



TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, June 11, 2024 | 7:00 PM

1. Call to Order

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

3. Presentations/Reports/Comments

- a. Proclamation to recognize LGBTQ+ Pride Month
- b. Proclamation to recognize Juneteenth Day
- c. Town Manager Report
- d. Councilmember Comments

4. 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.

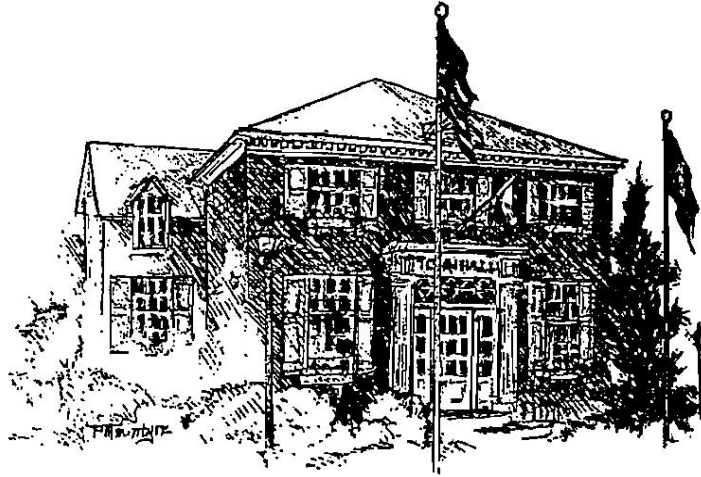
5. Consent

- a. Resolution 24-G-35 to approve the submission of a Fiscal Year (FY) 2028 Smart Scale application to the Virginia Department of Transportation (VDOT) for the 'Herndon Parkway Improvements at Sunset Park Drive' intersection project
- b. Ordinance 24-O-19 to approve and authorize the mayor to sign a Third Lease Extension between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for storage
- c. Ordinance 24-O-20 to approve and authorize the mayor to sign a Fifth Lease Extension between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for rehearsal

- d. Resolution 24-G-36 to award contract IFB# B-24-01, Dranesville Road Water Main Replacement
- e. Resolution 24-G-37 to authorize the Town Manager to grant Encroachment Agreements for the Streetery Pilot Program
- f. April 23, 2024 Town Council Regular Meeting Minutes
- g. April 30, 2024 Town Council Special Meeting - Strategic Plan Minutes

6. Adjournment

Interpretación en Español está disponible en esta sesión.



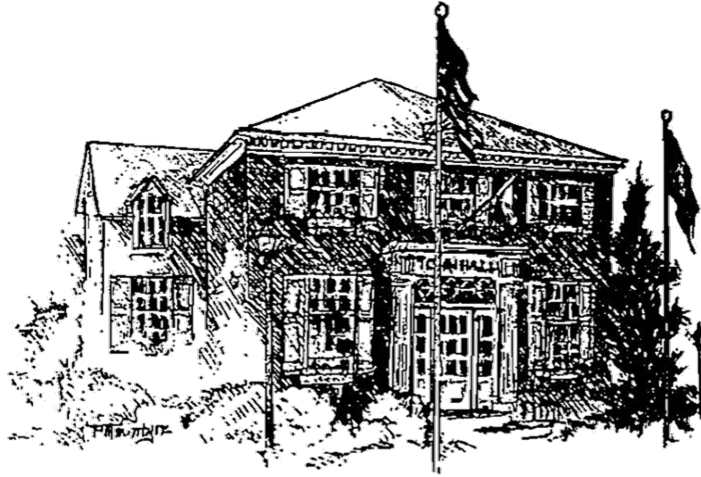
TOWN OF HERNDON, VIRGINIA PROCLAMATION LGBTQ+ Pride Month JUNE 2024

Lesbian, gay, bisexual, transgender, and queer plus (LGBTQ+) Americans have made and continue to make great and lasting contributions that strengthen the fabric of American society. LGBTQ+ individuals come from all regions, ethnicities, religions, backgrounds, and socioeconomic status, and significantly contribute to our community across all professions and family structures. The nature of that intersectionality further enriches us all with enhanced awareness of, and appreciation for, the diversity that makes our community more vibrant, more welcoming, and more American.

For more than two centuries, our nation has struggled to transform the ideals of liberty and equality from founding promise into lasting reality. LGBTQ+ Americans have worked tirelessly on the next chapter of that history ~ from the patrons of The Stonewall Inn who awakened a movement; to service members being honest about who they love; to marriage equality; to brave young people who come out and speak out every day.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims June 2024 as **LGBTQ+ Pride Month**; recognizes the prejudice still facing the LGBTQ+ community; honors their persistence and perseverance in fighting discrimination; encourages advocates who are dedicated to equality; recognizes the impact that LGBTQ+ individuals have on our community; and commits to standing in solidarity with the LGBTQ+ community.

Further, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby celebrates the great diversity and resiliency of LGBTQ+ Americans and encourages waving flags of Pride high during Pride Month and throughout the year.



