

**TOWN OF HERNDON, VIRGINIA
WORK SESSION AGENDA
HERNDON POLICE DEPARTMENT – COMMUNITY ROOM
397 HERNDON PARKWAY
February 15, 2022
7:00 PM**

CALL TO ORDER

1. Roll Call & Determination of Quorum

PUBLIC HEARINGS

2. Resolution 22-G-16, to solicit public comment for consideration during the development of the Town Manager's proposed budget for Fiscal Year 2023
3. Ordinance 22-O-04, to amend the Fiscal Year (FY) 2022 Adopted Budget for the General Fund, Golf Fund, and Capital Projects Fund

GENERAL

4. Resolution 22-G-17, to establish the Town of Herndon Diversity, Equity, and Inclusion Committee

CONSENT

5. Resolution 22-G-18, to Award Contract IFB #21-12, Electrical Services

ROUNDTABLE

CLOSED MEETING

A closed meeting as provided under:

- Section 2.2-3711(A)(1) of the Code of Virginia for discussion of prospective candidates relative to appointments to boards & commissions; and
- Section 2.2-3711(A)(8) of the Code of Virginia for consultation with legal counsel regarding legal advice pertaining to an attorney-client privileged communication relating to Town Council Strategic Planning Initiative #14 recordation of closed meetings

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 22, 2022

Resolution- to solicit public comment for consideration during the development of the Town Manager's proposed budget for Fiscal Year 2023.

WHEREAS, each February, the Herndon Town Council solicits public comment for consideration **during the development** of the Town Manager's proposed budget for Fiscal Year 2023 (July 1, 2022 – June 30, 2023); and

WHEREAS, the Town Council encourages citizens to take part in the budget process by commenting at the public hearings held in February through April or by providing written comments for the record; and

WHEREAS, opportunities to provide input on the Fiscal Year 2023 budget are on:

- **Tuesday, February 22, 2022**
Public hearing to solicit public comment for consideration *during the development* of the Town Manager's proposed budget for Fiscal Year 2023.
- **Tuesday, March 8, 2022 / Tuesday, March 22, 2022**
Individuals are invited to address Council during the "*Comments from the Audience*" portion of the meetings.
- **Tuesday, April 12, 2022 / Tuesday, April 26, 2022**
The Town Manager will release his proposed budget on April 1, and the Town Council will hold two public hearings on the *Town Manager's recommended proposed budget*; and

WHEREAS, Town Council public hearings 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.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby encourages public participation in the budget process and extends its appreciation to those that have provided input.



STAFF REPORT

Town Council
February 15, 2022

Title:

Ordinance– to amend the Fiscal Year (FY) 2022 Adopted Budget for the General Fund, Golf Fund, and Capital Projects Funds.

Staff Contact:

Robert Tang, Director of Finance
phone: (703) 435-6898
(email): Robert.Tang@herndon-va.gov

Description:

The proposed FY 2022 budget amendment serves the following purposes:

- To appropriate funding in the General Fund for replacement of playground equipment that could not be repaired. This will also fund uniforms and equipment for new personnel along with funding costs for Friday Night Live events for FY2022.
- To appropriate funding in the Golf Fund for golf course maintenance. With increased traffic on the golf course, this has brought more usage in our equipment and more maintenance to keep the golf course on par. This will appropriate funding for necessary equipment for the golf course landscaping, irrigation, and stormwater cleaning. With delays in supply chain, the need is to get the replacement equipment before the peak times.
- To appropriate funding for the Capital Projects Funds on project costs that increased due to economic impacts, right of way and utility relocation costs, and bid estimate differences.
- To appropriate funding for a market rate adjustment of three percent (3%) for all of town staff to keep up with inflation rates, cost of living, and to be able to attract and retain employees.

Staff Report
February 15, 2022
Page Two

- To appropriate funds related to off-cycle grants

Fiscal Impact:

The overall fiscal impact in the General Fund for the expenditure appropriations would be offset with increase revenues in proceeds from sale of surplus equipment by \$50,000, insurance recoveries by \$2,745, and increase in Newspaper Sales by \$13,000. Grant Expenditures will be offset by increasing grant revenue by \$2,614. The market rate adjustment for Town employees of three percent (3%) will be appropriated by using vacancy savings of \$180,000 for the current fiscal year.

The Golf Fund has been exceeding budget revenues for green fees. Currently green fees have been budgeted at \$1.094 million. The budgeted revenues would increase by \$280,000 which would allow for the appropriation of expenditures needed.

The overall fiscal impact of the \$3,050,000 appropriation in the Capital Project Funds would be using bond proceeds directly and would not affect any fund balance.

Staff Recommendation:

Recommend that the Mayor and Town Council adopt the attached draft ordinance.

