



## **TOWN COUNCIL REGULAR MEETING AGENDA**

Town Council Chambers  
765 Lynn Street, Herndon, VA 20170

Tuesday, September 10, 2024 | 7:00 PM

---

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

### **2. Pledge of Allegiance to the Flag of the United States of America**

### **3. Presentations/Reports/Comments**

- a. Recognition of William H. Ashton II, Town Manager, for dedicated service to the Town of Herndon
- b. Proclamation to recognize National Hispanic American Heritage Month
- c. Town Manager Report
- d. Councilmember Comments

### **4. Comments from the Audience**

*Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.*

### **5. Public Hearings**

- a. Ordinance 24-O-27 to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund and the Water and Sewer Fund

### **6. General**

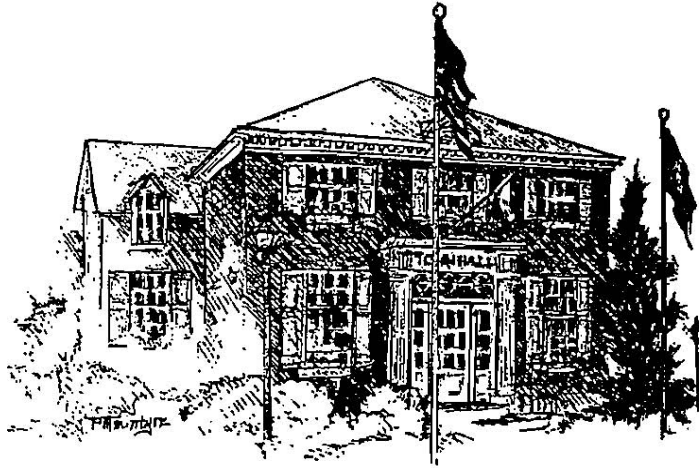
- a. Resolution 24-G-52 to approve a final extension of the Outside Satisfaction date to December 10, 2024
- b. Resolution 24-G-53 to accept the Annual Report Fiscal Year (FY) 2024
- c. Resolution 24-G-54 to establish the Herndon Town Council meeting schedule for January 1, 2025 to December 31, 2025

## **7. Consent**

- a. Resolution 24-G-55 to express appreciation to William H. Ashton II, Town Manager
- b. Resolution 24-G-56 to appoint a member to the Historic District Review and Architectural Review Boards
- c. Resolution 24-G-57 to appoint a 'Virginia State Bar' member to the Historic District Review and Architectural Review Boards
- d. Resolution 24-G-58 to appoint a member to the Planning Commission
- e. July 9, 2024, Town Council Work Session Minutes

## **8. Adjournment**

Interpretación en Español está disponible en esta sesión.



**TOWN OF HERNDON, VIRGINIA  
PROCLAMATION  
NATIONAL HISPANIC AMERICAN HERITAGE MONTH  
September 15 - October 15, 2024**

Formally proclaimed as a weeklong celebration by Congress in 1968, National Hispanic Heritage Month, or “Mes de la Herencia Hispana,” has been annually observed as September 15 to October 15 since 1988, when it was expanded by President Reagan, and subsequently enacted into law. This month-long celebration honors the history, heritage, and contributions of Americans who trace their ancestry to Spain, Mexico, the Caribbean, and Central and South America.

**National Hispanic American Heritage Month** starts on September 15 to mark the anniversary of independence for five Latin American countries ~ Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. Mexico, Chile, and Belize celebrate their independence days shortly thereafter, on September 16, September 18, and September 21, respectively.

Together with this year’s theme, “Pioneers of Change: Shaping the Future Together,” the Town of Herndon recognizes the significant impact that Hispanic and Latino Americans have on the economic, political, and social growth of the Town of Herndon and the United States; and highlights the immeasurable contributions and enduring influence that Americans of Hispanic and Latino heritage have on our community across many fields ~ including business, law, politics, education, community service, the arts, sciences, and as members of our Armed Forces.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims September 15 through October 15, 2024, as **National Hispanic American Heritage Month** in the Town of Herndon; celebrates the heritage and culture of Hispanic and Latino Americans; and encourages Herndon citizens to observe this month with appropriate programs and activities celebrating these diverse cultures.

**Agenda Item:** Ordinance 24-O-27 to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund and the Water and Sewer Fund

**Meeting Date:** September 10, 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. Resolution (Proposed)
2. Amendment Number 2 (Attachment)

**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 24-G-52 to approve a final extension of the Outside Satisfaction date to December 10, 2024

**Meeting Date:** September 10, 2024

**Category:** General

**Prepared by:** Lesa Yeatts, Town Attorney

**Description:**

This is a request to approve a final extension of the Outside Satisfaction Date to December 10, 2024 in order to finalize the Amended and Restated Comprehensive Agreement (ARCA). The parties are continuing to engage in productive discussions with respect to the project and desire to engage in a final brief extension necessary to finalize the ARCA.

The project milestones included in the August 13, 2024 project status update provided by Comstock are not expected to be affected by this final extension.

**Background:**

In 2016 the Town issued an RFP for award of a comprehensive agreement pursuant to the Virginia public private partnership act for the redevelopment of approximately 4.675 acres of Town owned land in downtown for a mixed-use town center project, Arts Center and associated parking. Two responses were received and Comstock Herndon Venture, LC was selected by the Town Council following extensive public input. The parties proceeded to negotiate the terms of a Comprehensive Agreement pursuant to the provisions of the public private partnership.

The Town and Comstock Venture, LC entered into a Comprehensive Agreement defining responsibilities of both parties for the redevelopment of the parcel in the downtown on November 1, 2017. Thereafter both parties proceeded to pursue the requirements of the agreement.

- May 2018 - Initial Site Plan Submittal
- June 2018 - HPRB Hearing/COAs Approved
- July 2018 - Citizen Appeals filed, tolling further forward movement
- Oct 2018 - GC Preconstruction Pricing Budget
- April 2019 - Final Site Plan Approval
- May 2019 - HPRB Hearing/COAs Approved Unanimously
- May 2019 - Permit/Bid Drawings Complete
- August 2019 - Final Competitive Bids Received

- August - January 2020 - review of bids and value engineering exercise to preserve critical elements of design
- December 2020 - Amendment to Comprehensive Agreement and transfer of parcel to Comstock Herndon, LC
- December 21, 2021 - Letter Amendment to extend the Outside Satisfaction Date (the date upon which all remaining contract conditions are to be satisfied) ("OSD") to April 30, 2022
- April 29, 2022 - Comstock exercises its contractual right to a 24 month Market Pause of the OSD.
- April 25, 2024 - Letter Amendment to extend OSD to August 15, 2024
- August 13, 2024 - Project status update and Letter Amendment to extend OSD to September 10, 2024

After thoughtful review and consideration of the status of the remaining outstanding items to be completed, and in light of continued productive discussions between the parties with respect to the project, the Town and Comstock desire to engage in a final brief extension of the Outside Satisfaction Date (OSD) to allow further progress and discussions to occur between the parties in relation to the project. This Resolution authorizes the Mayor to sign a letter amendment to extend the OSD from September 10, 2024 to December 10, 2024.

**Budget Impact:**

N/A

**Recommendation:**

N/A

**Attachments:**

1. Resolution (Proposed)



**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

**Resolution-      to approve a final extension of the Comstock Outside Satisfaction date to December 10, 2024.**

Following the August public hearing regarding the status of the Comstock Herndon project, and upon further consideration of the status of the remaining outstanding items to be completed and the continued productive discussions between the parties with respect to the project, it is the desire of the parties to engage in a final brief extension of the Outside Satisfaction Date to finalize the Amended and Restated Comprehensive Agreement.

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

1. The Mayor of the Town of Herndon, Virginia is authorized to sign a letter amendment to extend the OSD from September 10, 2024 to December 10, 2024, and any other documents or actions to effectuate this extension.

**Agenda Item:** Resolution 24-G-53 to accept the Annual Report Fiscal Year (FY) 2024

**Meeting Date:** September 10, 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)
2. FY 2024 Annual Report (English)
3. FY 2024 Annual Report (Spanish)

**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.

# TOWN OF Herndon

## Annual Report FY 2024

### **MAYOR**

Sheila A. Olem

### **TOWN COUNCIL**

Clark A. Hedrick – Vice Mayor

Naila Alam

Cesar del Aguila

Pradip Dhakal

Keven J. LeBlanc, Jr.

Donielle M. Scherff

### **LEADERSHIP TEAM**

William H. Ashton, II

Town Manager

Lesa J. Yeatts

Town Attorney

Maggie A. DeBoard Chief of Police

Judy Fry Executive Assistant to the Town Manager

Elizabeth M. Gilleran Director of Community Development

Kirstyn Barr Jovanovich Town Clerk

Page Kalapasev Director of Information Technology

Tanya J. Kendrick Director of Human Resources

Michael Mueller General Manager, Herndon Centennial Golf Course

Anne Papa Chief Communications Officer

Scott Robinson Director of Public Works

Marjorie Sloan Director of Finance

Marc G. Smith Director of Economic Development

Bob Williams Director of Parks and Recreation

Dear Mayor Olem, Members of the Herndon Town Council, residents and businesses:

It is my pleasure to present to you the town's Annual Report for Fiscal Year (FY) 2024, which began on July 1, 2023 and concluded on June 30, 2024. A summary brochure of this report is being sent via US mail to all households and businesses in the town. Additionally, a version of this report has been translated into Spanish and is available on the town's website at [Herndon-va.gov/AnnualReport](https://Herndon-va.gov/AnnualReport).

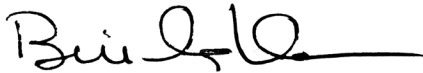
The work of the town staff this fiscal year was greatly informed by a newly-adopted Strategic Plan that supports the Town Council's Vision:

*Herndon is an integrated, sustainable, safe and equitable town built on accessible development and an engaged community.*

The Strategic Plan, developed in FY 2024 in a spirit of unprecedented collaboration between the Town Council and town staff leadership, provides a clear benchmark of where we are, where we would like to be, and how we plan to get there. The plan is divided into five focus areas: Strong Fiscal Stewardship; Secure and Interconnected Community; Environmental and Economic Sustainability; Good Governance; and Thriving Community. Each of these focus areas is supported by goals, objectives, strategies and success measurements. You may review the plan online at [Herndon-va.gov/StrategicPlan](https://Herndon-va.gov/StrategicPlan).

The activities included in this FY 2024 Annual Report directly align with the Strategic Plan and its focus areas. Through careful resource management, forward-thinking community planning, proactive outreach, inclusive services and more, the programs and initiatives undertaken by town staff in FY 2024 are a concrete manifestation of the Town Council's Vision. As always, it is my privilege to present this report and to commend to you the men and women whose work it represents.

With appreciation,

A handwritten signature in black ink, appearing to read "Bill Ashton", with a long horizontal flourish extending to the right.

Bill Ashton  
Town Manager



**FY 2024 Annual Report Table of Contents**

---

**COMMUNITY DEVELOPMENT .....4**

**PUBLIC WORKS .....6**

**PARKS AND RECREATION .....7**

**HERNDON POLICE DEPARTMENT .....8**

**FINANCE .....9**

**CHESTNUT GROVE CEMETERY ..... 10**

**HERNDON CENTENNIAL GOLF COURSE ..... 10**

**INFORMATION TECHNOLOGY .....11**

**COMMUNICATIONS & ECONOMIC DEVELOPMENT ..... 12**

**HUMAN RESOURCES..... 13**

**TOWN ATTORNEY’S OFFICE ..... 14**

**TOWN CLERK ..... 14**

## COMMUNITY DEVELOPMENT

In FY 2024, Community Development (CD) staff continued its work on the Transit-Related Growth Area (TRG) Plan, with community meetings, public sessions and surveys culminating in Town Council's adoption of the plan in April 2024. The plan calls for the transformation of 94 acres near Metro into a walkable mixed-use neighborhood of residential, office, retail, and parks. The plan will guide town decision-makers when property owners submit redevelopment plans for properties within the TRG.

Preparation also continued for the rewrite of the town's Comprehensive Plan. The new plan, with a horizon year 2050, will be built upon a platform of community outreach and inclusion, with emphasis on historically disadvantaged neighborhoods. Staff worked with the Federal Highway Administration to finalize the agreement for a previously awarded grant of \$720,000 to fund the plan; a consultant will be selected in FY 2025.

CD staff processed and reviewed several major legislative land use applications, ensuring that plans meet all applicable town regulations, policies, guidelines, and good planning practices:

- *13100 & 13150 Worldgate Drive* – A zoning map amendment application was submitted for redevelopment at the corner of Elden Street and Worldgate Drive. The application, which proposed demolition of two obsolete office buildings and part of an existing parking garage to allow the development of approximately 460 residential units, was approved by the Town Council in FY 2024.
- *Herndon Elementary School* – An application to build a permanent addition to the existing school was received from Fairfax County Public Schools in FY 2024. The proposal includes the removal of the existing trailers/modular classrooms and proposes the construction of a new 129,204 square foot addition. An increase in on-site parking, recreational facility upgrades, and improved on and off-site vehicle and pedestrian circulation are also proposed. Streetscape improvements will bring the school's sidewalk into compliance with the town's adopted streetscape policies. The special exception was approved by the Town Council in January 2024.
- *Hunters Creek Bridge Project* – A special exception to allow modifications in the flood plain due to the replacement of a bridge was reviewed and processed. The proposed bridge and its new foundation allow for a wider stream bed, and the associated stream restoration creates a natural condition that provides resistance to erosion. The project was approved by the Town Council in May 2024.

Major site plans related to legislative approvals reviewed by CD, in conjunction with other departments during FY 2024, included 555 Herndon Parkway, 13100 & 13150 Worldgate Drive, and 331 Victory Drive (Self Storage Facility); site plans for Herndon Centennial Golf Course tee box re-construction project; and the expansion of the Chestnut Grove Cemetery, to include landscape design solutions that addressed neighboring residents' screening concerns.

Two minor site plans of note were reviewed in FY 2024; in one case, staff worked with the applicant to facilitate the continued conversion of an under-performing hotel to rental apartments with workforce housing rental rates. Also in FY 2024, two development plans were submitted for redevelopment projects in the vicinity of the Herndon Metro Station, each of which propose residential mixed-use development to replace aging vacant or under-utilized office buildings.

In FY 2024, funds from the American Rescue Plan Act (ARPA) became available to repair and refresh the historic Town Hall Square. A three-phase plan was developed by staff to repair and redesign the brick surface of the square and to add decorative lighting, new tables with sunshades, game board tables, new benches, and

### Environmental and Economic Sustainability



Redevelopment projects near Metro are proposing mixed-use development to replace underused office buildings, underscoring a commitment toward reuse of aging buildings rather than their demolition.

a raised platform with pergola and decking. The plan repairs the ADA ramp for the depot and relocates the WWII memorial to a more visible location. A colorful sculptural seating feature will be located on the lawn. In FY 2024 the plan was approved by the Historic District Review Board (HDRB), making way for renovations to begin in FY 2025.

The department continued to employ Fairfax County's Community Development Block Grant Funds to cover the cost of home improvements for qualifying Herndon residents. The program provided direct financial assistance for the repair of six homes in FY 2024, totaling over \$120,000 in housing rehabilitation. In addition, staff advised over a dozen additional homeowners regarding home repair and property maintenance projects.

Grant funding secured by town staff in FY 2024 included \$16 million in funds for roadway design, intersection, and multimodal ADA compliant improvements.

CD staff also sought and received a Virginia Trees for Clean Water grant, to be allocated toward the purchase and planting of trees on town property. During FY 2024, 49 new trees were planted on town property; additionally, a tree inventory was conducted, which provides a database of town owned trees including species, size, and health.

Staff continued to provide support to the Planning Commission, review boards, Board of Zoning Appeals (BZA), and Town Council appointed ad hoc committees. Staff provided reports, research, presentations, draft ordinances, and revised language, analysis and recommendations for discussion items, general items, and public hearing items.

## Planning Commission

In addition to their review and recommendations to the Town Council of the applications and text amendments described above, the Planning Commission participated in a joint work session with the TRG advisory committee to provide feedback in the finalization of the TRG Plan. Items discussed by commissioners during work sessions in FY 2024 included progress reports on the TRG small area plan, an update on the process, plan, and scope for the Herndon 2050 Comprehensive Plan project, and a discussion on the disbursement of remaining ARPA funding in coordination with Capital Improvement Program funding.