TOWN OF HERNDON, VIRGINIA PROCLAMATION JUNETEENTH DAY JUNE 19, 2024

On June 19, 1865, two and a half years after President Abraham Lincoln signed the Emancipation Proclamation, Union Army General Gordon Granger landed in Galveston, Texas and read aloud General Order No. 3, which stated that, in accordance with a proclamation from the Executive of the United States, all slaves are free. Upon hearing the news, formerly enslaved people celebrated with prayer, feasting, song, and dance. The following year, the first celebration of Juneteenth, or "Jubilee Day," took place in Texas on June 19.

As the oldest known celebration commemorating the end of slavery in America, the tradition of celebrating Juneteenth has remained strong for over 150 years. Now a recognized Federal Holiday, Juneteenth is a time to honor and celebrate the culture, achievements, and resilience of Black people. It is a day of reflection on our nation's past injustices and the lasting generational impacts of slavery, providing an opportunity to re-commit to racial justice, equity, and ending systemic racism in communities across our nation.

In Herndon, we honor and celebrate the historically Black communities of Cooktown and Oak Grove, which served as the centers of Black life within the town and region, and whose residents and business owners – including blacksmith Henry Simms, Herndon's first Black business owner – persevered and built community.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims June 19, 2024, as **Juneteenth Day** in the Town of Herndon, and encourages all citizens to celebrate Black history and culture, and continue to foster diversity, equity, and community for all in Herndon.

Agenda Item: Resolution 24-G-35 to approve the submission of a Fiscal Year (FY) 2028 Smart Scale application to the Virginia Department of Transportation (VDOT) for the 'Herndon Parkway Improvements at Sunset Park Drive' intersection project

Meeting Date: June 11, 2024

Category: Consent

Prepared by: Lisa Gilleran, Director of Community Development, Jaleh Moslehi, Capital Projects Planner/Engineer

Description:

Staff proposes submitting one FY 2028 Smart Scale application to (VDOT). The deadline for application submittal is August 1, 2024. The proposed project and respective funding request is listed below:

- Herndon Parkway Improvements at Sunset Park Drive: Funding application request of up to \$6,000,000.

Background:

None.

Budget Impact:

No town-local match is required under the VDOT Smart Scale funding program. If approved, this resolution permits staff to apply for federal funds as an alternative to town general funds for capital improvement projects. However, grant recipients will not receive a lump-sum cash disbursement at the time of award announcement. Instead, projects receive federal funds through a reimbursement process, of which the recipient must make expenditures before receiving any funds. Therefore, jurisdictions must have access to sufficient town general fund sources to manage the cash flow associated with the project.

Recommendation:

Staff recommends that the Council adopt the attached Resolution endorsing the request for FY 28 Smart Scale funding through VDOT for *Herndon Parkway Improvements at Sunset Park Drive*.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JUNE 11, 2024

Resolution- **to approve the submission of a FY28 Smart Scale application to the Virginia Department of Transportation (VDOT) for the ‘Herndon Parkway Improvements at Sunset Park Drive’ intersection project.**

The Town desires to process one project application to the Virginia Department of Transportation (VDOT) to receive Smart Scale funding for: Herndon Parkway Improvements at Sunset Park Drive project funding application request of up to \$6,000,000.

This resolution supports this state funding application and commits to and supports the spending of the amount awarded in FY2028 for this capital improvement project. No Town-local match is required under the state Smart Scale funding programs.

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

1. The Town Council approves the submittal of one project application to the Virginia Department of Transportation (VDOT) for the requested funds through the Smart Scale funding program for fiscal year 2028.
2. The mayor is authorized to sign and deliver this application and any other instrument necessary to evidence or effectuate this application.

Agenda Item: Ordinance 24-O-19 to approve and authorize the mayor to sign a Third Lease Extension between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for storage

Meeting Date: June 11, 2024

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Public Works Director

Description:

NextStop currently leases approximately 250 sq. ft. of space in the Town's building at 397 Herndon Parkway that is solely used for storage. The current lease will expire on June 30, 2024. This proposed lease extension will extend the expiration date so that it will expire on June 30, 2025.

The rent for this space is currently \$1.00 per lease term, consistent with similar leases on Town property and is proposed to remain the same.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Approval of the Ordinance as proposed.

Attachments:

1. Ordinance (Proposed)
2. Lease Extension

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

JUNE 11, 2024

Ordinance- **to approve and authorize the mayor to sign a Third Extension of Lease between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for storage.**

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

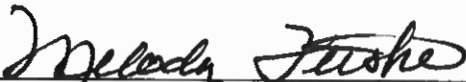
1. The Third Extension of Lease dated June 11, 2024, between the Town of Herndon ("Town") and The Elden Street Players d/b/a NextStop Theatre Company ("Tenant") is approved.
2. This instrument extends the expiration date of the original lease dated June 8, 2021, as extended by the Extension of Lease dated June 14, 2022, and as extended by the Second Extension of Lease dated June 13, 2023, for a period of 1 year, to June 30, 2025.
3. In all other respects the original lease remains in effect.
4. The mayor is authorized to sign and deliver this Third Extension of Lease and any other instrument necessary to evidence or effectuate the agreement.
5. This ordinance shall be effective on and after the date of its adoption.