Attached Documents:

1. Ordinance - Budget Amendment FY 2022, Number 2
2. Attachment A, Budget Amendment FY2022, Number 2

Staff:

Robert Tang

Robert Tang
Director of Finance

TOWN OF HERNDON, VIRGINIA

ORDINANCE

FEBRUARY 22, 2022

Ordinance– to amend the Fiscal Year (FY) 2022 Adopted Budget for the General Fund, Golf Fund, and Capital Projects Funds.

Recital

In adopting this ordinance, the Town Council has considered the Town Manager's recommended budget modifications as described in Attachment A, FY 2022 Budget Amendment Number 2.

BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia, that the financial adjustments to the FY 2022 budget, as described in Attachment A, FY 2022 Budget Amendment Number 2 to this ordinance, are hereby approved. This ordinance shall be effective on and after the date of its adoption.

TOWN OF HERNDON, VIRGINIA**FY 2022****BUDGET AMENDMENT NUMBER 2**

The following appropriations and revenue sources are proposed for amendment:

GENERAL FUND

Expenditure Appropriations:

Increase General Fund Expenditures:

Public Works	\$ 10,495
Police Department	27,864
Parks and Recreation	30,000
Salaries – Market Rate Adjustment	180,000
Total	\$ 248,359

Revenue Budgets:

Increase State Grant Revenues	\$ 2,614
Increase Proceeds from Sale of Surplus Equipment	50,000
Increase Insurance Recoveries	2,745
Increase Newspaper sales	13,000
Use of Vacancy Savings	180,000
Total	\$ 248,359

GOLF FUND

Expense Appropriations:

Increase Golf Course Maintenance Expenses	\$ 255,000
Increase in products for resale	25,000
Total	\$ 280,000

Revenue Budget:

Increase Green Fees	\$ 280,000
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CAPITAL PROJECTS FUNDS

Expense Appropriations:

Increase Golf Course Maintenance Expense	\$ 3,050,000
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Revenue Budget:

Use of Bond Proceeds	\$ 3,050,000
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STAFF REPORT

Town Council
February 15, 2022

Title:

Resolution, to establish the Town of Herndon Diversity, Equity, and Inclusion Committee

Staff Contact:

Viki Wellershaus, Town Clerk
(phone) 703.435.6804
(email) viki.wellershaus@herndon-va.gov

Background:

The Town Council first discussed the idea of forming a town committee focused on diversity and equity in January 2021. Council held several in depth discussions over the next several months about how the committee should be formed, the composition, the goals and the objectives.

The work session discussion and presentation in July 2021 highlighted additional input and direction needed from Council before staff could proceed. Staff worked in partnership with Councilmember Dhakal to resolve the remaining elements.

A draft resolution to establish the Herndon Diversity, Equity, and Inclusion Committee (HDEIC) was presented for discussion at the February 1 work session. Staff was requested to move forward with placing the item on the agenda for consideration.

Summary:

The advisory committee will reach out and listen to the community concerns and use the information gathered to make recommendations to enhance the delivery of services to the minority resident and business communities. HDEIC will operate similar to other existing advisory committees.

Staff Report
February 15, 2022
Page Two

Once established, the chair and committee members will discuss the method of reporting recommendations to the Town Council, and other logistics regarding the operation of the advisory committee.

Fiscal Impact:

None

Staff Recommendation:

Staff recommends the Council establish the Herndon Diversity, Equity, and Inclusion Committee (HDEIC) as outlined in the draft resolution and in Attachment 1.

Should Council approve the resolution, the Chief Communications Officer will proceed to issue appropriate media releases related to the committee and the Town Clerk will begin receiving applications for Council consideration.

Attachments:

Draft Resolution
HDEIC Mission Attachment 1

Prepared and Approved by:

Viki Wellershaus, Town Clerk

TOWN OF HERNDON, VIRGINIA

RESOLUTION

FEBRUARY 22, 2022

Resolution- to establish the Town of Herndon Diversity, Equity, and Inclusion Committee.

WHEREAS, on July 6, 2021, the Herndon Town Council directed the formation of a Diversity, Equity, and Inclusion Committee, to promote and enhance the Town of Herndon's diverse community; and

WHEREAS, the committee's purpose is to listen, discuss, and respond to community concerns about diversity, equity and inclusion in the town, and use the information gathered from these discussions to make recommendations to the Town Council that enhance the delivery of services to the minority resident and business communities and to recommend policies and activities that help foster diversity and inclusion within the community at-large; and

WHEREAS, the committee will consist of 11 members from diverse backgrounds and professions, who represent the wide range of the Herndon community: seven members, shall live in the Town of Herndon; two members representing Town businesses who shall own or manage a business in the town and have expertise in the business sector; one non-resident member; and one Councilmember, who shall serve as chair; and

WHEREAS, members will serve two-year terms to coincide with election terms, with the first term extended to end with the subsequent Council's term through December 31, 2024; and

WHEREAS, the committee shall hold meetings as requested by the Chair, legally convened by the Town Clerk to meet town and state law requirements and will operate similar to other existing advisory committees.

