confusing provisions and otherwise ensure consistency with state code and include best practices.

Additionally, Article V, Conflict of Interest, is being revised to more closely reflect state code requirements regarding employees required to complete disclosures.

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval of the proposed ordinance as presented.

Attachments:

Proposed Ordinance

Staff:

Tanya Kendrick

Tanya J. Kendrick

Director of Human Resources

TOWN OF HERNDON, VIRGINIA

ORDINANCE

FEBRUARY 14, 2023

Ordinance - to amend and reenact Chapter 54 (PERSONNEL), Article IV (Grievance Procedure), Article V (Conflict of Interest)

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

1. The following sections or provision of the Herndon Town Code (2000), as amended, are amended and re-ordained as follows:

CHAPTER 54 (PERSONNEL)

Article IV. Grievance Procedure

Sec. 54-82. - Grievance defined.

A grievance shall be a complaint or dispute by an employee relating to ~~his~~ **their** employment including, but not necessarily limited to:

- (3) Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, ~~or~~ sex, **marital status, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, military status and all other areas covered under federal and state law**; and

Sec. 54-84. - Coverage of personnel.

- (a) Unless otherwise provided by law, all nonprobationary town regular full-time and part-time employees are eligible to file grievances with the following exceptions:

- (6) Temporary, limited term, **part-time flexible** and seasonal employees;

Sec. 54-85. - Grievance filing procedure.

All grievable employment complaints and disputes will be administered in the manner here specified and processed within the stated time limits. Personal face-

to-face meetings are required at all of these steps. With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate town official at the level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At the final management step, the grievant, at ~~his~~ **their** option, may have present a representative of ~~his or her~~ **their** choice. If the grievant is represented by legal counsel, local government likewise has the option of being represented by counsel.

Step 1. An employee who has a grievance shall ~~discuss the complaint with the employee's~~ **personally present the basis for their grievance to their** immediate supervisor. ~~Employees must present this initial statement of grievance within 20 calendar days of the complaint occurrence or knowledge of such occurrence, whichever is later.~~ **action precipitating the grievance.** The immediate supervisor will hear the grievance and respond to the employee **in writing** within five ~~working~~ **calendar** days after this initial ~~discussion.~~ **hearing.**

Step 2. If the response from Step 1 is not acceptable to the grievant, the grievant may file, within ten calendar days from ~~his or her~~ **their** receipt of the supervisor's Step 1 response, ~~a~~ **their** written grievance. **The grievance must be filed on a completed grievance form and must specify the relief sought.** The grievant must present this written grievance to the department head and forward a copy to the director of human resources. ~~The grievance must be filed on a completed grievance form and must specify the relief sought.~~

The department head will meet the grievant within ten calendar days after receipt of the written grievance to discuss the grievance and to hear the grievance. Within ten calendar days after this meeting, the department head will respond to the grievance in writing.

Step 3. If the department head's written reply from Step 2 is not acceptable to the grievant, the grievant may request, in writing, within ten calendar days from receipt of the reply, a meeting with the town manager for further consideration of the grievance. **The grievance must be filed on a completed grievance form and must specify the relief sought.**

This meeting shall be scheduled within ten calendar days from receipt of the request.

The town manager will hear ~~both sides of~~ the grievance and provide a written reply to the grievant within ten calendar days of the meeting.

Step 4. If the town manager's reply from Step 3 is not acceptable to the grievant, **the grievant may request** the grievance ~~may be submitted to~~ **for a panel hearing before an administrative hearing officer.** The request for ~~a panel~~ **an administrative** hearing must be made on the grievance hearing request form. Request for ~~a panel~~ **an administrative**

hearing must be received by the town manager within ten calendar days after the receipt of the Step 3 reply.

Within ten calendar days of receipt of the employee's Step 4 request, the town manager must, if they have not already done so, determine whether the grievance qualifies for a hearing. If the town manager does not qualify the grievance for a hearing, the employee may appeal that decision directly to the Circuit Court as outlined in § 54-87.

If the town manager determines the issue is grievable, has already determined the issue is grievable or if the town manager fails to respond within ten calendar days as required, the grievance shall be heard by an Administrative Hearing Officer no later than 30 calendar days following the appointment of a Hearing Officer as set out in § 54-88(a)(1) of the procedure.

Sec. 54-86. - Compliance.

- (a) After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided that the party not in compliance fails to correct the noncompliance within five ~~workdays~~ **calendar days** of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the ~~chief administrative officer~~ **town manager**, or his **their** designee.
- (b) The town manager or his designee, at his **their** option, may require a clear written explanation of the basis for just cause extensions or exceptions. The town manager or his **their** designee, shall determine compliance issues. Compliance determinations made by the town manager shall be subject to judicial review by filing a petition with the county circuit court within 30 calendar days of the compliance determination.
- (c) **For purposes of this grievance procedure “calendar day” means any day shown on the calendar beginning at midnight and ending at midnight the following day; provided that whenever the last day for performing an act required by this procedure falls on a Saturday, Sunday, or any holiday on which the town’s administrative offices are closed, the act must be performed on the next day that is not a Saturday, Sunday, or such holiday.**

Sec. 54-87. - Qualification for panel ~~administrative~~ hearing.

- (a) Decisions regarding grievability and access to the procedure shall be made by the town manager or his **their** designee, at any time prior to the panel

fourth step administrative hearing, at the request of the town or grievant, within ten calendar days of the request. The town attorney shall not be authorized to decide the question of grievability. A copy of this ruling shall be sent to the grievant. Decisions of the town manager or ~~his or her~~ **their** designee may be appealed to the county circuit court for a hearing on the issue of whether the grievance qualifies for a ~~panel~~ **fourth step administrative** hearing. Proceedings for the review of the decision of the town manager or ~~his~~ **their** designee shall be instituted by the grievant by filing a notice of appeal with the town manager within ten calendar days from the date of receipt of the decision and giving a copy thereof to all other parties. Within ten calendar days thereafter, the town manager or ~~his~~ **their** designee shall transmit to the clerk of the court to which the appeal is taken: a copy of the decision of the town manager, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the town manager or ~~his~~ **their** designee to transmit the record shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the town manager to transmit the record on or before a certain date.

