

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, September 3, 2024

1. Call to Order

Mayor Olem called the September 3, 2024, Town Council work session meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Sheila Olem; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Determination of a Quorum

Mayor Olem determined there was a quorum of all Councilmembers present. Mayor Olem reminded the Council of the meeting decorum.

Closed Meeting

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.

Vice Mayor Hedrick moved that the Council amend the agenda to convene in a closed meeting to discuss the following as permitted by 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. Councilmember LeBlanc seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

At 7:02 p.m. Mayor Olem called a brief recess, and at 7:03 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor Olem presiding.

Councilmember Scherff moved to come out of the closed meeting. Motion seconded by Councilmember LeBlanc, and carried by unanimous roll call vote.

The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

The Council came out of closed meeting at 8:24 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 Councilmember Scherff, and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, and Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

Aye: 7

Nay: 0

Absent: 0

Recess

At 8:25 p.m., Mayor Olem called a brief recess, and at 8:32 p.m. the meeting reconvened in the Herndon Council Chambers, with Mayor Olem presiding.

Work Session

Mayor Olem stated that the Council met in a closed meeting and no action had been taken. She noted for the record that there was a quorum of the Town Council, with all members present.

Staff present during the meeting: William H. Ashton II, Town Manager; Chris Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Chief Maggie DeBoard, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Bob Williams, Director of Parks and Recreation; Mike Mueller, Golf Course General Manager; and Amanda Kertz, Acting Town Clerk.

2. Public Hearings

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

Marjorie Sloan, Director of Finance, presented the staff report and provided an overview of the ordinance to amend the FY 2025 Adopted Budget. She stated that there are four proposed items included in the second amendment to the FY 2025 budget, which includes adjustments to the General Fund and the Water and Sewer

Fund. The amendments to the General Fund include: (1) appropriation of \$341,000 for the transition costs related to the transition and selection of a new Town Manager, (2) \$29,740 for repairs to the Herndon Community Center tennis courts, and (3) \$27,562 for additional Herndon Police Department e-summons grant expenditures. The Water and Sewer amendment is a reclassification of costs related to lead and copper testing. At next week's regular meeting, Ms. Sloan stated that she would present a slide outlining the items which are being funded by the unrestricted fund balance. Staff recommends approval of the proposed Ordinance to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund and the Water and Sewer Fund, as presented.

There was a brief discussion among the Council and staff on this item.

3. General

a. Resolution to accept the Annual Report Fiscal Year (FY) 2024

William H. Ashton II, Town Manager, stated that staff will present the full report of this item at next week's regular meeting.

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

Kirstyn Barr Jovanovich, Acting Deputy Town Manager, presented the staff report, stating that the proposed resolution adopts the calendar year 2025 Town Council meeting schedule, which is also included in the printed 2025 Town Calendar. She stated that this item was a follow-up to the discussion in July about the Town Council meeting structure. It was the staff's understanding that there was consensus among Council to retool the work sessions as standalone meetings. Ms. Jovanovich reviewed the following: (1) Town Council's current meeting structure, consisting of linked work sessions and regular meetings, (2) Council meeting schedule Option A, which included one work session and two regular meetings per month, and (3) Council meeting schedule Option B, which included two work sessions and two regular meetings per month. In both schedules, the months of June, July, August, November, and December included one work session and one regular meeting per month. In both Options A and B, the work sessions would be unlinked from the regular meeting. Staff recommends approval of the proposed resolution, in accordance with Option A.

There was discussion among the Council and staff on the 2025 meeting schedule, including: (1) schedule for the Strategic Planning meetings, (2) concerns over retooling and reducing the number of work sessions, (3) Roberts Rules of Order and rules of procedure during meetings, (4) process improvements that could occur by disconnecting the work session and regular meeting agendas, (5) relating Town Council salary to the number of meetings that are held, (6) ability to cancel meetings if there are no agenda items; or to schedule special meetings if needed, (7) request for staff to sit at the table with the Council during the work sessions to

better facilitate conversations, and (8) Town Council concurrence to proceed with Option B, which is a similar schedule to the current calendar year.

Following discussion and with the concurrence of Council, staff was directed to place this item, updated to reflect Option B, on the Consent Agenda for the next meeting's agenda.

4. Consent

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

There was no discussion on the Consent Agenda item.

5. Discussion

a. Discussion on request to establish a Large Scale Cycling Event

Mayor Olem recognized Bob Williams, Director of Parks and Recreation, to begin the discussion. Mr. Williams provided an overview of the following: (1) potential resources and logistics; such as sponsors, volunteers, Herndon Police, Public Works, and other staff support, (2) impact of a large scale cycling event on Town roads and intersections, especially if the Herndon Parkway were utilized, and (3) estimated timeline for an event of approximately eight months, (4) options for a cycling event, including: (a) century ride, (b) shorter ride options of various mileage, and (c) youth bike rodeo, which could be done alone or as part of another event. He stated that the type of event would depend on the outcome that the Council is seeking for the event, and that staff could provide more research on the options presented that evening.

There was discussion among the Council and staff on a cycling event, including: (1) leveraging the energy and resources of the cycling community, (2) possible logistics and schedule, (3) locations; including potential usage of the Washington and Old Dominion (W&OD) Trail, (4) impacts of using the Herndon Parkway and request to discuss event logistics with business owners that may be impacted, (5) establishing an exploratory committee for this event to collect feedback; including representation from the Pedestrian and Bicycle Advisory Committee (PBAC), staff, and community stakeholders, and (5) considering a smaller race or a bicycle rodeo.