## Board of Zoning Appeals

The BZA heard and approved one case for a variance request in FY 2024. The board's three newest members all completed Board of Zoning Appeal training in Richmond during FY 2024, and the staff and the Town Attorney's Office presented the BZA with an administrative update to their bylaws that will be revisited in calendar year 2025.

## Architectural and Historic District Review Boards

The ARB reviewed one formal application during FY 2024 and provided preliminary review and feedback for the Herndon Elementary School renovation project and the 13100 & 13150 Worldgate Drive project, to ensure that the final products met Town Code standards. The ARB also participated in a training session on architectural design.

### Secure and Interconnected Community



Grant funding secured by staff totaled more than \$16 million for roadway design, intersection and multimodal ADA-compliant improvements.

### Environmental and Economic Sustainability



An inventory of town trees was conducted, which provides a database of town owned trees including species, size, and health. This allows for better management of the town's urban forest and promotes plant diversity.



Staff processed 35 applications related to properties in the Historic District Overlay in FY 2024. The HDRB heard nine cases and held discussions with future applicants on their plans for development and alterations, to provide timely input prior to a formal application submittal. CD staff administratively approved the remaining 26 applications received in FY 2024. The board also participated in staff-led training on the application of the Historic District Guidelines as they relate to window and roof preservation. Both ARB and HDRB were presented with preliminary administrative updates to their bylaws that will be revisited in FY 2025.

### **Pedestrian/Bicycle Advisory (PBAC) and Herndon Diversity, Equity, and Inclusion (HDEIC) committees**

During FY 2024, PBAC held four meetings focused on safety concerns and potential solutions, and received updates on the TRG area plan, Central Elden Walkability improvement projects, Roadway Safety Plan, and the Town's Traffic Calming Guide.

The HDEIC held three meetings in FY 2024. The committee discussed several initiatives, including the adoption of a diversity policy, a recommendation for which was forwarded to the Town Council.

## **PUBLIC WORKS**

---

In FY 2024, the Public Works Department continued to focus on sustaining and improving town infrastructure. The department made several significant improvements in the effort to provide town residents with quality facilities, infrastructure, and services:

#### **Herndon Community Center and Town Parks:**

The department made significant progress on replacing the aquatic center environmental control system. Construction is nearly complete, with commissioning planned for early FY 2025. Refurbishment of the Bready Park tennis complex is complete, with a new bubble to be delivered and installed in FY 2025. Four new pickleball courts were added to the tennis complex in FY 2024, two little league ball fields were refurbished, and construction of the new Haley Smith Park pavilion was completed. The pedestrian bridge in Runnymede Park behind Hunter's Creek pool, deemed unsafe, was evaluated and a replacement bridge was ordered. Construction of the new bridge will be completed in early FY 2025.

#### **Roads, Sidewalks and Parking Lots:**

The department completed an assessment of all town public streets in FY 2024. Projects included sidewalk repairs and repaving of Herndon Parkway from Elden Street to Spring Street, Worcester Street, and Leona and Marjorie Lanes. Design concepts for two key road safety improvement projects, Monroe Street and Park Avenue intersection and Ferndale Avenue, were completed and presented to neighbors adjacent to the projects. Traffic Patterns were modified on Elden Street between the Fairfax County Parkway and just west of Laurel Way, to improve traffic flow and reduce congestion. The secure parking expansion at the Herndon Police Department was completed in FY 2024.

#### **Thriving Community**

Staff completed an assessment of all town public streets, with an objective to minimize barriers and make them more accessible.



#### **Water, Sewer, and Stormwater:**

The Center Street watermain project was completed in FY 2024. A contract was awarded to replace the watermain along Dranesville Road from Park Ave to Fillmore Street. The design was completed to replace the sewer line along Folly Lick. The department completed a project to improve security at the town water tanks. In coordination with a consultant, completion of the initial approved water service line inventory plan was completed, in adherence to an EPA requirement to identify service line material to all customers by October 2024. The town has been approved for a \$250,000 EPA grant to complete the next phase of the service line inventory.

## Cemetery:

Preliminary designs were completed for the Chestnut Grove Cemetery expansion project in FY 2024, which is designed to expand inventory for the cemetery. Town staff met with neighbors adjoining the cemetery to get their input and the design is being modified to address their concerns. Additionally, design was completed on a project to refurbish the exterior of the cemetery building.

## American Rescue Plan Act Funds:

The department has continued to utilize federal American Rescue Plan Act (ARPA) funding to make infrastructure improvements. There are currently 28 active projects funded by ARPA. These projects are making needed repairs to buildings, improving parks, expanding the paving program, making repairs and improvements to water and sewer systems, and replacing end of life equipment. In FY 2024, four trash trucks and 19 additional ARPA-funded vehicles were delivered and put into service.

### Good Governance

Staff capitalized on the availability of federal American Rescue Plan Act (ARPA) funding to make key infrastructure improvements.



## PARKS AND RECREATION

In FY 2024, the Parks and Recreation Department, along with the town, made the difficult decision to cancel the Herndon Festival after over 40 years. The decision considered many factors including logistics, security, safety, staffing, and volunteers. In its wake, the department has focused on finding new ways to bring the community together. Pumpkin Plunge, Play in a Day, Puzzle Palooza, Taylor Swift Trivia Night, Play All Day and lighting of the Herndon Torch were all new events in FY 2024, and all were well attended. Established events such as the July 4th celebration, Homecoming Parade, Turkey Trot 5K, Holiday Arts and Crafts Show, and the town-supported WinterMarkt were successfully held with increases in attendance for each.

Through advocacy of Herndon Opportunities Neighborhood Ambassadors and Community Connectors to the Town Council in FY 2024, the Neighbors in Action (NIA) pricing program was established for discounted admissions to the Herndon Community Center for those living in identified zones. A working group was established to develop and implement the details, pricing and logistics. Efforts continue to spread the information, awareness and use of the NIA pricing. A postcard targeted to these neighborhoods was mailed late in FY 2024; to date, more than 1,000 people, primarily youth, have used the NIA discounts.

For the second year in a row, Parks & Recreation summer camps were named Best Camps by Northern Virginia Magazine. Through the reduced-fee policy for programs and tight coordination with staff, the local non-profit She Believes in Me obtained grants for transportation, meals and reduced enrollment fees for children who otherwise would not be able to access summer camp and their experiences.

The natatorium received upgrades during FY 2024, including the installation of two HVAC/Dehumidification systems which manage the heating, cooling and humidity in the pool area. A new white coat was installed in the pool, a project that took longer than expected and resulted in the pool being closed for four weeks. While this impacted the availability of the pool, enrollment in swimming programs did increase in FY 2024. Also in FY 2024, the Bready Park Tennis Complex added a new ProBounce surface to all courts, and one of the tennis courts was converted into four new pickleball courts.

### Thriving Community

New events such as the Pumpkin Plunge, Puzzle Palooza, Taylor Swift Trivia Night and lighting of the Herndon Torch brought the community together.



### Thriving Community

A community-led program, Neighbors in Action, led to a new reduced admissions fee to the Herndon Community Center for identified residents.



The department experienced a leadership change in FY 2024, with the retirement of longtime director Cindy Roeder and the recruitment and hiring of a new director, Bob Williams. Williams is only the third director the Parks & Recreation Department has had since its inception in 1976.

## HERNDON POLICE DEPARTMENT

In FY 2024, the Herndon Police Department (HPD) focused on priorities to provide effective and efficient police services, promote partnerships and opportunities to engage with the community, and support a positive work culture for law enforcement personnel.

Communications received a total of 28,590 calls for service categorized by traffic, service, criminal, and administrative types:

- 9,309 - Traffic
- 8,561 - Service
- 2,123 - Criminal

3,179 calls were prioritized as an emergency

The department conducted proactive DUI patrols throughout the year and performed routine enforcement efforts with quantifiable results. Officers also handled 353 reportable accidents in the town, none of which were fatal:

- 895 distracted driving charges
- 1,110 speeding violations
- 63 impaired driving arrests
- 64 seatbelt violations

The department was assigned 219 new criminal investigation cases in FY 2024. Of those, 172 were successfully closed or inactivated. Criminal investigators also worked together with specialized task forces in cyber fraud, violent crime, and child exploitation, and coordinated with local and federal resources to increase investigative effectiveness. Participation with specialized task forces allows the department to bring specialized resources to complex investigations.

The department maintained valuable community partnerships with schools in the town, promoted engagement opportunities and activities through National Night Out, Back to School Events, and the Annual Herndon High School Homecoming Parade, as well as with various other community-specific outreach activities. The department's social media following increased 18 percent in FY 2024, with more than 18,000 followers over its Facebook, Instagram and Twitter accounts.

Four recruits graduated from the basic police academy; a nine-month program followed by approximately three months of patrol field training. One lateral police recruit joined the department and graduated with Virginia certification. Hires in FY 2024 included five experienced lateral officers, four new police recruits and three new dispatchers. Additionally, four sworn officers were promoted in FY 2024.

The department continued to prioritize health and wellness for police personnel in FY 2024 through various resources, including enhanced wellness initiatives by the mandatory physical fitness program and scheduled squad workouts for sworn personnel. All police personnel participate in mental wellness checks and have access to certified peer support, a nap/meditation room, and other critical resources and programs.

### Secure and Interconnected Community



The Herndon Police Department conducted proactive DUI patrols throughout the year and performed routine enforcement efforts, with quantifiable results.

### Thriving Community



The department partnered with the community through involvement in activities such as National Night Out, Back to School Events and the annual Herndon High School Homecoming Parade, among other events.

The department received notable awards in FY 2024 that positively demonstrated its mission to service:

- WRAP (Washington Regional Alcohol Program) and MADD (Mothers Against Drunk Driving) awards for efforts to continue to combat impaired driving.
- Awarded grants of more than \$168,000 to provide funding for law enforcement equipment and training needs.
- Named a national finalist in four separate award categories for officer safety and wellness by the National Law Enforcement Officers Memorial's Destination Zero Program
- Awarded Excellence in Culture following an employee survey on the department's internal culture, environment, and employee work experience.
- A detective obtained an additional certification as a cyber-forensic examiner by the International Association of Computer Investigative Specialists.

The department fully upgraded and integrated body-worn, in-car, and interview room camera systems in FY 2024 to promote efficiency and increase operational effectiveness.

Lethal shotguns were transitioned into less lethal weapons in FY 2024, to provide an additional less lethal force option in all patrol vehicles. Additionally, officers will be changing to new handguns equipped with micro red dot optics, making it easier for them to safely acquire a target in low-light conditions or at a distance. This enhances both officer safety and operational effectiveness.

For the first time in 18 years, the department launched a new CAD/RMS system for dispatching calls for service and department records management in FY 2024. All personnel use the system and were provided comprehensive training. In conjunction with the CAD/RMS project, the Records Section has been transitioning to a paperless system by converting older paper records into a searchable digital database.

## FINANCE

The Finance Department successfully completed implementation of critical financial processing and reporting tools in FY 2024, including Tyler Payments, a payment processing module integrated with the existing MUNIS General Ledger. Tyler Payments provides a streamlined reliable online payment portal, improves the customer experience and enables online payments for additional services.

Also in FY 2024, the department fully automated the competitive purchasing process for the town with the implementation of Open.Gov, an online procurement software. Leveraging this tool provides efficient and modernized tracking of multiple bids in various stages of evaluation and contract award.

The department completed successful preparation of the town's annual budget that included a complete update to the Water-Sewer rate model, resulting in proposed rates that capture both commodity and capital cost requirements. Analytical work also included development of a forecast model for the multi-year Cemetery expansion project.

The department continues to strive for process improvement. With focused outreach and improved analytics, staff significantly reduced delinquent accounts across all major revenue streams in FY 2024, including timely reimbursements from intergovernmental agencies providing funding for major transportation projects. In addition, Finance collaborated across departments to complete research and process improvement relating to development escrow deposits and surety bonds.

### Strong Fiscal Stewardship

Finance staff launched a new payment processing portal that allowed for more payments to the town to be made online.



During FY 2024, staff continued to cross-train and complete professional development. The department has begun the analysis necessary to implement required major updates to financial reporting. The Government Finance Officers Association (GFOA) awarded the town with the prestigious Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting for the 33rd and 48th consecutive year, respectively.

### Strong Fiscal Stewardship

The Government Finance Officers Association awarded the town its prestigious Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting for the 33rd and 48th consecutive year, respectively.



## CHESTNUT GROVE CEMETERY

Purchases of pre-need and at need sites for both cremation and traditional burial at Chestnut Grove Cemetery continued to experience moderate growth in FY 2024. With remaining inventory at less than five percent, design of the northwest corner of the property got underway in FY 2024; local resident opinions were solicited at community meetings, and input was incorporated into planning by the town's engineers. Once completed, the new space will provide an additional 15-20 years of available sites. Community programs traditionally held at the cemetery continued in FY 2024, including the Herndon/Reston American Legion Post 184 Avenue of Flags displays for Veterans and Memorial days, and the Wreaths Across America program sponsored by the Herndon Woman's Club.

### Good Governance

Concerns of adjacent residents to an expansion plan for Chestnut Grove resulted in community meetings and incorporation of their input into planning by the town's engineers.



## HERNDON CENTENNIAL GOLF COURSE

Herndon Centennial Golf Course continued to yield increases in rounds played, revenues and golf shop sales in FY 2024. The facility continues to set the pace for area public facilities for course conditioning, customer service and affordability.

Herndon Centennial hosted 82 tournaments during FY 2024; staff continued to work with Herndon Golfer's Club, Herndon Ladies Golfer's Club, Senior Duffers and other groups to provide a quality venue for tournaments. The golf instruction program offers options for all skill levels and ages to include junior camps, group classes and private lessons.

Herndon Centennial continues to partner with GolfNow for updated G-1 technology point-of-sale system and online reservation system. The total number of rounds booked through the point-of-sale system was 52,378 in FY 2024.

Forty-eight new golf carts, on order for almost a year, arrived in FY 2024. A new driving range ball dispensing machine, ball washer and range ball picker were also added; staff updated the fleet of equipment by adding a new fairway mower, tractor, and greens mower; and a new roof was installed at the clubhouse.

### Environmental and Economic Sustainability

Herndon Centennial's Nutrient Management Plan was approved by the Virginia Department of Conservation and Recreation.





Herndon Centennial continued its focus on environmental planning in FY 2024 by partnering with Audubon International. Herndon Centennial's Nutrient Management Plan was approved by the Virginia Department of Conservation and Recreation in FY2024, and the course continued to partner with the Virginia Bluebird Society and their volunteers, who monitor ten bluebird boxes located throughout the property.

## INFORMATION TECHNOLOGY

In FY 2024, the Information Technology department continued to build on the achievements of the previous year and successfully completed all projects on time. The department remained focused on three strategic areas: modernization, digital transformation, and information security. Key initiatives and achievements in FY 2024 included:

**Enhanced Security Infrastructure:** A significant upgrade to the town's firewall device was completed, further improving the town's security posture by blocking unauthorized access and facilitating secure outward communication.

**CrowdStrike Implementation:** The department successfully deployed CrowdStrike, an advanced cybersecurity solution, across all town systems. This enhanced the town's ability to detect, prevent, and respond to security threats in real-time, significantly bolstering our cybersecurity defenses.

**Strengthened Partnerships for Security:** The department continued its collaboration with neighboring jurisdictions to maintain a 24x7 live, monitored security operations center. This center utilizes specialized tools to maintain a continuous watch on security systems, protecting valuable information from potential threats.

**System Modernization and Implementation:** The multi-year plan to improve business processes across departments continued with a focus on Cityworks implementation for asset management, work order management, and permitting. This integration has streamlined processes and improved efficiency across the board.

**Cityworks for Help Desk Issues:** The adoption and expansion of Cityworks for internal "help desk" issues further streamlined internal IT operations, leading to improved customer satisfaction and more effective issue resolution.

**Upgraded Virtualization and Telework Support:** The department upgraded its virtualization infrastructure to support a more flexible and efficient work environment, catering to the growing need for telework capabilities.

