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**HERNDON TOWN COUNCIL
Work Session Meeting Minutes
Tuesday, March 21, 2023**

The Town Council held a work session meeting on Tuesday, March 21, 2023, at 7:00 p.m. in the Herndon Police Department (HPD) Community Room, 397 Herndon Parkway, Herndon. In attendance were: Mayor Sheila Olem, and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Vice Mayor Hedrick arrived at 7:01 p.m.

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Chief Maggie DeBoard, Herndon Police; Kirstyn Barr Jovanovich, Town Clerk; Lisa Gilleran, Director of Community Development; Page Kalapasev, Director of Information Technology; Marjorie Sloan, Director of Finance; Scott Robinson, Director of Public Works; Cindy Roeder, Director of Parks and Recreation; John Irish, Deputy Director of Public Works; Michael Mueller, Golf Course General Manager; David Stromberg, Zoning Administrator; Maria Lee, Budget Manager; Dave Bracamonte, Systems Manager; and Margie Tacci, Deputy Town Clerk.

1. CALL TO ORDER

Mayor Olem called the work session meeting to order at 7:00 p.m. and determined there was a quorum of six members, Vice Mayor Hedrick had not yet arrived. Mayor Olem reminded the Council of the meeting decorum.

Mayor Announcements

Mayor Olem thanked the Herndon Police Department (HPD) for inviting the Town Council to their awards dinner during the past weekend. She thanked each member of HPD for their public service and for ensuring that the safety and welfare of the community are secured.

[Note: Vice Mayor Hedrick arrived at 7:01 p.m.]

2. GENERAL

a. Resolution to authorize the submission of a Creative Communities Partnership Grant Application/Virginia Commission for the Arts

Cindy Roeder, Director of Parks and Recreation, presented the staff report dated March 21, 2023. She outlined the grant application request to the Virginia Commission for the Arts. This organization matches local government contributions up to \$4,500 for grants to independent arts organizations that are redistributed by the locality. Ms. Roeder stated that the Town received applications from NextStop Theater Company and Arts Herndon. After reviewing the applications, a committee of citizens and business owners recommends that the amount of \$4,500 be considered for award as follows: (1) Arts Herndon: \$3,000, and (2) Next Stop Theatre: \$1500. Staff recommends approval of the proposed resolution, as presented.

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

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

b. Resolution to authorize the Town Manager to sign an Amendment to Memorandum of Understanding with Northwest Federal Credit Union to host the 2023 Herndon Festival

Cindy Roeder, Director of Parks and Recreation, presented the staff report dated March 21, 2023. Starting in 2019, the Northwest Federal Credit Union (NWFCU) campus on the corner of Spring Street and Herndon Parkway was chosen as the site for the Herndon Festival. The event was held there in 2019 and in a modified format in 2022. The executive leadership and the board of NWFCU are amenable to serving as the host site for the 2023 Herndon Festival and to amending the existing MOU to reflect the return of entertainment, vendors, and the sale of alcohol. Staff recommends approval of the proposed resolution, as presented.

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

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

c. Resolution to award contract IFB #B-23-02, Herndon Community Center Natatorium HVAC Retrofit

John Irish, Deputy Director of Public Works, presented the staff report dated March 21, 2023. He stated that the dual Pool Pak units and boilers serving the natatorium at the Herndon Community Center are reaching the end of their life cycle and have required significant repairs in recent years. He outlined the project, which includes the

replacement of the units, boilers, installation of a new ultraviolet disinfection system, controls for the new systems, and several other necessary improvements. Mr. Irish reviewed the Invitation for Bid (IFB) process and stated that the low bidder, Service Mechanical, Inc., was found to be responsive and responsible. Staff recommends approval of the proposed resolution, as presented.

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

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

3. CONSENT

a. Resolution to repeal Resolution 20-G-13, State of Local Emergency and Disaster

Mayor Olem asked the Council if there were any questions on the Consent Agenda and stated there was staff available to answer questions.

There was brief discussion amongst Council and staff on the Consent Agenda item.

Responding to Vice Mayor Hedrick, Lesa Yeatts, Town Attorney, discussed the Continuity of Governmental Operations Ordinance the Town enacted following the State, County, and Town States of Emergency in March 2020. This legislation had allowed the Town to be able to receive funding that became available during the State of Emergency. The sunset clause on the Continuity of Governmental Operations Ordinance had already expired at the end of 2021, so this resolution was more of a housekeeping item.

4. DISCUSSION

a. FY 2024 Enterprise Funds Budget Discussion

William H. Ashton II, Town Manager, presented a PowerPoint dated March 21, 2023. He provided an overview of the Enterprise Funds, discussing the Golf Fund, Cemetery, and Water and Sewer Funds. These Funds are self-supporting and are based on user fees. Mr. Ashton went over revenue and expenditure projections, along with upcoming capital projects for each of the Funds.