- (b) Within 30 days of receipt of such records by the clerk, the court, without a jury, shall hear the appeal on the record transmitted by the town manager or ~~his~~ **their** designee and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the town manager or ~~his~~ **their** designee, or may reverse or modify the decision. The decision of the court shall be rendered no later than the ~~15th~~ **fifteenth** day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

Sec. 54-88. - Panel Administrative hearings.

- (a) Qualifying grievances shall advance to ~~the final step~~ **a hearing before an administrative hearing officer** as described as follows:
 - (1) ~~The final step shall provide for a hearing before an impartial panel, consisting of one member appointed by the grievant, one member appointed by the town manager and a third member selected by the first two. If agreement cannot be reached as to the final panel member, the chief judge of the county circuit court shall select the third panel member. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from~~

~~serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of the attorney shall serve as a panel member.~~ **administrative hearing officer, who shall be appointed by the Executive Secretary of the Supreme Court of Virginia. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Code of Virginia § 2.2-4024, as amended, and shall be made from the appropriate geographical region on a rotating basis. In the alternative, the town may request the appointment of an administrative hearing officer from the Department of Human Resource Management. The town shall bear the expense of such officer's services.**

- ~~(2)~~ **(2)** ~~In all cases there shall be a chairperson of the panel. Panels shall be composed of three persons (one each selected by the respective parties and the third selected by the first two panel members). The third member shall be the chairperson.~~
- ~~(3)~~ **(2)** Both the grievant and the town may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing at their respective expense. Such representatives may examine, cross examine, question and present evidence on behalf of the grievant or respondent before the panel **hearing officer** without being in violation of the provisions of Code of Virginia, § 54.1-3904.
- ~~(4)~~ **(3)** The decision of the panel **hearing officer** shall be final and binding and shall be consistent with the provisions of law and written policy.
- ~~(5)~~ **(4)** The question of whether the relief granted by a panel **hearing officer** is consistent with written policy shall be determined by the town manager or his **their** designee, unless such person has a direct personal involvement with the events giving rise to the grievance, in which case the decision shall be made by the county commonwealth's attorney.

(b) These rules shall govern panel **administrative** hearings:

- (1) ~~Panels~~ **Hearing officers** do not have authority to formulate policies or procedures or alter existing policies or procedures.
- (2) ~~Panels~~ **Hearing officers** have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private.
- (3) The town shall provide the panel **hearing officer** with copies of the grievance record **at least ten calendar days** prior to the hearing,

and provide the grievant with a list of the documents furnished to the ~~panel~~ **hearing officer**. The grievant and ~~his~~ **their** attorney (if any), at least ten **calendar** days prior to the scheduled ~~panel~~ **administrative** hearing, shall be allowed access to and copies of all relevant files intended to be used in the ~~grievance proceedings.~~ **hearing. At least ten calendar days prior to the hearing, the grievant or their attorney (if any) shall provide the Town and the Administrative Hearing Officer with the documents, exhibits, and lists of witnesses he intends to use at the hearing.**

- (4) ~~Panels~~ **Hearing officers** have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.
- (5) All evidence shall be presented in the presence of the ~~panel~~ **hearing officer** and the parties, except by mutual consent of the parties.
- (6) Documents, exhibits ~~and~~, lists of witnesses, **and applicable workplace policies and procedures** shall be exchanged between the parties **no later than ten calendar days** in advance of the hearing. **Witnesses or exhibits not so identified and exchanged will not be allowed at the hearing unless the hearing officer finds good cause exists to permit the same.**
- (7) All parties to the grievance will be notified by the ~~panel~~ **hearing officer**, in writing, as to the **date**, time, and place of the hearing. The hearing shall be held at a date, time and place convenient to the parties, **ideally** not more than ~~90~~ **30** calendar days after the ~~selection of the panel.~~ **appointment of the administrative hearing officer or as soon as practicable thereafter.**
- (8) The ~~panel~~ **hearing officer** may, at the beginning of the hearing, ask for **oral or written** statements clarifying the issues involved.
- (9) Exhibits, when offered by the grievant or the town, may be received in evidence by the ~~panel~~ **hearing officer**. When so received, they will be marked and made a part of the record. Hearing proceedings will be recorded **on equipment provided by the town**. If any parties wish to have present a certified court reporter at their expense, they may do so **with each party bearing the cost of any transcripts they wish to obtain.**
- (10) The ~~grievant~~ **moving party (i.e., the grievant except in the case of formal disciplinary action involving a formal written reprimand, disciplinary probation, disciplinary demotion, suspension, or termination, in which case the moving party is the town)** will present claims and evidence. Witnesses will submit to direct and cross examination. When the

~~grievant~~ **moving party** has finished ~~his~~ **its** case, the ~~town~~ **responding party** will present its evidence. After the ~~town~~ **responding party** has finished its case, the ~~grievant~~ **moving party** will have an opportunity to present rebuttal evidence. The ~~panel~~ **hearing officer** may, at ~~its~~ **their** discretion, vary the procedure, **limit the time allotted for each witness and the number of witnesses**, but ~~it~~ **the hearing officer** shall afford equal opportunity to all parties for presentation of any relevant proof. The ~~chairman~~ **hearing officer** will be the judge of relevancy of the evidence offered. Hearings are not intended to be conducted like proceedings in court, and the rules of evidence do not necessarily apply.

- (11) After both sides have rested, the ~~chairman~~ **hearing officer** shall declare the hearing closed. **If requested by the hearing officer, the parties will provide closing arguments orally or in writing.**
- (12) Failure to comply with a ~~panel~~ **hearing officer's** decision, or reprisals taken as a result of a ~~panel~~ **hearing officer's** decision, shall be considered to be a separate grievance.
- (13) The hearing may be reopened by the ~~panel~~ **hearing officer** on ~~its~~ **their** own motion or upon application of a party for good cause shown at any time before the decision is rendered.
- (14) The ~~majority~~ decision of the ~~panel~~ **hearing officer**, acting within the scope of ~~its~~ **their** authority, shall be final, subject to existing policies, procedures and law.
- (15) The ~~panel~~ **hearing officer's** decision shall be provided within 15 calendar days after the panel hearing to all parties.

