TOWN OF Herndon VIRGINIA

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HERNDON TOWN COUNCIL
Work Session
Tuesday, April 7, 2020

Pursuant to Virginia Code Section 2.2-3708.2(A)(3) and the Order of the Governor EO-53, and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19) ~ adopted on March 24, 2020, Mayor Merkel has stated that the April 7, 2020 Herndon Town Council Work Session will be by electronic means. The meeting was broadcast and recorded through Cisco WebEx and details for the meeting were made available to the public on Thursday, April 2, 2020. In attendance electronically were:

- Mayor Lisa C. Merkel, presiding;
- Vice Mayor Sheila A. Olem (joined the meeting at 7:20 p.m. due to technical issues);
- Councilmember Jennifer K. Baker;
- Councilmember Cesar del Aguila;
- Councilmember Pradip Dhakal;
- Councilmember Signe Friedrichs; and
- Councilmember Bill McKenna.

Staff present, electronically, during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Jennie Tripoli, Director of Finance; Karen Gagliano, Budget Manager; and Amanda Morrow Kertz, Deputy Town Clerk.

STAFF ANNOUNCEMENTS

The Deputy Town Clerk welcomed those listening to the first virtual Herndon Town Council meeting. She stated that as a work session, the public was invited to listen but not participate in Council discussions. The Deputy Town Clerk also stated that the next week's meeting would be a public hearing, and she encouraged the public to provide comments for the record at town.clerk@herndon-va.gov.

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The Deputy Town Clerk stated, for the record, that:

- The Town Council meeting that evening was conducted electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3) and the Order of the Governor EO-53, and in accordance with Ordinance 20-O-23, Continuity of Governmental Operations during Pandemic Disaster (COVID-19) ~ adopted on Mar 24, 2020;

- Proper notice of the electronic meeting was provided in accordance with Section 2.2-3708.2 of the Code of Virginia, along with information for viewing the meeting and submitting comments for the record;

- The agenda and meeting materials are available on the town's website;

- Electronic meetings will begin with a roll call and determination of quorum; and

- All votes, including adjournment, will be by roll call vote.

CALL TO ORDER

1. Roll Call & Determination of Quorum

Mayor Merkel called the work session by electronic means to order and asked the Deputy Town Clerk to call the roll for attendance. All members were present, electronically, except for Vice Mayor Olem, who signed onto the meeting at 7:20 p.m. due to technical difficulties, and with Mayor Merkel presenting.

Mayor Merkel stated, for the record, that there was a quorum present, electronically, that evening. She stated that the Town Manager and Town Attorney were present. There were also staff present from the Department of Information Technology (IT), working behind the scenes, and she thanked them for all they had done to make that night's meeting happen.

Announcements

Mayor Merkel stated that this was a tough time for everyone, and that it was a strange and unprecedented time. She stated that it was unprecedented that they were able to hold an electronic work session that night and it was under very serious circumstance that the Council was allowed to do this. She asked those who had called into the meeting to bear with the town as this was different from what they were used to. She stated that she was excited to see the Council and was glad everyone remained healthy.

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Mayor Merkel stated that this was a serious time weighing heavily on everyone's minds and she asked all to be mindful that comments should be limited to crucial continuity of operations items such as the proposed budget and public hearing.

2. Comments from the Town Manager

Mayor Merkel recognized the Town Manager for comments.

The Town Manager stated that staff was focused on the continuity of core services for the Herndon community, including police, refuse, water and sewer, and keeping the roads open and operational. To do this, he had to look at how to protect staff to meet those key services. He enacted social distancing measures including the increased use of telework and permitting administrative leave to remove employees from the environment. There were protective measures in place for those that had to interact with the public and the town was staffed to meet the needs of its citizens. He stated that if there was a situation where there was an infected staff member, they would be taken out of the workplace as soon as possible and their coworkers would be segmented to mitigate the impact.