Third Extension of Lease

This Third Extension of Lease dated June 11, 2024, hereby extends the June 30, 2024 termination date of the existing Lease between the Town of Herndon, a Virginia municipal corporation (Town) and The Elden Street Players d/b/a NextStop Theatre Company (Tenant), dated June 8, 2021, as extended by the Extension of Lease dated June 14, 2022, and as extended by the Second Extension of Lease dated June 13, 2023 for space in a portion of the Town's building located at 397 Herndon Parkway for storage (Lease) for a period of 1 year (Extension).

THEREFORE, for the consideration stated in the Lease and herein, the parties agree as follows:

1. The Lease is incorporated by reference.
2. The Lease shall terminate on **June 30, 2025**.
3. In all other respects, the Lease is confirmed.

TOWN OF HERNDON, VIRGINIA	THE ELDEN STREET PLAYERS D/B/A NEXTSTOP THEATRE COMPANY
Sheila A. Olem, Mayor	 Melody Fetske, President
	APPROVED AS TO FORM  Lesa J. Yeatts, Town Attorney

Agenda Item: Ordinance 24-O-20 to approve and authorize the mayor to sign a Fifth Lease Extension between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for rehearsal

Meeting Date: June 11, 2024

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Public Works Director

Description:

NextStop currently leases 1,275 sq. ft of space that is used for rehearsal in the Town's building at 397 Herndon Parkway. The current lease will expire on June 30, 2024. This proposed lease extension will extend the expiration date so that it will expire on June 30, 2025.

The rent for this space is currently \$1.00 per lease term, consistent with similar leases on Town property and is proposed to remain the same.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Approval of the proposed Ordinance.

Attachments:

1. Ordinance (Proposed)
2. Lease Extension

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

JUNE 11, 2024

Ordinance- **to approve and authorize the mayor to sign a Fifth Extension of Lease between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for rehearsal.**

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

1. The Fifth Extension of Lease dated June 11, 2024, between the Town of Herndon ("Town") and The Elden Street Players d/b/a NextStop Theatre Company ("Tenant") is approved.
2. This instrument extends the expiration date of the original lease dated October 15, 2019, as extended by the Emergency Extension dated September 18, 2020, as extended by the Second Extension of lease dated October 8, 2021, as extended by the Third Extension of Lease dated June 14, 2022, and as extended by the Fourth Extension of Lease dated June 13, 2023, for a period of 1 year, to June 30, 2025.
3. In all other respects the original lease remains in effect.
4. The mayor is authorized to sign and deliver this Fifth Extension of Lease and any other instrument necessary to evidence or effectuate the agreement.
5. This ordinance shall be effective on and after the date of its adoption.

Fifth Extension of Lease

This Fifth Extension of Lease dated June 11, 2024, hereby extends the June 30, 2024 termination date of the existing Lease between the Town of Herndon, a Virginia municipal corporation (Town) and The Elden Street Players d/b/a NextStop Theatre Company (Tenant), dated October 15, 2019, as extended by the Emergency Extension dated September 18, 2020, as extended by the Second Extension of lease dated October 8, 2021, as extended by the Third Extension of Lease dated June 14, 2022, and as extended by the Fourth Extension of Lease dated June 13, 2023, for space in a portion of the Town's building located at 397 Herndon Parkway for rehearsal (Lease) for a period of 1 year (Extension).

THEREFORE, for the consideration stated in the Lease and herein, the parties agree as follows:

1. The Lease is incorporated by reference.
2. The Lease shall terminate on **June 30, 2025**.
3. In all other respects, the Lease is confirmed.

TOWN OF HERNDON, VIRGINIA	THE ELDEN STREET PLAYERS D/B/A NEXTSTOP THEATRE COMPANY
_____ Sheila A. Olem, Mayor	 _____ Melody Fetske, President
	APPROVED AS TO FORM  _____ Lesa J. Yeatts, Town Attorney

Agenda Item: Resolution 24-G-36 to award contract IFB# B-24-01, Dranesville Road Water Main Replacement

Meeting Date: June 11, 2024

Category: Consent

Prepared by: John Irish, Deputy Director of Public Works

Description:

This is a request to award a contract for the Dranesville Road Water Main Replacement project.

Background:

The town has solicited by posting the Invitation for Bid (IFB) for a qualified contractor for replacement of approximately 1,100 feet of watermain with new 8-inch diameter ductile iron water main, and associate valves, fire hydrants, fire hydrant connections to water mains, and service connections to the existing water system. Dranesville Road pavement, markings, and sidewalk repairs from Park Avenue to Fillmore Street will be restored. Adjoining pedestrian ramps will be updated to meet ADA compliance.

On April 16, 2024, IFB #B-24-01, Dranesville Road Water Main Replacement, was advertised on eVA, the state procurement site. On May 16, 2024, a bid opening was held, and the following bids were received:

Name of Bidder	Bid
A&M Concrete Corporation	\$585,430.00
Bright Construction Group	\$618,618.00
Sagres Construction, Corp	\$648,000.00
Utilities Unlimited, LLC	\$728,598.71
Greenridge Contractors, Inc.	\$751,000.00
Crown Construction Services, Inc.	\$805,144.00
Flippo Construction Co., Inc.	\$899,337.00
C.A. Murren & Sons Co Mid-Atlantic LLC	\$2,475,000.00

The apparent lowest bidder, A&M Concrete Corporation, has been found to be responsive and responsible.

