

**TOWN OF HERNDON, VIRGINIA
PUBLIC HEARING AGENDA
HERNDON COUNCIL CHAMBERS BUILDING
765 LYNN STREET
February 22, 2022
7:00 PM**

CALL TO ORDER

1. Pledge of Allegiance to the Flag of the United States of America
2. Roll Call & Determination of Quorum

APPROVAL OF MINUTES

October 26, 2021 Town Council Public Hearing Draft Minutes

COMMENTS

3. Comments from the Town Manager
4. Comments from the Town Council
5. Comments from the Audience

PUBLIC HEARINGS

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

GENERAL

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

CONSENT

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

Future Town Council Meetings

March 1, 2022	Town Council Work Session	7:00 PM
March 8, 2022	Town Council Public Hearing	7:00 PM
March 15, 2022	Town Council Work Session	7:00 PM
March 22, 2022	Town Council Public Hearing	7:00 PM

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.

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	Amount	Revenue Budget	Amount
Increase Public Works expenditure	\$ 10,495	Increase State Grants Revenue	\$ 2,614
Increase Police Department expenditure	27,864	Increase Proceeds from Sale of surplus Equipment Revenue	50,000
Increase Parks and Recreation Expenditure	30,000	Increase Insurance Recoveries Revenue	2,745
Increase Salaries – Market Rate Adjustment	180,000	Increase Newspaper sales Revenue	13,000
		Use of Vacancy Savings	180,000
Total Expenditures Increased	\$ 248,359	Total Revenues Increased	\$ 248,359

GOLF FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Increase Golf Course Maintenance Expenses	\$ 255,000	Increase Green Fees Revenue	\$ 280,000
Increase in Products for Resale Expenditures	25,000		
Total Expenditures Increased	\$ 280,000	Total Revenues Increased	\$ 280,000

CAPITAL PROJECTS FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Increase Herndon Parkway/Van Buren Expenditures	\$ 1,550,000	Use of Bond Proceeds	\$ 3,050,000
Increase Van Buren Complete Streets Expenditures	1,500,000		
Total Expenditures Increased	\$ 3,050,000	Total Revenues Increased	\$ 3,050,000

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.

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.