The Town Manager stated that there was a lot of information available on the town's website, Herndon-va.gov, including town closures and operations, and he encouraged everyone to visit the website for updates. All town buildings were closed to the public, with the exception of Chestnut Grove Cemetery, where they were taking measures to suspend any gatherings. He stated the town was still engaging with citizens electronically, information was also posted on the town's website, and staff would be able to help citizens with what they needed during this time.

The Town Manager stated that all town and Fairfax County parks were closed. Individuals could still use the trails with social distancing, and there was increased signage discouraging the public from using the parks. He stated that the Herndon Police Department (HPD) had been called to parks to break up congregations of people on several occasions, pursuant to the Governor's order EO-53, limiting the gathering of people to 10 or less. HPD has increased patrols and encouraged people not to use the parks.

The Town Manager stated that many town events were canceled or postponed, including the Herndon Festival, Spring Clean-Up, Big Truck Days, Bike to Work Day, and the Mayor's Volunteer Appreciation Reception. He has met with the Dulles Regional Chamber of Commerce, and he would let them make any announcement related to Friday Night Live, but the town has indicated the availability of the Town Green to them. The town manager also stated staff would be meeting with the Fairfax County Farmers Market concerning the status of this year's market in town. There should be information regarding the Herndon Farmers Market, which is scheduled for April 23. He stated there was some confusion with farmers markets, as they are considered "essential" under the Governor's order; however, it would be difficult to social distance properly in a farmers market. Staff was working through these issues to see what would be done.

The Town Manager reviewed several operational changes, including the use of WebEx for Town Council meetings which IT staff had worked very hard on to develop templates and make that change as seamless as possible. He stated that the town suspended special refuse pick-up and yard waste pick-up would be suspended starting next week. DPW staff was broken into two shifts, to provide continuity of operations, and could not provide these services. Non-essential police services were also suspended to reduce unnecessary interaction with the public. Fairfax County removed the purple glass recycling bins from the town and has discontinued glass recycling at this time.

From a policy perspective, the town government is under a hiring freeze for anything that does not directly relate to public safety. The Town Manager stated he has frozen travel and training; overtime not directly related to the emergency; capital expenditures not related to grant funded projects; and the use of part-time, flexible or temporary-seasonal employees. He has restricted private home visits to public safety matters only. He is encouraging telework and expanded the telework policy to allow as many staff to work from home as possible. There was a moratorium on in-person meetings and staff was widely using WebEx and other teleconferencing platforms.

The Town Manager stated that over the past few days, staff increased efforts to help town businesses during the state of emergency. He lifted the temporary sign permit requirement to allow businesses and restaurants to promote carry-out or delivery services and he suspended the policy to allow staff to aggressively pursue tax payments owed to the town. Other local governments throughout the region were also employing these measures to be sensitive to the environment.

The Town Manager stated the Council would discuss delaying the collection of real estate taxes, which Fairfax County has already enacted, that evening. Later, they would discuss why the town should push back the deadline out of necessity given what the county has already done. The Council would also later review excise taxes and the FY 21 budget.

The Town Manager briefly discussed the impacts on the FY 21 budget. He had put a moratorium on personnel expenditures not associated with public safety. Staff was closely monitoring the inflow and outflow of cash, which was a significant issue that Council would discuss later that evening. He submitted the proposed FY 21 budget on time and it was released. However, there would be many adjustments that were needed, which Council would also review in their discussion.

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Regarding personnel, the Town Manager stated that he made Gene Fleming, Director of Golf, Acting Deputy Town Manager and he was invaluable to him in trying to reinvent the organization over the past three weeks to deal with the crisis. Part time or seasonal employees that had not been with the town very long were removed from the payroll and, as he said earlier, staff that did not have a direct job to do were permitted to take administrative leave. Those on administrative leave had to check in with their supervisor each day and staff was carefully monitoring the health of employees. These employees were subject to being recalled to serve functions in other departments. He stated it had been a challenging three weeks, things were changing from hour to hour, and staff and the Management Team were adjusting to these changes. He stated that he understood it was a tough time for the community, and staff continued to meet their core missions. He wished that services did not have to be interrupted for this, but this has become a new world in the past 20 days.