Budget Impact:

Funds to support this contract are available in the ARPA Water - General Water Maintenance & Replacement Account.

Recommendation:

Staff recommends the award of Contract B-24-01, Dranesville Road Water Main Replacement, to A&M Concrete Corporation.

Attachments:

1. Resolution (proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JUNE 11, 2024

Resolution- to award contract IFB# B-24-01 Dranesville Road Water Main Replacement.

The town has solicited by posting the Invitation for Bid (IFB) for a qualified contractor for replacement of approximately 1,100 feet of water main with new 8-inch diameter ductile iron water main, and associate valves, fire hydrants, fire hydrant connections to water mains, and service connections to the existing water system. Dranesville Road pavement, markings, and sidewalk repairs from Park Avenue to Fillmore Street will be restored. Adjoining pedestrian ramps will be updated to meet ADA compliance.

Eight bids were received and opened on May 16, 2024. The apparent lowest bidder, A&M Concrete Corporation, was found to be responsive and responsible.

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

1. The Town Council awards Contract B-24-01 to A&M Concrete Corporation.
2. The Town Council authorizes the Town Manager's designee to approve contract modifications (change orders) that modify project scope, costs and length of contract time in accordance with procurement policy and regulations.

Agenda Item: Resolution 24-G-37 to authorize the Town Manager to grant Encroachment Agreements for the Streeterly Pilot Program

Meeting Date: June 11, 2024

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney

Description:

On May 28, 2024, The Town Council approved a Resolution adopting the Town of Herndon Streeterly Pilot Program. Streeterly Pilot Program Regulations require an Encroachment Agreement with the Town as a condition for issuance of the Permit. The Code of Virginia provides that localities may permit encroachments into their rights of way under terms and conditions proscribed by the locality. This Resolution delegates the Town Council's authority to grant Encroachments to the Town Manager for the limited purpose of the Streeterly Pilot Program in order to expedite the permit process for applicants.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Staff recommends adoption of the Resolution as proposed.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JUNE 11, 2024

Resolution- to authorize the Town Manager to grant Encroachment Agreements for the Streeterly Pilot Program.

In order to expedite the permit process for the Streeterly Pilot Program.

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

1. The Town Council delegates authority to the Town Manager to grant Encroachment Agreements for the limited purpose of the Streeterly Pilot Program.

Agenda Item: April 23, 2024 Town Council Regular Meeting Minutes

Meeting Date: June 11, 2024

Category: Consent

Prepared by: Kirstyn Jovanovich, Town Clerk

Description:

This is a request to approve the April 23, 2024 Regular Meeting Minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval as presented.

Attachments:

1. April 23, 2024, Draft Meeting Minutes

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, April 23, 2024

1. Call to Order

Mayor Olem called the April 23, 2024, 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 Sheila Olem; Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Cesar del Aguila, Pradip Dhakal, Keven LeBlanc, and Donielle M. Scherff.

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich, Town Clerk; Chief Maggie DeBoard and Lieutenant Charles Findley, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Scott Robinson, Director of Public Works; Page Kalapasev, Director of Information Technology; Mike Mueller, Golf Course General Manager; Bryce Perry, Deputy Director of Community Development; Maria Lee, Budget Manager; Ahmad Zaki, Lead Planner; and Dave Bracamonte, Systems Manager.

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

Mayor Olem invited Boy Scout Troop 1577 to lead the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

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

Mayor Announcements

Mayor Olem stated that since the April 9, 2024, regular meeting was canceled due to a power outage, the items that were listed on that agenda were discussed at the April 2, 2024 work session and moved to tonight's regular meeting for action. The agenda states that these items have been rescheduled from the April 9, 2024 meeting to this evening. The public hearings on the proposed budget will be held this evening and on May 17, 2024. The clerk's office ensured that the legal

advertisements were updated and that all advertising requirements were met for the public hearing items.

Mayor Olem provided information about the following upcoming events: (1) Annual Spring Clean-up from Wednesday, April 24 to Friday April, 26, on your trash day; (2) Earth Day/Arbor Day on Friday, April 26, noon, at Haley Smith Park, where Mayor Olem stated that she will present a proclamation recognizing Earth Day/Arbor Day; (3) Independent Book Store Day/Native Plant Sale on Saturday, April 27, 2024, at Arts Herndon; (4) Town Council Strategic Plan meeting on Tuesday, April 30, 2024, at 7:00 p.m. in the Council Chambers; and (5) Bike to Work Day on Friday, May 17, 2024, where the Parks and Recreation Department, with support from The Green Lizard, will host a pit stop from 6:00 to 10:00 a.m., in downtown Herndon. Mayor Olem stated that registration information for Bike to Work Day is available on the Parks and Recreation page of the Town's website or on the Bike to Work Day Metro DC's website.

3. Presentations/Reports/Comments

a. Proclamation to Recognize Autism Acceptance Month

Mayor Olem recognized Councilmember LeBlanc to read the Proclamation to Recognize April as Autism Acceptance Month into the record.

