



TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, May 27, 2025 | 7:00 PM

1. Call to Order

2. Closed Meeting (6:30 PM)

- a. A closed meeting pursuant to the 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

3. Pledge of Allegiance to the Flag of the United States of America

4. Presentations/Reports/Comments

- a. Proclamation to recognize Memorial Day
- b. Proclamation to recognize Mental Health Awareness Month, May 2025
- c. Town Manager Report
- d. Councilmember Comments

5. 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.

6. General

- a. Resolution 25-G-32 to award Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies

7. Consent

- a. Ordinance 25-O-11 to amend the Fiscal Year (FY) 2025 Adopted Budget for the American Rescue Plan Act (ARPA) Fund and the General Fund

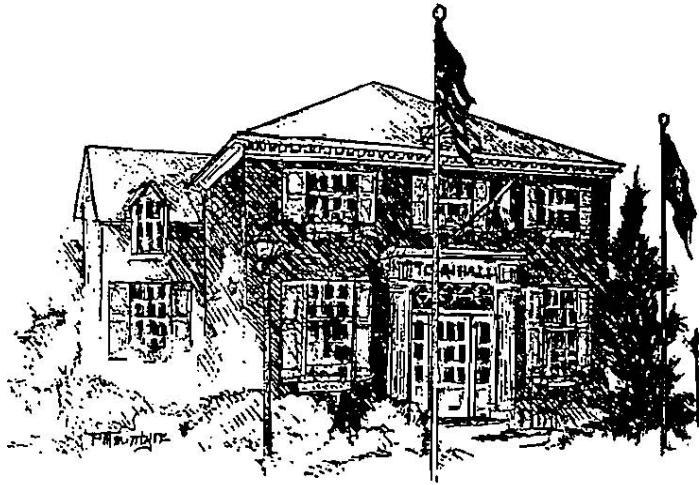
- b. Resolution 25-G-33 to appoint a member to the Planning Commission
- c. Resolution 25-G-34 to appoint a member to the Pedestrian and Bicycle Advisory Committee
- d. Approval of Minutes
 - i. February 4, 2025, Town Council Work Session Minutes
 - ii. February 18, 2025, Town Council Work Session Minutes
 - iii. February 25, 2025, Town Council Regular Meeting Minutes
 - iv. February 26, 2025, Town Council Special Meeting - Closed Meeting
 - v. March 4, 2025, Town Council Work Session Minutes

8. Closed Meeting

- a. A closed meeting pursuant to the 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 employment processes

9. Adjournment

Interpretación en Español está disponible en esta sesión.



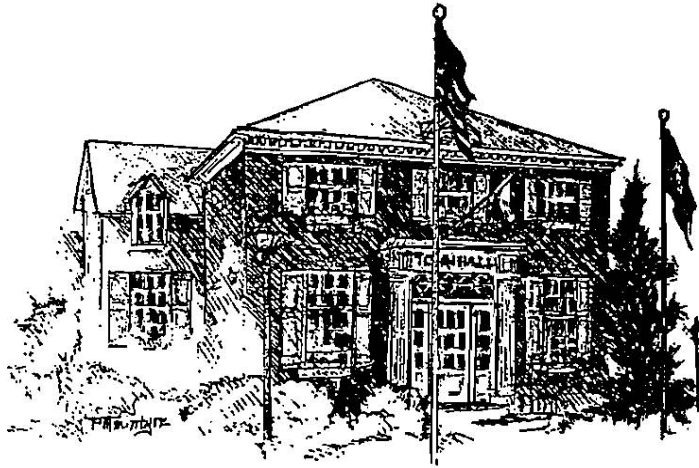
**TOWN OF HERNDON, VIRGINIA
PROCLAMATION
MEMORIAL DAY
MAY 26, 2025**

Observed each year on the last Monday in May, **Memorial Day** is a time-honored tradition in the United States – a day set aside to remember and honor the brave men and women of the Armed Forces who made the ultimate sacrifice in service to our nation. Born of the aftermath of the Civil War, this solemn day has become a moment of collective reflection and gratitude – observed across cities, towns and neighborhoods, including right here in Herndon.

In Herndon, we pause not only to mourn those we have lost, but to reaffirm our commitment to the values they fought to protect: freedom, democracy, and justice. We remember that behind each name is a story, a family, a legacy. We carry that legacy forward when we gather as a community to honor them, when we reach out to Veterans and their families, and when we commit ourselves to the ongoing work of peace and unity.

Memorial Day also reminds us to teach future generations about the cost of freedom and the weight of sacrifice. It is our shared duty to ensure that the service and selflessness of these heroes are never forgotten.

Therefore, the Mayor of the Town of Herndon, Virginia, together with the Herndon Town Council, hereby proclaim Monday, May 26, 2025, as **Memorial Day** in the Town of Herndon. We encourage all residents to take part in the Memorial Day ceremony at Chestnut Grove Cemetery, to participate in events that honor the fallen, to reach out in support of Veterans and their families, and to display flags and red, white, and blue ribbons throughout the month of May, as symbols of gratitude and remembrance. May we come together in reflection, in unity, and with full hearts, honoring those who gave their all for something greater than themselves.



**TOWN OF HERNDON, VIRGINIA
PROCLAMATION
MENTAL HEALTH AWARENESS MONTH
MAY 2025**

Each May, **Mental Health Awareness Month** invites us to speak openly, listen deeply, and act with compassion. It's a time to confront stigma, encourage honest conversations, and remind our neighbors, friends, and loved ones that they are not alone.

Right here in Herndon, people of all ages – children, teens, adults, and seniors – are impacted by mental health challenges. Behind every statistic is a story. And behind every struggle, there is the potential for hope and healing – especially when our community comes together to offer support, connection, and understanding.

