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HERNDON TOWN COUNCIL
Tuesday
February 22, 2022

The Town Council met in public session on Tuesday, February 22, 2022, at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila A. Olem; Vice Mayor Cesar del Aguila; and Councilmembers Naila Alam; Pradip Dhakal; Signe Friedrichs; and Jasbinder Singh. Councilmember Sean M. Regan 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; Mike Mueller, Acting Director of Golf; Cindy Roeder, Director of Parks and Recreation; Scott Robinson, Director of Public Works; Robert Tang, Director of Finance; Viki Wellershaus, Town Clerk; Dave Bracamonte, IT Operations Manager; and Amanda Kertz, Chief Deputy Town Clerk.

PLEDGE & CALL TO ORDER

Mayor Olem called the meeting to order at 7:00 p.m., all members present, except for Councilmember Regan who was absent, and with Mayor Olem presiding.

ANNOUNCEMENTS

Mayor Olem asked Council and those participating to observe meeting decorum by showing their hand to be recognized by the chair for comments. She reminded those participating to follow the town's Meeting Guidelines that were used for all government meetings to maintain good order, which included: refraining from participation unless and until recognized by the chair; being respectful in comments; refraining from threatening or intimidating language; profane, vulgar, obscene, or threatening remarks

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were not permitted; and attacks on the character, motive, or other harmful remarks against individual members of Council, town staff, or the public would not be tolerated.

APPROVAL OF MINUTES

**Vote on October 26, 2021
Town Council Public Hearing Minutes**

On motion of Councilmember Dhakal, seconded by Councilmember Singh, and carried by 6-0 roll call vote, the minutes of the October 26, 2021, Town Council Public Hearing were approved. The vote was: Councilmembers Alam, Dhakal, Friedrichs, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Regan was absent.

ANNOUNCEMENTS

Mayor Olem announced a new business has just opened in the town called "Sacred Roller Skate Supply" and they are located at 681 Monroe Street. Their ribbon cutting was held on Saturday, February 19, and those in attendance were Delegate Irene Shin, 86th District, Virginia House of Delegates, Councilmember Friedrichs and herself.

Mayor Olem announced that on Saturday, February 26 at 10:00 am, the Northern Virginia Regional Park Authority would officially unveil a sign that tells of the story of segregationist laws and the effect on passengers on the W&OD passenger rail service in the 20th century. The event will be held by the Caboose on the W&OD Trail and the public is welcome to attend.

3. COMMENTS FROM THE TOWN MANAGER

Mayor Olem recognized Town Manager, William H. Ashton II. Mr. Ashton provided an update on the recent town transportation projects to include: Elden/Monroe Streets; Elden/Center Streets; the lesser effects streetscapes; and the Bus Bay project by the Metro. Currently, the town is experiencing significant supply chain issues with getting traffic light components, because of this, it will slow down the completion of the projects. Some of the projects were scheduled to be completed in March; however, it is anticipated that those would take a bit longer.

Mr. Ashton stated he had heard a rumor that the Herndon Festival was going to be in the downtown this year, he clarified that it is not. The town is hoping to have it back at Northwest Federal Credit Union (NWFCU) with a lease projected to come before the Council by the end of March.

Mr. Ashton stated at next week's work session the discussion will be on the current mid-year budget and staff will be in the position, with the budget numbers and with an almost balanced budget. It was staff's hope to get the Council's direction and thoughts with the base numbers that will be presented in order to get the budget book ready by the statutory deadline of April 1st.

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Mr. Ashton stated based on what he is seeing from Fairfax County and the regional health directors, COVID-19 numbers were declining. Last Wednesday, the Virginia Occupational Safety and Health Administration agency met to review the mandatory guidelines for employers. They are looking to relax the provisions but would not release the information probably until mid-March. The town would comply with their recommendations as this moves forward.

Mayor Olem thanked Mr. Ashton for clarifying the rumors about the Herndon Festival, noting that the redevelopment of the downtown would have started.

Mr. Ashton agreed with Mayor Olem's comments and reiterated that at the same time the Herndon Festival would begin, there would be significant construction on the site in the downtown.