Mayor Olem 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

William H. Ashton II, Town Manager, announced the hiring of a new Economic Development Director, Marc Smith, who will begin his role with the Town on May 13, 2024.

c. Councilmember Comments

Councilmember Dhakal: wished everyone a Happy Autism Acceptance Month, stating that he is deeply moved as a both a Councilmember and a parent as he has a son on the spectrum, sharing how he has come to understand autism through his son and his experience.

Councilmember Dhakal stated that he was out of the country reuniting with family in Nepal for a month, and he missed three meetings. He is happy to be back and joining in the meetings again.

Councilmember del Aguila: welcomed everyone in attendance to the meeting. He thanked the Boy Scouts for attending the meeting and provided comments on his experience with the Scouts, importance of the program, and encouraged the Scout

leaders to contact him.

Councilmember del Aguila stated that in 143 days, Herndon will celebrate with a Latino Festival on September 14, 2024, in downtown Herndon. He thanked his fellow Councilmembers, in particular Councilmember Scherff, for their assistance in getting the festival scheduled.

Councilmember Scherff: welcomed the Boy Scouts to the meeting and provided comments on participating in local government.

Councilmember Scherff provided comments on the Autism Acceptance Month proclamation and welcomed everyone present that evening and expressed her appreciation in hearing their stories and is looking forward to celebrating this month.

Councilmember Scherff stated that this is the last public session in April, when the community was advised there would be an update on the Comstock project. Recognizing this was not a topic that could be discussed publicly in depth, she asked Mr. Ashton if there was any information he could share with the community at this time.

Mr. Ashton stated that staff continues to work with Comstock, which will be the subject of a closed session later that evening. He indicated that more updates will be provided in the coming days.

Councilmember Scherff thought it was important to remind the community that the Town is still working with Comstock in a public setting.

Councilmember Scherff stated that she noticed that the tone of comments from the community has become more urgent recently. She wanted the citizens to know that the Council is paying attention to their comments on various issues in the community and encouraged residents to reach out directly to Town Council.

Councilmember Alam: welcomed everyone present that evening and provided comments on the Autism Awareness Month proclamation.

Councilmember Alam stated that she was glad to attend the Mayor's Volunteer Appreciation event that past Sunday, which she stated was a success. She thanked the Town staff that participated in putting that event together.

Councilmember LeBlanc: echoed his colleagues' sentiments about having so many members of the community present that evening. He looked forward to their comments later in the agenda.

Councilmember LeBlanc provided comments on the Autism Awareness Month proclamation, noting the importance of continuing to bring awareness every year,

so that all people have the same rights. Councilmember LeBlanc displayed a quilt at the dais that was made from t-shirts with messages around autism acceptance and stated that the quilt will be on display in public places. He asked the Town Manager to see if the quilt could be hung in the Herndon Municipal Center as a starting point.

Councilmember LeBlanc stated he also attended the Mayor's Volunteer Appreciation event that past Sunday, stating that the value of the volunteer hours contributed over the year equated to approximately \$600,000. He was impressed by that amount and expressed his appreciation to the volunteers.

Councilmember LeBlanc provided an update on the most recent Committee for Dulles meeting, where key projects affecting the areas around the Town were discussed. He stated that later that week, he will attend a meeting about the expansion of Dulles Airport.

Councilmember LeBlanc invited those present to a community update meeting on Monday, April 29, 2024 in the Council Chambers.

Vice Mayor Hedrick: welcomed everyone to the meeting. He thanked Councilmember LeBlanc and the individuals there that evening celebrating Autism Acceptance Month and provided comments on the impact of the group on the community.

Mayor Olem: thanked Boy Scout Troop 1577 for attending the meeting that night and leading the pledge at the start of the meeting.

Mayor Olem thanked Councilmember LeBlanc for requesting and reading the proclamation recognizing April as Autism Acceptance Month in the Town of Herndon. She stated that Herndon is a diverse and thriving community that supports and recognizes the contributions of all our citizens. She indicated that she has heard from several people that they came to Herndon because of the Growing Kids Therapy Center program.

Mayor Olem stated that she attended the Rotary Club Citizen of the Year Banquet, on Wednesday, April 17, 2024, where Renee Gorman was recognized as Citizen of the Year. Mayor Olem presented a proclamation on behalf of the Town recognizing Ms. Gorman's accomplishment at the event. She noted that her business, "She Believes In Me," is located downtown on Elden Street.

Mayor Olem stated that on Thursday, April 18, 2024, she and Councilmember LeBlanc attended the Herndon Elementary School Career Day and noted that several Town departments were also represented, including Community Development and Herndon Police Department. She shared that they all enjoyed talking with the students about opportunities in local government and in their

community.

Mayor Olem echoed Councilmembers Alam and LeBlanc's comments on the Mayor's Volunteer Appreciation event that past Sunday. She highlighted Councilmember LeBlanc's comment about the monetary value of a volunteer hour and the impact volunteers have on the community.