The Town Manager yielded the floor back to Mayor Merkel.

Council Response to the Town Manager's Comments

Mayor Merkel welcomed Vice Mayor Olem, who joined the meeting at 7:20 p.m., due to technical difficulties.

Mayor Merkel stated that no one had worked harder in the town over the past three weeks than the Town Manager and Town Attorney. She thanked them for all their efforts.

Mayor Merkel asked that those on Council who wished to speak during the meeting to physically raise their hand rather than use the "raise hand" icon, since it would be easier for her to see. She asked if anyone had questions or comments on the Town Manager's update.

Vice Mayor Olem echoed Mayor Merkel's comments thanking the Town Manager. She knew this was a crazy time for everyone, and while she had received some questions, she thought the town was doing what it had to do to continue providing basic services. She thanked the Town Manager, Town Attorney, and all staff, for all the hard work that they have been doing.

PUBLIC HEARING

3. **Ordinance 20-O-19, to approve and authorize the Mayor to sign a second lease amendment to Cellco Partnership d/b/a Verizon Wireless to revise the premises description, approved equipment list, and drawings at the Town's 3rd Street Water Tower (Public Hearing continued from the March 10th TCPH).**

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[Note: This item was continued from the March 10th Public Hearing]

Mayor Merkel announced this item had been continued from the Council's March 10, 2020 meeting, and she recognized the Town Attorney for comments.

The Town Attorney stated that after speaking with the applicant, staff determined that this item was not a critical issue for the continuity of town operations, therefore they were agreeable to move this past the June 10th date that the Governor set to possibly lift the State of Emergency. She stated that staff is recommending that next week, in agreement with the applicant, the Council continue the public hearing on this item to July 14, 2020.

There was no discussion on this item.

Mayor Merkel stated that next week, the Council would consider taking action to continue this item.

GENERAL

4. **Resolution, to extend the July 28, 2020 due date for the first installment payment of real estate property taxes until August 28, 2020.**

Mayor Merkel stated that one comment was received on this item, which had been entered into the record. She recognized the Director of Finance for the staff report.

The Director of Finance presented the staff report dated April 7, 2020. At the Fairfax County's Board of Supervisor's meeting on Tuesday, March 24, the Board adopted a resolution extending the July 28 due date for the first installment payment of real property taxes until August 28, as permitted by the Virginia Code. This extension was in response to the national, state, and local declarations of emergency due to the outbreak of COVID-19. To align the due date for the first installment payment of real property taxes with Fairfax County's extended due date of August 28, 2020, the Council would need to adopt its own resolution. Fairfax County is the town's accessor and provided all the information the town would need to bill real estate taxes.

The Director of Finance advised that real property taxes comprise approximately 31 percent of General Fund revenues. Extending the due date would delay a significant cash inflow for the town. She stated the town's cash position was sufficient to cover a 30-day delay in this revenue stream; however, any delay beyond 30 days could interfere with the town's ability to fund core services.

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The county has the ability to delay the due date for up to 90 days, which if that occurred, could pose an issue for the town. Staff recommended approval of the proposed resolution, as presented.

There was brief discussion amongst Council and staff on this item.

There was a brief question and answer session between Councilmember Friedrichs and the Director of Finance on this item.

In response to Councilmember Friedrichs, the Director of Finance explained how the town and the county work with mortgage companies on billing real estate taxes.

In response to queries from Councilmember Friedrichs about the county's assessments, the Director of Finance stated that the county finished the assessments, but the town needed more information from the county.

There was a brief question and answer session between Councilmember del Aguila and the Director of Finance on this item.