**Cloud Migration for LaserFiche:** The town's digital records management and archive system, LaserFiche, was successfully migrated to the cloud, ensuring easier access, scalability, and enhanced data security.

**Efficient Onboarding and Offboarding:** The department ensured timely onboarding and offboarding of accounts and workstation setups for new hires, separations, and new positions, maintaining operational efficiency and security.

**Physical Security Enhancements:** Management of physical security enhancements at town-owned buildings continued, resulting in improved safety measures. Additional cameras were installed to monitor the Herndon Community Center and the Herndon Municipal Center garage, enhancing overall security.

### Good Governance



The IT Department continued its collaboration with neighboring jurisdictions to maintain a 24x7 live, monitored security operations center, protecting valuable information from potential threats.

## COMMUNICATIONS & ECONOMIC DEVELOPMENT

In FY 2024, staff worked with an outside consultant on a comprehensive survey of town businesses, gauging opinions on a range of topics. Town business owners are generally satisfied with the services they receive from the town as well as Herndon as a location in which to do business. The areas in which businesses gave the town high marks included access to the airport, overall quality of life and the overall image of the Town. Areas needing improvement include level of taxation, town special events and licensing and regulations. Business owners also recommended the town focus on creating attractions/events, supporting growth and attracting new businesses. A total of 155 businesses responded to the survey.

Staff conducted a series of focus groups with town residents of differing demographics in FY 2024, to determine the degree to which they felt informed about town news, services and initiatives, and the ways the town could improve its outreach efforts. As a result of the focus groups as well as related empirical data, staff began translating most of its documents, including its bi-weekly e-newsletters, into Spanish, and hand-delivering print copies to key touchpoints around town. Staff also engaged with an interpreter who is present at all Town Council meetings, as well as at other community meetings hosted by the town. The town's website, which is the primary way that residents prefer to get information from the town, uses a module that translates content into 19 languages.

### Thriving Community



Translation of town materials into Spanish and interpretation at government meetings were established as protocol, and the town's website is translatable into 19 languages.

A rebranding initiative for the town got underway in FY 2024, with the ultimate goal of a refreshed brand that accurately reflects the town's attributes and may be used to attract residents, businesses and visitors to Herndon. Following an RFP process that netted 32 bids by brand/marketing consultants, the town selected a consultant and, by the end of FY 2024, had conducted focus groups, one-on-one interviews, town tours and more to get insights into the town's authentic and aspirational character. Additional research and a brand recommendation will take place in FY 2025.

Staff continued to work with town departments in managing media relations and promoting initiative and programs in FY 2024, to include national media relations focus on a residential case involving the town's building official; community engagement related to the proposed expansion of Chestnut Grove Cemetery; customer-facing technology enhancements in Finance and other departments; and more.

The George Mason Enterprise Center – Herndon completed its first full year of operations in FY 2024, with support from town staff including budget, promotion of events and administrative support. In its inaugural year, the center counseled and trained just under 270 small businesses, the majority of which were minority-owned; conducted five workshops including a three-week cohort for startups; and represented the center at 12 events throughout Herndon.

### Environmental and Economic Sustainability



The George Mason Enterprise Center – Herndon completed its first full year, during which 270 small business owners received counseling and five workshops were held.

In FY 2024 and following the departure of the town's Economic Development manager, the position was elevated to director status and a new director, Marc Smith, was hired.

## HUMAN RESOURCES

Turnover, hiring and inflationary pressures lessened in FY 2024, but still presented challenges to recruitment and maintenance of personnel. HR staff worked to fill 43 regular status positions in FY 2024, marginally down from 45 in the year prior, which had been the second highest ever in the town. The town's sworn workforce reached full staffing in FY 2024, as did dispatchers; overall, the town experienced fewer vacancies than in the year prior. Seventy-one temporary/part-time flexible positions were filled, down from 86 the year before. Overall, 114 employees were hired. Two notable hires included the directors of Parks and Recreation and Economic Development.

HR staff reviewed 1,162 employment applications, down from 1,300 in FY 2023, a downward trend of applicants consistent across the country. The employee referral program continues to be a source for quality candidates, engaging and rewarding current employees for recruitment. Town employees referred 81 applicants of whom 25 were hired, or 22 percent of hires.

Four retirements took place in FY2024, and total turnover of regular status employees decreased by approximately four percent. It is notable that changes in the Virginia Retirement System plan, as well as younger employees entering the town's workforce, have resulted in a lessened focus on retirement benefits, traditionally a competitive advantage for local government recruitment and retention.

One measure of success in recruiting is the percentage of new hires that successfully complete their initial probationary period. Of the regular status new hires in FY 2023, 64 percent successfully completed their initial probationary period in FY2024, a slight increase over the year prior. Recruitment training skills as well as multiple interviewing and screening tools were put in place during FY 2024 to improve in this area.

Developmental training is offered in many ways in the town. The town fully funds the George Mason University cohort Master of Public Administration (MPA) program; one employee is currently enrolled and one graduated in FY 2024. Ten employees were actively participating in the town's tuition reimbursement program in FY2024; the education reimbursement program was improved to reimburse more to eligible employees and also expanded to include leadership programs such as the Cooper Weldon LEAD program, Leadership Fairfax, and others.

HR hosted more than ten trainings throughout the year, covering a wide range of topics, including conflict resolution, management skills for new managers, wellness and more. Additionally, the town continues the Certification and Licensure program to assist with attracting, training and retaining skilled professionals.

Projects and initiatives that streamline work processes throughout the town in FY 2024 included the cross-departmental Enterprise Resource Program (ERP), which is on an agile upgrade schedule with new functionality to onboard the town's part-time flexible workforce; and budget software that allows for more efficient management of the town's personnel budget, which accounts for more than 70 percent of the town's overall budget.

Continuous legal updates affecting employment law continue to impact the town, to include increasing minimum wage rates and sweeping retirement program reforms. Staff continually updates policies and plan documents in accordance with legal changes, while benchmarking regional market data to maintain a competitive stance.

### Good Governance

Ten employees actively participated in the town's tuition reimbursement program, learning skills and strategies that enhance their knowledge and effectiveness.





## TOWN ATTORNEY'S OFFICE

---

The Town Attorney's office provides comprehensive legal services to the Mayor and Town Council and all town departments in support of core governmental and administrative functions including public finance, public safety and police, zoning, procurement, human resources, risk management, administrative compliance and implementation of legislation.

Notable projects in FY 2024 included:

Drafting of the town's the 2024 Legislative Program to the Virginia General Assembly, which included a bill that allows a locality that establishes a local historic district to provide tax incentives for the conservation and renovation of historic structures in such district. The bill was signed into law by Governor Youngkin in April 2024.

Drafting of 44 ordinances and 87 resolutions for Town Council consideration, to include establishment of the town's Community Cultural Festival Donation program, and a "Streeterly" pilot program allowing for outdoor dining; multiple franchise and/or lease agreements;

Legal work on significant land use projects, to include work with Community Development on issues related to the TRG Small Area Plan; work with relevant staff on rezoning applications; work with relevant staff on special exception applications; and

Legal work on transportation and capital improvement projects, to include the town's lead/copper rules revisions compliance; watermain replacements; Sugarland Run North restoration; and Elden/Monroe streets intersection replacement; and Town Hall Square improvements.

The town's risk manager's focus in FY 2024 was on training and compliance with regulations to prevent accidents, injuries, and other losses to the ultimate benefit of the town. This included the town-wide abatement and mitigation of items noted on the most recent OSHA/VOSH focused facility inspections. The town met 100 percent compliance with the Virginia Municipal League (VML) Risk Management Guidelines for the 19th consecutive year, and in FY 2024, hosted VRSA training for 65 employees from the town and seven other surrounding municipalities.

## TOWN CLERK

---

In FY 2024, the Town Clerk's Office continued to provide support to the Mayor and Town Council; its boards, commissions, and committees; other town departments; and the public.

The office processed over 200 community comments and inquiries in FY 2024 and prepared a variety of documents and correspondence including mayoral proclamations, resolutions, ordinances, policies, and reports, as well as recognition, congratulatory, recommendation and welcome letters. The Town Code continues to be properly maintained and updated, with the Town Clerk's Office processing 27 ordinances in FY 2024, nine of which were codified. The office continued to provide support to town departments in developing legal advertisements and public notices in compliance with the Code of Virginia. Also continuing from last year, the office is working to convert to electronic records storage and processes, including maintaining permanent records electronically and improving electronic public access to meeting documents.

### Thriving Community



The Town Attorney's Office drafted significant ordinances and resolutions that support the Town Council's vision, such as the establishment of the Community Cultural Festival Donation Program and an expanded outdoor dining program.

The Town Clerk's Office provided significant support to The Town Council in development of many of its strategic initiatives, to include staff oversight of the 2024-2029 Strategic Plan process. This process included coordinating elected officials, staff, and community input, and overseeing the development, preparation, presentation, and implementation of the plan. Additionally, the Town Clerk spearheaded staff development of the council's Community Cultural Festivals Policy; reestablishment of the Herndon Youth Advisory Committee; and implementation of departmental Standard Operating Procedures, including a process for managing Town Council ad hoc committees.

In support of the town's boards and commissions, the Town Clerk's Office aided in the appointment or reappointment of 12 community members to the Town Council's boards, commissions, and committees in FY 2024.

A notable development in FY 2024 was the launch of new agenda and meeting management software, CivicPlus, which streamlined the agenda development and meeting management processes. CivicPlus is also used to organize and improve the boards and commissions appointment tracking processes. Through this new agenda management platform, the Town Clerk's office also began livestreaming the Town Council work sessions.

The Town Clerk's Office assisted several town departments with various events involving the Town Council including the annual Virginia Municipal League Conference, National Night Out, Herndon Elementary School's Career Day, Arbor Day Celebration and Tree Planting ceremony, Herndon Olympics, Haley Smith Park Pavilion Ribbon Cutting, and other dedication and ribbon-cutting ceremonies. Overall, the Town Clerk's Office assisted in coordinating Town Council members' participation in 168 events and other agency meetings representing the town.



### **Thriving Community**

A new agenda and meetings management software program, CivicPlus, made government materials and processes more accessible and enabled livestreaming of Town Council work sessions, in addition to the public meetings.



# Reporte Anual Año Fiscal 2024

## **ALCALDESA**

Sheila A. Olem

## **CONCEJALES DE ALCALDÍA**

Clark A. Hedrick – Vice Alcalde

Naila Alam

Cesar del Aguila

Pradip Dhakal

Keven J. LeBlanc, Jr.

Donielle M. Scherff

## **EQUIPO GERENCIAL**

William H. Ashton II

Gerente Municipal

Lesla J. Yeatts

Procuradora Municipal

|                         |                                                      |
|-------------------------|------------------------------------------------------|
| Maggie A. DeBoard       | Jefa de Policía                                      |
| Judy Fry                | Asistente Ejecutiva del Gerente Municipal            |
| Elizabeth M. Gilleran   | Directora de Desarrollo Comunitario                  |
| Kirstyn Barr Jovanovich | Secretaria Municipal                                 |
| Page Kalapasev          | Director de Tecnologías de la Información            |
| Tanya J. Kendrick       | Directora de Recursos Humanos                        |
| Michael Mueller         | Gerente General del Campo de Golf Herndon Centennial |
| Anne Papa               | Jefa de la Oficina de Comunicación                   |
| Scott Robinson          | Director de Obras Públicas                           |
| Marjorie Sloan          | Directora de Finanzas                                |
| Marc G. Smith           | Director de Desarrollo Económico                     |
| Bob Williams            | Director de Parques y Recreación                     |

Estimada Alcaldesa Olem, Concejales de Alcaldía de Herndon, residentes y negocios:  
Es un placer para mí presentarles el Reporte Anual del Año Fiscal (AF) 2024 de la Alcaldía, el cual comenzó el 1ro de Julio del 2023, y concluyó el 30 de Junio del 2024. Un folleto con el resumen de este reporte está siendo enviado por correo a todos los hogares y negocios del municipio. Adicionalmente, una version de este reporte ha sido traducida al Español y está disponible en nuestra página de internet en [Herndon-va.gov/AnnualReport](http://Herndon-va.gov/AnnualReport).

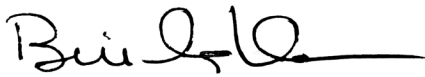
El trabajo del personal del municipio este año fiscal se basó en gran medida en un Plan Estratégico recientemente adoptado que respalda la Visión de la Alcaldía:

*Herndon es una ciudad integrada, sostenible, segura y equitativa construida sobre un desarrollo accesible y una comunidad comprometida.*

El Plan Estratégico, desarrollado en el AF 2024 con un espíritu de colaboración sin precedentes entre el Ayuntamiento y el personal directivo de la alcaldía, proporciona un punto de referencia claro de dónde estamos, dónde nos gustaría estar y cómo planeamos llegar allí. El plan se divide en cinco áreas de enfoque: Sólida Administración Fiscal; Comunidad Segura e Interconectada; Sostenibilidad Ambiental y Económica; Buen Gobierno; y Comunidad Próspera. Cada una de estas áreas de enfoque están respaldadas por metas, objetivos, estrategias y mediciones de éxito. Puede revisar el plan en línea en [Herndon-va.gov/StrategicPlan](http://Herndon-va.gov/StrategicPlan).

Las actividades incluidas en este Reporte Anual del Año Fiscal 2024 se alinean directamente con el Plan Estratégico y sus áreas de enfoque. A través de un manejo cuidadoso de los recursos, una planificación comunitaria con visión de futuro, una extensión proactiva, servicios inclusivos y más, los programas e iniciativas emprendidos por el personal de la alcaldía en el AF 2024 son una manifestación concreta de la visión del Ayuntamiento. Como siempre, es un privilegio para mí presentar este informe y felicitar a los hombres y mujeres cuyo trabajo representa.

Con aprecio,



Bill Ashton  
Gerente Municipal



**REPORTE ANUAL AF 2024 CONTENIDO**

---

**DESARROLLO COMUNITARIO .....4**

**OBRAS PÚBLICAS.....6**

**PARQUES Y RECREACIÓN.....8**

**DEPARTAMENTO DE POLICÍA DE HERNDON .....9**

**FINANZAS .....10**

**CEMENTERIO CHESTNUT GROVE .....11**

**CAMPO DE GOLF HERNDON CENTENNIAL .....11**

**TECNOLOGÍAS DE LA INFORMACIÓN .....12**

**COMUNICACIÓN Y DESARROLLO ECONÓMICO .....13**

**RECURSOS HUMANOS .....14**

**OFICINA DE LA PROCURADURÍA MUNICIPAL.....15**

**SECRETARÍA MUNICIPAL .....16**

## DESARROLLO COMUNITARIO

En el Año Fiscal 2024, el personal de Desarrollo Comunitario (CD por sus siglas en Inglés) continuó su trabajo en el plan llamado Transit-Related Growth Area Plan (Plan de Área de Crecimiento Relacionado con el Tránsito, TRG), con reuniones comunitarias, sesiones públicas y encuestas que culminaron con la adopción del plan por parte del Ayuntamiento en Abril de 2024. El plan exige la transformación de 94 acres cerca del Metro en un vecindario transitable de uso mixto residencial, de oficinas, comercios y parques. Este plan será la guía de quienes toman decisiones en la alcaldía cuando los propietarios les presenten planes de reurbanización de propiedades dentro del TRG.

También se continuó la preparación para la reescritura del Plan Integral de la alcaldía. El nuevo plan, con un horizonte a 2050, se construirá sobre una plataforma de extensión e inclusión comunitaria, con énfasis en los vecindarios históricamente desfavorecidos. El personal trabajó con la Administración Federal de Carreteras para finalizar el acuerdo para una subvención previamente otorgada de \$720,000 dólares para financiar el plan; Se seleccionará un consultor en el Año Fiscal 2025.

