



**HERNDON TOWN COUNCIL
Work Session Meeting Minutes
Tuesday, May 16, 2023**

The Town Council held a work session meeting on Tuesday, May 16, 2023, at 5:30 p.m. in the Herndon Police Department (HPD) Community Room, 397 Herndon Parkway, Herndon. In attendance were: Mayor Sheila Olem, Vice Mayor Hedrick, and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle Scherff.

1. CALL TO ORDER

Mayor Olem called the work session to order at 5:30 p.m. and determined there was a quorum with all Councilmembers present.

2. CLOSED MEETING

a. A closed meeting pursuant to Section 2.2-3711(A)(1) of the Code of Virginia pertaining to discussion of a specific public employee relative to an annual performance review

Mayor Olem said 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 Herndon Police Department Community Room, 397 Herndon Parkway, Herndon, Virginia.

Councilmember Alam moved that the Council convene in closed session to discuss the following as permitted by Section 2.2-3711(A)(1) of the Code of Virginia pertaining to discussion of a specific public employee relative to an annual performance review. Councilmember LeBlanc seconded the motion, which 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 5:30 p.m.

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

The Council came out of closed meeting at 7:03 p.m.

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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 del Aguila 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

WORK SESSION

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Chief Maggie DeBoard, Herndon Police; Lisa Gilleran, Director of Community Development; Page Kalapasev, Director of Information Technology; Marjorie Sloan, Director of Finance; Scott Robinson, Director of Public Works; John Irish, Deputy Director of Public Works; Cindy Roeder, Director of Parks and Recreation; Anne Papa Curtis, Chief Communications Officer; Dave Stromberg, Zoning Administrator; John Verdin, Capital Projects Manager; Dave Bracamonte, Systems Manager; and Margie Tacci, Deputy Town Clerk.

RECESS

At 7:05 p.m. Mayor Olem called a brief recess and at 7:20 p.m., the meeting reconvened in the Herndon Police Department Community Room. Mayor Olem determined there was a quorum, all members present, with Mayor Olem presiding.

Mayor Announcements

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

Mayor Olem stated that she attended an event at Herndon Middle School yesterday evening that discussed the dangers of Fentanyl and opioid use in the area. Representatives from Fairfax County Public Schools gave a presentation on opioid abuse and discussed access to life-saving medication that can be administered during an opioid overdose.

Comments and Disclosures for the Record

Mayor Olem asked Margie Tacci, Deputy Town Clerk, if she received comments for the record or Transactional Disclosure Declarations from Council. Ms. Tacci stated that comments were entered into the record on the Resolution to adopt the FY 2025 through

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FY 2029 portion of the FY 2024 - FY 2029 Town of Herndon Capital Improvement Program. The Clerk did not receive additional comments or disclosures from Councilmembers on any other items listed on the agenda that evening.

3. PUBLIC HEARINGS

a. Resolution to adopt the FY 2025 through FY 2029 portion of the FY 2024 - FY 2029 Town of Herndon Capital Improvement Program

[Note: This item was continued from the May 9, 2023 public hearing.]

Mayor Olem stated that this presentation was rescheduled to tonight's work session and that the public hearing was continued to May 23, 2023. She recognized John Verdin, Capital Projects Program Manager, for the staff report.

Mr. Verdin presented the staff report and a PowerPoint dated May 16, 2023. The Capital Improvement Program (CIP) is a financial planning document that establishes a six-year schedule for public improvements. It is a companion to the 2030 Comprehensive Plan and the Annual Operating Budget. Beyond the first year, the CIP is a planning document to support project phases from concept through construction.

Mr. Verdin reviewed the 51 proposed CIP projects, which are 40 General Government projects and 11 Enterprise Fund projects. The majority of projects are ongoing from the previously adopted CIP. There are three new projects, which are: (1) Herndon Community Center Life Cycle Projects, (2) Spring Street ADA Sidewalk Improvements, and (3) Locust Street ADA Sidewalk Improvements.