Sec. 54-89. - Implementation of ~~panel~~ administrative hearing decisions.

Either party may petition the county circuit court for an order requiring implementation of the panel decision.

Article V. Conflict of Interest

Sec. 54-111. - Disclosure ~~by town officers and employees~~ of personal and real estate interests.

~~As a condition to assuming office or employment, the town manager, the town attorney, the director of finance, the director of parks and recreation, the director of public works, the director of community development, the chief of police, the director of information technology, the director of human resources, the director of golf, the deputy town attorney, the deputy director of finance and the purchasing~~

~~agent shall each file, under oath or affirmation, a disclosure statement of personal interests and other information as required on the form or forms identified in Code of Virginia, §§ 2.2-2115 and 2.2-3117 at such times and for such periods as required by state law. The town clerk shall distribute the statement of economic interest form to the designated individuals at least 20 days prior to the filing deadline.~~

(a) In accordance with Code of Virginia § 2.2-3115(A) the following individuals are required to file the appropriate disclosure statements with the Town Clerk:

- (1) The mayor and members of the town council;**
- (2) The town manager;**
- (3) The town attorney;**
- (4) The deputy town attorney; and**
- (5) The finance director.**

(b) In accordance with Code of Virginia § 2.2-3115(G) the following individuals are required to file the appropriate disclosure statements with the Town Clerk:

- (1) The town manager**
- (2) Members of the town planning commission; and**
- (3) Members of the town board of zoning appeals.**

(c) All persons required under this section to file disclosure statements shall complete the form and file with the town clerk. Such forms will be retained by the town clerk for five years and be available for public inspection upon request under the provisions of the Virginia Freedom of Information Act (Code of Virginia § 2.2-3700 et seq.).

(d) Nothing contained within this section shall be deemed to relieve any person subject to State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.) or any other law from any requirements of disclosure of their personal interest in a transaction of specific application, not otherwise identified in the forms required thereby, or from the additional disclosure required by such act or by Code of Virginia § 2.2-3115(F), pertaining to boards of zoning appeals, planning

commissions, and the town manager, in their estate interests in real estate located within the town, and they shall make such additional disclosures as required thereby on forms provided for that purpose.

(e) Penalties for violation of this section are in accordance with Code of Virginia §§ 2.2-3120 – 2.2-3127.

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



STAFF REPORT

Town Council
February 7, 2023

Title:

Resolution – Award of Contract #D-23-01, General Water and Sanitary Sewer Engineering Services.

Staff Contact:

Tammy Chastain, Deputy Director of Public Works
(phone) 703-435-6803
(e-mail) tammy.chastain@herndon-va.gov

Background:

On October 21, 2022, the town issued a Request for Proposals for Water and Sanitary Sewer Engineering Services to support the town's water and sewer system engineering and maintenance projects and other Town Council approved efforts. The intent of the award is to provide the ability to secure water and sewer engineering services through an "as-needed" contract for discrete work to be performed on a task order basis. This contract is a one-year contract that may be extended for three one-year periods. No minimum volume of work is guaranteed.

Initial proposals were received from four firms. An evaluation committee composed of Public Works staff selected the following three firms for follow-up oral interviews:

CDM Smith Inc.
Whitman Requardt & Associates, LLP
Hazen and Sawyer

Following the interviews, the evaluation committee selected Whitman Requardt & Associates, LLP and CDM Smith Inc. as the top-rated firms. Negotiations with Whitman Requardt & Associates, LLP and CDM Smith Inc. have resulted in favorable hourly rates for the variety of professional and non-professional disciplines and supporting tasks that will be awarded for the assigned work.

All hourly rates are competitive with other town contracts and regional rates and indicate average hourly rates. Specific rates may vary slightly depending on the individual performing work on a specific task.

Fiscal Impact:

Funds to support individual task orders will be provided from the appropriate Capital Improvement Program and professional services accounts.

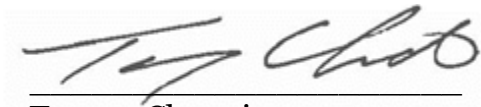
Staff Recommendation:

Staff recommends Town Council award Contract #D-23-01, General Water and Sanitary Sewer Engineering Services, to Whitman Requardt & Associates, LLP and CDM Smith Inc.

Attachments:

Draft Resolution

Staff:

A handwritten signature in black ink, appearing to read "Tammy Chastain", is written over a horizontal line.

Tammy Chastain

Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 14, 2023

Resolution- Award of Contract #D-23-01, General Water and Sanitary Sewer Engineering Services.

WHEREAS, design and maintenance projects for the Town's water and sewer systems are in the Capital Improvement Program (CIP) that require design and engineering services; and

WHEREAS, general services task order consultants have been determined to be a cost effective and efficient means of completing task requirements in support of the execution of CIP and other Town Council approved efforts; and

WHEREAS, RFP #D-23-01 was advertised on October 21, 2022, and clearly identified the nature of the intended services; and

WHEREAS, on November 17, 2022, the Town received four proposals from architectural and engineering firms; and

WHEREAS, an evaluation committee reviewed the proposals and selected two of the applicants to interview, and interviews took place on January 6, 2023; and

WHEREAS, the selection committee selected Whitman Requardt & Associates, LLP and CDM Smith Inc., as the best qualified to provide architectural and engineering services for the Town's water and sanitary sewer system projects; and

WHEREAS, negotiations with Whitman Requardt & Associates, LLP and CDM Smith Inc. have resulted in favorable hourly rates and unit costs for the variety of professional and non-professional disciplines and supporting tasks that will be required for the assigned work; and

WHEREAS, funds to support individual Task Orders will be provided from the appropriate Capital Improvement Program and professional services accounts.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia hereby awards Contract #D-23-01, General Water and Sanitary Sewer Engineering Services, to Whitman Requardt & Associates, LLP and CDM Smith Inc. at the negotiated hourly rates.

STAFF REPORT

Town Council
February 7, 2023

Title:

Resolution – Award of Contract IFB #23-03, Traffic Marking.