In response to Councilmember del Aguila, the Director of Finance stated that from a budgetary perspective, the revenue should be the same, and cash flow would be more impacted than the total revenue.

In response to queries from Councilmember del Aguila, Mayor Merkel stated that Council would discuss utilizing the "rainy day fund" and other funds later in the meeting during the budget discussion.

There was a brief question and answer session between Councilmember Dhakal and the Director of Finance on this item.

Mayor Merkel stated it was important to maintain continuity with the county so as not to confuse residents and businesses. She asked about the percentage of those that escrow and those that do not.

The Director of Finance stated that about 35 percent of homeowners escrow with their mortgage companies.

Ordinance, to amend Chapter 30 (FINANCE AND TAXATION), Article VI (Transient Occupancy Tax), Section 30-179, of the Herndon Town Code, to temporarily extend the due dates for the remittance of Transient Occupancy Taxes.

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Mayor Merkel stated that one comment was received on this item, which had been entered into the record. She recognized the Director of Finance for the staff report.

The Director of Finance presented the staff report dated April 7, 2020. She stated that town hotels were hit hard financially by the COVID-19 pandemic. To provide relief to many of these establishments, staff recommends extending the Transient Occupancy tax (TOT) payments that were due in March, April, May, and June of 2020. The proposed ordinance would accomplish this while still requiring that the business' information filings continue to be made by the 20th of every month for the previous months' tax receipts. The fiscal impact of delaying payment due dates would be minor. She stated that timely filing of information returns was critically important for forecasting purposes and for accurate recording of fiscal year-end revenue accruals in conformity with established accounting principles. Staff recommends approval of the proposed ordinance, as presented.

There was brief discussion amongst Council and staff on this item.

There was a brief question and answer session between Councilmember Friedrichs and the Director of Finance about TOT payments.

Councilmember McKenna provided comments and stated that he would forward a New York Times article from March 25 to Council featuring Vinay Patel, who owns several local hotels. The article was about hotels being devastated by the pandemic. He stated it would be good to be benevolent here if possible.

There was a brief question and answer session between Councilmember del Aguila and the Director of Finance.

Councilmember del Aguila stated he was concerned this was a bad idea because he did not know what the risk was and he did not have enough information to make an informed decision. He asked for a "ballpark" figure of what the town was looking at and what the risk was of not being paid.

In response to Councilmember del Aguila, the Director of Finance stated she would provide more details during the discussion item. She stated that the TOT revenue is approximately $190,000 per month. There were four months pending, which would be approximately $800,0000.

In response to queries from Councilmember del Aguila, the Director of Finance stated that one-third of the total from the four months of TOT revenue would be approximately $260,000.

Vice Mayor Olem stated that considering what was going on right now, she did not think this amount would make or break the town for one month. It might be the difference for these hotels whether they make it, and she would like to have hotels remain in town.

In response to queries from Mayor Merkel, the Director of Finance stated that she was not sure if the county was using this measure, but she knew several towns and cities were doing something similar.

Mayor Merkel stated that she would be interested to know if the county was looking at something similar.

Vice Mayor Olem encouraged her colleagues to read the Town Manager's email that included a study from Old Dominion University (ODU). She stated it was an excellent tool for the Council to review.

In response to queries from Mayor Merkel regarding the meals tax, the Director of Finance stated that the meals tax is dictated by a different section in the State Code that was more technical. Staff posted a notice on the town's website that restaurants could contact the Director of Finance if they were having trouble paying their meals tax, and on a case-by-case basis, she could determine whether to waive penalties and interest. The guidance she received, from the Treasurers Association of Virginia and attorneys, was to determine this on a case-by-case basis. She stated staff would mail a notice to all restaurants about this as well.

DISCUSSION

5. FY 21 Budget

Mayor Merkel encouraged those who needed to speak to raise their hands so she could see them. She recognized the Town Manager for his presentation.