Mr. Verdin provided an overview of CIP funding sources and operating costs. He stated that many of the projects are funded by outside sources, including the American Rescue Plan Act (ARPA) and other grants. Staff and the Planning Commission recommend approval of the proposed resolution, as presented, adopting the FY 2024 to FY 2029 CIP.

There was discussion among Council and staff on this item, involving: (1) CIP project process, (2) funding sources, (3) specific CIP projects, (4) external funding sources, and (5) gathering community feedback.

Responding to Councilmember Scherff's question about grant requests, William H. Ashton II, Town Manager, said that staff uses a chart to track grant cycles and qualifications. Lisa Gilleran, Director of Community Development, indicated that staff can provide the master chart that Mr. Ashton referenced.

b. Resolution to consider amending the condition regarding trash collection for Special Exception Application SE #20-01, to permit a drive-through service accessory to an eating establishment in a CS, Commercial Services, zoning district

David Stromberg, Zoning Administrator, presented the staff report and PowerPoint dated May 16, 2023. He reviewed the zoning history of the project and stated that the previous Town Council approved the special exception for the applicant on March 23, 2021. The special exception permits Pollo Campero (Applicant) to construct and operate a drive-thru lane at 1131 Elden Street.

The Applicant advised staff that waste removal companies would not agree to the trash collection restrictions currently required in the special exception. They are therefore requesting to amend that condition to revise the trash collection to include the hours of 11:00 a.m. to 1:00 p.m., and 5:00 p.m. to 7:00 p.m. Mr. Stromberg stated that staff and the Planning Commission recommend amending the conditions of SE #20-01 as requested by the applicant.

There was discussion among Council and staff on this item, including: (1) the trash pick-up windows, (2) special exception requirements, (3) residents complaining about trash pick-up at very late or early hours, (4) traffic on Elden Street near the restaurant.

Responding to Vice Mayor Hedrick, Mr. Stromberg indicated that the Applicant can provide more information about their operating hours at the Town Council's regular meeting next week.

4. CONSENT AGENDA

- a. Resolution to approve a temporary license agreement to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during two events; and**
- b. Resolution of Support for the FY2024 Congressionally Directed Spending funding request for the East Spring Street project (UPC 105521)**

There was brief discussion among Council and staff on the temporary license agreement with Jimmy's Old Town Tavern. Mr. Ashton reviewed how the Herndon Police Department has handled noise complaints at events in the past.

5. DISCUSSION

a. Collections of Accounts Receivable

Marjorie Sloan, Director of Finance, provided an overview of her memorandum to Council, dated May 16, 2023. She stated that the Finance Department is responsible for collecting all revenue owed to the Town and that staff uses several methods to reach out to collect payment from delinquent accounts, including working with a legal services company. After exhausting all of the Town's current resources for collections, the Finance Department has targeted approximately \$187,000 in delinquent accounts to be transferred to collection professionals.

There was brief discussion among Council and staff on collecting delinquent accounts, including water and sewer and delinquent meals tax accounts.

b. Preview Town's New Website

Anne Curtis, Chief Communications Officer, and Page Kalapasev, Director of Information Technology, presented a PowerPoint dated May 16, 2023. Ms. Curtis started by providing an overview of the website update process and the changes that were being made to the Town's website, which will be released later this summer.

In their presentation, Mr. Kalapasev and Ms. Curtis reviewed the following: (1) website homepage and structure, (2) heat maps showing the most clicked portions of the website, (3) translation services, (3) results of the user survey, (4) ADA compliance and working toward AAA compliance, and (5) new features and improvements to provide a better user experience.

There was discussion among Council and staff on the new website regarding: (1) website and homepage structure, (2) translation capabilities, (3) most viewed sections of the website, (4) beta testing, (5) ADA compliance, (6) mobile access, (7) using application and AI technology, (8) additional external links, (9) information for visitors, and (10) release date and tracking data.