Staff Contact:

Andrea Lourenco
Procurement Agent
(phone) 703-435-2048
(e-mail) andrea.lourenco@herndon-va.gov

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

Background:

An Invitation for Bid to establish a term contract with a qualified contractor for traffic marking at various locations throughout the town was issued. The contractor shall provide all necessary labor, materials installation equipment, trouble shooting, supervision and related work as required or directed per Virginia Department of Transportation standards.

The period of this contract shall be one (1) year from date contract is fully executed. The town reserves the right to renew this contract for four (4) additional years, one (1) year at a time.

Bids were solicited for traffic marking through an Invitation for Bid, which was posted January 4, 2023, on the eVA Commonwealth of Virginia procurement website and the Town of Herndon website to maximize fullest competition. On January 26, 2023, the following three bids were received:

- | | |
|----------------------------|-------------|
| 1. Midlantic Marking, Inc. | \$43,320.00 |
| 2. Mullen's Markings, Inc. | \$51,524.10 |
| 3. JenSpy, Inc | \$66,925.00 |

To ensure availability of equipment and staff to perform contract tasks, staff recommends awarding the contract to two of the bidders, primary and alternate, which will be done on a priority basis: first, by low bid for each line item; and second, by availability.

The advertised solicitation establishes an award criteria that states the Town's right to award multiple contracts for all of the specified item(s) or service(s) to more than a single responsive and responsible Bidder, or to award multiple contracts to the lowest responsive and responsible Bidder for each required good, service or equipment.

The two lowest bidders, Midlantic Marking, Inc. and Mullen's Markings, Inc. have been found to be responsive and responsible.

Fiscal Impact:

Funds to support IFB #23-03, Traffic Marking, are available in Contract Services, account number 001-0893-420610.

Staff Recommendation:

Staff recommends Contract IFB #23-03, Traffic Marking, be awarded to multiple contractors for each line item on a priority basis: first, by low bid for each line item; and second, by availability.

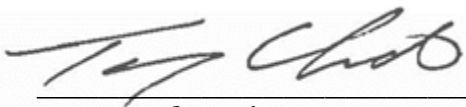
Attached Documents:

Draft Resolution

Staff:



Andrea Lourenco
Purchasing Agent



Tammy Chastain
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 14, 2023

Resolution: **Award of Contract IFB #23-03, Traffic Marking.**

WHEREAS, the Invitation for Bid process was used to solicit offers for traffic marking services; and

WHEREAS, the Invitation for Bid was posted on January 4, 2023 on the eVA Commonwealth of Virginia procurement website and the Town of Herndon website to maximize fullest competition; and

WHEREAS, the following bids were received and opened on January 26, 2023 at a public bid opening:

<u>Contractor</u>	<u>Bid</u>
Midlantic Marking, Inc.	\$43,320.00
Mullen's Markings, Inc.	\$51,524.10
Jen Spy, Inc	\$66,925.00; and

WHEREAS, to ensure availability of equipment and staff to perform contract tasks, staff recommends awarding the contract to two of the bidders, primary and alternate, which will be done on a priority basis: first, by low bid for each line item, and second, by availability; and

WHEREAS, the advertised solicitation establishes an award criteria that states the Town's right to award multiple contracts for all of the specified item(s) or service(s) to more than a single responsive and responsible Bidder, or to award multiple contracts to the lowest responsive and responsible Bidder for each required good, service or equipment; and

WHEREAS, in accordance with the specifications, the contract may be extended by the Town for four successive one-year periods; and

WHEREAS, it is the staff's recommendation to award the contract to the two lowest responsive and responsible bidders, Midlantic Marking, Inc. and Mullen's Markings, Inc.; and

WHEREAS, funds to support this contract are available in Contract Services account number 001-0893-42610.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby authorizes award of Contract IFB #23-03, Traffic Marking to Midlantic Marking, Inc. and Mullen's Markings, Inc.



STAFF REPORT

Town Council
February 7, 2023

Title:

Resolution to award contract IFB #B-23-01, Bready Park Tennis Court Renovation

Staff Contact:

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

Background:

The project includes the installation of a new three-court air structure that replaces an existing air structure at Bready Park. The new air structure includes new interior lighting, mechanical and electrical systems, and fencing. The project also includes repairing and installation of a cushioned hard court ProBounce or equivalent surface, and new court net systems on six existing tennis courts including the three courts under the air structure.

On November 11, 2022, contract IFB #B-23-01, Bready Park Tennis Court Renovation, was advertised on eVA, the state procurement site. On December 19, 2022, bid opening was held and the following bid was received:

Contractor	Bid
A.P. Construction, LLC	\$1,500,000.00

The only bidder, A.P. Construction, LLC, has been found to be responsive and responsible.

Fiscal Impact:

Funds to support this contract are available from funds received through the American Rescue Plan (ARPA). Staff recommends a contingency in the amount of \$200,000.00, which is approximately 13% of the contract amount, to be authorized.

Staff Recommendation:

Staff recommends that the Town Council of the Town of Herndon, Virginia:

1. Award contract IFB #B-23-01, Bready Park Tennis Court Renovation, to A.P. Construction, LLC.

2. Authorize a contingency of \$200,000.00.
3. Authorize the Town Manager or his designee to approve contract modifications (change orders) that increase project scope and costs, utilizing the project contingency.

Attachment:

Draft Resolution

Staff:



John Irish,
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 14, 2023

Resolution- to award contract IFB #B-23-01, Bready Park Tennis Court Renovation

WHEREAS, the Bready Park Tennis Court Renovation is in the Capital Improvement Program; and

WHEREAS, Contract #B-23-01, Bready Park Tennis Court Renovation, was advertised on November 11, 2022; and

WHEREAS, One (1) bid was received and opened on December 19, 2022; and

WHEREAS, the bid submitted by A.P. Construction, LLC in the amount of \$1,500,000.00 was the only bid received and was found to be a responsive and responsible bid; and

WHEREAS, it is staff's recommendation to award the contract to the responsive and responsible bidder, A.P. Construction, LLC; and

WHEREAS, staff recommends in addition to the contract that a contingency of \$200,000.00, which is approximately 13 percent of the bid, be authorized; and

WHEREAS, funds to support this contract are available through funds received from the American Rescue Plan (ARPA); and

NOW, THEREFORE BE IT RESOLVED the Town Council of the Town of Herndon, Virginia, hereby awards Contract #B-23-01, Bready Park Tennis Court Renovation, to **A.P. Construction, LLC**, in the amount of **\$1,500,000.00**, and hereby authorizes the Mayor to sign the contract.

