



## **TOWN COUNCIL WORK SESSION AGENDA**

Town Council Chambers  
765 Lynn Street, Herndon, VA 20170

Tuesday, September 3, 2024 | 7:00 PM

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### **1. Call to Order**

### **2. Public Hearings**

- a. Ordinance to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund and the Water and Sewer Fund

### **3. General**

- a. Resolution to accept the Annual Report Fiscal Year (FY) 2024
- b. Resolution to establish the Herndon Town Council meeting schedule for January 1, 2025 to December 31, 2025

### **4. Consent**

- a. Resolution to express appreciation to William H. Ashton II, Town Manager, for dedicated service

### **5. Discussion**

- a. Discussion on request to establish a Large Scale Cycling Event
- b. Discussion on Herndon Centennial Golf Course Charitable Golf Tournament Policies – Vice Mayor Hedrick
- c. Discussion on zoning along Herndon Parkway (Elden-Spring Streets) corridor – Councilmember del Aguila

### **6. Roundtable**

## **7. Closed Meeting**

a. A closed meeting pursuant to the:

- Code of Virginia Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions; and
- Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown.

## **8. Adjournment**

**Agenda Item:** Ordinance to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund and the Water and Sewer Fund

**Meeting Date:** September 3, 2024

**Category:** Public Hearings

**Prepared by:** Marjorie Sloan, Finance Director

**Description:**

Staff is proposing Amendment 2 to the FY 2025 Adopted Budget. The proposed amendment impacts the General Fund and the Water and Sewer Fund.

**Background:**

The proposed FY 2025 Budget Amendment 2 is as follows:

1) To appropriate \$341,000 in the General Fund for anticipated transition costs related to the selection of the new Town Manager.

2) To appropriate \$29,740 in the General Fund for repair costs for the Herndon Community Center tennis courts. The tennis courts were damaged by the previous tennis bubble. Insurance proceeds have been received which will be used to fund the repairs needed.

3) To appropriate \$27,561.86 for additional Herndon Police Department eSummons grant expenditures. Higher eSummons Grant revenues received by the town provides the opportunity to increase qualified expenditures under this grant.

4) For the Water and Sewer Fund, to process a reclassification of the costs related to Lead and Copper testing. This reclass corrects the account used during the budget preparation. These costs will be reflected in Professional Fees Expense.

**Budget Impact:**

The net impact to the overall budget is \$341,000, funded by General Fund Unrestricted Fund Balance. Detail of the revenue/Expense impact can be found in Attachment A.

**Recommendation:**

Staff recommends approval of this Ordinance to amend the FY 2025 Budget.

**Attachments:**

1. Ordinance (Proposed)
2. Attachment A, FY 2025 Budget Amendment Number 2

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**ORDINANCE**

**SEPTEMBER 10, 2024**

**Ordinance-**        **to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund and the Water and Sewer Fund.**

In adopting this ordinance, the Town Council has considered the Town Manager's recommended budget modifications as described in Attachment A, FY 2025 Budget Amendment Number 2.

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

1. The financial adjustments to the FY 2025 budget, as described in Attachment A, FY 2025 Budget Amendment Number 2 to this ordinance, are approved.
2. This ordinance shall be effective on and after the date of its adoption.

**TOWN OF HERNDON, VIRGINIA**  
**FY 2025 BUDGET AMENDMENT NUMBER 2**

The following appropriations and funding sources are proposed for amendment:

**GENERAL FUND**

| <b>Expenditure Appropriations</b>               | <b>Amount</b>    | <b>Revenue Budget</b>          | <b>Amount</b>    |
|-------------------------------------------------|------------------|--------------------------------|------------------|
| Increase Transition Costs – Personnel and other | \$341,000        | Use of Fund Balance            | \$341,000        |
| Increase HCC Repairs and Maint.                 | \$29,740         | Increase Insurance Proceeds    | \$29,740         |
| eSummons grant expenditures                     | \$27,562         | eSummons Revenue               | \$27,562         |
| <b>Total Expenditures Increase</b>              | <b>\$398,302</b> | <b>Total Revenues Increase</b> | <b>\$398,302</b> |

**WATER AND SEWER FUND**

| <b>Expenditure Appropriations</b>  | <b>Amount</b> | <b>Revenue Budget</b>          | <b>Amount</b> |
|------------------------------------|---------------|--------------------------------|---------------|
| Reduce Capital Improvements        | (\$600,000)   |                                | \$0           |
| Increase Professional Fees         | \$600,000     |                                |               |
| <b>Total Expenditures Increase</b> | <b>\$ 0</b>   | <b>Total Revenues Increase</b> | <b>\$0</b>    |

**Agenda Item:** Resolution to accept the Annual Report Fiscal Year (FY) 2024

**Meeting Date:** September 3, 2024

**Category:** General

**Prepared by:** Bill Ashton , Town Manager

**Description:**

The Town Manager will present the FY 2024 Annual Report at the September 10, 2024 Town Council meeting.

**Background:**

Pursuant to Sec. 4.2 (d) of the Town of Herndon Charter, the Town Manager is required to prepare for publication and to submit to the Town Council each year at a regular meeting in September a concise, comprehensive report of the financial transactions and administrative activities of the Town government during the immediately preceding fiscal year (FY).