4. COMMENTS FROM THE TOWN COUNCIL

Councilmember Alam: Stated that she was glad to be see everyone and to be back that evening. The reason for her being out was that her sister had recently had a stroke and she had been taking care of her. She stated that her sister was getting better she and thanked everyone.

Councilmember Dhakal: No comments.

Councilmember Friedrichs: Stated she had the opportunity to attend NextStop Theatre's production of "Every Brilliant Thing" and highly recommends everyone should see it.

Councilmember Friedrichs had read that Joe Snively aka "Pride of Herndon" is the first Northern Virginian to score an NHL hockey goal, and she sends her congratulations to him and his family.

Councilmember Friedrichs congratulated the Town Attorney, Lesa Yeatts, for being named "Virginia State Representative to the International Municipal Lawyers Association," this is a non-profit professional organization that advocates for resources for local government attorneys since 1935. She stated that she was very impressed and excited for this. She also congratulated the town's Risk Manager, Roxann Fox Simkins, for obtaining her associates in Risk Management Certification.

Councilmember Friedrichs congratulated Councilmember Alam for being appointed under Governor Northam and reappointed under Governor Youngkin to serve on the Governor's Advisory Board on Service and Volunteerism.

Councilmember Singh: Stated Herndon issues are very important, but certainly today a large number of people are concerned about Ukraine. He stated we would certainly see how communist countries are and how they want to restrain liberty and perhaps not even give justice to people. It is his hope that Russia does not invade; however, if they do, it is his belief that the Ukrainians will fight, and he wishes them success.

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Vice Mayor del Aguila: Echoed Councilmember Singh's comments on Ukraine.

He stated that this weekend he and his family attended a drag brunch in Reston. He met some individuals from Herndon, and they asked about some kind of activities or outreach in the town. He stated that he plans to bring this forward as one of his initiatives at the next Town Council Strategic Planning Initiatives meeting.

Vice Mayor del Aguila was looking forward to the Town Council Strategic Planning Initiatives meeting and he had the opportunity to meet with the facilitators. He does not believe any of the Town Council had input in selecting them and whoever selected them did great job. Following his conversation, he felt that the facilitators understand the role, format, and value of these sessions.

Mayor Olem: Announced that the Herndon Florist had been sold after being in the town since 1975 and they will be missed. The new owners are Lone Star Bloom. She shared that for those that know Jessie, she will be staying on. She stated that Arthur Nachman who owns the building has now leased it to the Green Lizard for their expansion. Lone Star Bloom is looking for another space in town and if anyone wants to order flowers you can still call them on Herndon Florist number, as they kept it.

Mayor Olem restated that the Herndon Festival would be at the NWFCU from June 2 through June 5.

Mayor Olem stated that the new water bill was out, and she encouraged residents to take a look at all the town road projects that were listed on the bill's insert. The projects were at a cost of approximately \$85 million, of which the town would only paid an estimated 20 percent. The additional funds were obtained by outside resources.

COMMENTS & DISCLOSURES FOR THE RECORD

Mayor Olem asked Amanda Kertz, Chief Deputy Town Clerk, whether she had received comments for the record or Transactional Disclosure Declarations from Council on any items listed on that evening's agenda, and Ms. Kertz stated comments were provided to council and entered into the record on: Item #6, Resolution 22-G-16, to solicit public comment for consideration during the development of the Town Manager's proposed budget for FY 2023. The clerk did not receive disclosures from Council on any item listed on the agenda that evening.

5. COMMENTS FROM THE AUDIENCE

Mayor Olem reminded everyone they could comment on any items that were not public hearings and stated they could comment on any public hearing items during the public hearings. Mayor Olem reviewed the process for speaking and providing comments.

There were no comments from the audience.

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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.

Certificates of Publication were filed from the Editor of the *Fairfax County Times Newspapers*, showing that notice of said public hearing item had been advertised in the Friday, February 4, 2022 and February 11, 2022, issues.

Mayor Olem recognized William H. Ashton II, Town Manager, who provided comments on the FY 2023 budget.

Mr. Ashton clarified at the upcoming budget work sessions, on March 1 staff would be focusing on the General Fund and on March 15 staff would focusing on the Enterprise Funds.