Mayor Olem noted that they recognized over 260 volunteers from the Herndon community at the event that donated 100 or more volunteer hours. She recognized the 2024 winners, who are as follows:

- Distinguished Corporate Award: The Closet of the Greater Herndon Area, Inc.
- Distinguished Teen Volunteer Award: Josue Benavidez; and
- Distinguished Volunteer Award Winners: Susy Ledgerwood and Laura Pointdexter.

Mayor Olem provided comments on the upcoming season of Friday Night Live! which will start in ten days. She stated that the following night, she will be presenting a proclamation in recognition of the 30th Season of the Dulles Regional Chamber of Commerce's Friday Night Live! at an event honoring the organization's volunteers.

Comments and Disclosures for the Record

Mayor Olem asked Kirstyn Barr Jovanovich, Town Clerk, if she received comments for the record or signed disclosure declarations from Council. Ms. Jovanovich stated that comments were entered into the record on Public Hearing Item 5(b), items (numerals 1 through 4), the Fiscal Year 2025 Proposed Budget, and Consent Agenda item 6(a), Ordinance 24-O-09, to amend the Herndon Town Code, Chapter 26 (Environment).

Ms. Jovanovich stated that Mayor Olem, Vice Mayor Hedrick, and Councilmember LeBlanc entered Signed Transactional Disclosure Declarations into the record on Public Hearing Item (a), numerals 3 and 4, proposed Fiscal Planning Resolution and proposed Ordinance to Appropriate funds for Fiscal Year 2025, relating to the proposed community donations included in the FY 2025 Proposed Budget. The statements indicate that they are able to participate in the discussions fairly, objectively, and in the public interest. The signed disclosure statements have been entered into the record with the Town Clerk and Town Attorney.

Ms. Jovanovich stated that the Clerk did not receive additional comments or disclosures on any other items included on tonight's agenda.

4. Comments from the Audience

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

The following individuals provided public comment:

- Steve Mitchell, 1291 Monroe Street, Herndon: read a statement on behalf of James Cirrito, owner of Jimmy's Old Town Tavern, regarding the cost of the outdoor seating program. Mr. Mitchell provided his own comments on the permitting process related to outdoor seating, requesting the Town Council to reduce the cost and the limitations on the program.
- Ian Nordling, 134 Pearl Street, Herndon: provided comments on the Autism Awareness Proclamation and thanked the Council for welcoming and including him and his friends in the community.
- Elizabeth Vossler, 608 Spring Street, Herndon: representing Growing Kids Therapy Center and International Association for Spelling as Communication (I-ASC), provided comments on the Autism Awareness Proclamation, her work in the community, and expressed appreciation to Councilmember LeBlanc for his support.
- Scott Shelling, 501 Woodshire Lane, Herndon: provided comments on outdoor seating at restaurants and spoke about potential revenue impacts. He asked the Town Council to make outdoor seating easier for businesses to undertake.
- Shahmahmood Miakhal, 850 Colvin Court, Herndon: provided comments on the Autism Acceptance Month proclamation and stated that he was glad to see the Boy Scouts in attendance. He expressed appreciation to the Council for updating the ordinance regarding the water leak forgiveness program.
- Otmaro Alberto, 1217 Springtide Place, Herndon, leader of the New Minority of Virginia: provided comments in Spanish through Carla Falconi, Falconi Interpreting. He spoke on creating affordable housing for the working class community in Fairfax County, and he invited the Council to an event on May 1, 2024, in Leesburg. He stated that the organization hopes to have their event in Herndon in the future.
- Amarendra Bondugula, 306 Old Dominion Avenue, Herndon: provided comments on the Transit Related Growth (TRG) Area boundary (included as Public Hearing item 5a), and he requested clarification on the impact of the project.

- Jay Hadlock, 515 Alabama Drive, Herndon: invited the community to attend the native plant sale and visit the bookstore "A Thousand Stories" to celebrate Independent Bookstore Day at Arts Herndon on April 25, 2024.
- Homerya Darugar, owner of Russia House Restaurant, 714 Pine Street, Herndon: provided comments on outdoor seating and asked the Council to consider lowering the permitting costs.
- Jeff Mann, 1221 Summerville Drive, Herndon: echoed previous speakers' comments on outdoor seating and lowering the permitting costs.
- Roxanna (last name not provided), 833 Crestview Drive, Herndon, representing New Minority of Virginia: provided comments on providing more affordable housing for working families in the Herndon community. She thought that too many requirements are asked of the working class, who cannot meet the requirements.
- Barbara Glakas, 929 Barton Oaks Place, Herndon: provided comments on upcoming Latino Festival and Juneteenth event. She expressed support for the Council considering changes to the outdoor seating ordinance. Ms. Glakas provided comments on recent Chamber and Council discussions on Friday Night Live!
- Beth Myer, 639 Oak Street; business owner at 716 and 718 Lynn Street Herndon: echoed previous speakers' comments on outdoor seating and lowering the permitting costs.
- Anne Vayda, 631 Oak Street, Herndon: thanked the Boy Scouts for participating in the meeting and thanked community members on the spectrum. She stated that Bike to Work Day is on Friday, May 17, 2024, and encouraged participation. She echoed previous speakers' comments on outdoor seating and lowering the permitting costs.