**Budget Impact:**

N/A

**Recommendation:**

Recommend approval of the resolution to accept the FY 2024 Annual Report.

**Attachments:**

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

**Resolution-     to accept the Town of Herndon Annual Report FY 2024.**

Pursuant to Sec. 4.2 (d) of the Town of Herndon Charter, the Town Manager is required to prepare for publication and to submit to the Town Council each year at a regular meeting in September a concise, comprehensive report of the financial transactions and administrative activities of the Town government during the immediately preceding fiscal year (FY). The Town Manager has prepared a report of the administrative activities of the Town government titled "Town of Herndon Annual Report FY 2024."

Following the Town's audit, an Annual Comprehensive Financial Report of the Town is presented to the Town Council annually in December. The Annual Report FY 2024 is available on the Town's website, and a brochure highlighting the report will be sent to every household in Herndon.

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

1. The "Town of Herndon Annual Report FY 2024" is accepted.

**Agenda Item:** Resolution to establish the Herndon Town Council meeting schedule for January 1, 2025 to December 31, 2025

**Meeting Date:** September 3, 2024

**Category:** General

**Prepared by:** Kirstyn Jovanovich, Acting Deputy Town Manager

**Description:**

The meeting schedule of Town Council is prescribed by Chapter 2 (ADMINISTRATION), Section 2.1 (Meeting Schedule), of the Herndon Town Code. Annually, the Town Council considers and adopts a resolution to set the next year's meeting schedule.

**Background:**

At the July work session, staff presented proposed adjustments to the Town Council's meeting schedule, including revamping the work session structure. Town Council provided feedback, expressing concerns about (1) maintaining opportunities for public comment, and (2) ensuring opportunities for appeals and other business matters to be addressed in a timely manner by the Town Council. Overall, the Town Council expressed support for retooling the work sessions to not serve as previews for the regular meeting agendas, and instead provide more opportunities for collaborative discussions between staff and the Town Council in order to obtain input and direction from Town Council on town matters.

As a result of this discussion, staff has revised the proposed 2025 meeting schedule and is providing two options for Town Council to consider and provide direction. Both Options A and B separate the work sessions from the regular meetings, meaning the work sessions each month will not always include the items that will be on the regular meeting agendas.

**Option A**

- two regular meetings January–May and October–September
- one regular meeting June–August and November–December
- one work session per month
- Retooled work sessions - regular meeting and work session as stand-alone meetings

Option A results in the same number of scheduled regular meetings as are currently scheduled (19) and reduces work sessions from 19 to 12 scheduled annually. This reduces the overall scheduled meeting days from 38 to 31 annually. This does not include any special meetings that may be scheduled throughout the year as required.

## **Option B**

- two regular meetings and two work sessions January–May and October–September
- one regular meeting and one work session June–August and November–December
- Retooled work sessions - regular meeting and work session as stand-alone meetings

Option B continues the work session and regular meeting schedule as is traditionally used in Herndon. This schedule will maintain the overall scheduled meeting days as 38 per year. This does not include any special meetings that may be scheduled throughout the year as required.

As discussed, starting in 2025, work sessions will be stand-alone meetings and not preview regular meeting agendas, including upcoming public hearings. The work sessions will be working meetings that allow for collaborative discussion in partnership with town staff on town-related issues that require Council discussion, input, and direction. These items may ultimately be scheduled for Council consideration and action at a future regular meeting. As is the current practice, work sessions will be open to the public, but not allow public comment.

Regular meetings will continue to include a public comment period at the start of each meeting, where members of the public, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda. The public will continue to be permitted to provide comments under public hearing items.

Meetings of the Town Council will continue to be live-streamed and recorded, available for streaming through HCTV and the town's website, and on-demand through the town's website.

### **Budget Impact:**

N/A

### **Recommendation:**

Staff is seeking direction on Schedule Option A or B; staff will prepare the appropriate resolution for the September 10 Town Council meeting.

### **Attachments:**

1. Meeting Schedule - Option A
2. Meeting Schedule - Option B

| Dec 2024 |    |    |    |    |     |    |
|----------|----|----|----|----|-----|----|
| S        | M  | T  | W  | T  | F   | S  |
| 1        | 2  | 3  | 4  | 5  | 6   | 7  |
| 8        | 9  | 10 | 11 | 12 | 13  | 14 |
| 15       | 16 | 17 | 18 | 19 | 20^ | 21 |
| 22       | 23 | 24 | 25 | 26 | 27^ | 28 |
| 29       | 30 | 31 |    |    |     |    |

# JAN 2025

| Feb 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

| SUNDAY | MONDAY             | TUESDAY                        | WEDNESDAY           | THURSDAY  | FRIDAY | SATURDAY |
|--------|--------------------|--------------------------------|---------------------|-----------|--------|----------|
| 29     | 30                 | 31                             | 1<br>New Year's Day | 2         | 3^     | 4        |
| 5      | 6                  | 7<br>TCSM <sup>1</sup><br>TCWS | 8<br>ARB/HDRBWS     | 9         | 10     | 11       |
| 12     | 13<br>PCWS         | 14<br>TCRM                     | 15<br>ARB/HDRBRM    | 16        | 17^    | 18       |
| 19     | 20<br>M L King Day | 21                             | 22<br>PBAC          | 23<br>BZA | 24     | 25       |
| 26     | 27<br>PCRM         | 28<br>TCRM                     | 29                  | 30        | 31^    | 1        |