BE IT FURTHER RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby authorizes a contingency of **\$200,000.00**.

BE IT FURTHER RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby authorizes the Town Manager or his designee to approve and effectuate contract modifications (change orders) that increase project scope and costs, utilizing the project contingency.

STAFF REPORT

Town Council

February 7, 2023

Title

Resolution, to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #23-01 to amend Chapter 78 (ZONING), Article XIV (Signs), Section 78-141.6 (Sign Standards for Downtown Mixed-Use Districts), to revise the regulations governing the location of wall mounted signs.

Staff Contacts

David Stromberg, AICP – Zoning Administrator; david.stromberg@herndon-va.gov

Summary

If approved, this initiating resolution will allow ZOTA #23-01 to be brought to a public hearing of the planning commission for their consideration and recommendation. Following planning commission review, this text amendment would return to the town council for final action.

This zoning ordinance text amendment arose out of a recent case that went before the HDRB, Historic District Review Board. The building in that case was a contributing historic structure and historically the façade of the building had a wall sign located on the second floor. The HDRB made statements that the most appropriate location for a wall sign on that building, due to the design of the building, was on the second floor. The zoning ordinance limits wall signs in the downtown zoning districts to the ground floor. The proposed amendment would expand the locations available for a wall sign, provided the sign is approved through a Certificate of Appropriateness.

Staff recommends the town council pass a resolution to initiate consideration of this text amendment so that it may be further analyzed. The language will then be presented to the planning commission for public comment. The text amendment will then come back to the town council with any amendments brought forth by the planning commission or the public, if appropriate, for final review by the town council.

Background

Zoning History

The town was required to amend its signage regulations after the historic 2015 US Supreme Court decision on Reed. While the Reed decision was about content, it

necessitated changes to sign ordinances in most jurisdictions due to the practice of referring to types of signs by their content.

Localities are allowed to regulate signage in a way that is content neutral. Best practice for content neutral sign regulation is to adopt provisions for time, place, and manner.

- Time – This applies to temporary signs. Any time restrictions for temporary signs should be applied evenly and not be dependent on the type of temporary sign or event
- Place – This applies to temporary and permanent signs. Zoning can regulate sign placement or location on a site or on a building or structure. Signs can also be regulated based on zoning districts.
- Manner – This applies to temporary and permanent signs. Zoning can regulate physical attributes of signs, such as height, size, type, illumination, and number of signs.

ZOTA #16-08

Based upon the Reed decision, the Town rewrote its sign regulations (ZOTA #16-08) to ensure compliance with the Reed decision. ZOTA #16-08 included changes to the regulation of wall signs in the downtown zoning districts. Previously, wall signs were limited to 15 feet above finished grade or the sill of the second story window, whichever was lower. This was changed to “ground floor” in ZOTA #16-08.

Staff Analysis

Consistency with the Comprehensive Plan

The comprehensive plan does not specifically address signage. The Comprehensive Plan does encourage a mix of commercial uses that bring economic vibrancy and tax revenues to the town.

Need for Current Amendment

The vast majority of buildings in the CC, Central Commercial, PD-D, Planned Development Downtown, and PD-TD, Planned Development – Traditional Downtown, are within the HDO, Historic District Overlay. Buildings in the HDO, especially contributing structures, may vary significantly in massing and architectural façades. Some buildings, such as the one in HDRB #22-010 have historic building elements that are intended to contain wall signage.

Impact if Approved

This resolution to initiate consideration of a zoning ordinance text amendment will bring the matter before the planning commission for their review and for public comment at the public hearing. If this amendment is approved in its current form, it will give applicants and the HDRB more flexibility to align proposed wall signs with architectural features.

Town Council Alternatives

The following alternatives are available to the town council for its decision on Zoning Ordinance Text Amendment ZOTA #23-01:

1. Approve Initiating Resolution
2. Deny Initiating Resolution

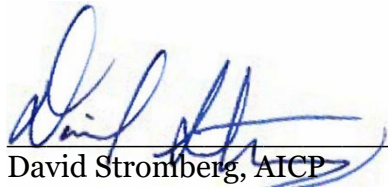
Staff Recommendation

Staff recommends the town council approve the initiating resolution for ZOTA #23-01 in accordance with **alternative 1**.

If the town council approves the initiating resolution, then staff will schedule this item for planning commission public hearing. The item will then return to the town council for a public hearing and vote.

Attachments:

1. Initiating Resolution
2. Draft Ordinance



David Stromberg, AICP
Zoning Administrator

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 14, 2023

Resolution - to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #23-01 to amend Chapter 78 (ZONING), Article XIV (Signs), Section 78-141.6 (Sign Standards for Downtown Mixed-Use Districts), to revise the regulations governing the location of wall mounted signs.

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

1. Initiates consideration of an amendment to Chapter 78 (ZONING) of the Herndon Town Code to revise the regulations governing the location of wall mounted signs in the Downtown Mixed-Use zoning districts.
2. Out of public necessity, convenience, general welfare, or good zoning practice, requires the Town Council's consideration of this proposed amendment.

TOWN OF HERNDON, VIRGINIA

ORDINANCE

_____, 2023

Ordinance - to amend Chapter 78 (ZONING), Article XIV (Signs), Section 78-141.6 (Sign Standards for Downtown Mixed-Use Districts), to revise the regulations governing the location of wall mounted signs.

Sec. 78-141.6. – Sign standards for downtown mixed-use districts.