Mental health, just like physical health, deserves our attention and care. These challenges are far more common than many realize, and our response should reflect that. We can make a difference by checking in with one another, listening without judgment, and showing up – with empathy and without shame. Let us also support the organizations, counselors, educators, peer networks, and first responders who are working every day to provide help and hope to those who need it. And let us model the kind of town where asking for help is a sign of strength, not weakness.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, do hereby proclaim May 2025 as **Mental Health Awareness Month** in the Town of Herndon. We join in promoting this year's national theme, "Turn Awareness into Action," and call on every member of our community to take meaningful steps – large or small – to support their own mental well-being and the well-being of others.

Further, the Mayor of the Town of Herndon, together with the Herndon Town Council, express our support for those living with mental health conditions; we commit to continuing education, outreach, and resources that promote prevention, access to care, and long-term support. Together, we can build a Herndon that is more connected, more compassionate, and more resilient – for everyone.

Agenda Item: Resolution 25-G-32 to award Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies

Meeting Date: May 27, 2025

Category: General

Prepared by: Mike Shindledecker Transportation Engineer, John Irish, Acting Director of Public Works - Engineering

Description:

This resolution provides authorization for the Town to execute a contract with Kittleson & Associates for RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies.

Background:

The Town Council previously resolved to submit a grant application under the Safe Streets and Roads for All (SS4A) Program of the United States Department of Transportation under Resolution 24-G-17 on March 26, 2024. The Town was successful in its application and executed a grant agreement with the Federal Highway Administration effective January 8, 2025.

The Town released a Request for Proposal (RFP) on January 6, 2025. Written technical proposals were received from ten (10) firms on or before February 14, 2025. Following in-person interviews with the three (3) top-rated offerors, the evaluation committee selected Kittleson & Associates, Inc. as the top-rated firm and thereafter negotiated favorable terms and budget. Activities under this contract will consist of professional services, grant/project administration, and public engagement.

The project is anticipated to kick off in June 2025 and run through 2027. The first phase, the Roadway Safety Action Plan, will involve extensive public outreach and intermittent coordination with Town Council in Summer/Fall 2025. The first phase is anticipated to conclude in Spring 2026 when the consultant and staff will return to Town Council for an endorsement of the plan. Subsequent phases of the ADA Transition Plan and Road Safety Studies will occur in late 2026 into 2027.

Timing Impact:

The project is anticipated to kick off in June 2025 and run through 2027. The first phase, the Roadway Safety Action Plan, will involve extensive public outreach and intermittent coordination with Town Council in Summer/Fall 2025. The anticipated conclusion of the

first phase, the Roadway Safety Action Plan, and endorsement by the Town Council will be in Spring of 2026.

Strategic Focus Area:

Strong Fiscal Stewardship

Good Governance

Fiscal Impact:

The Town previously secured a \$400,000 grant with a 20% local obligation of \$100,000 for a total estimated project cost of \$500,000. The negotiated contract with Kittleson & Associates, Inc. is estimated at \$450,000. The remaining \$50,000 will be used for incidentals related to the contract or be held in contingency. Funds will be appropriated by the fiscal year as described below and 80% of incurred costs will be reimbursed by the Federal Highway Administration up to a maximum of \$400,000.

Anticipated appropriations per fiscal year are as follows:

- FY25: \$10,000 (to be covered with account transfers)
- FY26: \$200,000 (as approved in the FY26 budget)
- FY27: \$290,000

Legal Impact:

This contract was procured under Town Code Chapter 30, Article VIII Fiscal Procedures, Division 2 – Procurement and requires Town Council approval as a multi-year contract in excess of \$100,000.

Staff Recommendation/Next Steps:

The staff recommends that the Town Council approve the attached resolution to award and execute Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies between the Town of Herndon and Kittleson & Associates, Inc.

Attachments:

1. Resolution 24-G-17
2. Resolution (Proposed)
3. PowerPoint

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

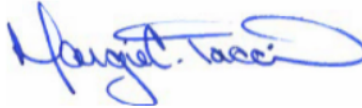
MARCH 26, 2024

Resolution- to authorize the town manager to submit a grant application to the Office of the Secretary of Transportation, United States Department of Transportation, for federal funding under the Safe Streets and Roads for All (SS4A) program, to be directed towards the development of a Safety Action Plan for the Town.

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

1. The town manager is authorized to submit a grant application to the Office of the Secretary of Transportation, United States Department of Transportation, for funding assistance under the (SS4A) program of up to \$400,000.00, to be directed toward the development of a Safety Action Plan under the Planning and Demonstration Grants funding pool.

A Copy – Teste:



Margie C. Tacci
Deputy Town Clerk



MOTION: Scherff
SECOND: LeBlanc
RE: Resolution 24-G-17
ACTION: Adopted

Votes

Ayes: del Aguila, LeBlanc, Scherff, Mayor Olem

Nays: None

Absent from Vote: Hedrick, Alam, Dhakal

Absent from Meeting Hedrick, Alam, Dhakal

24-G-17

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

MAY 27, 2025

Resolution- to award Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies.

The Town issued a Request for Proposal (RFP #25-01) for Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies to complete professional services work under the Safe Roads and Streets for All (SS4A) Federal grant program.

Technical proposals were received by ten (10) firms. Following interviews with the three (3) top-rated offerors, the evaluation committee selected Kittleson & Associates, Inc. as the top-rated firm and thereafter negotiated favorable terms and budget.

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

1. Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies between the Town of Herndon and Kittleson & Associates, Inc. is awarded, per the negotiated terms and budget. The contract will expire in 2028, coinciding with the Town's grant schedule.
2. The Mayor is authorized to sign and deliver this contract agreement on such a form approved by the Town Attorney and any other instrument necessary to evidence or effectuate this agreement.