5. Public Hearings

- a. **Resolution 24-G-23 to consider Comprehensive Plan Amendment, CPA #23-01, pursuant to Section 15.2-2229 of the Code of Virginia, an amendment to the Town of Herndon 2030 Comprehensive Plan, adopted August 12, 2008, as amended through May 24, 2022 (Transit-Related Growth Area)**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, April 12, and Friday, April 19, 2024 issues.

Mayor Olem opened the public hearing and recognized Ahmad Zaki, Lead

Planner, who presented the staff report, stating that Comprehensive Plan Amendment (CPA) #23-01 proposes the adoption of the Transit Related Growth (TRG) Small Area Plan (SAP) and amendments to Chapter III of the Town of Herndon 2030 Comprehensive Plan. Once approved, the SAP will serve as the primary source for long range planning on the development of 94 acres of 25 privately owned properties within the TRG area, which is located at the southeastern corner of the Town, near the Herndon Metrorail Station.

Mr. Zaki reviewed the proposed CPA amendment, and he focused on the following: (1) public survey and input from stakeholders, (2) the final submitted draft plan, dated February 12, 2024, (3) proposed design objectives, which include density, connectivity, and a revamped "Sunset District," (4) urban design and land use framework; noting the increases in height limits closer to the Metro Station, (5) revisions and additions to the plan, which are included in the errata and refinement sheet, and (6) next steps, including a forthcoming implementation guide, which staff is working on to submit to the Council at a future date. Zoning Text Amendments will also follow the approval of the SAP that are necessary to implement the plan for the TRG area.

Staff recommends approval of the CPA #23-01 and adoption of the TRG Small Area Plan with amendments incorporated in the errata and refinement sheet, as presented.

There was discussion among the Council and staff on this item, including: (1) addition of a study for Fairfax County Public Schools, (2) height maximums for the TRG, Herndon Transit Oriented Core (HTOC) and Fairbrook, (3) zoning for Sunset Business Park; business park owners want to be allowed the option to continue the existing use, and (4) community outreach for the plan.

Mayor Olem called for comments from the audience.

The following individuals provided testimony:

- Greg Riegle, Partner, McGuireWoods law firm, Tysons: stated that he represents the "Monroe Business Center," which he said is one of the largest single ownership parcels of the TRG. He provided comments expressing support for the TRG plan.
- Hank Bowis, General Partner of Herndon-Reston Industrial Park, Herndon: provided comments on the Plan, stating that his group does not have an objection if they can continue their current uses in the future. He also discussed residential density in the plan.

Seeing no further comments, Mayor Olem closed the public hearing and moved to Council level for discussion and action.

Councilmember LeBlanc moved to approve Resolution 24-G-23 to consider Comprehensive Plan Amendment, CPA #23-01, pursuant to Section 15.2-2229 of the Code of Virginia, an amendment to the Town of Herndon 2030 Comprehensive Plan, adopted August 12, 2008, as amended through May 24, 2022 (Transit-Related Growth Area), as presented.

Motion seconded by Councilmember Scherff.

There were brief comments from Council.

The question was called on 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."

William H. Ashton II, Town Manager, congratulated Council on adopting one of the most important projects in recent years that will drive significant economic development within the community.

b. FY 2025 Proposed Budget

- i. Ordinance to amend Chapter 74 (UTILITIES), Article II (Sewers and Sewage Disposal), Division 5 (Sanitary Sewer System Rates and Charges), Section 74-262 (Schedule of Rates); and Article III (Water), Division 2 (Service), Subdivision II (In-Town Service Charges), Section 74-326 (Schedule of Charges), to increase the service and usage charges for sanitary sewer and water, effective for meter readings taken on or after July 1, 2024**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 29, Friday, April 12, and Friday, May 3, 2024, issues. Courtesy copies were published in the Friday, April 5, Friday, April 19, and Friday, May 10, 2024 issues.

- ii. Ordinance to Levy Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2025 Budget**

A Certificate of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing item had been duly advertised in the Friday, March 22, 2024 issue.

- iii. Resolution to adopt a Fiscal Planning Resolution for the Fiscal Year 2025 Budget for the Town of Herndon**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 29, Friday, April 12, and Friday, May 3, 2024,

issues. Courtesy copies were published in the Friday, April 5, Friday, April 19, and Friday, May 10, 2024 issues.

iv. Ordinance to appropriate funds to implement the Fiscal Year 2025 Budget for the Town of Herndon, establishing the Pay Plan, and reserving on-going and Capital Funding for this Fiscal Year

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 29, Friday, April 12, and Friday, May 3, 2024, issues. Courtesy copies were published in the Friday, April 5, Friday, April 19, and Friday, May 10, 2024 issues.

Mayor Olem stated that the next four public hearing items relate to the Fiscal Year (FY) 2025 proposed budget. Due to the cancelation of the April 9, 2024, meeting, the public hearings on the proposed budget will be held this evening and on May 14, 2024. Mayor Olem reviewed the budget public hearing process and stated that following the public comment period, she will ask for a motion to continue the public hearings to the Council's meeting on May 14, 2024.