The Town Manger stated tonight's item would solicit comments from the public for the FY 2023 proposed budget to be delivered to the Town Council on April 1. This public hearing was meant to notify and encourage the public that staff and the Council were ready to receive comments. Citizens could attend any public hearings during the month of March and speak during the "Comments from the Audience" portion of the public hearing or they may send emails/letters etcetera. Once the budget is released in April there would be two public hearings [April 12 and April 26] for those who want to attend and discuss. It is hoped that at the April 26 public hearing everyone would be satisfied with the budget, and it would be adopted. He stated staff would like input from the citizens to ensure that staff has met the needs and wants of the community so on April 1, the budget is ready for the Town Council.

Mr. Ashton stated he and the budget team has met with each councilmember individually. It has been discussed what the Council's layout is, what the restraints are, and what the challenges are with developing this year's budget. If Council feels that there are other inputs that need to be integrated, now is the time to do it. Tonight's public hearing is the first of many ways that the public can certainly embrace the process.

Mayor Olem asked if there was any timeline when to complete the budget numbers, especially since this is the first year that the town is working with Fairfax County.

Responding to Mayor Olem, The Town Manager stated statutorily the town has to have the budget in place by July 1. However, since the town signed a Memorandum of Understanding with Fairfax County for the collection of non-delinquent and delinquent real property taxes, they need to have the town's tax rate by mid-June. Therefore, by the end of May the town should have something that has been decided upon to release the numbers to the Fairfax County. He stated this is a new process this year which he would highlight during the budget presentations in April.

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Mayor Olem asked if there were any public comments on item 22-G-16.

The following individual provided comments supporting the proposed resolution:

- Laura Poindexter, on behalf of the Executive Committee, Dulles Regional Chamber of Commerce and Chairman, Friday Night Live!, 730 Elden Street, Herndon.

Mayor Olem closed the public hearing and moved to Council level for discussion and action.

On motion of Councilmember Friedrichs, seconded by Councilmember Dhakal, and carried by a 6-0 roll call vote, Resolution 22-G-16, to solicit public comment for consideration during the development of the Town Manager's proposed budget for Fiscal Year 2023, was approved as presented.

The vote was: Councilmembers Alam, Dhakal, Friedrichs, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Regan was absent.

Resolution 22-G-16, 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

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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.

7. Ordinance 22-O-04, to amend the Fiscal Year (FY) 2022 Adopted Budget for the General Fund, Golf Fund, and Capital Projects Fund.

A Certificate of Publication was filed from the Editor of the *Fairfax County Times Newspapers*, showing that notice of said public hearing item had been advertised in the Friday, February 11, 2022, issue.

Mayor Olem recognized Robert Tang, Director of Finance, who presented the staff report, dated February 22, 2022, which is on file in the Town Clerk's office.

Mr. Tang stated the proposed FY 2022 budget amendment serves the following purposes:

- Appropriate funding in the General Fund for replacement of playground equipment at Bready Park to be replaced and fund uniforms and equipment for new personnel along with funding costs for Friday Night Live! events for FY 2022.
- Off-cycle grants will be appropriated in the General Fund, and this would be offset by increasing state grant revenue proceeds from sale of surplus equipment revenue, increase in insurance recoveries revenue, and increase in newspaper sales revenue.
- Appropriate funding in the Golf Fund for maintenance. The increased traffic on the golf course has led to more equipment usage and maintenance. This would appropriate funding for necessary golf course equipment for the landscaping, irrigation, and stormwater cleaning. The Golf Fund has been exceeding budget revenues for greens fees. The budgeted revenues would increase by \$280,000 which would allow for the appropriation of expenditures needed.
- Appropriate funding for the Capital Projects Funds on two projects. The first project is the Herndon Parkway and Van Buren Street Intersection, and the cost will be approximately \$1.5 million. The second project is the Van Buren Complete Streets project, and the cost will be approximately \$1,500,000. The project costs increased due to inflation impacts, right of way and utility relocation costs, and bid estimate differences. This will be offset by the use of bond proceeds.

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- To appropriate funding for a market rate adjustment of three percent for all of town staff to keep up with inflation rates, cost of living, and to be able to attract and retain employees. This will be offset by the use of vacancy savings.