Roadway Safety Update

Town Council Public Meeting

May 27, 2025



Mike Shindledecker
Transportation Engineer

Resolution to award Contract RFP #25-01

1 project with 3 parts:

Roadway Safety Action Plan, ADA Transition Plan, and
Road Safety Studies

Funded through the *Safe Roads and Streets for All* (SS4A) Grant Program of the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA)

Roadway Safety Context

Roadway Safety

Programmatic

Visionary (RFP 25-01)

Community
Concerns

Safety
Audits

Safety
Action Plan

ADA
Transition
Plan

Road
Safety
Studies

Safety Action Plan Components

- Comprehensive safety analysis for all Town transportation facilities
- Considers all modes of transportation and all types of users
- Will include robust community involvement
- Requirements for a Federally-compliant Safety Action Plan:



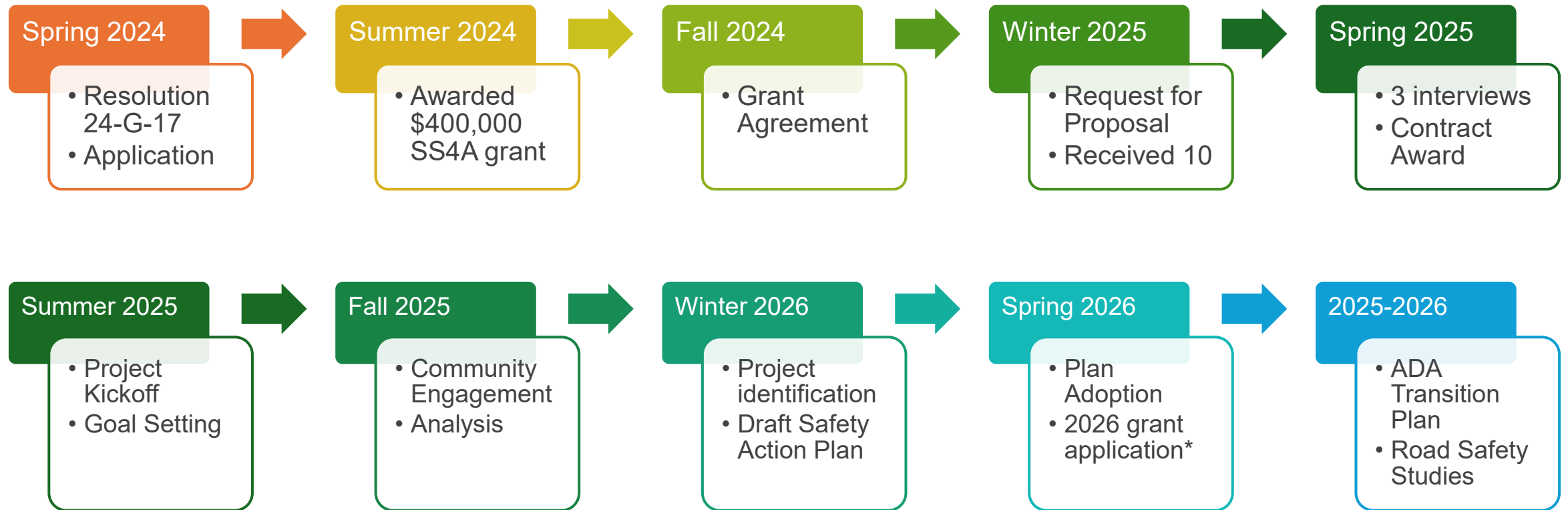
ADA Transition Plan

- Infrastructure Self Assessment
- Review every inch of the Town's Public right-of-way for compliance (e.g. sidewalks, curb ramps, and crosswalks)
- Result in a prioritized list of actions to improve accessibility for users with disabilities and move the Town towards full compliance

Roadway Safety Studies

- Resulting from the Safety Action Plan, pick one or two focused corridors of need/study
- Conduct a full technical analysis and detailed audit of roadway safety
- Prepare improvement concepts and conduct engagement with the public

Timeline



**For demonstration or implementation funding*

Agenda Item: Ordinance 25-O-11 to amend the Fiscal Year (FY) 2025 Adopted Budget for the American Rescue Plan Act (ARPA) Fund and the General Fund

Meeting Date: May 27, 2025

Category: Consent

Prepared by: John Irish, Acting Director of Public Works - Engineering, Maria Lee, Budget Manager

Description:

The proposed ordinance has been submitted to amend the fiscal year 2025 Adopted Budget for the American Rescue Plan Act (ARPA) Fund and the General Fund. This is Amendment 6 for the fiscal year. Attachment A provides the details of the proposed amendment.

The Code of Virginia §15.2-2507 allows a locality to amend its adopted budget, and that any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing notice of a meeting and a public hearing in accordance with §15.2-1427. As this proposed amendment does not meet the one percent threshold, a public hearing is not required.

Background:

The proposed amendment to the FY 2025 budget addresses three key funding needs:

1. Fuel Tanks Replacement Project – \$100,000 Contingency Request

This federally funded project, supported by the American Rescue Plan Act (ARPA), involves:

- Closure and abandonment of two existing 10,000-gallon underground tanks.
- Installation of two new 12,000-gallon above-ground tanks at the Town Shop (1479 Sterling Road).
- Replacement of the concrete fuel island while retaining the existing steel columns and canopy.
- Replacement of fuel dispensers and temporary removal/reinstallation of the fuel management system.
- Contingency funding of \$100,000 is requested to align with industry standards (10–20% of project costs) for unforeseen site conditions, design adjustments,

and potential change orders. In accordance with Town policy, these funds will be sourced from interest earned on ARPA funds after the contract award to ensure flexibility during construction and mitigate delays or cost overruns.

2. Increase in Legal Fees – \$59,660 Request

The Town requires additional legal funding due to an uptick in complex matters, litigation, and specialized legal issues. The breakdown is as follows:

- Outside legal counsel for complex/litigation matters: \$50,000
- Trademark renewal (due July 2025): \$7,320
- Upgrade of legal research software to include AI drafting tools: \$2,340

3. IT department budget neutral transfer – \$140,000 Request

The Town is requesting a zero-impact budget transfer to the IT Consulting Services budget line from the Microcomputer/Peripherals budget line.