The Town Manager presented a PowerPoint, dated April 7, 2020, which is on file in the Town Clerk's office. He stated that the Director of Finance and Budget Manager would also have input on this item.

The Town Manager stated that there were three categories of concern, which were: completion of FY 20; cash flow problems across FY 20-21; and the adoption of the FY 21 budget. He stated that he released his proposed budget on April 1 and that many other local jurisdictions were having to go through the same financial issues and budget process at that time.

The Town Manager discussed organizational themes that affected the town's financial situation, including: how to maintain critical services while protecting the workforce; surviving the short-term while positioning for the long-term; trying to work with imperfect information; gauging the severity of the economic impacts; and dealing with a fluid situation.

The Town Manager highlighted the projected General Fund revenues for FY 20, including real property tax; other local taxes (BPOL, meals, TOT, etc.); and charges for service. The highest percentage category was "other local taxes," where the town was facing a significant shortage. He stated that it might not appear that way on his chart because the town had been successful in collecting BPOL before the crisis. Charges in Services assumed there would be no additional Parks and Recreation revenues since the facilities were closed. There was a small influx of cash from the Revenue Stabilization Fund, which he would talk about later in his presentation. He broke down the other local taxes line in further detail, as provided in the PowerPoint, and stated this was disproportionately affecting towns due to their reliance on other sources of revenue. Staff used lower end, very conservative estimates for meals tax and TOT projections.

The Town Manager reviewed the restrictions he placed on the town, which he discussed during his comments earlier in the meeting. These practices were initiated on March 12, 2020 and included a hiring and travel and training freeze; moratorium on overtime; no capital expenditures; cap on O&M expenditures; and placing limits on P-card users. He expected these measures to be in place into the next fiscal year, until the town could get a better handle on how the "new normal" would look. The Town Manager briefly reviewed the FY 20 projected General Fund expenditures, which would be limited to tier-one priorities, COVID-19 related costs, and basic operating costs.

The Town Manager stated that staff would continue to work with the town's financial consultants and bond counsel on cash preservation strategies. Staff was looking at ways to monitor and control cash flows as tightly as possible. The consultants have suggested some short-term borrowing solutions that could be paid back almost immediately once the town was able.

The Town Manager stated that at the end of the fiscal year, once the town has removed $360,000 out of the Revenue Stabilization Fund, the projected balance for that fund would still be at $1.44 million. There were further funds available through contingency; Capital Reserve; Unassigned Fund Balance; and the use of short-term borrowing, as provided in the PowerPoint. Short-term borrowing would not be used to balance the budget, but it would help keep the town from having to liquidate some of its securities, which could have higher costs.

The Town Manager recognized the Director of Finance for comments.

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The Director of Finance asked the Council to keep in mind that the estimates did not include information from town businesses, which run a month behind. Staff would receive information about March's collection on April 20 and would keep the Council updated. Staff took a very cautious approach in making the estimates for the presentation.

The Town Manager continued the PowerPoint and reviewed changes to his FY 21 proposed budget. He proposed removing the one cent increase to the real estate tax rate and the projected $100,000 BPOL increase; along with removing the market rate adjustment and pay for performance increase. Staff also proposed immediately freezing $5.5 million of the budget in O&M and capital spending. Staff had discussed this proposal at length and this was a similar approach taken by other Northern Virginia jurisdictions. The sequestered funds would allow maximum flexibility in the uncertain environment. Staff would look to set revenue targets to meet the $5.5 million. If the town was above the targets, some of the frozen spending could be released. If the town was below the targets, there would have to be other cuts, including potentially looking at personnel. Staff would craft measured plans to deal with both scenarios. There would be a measured "spin-up" of services that were affected during the shutdown.

The Town Manager stated that he would provide regular updates on the financial situation and budget to the Council. He talked about what other local governments were doing, which were similar to the town's proposals.

There was brief discussion amongst Council and staff on the budget.