Responding to Councilmember del Aguila, Mr. Kalapasev stated that he can test Councilmember del Aguila's suggestion of creating a more dynamic homepage, including his suggestion to update cookies more frequently.

Responding to Councilmember Dhakal, Ms. Curtis indicated that staff will address his requests for additional links to Fairfax County and other social services and include more information on ad hoc committees on the website.

Councilmember Dhakal specifically asked for the description, values, mission, members, meeting schedule, agendas, and minutes of ad hoc committees to be posted on the website.

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Responding to Councilmember Scherff, Ms. Curtis stated that staff can track usage to see when pages are being viewed to see if there are patterns throughout the year.

Mr. Ashton stated that staff will not release the new site to the public until the translation button is functional.

Responding to Councilmember LeBlanc, Ms. Curtis stated that she did not have a website roadmap at that time. She stated that staff has tools to track how the website is functioning and can make changes according to that data.

c. HDEIC Recommendations

Mayor Olem recognized Councilmember Dhakal to begin the discussion.

Councilmember Dhakal provided an overview of his memorandum as Chair of the Herndon Diversity, Equity, and Inclusion Committee (HDEIC) to the Town Council dated April 21, 2023.

Councilmember Dhakal stated that the HDEIC met on April 13, 2023, and they voted to send the following recommendations to the Town Council: (1) HDEIC Awards Initiative, (2) adding Diversity, Equity, and Inclusion (DEI) components to the Town's Business Survey, (3) asking staff to look at planning a skating event geared toward youth, (4) asking staff to consider women-only hours at the Community Center, and (5) expressing support for a Juneteenth event being planned by Councilmember Scherff.

There was discussion among Council and staff on each of the HDEIC recommendations.

Following discussion on the HDEIC recommendation for women-only hours at the Herndon Community Center, Council requested staff to undertake a legal, feasibility, and need assessment for this request. Staff was asked to consider partnering with private entities that may provide this service.

Councilmember Dhakal stated, for the record, that in this recommendation, the HDEIC is asking the Town Council to evaluate if women-only hours at the Herndon Community Center are legally and logistically possible.

Councilmember Scherff provided an update on the Juneteenth event and discussed her ideas for creating cultural community events. She stated that the Juneteenth event is on Saturday, June 17, 2023, at ArtSpace, from noon to 8:00 p.m. A Juneteenth mayoral proclamation will be read at the June 13, 2023 Town Council meeting and at the event. The event is free and will have performers, presentations and display of historic records, children's activities, and refreshments. She stated that no staff requirement is requested. She stated that she is going to make a modest request to pay for the music from the "small event budget." Councilmember Scherff asked that the Town share information about the event once it is finalized.

d. Town Rebranding

Mayor Olem recognized Councilmember del Aguila to begin the discussion.

Councilmember del Aguila presented a PowerPoint dated May 16, 2023, which outlined the three discussion items he presented that evening which are: d, e, f, and g on the agenda. He stated that the purpose of his presentation is to request the Council to review and discuss these topics further and consider action.

Councilmember del Aguila first discussed rebranding, stating that he thought it was overdue and that the current brand did not align with Council's "desired outcomes." He wants the brand to present a unified vision that integrates Town and community events. His proposed next steps on rebranding include discussion at the next Town Council Strategic Planning meeting and providing direction to staff.

There was brief discussion among Council about the rebranding process and what the Town wants to convey through the brand.

e. Uniformed Zoning/Setbacks

Councilmember del Aguila continued his PowerPoint presentation and stated residents have said that they are facing roadblocks in making changes to their homes. He stated that the residential lots in Town are all zoned differently, with different variances, setback and zoning requirements. He would like the Council to ask staff to review the process and the legal impacts of creating uniform lots.

f. Historic District

Councilmember del Aguila continued his PowerPoint presentation and stated that residents have approached him about the Town conducting a new survey of the Historic District in order to take stock of homes and contributing structures. He thought that more information about the Historic District should be posted on the Town's website, and that it could be used as a marketing tool for the Town.