- This reallocation is essential to support the initial phases of implementing the IT roadmap proposed by assessment consultants.
- The transfer will enable IT to engage the necessary consulting expertise without increasing the overall budget.

Timing Impact

All expenditures are expected to occur during FY 2025, pending ordinance approval.

Strategic Focus Area:

Strong Fiscal Stewardship

Fiscal Impact:

If approved, the funding impact is as follows:

1. Fuel Tanks Replacement Project funded by the ARPA Fund Balance representing previously earned and available interest income;
2. Legal fees will be financed by the General Fund Use of Fund Balance; and
3. IT fund transfer has zero net budget impact.

Legal Impact:

The Code of Virginia §15.2-2507 allows localities to amend their adopted budget. For budget amendments that exceed one percent of the total expenditures, the governing body must hold a public hearing and advertise in accordance with Code of Virginia §15.2-1427. As this proposed amendment does not meet the one percent threshold, a public hearing is not required.

Staff Recommendation/Next Steps:

Staff recommends approval of the proposed ordinance.

Attachments:

1. Ordinance (Proposed)
2. Attachment A

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

MAY 27, 2025

Ordinance- Ordinance to amend the Fiscal Year (FY) 2025 Adopted Budget for the American Rescue Plan Act (ARPA) Fund and the General 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 6.

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 6 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 6

The following appropriations and funding sources are proposed for amendment:

AMERICAN RESCUE PLAN ACT FUND

Expenditure Appropriations	Amount	Revenue Source	Amount
Contingency funds for the Fuel Tanks Replacement Project	\$100,000	ARPA Fund interest earned funds	\$100,000
Total Expenditures Increase	\$100,000	Total Revenue Source	\$100,000

GENERAL FUND

Expenditure Appropriations	Amount	Revenue Source	Amount
Legal Fees	\$59,660	Use of Fund Balance	\$59,660
To IT Consultant Service	\$140,000	Zero-impact transfer	-
From IT Microcomputer/Peripherals	\$(140,000)	Zero-impact transfer	-
Total Expenditures Increase	\$59,660	Total Revenue Source	\$59,660

Agenda Item: Resolution 25-G-33 to appoint a member to the Planning Commission

Meeting Date: May 27, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to appoint Andrew Beatty as a member of the Planning Commission to fill an unexpired term ending July 31, 2026.

Background:

N/A

Timing Impact:

This appointment is effective upon Town Council approval.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. PC Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

MAY 27, 2025

Resolution- to appoint a member to the Planning Commission

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

1. **Andrew Beatty** is appointed as a member of the Planning Commission to fill an unexpired term ending July 31, 2026.

Agenda Item: Resolution 25-G-34 to appoint a member to the Pedestrian and Bicycle Advisory Committee

Meeting Date: May 27, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to appoint Mark Burd to the Pedestrian and Bicycle Advisory Committee to fill an unexpired position ending December 31, 2026.

Background:

N/A

Timing Impact:

This appointment is effective upon Town Council approval.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. PBAC Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

MAY 27, 2025

Resolution- to appoint a member to the Pedestrian and Bicycle Advisory Committee.

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

1. **Mark Burd** is appointed as a member of the Pedestrian and Bicycle Advisory Committee (PBAC) to fill an unexpired term ending December 31, 2026.

Agenda Item: Approval of Minutes

Meeting Date: May 27, 2025

Category: Consent

Prepared by: Amanda Kertz, Acting Town Clerk

Description:

This is a request to approve the minutes from the: February 4, 2025 Town Council Work Session; February 18, 2025 Town Council Work Session; February 25, 2025, Town Council Regular Meeting; February 26, 2025, Town Council Special Meeting - Closed Meeting; and March 4, 2025, Town Council Work Session.

Background:

N/A

Timing Impact:

Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval of the sets of minutes as presented.

Attachments:

1. February 4, 2025, Town Council Work Session Minutes
2. February 18, 2025, Town Council Work Session Minutes
3. February 25, 2025, Town Council Meeting Minutes
4. February 26, 2025, Town Council Special Closed Meeting Minutes
5. March 4, 2025, Town Council Work Session Minutes

**HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, February 4, 2025**

1. Call to Order

Mayor LeBlanc called the February 4, 2025, Town Council meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Christopher 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; Tammy Chastain and John Irish, Acting Directors of Public Works; Anne Papa, Chief Communications Officer; Mike Farr, Utility Manager; and Amanda Kertz, Acting Town Clerk.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present.

Moment of Silence

Mayor LeBlanc asked for a Moment of Silence to remember those that were killed or affected by the tragic plane and helicopter accident near Reagan National Airport, as well as in the plane accident in Philadelphia. He thanked the first responders for their efforts in assisting the victims of both events.

Mayor Announcements

Mayor LeBlanc provided comments on movement in the Town's legislative program before the General Assembly. He stated that one of the items was a bill requiring the labeling of pork in products, sponsored by Councilmember Alam, which had passed the Virginia House of Delegates earlier that day. He stated that regarding another item on the legislative agenda, support for a land value tax study, was likely not moving forward. Delegate Shin encouraged the Town to submit the legislation in lieu of requesting a study.

Comments and Disclosures for the Record

Mayor LeBlanc asked Amanda Kertz, Acting Town Clerk, if she received comments for the record or signed disclosure declarations from Council.

Ms. Kertz stated that comments were entered into the record on Discussion Item 2(b), Town Calendar Process Briefing. She stated that the Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

Comments from Staff

Mayor LeBlanc called on Chief Maggie DeBoard, Herndon Police, to provide updates on recent police matters in the Town.