Councilmember McKenna stated he has served on a council during September 11 and during a hurricane disaster. He was glad to see the proposed sequestration of $5.5 million. He would have more questions as the process moved forward, but he stated that this was a much better picture than what he had expected.

There was a brief question and answer session between Councilmember Friedrichs and the Director of Finance.

In response to Councilmember Friedrichs, the Director of Finance stated that most of the Revenue Stabilization Fund was liquid and the town also had a lot of money in the Local Government Investment Pool. She discussed what money the town had in securities and when that money would become liquid. She further discussed the separate funds available in the General Fund and what the town is required to maintain. The Director of Finance stated that staff would likely come back to the Council in May about borrowing options.

There was a brief question and answer session between Councilmember Friedrichs and the Town Manager.

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In response to Councilmember Friedrichs, the Town Manager further discussed the sequestration of the $5.5 million from the General Fund, which would provide latitude to keep the town from having to take draconian measures in the short-term. He stated that staff was working to move forward with grant funded projects during this time.

There was a brief question and answer session between Councilmember del Aguila, the Director of Finance, and the Town Manager.

In response to Councilmember del Aguila, the Director of Finance provided clarification about the Unassigned Fund Balance on page nine of the PowerPoint. She stated that staff proposed to use some of the Revenue Stabilization Fund to get through FY 20, but hoped to not have to use the Unassigned Fund Balance. She stated that retaining the 20 percent of the Unassigned Fund Balance was a best practice.

In response to Councilmember del Aguila, the Director of Finance stated that to increase operational expenditures, the town would either have to further cut expenses or revenues would have to come in higher than projected. She stated that the numbers for cash flow and revenues could be worse than what staff predicted, which was a decrease of 76 percent for TOT and a decrease of 50 percent for meals tax. She stated that the "other local taxes" category was approximately 33 to 34 percent in total and of that, approximately 40 percent was the meals tax and TOT.

The Town Manager echoed the Director of Finance's comments and stated that was why staff designed the plan so that the triggers would either release money from the frozen $5.5 million or prompt further cost savings measures.

In response to Councilmember del Aguila, the Director of Finance discussed the balance sheet reclassification that would occur with moving securities to liquid investments.

Councilmember Baker stated that as dire as this situation was, she was relieved by the presentation. She stated that staff was making tough decisions and presenting possible solutions for a balanced FY 21 budget. She asked if this proposal still included the one percent increase to the real estate tax.

In response to Councilmember Baker, the Town Manager stated that staff proposed to remove the one cent increase to the real estate tax. That was offset by the changes to personnel and a few other changes.

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The Town Manager stated that the county indicated to him they intended to pull back on their proposed real estate tax increase, which, in addition to being sensitive to the community's needs, was a reason to remove the proposed one cent increase from the town's budget.

Mayor Merkel encouraged Council to review the ODU study the Town Manager sent out, which showed how towns were impacted by the disaster.

Following brief comments, there was a brief question and answer session between Councilmember Dhakal and the Town Manager.

In response to Councilmember Dhakal, the Town Manager stated that staff would later provide the list of sequestered items that would make up the $5.5 million. He stated that it was difficult to make strategies now because they relied on assumptions, and there was not good data at that time. Staff wanted to accomplish flexibility to meet the environment as it continued to evolve and change. He stated this was the most dynamic environment he has operated under.

Mayor Merkel stated that from March 12 through today in talking with the Town Manager, situations changed almost hourly. It has somewhat slowed down, but she stated that now, we have the excruciating wait to how bad of a situation it would be. She could not underscore how dire this budget was and how everything was different than how the town operated through March 12.

Vice Mayor Olem stated that everything in the hospitality industry had almost come to a screeching halt. She knew many who were filing for unemployment. She was impressed that the town was able to do as much as it could under these circumstances and she did not see this situation being over for several months. She stated they had stopped pouring cement on the Silver Line. She was glad the town was in good shape and that it could be a lot worse.