El personal de Desarrollo Comunitario procesó y revisó varias solicitudes legislativas importantes de uso de suelo, asegurando que los planes cumplan con todas las regulaciones, políticas, directrices y buenas prácticas de planificación municipales aplicables:

- 13100 y 13150 Worldgate Drive: se presentó una solicitud de enmienda del mapa de zonificación para reurbanización en la esquina de Elden Street y Worldgate Drive. La solicitud, que propone la demolición de dos edificios de oficinas obsoletos y parte de un estacionamiento existente para permitir el desarrollo de aproximadamente 460 unidades residenciales, fue aprobada por los Concejales de Alcaldía en el AF 2024.
- Escuela Primaria Herndon: en el AF 2024 se recibió una solicitud de las Escuelas Públicas del Condado de Fairfax para construir una adición permanente a la escuela.
- La propuesta incluye la eliminación de los remolques/aulas modulares existentes y propone la construcción de una nueva ampliación de 129,204 pies cuadrados. También se propone un aumento en el estacionamiento en el sitio, mejoras en las instalaciones recreativas y una mejor circulación de vehículos y peatones dentro y fuera del sitio. Las mejoras al paisaje urbano harán que la acera de la escuela cumpla con las políticas de paisaje urbano adoptadas por la ciudad. La excepción especial fue aprobada por los Concejales de Alcaldía en Enero de 2024.
- Proyecto del Puente Hunters Creek – Se revisó y procesó una excepción especial para permitir modificaciones en la llanura de inundación debido al reemplazo de un puente. El puente propuesto y sus nuevos cimientos permiten un lecho de arroyo más amplio, y la restauración del arroyo asociada crea una condición natural que brinda resistencia a la erosión. El proyecto fue aprobado por los Concejales de Alcaldía en Mayo de 2024.

Los principales planes relacionados con las aprobaciones legislativas revisadas por Desarrollo Comunitario, junto con otros departamentos durante el año fiscal 2024, incluyeron 555 Herndon Parkway, 13100 y 13150 Worldgate Drive y 331 Victory Drive (instalación de almacenamiento); planos del sitio para el proyecto de reconstrucción del campo de golf Herndon Centennial; y la expansión del cementerio Chestnut Grove, para incluir soluciones de diseño paisajístico que cubren las preocupaciones de los residentes vecinos.

### Sostenibilidad Ambiental y Económica



Los proyectos de reurbanización cerca del metro están proponiendo un desarrollo de uso mixto para reemplazar edificios de oficinas de bajo uso, resaltando un compromiso hacia la reutilización de edificios antiguos en lugar de su demolición.

En el Año Fiscal 2024 se revisaron dos planos de sitios menores; en un caso, el personal trabajó con el solicitante para facilitar la conversión continua de un hotel de bajo rendimiento en apartamentos de alquiler con tarifas de alquiler de viviendas para trabajadores. También en el Año Fiscal 2024, se presentaron dos planes de desarrollo para proyectos de reurbanización en las cercanías de la estación de metro Herndon, cada uno de los cuales propone un desarrollo residencial de uso mixto para reemplazar edificios de oficinas obsoletos vacantes o subutilizados.

En el Año Fiscal 2024, los fondos de la Ley del Plan de Rescate Estadounidense (American Rescue Plan Act, ARPA) estuvieron disponibles para reparar y renovar la histórica Plaza del Ayuntamiento. El personal desarrolló un plan de tres fases para reparar y rediseñar la superficie de ladrillo de la plaza y agregar iluminación decorativa, mesas nuevas con sombrillas, mesas de juego, bancas nuevas y una tarima elevada con pérgola y patio. El plan repara la rampa ADA para el depósito y reubica el monumento a la Segunda Guerra Mundial en un lugar más visible. En el jardín se pondrá un colorido elemento escultórico para sentarse. En el AF 2024, el plan fue aprobado por la Junta de Revisión del Distrito Histórico (Historic District Review Board, HDRB), dando paso a que las renovaciones comiencen en el AF 2025.

El departamento continuó utilizando los fondos de subvención global para el desarrollo comunitario del condado de Fairfax para cubrir el costo de las mejoras en el hogar de los residentes de Herndon que califican. El programa brindó asistencia financiera directa para la reparación de seis viviendas en el AF 2024, por un total de más de \$120,000 dólares en rehabilitación de viviendas. Además, el personal asesoró a más de una docena de propietarios de viviendas con respecto a proyectos de reparación de viviendas y mantenimiento de propiedades.

Los fondos de subvención obtenidos por el personal de la ciudad en el AF 2024 incluyeron \$16 millones en fondos para el diseño de carreteras, intersecciones y mejoras multimodales que cumplan con la ADA.

El personal de Desarrollo Comunitario también solicitó y recibió una subvención de Virginia Trees for Clean Water (Árboles de Virginia para Agua Limpia), que se asignará a la compra y plantación de árboles en propiedades de la alcaldía. Durante el AF 2024, se plantaron 49 árboles nuevos en propiedades de la ciudad; Además, se realizó un inventario de árboles, que proporciona una base de datos de los árboles propiedad de la ciudad, que incluye las especies, el tamaño y la salud.

El personal continuó brindando apoyo a la Comisión de Planeación, las juntas de revisión, la Junta de Apelaciones de Zonificación (BZA por sus siglas en inglés) y los comités ad hoc designados por el Ayuntamiento. El personal proporcionó informes, investigaciones, presentaciones, borradores de ordenanzas y lenguaje revisado, análisis y recomendaciones para temas de discusión, temas generales y temas de audiencia pública.

## Comisión de Planeación

Además de su revisión y recomendaciones al Concejo Municipal sobre las solicitudes y enmiendas de texto descritas anteriormente, la Comisión de Planeación participó en una sesión de trabajo conjunta con el comité asesor del TRG para brindar retroalimentación en la finalización del Plan TRG. Los temas discutidos por los comisionados durante las sesiones de trabajo en el Año Fiscal 2024 incluyeron informes de progreso sobre el

### Comunidad Segura e Interconectada



Un financiamiento de subvención garantizado por el personal totalizó más de \$16 millones para mejoras en el diseño de carreteras, intersecciones y multimodales que cumplan con la ADA

### Sostenibilidad Ambiental y Económica



Se llevó a cabo un inventario de árboles de la alcaldía, lo que proporciona una base de datos de árboles propiedad de la alcaldía, incluyendo especies, tamaño y salud. Esto permite una mejor gestión del bosque urbano de la ciudad y promueve la diversidad de plantas.



plan para áreas pequeñas del TRG, una actualización sobre el proceso, el plan y el alcance del proyecto del Plan Integral Herndon 2050 y una discusión sobre el desembolso de los fondos restantes de ARPA en coordinación con la financiación del Programa de Mejoras de Capital.

### **Junta de Apelaciones de Zonificación**

La BZA escuchó y aprobó una solicitud de variación en el Año Fiscal 2024. Los tres miembros más nuevos de la junta completaron la capacitación de Apelaciones de la Junta de Zonificación en Richmond durante el AF 2024, y el personal y la Oficina del Procurador Municipal presentaron a la BZA una actualización administrativa a sus estatutos que serán revisados en el año 2025.

### **Juntas de Revisión de Distritos Arquitectónicos e Históricos**

La Junta de Revisión Arquitectónica (ARB por sus siglas en inglés) revisó una solicitud formal durante el Año Fiscal 2024 y proporcionó una revisión preliminar y comentarios para el proyecto de renovación de la Escuela Primaria Herndon y el proyecto 13100 y 13150 Worldgate Drive, para garantizar que los productos finales cumplieran con los estándares del Código Municipal. La ARB también participó en una sesión de capacitación sobre diseño arquitectónico.

El personal procesó 35 solicitudes relacionadas con propiedades en el Distrito Histórico en el Año Fiscal 2024. La HDRB escuchó nueve casos y mantuvo conversaciones con futuros solicitantes sobre sus planes de desarrollo y modificaciones, para brindar información oportuna antes de la presentación formal de la solicitud. El personal de Desarrollo Comunitario aprobó administrativamente las 26 solicitudes restantes recibidas en el año fiscal 2024. La junta también participó en una capacitación dirigida por el personal sobre la aplicación de las Pautas del Distrito Histórico en lo que se refiere a la preservación de ventanas y techos. Tanto la ARB como la HDRB recibieron actualizaciones administrativas preliminares de sus estatutos que se revisarán en el Año Fiscal 2025.

### **Comités de Asesoría para Peatones/Ciclistas (PBAC) y Diversidad, Equidad e Inclusión de Herndon (HDEIC)**

Durante el Año Fiscal 2024, PBAC celebró cuatro reuniones enfocadas en las preocupaciones de seguridad y posibles soluciones, y recibió actualizaciones sobre el plan del área de TRG, los proyectos de mejora de la transitabilidad para peatones de Central Elden, el Plan de Seguridad Vial y la Guía Para Calmar el Tráfico del municipio.

El HDEIC celebró tres reuniones en el AF 2024. El comité discutió varias iniciativas, incluida la adopción de una política de diversidad, cuya recomendación se envió al Ayuntamiento.

## **OBRAS PÚBLICAS**

En el Año Fiscal 2024, el Departamento de Obras Públicas continuó enfocándose en sostener y mejorar la infraestructura de la ciudad. El departamento realizó varias mejoras significativas en el esfuerzo por brindar a los residentes de la alcaldía instalaciones, infraestructura y servicios de calidad:

**Centro Comunitario y Parques Municipales de Herndon:**

El departamento logró avances significativos en el reemplazo del sistema de control ambiental del centro acuático. La construcción está casi terminada y la puesta en servicio está prevista para principios del año fiscal

#### **Comunidad Próspera**

El personal completó una evaluación de todas las calles públicas de la ciudad, con el objetivo de minimizar las barreras y hacerlas más accesibles.





2025. La remodelación del complejo de tenis Bready Park está completa y se entregará e instalará una nueva burbuja en el Año Fiscal 2025.

Se agregaron cuatro nuevas canchas de pickleball al complejo de tenis en el AF 2024, se renovaron dos campos de béisbol de ligas menores y se completó la construcción del nuevo pabellón Haley Smith Park. El puente peatonal en Runnymede Park detrás de la piscina Hunter's Creek, considerado inseguro, fue evaluado y se ordenó el reemplazo del puente. La construcción del nuevo puente se completará a principios del AF 2025.

#### Carreteras, Aceras y Estacionamientos:

El departamento completó una evaluación de todas las calles públicas de la ciudad en el AF 2024. Los proyectos incluyeron reparaciones de aceras y repavimentación de Herndon Parkway desde Elden Street hasta Spring Street, Worcester Street y Leona y Marjorie Lanes. Se completaron y presentaron a los vecinos adyacentes los proyectos y los conceptos de diseño para dos proyectos clave de mejora de la seguridad vial, la intersección de Monroe Street y Park Avenue y Ferndale Avenue.

Se modificaron los patrones de tráfico en Elden Street entre Fairfax County Parkway y al oeste de Laurel Way, para mejorar el flujo de tráfico y reducir la congestión. La ampliación del estacionamiento seguro en el Departamento de Policía de Herndon se completó en el Año Fiscal 2024.

#### Agua, Alcantarillado y Aguas Pluviales:

El proyecto de la tubería principal de Center Street se completó en el Año Fiscal 2024. Se adjudicó un contrato para reemplazar la tubería principal a lo largo de Dranesville Road desde Park Ave hasta Fillmore Street. El diseño se completó para reemplazar la línea de alcantarillado a lo largo de Folly Lick. El departamento completó un proyecto para mejorar la seguridad en los tanques de agua de la alcaldía. En coordinación con un consultor, se completó el plan inicial de inventario de líneas de servicio de agua aprobado, de conformidad con el requisito de la EPA de identificar el material de las líneas de servicio para todos los clientes para octubre de 2024. La ciudad recibió aprobación para una subvención de \$250,000 dólares de la EPA para completar la siguiente fase del inventario de la línea de servicio.

#### Cementerio:

Se completaron los diseños preliminares para el proyecto de expansión del cementerio Chestnut Grove en el Año Fiscal 2024, que está diseñado para ampliar el inventario del cementerio. El personal de la alcaldía se reunió con los vecinos aledaños al cementerio para conocer sus opiniones y el diseño se está modificando para abordar sus inquietudes. Además, se completó el diseño de un proyecto para renovar el exterior del edificio del cementerio.

#### Fondos de la Ley del Plan de Rescate Estadounidense:

El departamento ha seguido utilizando fondos federales de la Ley del Plan de Rescate Estadounidense (ARPA) para realizar mejoras en la infraestructura. Actualmente hay 28 proyectos activos financiados por ARPA. Estos proyectos están realizando reparaciones necesarias a edificios, mejorando parques, ampliando el programa de pavimentación, realizando reparaciones y mejoras a los sistemas de agua y drenaje, y reemplazando equipos que están al final de su vida útil. En el Año Fiscal 2024, se entregaron y pusieron en servicio cuatro camiones de basura y 19 vehículos adicionales financiados por ARPA.

#### Buen Gobierno

El personal aprovechó la disponibilidad de fondos federales de la Ley del Plan de Rescate Estadounidense (ARPA) para realizar mejoras clave en la infraestructura.



## PARQUES Y RECREACIÓN

En el Año Fiscal 2024, el Departamento de Parques y Recreación, junto con la alcaldía, tomaron la difícil decisión de cancelar el Festival Herndon después de más de 40 años. La decisión consideró muchos factores, incluyendo la logística, la seguridad, la dotación de personal y los voluntarios. A raíz de ello, el departamento se ha centrado en encontrar nuevas formas de unir a la comunidad. Pumpkin Plunge, Play in a Day, Puzzle Palooza, Taylor Swift Trivia Night, Play All Day y el encendido de la antorcha Herndon fueron eventos nuevos en el Año Fiscal 2024, y todos contaron con una gran asistencia. Eventos establecidos como la celebración del 4 de julio, el Homecoming Parade, el Turkey Trot 5K, el Holiday Arts and Crafts Show y el WinterMarkt, apoyado por la ciudad, se llevaron a cabo con éxito y aumentaron la asistencia a cada uno de ellos.

A través de la propuesta hecha por los embajadores vecinales y conectores comunitarios de Herndon Opportunities Neighborgood al Ayuntamiento, en el Año Fiscal 2024, se estableció el programa de precios Vecinos en Acción (NIA por sus siglas en Inglés) para entradas con descuento al Centro Comunitario de Herndon para quienes viven en zonas identificadas. Se estableció un grupo de trabajo para desarrollar e implementar los detalles, precios y logística. Continúan los esfuerzos para difundir la información, el conocimiento y el uso de los precios del NIA. A finales del Año Fiscal 2024 se envió por correo una postal dirigida a estos vecindarios; Hasta la fecha, más de 1.000 personas, principalmente jóvenes, han utilizado los descuentos del NIA.

Por segundo año consecutivo, los campamentos de verano de Parques y Recreación fueron nombrados Mejores Campamentos por la revista Northern Virginia. A través de la política de tarifas reducidas y una estrecha coordinación con el personal, la organización local sin fines de lucro, She Believes in Me, obtuvo subvenciones para transporte, comidas y tarifas de inscripción reducidas para niños que de otro modo no podrían acceder al campamento de verano y sus experiencias.

El natatorio recibió mejoras durante el Año Fiscal 2024, incluida la instalación de dos sistemas HVAC/deshumidificación que manejan la calefacción, la refrigeración y la humedad en el área de la piscina. Se instaló una nueva capa blanca en la piscina, un proyecto que tomó más tiempo de lo esperado y resultó en el cierre de la piscina durante cuatro semanas. Si bien esto afectó la disponibilidad de la piscina, la inscripción en programas de natación aumentó en el AF 2024. También en el Año Fiscal 2024, el complejo de tenis Bready Park agregó una nueva superficie ProBounce a todas las canchas y una de las canchas de tenis se convirtió en cuatro nuevas canchas de pickleball.

El departamento experimentó un cambio de liderazgo en el Año Fiscal 2024, con la jubilación de la directora Cindy Roeder y el reclutamiento y contratación de un nuevo director, Bob Williams. Williams es apenas el tercer director que ha tenido el Departamento de Parques y Recreación desde sus inicios en 1976.

### Comunidad Próspera

Nuevos eventos como Pumpkin Plunge, Puzzle Palooza, Taylor Swift Trivia Night y el encendido de la Antorcha de Herndon unieron a la comunidad.



### Comunidad Próspera

Un programa dirigido por la comunidad, Vecinos en Acción, generó una nueva tarifa de admisión reducida al Centro Comunitario de Herndon para los residentes identificados.