Chief DeBoard advised that a statement was issued to the community earlier that day to assure residents that the Herndon Police Department (HPD) does not participate in deportation raids or enforce federal civil detainers, and that HPD is committed to serving and protecting all members of the community with professionalism, fairness, and integrity. Chief DeBoard reaffirmed that the HPD works with Immigration and Customs Enforcement (ICE) strictly on matters pertaining to violent crime.

Chief DeBoard discussed a shooting incident that had occurred the prior week near Worldgate, and provided details, including: (1) status of the investigation; (2) use of a safety resource officer (SRO) while responding to the incident; and (3) additional support received from Fairfax County police. Chief DeBoard further discussed the following matters related to Worldgate, including: (1) number of police patrols; (2) number of recent service calls; (3) number of recent arrests; (4) use of license plate reader (LPR) cameras in the area; and (5) collaboration between police and homeowners associations in the area.

There was discussion among the Council and staff about public safety, including: (1) safety around the Metro area; (2) mental health and substance abuse issues; (3) emergency response time to incidents; and (4) actions homeowners and homeowners associations can take to address and report safety issues.

2. Discussion

a. Stormwater Management Program Briefing

Mayor LeBlanc recognized Tammy Chastain and John Irish, Acting Directors of Public Works, who provided a briefing on the stormwater management program. Ms. Chastain reviewed the infrastructure components and staff organization that are funded through the Stormwater Fund. She then reported on the completion of two restoration projects at Dominion Ridge Area Pond and Sugarland South. She

noted that 25 percent of the system had been inspected in FY 25, which was ahead of schedule due to the hiring of two experienced staff members.

Mr. Irish discussed MS4 permits, which help regulate pollutants entering stormwater systems. These permits, issued since 2003 and renewed every five years, require annual reporting to the Department of Environmental Quality (DEQ). Mr. Irish provided an overview of the updated MS4 permits requirements and discussed several completed, ongoing, and future stormwater projects.

Mr. Irish discussed Stormwater Fund revenue, stating that the Town receives approximately \$440,000 annually from Fairfax County via a tri-party agreement that includes the Town of Vienna. Additional funding from the General Fund addresses shortfalls. Expenditures include routine maintenance, MS4 compliance activities, and capital projects.

There was discussion among Council and staff on the stormwater update, including: (1) FY 26 budget considerations; (2) recent inspection results; (3) public and private stormwater facilities; (3) flood zones and flood alleviation considerations; (4) water quality; (5) information available in the database created; (6) requirements for future projects; (7) tri-area agreement; and (8) request to take a proactive approach by monitoring and addressing potential issues early.

b. Town Calendar Process Briefing

Mayor LeBlanc recognized Anne Papa, Chief Communications Officer, who stated that the Town calendar is produced by the communications department, and has remained immensely popular among Town residents. She stated that until 2010, the Town employed a photographer to produce the calendar photos, but in 2011, the Town started holding an annual photo competition through Arts Herndon. She outlined the annual photo competition and selection process, stating that while many photos were submitted last year, there was limited diversity among them. Ms. Papa noted that outreach is conducted in both English and Spanish to encourage broader participation.

There was discussion among the Council and staff about the Town calendar and photography competition, including aligning the process with the Strategic Plan and encouraging diversity in photo submissions. Suggestions to improve the process included engaging the Community Inclusion and Engagement Committee (CIEC) and Herndon Youth Advisory Committee (HYAC); utilizing Town-supported events to encourage more photo submissions, encouraging participation from seasonal sporting events, and increasing promotional efforts among diverse communities.

Councilmember Alam requested that staff provide advance notice to non-profits hosting Community Cultural Festivals and to encourage taking photos at these events.

Vice Mayor Hedrick asked staff to create a process for debriefing with non-profits after Community Cultural Festivals, to look at lessons learned from the event, and to gather photos from event.

Mayor LeBlanc suggested improved pre-event communication to photo contributors; looking into creating a digital version of the calendar; translating the Mayor's message into Spanish; and adding a QR code linking to the Town's website.

Councilmember Reyes recommended verbal promotion of the photo contest to better reach residents.

3. Roundtable

Councilmember Reyes: stated that he and Mayor LeBlanc attended NextStop Theatre's production, Native Gardens, and he encouraged everyone to attend the play. Information is available on the NextStop Theatre website.

Councilmember Lloyd: thanked the staff for the work done on items during the last Town Council meeting, including Town branding and questions around Zoning.

Councilmember del Aquila: thanked Mayor LeBlanc and Chief DeBoard for addressing the fear that is out there in a large part of the community, and also thanked his fellow Councilmembers for allowing him to bring forward several initiatives.

Councilmember Alam: thanked Lesa Yeatts, Town Attorney, and Senator Jennifer Boysko for their work on the Pork Bill that was before the General Assembly.

Councilmember Garcia: thanked the staff for their presentations. He stated that he and Councilmember del Aquila recently attended a roundtable talk focused on addressing fears in the Latino community and is thankful for the strong stance Herndon has to ensure the safety of the community.

Vice Mayor Hedrick: no comments.

Mayor LeBlanc: echoed Councilmember Reyes' comments about the NextStop Theatre's production of Native Gardens.

Mayor LeBlanc stated that he is working with principals from schools that represent Town children, to address ongoing concerns over child safety.

Christopher Martino, Interim Town Manager: reiterated his comments about the inclement weather expected on Wednesday into Thursday. He stated that he is continuing to monitor directives coming out of the federal administration for any policies that directly impact the Town.

4. 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

Mayor LeBlanc 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 Reyes 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 Garcia seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

At 8:31 p.m., Mayor LeBlanc called a brief recess, and at 8:38 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

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

The Council came out of the closed meeting at 8:57 p.m.