Councilmember del Aguila stated that Historic District homeowners have expressed concern to him about improvements being allowed on some properties and not on others. Another item of concern he referenced is that half of the townhomes in Fortnightly Square are included in the Historic District, while the other half are not. He asked that the Council discuss this topic at the next Town Council Strategic Planning meeting.

g. Affordable Dwelling Units

Councilmember del Aguila continued his PowerPoint presentation and discussed affordable dwelling units. He asked staff to work with Fairfax County to see what affordable dwelling projects the County is working on relative to the Town. He asked for an update at the next Town Council work session meeting.

Responding to Councilmember del Aguila, William H. Ashton II, Town Manager stated that he is unable to attend the Council's June work session, but he will schedule the discussion on his return.

There was brief discussion among the Council regarding Councilmember del Aguila's presentation, regarding: (1) rebranding, (2) uniform zoning, (3) streamlining Town processes, and (4) updating the Historic District.

6. ROUNDTABLE

Councilmember Dhakal: enjoyed attending the Northern Virginia Tea Festival at the Elden Street Tea Shop on Saturday, May 13, 2023. He was glad to see that it was so successful.

Councilmember Scherff: echoed Councilmember Dhakal's comments on the Northern Virginia Tea Festival, stating that 750 tickets were sold. She emphasized the importance of supporting local businesses, like the Elden Street Tea Shop.

Councilmember Scherff stated she had 17 pending items from residents that she will bring forward at future Council meetings.

Councilmember Scherff reminded everyone that a Transit Oriented Growth (TRG) public meeting will be held on Wednesday, May 24, 2023, in the Council Chambers.

Councilmember Scherff stated that the Fairfax County Board of Supervisors approved several Designated Outdoor Refreshment Areas (DORAs) for Reston Town Center that are being marketed as "Sip and Strolls." She would like the Town to start having DORA events as well.

Councilmember del Aguila: reminded everyone that Friday, May 19, 2023, is Bike to Work Day and he encouraged those interested to register on the Town's website. He will be attending the Herndon pit stop near the Depot.

Councilmember LeBlanc: echoed his colleague's comments about the Northern Virginia Tea Festival. He stated that he brought the Director of the George Mason University Enterprise Center in Herndon with him to the event.

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Councilmember LeBlanc attended the opening night for “In the Heights” at NextStop Theatre. He enjoyed the production, and he looks forward to future shows.

Councilmember Alam: stated that she was recently in Richmond as a representative to a committee for the Governor.

Vice Mayor Hedrick: recognized that yesterday was Peace Officer’s Memorial Day, which is observed during National Police Week.

In the context of Peace Officer’s Memorial Day, Vice Mayor Hedrick mentioned the recent attack at Congressman Connolly’s office. He thanked police officers for all they do to maintain civic peace, along with the families that support them.

Mayor Olem: echoed Vice Mayor Hedrick’s comments about recognizing police officers and her colleague’s comments on the Northern Virginia Tea Festival.

Mayor Olem stated that she enjoyed last week’s Friday Night Live, along with a recent performance of “In the Heights.”

William H. Ashton II, Town Manager: echoed Vice Mayor Hedrick’s comments about police officers, stating that they are faced with life and death situations all the time, and thanked them for their dedication to the community.

Mr. Ashton stated that Town staff is working with several high school students on piloting an internship on local government. The Town is building a unique relationship with the students, and he hopes they will be interested in future employment with local government.

7. ADJOURNMENT

There being no further business, Mayor Olem adjourned the May 16, 2023 Town Council work session at 9:53 p.m.

Amanda E. Moraw Kertz

Amanda E.M. Kertz
Chief Deputy Town Clerk



Minutes approved by Town Council: June 13, 2023