<sup>1</sup> Special Meeting – Organizational Meeting, Council Orientation, Swearing In (Odd Years)

RM=Regular Meeting | WS=Work Session

^Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Jan 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

# FEB 2025

| Mar 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| SUNDAY | MONDAY                | TUESDAY                | WEDNESDAY        | THURSDAY    | FRIDAY          | SATURDAY |
|--------|-----------------------|------------------------|------------------|-------------|-----------------|----------|
| 26     | 27                    | 28                     | 29               | 30          | 31              | 1        |
| 2      | 3                     | 4<br>TCWS <sup>2</sup> | 5<br>ARB/HDRBWS  | 6           | 7               | 8        |
| 9      | 10<br>PCWS            | 11<br>TCRM             | 12               | 13          | 14 <sup>^</sup> | 15       |
| 16     | 17<br>Presidents' Day | 18                     | 19<br>ARB/HDRBRM | 20<br>HDEIC | 21              | 22       |
| 23     | 24<br>PCRM            | 25<br>TCRM             | 26               | 27<br>BZA   | 28 <sup>^</sup> | 1        |

<sup>2</sup> Strategic Plan Update – Q2 Report, Oct – Dec

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Feb 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

# MAR 2025

| Apr 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

| SUNDAY | MONDAY     | TUESDAY                | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|------------|------------------------|------------------|-----------|-----------------|----------|
| 23     | 24         | 25                     | 26               | 27        | 28              | 1        |
| 2      | 3          | 4<br>TCWS <sup>3</sup> | 5<br>ARB/HDRBWS  | 6<br>HYAC | 7               | 8        |
| 9      | 10<br>PCWS | 11<br>TCRM             | 12               | 13        | 14 <sup>^</sup> | 15       |
| 16     | 17         | 18                     | 19<br>ARB/HDRBRM | 20        | 21              | 22       |
| 23     | 24<br>PCRM | 25<br>TCRM             | 26               | 27<br>BZA | 28 <sup>^</sup> | 29       |
| 30     | 31         | 1                      | 2                | 3         | 4               | 5        |

<sup>3</sup> Budget Work Session #1

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Mar 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

# APR 2025

| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| SUNDAY | MONDAY     | TUESDAY                 | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|------------|-------------------------|------------------|-----------|-----------------|----------|
| 30     | 31         | 1<br>TCWS <sup>4</sup>  | 2<br>ARB/HDRBWS  | 3         | 4               | 5        |
| 6      | 7          | 8<br>TCRM <sup>5</sup>  | 9                | 10        | 11              | 12       |
| 13     | 14<br>PCWS | 15                      | 16<br>ARB/HDRBRM | 17        | 18 <sup>^</sup> | 19       |
| 20     | 21         | 22<br>TCRM <sup>6</sup> | 23<br>PBAC       | 24<br>BZA | 25              | 26       |
| 27     | 28<br>PCRM | 29                      | 30               | 1         | 2               | 3        |

<sup>4</sup> Budget Work Session #2

<sup>5</sup> Proposed Budget – Budget Public Hearing #1

<sup>6</sup> Proposed Budget – Budget Public Hearing #2 + Adoption

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Apr 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

# MAY 2025

| Jun 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

| SUNDAY | MONDAY             | TUESDAY                | WEDNESDAY        | THURSDAY    | FRIDAY          | SATURDAY |
|--------|--------------------|------------------------|------------------|-------------|-----------------|----------|
| 27     | 28                 | 29                     | 30               | 1           | 2 <sup>^</sup>  | 3        |
| 4      | 5<br>PCWS          | 6<br>TCWS <sup>7</sup> | 7<br>ARB/HDRBWS  | 8           | 9               | 10       |
| 11     | 12                 | 13<br>TCRM             | 14               | 15<br>HDEIC | 16 <sup>^</sup> | 17       |
| 18     | 19<br>PCRM         | 20                     | 21<br>ARB/HDRBRM | 22<br>BZA   | 23              | 24       |
| 25     | 26<br>Memorial Day | 27<br>TCRM             | 28               | 29          | 30              | 31       |

<sup>7</sup> Strategic Plan Update – Q3 Update, Jan - Mar

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

# JUN 2025

| Jul 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| SUNDAY | MONDAY     | TUESDAY    | WEDNESDAY        | THURSDAY         | FRIDAY          | SATURDAY |
|--------|------------|------------|------------------|------------------|-----------------|----------|
| 1      | 2          | 3<br>TCWS  | 4<br>ARB/HDRBWS  | 5<br>HYAC        | 6               | 7        |
| 8      | 9<br>PCWS  | 10<br>TCRM | 11               | 12               | 13              | 14       |
| 15     | 16         | 17         | 18<br>ARB/HDRBRM | 19<br>Juneteenth | 20 <sup>^</sup> | 21       |
| 22     | 23<br>PCRM | 24         | 25               | 26<br>BZA        | 27              | 28       |
| 29     | 30         | 1          | 2                | 3                | 4               | 5        |