Councilmember Garcia 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, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

Aye: 7
Nay: 0
Absent: 0

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the February 4, 2025, Town Council work session at 8:58 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

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HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, February 18, 2025

1. Call to Order

Mayor LeBlanc called the February 18, 2025, 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 Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Councilmember Cesar del Aguila was absent.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Captain Steven Pihonak, Acting Chief of Police, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Page Kalapasev, Director of Information Technology; Tammy Chastain and John Irish, Acting Directors of Public Works; and Margie Tacci, Acting Chief Deputy Town Clerk.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present, with Councilmember del Aguila absent.

Comments and Disclosures for the Record

Mayor LeBlanc asked Margie Tacci, Acting Chief 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 Discussion Item #2(a), Water and Sewer Fund Capital Planning and Rates Update Presentation by Davenport and Company. The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

2. Discussion

a. Water and Sewer Fund Capital Planning and Rates Update Presentation by Davenport and Company

Mayor LeBlanc clarified that this discussion was on the Water and Sewer enterprise fund, not the Stormwater Fund that was discussed at the last work session.

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, who introduced Kyle Laux, Senior Vice President, Davenport and Company, LLC to present the update on Water and Sewer Fund capital planning and rates.

Mr. Laux provided an overview of the Water and Sewer Fund's historical financial performance, stating that it has been self-supporting, with solid growth and strong cash reserves. He stated that the Town's water and sewer rates are low, especially compared to other jurisdictions in the Commonwealth. He noted two key financial policies that factor into the rate model, which are: maintaining at least 250 days' cash on hand, and maintaining at least 1.70 times the annual debt service in net revenues.

Mr. Laux outlined changes to the assumptions in the rate model from the previous year, noting capital improvement expenditures that are required to increase water and sewer capacity and the cost of elevated operating expenditures. He presented the Multi-Year Financial Plan Update for FY 25 to FY 30, highlighting Capital Improvement Program costs, debt service, increases in rates to cover expenditure, and projected cash balances.

There was discussion among Council and staff about the Town's current and projected water and sewer rates, including: (1) potential cost impacts on households and how that compares to other jurisdictions; (2) population growth and projected water capacity increases; and (3) FY 26 budget planning considerations for this fund.

3. Roundtable

Councilmember Reyes: expressed his sympathy for the recent plane accident that involved a plane from Minnesota.

Councilmember Garcia: thanked staff for their hard work.

Councilmember Garcia stated that he and Councilmember del Aguila recently distributed food and red card information to day workers outside the 7-11 on Alabama Drive. He recommended that the Town consider increasing services and outreach to members of that community.

Councilmember Garcia stated that a day worker at 7-11 mentioned to him that he had experienced alleged police harassment.

Vice Mayor Hedrick asked Councilmember Garcia about the alleged police harassment. Councilmember Garcia stated that he had not yet corroborated the statement by reviewing the police report, but that he would provide an update later.

Councilmember Lloyd: also thanked the Town staff. He shared that he volunteers at a food distribution center in Southern West Virginia that was impacted by recent flooding.

Vice Mayor Hedrick: no comments.

Mayor LeBlanc: no comments.

Councilmember Alam: stated that she met a member of the community who runs a non-profit that is developing an app to help provide red card information easily.

Christopher Martino, Interim Town Manager: no comments.

4. **Closed Meeting**

- a. **A closed meeting pursuant to the Code of Virginia Section 2.2-3711 (A) (19) for an information technology assessment briefing, subject to exclusion in Section 2.2-3705.2 (14)(b), vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program (rescheduled from the February 11, 2025, Town Council regular meeting)**

Mayor LeBlanc 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 Garcia moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(19) for an information technology assessment briefing, subject to exclusion in Section 2.2-3705.2(14)(b), vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program (rescheduled from the February 11, 2025, Town Council regular meeting). Councilmember Reyes seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers Alam, Garcia,

Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."
Councilmember del Aguila was absent.

At 7:50 p.m. Mayor LeBlanc called a brief recess, and at 8:00 p.m., the closed meeting reconvened in the Hoover Conference Room, six members present, with Councilmember del Aguila absent, and with Mayor LeBlanc presiding.

Vice Mayor Hedrick moved to come out of the closed meeting. Motion seconded by Councilmember Alam and carried by a 6-0 roll call vote. The vote was: Councilmembers Alam, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember del Aguila was absent.

The Council came out of the closed meeting at 9:13 p.m.

Vice Mayor Hedrick 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 Garcia and carried by a 6-0 roll call vote. The vote was: Councilmembers Alam, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember del Aguila was absent.

Aye: 6
Nay: 0
Absent: 1

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the February 18, 2025, Town Council work session at 9:14 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, February 25, 2025

1. Call to Order

Mayor LeBlanc called the February 25, 2025, Town Council regular meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Captain Steven Pihonak, Acting Chief of Police, Herndon Police Department; Lisa Gilleran, Director of Community Development; Anne Papa, chief Communications Officer; David Stromberg, Zoning Administrator; Lieutenant Charles Finley, Herndon Police Department; Senior Police Officer Anthony DePoto, Herndon Police Department; and Margie Tacci, Acting Chief Deputy Town Clerk.

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

Mayor LeBlanc welcomed forward the Boy Scouts from Webelos Den 2 with Pack 913, from St. Joseph Catholic Church, who were learning about government leaders in their community. They led the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present.

Mayor Announcements

Mayor LeBlanc announced an upcoming "Friends Coffee House Trivia Night" at Herndon Community Center on March 7 at 6:00 p.m. More information and registration for the event can be located on the Town website.

Mayor LeBlanc noted that applications are open to nominate neighbors and peers for the Mayor's Volunteers Appreciation event that will be held on Sunday, April 27 at the Herndon Community Center. The deadline to submit applications is Monday, March 10, and anyone being nominated should have volunteered at least 100 hours in the Town of Herndon.