Mr. Ashton stated that the current Water and Sewer rate structure includes charges for service and user fees. As proposed, the Fund will total approximately \$14.5 million. He stated that a 1.5 percent increase will be proposed for Water and Sewer user fees, which is based on the latest rate study the Council reviewed earlier that year. In addition, approximately \$5.0 to \$6.0 million of the American Recovery and Rescue Plan (ARPA) funds are slated to be used for water and sewer projects.

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Mr. Ashton reviewed a spreadsheet that showed the Water and Sewer Fund audited numbers throughout the past ten years. He pointed out the impact of depreciation and the decrease in revenue from availability fees, which are generated by new development.

Following Mr. Ashton's presentation, Council and staff discussed the Enterprise Funds, and the topics included: (1) Water and Sewer rates, future projects, and vehicle replacement, (2) Chestnut Grove Cemetery's build-out status and upcoming improvements, and (3) the Golf Course fee structure.

Councilmember del Aguila thanked Mr. Ashton for including the Water and Sewer Fund data from the past ten years in his report. He asked Mr. Ashton to also include the projected numbers for the next year or two with this information.

Responding to Councilmember del Aguila, Mr. Ashton stated that future projections for the Water and Sewer Fund were part of the model the Town's financial consultants from Davenport presented at the February 21, 2023 work session. He said that staff can compile the information from that report and provide it to the Council.

Responding to questions from Councilmember LeBlanc, Mr. Ashton stated that staff plans to update the Council at a future meeting about changes from the Environmental Protection Agency (EPA) that will impact the Water and Sewer Fund.

Responding to questions from Councilmember LeBlanc on the Golf Course fee structure, Mike Mueller, General Manager of the Golf Course, stated that while he is not recommending any fee structure increases for this year, that may change. He reviews and presents rate recommendations to the Council after staff completes a market rate study.

There was further brief discussion.

b. Organizational Orientation Discussion by the Town Manager and the Community Development Department and the Town Clerk's Office

William H. Ashton II, Town Manager, stated that tonight's department orientation presentations are from the Department of Community Development and the Town Clerk's Office.

Organizational Orientation – Department of Community Development

Lisa Gilleran, Director of Community Development, presented a PowerPoint dated March 21, 2023. She provided an overview and discussed the department's mission and responsibilities, staffing structure and duties, accomplishments, initiatives, and challenges. She highlighted the different divisions of the department and emphasized the services provided to the Town's boards, commissions, and several advisory groups.

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There was brief discussion amongst Council and staff about the Community Development orientation, including: (1) trees and landscaping, (2) Comprehensive Plan update process, (3) community initiatives, (4) cut through traffic, and (5) Sunset Business Park.

Responding to Councilmember LeBlanc, Ms. Gilleran discussed the Comprehensive Plan update process and stated that she should have a basic timeline for the project once the Town sends out the Request for Proposals for a consultant.

Councilmember Scherff stated she has heard the trees on Van Buren Street near Herndon Parkway and the W&OD Trail are overgrown and impeding into traffic. Ms. Gilleran said that her staff will look into the matter.

Councilmember Scherff requested: (1) a “master pipeline” to show how the grant process works in Community Development, (2) an update on the cut-through traffic study, and (3) an update on the Sunset Business Park intersection redesign. Ms. Scherff added that shrubbery at the Sunset Business Park traffic circle near Herndon Parkway is overgrown and appears to be dangerous.

Responding to Councilmember Scherff, Ms. Gilleran indicated that the cut-through traffic study should take approximately 90 days. Ms. Gilleran and Scott Robinson, Director of Public Works, provided a brief update on the Sunset Business Park and possible modifications to the Herndon Parkway entrance. Mr. Robinson discussed the project options, and Ms. Gilleran stated that her staff is researching grants and looking at potential zoning changes related to off-site signage.

Organizational Orientation – Town Clerk’s Office

Kirstyn Jovanovich, Town Clerk, presented a PowerPoint dated March 21, 2023. She provided an overview and discussed the department’s staffing structure, mission and responsibilities, focus, initiatives, and challenges. She highlighted the process of moving toward electronic records retention and the cooperation with other departments through the Clerk Services Group.

There was brief discussion amongst Council and staff on the Town Clerk’s orientation, including: (1) responses to citizen comments, (2) staffing needs, (3) records retention, and (4) updating the Granicus iFrame on the Town’s website.

Councilmember Scherff asked that the Town Clerk provide an immediate response to citizens that submit comments. She said that a few citizens had told her they did not receive a response after sending in their comments. Ms. Jovanovich stated that as a policy, her staff checks the general inbox and responds to those who have sent in comments.

Responding to Councilmember LeBlanc’s question about American Disability Act (ADA) compliance on the Town’s website, Ms. Jovanovich stated that she understood the

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Information Technology Department was addressing that with the website update. She said that she will follow-up about document accessibility in Granicus and Laserfiche.