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

**DRAFT**

Town Council Meeting Schedule - **Option A**

| Jun 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

**JUL 2025**

| Aug 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| SUNDAY | MONDAY     | TUESDAY    | WEDNESDAY        | THURSDAY  | FRIDAY                | SATURDAY |
|--------|------------|------------|------------------|-----------|-----------------------|----------|
| 29     | 30         | 1          | 2<br>ARB/HDRBWS  | 3         | 4<br>Independence Day | 5        |
| 6      | 7          | 8<br>TCWS  | 9                | 10        | 11                    | 12       |
| 13     | 14<br>PCWS | 15<br>TCRM | 16<br>ARB/HDRBRM | 17        | 18                    | 19       |
| 20     | 21         | 22         | 23<br>PBAC       | 24<br>BZA | 25                    | 26       |
| 27     | 28<br>PCRM | 29         | 30               | 31        | 1                     | 2        |

RM=Regular Meeting | WS=Work Session

^Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Jul 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

# AUG 2025

| Sep 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

| SUNDAY | MONDAY     | TUESDAY                 | WEDNESDAY        | THURSDAY    | FRIDAY          | SATURDAY |
|--------|------------|-------------------------|------------------|-------------|-----------------|----------|
| 27     | 28         | 29                      | 30               | 31          | 1 <sup>^</sup>  | 2        |
| 3      | 4          | 5                       | 6<br>ARB/HDRBWS  | 7           | 8               | 9        |
| 10     | 11<br>PCWS | 12                      | 13               | 14          | 15 <sup>^</sup> | 16       |
| 17     | 18         | 19<br>TCWS <sup>8</sup> | 20<br>ARB/HDRBRM | 21<br>HDEIC | 22              | 23       |
| 24     | 25<br>PCRM | 26<br>TCRM              | 27               | 28<br>BZA   | 29 <sup>^</sup> | 30       |
| 31     | 1          | 2                       | 3                | 4           | 5               | 6        |

<sup>8</sup> Strategic Plan Update – Q4 Update, Apr-Jun

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Aug 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

# SEP 2025

| Oct 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| SUNDAY | MONDAY         | TUESDAY                 | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|----------------|-------------------------|------------------|-----------|-----------------|----------|
| 31     | 1<br>Labor Day | 2<br>TCWS               | 3<br>ARB/HDRBWS  | 4<br>HYAC | 5               | 6        |
| 7      | 8<br>PCWS      | 9<br>TCRM               | 10               | 11        | 12              | 13       |
| 14     | 15             | 16                      | 17<br>ARB/HDRBRM | 18        | 19 <sup>^</sup> | 20       |
| 21     | 22<br>PCRM     | 23<br>TCRM <sup>9</sup> | 24               | 25<br>BZA | 26              | 27       |
| 28     | 29             | 30                      | 1                | 2         | 3               | 4        |

<sup>9</sup> State of the Town presentation

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Sep 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

# OCT 2025

| Nov 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| SUNDAY | MONDAY     | TUESDAY                 | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|------------|-------------------------|------------------|-----------|-----------------|----------|
| 28     | 29         | 30                      | 1<br>ARB/HDRBWS  | 2         | 3 <sup>^</sup>  | 4        |
| 5      | 6          | 7<br>TCWS <sup>10</sup> | 8                | 9         | 10              | 11       |
| 12     | 13<br>PCWS | 14<br>TCRM              | 15<br>ARB/HDRBRM | 16        | 17              | 18       |
| 19     | 20         | 21                      | 22<br>PBAC       | 23<br>BZA | 24 <sup>^</sup> | 25       |
| 26     | 27<br>PCRM | 28<br>TCRM              | 29               | 30        | 31              | 1        |

<sup>10</sup> Strategic Plan Update – Q1 Update, Jul - Sept

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Oct 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

# NOV 2025

| Dec 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

| SUNDAY | MONDAY     | TUESDAY            | WEDNESDAY        | THURSDAY               | FRIDAY          | SATURDAY |
|--------|------------|--------------------|------------------|------------------------|-----------------|----------|
| 26     | 27         | 28                 | 29               | 30                     | 31              | 1        |
| 2      | 3<br>PCWS  | 4<br>Election Day  | 5<br>TCWS        | 6<br>HYAC              | 7               | 8        |
| 9      | 10         | 11<br>Veterans Day | 12<br>ARB/HDRBWS | 13<br>HDEIC            | 14 <sup>^</sup> | 15       |
| 16     | 17<br>PCRM | 18<br>TCRM         | 19<br>ARB/HDRBRM | 20<br>BZA              | 21              | 22       |
| 23     | 24         | 25                 | 26               | 27<br>Thanksgiving Day | 28              | 29       |
| 30     | 1          | 2                  | 3                | 4                      | 5               | 6        |

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

**DRAFT**

Town Council Meeting Schedule - **Option A**

| Nov 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

**DEC 2025**

| Jan 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| SUNDAY | MONDAY | TUESDAY   | WEDNESDAY                    | THURSDAY        | FRIDAY | SATURDAY |
|--------|--------|-----------|------------------------------|-----------------|--------|----------|
| 30     | 1      | 2<br>TCWS | 3                            | 4               | 5      | 6        |
| 7      | 8      | 9<br>TCRM | 10                           | 11              | 12     | 13       |
| 14     | 15     | 16        | 17                           | 18              | 19     | 20       |
| 21     | 22     | 23        | 24<br>Christmas Eve<br>½ Day | 25<br>Christmas | 26     | 27       |
| 28     | 29     | 30        | 31                           | 1               | 2      | 3        |