(a) *Freestanding, wall, and temporary signs.* Except as otherwise prohibited in this article, the following signs are permitted as accessory to any properties within the central commercial (CC), planned development-downtown (PD-D), *and* planned development-traditional downtown (PD-TD) zoning districts, the following standards apply:

TABLE 78-141.6(a):

STANDARDS FOR FREESTANDING, WALL AND TEMPORARY SIGNS IN CC, PD-D, and PD-TD DOWNTOWN MIXED-USE DISTRICTS

Type	Freestanding	Wall	Temporary
Number	1 per street frontage when there's more than 150' of street frontage	Up to 2 per establishment	Up to 1 per property
Size	24 SF Max.	24 SF Max. per sign	12 SF max.
Height	8' Max.	N/A	If freestanding: 6' max.
Location	5' Min. from ROW	Limited to ground floor, <i>except when authorized to be in an alternate location through an approved Certificate of Appropriateness</i>	N/A
Illumination	Halo-lit or Indirect Lit	Halo-lit or Indirect Lit	None

Duration	Unlimited	Unlimited	60 Days per calendar year
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STAFF REPORT

Town Council

February 7, 2023

Title

Resolution to endorse the submission of an application to the Department of Transportation, Office of the Secretary, for funding under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program, to be directed towards the development and adoption of the Town's 2050 Comprehensive Plan.

Staff Contacts

Ahmad Zaki, AICP
Lead Planner – Long-Range Planning
(703) 787-7380
ahmad.zaki@herndon-va.gov

Summary

This resolution endorses an application to the Department of Transportation, Office of the Secretary, for funding under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE). The requested amount of \$700,000, in combination with a Town match of \$200,000, provides funding for consultant services to assist the Town in the overall development, research, analysis, public outreach, composition, and public approval process for the 2050 Comprehensive Plan rewrite project.

Background

The office of the Secretary of Transportation, DOT has issued a Notice for Funding Opportunity under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program. The program provides funding for comprehensive planning and capital improvement program projects. A minimum 20percent local match is required under this program. The 2023 RAISE Program is highly competitive, and applications will go through a rigorous merit-based assessment process.

Projects receiving funds under the RAISE Program should complete all the necessary activities sufficiently in advance of the administrative deadline (June 30, 2027) to allow RAISE grant funds to be obligated. Obligation occurs when a selected applicant and DOT enter into a written grant agreement after the applicant has satisfied applicable administrative requirements.

When rating RAISE grant applications, the Federal Department of Transportation will consider whether the anticipated benefits are clear, direct, data-driven and significant.

The criteria consist of safety, environmental sustainability, quality of life, economic competitiveness and opportunity, state of good repair, and innovation.

Virginia state code requires localities to adopt, maintain, and regularly review and amend comprehensive plans. According to state code Section 15.2-2223, “the comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.”

Fiscal Impact

The RAISE is a reimbursable program and grant recipients will not receive a lump-sum cash disbursement at the time of award announcement or obligation of funds. Instead, the recipient must pay project costs as they are incurred and submit to DOT requests for reimbursement. This means that the recipient must have access to sufficient non-RAISE funding sources to manage the cash flow associated with the project.

A minimum match of 20% is required per the Department of Transportation’s Notice of Funding Opportunity. Staff will be recommending a match of \$200,000, or 22% of the estimated total project cost of \$900,000, . This local match will be included in the proposed FY24 budget. If the grant is not awarded given the competitiveness of the national program, the fiscal impact to the town for the development of a new comprehensive plan would increase to account for bearing the full cost of the project.

Town Council Alternatives

The following alternatives are available to the Town Council.

1. Approve the resolution endorsing the grant application for funding under the RAISE program.
2. Deny endorsement and approval of the resolution.

Recommendation

Staff recommends that the Mayor and Town Council adopt the attached resolution endorsing the request for funding through the RAISE grant opportunity.

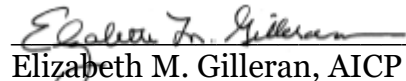
Attachments

1. Proposed Resolution, dated February 14, 2023

Prepared and Approved by



Ahmad Zaki, AICP
Lead Planner – Long-Range Planning



Elizabeth M. Gilleran, AICP
Director of Community Development

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 14, 2023

Resolution - To endorse the submission of an application to the Department of Transportation, Office of the Secretary, for funding under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program, to be directed towards the development and adoption of the Town's 2050 Comprehensive Plan; and

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

1. The Town Council endorses an application for funding assistance under the (RAISE) program to be directed towards the development and adoption of the Town's 2050 Comprehensive Plan, a transformative plan developing guiding policy for the future. The 2050 Comprehensive Plan will require consultant services in the range of \$900,000 and the Town seeks \$700,000 through the RAISE program, while dedicating \$200,000 through its own resources.
2. These funds will ensure that the 2050 Comprehensive Plan creates a future that acknowledges and celebrates the diversity of Herndon, a majority minority community, approximately one-quarter of which is an Historically Disadvantaged Community (Tract 4809). Furthermore, the Town intends to build the 2050 Comprehensive Plan upon a foundation of public input from all stakeholders, including those who are traditionally under-represented in public dialogue.
3. The 2050 Comprehensive Plan will be a roadmap for the Town's future Capital Improvements Program. The 2050 Comprehensive Plan will address the issues of safety, environmental sustainability, quality of life, improved mobility and community connectivity, economic competitiveness and opportunity, state of good repair, partnership and collaboration and innovation, not because they are the criteria for the grant opportunity, but because they address the central needs of this community as we move through the next 25 years.
4. Towards ensuring that the Town has the resources to pursue a process incorporating expansive public engagement, innovative critical thinking, and sound technical knowledge, the Town Council of the Town of Herndon fully supports this application for funding in the amount of \$700,000 for reimbursement through the RAISE Program.

Defining Criteria for the Council Communication Approach (Part II of this discussion)

The purpose of this agenda item:

Develop and agree to a documented communication standard/strategy clearly and easily guides the debate and work of the town council's **individual participation** as council works together to do the work the voters have tasked them with doing.

Overview:

All of our work stands on the foundation of our communication. The establishment of a Council Communication Approach is a necessary step in our work.

A written, documented communication approach guides council member's **individual participation** as the council works together to do the work the voters have tasked them with doing. Creating a clear, agreed upon standard for communication contributes to the culture of our leadership; something that we have the privilege of improving after a long period of falling short in the view of voters. Good communication decreases frustration, eliminates work at cross purposes, and limits the need for rework as clarity is achieved.