Mayor LeBlanc stated that on February 26 at 7:00 p.m. at the Depot, the Herndon Historical Society will host a Black History Month presentation about Henry Simms.

Mayor LeBlanc stated that the Depot Museum would be reopening for spring starting Sundays on March 2, from 12:00 p.m. to 3:00 p.m.

3. Presentations/Reports/Comments

a. Proclamation to recognize Black History Month (rescheduled from February 11, 2025)

Mayor LeBlanc read the Proclamation to Recognize Black History Month into the record. He stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

b. Town Manager Report

Christopher Martino, Interim Town Manager, shared that a link to Fairfax County's employment information to assist federal workers who may be impacted by recent federal job cuts will be included on the Town's website and social media pages.

c. Councilmember Comments

Councilmember del Aguila: asked the Council to consider a work session discussion item regarding Virginia SB433, a photo speed enforcement bill, to discuss how it will be deployed in the Town.

Councilmember Reyes: thanked the Boy Scouts from Webelos Den 2 with Pack 913 for attending, and for all of their great questions during their meeting with several Councilmembers prior to the regular meeting.

Councilmember Alam: echoed her Councilmember Reyes' comments thanking the Boy Scouts.

Councilmember Garcia: echoed his fellow Councilmembers' comments thanking the Boy Scouts. He also thanked Herndon Police Department for attending the meeting that evening.

Councilmember Lloyd: echoed his fellow Councilmembers' comments thanking the Boy Scouts. He stated his concerns over the uncertainty happening in Washington, and how it is impacting residents of Town of Herndon.

Vice Mayor Hedrick: echoed his fellow Councilmembers' comments thanking the Boy Scouts.

Mayor LeBlanc: echoed his fellow Councilmembers' comments thanking the Boy

Scouts for attending that evening.

Mayor LeBlanc echoed Councilmember Lloyd's comments about uncertainty in Washington, DC, and stated that the Mayors and Chairs group with the Northern Virginia Regional Commission (NVRC) have been meeting with congressional individuals to assess how they can better help impacted federal workers.

Mayor LeBlanc stated that last night he met with Opportunity Neighborhoods, and had great discussions on how to help the community.

4. Comments from the Audience

Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

The following individuals provided comments about federal employees:

- Karl Haase, 637 Wood Street, Herndon.
- Bessie Denton, 496 Virginia Avenue, Herndon: also requested the Town to reintroduce the following: (1) Community Roundtables; (2) Police Citizens Academy; (3) Coffee With A Cop; and (4) and Police ride-along program.
- Ann Vayda, 631 Oak Street, Herndon: also requested the Town seek diversity on all boards and commissions.
- Walter Shorter, Early Fall Court, Herndon: also thanked Mayor LeBlanc for his communication and support.

The following individuals provided comments on various topics:

- Jim Culdrip, 2513 James Madison Circle, Herndon: representing the Historical Society, wished everyone a Happy New Year, and extended an invitation to attend the open house on Sunday, March 2, at the Herndon Depot. He thanked the Town for its support, and highlighted the organization's accomplishments from 2024.

5. Consent

- a. **Resolution 25-G-16 to appoint members to the Town Council's Pedestrian and Bicycle Advisory Committee (rescheduled from February 11, 2025)**
- b. **Resolution 25-G-17 to reappoint members to the Historic District Review Board and the Architectural Review Board/Historic District Review Board (rescheduled from February 11, 2025)**

- c. **Resolution 25-G-18 to appoint a member to the Board of Zoning Appeals (rescheduled from February 11, 2025)**
- d. **Resolution 25-G-19 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-03 to amend Chapter 78 (ZONING) to update specific standards in the Warehousing use category and allow certain Warehousing uses as a special exception**
- e. **October 1, 2024 Town Council Work Session Minutes (rescheduled from February 11, 2025)**
- f. **October 8, 2024 Town Council Meeting Minutes (rescheduled from February 11, 2025)**
- g. **January 24 to January 25, 2025 Town Council Retreat Meeting Minutes**

Mayor LeBlanc stated that the Consent Agenda items were rescheduled from the February 11, 2025 meeting that was canceled due to inclement weather.

On motion by Councilmember del Aguila, seconded by Councilmember Reyes, the Consent Agenda items were approved and carried by a unanimous roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

6. Closed Meeting

- a. **A closed meeting pursuant to the 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**
- b. **A closed meeting pursuant to the Code of Virginia Section 2.2-3711 (A) (19) for a briefing on cyber and physical security**

Mayor LeBlanc 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:

- a. 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: and
- b. Code of Virginia Section 2.2-3711 (A) (19) for a briefing on cyber and physical security.

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

At 7:29 p.m. Mayor LeBlanc called a brief recess, and at 7:37 p.m. the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

At 8:18 p.m. Mayor LeBlanc called a brief recess, and at 8:27 p.m. the closed meeting reconvened in the Herndon Council Chambers, all members present, with Mayor LeBlanc presiding.

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

The Council came out of closed meeting at 9:08 p.m.

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

Aye: 7
Nay: 0
Absent: 0

7. Adjournment

There being no further business, Mayor LeBlanc adjourned the February 25, 2025 Town Council regular meeting at 9:10 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

HERNDON TOWN COUNCIL
Special Meeting - Closed Meeting Minutes
Wednesday, February 26, 2025

1. Call to Order

Mayor LeBlanc called the February 26, 2025, Town Council Special Meeting - Closed Meeting to order at 6:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam (arrived at 6:39 p.m.), Cesar del Aguila, Kelvin Garcia (arrived at 6:14 p.m.), Michael T. Lloyd, and Alex Reyes (arrived at 6:06 p.m.).

Mayor LeBlanc determined there was a quorum of four Councilmembers present, with Councilmembers Alam, Garcia, and Reyes having not yet arrived.

Staff present during the meeting: Tanya Kendrick, Director of Human Resources.