\*Boards and Commission Recess

RM=Regular Meeting | WS=Work Session

^Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Dec 2024 |    |    |    |    |     |    |
|----------|----|----|----|----|-----|----|
| S        | M  | T  | W  | T  | F   | S  |
| 1        | 2  | 3  | 4  | 5  | 6   | 7  |
| 8        | 9  | 10 | 11 | 12 | 13  | 14 |
| 15       | 16 | 17 | 18 | 19 | 20^ | 21 |
| 22       | 23 | 24 | 25 | 26 | 27^ | 28 |
| 29       | 30 | 31 |    |    |     |    |

# JAN 2025

| Feb 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

| SUNDAY | MONDAY             | TUESDAY                        | WEDNESDAY           | THURSDAY  | FRIDAY | SATURDAY |
|--------|--------------------|--------------------------------|---------------------|-----------|--------|----------|
| 29     | 30                 | 31                             | 1<br>New Year's Day | 2         | 3^     | 4        |
| 5      | 6                  | 7<br>TCSM <sup>1</sup><br>TCWS | 8<br>ARB/HDRBWS     | 9         | 10     | 11       |
| 12     | 13<br>PCWS         | 14<br>TCRM                     | 15<br>ARB/HDRBRM    | 16        | 17^    | 18       |
| 19     | 20<br>M L King Day | 21<br>TCWS                     | 22<br>PBAC          | 23<br>BZA | 24     | 25       |
| 26     | 27<br>PCRM         | 28<br>TCRM                     | 29                  | 30        | 31^    | 1        |

<sup>1</sup> Special Meeting – Organizational Meeting, Council Orientation, Swearing In (Odd Years)

RM=Regular Meeting | WS=Work Session

^Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Jan 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

# FEB 2025

| Mar 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| SUNDAY | MONDAY                | TUESDAY                | WEDNESDAY        | THURSDAY    | FRIDAY          | SATURDAY |
|--------|-----------------------|------------------------|------------------|-------------|-----------------|----------|
| 26     | 27                    | 28                     | 29               | 30          | 31              | 1        |
| 2      | 3                     | 4<br>TCWS <sup>2</sup> | 5<br>ARB/HDRBWS  | 6           | 7               | 8        |
| 9      | 10<br>PCWS            | 11<br>TCRM             | 12               | 13          | 14 <sup>^</sup> | 15       |
| 16     | 17<br>Presidents' Day | 18<br>TCWS             | 19<br>ARB/HDRBRM | 20<br>HDEIC | 21              | 22       |
| 23     | 24<br>PCRM            | 25<br>TCRM             | 26               | 27<br>BZA   | 28 <sup>^</sup> | 1        |

<sup>2</sup> Strategic Plan Update – Q2 Report, Oct – Dec

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

**DRAFT**

Town Council Meeting Schedule - **Option B**

| Feb 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

**MAR 2025**

| Apr 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

| SUNDAY | MONDAY     | TUESDAY                | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|------------|------------------------|------------------|-----------|-----------------|----------|
| 23     | 24         | 25                     | 26               | 27        | 28              | 1        |
| 2      | 3          | 4<br>TCWS <sup>3</sup> | 5<br>ARB/HDRBWS  | 6<br>HYAC | 7               | 8        |
| 9      | 10<br>PCWS | 11<br>TCRM             | 12               | 13        | 14 <sup>^</sup> | 15       |
| 16     | 17         | 18<br>TCWS             | 19<br>ARB/HDRBRM | 20        | 21              | 22       |
| 23     | 24<br>PCRM | 25<br>TCRM             | 26               | 27<br>BZA | 28 <sup>^</sup> | 29       |
| 30     | 31         | 1                      | 2                | 3         | 4               | 5        |

<sup>3</sup> Budget Work Session #1

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Mar 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

# APR 2025

| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| SUNDAY | MONDAY     | TUESDAY                 | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|------------|-------------------------|------------------|-----------|-----------------|----------|
| 30     | 31         | 1<br>TCWS <sup>4</sup>  | 2<br>ARB/HDRBWS  | 3         | 4               | 5        |
| 6      | 7          | 8<br>TCRM <sup>5</sup>  | 9                | 10        | 11              | 12       |
| 13     | 14<br>PCWS | 15<br>TCWS              | 16<br>ARB/HDRBRM | 17        | 18 <sup>^</sup> | 19       |
| 20     | 21         | 22<br>TCRM <sup>6</sup> | 23<br>PBAC       | 24<br>BZA | 25              | 26       |
| 27     | 28<br>PCRM | 29                      | 30               | 1         | 2               | 3        |

<sup>4</sup> Budget Work Session #2

<sup>5</sup> Proposed Budget – Budget Public Hearing #1

<sup>6</sup> Proposed Budget – Budget Public Hearing #2 + Adoption

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Apr 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