A Council Communication Approach allows business to get done faster (time spent building a solution and creating a plan to achieve it, not lost in argument) and at a better quality (all ideas heard and vetted). Internal communication drives the achievement of Herndon's goals by defining and prioritizing them.

What I heard when I introduced this on 17 January 2023 Work Session: In our work session, I heard there is some reluctance to creating a documented standard because it is not *enforceable*. I would counter that this **defines our collective commitment** to communicating respectfully and holding one another to this standard. As a self-governing body, it is incumbent upon us to do this.

The method (this is the next work session work; consider this the conversation outline):

DEFINE. Engage in discussion, debate and research to DEFINE **our** communication approach.

COMMIT. Agree to it as a group and commit to abiding by what we defined.

COMMUNICATE. Engage in communication using this approach. Respectfully keep one another accountable in real time.

Establishing Communications Goals

*In July 2022, the editorial team at Indeed, the American worldwide employment website, shared communication goals for individuals could include **engaging others more effectively, keeping emotions under control, and becoming more persuasive when communicating and further shared business communication**—like our communication— **is always goal-oriented**. With the establishment of our communication approach, we seek to achieve each of those goals.*

Questions.

- You can only manage what you measure, so how will we measure our success?

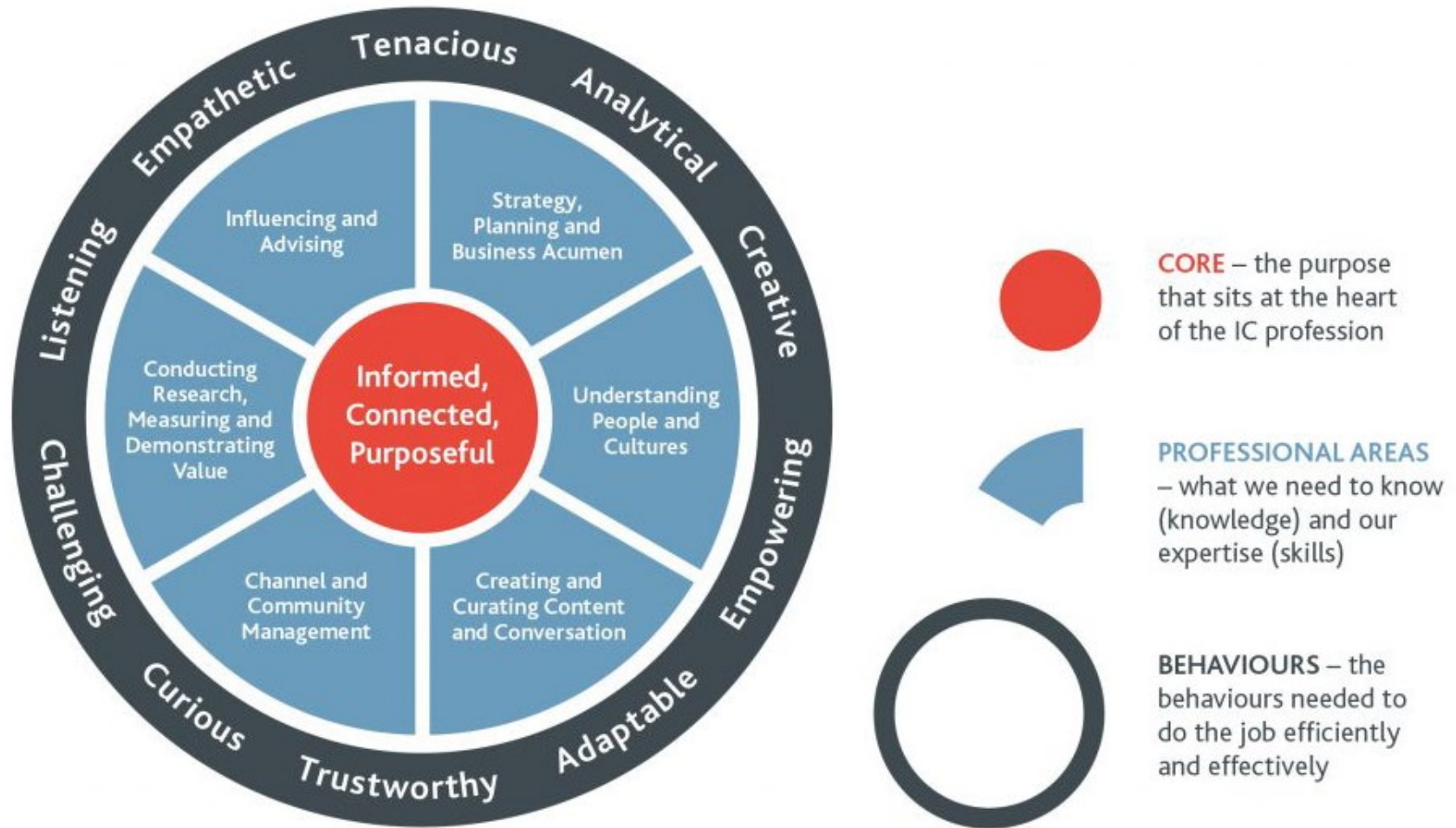
Research:

In preparation, review the VML Civility Pledge (provided after the last session and to all members via VML prior to that). My research is below; take a look and prepare your own.

- Defining why—see quote from Indeed.
- Defining Goals—Common Communication Goals, The Institute of Internal Communication
- Sample model from another government entity—Internal Standard Internal Communications Model, UK Government Communication Service

Research SCHERFF:

This graphic based on the work of *the Institute of Internal Communication* is a good summation of the reason, method and behaviors needed for our **Council Communication Approach** to be successful and serve the Council and Herndon well. If Council members can exhibit the behaviors (black outer ring) and exercise the skills and knowledge areas (blue middle ring) in our communication with one another then we achieve respectful, effective communication achieve the mission of working together to do the work the voters have tasked us with doing.



Internal Communication Depicted. Image credit: <https://www.allthingsic.com/what-does-internal-communication-mean/>

UK Govt operating model

In looking for relevant examples, this internal government model stood out. Their materials say, “Another way to think of it is ‘this is what we expect from the company in terms of communication, and this is what you can expect from us as a team.’”