## DEPARTAMENTO DE POLICÍA DE HERNDON

En el Año Fiscal 2024, el Departamento de Policía de Herndon (HPD) tomó como prioridades el brindar servicios policiales eficaces y eficientes, promover asociaciones y oportunidades para interactuar con la comunidad y apoyar una cultura de trabajo positiva para el personal encargado de hacer cumplir la ley.

Comunicaciones recibió un total de 28,590 llamadas de servicio categorizadas como llamadas de tráfico, servicio, penal y administrativo:

- 9,309 - Tráfico
- 8,561 - Servicio
- 2,123 – Penales

3,179 llamadas fueron priorizadas como emergencia

El departamento realizó patrullajes proactivos de DUI durante todo el año y realizó esfuerzos de cumplimiento de rutina con resultados cuantificables. Los oficiales también manejaron 353 accidentes reportados en la alcaldía, ninguno de los cuales fue fatal:

- 895 cargos por conducción distraída
- 1,110 infracciones por exceso de velocidad
- 63 arrestos por conducir bajo los efectos del alcohol
- 64 violaciones del cinturón de seguridad

Al departamento se le asignaron 219 nuevos casos de investigación criminal en el Año Fiscal 2024. De ellos, 172 se cerraron o desactivaron con éxito. Los investigadores criminales también trabajaron junto con grupos de trabajo especializados en fraude cibernético, delitos violentos y explotación infantil, y coordinaron con recursos locales y federales para aumentar la eficacia de la investigación. La participación con grupos de trabajo especializados permite al departamento contar con recursos especializados en investigaciones complejas.

El departamento mantuvo valiosas asociaciones comunitarias con las escuelas de la ciudad, promovió oportunidades y actividades de participación a través de Noches Nacionales, Eventos de Regreso a la Escuela y el Desfile Anual de Regreso a Casa de Herndon High School, así como varias otras actividades de extensión comunitaria específicas. El número de seguidores del departamento en las redes sociales aumentó un 18 por ciento en el AF 2024, con más de 18,000 seguidores en sus cuentas de Facebook, Instagram y Twitter.

Cuatro reclutas se graduaron de la academia básica de policía; un programa de nueve meses seguido de aproximadamente tres meses de entrenamiento de campo de patrulla. Un recluta de la policía lateral se unió al departamento y se graduó con una certificación de Virginia. Las contrataciones en el Año Fiscal 2024 incluyeron cinco oficiales laterales con experiencia, cuatro nuevos policías reclutados y tres nuevos despachadores. Además, cuatro oficiales juramentados fueron ascendidos en el AF 2024.

El departamento continuó priorizando la salud y el bienestar del personal policial en el Año Fiscal 2024 a través de varios recursos, incluyendo iniciativas de bienestar mejoradas mediante el programa de acondicionamiento físico obligatorio y entrenamientos de escuadrón programados para el personal jurado. Todo el person-

### Comunidad Segura e Interconectada



El Departamento de Policía de Herndon realizó patrullajes proactivos de DUI durante todo el año y realizó esfuerzos de cumplimiento de rutina con resultados cuantificables.

### Comunidad Próspera



El Departamento se asoció con la comunidad a través de la participación en actividades como National Night Out, eventos de regreso a clases y el desfile anual de regreso a casa de Herndon High School, entre otros eventos.

al policial participa en controles de bienestar mental y tiene acceso a apoyo de colegas certificados, una sala de siesta/meditación y otros recursos y programas críticos.

El departamento recibió premios notables en el Año Fiscal 2024 que demostraron su misión de servicio:

- Recibieron premios del Programa Regional de Alcoholismo de Washington (WRAP) y Madres en Contra de la Conducción en Estado de Ebriedad (MADD) por los esfuerzos para continuar combatiendo la conducción bajo los efectos del alcohol.
- Se otorgaron subvenciones de mas de \$168,000 dólares para proporcionar financiamiento para equipos y entrenamientos para los agentes policiales.
- Se nombraron finalistas en cuatro categorías diferentes para la seguridad y el bienestar de los oficiales por el National Law Enforcement Officers Memorial's Destination Zero Program.
- Se otorgó un premio de Excelencia en Cultura luego de una encuesta a los empleados sobre la cultura interna, el medio ambiente y la experiencia laboral en el departamento.
- Un detective obtuvo una certificación adicional como examinador forense cibernético por la Asociación Internacional de Especialistas en Investigación Informática (International Association of Computer Investigative Specialists).

El departamento actualizó e integró completamente los sistemas de cámaras corporales, en los carros y en las salas de entrevistas en el Año Fiscal de 2024 para promover la eficiencia y aumentar la efectividad operacional.

Las escopetas letales se convirtieron en armas menos letales en el Año Fiscal 2024, para brindar una opción adicional de fuerza menos letal en todos los vehículos de patrulla. Además, los oficiales cambiarán a nuevas pistolas equipadas con óptica de micropunto rojo, haciendo mas fácil para ellos adquirir de una manera segura un blanco perfecto en condiciones de baja luz o cuando esten a distancia. Esto mejora tanto la seguridad de los oficiales como la efectividad operativa.

Por primera vez en 18 años, el departamento lanzó un nuevo sistema CAD/RMS para enviar llamadas de servicio y gestión de records del departamento en el AF 2024. Todo el personal utiliza el sistema y se les brindó una capacitación integral. Junto con el proyecto de CAD/RMS, la Sección de Registros ha estado haciendo la transición hacia un sistema digital mediante la conversión de antiguos registros impresos a una base de datos digital con capacidad de búsqueda.

## FINANZAS

El Departamento de Finanzas completó con éxito la implementación de herramientas críticas de procesamiento e informes financieros en el Año Fiscal 2024, incluido Tyler Payments, un módulo de procesamiento de pagos integrado con el Libro General de MUNIS existente. Tyler Payments proporciona un portal de pagos en línea confiable y optimizado, mejora la experiencia del cliente y permite pagos en línea para servicios adicionales.

También en el Año Fiscal 2024, el departamento automatizó completamente el proceso de compras competitivas para la alcaldía con la implementación de Open.Gov, un software de adquisiciones en línea. Aprovechar esta herramienta proporciona un seguimiento eficiente y modernizado de múltiples ofertas en varias etapas de evaluación y adjudicación del contrato.

### Sólida Administración Fiscal

El personal de finanzas lanzó un nuevo portal de procesamiento de pagos que permite a la alcaldía recibir más pagos en línea.



El departamento completó con éxito la preparación del presupuesto anual de la alcaldía que incluyó una actualización completa del modelo de tarifas de agua y alcantarillado, lo que dio como resultado tarifas propuestas que captan tanto los productos básicos como los requisitos de costo del capital. El trabajo analítico también incluyó el desarrollo de un modelo de pronóstico para el proyecto plurianual de expansión del Cementerio.

El departamento continúa esforzándose por mejorar los procesos. Con un alcance enfocado y análisis mejorados, el personal redujo significativamente las cuentas morosas en todas las principales fuentes de ingresos en el Año Fiscal 2024, incluidos los reembolsos oportunos de agencias intergubernamentales que brindan financiamiento para importantes proyectos de transporte. Además, Finanzas colaboró con todos los departamentos para completar la investigación y la mejora de procesos relacionados con los depósitos en garantía del desarrollo y bonos de fianza.

Durante el Año Fiscal 2024, el personal continuó recibiendo capacitación y completando su desarrollo profesional. El departamento ha comenzado el análisis necesario para implementar las actualizaciones importantes requeridas en los informes financieros. La Asociación de Oficiales de Finanzas del Gobierno (GFOA) otorgó al ayuntamiento el prestigioso Premio a la Presentación Distinguida del Presupuesto y el Certificado de Logro por la Excelencia en Informes Financieros por 33avo y 48avo año consecutivo, respectivamente.

**Sólida Administración Fiscal**



La Asociación de Funcionarios de Finanzas del Gobierno otorgó a la ciudad su prestigioso Premio a la Presentación Distinguida del Presupuesto y el Certificado de Logro por Excelencia en Informes Financieros por 33avo y 48avo año consecutivo, respectivamente.

**CEMENTERIO CHESTNUT GROVE**

Las compras de espacios de necesidad previa y de necesidad al momento tanto para cremación como para entierro tradicional en el cementerio Chestnut Grove continuaron teniendo un crecimiento moderado en el Año Fiscal 2024. Con un inventario restante de menos del cinco por ciento, el diseño de la esquina noroeste de la propiedad comenzó en Año fiscal 2024; Se solicitaron opiniones de los residentes locales en reuniones comunitarias y los ingenieros de la ciudad incorporaron sus aportes a la planificación. Una vez terminado, el nuevo espacio proporcionará entre 15 y 20 años de sitios adicionales disponibles.

Los programas comunitarios que tradicionalmente se llevan a cabo en el cementerio continuaron en el AF 2024, incluidas las exhibiciones de Avenida de Banderas por parte de Herndon/Reston American Legion Post 184 para los Días de los Veteranos y el Día de los Caídos (Memorial Day), y el programa de Coronas por todo America patrocinado por el Herndon Woman’s Club.

**Buen Gobierno**



Las preocupaciones de los residentes adyacentes sobre un plan de expansión para Chestnut Grove dieron como resultado reuniones comunitarias y la incorporación de sus aportes a la planificación por parte de los ingenieros de la alcaldía.

**CAMPO DE GOLF HERNDON CENTENNIAL**

El campo de golf Herndon Centennial continuó generando aumentos en las rondas jugadas, en los ingresos y en las ventas en las tiendas de golf durante el Año Fiscal 2024. La instalación continúa siendo un ejemplo para las instalaciones públicas del área en cuanto a acondicionamiento del campo, servicio al cliente y asequibilidad.



Herndon Centennial organiz6 82 torneos durante el AF 2024; El personal continu6 trabajando con Herndon Golfer's Club, Herndon Ladies Golfer's Club, Senior Duffers y otros grupos para proporcionar un lugar de calidad para torneos. El programa de instrucci6n de golf ofrece opciones para todos los niveles y edades e incluye campamentos para j6venes, clases grupales y lecciones privadas.

Herndon Centennial continu6 asoci6ndose con GolfNow para actualizar el sistema de punto de venta con tecnolog6a G-1 y el sistema de reservas en l6nea. El n6mero total de rondas reservadas a trav6s del sistema de punto de venta fue de 52,378 en el A6o Fiscal 2024.

Cuarenta y ocho nuevos carritos de golf, pendientes durante casi un a6o, llegaron en el A6o Fiscal 2024. Tambi6n se agreg6 una nueva m6quina dispensadora de bolas de campo de pr6cticas, un lavador de bolas y un recolector de bolas de campo; el personal actualiz6 la flota de equipos a6adiendo un nuevo cortac6sped de calles, un tractor y un cortac6sped de greens; y se instal6 un techo nuevo en la casa club.

Herndon Centennial continu6 su enfoque en la planificaci6n ambiental durante el A6o Fiscal 2024, asoci6ndose con Audubon International. El Plan de Manejo de Nutrientes de Herndon Centennial fue aprobado por el Departamento de Conservaci6n y Recreaci6n de Virginia en el A6o Fiscal 2024, y se continu6 colaborando con Virginia Bluebird Society y sus voluntarios, quienes monitorean diez cajas de p6jaros azules ubicadas en toda la propiedad.

## TECNOLOG6AS DE LA INFORMACI6N

En el A6o Fiscal 2024, el departamento de Tecnolog6as de la Informaci6n continu6 aprovechando los logros del a6o anterior y complet6 con 6xito todos los proyectos en tiempo. El departamento se mantuvo enfocado en tres 6reas estrat6gicas: modernizaci6n, transformaci6n digital y seguridad de la informaci6n. Las iniciativas y logros clave en el A6o Fiscal 2024 incluyeron:

**Infraestructura de Seguridad Mejorada:** se complet6 una actualizaci6n significativa del dispositivo de firewall de la alcald6a, lo que mejor6 a6n m6s la postura de seguridad de la ciudad al bloquear el acceso no autorizado y facilitar la comunicaci6n externa segura.

**Implementaci6n de CrowdStrike:** El departamento implement6 con 6xito CrowdStrike, una soluci6n de ciberseguridad avanzada, en todos los sistemas del ayuntamiento.

Esto mejor6 la capacidad para detectar, prevenir y responder a amenazas a la seguridad en tiempo real, reforzando significativamente nuestras defensas de ciberseguridad.

**Asociaciones S6lidas para la Seguridad:** El departamento continu6 su colaboraci6n con jurisdicciones vecinas para mantener un centro de operaciones de seguridad monitoreado en vivo las 24 horas, los 7 d6as de la semana. Este centro utiliza herramientas especializadas para mantener una vigilancia continua de los sistemas de seguridad, protegiendo informaci6n valiosa de posibles amenazas.

**Modernizaci6n e Implementaci6n del Sistema:** El plan plurianual para mejorar los procesos comerciales en todos los departamentos continu6 con un enfoque en la implementaci6n de Cityworks para la gesti6n de acti-

### Sostenibilidad Ambiental y Econ6mica



El Plan de Manejo de Nutrientes de Herndon Centennial fue aprobado por el Departamento de Conservaci6n y Recreaci6n de Virginia.

### Buen Gobierno



El Departamento de Tecnolog6as de la Informaci6n continu6 su colaboraci6n con jurisdicciones vecinas para mantener un centro de operaciones de seguridad monitoreado en vivo las 24 horas del d6a, los 7 d6as de la semana, protegiendo informaci6n valiosa de amenazas potenciales.

vos, la gestión de órdenes de trabajo y los permisos. Esta integración ha simplificado los procesos y mejorado la eficiencia en todos los ámbitos.

Cityworks para Asuntos de Servicios de Asistencia: la adopción y expansión de Cityworks para problemas internos de Servicios de Asistencia simplificó aún más las operaciones internas de Tecnología de la Información, lo que generó una mayor satisfacción del cliente y una resolución de problemas más efectiva.

Soporte mejorado de virtualización y teletrabajo: el departamento actualizó su infraestructura de virtualización para respaldar un entorno de trabajo más flexible y eficiente, atendiendo a la creciente necesidad de capacidades de teletrabajo.

Migración de LaserFiche a la nube: el sistema de archivo y gestión de registros digitales de la alcaldía, LaserFiche, se migró con éxito a la nube, lo que garantiza un acceso más fácil, adaptabilidad y mayor seguridad de los datos.

Incorporación y Baja Eficiente: el departamento garantizó la incorporación y baja oportuna de cuentas y configuraciones de estaciones de trabajo para nuevas contrataciones, separaciones y nuevos puestos, manteniendo la eficiencia operativa y la seguridad.

Mejoras de la Seguridad Física: Continuó la gestión de las mejoras de la seguridad física en los edificios de propiedad de la alcaldía, lo que resultó en mejores medidas de seguridad. Se instalaron cámaras adicionales para monitorear el Centro Comunitario de Herndon y el garaje del Centro Municipal de Herndon, mejorando la seguridad general.

## COMUNICACIÓN Y DESARROLLO ECONÓMICO

En el Año Fiscal 2024, el personal trabajó con un consultor externo en una encuesta integral de las empresas de la alcaldía, evaluando opiniones sobre una variedad de temas. Los propietarios de negocios del municipio en general están satisfechos con los servicios que reciben por parte de la alcaldía y de Herndon como lugar para hacer negocios. Las áreas en la que los negocios dieron altas calificaciones a la alcaldía incluyen acceso al aeropuerto, la calidad de vida en general y la imagen en general de la ciudad. Entre las áreas que necesitan mejoras se incluyen el nivel de impuestos, los eventos especiales de la alcaldía, las licencias y regulaciones. Los dueños de negocios también recomendaron que la alcaldía se enfoque en crear atracciones y eventos, que apoyen el crecimiento y atraigan nuevos negocios. Un total de 155 empresas respondieron la encuesta.