# MAY 2025

| Jun 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

| SUNDAY | MONDAY             | TUESDAY                | WEDNESDAY        | THURSDAY    | FRIDAY          | SATURDAY |
|--------|--------------------|------------------------|------------------|-------------|-----------------|----------|
| 27     | 28                 | 29                     | 30               | 1           | 2 <sup>^</sup>  | 3        |
| 4      | 5<br>PCWS          | 6<br>TCWS <sup>7</sup> | 7<br>ARB/HDRBWS  | 8           | 9               | 10       |
| 11     | 12                 | 13<br>TCRM             | 14               | 15<br>HDEIC | 16 <sup>^</sup> | 17       |
| 18     | 19<br>PCRM         | 20<br>TCWS             | 21<br>ARB/HDRBRM | 22<br>BZA   | 23              | 24       |
| 25     | 26<br>Memorial Day | 27<br>TCRM             | 28               | 29          | 30              | 31       |

<sup>7</sup> Strategic Plan Update – Q3 Update, Jan - Mar

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

**DRAFT**

Town Council Meeting Schedule - **Option B**

| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

**JUN 2025**

| Jul 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| SUNDAY | MONDAY     | TUESDAY    | WEDNESDAY        | THURSDAY         | FRIDAY          | SATURDAY |
|--------|------------|------------|------------------|------------------|-----------------|----------|
| 1      | 2          | 3<br>TCWS  | 4<br>ARB/HDRBWS  | 5<br>HYAC        | 6               | 7        |
| 8      | 9<br>PCWS  | 10<br>TCRM | 11               | 12               | 13              | 14       |
| 15     | 16         | 17         | 18<br>ARB/HDRBRM | 19<br>Juneteenth | 20 <sup>^</sup> | 21       |
| 22     | 23<br>PCRM | 24         | 25               | 26<br>BZA        | 27              | 28       |
| 29     | 30         | 1          | 2                | 3                | 4               | 5        |

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

**DRAFT**

Town Council Meeting Schedule - **Option B**

| Jun 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

**JUL 2025**

| Aug 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| SUNDAY | MONDAY     | TUESDAY    | WEDNESDAY        | THURSDAY  | FRIDAY                | SATURDAY |
|--------|------------|------------|------------------|-----------|-----------------------|----------|
| 29     | 30         | 1          | 2<br>ARB/HDRBWS  | 3         | 4<br>Independence Day | 5        |
| 6      | 7          | 8<br>TCWS  | 9                | 10        | 11                    | 12       |
| 13     | 14<br>PCWS | 15<br>TCRM | 16<br>ARB/HDRBRM | 17        | 18                    | 19       |
| 20     | 21         | 22         | 23<br>PBAC       | 24<br>BZA | 25                    | 26       |
| 27     | 28<br>PCRM | 29         | 30               | 31        | 1                     | 2        |

RM=Regular Meeting | WS=Work Session

^Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Jul 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

# AUG 2025

| Sep 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

| SUNDAY | MONDAY     | TUESDAY                 | WEDNESDAY        | THURSDAY    | FRIDAY          | SATURDAY |
|--------|------------|-------------------------|------------------|-------------|-----------------|----------|
| 27     | 28         | 29                      | 30               | 31          | 1 <sup>^</sup>  | 2        |
| 3      | 4          | 5                       | 6<br>ARB/HDRBWS  | 7           | 8               | 9        |
| 10     | 11<br>PCWS | 12                      | 13               | 14          | 15 <sup>^</sup> | 16       |
| 17     | 18         | 19<br>TCWS <sup>8</sup> | 20<br>ARB/HDRBRM | 21<br>HDEIC | 22              | 23       |
| 24     | 25<br>PCRM | 26<br>TCRM              | 27               | 28<br>BZA   | 29 <sup>^</sup> | 30       |
| 31     | 1          | 2                       | 3                | 4           | 5               | 6        |

<sup>8</sup> Strategic Plan Update – Q4 Update, Apr-Jun

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Aug 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

# SEP 2025

| Oct 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| SUNDAY | MONDAY         | TUESDAY                 | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|----------------|-------------------------|------------------|-----------|-----------------|----------|
| 31     | 1<br>Labor Day | 2<br>TCWS               | 3<br>ARB/HDRBWS  | 4<br>HYAC | 5               | 6        |
| 7      | 8<br>PCWS      | 9<br>TCRM               | 10               | 11        | 12              | 13       |
| 14     | 15             | 16<br>TCWS              | 17<br>ARB/HDRBRM | 18        | 19 <sup>^</sup> | 20       |
| 21     | 22<br>PCRM     | 23<br>TCRM <sup>9</sup> | 24               | 25<br>BZA | 26              | 27       |
| 28     | 29             | 30                      | 1                | 2         | 3               | 4        |

<sup>9</sup> State of the Town presentation

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Sep 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

# OCT 2025

| Nov 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| SUNDAY | MONDAY     | TUESDAY                 | WEDNESDAY        | THURSDAY  | FRIDAY          | SATURDAY |
|--------|------------|-------------------------|------------------|-----------|-----------------|----------|
| 28     | 29         | 30                      | 1<br>ARB/HDRBWS  | 2         | 3 <sup>^</sup>  | 4        |
| 5      | 6          | 7<br>TCWS <sup>10</sup> | 8                | 9         | 10              | 11       |
| 12     | 13<br>PCWS | 14<br>TCRM              | 15<br>ARB/HDRBRM | 16        | 17              | 18       |
| 19     | 20         | 21<br>TCWS              | 22<br>PBAC       | 23<br>BZA | 24 <sup>^</sup> | 25       |
| 26     | 27<br>PCRM | 28<br>TCRM              | 29               | 30        | 31              | 1        |