Staff recommended approval.

Councilmember Dhakal questioned if anything had changed since last week's work session in terms of the numbers. Responding to Councilmember Dhakal, Mr. Tang stated "no," only the format of the chart.

Councilmember Friedrichs thanked Mr. Tang for changing the format of the chart making it easier to understand. She wanted to emphasize when it states increase in newspaper sales revenue and increase in insurance recoveries revenue, that these are not the town increasing the costs of things, these are things the town has received more revenues than what was anticipated and being able to use them. Responding to Councilmember Friedrichs, Mr. Tang stated that the revenues were not being increased and she was correct in her statement.

Councilmember Singh stated there was a large increase in the Golf Fund and questioned what the portion of the annual revenue was.

Mr. Tang asked if he was referring to the green fees.

Councilmember Singh questioned the Golf Fund itself, what was the total yearly budget is verses what is being put in now. Responding to Councilmember Singh, Mr. Tang stated for the green fees specifically for the FY 2022 \$1,094,000 budgeted for the green fees revenue and currently the town is going to exceed that. This is the reason staff is recommending the increase of the greens revenue to \$280,000.

Mayor Olem asked if there were any public comments on item 22-O-04.

The following individual provided comments supporting the proposed ordinance:

- Bessie Denton, 496 Virginia Avenue, Herndon.

Mayor Olem closed the public hearing and moved to Council level for discussion and action.

On motion of Councilmember Friedrichs, seconded by Councilmember Dhakal, and carried by a 6-0 roll call vote, Ordinance 22-O-04, to amend the Fiscal Year 2022 Adopted Budget for the General Fund, Golf Fund, and Capital Projects Fund, was approved as presented.

The vote was: Councilmembers Alam, Dhakal, Friedrichs, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Regan was absent.

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Ordinance 22-0-04, 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.

[Note: Attached for reference is 'Attachment A, FY 2022 Budget Amendment Number 2.']

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Attachment A
Page 1 of 1

**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

Attachment
22-O-04

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GENERAL

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

Mayor Olem recognized Viki Wellershaus, Town Clerk, who presented the staff report, dated February 22, 2022, which is on file in the Town Clerk's office. Ms. Wellershaus stated the Town Council first discussed the idea of forming a multicultural committee focused on diversity and equity in January 2021 at Vice Mayor del Aguila's suggestion. The Town Council held several in depth discussions over the next several months, including a discussion item in July 2021 that outlined additional elements where Council input and direction that was needed before staff could proceed. Later in the fall, staff worked in partnership with Councilmember Dhakal to resolve the remaining elements.

Ms. Wellershaus stated that the draft resolution would establish the Herndon Diversity, Equity, and Inclusion Committee (HDEIC) that was discussed at the February 1 and February 15 work sessions. The HDEIC would reach out to listen, discuss, and respond to community's concerns about diversity, equity, and inclusion in the town. The information gathered during the discussions would be used to make recommendations to the Council that would enhance the delivery of services to the minority resident and business communities. The HDEIC would also recommend policies and activities that help foster diversity and inclusion in the community at large.

The HDEIC 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; two members representing town businesses; one non-resident member; and one Councilmember, who shall serve as chair. The committee would operate similar to other existing Town Council advisory committees, with members serving two-year terms to coincide with election terms. However, staff recommends that the first term be extended to end with the subsequent Council's term on December 31, 2024.

If approved, the Chief Communications Officer would issue appropriate media releases tomorrow related to the HDEIC and the Town Clerk would begin receiving applications for Council's consideration.

Councilmember Dhakal moved to approve Resolution 21-G-17, to establish the Town of Herndon Diversity, Equity, and Inclusion Committee.

Motion seconded by Councilmember Singh.

There were brief comments from Council.

Councilmember Dhakal stated he was pleased to see Resolution 22-G-17 to establish the HDEIC. Discussions on this initiative began two years ago and he was glad that the resolution was before Council for approval.