Internal Communications Standard Operating Model

 **Vision:** Professional communicators, internal communications practitioners are trusted advisors working in partnership with leaders to engage staff in delivering the Government's and departmental priorities and supporting organisational and cultural change.

Role and remit:

- To positively influence staff **engagement**; **connecting** people and promoting **collaboration**
- To ensure **internal alignment with organisational goals and with external messaging**
- To provide high quality, **relevant counsel and interventions based on audience insight**
- To help drive **high performance** and organisational improvement
- To apply the latest **communication theory tools where appropriate**
- To **evaluate** all activities to ensure impactful communications so that we continuously improve what we do



Vision and leadership

Create and share a strong strategic narrative about the organisation and its purpose

For example: regular all staff meetings with senior leaders; developing core narrative ('story') with leaders; regular evaluation updates to engage senior leaders; regularly meeting with the Perm Sec; hot seat web chats; campaigns on values; staff awards; SCS twinned with frontline offices.

Engaging managers

Ensure they are confident and supported in communications with staff

For example: maximise engagement opportunities through regular monthly briefings; face-to-face and daily manager / team meetings; equipping managers with the confidence and briefing materials to engage their teams; providing staff feedback channels.

Hearing staff voice

Giving them the opportunity to provide informed feedback, involving them in developing solutions and ensuring they feel valued

For example: content for all staff meetings shaped by staff; opening up as many channels as possible; facilitating two-way dialogue; making sure staff voice is translated back to leaders; explore new innovations and tools; insight programmes.

Organisational integrity

Embedding values and reducing the gap between rhetoric and reality

For example: more honest communications; helping drive cultural change through effective change management communications; providing briefings to enable managers to 'walk the talk'; providing staff feedback and ensuring it shapes future communications.

The appropriate time to move to amend the agenda is after role call and before the general discussion.

For the record, when an item is ON the agenda, there are different rules for how it can be acted upon than when it is brought up during the Round Table Agenda. I am not here to make anyone's life harder, but I am here to do what I promised the voters in this town I would do.

I couldn't get an item on the WORKING SESSION agenda. I learned the process. I met the deadline. I spoke with the town clerk three times. This item is still not on the working session agenda.

The voters in Herndon have elected Clark, Pradip, Keven, Naila, and me to forward an agenda they have been vocal about. One of the primary topics they want dealt with is COMMUNICATION

There are three areas that need attention. I have spoken with the Town Manager about these:

1. Corporate Communications in tone and content.
2. Social communication; modernize with how socials are used. This has to be done in businesses and government as a matter of course as communication preferences change.
3. And the Effective Communication of this governing body

While I am happy to discuss any of these at any time, I requested that the final item, **effective and civil communication of this governing body-- be on the agenda for tonight.**

Here are the three items I want to leave here with an answer for OR a plan to get an answer for:

1. Clear Process Guidelines

A written process or template for getting an item on the agenda for a work session. This will include the name of the person or persons on staff that are responsible for attending to this, their back up, and their role defined.

If this process is different for adding an item to the Public Session Agenda, I would like a separate written process or template for accomplishing this.

Confirm this should not require a decision being made by the Manager or the Attorney.

2. Establish a Clear Standard of Communication for this Council, including with Staff. We are a self-governing body. In the event

We are a self-governing body elected to do the business of this community. We will establish a clear, civil, effective manner of communication with the understanding that we will not always agree. To that end,

- It is ok to say "I don't know" as long as it is followed by, "but I will find out."*

***in session addition from Councilmember Dhakal: It is ok to say this is how we have always done something, but we must also be open to other ways of doing business if they serve the town and citizens better (this is a paraphrase).**

- It is ok to disagree, but all will be allowed to speak and be heard.
- We will self-manage and amplify the voices of anyone not being acknowledged to speak.
- In the event of a spirited debate, it is ok (in fact preferred) to call for a ten minute recess and reconvene on the issue (no abandon it and hope it goes away.)

3. We will look to the Town Staff to support of this work and promote effective communication. This will include:

- The provision of process where it is ESTABLISHED, not implied or "known"

Scherff Personal Notes from initial conversation on this topic, adding to agenda of the 17 January 2023 work session:

- Clear communication with the council, including basics such as defined acronyms, contact information, etc. and The provision of information where it is needed/requested
- The answering of questions in a timely manner
- The reservation of opinion

With that I open the floor to this discussion.

Council Discussion on Council Pay

1. Purpose: To discuss a reduction in Council pay.
2. Problem:
 - a. Prior to 2022, Herndon's Mayor and Councilmember salary had not increased for over 35 years. This put the Town significantly lower than nearby and like jurisdictions and did not reflect budget, personal income,
 - b. From 2020 until now, the Town faced significant revenue uncertainty due to the continuing impact of the COVID-19 pandemic on the Town's various tax revenue streams.
 - c. In 2022-23, Herndon residents suffered record energy costs and 40-year high inflation. Meanwhile, tax bills increased by \$726/year on average across the Town (including both Fairfax County and Town of Herndon tax bills).
 - d. The Town of Herndon is facing continued challenges in maintaining its labor force, which could, in part be addressed through retention bonuses, incentives for prospective employees, higher cost-of-living adjustments, and base pay increases.
 - e. The Council is made of up public servants and recent Town elections have seen no shortage of qualified candidates seeking the office of either mayor or council member.
 - f. If we matched the average of mayor/council pay of surrounding jurisdictions to the per capita size of those jurisdictions, our Herndon's mayor would receive about \$10,800 per year salary while council members would receive about \$9,300 per year salary. Similarly, last year, the Town staff recommended an increase to \$12,000 per year for the mayor and \$10,000 per year for council members. This would put us "ahead of the curve" of like jurisdictions.
 - g. The Town of Herndon has always acknowledged the increased duties, responsibilities, and liabilities which rest on the mayor by ensuring the Herndon mayor receives a salary 150% of the council salary.
3. Solution: To reduce Council pay to \$6,000 per year for the mayor and to \$4,000 per year for councilmembers until January 1, 2025. To increase pay to \$15,000 per year for the mayor and \$10,000 per year for council members beginning January 1, 2025.