In response to queries from Councilmember Friedrichs about BPOL, the Director of Finance stated there would be impacts to BPOL, which was a volatile revenue source. This was why the town budgeted BPOL conservatively and treated any revenues in excess of budget as one-time revenue. She stated there would likely be some downstream issues impacting BPOL into FY 22. For FY 21, she thought staff's estimates for BPOL were appropriate and conservative. Regarding the impact on the fund of new businesses paying an estimated amount, the Director of Finance stated that most of the town's larger businesses were already established and therefore not subject to the estimated versus actual gross receipts reconciliation.

Mayor Merkel asked the Town Manager about next steps in the process.

The Town Manager stated that staff would find a way to put the proposed budget changes into an amendment to the budget he proposed. Council would then begin the public hearing process, including advertising. The process that Council usually goes through in April would be moved to May. He stated the process was liable to change in this fluid environment and adjustments would be made, as needed, moving forward.

Mayor Merkel encouraged Council to send their suggestions or questions to the Town Manager.

ROUNDTABLE

Mayor Merkel reminded Council that comments needed to be limited to the continuity of business operations or directly related to the emergency to fall in compliance with state code.

1. **Councilmember Friedrichs:** Stated that she had brought breaking up crowds to the Town Manager's attention.

   Councilmember Friedrichs stated that she received comments about the town suspending yard waste removal and she emphasized to them that this was something the town was forced to do; it was not something the town wanted to do. She stated it might return to normal when the emergency was over.

   Councilmember Friedrichs thanked the IT staff for setting up the WebEx and thanked the Town Attorney, who did a lot of work to ensure the Council was in compliance with all legal requirements.

2. **Councilmember McKenna:** Thanked staff for all their efforts. He encouraged those listening to practice social distancing and wished everyone to stay safe.

3. **Vice Mayor Olem:** Thanked DPW staff for taking care of town residents during this catastrophe. She thanked HPD for posting new information almost every day, like helping people to wear masks and social distancing. She thought that really helped the community.

4. **Mayor Merkel:** Thanked the Town Manager, Town Attorney, and IT staff for working many hours to make the WebEx meeting go smoothly.

   Mayor Merkel stated that the Northern Virginia Regional Commission (NVRC) Mayors and Chairs and the Virginia Municipal League (VML) were reaching out to the congressional delegation ~ to encourage our federal level representatives to ensure there was maximum flexibility for states to use federal money. She stated that Michelle Gowdy, Executive Director of VML, asked those on the Executive

Board, of which the Mayor is a member, to write a letter asking for this on their town's behalf. She asked if there was any objection to sending this letter. There were no objections from Council.

Mayor Merkel stated that HPD officers were now wearing masks. Someone had commented on her Facebook page asking if HPD could have better masks, since they were pictured wearing surgical masks. She stated that HPD has N-95 masks to wear when they need them. HPD always has rubber gloves with them as well.

COMMENTS FROM THE TOWN MANAGER

The Town Manager stated that he appreciated the Council, citizens, and businesses during this trying time. He stated that hopefully, we would get through this soon.

Mayor Merkel stated that the public hearing next week would be interesting because members of the public would be able to provide comments in this WebEx format. She knew that IT staff would help guide her through it. She stated that she was glad to see everyone on the screen.

ADJOURNMENT

On motion of Vice Mayor Olem, seconded by Councilmember Baker, and carried by unanimous roll call vote by electronic means, the meeting of the April 7, 2020 work session was adjourned at 8:39 p.m. The vote was: Councilmembers Baker, del Aguila, Dhakal, Friedrichs, McKenna, Vice Mayor Olem, and Mayor Merkel voting "Aye."

Lisa C. Merkel
Mayor

TOWN OF HERNDON, VIRGINIA
1879

Amanda M. Kertz
Deputy Town Clerk

Minutes approved by Town Council: April 14, 2020.

NOTE:

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