2. Closed Meeting

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager

Mayor LeBlanc 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 del Aguila 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), a personnel matter involving discussion of prospective candidates for the position of Town Manager. Vice Mayor Hedrick seconded the motion, which carried by 4-0 roll call vote. Councilmembers del Aguila, Lloyd, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmembers Alam, Garcia and Reyes having not yet arrived.

The Council went into closed meeting at 6:01 p.m.

[Note: during the closed meeting the following Councilmembers arrived: Councilmember Reyes at 6:06 p.m., Councilmember Garcia at 6:14 p.m., and Councilmember Alam at 6:39 p.m.]

Recess

At 7:41 p.m. Mayor LeBlanc called a brief recess, and at 7:50 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

Councilmember del Aguila moved to come out of the closed meeting. Councilmember Alam seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, and Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.”

The Council came out of closed meeting at 8:47 p.m.

Vice Mayor Hedrick 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 was seconded by Councilmember Garcia and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, and Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.”

Aye: 7
Nay: 0
Absent: 0

3. Adjournment

There being no further business, Mayor LeBlanc adjourned the February 26, 2025 Town Council Special Meeting - Closed Meeting at 8:49 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, March 4, 2025

1. Call to Order

Mayor LeBlanc called the March 4, 2025, 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 Keven LeBlanc; Vice Mayor Clark Hedrick [arrived at 7:04 p.m.]; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich Acting Deputy Town Manager; Page Kalapasev, Director of Information Technology; Tanya Kendrick, Director of Human Resources; Acting Chief of Police, Steve Pihonak, Herndon Police Department; Lieutenant Justin Dyer, Herndon Police Department; Dave Bracamonte, Systems Manager; and Margie Tacci, Acting Chief Deputy Town Clerk.

Determination of a Quorum

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

Mayor Announcements

Mayor LeBlanc asked for Council's concurrence to amend the agenda, to change the order of the closed meeting topics so that item closed meeting item 3(b) would be held before item 3(a). With the concurrence of Council, the agenda was so amended.

[Note: Vice Mayor Hedrick arrived at 7:04 p.m.]

Staff Comments

Ms. Yeatts reported that in response questions from Councilmember del Aguila at the previous meeting, she had reviewed recent legislation passed by the Virginia General Assembly regarding speed safety cameras. She stated that the bill is currently under review by Governor Youngkin, and pending his signature, the legislation, along with others, would go into effect on July 1, 2025. She stated that a full legislative update will be provided once the Governor's actions are finalized. Ms. Yeatts gave an overview of the speed camera bill, noting that the Herndon

Police Department is in contact with vendors and other localities to understand best practices and implementation methods.

There was brief discussion among the Council and staff regarding the bill, including: (1) potential use and location of speed cameras; (2) criteria for issuing violations based on distance; the police department is currently reviewing; (3) funding for the cameras in future budgets if the legislation is signed; (4) dual benefit of enhancing safety and generating revenue through enforcement; and (5) review of relevant code amendments as part of the Town Attorney's planned legislative update.

2. Roundtable

Councilmember Reyes: no comments.

Vice Mayor Hedrick: no comments.

Councilmember del Aguila: provided comments on the following:

ICE Raid Concerns:

Councilmember del Aguila expressed concerns conveyed by the community about ICE raids, indicating his understanding that residents feel intimidated and confused. He suggested that the Town issue a brief message to reassure the community.

Arts Herndon:

Councilmember del Aguila requested clarity on the status of the Arts Herndon building, asking what options are available for their use for the Town-renovated space at 397 Herndon Parkway.

Lesa Yeatts, Town Attorney, stated that she has spoken with the chair/legal counsel for Arts Herndon and confirmed that their lease terminates on March 31, 2025. The Town has made it clear that the 397 Herndon Parkway property is available for ArtSpace operations at that time.

Mayor LeBlanc added that if Arts Herndon chooses not to use the space, the Town may decide to repurpose it.

Cycling Event:

Councilmember del Aguila requested a meeting or update regarding a requested cycling event in Herndon.

Councilmember Alam: shared that March 1 marked the first day of fasting in observance of Ramadan. She stated that she may briefly step away from the dais during meetings to fast and pray.

Councilmember Alam reported attending a meeting with Senator Mark Warner.

Councilmember Alam also raised concerns about the dangerous left-turn lane in front of H-Mart, requesting a review the situation. Additionally, she noted that she heard about issues with nonprofits being unable to renew business licenses. She stated that she would provide more information to the Town Manager on these matters.

Councilmember Garcia: stated that he and Councilmember del Aguila were handing out red cards and thought it would be nice to distribute the cards more widely. He thought that more could be done to bring the community together.

Councilmember Garcia expressed excitement about serving as the Council liaison to the Herndon Youth Advisory Committee (HYAC).

Councilmember Lloyd: no comments.

Mayor LeBlanc: announced that the Herndon Depot Museum is now open on Sundays. He stated he looks forward to being active in the community and working collaboratively with Council and staff.

Christopher Martino, Interim Town Manager: no comments.

3. **Closed Meeting**

- a. **A closed meeting pursuant to the Code of Virginia Section 2.2-3711 (A)(19) for a briefing on cyber security**
- b. **A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager [note the agenda was amended earlier in the meeting to hold this closed meeting second.]**

Mayor LeBlanc 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 del Aguila moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia: Section 2.2-3711 (A)(19) for a briefing on cyber security; and Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager. Councilmember Reyes seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice

Mayor Hedrick and Mayor LeBlanc voting "Aye."

At 7:20 p.m., Mayor LeBlanc called a brief recess, and at 7:25 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

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

The Council came out of closed meeting at 10:03 p.m.

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

Aye: 7
Nay: 0
Absent: 0

4. **Adjournment**

There being no further business, Mayor LeBlanc adjourned the March 4, 2025 Town Council work session at 10:04 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____