Following discussion and with the concurrence of the Council, staff was requested to schedule a meeting with staff, representatives from the cycling community, and PBAC, to determine the feasibility of a large scale cycling event in the town. The potential of including this as an item on a PBAC meeting agenda was also discussed.

b. Discussion on Herndon Centennial Golf Course Charitable Golf Tournament Policies - Vice Mayor Hedrick

Mayor Olem recognized Mike Mueller, Golf Course General Manager, to begin the discussion. Mr. Mueller stated that the Herndon Golf Course does not have a policy regarding charity golf tournaments. He stated that his staff is bound by resolution to charge the fees that have been approved by the Town Council.

Vice Mayor Hedrick stated that following the Stars and Stripes event last May, he understood there was some confusion about policies related to charity golf tournaments at the golf course. He asked staff to provide: (1) more information on policies related to charity tournaments, (2) policies that other public golf courses follow, and (3) approximately how many charitable golf events are held at the course each year.

Mr. Muller stated that staff does not track the number of charitable events and indicated that there are not a lot of charitable events held at the golf course. In reviewing the fee policies of Nova Parks and other municipal golf courses in the region, Mr. Mueller stated that Herndon's policies are in line with these entities, which do not provide free golf or discounts for golf tournaments.

There was discussion among the Council and staff on events at the Herndon Centennial Golf Course, including: (1) types of golf tournaments, (2) amenities and ways to encourage charities to host events at the course, (3) feasibility of supporting discounted charitable events, (4) how revenue policies for the Herndon Community Center differ from the Golf Course Enterprise Fund, (5) potential impact on golf course fees if charitable organizations are provided with discounts or free services, (6) addressing the Stars and Stripes NOVA Committee's outstanding balance for greens fees, and (7) upcoming capital projects at the golf course.

Responding to Councilmember Scherff, Mr. Mueller stated that staff provides the tax documentation for tournaments to the Finance Department. He could not advise at that time about the IRS designations for groups that have held at the golf course.

Responding to Councilmember del Aguila, Lesa Yeatts, Town Attorney, stated that she did not know at the time, and she would have to research if it was possible for the Town to forgive the Stars and Stripes NOVA Committee's outstanding balance for greens fees.

c. Discussion on zoning along Herndon Parkway (Elden-Spring Streets) corridor – Councilmember del Aguila

Mayor Olem recognized Councilmember del Aguila to begin the discussion item. Councilmember del Aguila stated that he noticed several empty office spaces

around the Town, and he suggested that the Council consider proactively rezoning some of these properties and positioning them for mixed-use development. He indicated that he was looking at office space near the Herndon Police Department on Herndon Parkway, north of the Herndon Transit Oriented Core and Transit Related Growth areas. Councilmember del Aguila stated that if those areas are available to be rezoned, he would be interested in designating a percentage as affordable and workforce housing.

There was discussion among the Council and staff about Councilmember del Aguila's suggestion to consider rezoning certain office areas and to designate affordable and workforce housing, including research and studies that may be necessary prior to the rezoning process.

Responding to Councilmember del Aguila, Lisa Gilleran, Director of Community Development, provided a brief overview of staff's memorandum to the Town Council, which outlined the occupancy rates for the parcels located in the 360-400 block of Herndon Parkway, along with areas the Town has designated for residential and residential mixed-use. She stated that on September 19, the Town Council will hold a special work session on housing. Tom Fleetwood from the Fairfax County Housing Authority will discuss ways the Town can bring in affordable housing, and he will review locations where special language on affordable housing could be incorporated. She emphasized that the Comprehensive Plan has to match the potential zoning designation before rezoning can occur. Ms. Gilleran suggested reviewing the existing Comprehensive Plan and zoning designations, while working with the Fairfax County Housing Authority to determine potential affordable housing locations.

There was further discussion among the Council and staff about the Comprehensive Plan and rezoning process, along with working with the Fairfax County Housing Authority at the September 19 meeting and beyond.

6. Roundtable

Councilmember Scherff: no comments.

Councilmember Dhakal: no comments.

Councilmember del Aguila: no comments.

Councilmember Alam: no comments.

Councilmember Le Blanc: stated that the Town rebranding initiative is continuing to move along. He stated that the Herndon Youth Advisory Committee (HYAC) group is meeting that week and will serve as an additional focus group for rebranding. The core committees are meeting to review the work that has been done so far, with a tentative presentation date of October 3 to the Town Council.

Vice Mayor Hedrick: stated that he was looking forward to the first meeting of the HYAC on Thursday, September, 9.

Mayor Olem: stated that she attended the Herndon Planning Commission meeting on August 26, where she presented a Certificate of Appreciation to outgoing member Mike McFarlane, honoring his service to the Town.

William H. Ashton II, Town Manager: no comments.

7. Closed Meeting

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

[Note: the closed meeting under Section 2.2-3711(A)(8) was held at the beginning of the meeting.]

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.

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

At 10:42 p.m., Mayor Olem called a brief recess, and at 10:47 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor Olem presiding.

Councilmember Dhakal 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, and Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

The Council came out of closed meeting at 11:00 p.m.

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

Aye: 7
Nay: 0
Absent: 0

8. Adjournment

There being no further business, Mayor Olem adjourned the September 3, 2024 Town Council work session at 11:01 p.m.

Amanda E. Moraw Kertz

Amanda E.M. Kertz
Acting Town Clerk



Minutes approved by Town Council : November 12, 2024