El personal llevó a cabo una serie de grupos focales con residentes de la alcaldía de diferentes grupos demográficos en el AF 2024, para determinar el grado en el que estos se sienten informados sobre las noticias, servicios e iniciativas del municipio, y las formas en las que la alcaldía podría mejorar sus esfuerzos de divulgación. Como resultado de los grupos focales así como de datos empíricos relacionados, el personal comenzó a traducir la mayoría de sus documentos, incluyendo sus boletines electrónicos quincenales, al español, y a entregar personalmente copias impresas en puntos de contacto clave en la alcaldía. El personal también interactuó con un intérprete el cual está presente en todas las juntas del Concejo Municipal, así como también en otras reuniones de la comunidad organizadas por la alcaldía. El sitio web de la alcaldía, que es la principal forma en que los residentes prefieren obtener información, utiliza un módulo que traduce el contenido a 19 idiomas.

### Comunidad Próspera

Se estableció como protocolo la traducción de los materiales de la alcaldía al Español, así como la interpretación de las reuniones gubernamentales; el sitio web de la alcaldía es traducible a 19 idiomas.



En el Año Fiscal 2024 se puso en marcha una iniciativa de cambio de imagen para la alcaldía, con el objetivo final de revitalizar la imagen y que esta refleje con precisión los atributos de la ciudad y pueda usarse para atraer residentes, negocios y visitantes a Herndon. Luego de un proceso RFP que obtuvo 32 ofertas de consultores de imagen/mercadeo, la alcaldía seleccionó a un consultor y para finales del Año Fiscal 2024, había realizado grupos focales, entrevistas individuales, paseos por la alcaldía y más para obtener un carácter auténtico y aspiracional. En el Año Fiscal 2025 se llevará a cabo investigaciones adicionales y una recomendación de imagen.

El personal continuó trabajando con los departamentos de la alcaldía en la gestión de las relaciones con los medios y la promoción de iniciativas y programas en el Año Fiscal 2024, para incluir relaciones con los medios nacionales centrados en un caso residencial que involucra a un funcionario de construcción de la ciudad; participación comunitaria relacionada con la expansión del Cementerio Chestnut Grove; mejoras en la tecnología de reconocimiento de rostro en Finanzas y otros departamentos; y más.

El George Mason Enterprise Center – Con apoyo del personal de la alcaldía, Herndon acabó su primer año de operaciones en el AF 2024, incluyendo presupuesto, promoción de eventos y el apoyo administrativo. En su año inaugural, el centro asesoró y capacitó a poco menos de 270 pequeñas empresas, la mayoría de las cuales eran propiedad de minorías; realizó cinco talleres, incluido un grupo de tres semanas para nuevas empresas; y representó al centro en doce eventos en todo Herndon.

En el Año Fiscal 2024 y tras la salida del gerente de Desarrollo Económico de la alcaldía, el puesto fue elevado a estatus de director y se contrató a un nuevo director, Marc Smith.

### **Sostenibilidad Ambiental y Económica**



El George Mason Enterprise Center- Herndon acabó su primer año completo, durante el cual 270 propietarios de pequeñas empresas recibieron asesoría y se llevaron a cabo cinco talleres.

## **RECURSOS HUMANOS**

La rotación, la contratación y las presiones inflacionarias disminuyeron en el Año Fiscal 2024, pero aún presentaron desafíos para la contratación y el mantenimiento del personal. El personal de recursos humanos trabajó para cubrir 43 puestos regulares en el AF 2024, ligeramente menos que los 45 del año anterior, que había sido el segundo más alto jamás registrado en la ciudad. La fuerza laboral juramentada de la alcaldía alcanzó la dotación completa en el Año Fiscal 2024, al igual que los despachadores; En general, el ayuntamiento experimentó menos vacantes que el año anterior.

Se cubrieron setenta y un puestos temporales, flexibles/ de medio tiempo, comparados con los 86 del año anterior. En total se contrataron 114 empleados. Dos contrataciones notables incluyen el director de Parques y Recreación y el director de Desarrollo Económico.

El personal de Recursos Humanos revisó 1162 solicitudes de empleo, comparado con las 1300 en el Año Fiscal 2023, esta es una tendencia a la baja de solicitantes constante en todo el país. El programa de recomendación de empleados continúa siendo una fuente de candidatos de calidad, que atrae y recompensa a los empleados actuales por su contratación. Los empleados de la ciudad recomendaron 81 solicitantes, de los cuales 25 fueron contratados, equivalente al 22 por ciento de las contrataciones.

En el Año fiscal 2024 se otorgaron cuatro jubilaciones y la rotación total de empleados con estatus regular disminuyó aproximadamente un cuatro por ciento. Es notable que los cambios en el plan del Sistema de Jubilación de Virginia, así como la incorporación de empleados más jóvenes a la fuerza laboral del ayuntamiento, hayan resultado en una menor atención a los beneficios de jubilación, tradicionalmente una ventaja competitiva para la contratación y retención del gobierno local.



Una medida del éxito en la contratación es el porcentaje de nuevos empleados que completan con éxito su período de prueba inicial. De las nuevas contrataciones con estatus regular en el Año Fiscal 2023, el 64 por ciento completó con éxito su período de prueba inicial, mientras que en el Año Fiscal 2024, se experimentó un ligero aumento con respecto al año anterior.

Durante el AF 2024 se implementaron habilidades de capacitación en reclutamiento, así como múltiples herramientas de entrevista y selección para mejorar en esta área.

La formación para el desarrollo se ofrece de muchas formas en la alcaldía. La alcaldía financia totalmente el programa de Maestría en Administración Pública (MPA) de la Universidad George Mason; un empleado está actualmente inscrito y otro se graduó en el Año Fiscal 2024. Diez empleados participaron activamente en el programa de reembolso de matrícula de la alcaldía en el Año Fiscal 2024; el programa de reembolso de educación se mejoró para reembolsar más a los empleados elegibles y también se amplió para incluir programas de liderazgo tales como el programa Cooper Weldon LEAD, el programa Leadership Fairfax entre otros.

### Buen Gobierno

Diez empleados participaron activamente en el programa de reembolso de matrícula de la ciudad, aprendiendo habilidades y estrategias que mejoran su conocimiento y efectividad.



Recursos humanos organizó más de diez capacitaciones a lo largo del año, que abarcaron una amplia gama de temas, incluidos la resolución de conflictos, habilidades de gestión para nuevos gerentes, bienestar y otros más. Además, la alcaldía continúa con el programa de Certificación y Licenciatura para ayudar a atraer, capacitar y retener profesionales capacitados.

Los proyectos e iniciativas que agilizarán los procesos de trabajo en todo el ayuntamiento en el Año Fiscal 2024 incluyeron el Programa de Recursos Empresariales (ERP) interdepartamental, que se encuentra en un calendario de actualización ágil, con nueva funcionalidad para incorporar la fuerza laboral, flexible/ de medio tiempo de la alcaldía; y un software presupuestario que permite una gestión más eficiente del presupuesto de personal del ayuntamiento, que representa más del 70 por ciento del presupuesto total de este.

Las frecuentes actualizaciones legales que afectan la legislación laboral continúan impactando a la alcaldía, incluyendo aumentos en los salarios mínimos y reformas radicales al programa de jubilación. El personal actualiza constantemente las políticas y planifica los documentos de acuerdo con los cambios legales, mientras que también compara los datos del mercado regional para mantener una postura competitiva.

## OFICINA DE LA PROCURADURÍA MUNICIPAL

La oficina de la Procuraduría Municipal brinda servicios legales integrales a la Alcaldesa, a los Concejales Municipales y a todos los departamentos de la alcaldía, en apoyo de las funciones gubernamentales y administrativas básicas, incluidas las finanzas públicas, seguridad pública y policía, la zonificación, las adquisiciones, los recursos humanos, la gestión de riesgos, el cumplimiento administrativo y la implementación de la legislación.

Entre los proyectos destacados del Año Fiscal 2024 se incluyen los siguientes:

Redacción del Programa Legislativo 2024 de la alcaldía para la Asamblea General de Virginia, que incluía un proyecto de ley que permite a una localidad que establece un distrito histórico local, proporcionar incentivos fiscales para la conservación y renovación de estructuras históricas en dicho distrito. El proyecto de ley fue firmado como ley por el gobernador Youngkin en Abril de 2024.

Redacción de 44 ordenanzas y 87 resoluciones para consideración de los Concejales Municipales, para incluir el establecimiento del programa de Donaciones del Festival Cultural Comunitario de la alcaldía y un programa piloto “Streeterly” que permite cenas al aire libre; múltiples acuerdos de franquicia y/o arrendamiento;

Trabajo legal en proyectos importantes de uso de suelo, que incluyen trabajo con el departamento de Desarrollo Comunitario en cuestiones relacionadas con el Plan de Área Pequeña de TRG; trabajo con personal relevante en solicitudes de rezonificación; trabajo con personal relevante en solicitudes de excepción especial; y

Trabajo legal en proyectos de transporte y mejoras de capital, que incluyen el cumplimiento de las revisiones de las normas de plomo/cobre del ayuntamiento; reemplazos de tuberías de agua; restauración de Sugarland Run North; y reemplazo de la intersección de las calles Elden/Monroe; y mejoras en la Plaza del Ayuntamiento.

El enfoque del administrador de riesgos de la alcaldía en el Año Fiscal 2024 fue la capacitación y el cumplimiento de las regulaciones para prevenir accidentes, lesiones y otras pérdidas, en beneficio de la ciudad. Esto incluyó la reducción y mitigación en toda la alcaldía de los elementos observados en las inspecciones de instalaciones enfocadas en OSHA/VOSH más recientes. El ayuntamiento cumplió con el 100 por ciento de cumplimiento en las pautas de gestión de riesgos de la Liga Municipal de Virginia (VML por sus siglas en Inglés) por decimonoveno año consecutivo y, en el Año Fiscal 2024, organizó una capacitación VRSA para 65 empleados de la alcaldía y otros siete municipios circundantes.



### Comunidad Próspera

La oficina de la Procuraduría Municipal redactó importantes ordenanzas y resoluciones que respaldan la visión del Ayuntamiento, entre las que se encuentran el establecimiento del Programa de Donaciones para el Festival Cultural Comunitario y un programa ampliado de comidas al aire libre.

## SECRETARÍA MUNICIPAL

En el Año Fiscal 2024, la Oficina de la Secretaría Municipal continuó brindando apoyo a la Alcaldesa y a los Concejales Municipales; sus juntas, comisiones y comités; a otros departamentos municipales; y al público.

La oficina procesó más de 200 comentarios y consultas de la comunidad en el Año Fiscal 2024 y preparó una variedad de documentos y correspondencia, incluidas proclamaciones, resoluciones, ordenanzas, políticas e informes de la alcaldesa, así como cartas de reconocimiento, felicitación, recomendación y bienvenida. El Código Municipal continúa manteniéndose y actualizándose adecuadamente, la Oficina del Secretaría Municipal procesó 27 ordenanzas en el AF 2024, nueve de las cuales fueron codificadas.

La oficina continuó brindando apoyo a los departamentos municipales en el desarrollo de anuncios legales y avisos públicos de conformidad con el Código de Virginia. También continuando con el año pasado, la oficina está trabajando para convertir el almacenamiento y los procesos de registros electrónicos, incluido el mantenimiento de registros permanentes electrónicamente y la mejora del acceso público electrónico a los documentos de las reuniones. La Oficina de la Secretaría Municipal brindó un apoyo significativo a los Concejales Municipales en el desarrollo de muchas de sus iniciativas estratégicas, incluida la supervisión del personal del proceso del Plan Estratégico 2024-2029. Este proceso incluyó la coordinación de los funcionarios electos, el personal y los aportes de la comunidad, y la supervisión del desarrollo, la preparación, la presentación y la implementación del plan. Además, la Secretaría Municipal encabezó el desarrollo por parte del personal de la Política de Festivales Culturales Comunitarios del concejo; el restablecimiento del Comité Asesor Juvenil de Herndon; y la implementación de los Procedimientos Operativos Estándar departamentales, incluido un proceso para gestionar los comités ad hoc del Concejo Municipal.

En apoyo a las juntas y comisiones de la alcaldía, la Oficina de la Secretaría Municipal ayudó en el nombramiento o reelección de 12 miembros de la comunidad para las juntas, comisiones y comités del Concejo Municipal en el Año Fiscal 2024.

Un desarrollo notable en el AF 2024 fue el lanzamiento de un nuevo software de gestión de agendas y reuniones, CivicPlus, que agilizó los procesos de desarrollo de agendas y gestión de reuniones. CivicPlus también se utiliza para organizar y mejorar los procesos de seguimiento de nombramientos de juntas y comisiones. A través de esta nueva plataforma de gestión de agendas, la oficina de la Secretaría Municipal también comenzó a transmitir en vivo las sesiones de trabajo del Concejo Municipal.

La Oficina de la Secretaría Municipal ayudó a varios departamentos de la alcaldía con diferentes eventos que involucraban al Concejo Municipal, incluida la Conferencia Anual de la Liga Municipal de Virginia, la Noche Nacional Fuera de Casa, el Día del Carreras de la Escuela Elemental Herndon, la Celebración del Día del Árbol y la ceremonia de Plantación de Árboles, las Olimpiadas de Herndon, el corte de listón del Pabellón del Parque Haley Smith y otras ceremonias de dedicación e inauguración. En general, la Oficina de la Secretaría Municipal ayudó a coordinar la participación de los miembros del Concejo Municipal en 168 eventos y otras reuniones de agencias que representan a la ciudad.



### **Comunidad Próspera**

Un nuevo programa de gestión de agendas y reuniones, CivicPlus, hizo que los materiales y procesos gubernamentales fueran más accesibles y permitió la transmisión en vivo de las sesiones de trabajo de los Concejales Municipales, además de las reuniones públicas.

**Agenda Item:** Resolution 24-G-54 to establish the Herndon Town Council meeting schedule for January 1, 2025 to December 31, 2025

**Meeting Date:** September 10, 2024

**Category:** General

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

Annually, the Town Council considers and adopts a resolution to set the next year's meeting schedule. The meeting schedule is generally modified to accommodate the fourth of July holiday, participation in National Night Out, and Election Day. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Town Council discussed the meeting schedule for 2025 during their July 9, and September 3, 2024 work sessions. As a result of those discussions, staff has prepared the attached 2025 meeting schedule based on the following guidelines:

- Town Council regular meetings (public hearings) scheduled for second and fourth Tuesdays;
- Town Council work sessions scheduled for first and third Tuesdays;
- One work session and one regular meeting (public hearings) scheduled in June, July, August, November, and December;
- July work session on second Tuesday (July 8) and regular meeting on third Tuesday (July 15) to accommodate July 4th holiday;
- August work session moved to Wednesday (August 6) to accommodate National Night Out;
- November work session moved to Wednesday (November 5) to accommodate Election Day; and
- November regular meeting moved to Wednesday (November 12) due to Veterans Day holiday on November 11.

Meetings of the Town Council start at 7 pm in the Council Chambers building and are live-streamed and recorded through the town's website.

**Budget Impact:**

N/A

**Recommendation:**

Recommends approval of resolution as presented.

**Attachments:**

1. Resolution (Proposed)
2. Meeting Schedule (Attachment)

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

**Resolution-     to establish the Herndon Town Council meeting schedule for  
January 1, 2025 to December 31, 2025.**

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

1. The meeting schedule set out in Section 2-1 of the Herndon Town Code (2000), as amended, is incorporated and the meeting schedule for calendar year (CY) 2025 as described in Attachment A, Town Council CY 2025 Meeting Schedule, is established.
2. Staff is directed to include the meeting schedule in the 2025 annual town calendar.