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Councilmember Dhakal stated, "Herndon is a majority minority town, we have diversity and culture, the way we celebrate, the languages we speak, the professions we have, the races, the religions, the ethnicity, the pride community and the list goes on and on." He stated that they wanted to create a platform to recognize, honor and celebrate the town's diversity and that doing so would make the community stronger. He thought it was "important that we practice honoring diversity, it's important that our Council, our boards the commissions, our town staff, especially in the leadership position actually start truly reflecting the diversity that we have in our community."

Councilmember Dhakal stated the most important thing was to form the committee, who could recommend good practices that would promote diversity and inclusion, along with events that showcase the cultures in the town. By creating more awareness of other cultures and traditions, he thought that would foster a more engaged community overall.

Councilmember Dhakal thanked everyone involved who contributed to this initiative. He thanked the Council, and he stated that while Councilmember Regan was not there that evening, he knew he was supporting the item in spirit. He also thanked Vice Mayor del Aguila and Councilmember Friedrichs for their input. He stated without the Council's support this idea would not have happened or moved forward.

Councilmember Singh echoed Councilmember Dhakal's comments. He said that this committee would allow residents or immigrants to participate and have their voices heard. He said that "many of the immigrants work hard and they do not have much enjoyment and this committee would provide an opportunity for them to have a little pleasure in life of different kinds." He continued to say that enjoys different things from different cultures in the town and he hoped that the committee would represent "a truly multicultural town." He expressed his appreciation to Vice Mayor del Aguila and the Mr. Ashton for narrowing the initial scope to maybe food and music. He thought that the scope could be narrowed further so it could be managed better. Even with this reservation, he stated that he would support the resolution.

Vice Mayor del Aguila expressed his appreciation to the Council, especially to Councilmember Dhakal, who took this initiative and became its champion. He also thanked the staff for their efforts. He stated to Mr. Ashton that he would own the rumor of the festivals being held in town. He thought individuals misunderstood their "mini-festival" as potentially a "festival." He stated this would be a platform to have mini-festivals and echoed Councilmember Singh's comments that this was a start, to outreach, and to show the diversity in the town. It was his opinion that this would be an actual performance indicator that the town is really doing something they set out to do.

Mayor Olem stated that she has always celebrated the diversity of the town. Moving to Herndon in 1991, her children attended Herndon schools where they were fortunate enough to meet many students from around the world. Herndon schools have always had a diverse representation of students and she always liked how the schools represented the different cultures by a display of flags from many nations.

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Councilmember Friedrichs was pleased to support this initiative. She stated if the committee functions properly this committee would be able to keep the Council aware of issues and concerns affecting the town's many diverse communities. This would also bring residents together to help the town be more cohesive. She hoped that this committee would bring together a hope of explanation of each other's experiences and a better understanding of one another.

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

Resolution 22-G-17, 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;

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- 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.

[Note: Attached for reference is Attachment 1, titled “Town of Herndon Diversity, Equity, and Inclusion Committee,” dated February 22, 2022.]

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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.

Attachment
22-G-17

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CONSENT

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

On motion of Councilmember Dhakal, seconded by Councilmember Friedrichs, the Consent Agenda items were approved by 6-0 roll call vote, without comment. The vote was: Councilmembers Alam, Dhakal, Friedrichs, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Regan was absent.

Resolution 22-G-18, 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:

	<u>BID AMOUNT</u>
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

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

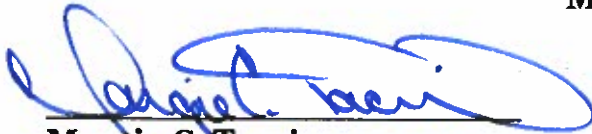
NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby awards Contract IFB #21-12, Electrical Services, to American Energy Services, LLC.

ADJOURNMENT

Councilmember Friedrichs moved to adjourn the meeting of the February 22, 2022 public hearing at 7:50 p.m., and Councilmember Singh seconded the motion. The question was called on the motion which carried by 6-0 roll call vote. The vote was: Councilmembers Alam, Dhakal, Friedrichs, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye." Councilmember Regan was absent.



**Sheila A. Olem
Mayor**


**Margie C. Tacci
Deputy Town Clerk**

Minutes approved by Town Council: May 10, 2022.

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NOTE:

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