<sup>10</sup> Strategic Plan Update – Q1 Update, Jul - Sept

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

| Oct 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

# NOV 2025

| Dec 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

| SUNDAY | MONDAY     | TUESDAY            | WEDNESDAY        | THURSDAY               | FRIDAY          | SATURDAY |
|--------|------------|--------------------|------------------|------------------------|-----------------|----------|
| 26     | 27         | 28                 | 29               | 30                     | 31              | 1        |
| 2      | 3<br>PCWS  | 4<br>Election Day  | 5<br>TCWS        | 6<br>HYAC              | 7               | 8        |
| 9      | 10         | 11<br>Veterans Day | 12<br>ARB/HDRBWS | 13<br>HDEIC            | 14 <sup>^</sup> | 15       |
| 16     | 17<br>PCRM | 18<br>TCRM         | 19<br>ARB/HDRBRM | 20<br>BZA              | 21              | 22       |
| 23     | 24         | 25                 | 26               | 27<br>Thanksgiving Day | 28              | 29       |
| 30     | 1          | 2                  | 3                | 4                      | 5               | 6        |

RM=Regular Meeting | WS=Work Session

<sup>^</sup>Town Council Public Hearing Ad Deadline to Town Clerk's Office

**DRAFT**

Town Council Meeting Schedule - **Option B**

| Nov 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

**DEC 2025**

| Jan 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| SUNDAY | MONDAY | TUESDAY   | WEDNESDAY                    | THURSDAY        | FRIDAY | SATURDAY |
|--------|--------|-----------|------------------------------|-----------------|--------|----------|
| 30     | 1      | 2<br>TCWS | 3                            | 4               | 5      | 6        |
| 7      | 8      | 9<br>TCRM | 10                           | 11              | 12     | 13       |
| 14     | 15     | 16        | 17                           | 18              | 19     | 20       |
| 21     | 22     | 23        | 24<br>Christmas Eve<br>½ Day | 25<br>Christmas | 26     | 27       |
| 28     | 29     | 30        | 31                           | 1               | 2      | 3        |

\*Boards and Commission Recess

RM=Regular Meeting | WS=Work Session

^Town Council Public Hearing Ad Deadline to Town Clerk's Office

**Agenda Item:** Resolution to express appreciation to William H. Ashton II, Town Manager, for dedicated service

**Meeting Date:** September 3, 2024

**Category:** Consent

**Prepared by:** Amanda Kertz, Acting Town Clerk

**Description:**

The text for the resolution will be included in the agenda for the September 10, 2024, regular meeting, during which the Council will have a presentation for William H. Ashton II, Town Manager, to thank him for his 27 years of dedicated service to the Town of Herndon.

**Background:**

N/A

**Budget Impact:**

None

**Recommendation:**

Approval of the item as proposed at the September 10, 2024 meeting.

**Attachments:**

None

**Agenda Item:** Discussion on request to establish a Large Scale Cycling Event

**Meeting Date:** September 3, 2024

**Category:** Discussion

**Prepared by:** Bob Williams, Parks and Recreation Director

**Description:**

This discussion item is to brief the Town Council on the general logistics and impacts of managing a large-scale cycling event within the Town of Herndon.

**Background:**

There is interest in holding a large-scale cycling event by members and groups in Herndon. There is not currently an event of this type in the town, although century rides do happen in Reston and in other parts of northern Virginia. This could be in the form of a race or a ride, depending on the desired outcome.

**Budget Impact:**

Depending on the scope and scale of the event, along with the ability to secure a sponsor or group to lead the event, there will be varying levels of budget impact and staffing resources needed.

**Recommendation:**

This is a discussion item to update Town Council on the details around a large-scale cycling event; staff does not have a recommendation.

**Attachments:**

None

**Agenda Item:** Discussion on Herndon Centennial Golf Course Charitable Golf Tournament Policies - Vice Mayor Hedrick

**Meeting Date:** September 3, 2024

**Category:** Discussion

**Prepared by:** Mike Mueller, Golf Course General Manager

**Description:**

As requested by Vice Mayor Hedrick, staff will provide information on the policies of comparable golf courses in the region related to hosting charitable golf tournaments.

**Background:**

Staff has reviewed the policies of comparable public golf courses in the region related to charitable golf tournaments and have found the following:

- Fairfax County Park Authority (FCPA): manages seven enterprise fund courses; FCPA does not offer free rounds of golf for any tournaments, nonprofit or otherwise.
- Northern Virginia Park Authority (NOVA Parks): operates three courses locally; NOVA Parks does not offer non-profit groups free or reduced golf fees for their tournaments.

The Herndon Centennial Golf Course policies regarding golf tournaments are consistent with publicly run golf courses in the area.

**Budget Impact:**

The Golf Course Fund is an enterprise fund and funded through user fees; any policy changes related to user fees will have an impact on fee structures and the fund overall.

**Recommendation:**

This is a discussion item; however, staff does not recommend changes to any Golf Course policies at this time.