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

- Creates the Town of Herndon Diversity, Equity, and Inclusion Committee as outlined in attachment 1;
- Requests the Chief Communications Officer to issue appropriate media releases regarding the creation of the committee to solicit interest from individuals interested in serving on the Herndon Diversity, Equity, and Inclusion Committee; and
- Requests the Town Clerk to bring forward applications received for Council consideration.

FEBRUARY 22, 2022

**Town of Herndon
Diversity, Equity, and Inclusion Committee**

Mission:

To promote, engage and enhance the Town of Herndon's diverse community and to connect the community in a partnership that celebrates equity and inclusion.

Purpose:

Listen to and discuss community concerns, and use the information gathered from these discussions to make recommendations to the Town Council that enhance the delivery of services to the minority resident and business communities. Recommend policies and activities that help foster diversity and inclusion within the community at-large.

Objective:

To engage the community by listening and discussing to understand the breadth and depth of issues related to inclusion and equity, and to suggest actionable steps to the Town Council so that under-represented members of our community are seen, heard, and included. The committee's recommendations may include improvements to town services, practices that enhance diversity, and inclusive cultural programming and events.

Member Composition:

1. Members shall be appointed by the Town Council from diverse backgrounds and professions representing the wide range of the Herndon community.
2. Shall consist of 11 members:
 - Seven town residents;
 - Two members representing town businesses, who own or manage a business in the town and have expertise in the business sector;
 - One non-resident member; and
 - One Councilmember who shall serve as chair.
3. Members will serve two-year terms to coincide with election terms, with the first term extended to end with the subsequent Council's term through December 31, 2024.
4. The committee will operate similar to other existing Town Council advisory committees.
5. The committee shall hold meetings as requested by the Chair, legally convened by the Town Clerk to meet Town and state law requirements.



DEPARTMENT OF PUBLIC WORKS

STAFF REPORT

Town Council

February 15, 2022

Title:

Resolution – to Award Contract IFB #21-12, Electrical Services

Staff Contact:

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

Background:

The intent of this Invitation for Bid (IFB) is to establish a term contract for services of a qualified Contractor to provide as required electrical maintenance, repair, new installation, and related equipment and components at various locations for the Town of Herndon.

IFB #21-12, Electrical Services was advertised on the Town of Herndon website and eVA Commonwealth of Virginia procurement website. On June 11, 2021, at 11:00 a.m., the bids were publicly opened and read aloud, and the following bids were received:

	BID AMOUNT
1. American Energy Services, LLC	\$1,927.04
2. Raufi Services, LLC	\$2,156.00
3. J&G Contractors, Inc.	\$2,520.00
4. Rush Electric Company, Inc.	\$3,016.00
5. R.E. Lee Electric Company, Inc.	\$3,400.00
6. Jaswal Corp	\$4,248.00
7. WesMart, Inc.	\$6,480.00

The apparent lowest bidder, American Energy Service, LLC has been found to be responsive and responsible. In accordance with the specifications, this contract may be extended by the town for four successive one-year periods.

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

Fiscal Impact:

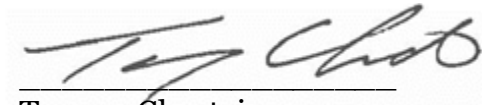
Funds to support the work established by the contract are available in the following budget accounts: Building Maintenance 001884-420610 and Building Maintenance 0010884-420820 other Budget and Reserve accounts as needed are available to fund work under this contract.

Staff Recommendation:

Staff recommends Contract # 21-12, Electrical Services, be awarded to American Energy Services, LLC.

Attachments: 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

A handwritten signature in blue ink, appearing to read "Gerald W. Amacker", is written.

Gerald W. Amacker
Purchasing Agent

TOWN OF HERNDON, VIRGINIA

RESOLUTION

February 22, 2022

Resolution: To Award Contract IFB #21-12, Electrical Services.

WHEREAS, the Department of Public Works has engaged in an annual term contract for the services of an electrician to perform electrical installations, repairs and maintenance; and

WHEREAS, monies were put in the budget to pay for the electrical services; and

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

WHEREAS, seven bids were received then publicly opened and read aloud on June 11, 2021 at 11:00 a.m. The results are listed below:

	BID AMOUNT
1. American Energy Services, LLC	\$1,927.04
2. Raufi Services, LLC	\$2,156.00
3. J&G Contractors, Inc.	\$2,520.00
4. Rush Electric Company, Inc.	\$3,016.00
5. R.E. Lee Electric Company, Inc.	\$3,400.00
6. Jaswal Corp	\$4,248.00
7. WesMart, Inc.	\$6,480.00; and

WHEREAS, the advertised solicitation established an award criteria that states the Town's right to award 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, funds to support the work established by the contract are available in the following budget accounts: Building Maintenance 001884-420610 and 0010884-420820; and

WHEREAS, other Budget and Reserve accounts as needed are available to fund work under this contract.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby awards Contract IFB #21-12, Electrical Services, to American Energy Services, LLC.