Councilmember Dhakal stated that Page Kalapasev, Director of Information Technology, advised him that he was working on the accessibility of the Town's website.

5. **ROUNDTABLE**

Councilmember Scherff: requested three updates on topics that she plans to ask at each meeting, which are: (1) traffic calming, (2) Comstock project, and (3) Sunset Business Park. She said that the Council has heard from several neighborhoods, including Spring Street, Louisa, Queens Row Street, and Grant Street, and she wanted to address their concerns about traffic issues.

William H. Ashton II, Town Manager, stated he will put the traffic calming information together for a Town Council work session discussion item. Additionally, he can provide an update on the Comstock project at every Town Council regular meeting, as Councilmember Scherff requested.

Regarding Sunset Business Park, Mr. Ashton highlighted that staff is working on intermediate and long-range timelines to address the business park's intersection with Herndon Parkway. Staff is also looking at zoning changes pertaining to off-site signs.

Councilmember LeBlanc: stated that in 2022, The Closet of The Greater Herndon Area Inc. donated approximately \$42,000 to local schools and over \$231,000 in grants and vouchers. He thought that shows how the donations the Town provides to The Closet are benefiting the community.

Councilmember LeBlanc said it was his understanding that a new photo exhibit is going to be featured at the Herndon Municipal Center (HMC).

Mr. Ashton stated that Joanna Ormesher, President of Arts Herndon, came to the HMC yesterday and was looking at where she could install artwork.

Councilmember del Aguila: asked for an update on the Town Council Strategic Initiatives. Specifically he wanted to know which initiatives are included in the proposed FY 2024 budget. He thought the Council should have a conversation soon about prioritizing these initiatives.

Mr. Ashton stated that the proposed FY 2024 budget includes funding for several of the Town Council's initiatives, such as the tree/green space initiative. He stated that because the budget process starts in December, the initiatives included were prioritized by the previous Town Council.

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Councilmember del Aguila stated that the Council recently held a strategic retreat where they agreed on an initiative process that he said had not started. He thought it is imperative that the Council start working on prioritizing the initiatives. Councilmember del Aguila volunteered to receive and provide each Councilmember's initiative ideas to the Town Manager.

Councilmember LeBlanc stated he submitted several items. He recalled that there was a separate budget line item for the Town Council's Strategic Initiatives.

Mr. Ashton agreed with Councilmember LeBlanc and stated the funds from the previous fiscal year will be carried over through a budget amendment later this year.

Councilmember del Aguila said that the Council needed to know how much to set aside in that fund. He stated that he will reach out to Council to gather their discussion items before the next work session meeting.

Councilmember Dhakal: plans to share updates on several community events he attended at next week's regular meeting.

Councilmember Alam: stated that Express Care received a grant from Fairfax County to distribute pre-packaged bags to help serve families in the Herndon-Reston community.

Councilmember Alam stated that March 22, 2023, is the first day of Ramadan, when she will be fasting during daylight hours.

Vice Mayor Hedrick: shared that he attended the Herndon Police Department recognition dinner that past Saturday. He thanked Chief Maggie DeBoard, Herndon Police, and her staff, stating it was a wonderful event.

Vice Mayor Hedrick thanked Mr. Ashton and the Town staff for their organizational orientation presentations over the past several work sessions. He thought the information that staff presented has been helpful, especially to the newer members.

Mayor Olem: shared that NextStop Theatre's show, "The Cake," has two weekend performances left. She stated that Friday Night Live will start in 45 days and echoed Vice Mayor Hedrick's thanks to the Herndon Police Department.

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

6. CLOSED MEETING

Mayor Olem stated that the Council had a need 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 Herndon Police Department Community Room, 397 Herndon Parkway, Herndon, Virginia.

Vice Mayor Hedrick moved that the Council convene in closed session to discuss the following as permitted by Virginia Code 2.2-3711 (A)(3) to consider the disposition of publicly held residential real estate where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. Councilmember LeBlanc seconded the motion 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 went into closed meeting at 9:38 p.m.

At 9:38 p.m. Mayor Olem called a brief recess, and at 9:49 p.m., the closed meeting reconvened in the Herndon Police Department Community Room, all members present, and with Mayor Olem presiding.

Vice Mayor Hedrick moved to come out of the closed meeting. Motion seconded by Councilmember Dhakal 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 10:26 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 LeBlanc 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."

Ayes: 7

Nays: 0

Absent: 0

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7. ADJOURNMENT

There being no further business, Mayor Olem adjourned the March 21, 2023 Town Council work session at 10:28 p.m.

Amanda E. Monaw Kertz

**Amanda E.M. Kertz
Chief Deputy Town Clerk**



Minutes approved by Town Council: April 11, 2023