**TOWN COUNCIL CY 2025 MEETING SCHEDULE**

| <b>Date</b>                   | <b>Meeting Type</b>              |
|-------------------------------|----------------------------------|
| January 7, 2025               | Work Session                     |
| January 14, 2025              | Regular Meeting (Public Hearing) |
| January 21, 2025              | Work Session                     |
| January 28, 2025              | Regular Meeting (Public Hearing) |
| February 4, 2025              | Work Session                     |
| February 11, 2025             | Regular Meeting (Public Hearing) |
| February 18, 2025             | Work Session                     |
| February 25, 2025             | Regular Meeting (Public Hearing) |
| March 4, 2025                 | Work Session                     |
| March 11, 2025                | Regular Meeting (Public Hearing) |
| March 18, 2025                | Work Session                     |
| March 25, 2025                | Regular Meeting (Public Hearing) |
| April 1, 2025                 | Work Session                     |
| April 8, 2025                 | Regular Meeting (Public Hearing) |
| April 15, 2025                | Work Session                     |
| April 22, 2025                | Regular Meeting (Public Hearing) |
| May 6, 2025                   | Work Session                     |
| May 13, 2025                  | Regular Meeting (Public Hearing) |
| May 20, 2025                  | Work Session                     |
| May 27, 2025                  | Regular Meeting (Public Hearing) |
| June 3, 2025                  | Work Session                     |
| June 10, 2025                 | Regular Meeting (Public Hearing) |
| July 8, 2025                  | Work Session                     |
| July 15, 2025                 | Regular Meeting (Public Hearing) |
| August 6, 2025 (Wednesday)    | Work Session                     |
| August 12, 2025               | Regular Meeting (Public Hearing) |
| September 2, 2025             | Work Session                     |
| September 9, 2025             | Regular Meeting (Public Hearing) |
| September 16, 2025            | Work Session                     |
| September 23, 2025            | Regular Meeting (Public Hearing) |
| October 7, 2025               | Work Session                     |
| October 14, 2025              | Regular Meeting (Public Hearing) |
| October 21, 2025              | Work Session                     |
| October 28, 2025              | Regular Meeting (Public Hearing) |
| November 5, 2025 (Wednesday)  | Work Session                     |
| November 12, 2025 (Wednesday) | Regular Meeting (Public Hearing) |
| December 2, 2025              | Work Session                     |
| December 9, 2025              | Regular Meeting (Public Hearing) |



**Agenda Item:** Resolution 24-G-55 to express appreciation to William H. Ashton II, Town Manager

**Meeting Date:** September 10, 2024

**Category:** Consent

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

**Description:**

This item adopts the ceremonial resolution presented to William H. Ashton II, Town Manager, to thank him for his 27 years of dedicated service to the Town of Herndon, on September 10, 2024.

**Background:**

N/A

**Budget Impact:**

N/A

**Recommendation:**

Recommend approval as presented.

**Attachments:**

1. Resolution (Proposed)
2. Ashton, Ceremonial Resolution (Attachment)

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

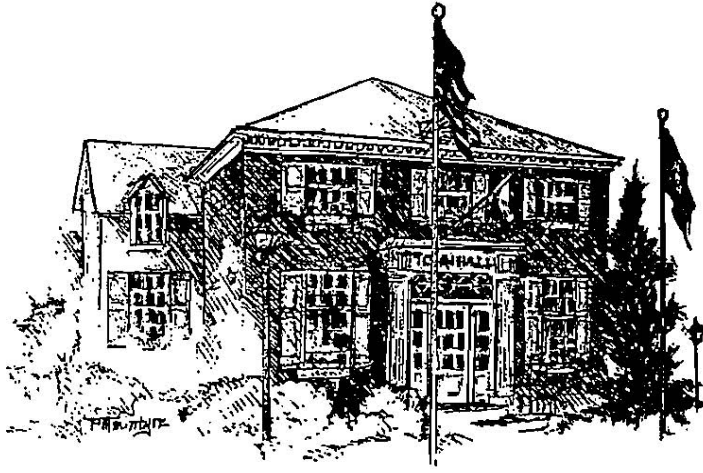
**Resolution-     to express appreciation to William H. Ashton II, Town Manager**

William H. Ashton II, Town Manager, was hired on April 7, 1997 as the first Director of Information Technology; was appointed as Acting Town Manager on January 10, 2017; and on July 11, 2017, was appointed by the Herndon Town Council to serve as the Town Manager, a position in which he has remained for more than seven years.

On September 10, 2024, Mr. Ashton is leaving his position as the Town Manager of the Town of Herndon to serve as the County Administrator for Stafford, Virginia; having dutifully and faithfully served the Town of Herndon for more than 27 years.

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

1. The attached recognition expressing appreciation to William H. Ashton II, Town Manager, for his more than 27 years of dedicated service to the Town of Herndon, is hereby adopted.



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

With an illustrious career in local government at the Town of Herndon spanning more than 27 years, **William H. Ashton II, Town Manager**, was hired on April 7, 1997 as the first Director of Information Technology. Mr. Ashton's extensive educational background includes a Bachelor of Business Administration degree from James Madison University; Master of Public Administration degree from George Mason University; and Leading, Educating, and Developing (LEAD) certification through the Weldon-Cooper Center for Public Service at the University of Virginia.

As Director of Information Technology, Mr. Ashton led the department to receive national recognition as a leader in technology in the public sector; transforming the department into a strategic partner, supporting the Town Council and leadership team.

Mr. Ashton was appointed as Acting Town Manager on January 10, 2017, with an effective date of February 1, 2017; and on July 11, 2017, he was appointed by the Herndon Town Council to serve as the Town Manager, a position in which he has remained for more than seven years. Mr. Ashton's commitment to the town and his application of the highest standard of municipal government is apparent through his service on several professional boards, including serving as the Vice Chair of the Members' Supervisory Board for the Virginia Risk Sharing Association (VRSA); Member of the International City/County Management Association (ICMA); and as a Member of the Virginia Local Government Management Association (VLGMA).

In his role as Town Manager, Mr. Ashton was responsible for building and leading a collaborative team, leaving a lasting impact on the organization and community by creating a culture built on respect, leadership, teamwork, accountability, and a commitment to serve.

During his tenure, he led several key initiatives to bolster responsible growth and development in Herndon, including: opening of the Metrorail Silver Line station; efforts to revitalize the downtown; development of the Transit-Related Growth Area Plan, South Elden Street Small Area Plan, Junction Square, and Trellis Herndon; reorganization of the Town's Zoning Ordinance; completion of the Historic District Overlay Guidelines update to replace the Heritage Preservation Handbook; and the obtainment of AAA bond ratings with all three credit rating agencies.

Significantly, in 2020-2021, through his strong leadership, management experience, operations expertise, and thorough knowledge of town policies, Mr. Ashton carried the town through the COVID-19 global pandemic; advocating for staff and ensuring they were supported; implementing safety measures to protect citizens, employees, and elected officials; while maintaining minimal interruption in services for the citizens of Herndon.

On September 10, 2024, Mr. Ashton is leaving his position as the Town Manager of the Town of Herndon to serve as the County Administrator for Stafford, Virginia; having dutifully and faithfully served the Town of Herndon for more than 27 years ~ with more than seven years as Town Manager; serving as a trusted steward of the Town's financial resources; providing an example for employees to continually strengthen their work ethic; and setting expectations to provide the highest level of service to the community.

Therefore, be it resolved that the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby express their deepest respect and appreciation to **William H. Ashton II, Town Manager**, for the loyal and dedicated service he provided to the citizens of the Town of Herndon; and for being a true embodiment of the Herndon spirit.

Be it further resolved that the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby congratulate Mr. Ashton; wishes him every success in his future endeavors; and a long, happy and fulfilling life.

**Agenda Item:** Resolution 24-G-56 to appoint a member to the Historic District Review and Architectural Review Boards

**Meeting Date:** September 10, 2024

**Category:** Consent

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

**Description:**

This is a request to appoint Tamim Chowdhury to the Architectural Review and Historic District Review Boards (ARB-HDRB) for a three-year term.

**Background:**

N/A

**Budget Impact:**

N/A

**Recommendation:**

Recommend approval of the Resolution as presented.

**Attachments:**

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

**Resolution- to appoint a member to the Architectural Review Board and the  
Historic District Review Board.**

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

1. Tamim Chowdhury is appointed to the Architectural Review and Historic District Review Boards for a three-year term effective November 6, 2024.

**Agenda Item:** Resolution 24-G-57 to appoint a 'Virginia State Bar' member to the Historic District Review and Architectural Review Boards

**Meeting Date:** September 10, 2024

**Category:** Consent

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

**Description:**

This is a request to appoint Triston Chase O'Savio as the 'Virginia State Bar' resident member to the ARB-HDRB for a three-year term.

**Background:**

N/A

**Budget Impact:**

N/A

**Recommendation:**

Recommend approval of the Resolution as presented.

**Attachments:**

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

**Resolution- to appoint a 'Virginia State Bar' member to the Architectural Review Board and the Historic District Review Board.**

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

1. Triston Chase O'Savio is appointed as the 'Virginia State Bar' member to the Architectural Review and Historic District Review Boards for a new term effective the date of this resolution through September 30, 2027.



**Agenda Item:** Resolution 24-G-58 to appoint a member to the Planning Commission

**Meeting Date:** September 10, 2024

**Category:** Consent

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

**Description:**

This is a request to appoint Samuel F. Richardson II to the Planning Commission for a new term effective September 10, 2024. This appointment will fill the vacancy created by Mike McFarlane's resignation from the Commission.

**Background:**

N/A

**Budget Impact:**

N/A

**Recommendation:**

Recommend approval of the Resolution as presented.

**Attachments:**

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA  
TOWN COUNCIL**

**RESOLUTION**

**SEPTEMBER 10, 2024**

**Resolution-     to appoint a member to the Planning Commission.**

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

1. Samuel F. Richardson II is appointed to the Planning Commission for a new term effective the date of this resolution through September 30, 2028.

**Agenda Item:** July 9, 2024, Town Council Work Session Minutes

**Meeting Date:** September 10, 2024

**Category:** Consent

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

**Description:**

This is a request to approve the July 9, 2024, Work Session Minutes.

**Background:**

N/A

**Budget Impact:**

N/A

**Recommendation:**

Recommend approval as presented.

**Attachments:**

1. July 9, 2024, Draft Work Session Minutes

**HERNDON TOWN COUNCIL  
Work Session Minutes  
Tuesday, July 9, 2024**

**1. Call to Order**

Mayor Olem called the July 9, 2024, Town Council work session meeting to order at 6:02 p.m. in the Hoover Conference Room of the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila Olem; Vice Mayor Clark Hedrick (arrived at 6:59 p.m.); and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Mayor Olem determined there was a quorum of six Councilmembers present, with Vice Mayor Hedrick having not yet arrived.

**2. 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.**

Mayor Olem stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember LeBlanc moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions; and 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.

Councilmember Scherff seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, and Mayor Olem voting "Aye." Vice Mayor Hedrick had not yet arrived.

The Council went into Closed Meeting at 6:02 p.m.

During the meeting, Vice Mayor Hedrick arrived at 6:59 p.m.

Councilmember del Aguila moved to come out of the closed meeting. Motion seconded by Councilmember Scherff and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, and Vice Mayor Hedrick and Mayor Olem voting "Aye."

The Council came out of closed meeting at 7:20 p.m.

Councilmember LeBlanc moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Motion seconded by Vice Mayor Hedrick and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, and Vice Mayor Hedrick and Mayor Olem voting "Aye."

Aye: 7  
Nay: 0  
Absent: 0

### **Recess**

At 7:22 p.m. Mayor Olem called a brief recess, and at 7:32 p.m., the Town Council Work Session reconvened in the Herndon Council Chambers, with all Councilmembers present, and Mayor Olem presiding.

### **Work Session**

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich, Town Clerk; Chief Maggie DeBoard, Herndon Police Department; Lisa Gilleran, Director of Community Development; Jerry Schulz, Deputy Director of Finance; Mike Mueller, Golf Course General Manager; Tammy Chastain and John Irish, Deputy Directors of Public Works; Richard Smith, Senior Civil Engineer; Mike Shindledecker, Transportation Engineer; Maria Lee, Budget Manager; and Margie Tacci, Deputy Town Clerk.

## **Mayor Announcements**

Mayor Olem announced that Council had previously met in a closed meeting, with all members present, pursuant to State Code requirements. Mayor Olem reminded those present of the meeting decorum.

Mayor Olem wished everyone a Happy Independence Day. She offered kudos to all the staff from the Departments of Parks and Recreation, Public Works and Herndon Police for all their hard work, stating that she enjoyed another great July 4<sup>th</sup> Independence Day celebration at Bready Park.

## **Comments and Disclosures for the Record**

Mayor Olem asked Margie Tacci, Deputy Town Clerk, if she received comments for the record or signed disclosure declarations from Council.

Ms. Tacci stated that comments were provided to Council and entered into the record on: General Item #4(b) request to consider a donation supporting the 2024 Stars and Stripes NOVA Committee Charity Golf Tournament; General Item #4(c) request to consider a donation to the Global Beat Foundation supporting the Pakistan Day Celebration; and Discussion Item #6(b), Town Council Meeting Schedule.

Ms. Tacci reviewed the following Signed Transactional Disclosure Declarations:

- Vice Mayor Hedrick and Councilmembers del Aguila, Dhakal, and LeBlanc, on General Item #4(b), request to consider a donation supporting the 2024 Stars and Stripes NOVA Committee Charity Golf Tournament;
- Councilmembers Alam, del Aguila, and Dhakal on General Item #4(c), request to consider a donation to Global Beat Foundation; and
- Councilmember del Aguila on Discussion Item #6(c) donation request to Virginia Hispanic Chamber of Commerce.

The statements indicate that the Councilmembers are able to participate in the discussions fairly, objectively, and in the public interest on their respective item(s). The signed disclosure statements have been entered into the record with the Town Clerk and Town Attorney.

The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

**3. Public Hearings**

**a. Ordinance to approve and authorize the mayor to sign a third lease amendment between the town and T-Mobile Northeast, LLC to renew the lease term at the Spring Knoll Drive water tower**

Tammy Chastain, Deputy Director of Public Works, presented the staff report, stating that the proposed third lease amendment, dated June 11, 2024, allows for the renewal of the lease for three additional renewal terms of five years, effective on July 1, 2024. Each term will renew automatically, with the same terms and conditions of the original lease, unless T-Mobile provides the town with at least 60 days' prior written notice before the expiration of the current term. Staff recommends approval of the proposed ordinance to approve and authorize the third lease amendment, as presented.

There was no discussion on this item.

**b. Ordinance to approve and authorize the mayor to sign a second franchise amendment between the Town and XO Virginia, LLC to extend the current term for an additional 10-years, update exhibit map, and amend notice information**

Tammy Chastain, Deputy Director of Public Works, presented the staff report, stating that the proposed second franchise amendment extends the agreement for an additional ten years, expiring on July 14, 2034. She stated that the exhibit map and addresses have been updated from the original agreement and stated that there were no route changes. Staff recommends approval of the proposed ordinance to approve and authorize a second franchise amendment, as presented.

There was no discussion on this item.

**c. Ordinance to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund, Water and Sewer Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund, Storm Water Management Fund, and American Rescue Plan Act (ARPA) Fund**

**4. General**

**a. Resolution to authorize the Reserve of Fiscal Year (FY) 2024 funding for ongoing operations and maintenance, Capital Projects, ARPA Projects, and for Outstanding Encumbrances on June 30, 2024 for the FY 2025 Adopted Budget**

Mayor Olem stated that the staff reports for the last public hearing and first general item will be presented concurrently, and she recognized Maria Lee, Budget Manager, to present the staff report.

Ms. Lee stated that the annual procedure at fiscal year-end is to set aside specific amounts from the fund balance or net position for the outstanding encumbrances and reserves that existed on June 30 of the prior fiscal year, as described in the Town Council's annual reserve resolution and budget ordinance. Due to timing, delays, and status, some of these activities or projects were not completed by the end of the fiscal year and have to be reauthorized and re-appropriated to continue. The proposed budget amendment will recognize the designated reserves and outstanding encumbrances as of June 30 as FY 2025 budget appropriations. Staff recommends approval of the proposed ordinance and resolution, amending the FY 2025 adopted budget and authorizing the reserve of the FY 2024 funds and the appropriation of those funds into the current fiscal year.

There was no discussion on this item.

**b. Request to consider a donation to Stars and Stripes NOVA Committee in support of the 2024 Stars and Stripes NOVA Committee Charity Golf Tournament**

Kirstyn Barr Jovanovich, Town Clerk, presented the staff report, stating that at the direction of the Town Council at the May 21 work session, this item is a request to consider a cash donation to the Stars and Stripes NOVA Committee in support of their May 24, 2024 charity golf tournament held at the Herndon Centennial Golf Course. The Stars and Stripes NOVA Committee has requested a cash donation of \$3,848 to offset the greens fees incurred during the 2024 charity golf tournament. Ms. Jovanovich summarized the revenue impact of the event, which is approximately \$10,420, and includes revenue loss for the Herndon Centennial Golf Enterprise Fund, course closure impact, discounted fees and donation of range balls for the tournament. The staff does not have a recommendation, since community donation disbursements are at the discretion of Town Council.