**Attachments:**

None

**Agenda Item:** Discussion on zoning along Herndon Parkway (Elden-Spring Streets) corridor – Councilmember del Aguila

**Meeting Date:** September 3, 2024

**Category:** Discussion

**Prepared by:** N/A

**Description:**

Councilmember del Aguila requested that this discussion item be added to the work session to discuss whether or not the Town Council wanted to investigate the potential to update zoning along Herndon Parkway, between Elden and Spring Streets.

**Background:**

N/A

**Budget Impact:**

N/A

**Recommendation:**

This is a discussion item; staff has no recommendation.

**Attachments:**

1. Staff Memorandum, Office Space, Herndon Parkway Corridor

## MEMORANDUM

To: Mayor Olem and Members of the Herndon Town Council

From: Elizabeth M. Gilleran, AICP  
Director of Community Development

Marc Smith  
Director of Economic Development

Date: September 3, 2024

Subject: Status of Office Space Within the Herndon Parkway Corridor

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The data below concerns existing office development within the Herndon Parkway corridor, as well as two properties on Worldgate Drive in close proximity to Herndon Parkway. In some instances, a minor amount of hotel and commercial square footage has been included due to its inclusion within a governing small area plan.

Specific information has been requested regarding four (4) buildings located in Sugarland West Business Center and Sugarland Business Park II. These buildings are located along the Herndon Parkway between Spring Street and Elden Street. It should be noted that a building may be fully leased but listed as having a vacancy rate due to anticipated vacancies based upon lease expiration dates and anticipated vacancies.

### **Sugarland West Business Center:**

360 Herndon Parkway is a 68,629 square foot single story flex/office building that is 83.8% leased. The property has nine (9) tenants including Rhein Tech Laboratories, Inc, Herndon Animal Medical Center, and Home Well Senior Care housing ~45 employees, respectively. The property has a vacancy rate of 39.4%. (Herndon Submarket Rate for this type of building is: 14.6%).

380 Herndon parkway is a 53,282 square foot single story flex/office building that is 100% leased. The property's sole tenant is the Smithsonian Institution which houses ~100 employees and has been fully leased since April 2006. The property has a vacancy rate of 0%. (Herndon Submarket Rate for this type of building is: 14.6%).

400 Herndon Parkway is a 19,216 square foot single story flex/office building that is 100% leased. The property has three (3) tenants including Rehab At Work, Brighter Strides, and Peppertree Montessori. The property has a vacancy rate of 0%. (Herndon Submarket Rate for this type of building is: 14.6%).

**Sugarland Business Park II:**

365 Herndon Parkway is a 53,220 square foot single story flex/office building that is 93.5% leased. The property has three (3) tenants: National Realty Partners, National Corporate Housing - Washington DC, and Mclean Province Homeowner's housing ~65 employees, respectively. The property has a vacancy rate of 36.6% (Herndon Submarket Rate for this type of building is: 16.7%).

These four (4) buildings are in a business area known for being in a prime strategic location within the Dulles Corridor and are off the Dulles Toll Road and Fairfax County Parkway. In addition, it is near the Herndon Metro Station, Dulles International Airport, Washington DC, and has a full range of employee housing and supporting amenities.

The following data provides square footage of existing office space, and in some instances a minor percentage of hotel and commercial space, that the town has rezoned or approved for future development as multifamily or multifamily mixed-use.

| <b>Plan Area</b>                                                       | <b>Existing Building Square Footage</b>                                                                                                                        | <b>New Land Use Designation or Zoning</b>                                                      |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| TRG<br>Transit-Related Growth Area<br>Plan Amendment                   | 1,100,000 +<br>Primarily Office                                                                                                                                | Allows higher density redevelopment to residential mixed-use, residential, and supporting uses |
| 13100 and 13150 Worldgate Drive<br>Rezoning                            | 348,545<br>Office                                                                                                                                              | Rezoned to allow higher density redevelopment of office to apartments, townhouses, and condos  |
| South Elden Street<br>Plan Amendment                                   | 261,000 +<br>Office Adjacent to Herndon Parkway<br>( <i>Square footage does not include retail square footage that also changed to residential mixed-use</i> ) | Allows higher density redevelopment to residential mixed-use and residential                   |
| HTOC<br>Herndon Transit-Oriented Core                                  | 933,755<br>Office                                                                                                                                              | Allows higher density redevelopment to residential mixed-use                                   |
| <b>Total Amount of Office Square Footage Planned for Redevelopment</b> | <b>2,643,300</b>                                                                                                                                               | Planned Uses: Residential Mixed-Use or Residential                                             |

### **Current application status**

#### **TRG:**

Current application under review to rezone 108,402 square feet of office to multifamily and 2-over-2 condominiums.

#### **13100 and 13150 Worldgate Drive:**

Site plan application under review for 359 multifamily units, 52 two-over-two condominiums, and 49 townhouses; replacing 348,545 square feet of office.

#### **South Elden Area Plan:**

Fifty-five townhouses and 56 two-over-two condominiums are under construction; replacing approximately 96,748 square feet of office.

#### **HTOC:**

Site Plan under review for 399 apartments (400,000 square feet) and 5,360 square feet of retail space; replacing 89,711 square feet of office.

Development Plan under review for 631,089 square feet of multifamily mixed-use; replacing 139,000 square feet of office.

Development Plan approved for up to 675 apartments, 400,216 square feet of office, and 9,900 square feet of retail; replacing 134,451 square feet of office.