There was discussion among the Council and staff on this item, including the request and documentation submitted by the organization.

Responding to Councilmember del Aguila, William H. Ashton II, Town Manager, advised that the organization has submitted updated paperwork that included some clarification on the line items included in the request.

**c. Request to consider a donation to the Global Beat Foundation in support of the Pakistan Day Celebration event**

Kirstyn Barr Jovanovich, Town Clerk, presented the staff report, stating the request is for a monetary donation of \$5,000 to the Global Beat Foundation for a Pakistan Day Event scheduled to occur at the Herndon Community Center in



August. Since the same group received funding last fiscal year for a community cultural festival event, they were not able to apply to that program this year. She stated that the Fiscal Year (FY) 2025 adopted budget includes donation funding for Pakistan and Juneteenth events for FY 2025. As a donation request to a non-profit organization, Town Council action is required to consider and take action on the donation to the requesting organization. Ms. Jovanovich stated that the request and supporting documentation are attached to this agenda item and no in-kind donation request has been made. Staff does not have a recommendation for this item since donations are at the discretion of Council.

There was discussion among Council and staff on the donation request, including: (1) funding allocated in the FY 2025 budget for Pakistan Day and Juneteenth events, and (2) proposed Pakistan Day event details.

- d. **Resolution to adopt new *Standards for Traffic Calming and Crosswalks* and repeal the *Neighborhood Traffic Calming Guide* previously adopted by Resolution 11-G-45; and**
- e. **Ordinance to amend Chapter 1 (GENERAL PROVISIONS), Sec. 1-16 (Standards for public improvements) to include new subsection (a)(4) *Standards for Traffic Calming and Crosswalks*.**

Mayor Olem stated that the next two General items will be presented concurrently, and recognized Mike Shindledecker, Transportation Engineer, who presented the staff report on the updated traffic calming guide and proposed ordinance to incorporate the new guide into the Town Code. Mr. Shindledecker stated the new guide was drafted by the Town's on-call engineer and was reviewed and endorsed by the Transportation Engineering Improvement Committee (TEIC) and the Town Manager.

In his presentation, Mr. Shindledecker discussed the updates that were made to the traffic calming guide, stating that it incorporates national, state, and local best practices and references published peer jurisdiction methodologies (e.g., Town of Vienna; Counties of Arlington, Fairfax and Loudoun). The proposed guide has been updated and modernized for process clarity, including greater detail and descriptions, updated costs and impacts, and incorporates a robust follow-up procedure. With the guidelines being adopted into the Town Code, the guide's content will be legally enforceable. Staff recommends approval of the proposed items as presented.

There was discussion among Council and staff about the adoption of the traffic calming guide, including: (1) communication and outreach to the public, (2) how the guide will be used, (3) processes outlined in the document, and (4) implementation of the processes referenced in the traffic calming guide.

Following brief discussion and with the concurrence of Council, staff was directed to place these items as presented on the Consent Agenda for the next meeting's agenda.

**5. Consent**

- a. **Resolution to affirm corrections to the Proffer Statement and Generalized Development Plan of Zoning Map Amendment ZMA #22-02, 13100 and 13150 Worldgate Drive and amend Ordinance 24-O-06**
- b. **Resolution to approve the town's participation in the proposed settlement of opioid-related claims against Kroger and its related corporate entities, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement**
- c. **Ordinance to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), Article I (In General), Sec. 42-1 (Definitions) to correct numbering**

Mayor Olem asked the Town Council if there were any questions on the Consent Agenda.

There was no discussion on the Consent Agenda items.

**6. Discussion**

**a. Ferndale Avenue Project Update**

Mayor Olem recognized Mike Shindledecker, Transportation Engineer, to provide a briefing on the June 13 community meeting regarding safety concerns on Ferndale Avenue. Mr. Shindledecker stated that as a result of the community meeting, staff elected to bring discussion before Council as there was a request to consider restrictions on public parking. The staff is requesting input from the Town Council on the topic of parking restrictions along Ferndale Avenue.

Mr. Shindledecker reviewed the following aspects of the Ferndale Avenue project: (1) location and background, (2) project timeline and description, (3) conceptual design, (4) preliminary costs, estimated at \$650,000; along with anticipated next steps, (5) aspects the public focused on during the community meeting, emphasizing: (a) curb extensions/bump outs, (b) pedestrian crossings, (c) traffic control, (d) lane width and parking, (e) project timeline, and (6) potential parking restrictions on Ferndale Avenue and zoning impacts.

There was discussion among the Council and staff to include the following considerations: (1) maintaining or removing parking, (2) other ways to slow traffic, such as stop signs and/or crosswalks and signage, (3) ways to prioritize pedestrians and bicyclists, (4) safety and traffic incidents that have occurred here, (5) short and long term solutions; to include costs, (6) suggestion to add street

parking closer to the W&OD Trail, and (7) other areas of Town where there are pedestrian safety concerns.

Following comments from Mayor Olem about other areas in Town where traffic and pedestrian safety have been addressed, Mr. Shindledecker stated that staff is planning a follow-up study on Sterling Road to assess traffic speeds, once school starts again in the fall. He also noted that Alabama Drive has bump-outs, which is a solution being considered for Ferndale Avenue.

Following discussion and with the concurrence of Council, staff was requested to maintain the on-street parking for the residents near Ferndale Avenue, and to move forward with the traffic calming measures that will accommodate that. Staff will work with the Town Manager on ways to move this forward with expediency.

Following comments from Councilmembers del Aguila and LeBlanc, Mr. Shindledecker stated that staff will also consider short term solutions to address pedestrian safety on Ferndale Avenue, in the context of how long it will take for the permanent solutions to be installed. Staff will advise the Council on the solutions that they plan to implement.

**b. Town Council Meeting Schedule - Structure Update Discussion**

Mayor Olem recognized Kirstyn Barr Jovanovich, Town Clerk, to present a proposed structural update to the Town Council's annual meeting schedule. Ms. Jovanovich stated that she is presenting the item this evening to allow time to make any adjustments to the schedule prior to the Council setting next year's meeting schedule, which usually occurs in September, to allow time for it to be included in next year's Town Calendar.

In her presentation, Ms. Jovanovich reviewed the following: (1) current Town Council meeting structure, (2) number and length of meetings in Herndon, relative to comparable jurisdictions, (3) trends in meeting schedule and length, and (4) proposed changes to the meeting structure, including: (a) work session on the second Tuesday and a regular meeting on the fourth Tuesday of each month, (b) removing the preview of the regular meeting items at the work session, while still including complicated matters on work session agendas, and (c) continued ability to call special meetings as needed.

Ms. Jovanovich reviewed additional items to consider relative to the meeting structure, including: (1) starting the meetings earlier to allow more time for discussion, (2) including an agenda preview prior to the start of the regular meeting, (3) return work sessions to the Hoover Room to encourage more collaborative discussion; meetings would still be live-streamed, (4) hold closed meetings prior to the start of work sessions, and (5) hold Strategic Planning meetings as part of scheduled work sessions each quarter.

There was discussion among Council and staff regarding potential changes to the meeting structure, along with considerations for keeping the current structure. Topics discussed included: (1) pros and cons of reducing the meetings to one work session and one regular meeting a month; how that would impact Town Council functions, (2) possible scheduling changes, including holding closed meetings prior to work sessions, or having two meetings a month for some additional months, but not for the full year, (3) potential cost savings from reducing the number of meetings, (4) reduction in meetings leading to a perception that the Council is doing less work, (5) concern over reducing regular meetings leading to fewer opportunities for public input or to more special meetings being called, (6) adding community roundtable meetings or similar concept to encourage citizen engagement, and (7) support for making work sessions less formal; less strict in using Roberts Rules.

Responding to Councilmember LeBlanc, Ms. Jovanovich stated that staff can review how other localities manage comments from the audience, to include the amount of time allotted to speak and how public comment is listed on the agenda.

Vice Mayor Hedrick expressed concern that reducing the number of regular meetings could lead to longer wait times for an appellant during the appeal process.

Councilmember Scherff expressed concern about increasing the length of meetings and the number of special meetings that would be scheduled if the Council went to two meetings a month.

Councilmember del Aguila expressed concern about reducing opportunities for the public to speak and about binding a future Council to a schedule adopted by the current Council.

Responding to the discussion, Ms. Jovanovich suggested including an additional regular meeting to the proposed schedule if there is concern over having enough opportunities for public input. That schedule would generally be one work session and two regular meetings a month. Ms. Jovanovich stated that staff is in the process of determining how to best hold roundtable meetings.

Responding to Councilmember LeBlanc, Lesa Yeatts, Town Attorney, stated that the Board of Zoning Appeals (BZA) has the authority to review special exceptions. Several Councilmembers were supportive of looking at the BZA reviewing special exceptions.

Councilmember Dhakal expressed concern that reducing the number of meetings could exacerbate the public's perception that it takes a long time to do business with the Town or lead to unnecessary delays in the process. He suggested scheduling the community roundtable meetings in advance and adding them to the

Town calendar, so the citizens know when they will be held.

Responding to Councilmember Dhakal, Mr. Ashton provided an update on the community roundtable meetings that staff is working to schedule. He indicated that staff is looking into several ideas to improve upon the ones that were held in the past.

Councilmember Scherff stated that she observed from the discussion that decoupling the work sessions and regular meetings is the most significant piece. She thought there was agreement among the Council over taking the formality of Roberts Rules out of work sessions. She thought there should be more discussion between Council and staff about the meeting structure and to build a framework.

Responding to the discussion, Ms. Jovanovich stated that she understood from the Council that staff needed to address: (1) more opportunities for public comment; whether it is adding a regular meeting to the proposal or looking at ways the citizens provide comments during the meeting, and (2) the flow of the appeal process into Town Council meetings.

Councilmember del Aguila suggested that staff look at how much it will cost to have facilitators attend the work sessions if Roberts Rules of Order is suspended. Vice Mayor Hedrick expressed concern over how much it would cost to have facilitators at every work session and suggested considering someone already on staff to facilitate work sessions, if that was something the Council wanted to explore.

**c. Additional donation request to Virginia Hispanic Chamber of Commerce in support of ¿Qué Pasa? Herndon Event - Councilmember del Aguila**

Mayor Olem recognized Councilmember del Aguila to begin the discussion on a donation request under the Community Cultural Festivals Donation from the Virginia Hispanic Chamber of Commerce in support of the ¿Qué Pasa? Festival of Herndon event scheduled for September 14. Councilmember del Aguila reviewed the upcoming event, stating that it is a new event that will be free and open to the public. Pending substantial completion of the special event application review process, the event is anticipated to be awarded the donation under the Community Cultural Festivals Donation program policy. Councilmember del Aguila stated that the group is requesting an additional \$5,000, along with the \$10,000 that they are eligible to be considered for under the current policy.

Councilmember Scherff shared that she and Councilmember del Aguila, along with staff, have been working with the Virginia Chamber of Commerce, who are producing the ¿Qué Pasa? Festival in Herndon. She stated that they are a statewide, well-run organization that works with communities throughout the state to provide various services, along with hosting the successful ¿Qué Pasa? event in Richmond. She looks forward to the organization's event in Herndon.

Responding to Councilmember LeBlanc, William H. Ashton II read from an email he received from Nikolas Johnson, Director of Operations, Virginia Hispanic Chamber of Commerce, which indicated that the organization is not selling alcohol or merchandise, expects about 60 vendors, and anticipates \$6,000 to \$10,000 in revenue from vendor sales.

There was discussion among the Council and staff regarding the donation request specifically, and the Community Cultural Festival Donation Program more broadly, including: (1) ¿Qué Pasa? Festival components and budget, (2) Community Cultural Festival Donation Program fund balance, and (3) consideration to increase the amount of money organizations can request under the Community Cultural Festival Donation Program.

Following discussion and with the concurrence of Council, staff was directed to draft a resolution amending the Community Cultural Festival Donation Program policy, increasing the monetary limit that nonprofit organizations can apply for a donation from \$10,000 to \$15,000. The other parameters included in the policy will remain the same. The staff was asked to prepare this resolution for Council's consideration at the next regular meeting.

## **7. Roundtable**

Councilmember Scherff: provided information about an event currently happening in Western New York around the PBS' program, "Reading Rainbow." She stated that she was fortunate to work at the station where the show was produced, and that there is a book and documentary about the series available. She stated that she brought this up to remind the Council that their decisions can have a community impact long after their time on the Town Council.

Councilmember Dhakal: stated that he has several ideas from Town residents he wanted to discuss, including: (1) trash pick-up frequency; requesting a second trash pick-up during the week, especially during the summer months, (2) inquiring if the Town has an official position on casinos in Northern Virginia, and (3) request for an update on the Herndon Elementary School renovation.

Responding to the trash concerns, William H. Ashton II, Town Manager, stated that the Town does not have the resources to undertake two trash pick-ups a week. He indicated that Fairfax County requires recycling pick-up once a week.

There was discussion among Council and staff about an additional trash pick-up and what that would involve.

Responding to the question about the renovations at Herndon Elementary School, Mr. Ashton provided a brief update on the project, stating that there are several items Fairfax County Public Schools (applicant) has to complete before the site plan can be approved, including: (1) performance bond surety, (2) off-site

easements, (3) on-site easements, and (4) Dominion Power easements for the streetlights that need to be recorded. Mr. Ashton indicated that staff is working with Fairfax County Public Schools to move the project forward but stated that the site plan cannot be approved with the items that are outstanding.

There was discussion among Council and staff about the Herndon Elementary School renovation.

Mayor Olem stated that there is a vendor at the Herndon Farmers Market on Thursdays that takes food scraps for composting. She encouraged residents to bring their food scraps there to help address concerns about having too much trash in their homes.

Councilmember del Aguila: stated that he was glad to attend the recent branding kick-off meeting. However, he said that he did not know that the scope of the rebranding effort did not include the designs on the logo or the flag. He thought these items should be part of the initiative and stated that it would be something the arts community could take on and provide design ideas.

There was discussion among Council and staff regarding the rebranding effort, including: (1) requirements for changing the flag, (2) impact of changing the logo, (3) considerations for the branding exercise, and (4) involving the local arts community in the rebranding effort.

Responding to the discussion, Lesa Yeatts, Town Attorney, stated that the Town's current logo is copyrighted.

Councilmember del Aguila thought this should be discussed at a future work session to have a more collaborative discussion. He thought there was consensus of the Town Council to add this topic as a discussion item on the next work session agenda. Several Councilmembers answered in the affirmative.

Councilmember Alam: stated that citizens have asked her about the status of electric vehicle (EV) charging stations in Town and stated that she is going to find more information.

Councilmember Alam stated that a member of the community lost her daughter in a boating accident on July 4 at Lake Anna. She expressed her condolences to the family. Several members of Council also expressed their condolences.

Councilmember LeBlanc: stated that he emailed the Town Manager earlier that evening about a population study for the Town related to Fairfax County Public Schools' student calculations. Mr. Ashton advised that he sent the request to staff.

Responding to Councilmember LeBlanc's question about reporting overgrown vegetation on residential property, Mr. Ashton stated that those issues can be reported to the Building Official, which can be reported through the "Herndon On The Go" App or by calling it in.

Vice Mayor Hedrick: no comments.

Mayor Olem: stated that the Rotary Club of Herndon-Reston often takes the Dolly Parton Imagination Library to the Neighborhood Resource Center for events, where they encourage children to sign up to receive free books through age five. Mayor Olem provided personal comments about her grandchildren.

William H. Ashton II, Town Manager: stated that the HVAC issue at the Herndon Police Department has been resolved and the HVAC at the Herndon Municipal Center is still undergoing repairs.

Mr. Ashton stated that he is visiting family in Florida over the weekend and is returning next Tuesday.

#### 8. **Adjournment**

There being no further business, Mayor Olem adjourned the July 9, 2024 Town Council Work Session at 10:39 p.m.

---

**Amanda E.M. Kertz**  
**Acting Town Clerk**

**Minutes approved by Town Council:**\_\_\_\_\_