Mayor Olem opened the public hearings and recognized William H. Ashton II, Town Manager, who reviewed the public hearing items before the Town Council: (1) utilities, (2) tax rates, (3) fiscal planning, and (4) authorization to appropriate the funds.

Mr. Ashton provided the overview of the proposed FY 2025 budget and reviewed the following: (1) ordinance to amend water and sewer rates, (2) tax levies; no new tax rates are proposed, (3) breakdown of residential (increased by 4.65 percent) and commercial properties (decreased by 4.64 percent), (4) incorporation of the Town Council's priorities and guidance, (5) impacts and challenges faced in drafting the proposed budget; in particular inflationary pressures and imposed costs, (6) General Fund revenue and expenditures; highlighting personnel services and operations and maintenance, (7) Governmental Funds: Capital Projects, Stormwater, and American Rescue Plan Act (ARPA) Funds, and (8) Enterprise Funds: Water and Sewer, Golf Fund, and Cemetery Fund. Staff recommends approval of the proposed budget at the May 14, 2024 meeting.

There was discussion among Council and staff on the proposed budget, including: (1) water and sewer rates and the average household increase, (2) ARPA funded projects, (3) capital projects, including a Capital Improvement Plan (CIP) project for sidewalks and minor trails, (4) Information Technology projects, (5) community donations funding allocation, (6) purchase of Electric Vehicles, (7) real estate tax bill cost distribution, and (8) personnel costs.

Responding to Councilmember LeBlanc, Mr. Ashton stated that he cannot say for certain at this time, but he is fairly sure that the deferred maintenance that was put

on hold during the pandemic has been accounted for with ARPA funds.

Councilmember LeBlanc suggested that funding for two specific events (\$10,000 listed for Juneteenth and Pakistani Day) should be incorporated with the \$60,000 line item for community cultural festivals. He recalled that these two events predated the community festival donation process that the Town Council established, and he thought that the organizations could decide to apply for funding from the larger fund. Responding, Councilmember del Aguila stated the two events should remain separate line items.

Responding to Councilmember del Aguila, Mr. Ashton stated that staff is looking at using electric vehicles (EV), when possible, when replacing older vehicles.

Responding to Councilmember Dhakal, Mr. Ashton stated that it is difficult to say what the per unit increase in real estate tax bill will be. He stated that staff will find out the percentage increase in real estate tax bills and how that is distributed throughout the Town. He indicated he will include that information with the budget questions distributed to the Town Council.

Responding to Councilmember Dhakal's suggestion to increase the amount allocated for sidewalks and trails in the CIP, Mr. Ashton reviewed how staff puts the CIP together and emphasized the importance of considering capacity and pacing for the Department of Public Works to execute projects. He thought this topic is important to discuss, especially when the Council reviews the CIP in May.

Responding to Councilmember Dhakal, Mr. Ashton stated that staff will be bringing an item to Council to increase the personnel budget for FY 2024 in the next two weeks. He talked about other factors in the personnel budget and stated he can provide Councilmember Dhakal with the date that the Virginia Retirement Services (VRS) changed their benefit system structure for employees.

Vice Mayor Hedrick provided comments on the demands on the Town's budget and the property tax burden faced by residents.

Mayor Olem indicated she would call the public hearings, which will remain open.

Public Hearing on Water and Sewer Ordinance

Mayor Olem called for comments from the audience. Seeing none, Mayor Olem asked for a motion to continue the public hearing to the May 14, 2024 meeting.

Councilmember LeBlanc moved to continue the Public Hearing on the Ordinance to amend Chapter 74 (UTILITIES), Article II (Sewers and Sewage Disposal), Division 5 (Sanitary Sewer System Rates and Charges), Section 74-262

(Schedule of Rates); and Article III (Water), Division 2 (Service), Subdivision II (In-Town Service Charges), Section 74-326 (Schedule of Charges), to increase the service and usage charges for sanitary sewer and water, effective for meter readings taken on or after July 1, 2024, to the Town Council's regular meeting on May 14, 2024.

Motion seconded by Councilmember Alam.

There were brief comments from Council.

The question was called on 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."

Public Hearing on Tax Levy Ordinance

The public hearing was held, and the following individual provided testimony:

- Barry Clendenin, 520 Fillmore Street, Herndon: provided comments on the proposed budget and asked the Town Council to consider a modest real estate tax reduction, in light of Fairfax County's potential increase to their real estate tax rate. Mr. Clendenin submitted written copies of his testimony for the record.

Seeing no further comments, Mayor Olem asked for a motion to continue the public hearing to the May 14, 2024 meeting.

Councilmember LeBlanc moved to continue the Ordinance to Levy Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2025 Budget, to the Town Council's regular meeting on May 14, 2024.

Motion seconded by Councilmember Scherff.

There were brief comments from Council.

The question was called on 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."

Public Hearings on the Fiscal Planning Resolution and the Appropriation Ordinance

Mayor Olem stated that public hearings will be held concurrently for the next two items and called for comments from the audience. Seeing none, she moved to the Council level for discussion and action.

Mayor Olem stated that Council must take separate action to continue the public hearing on the Fiscal Planning Resolution and the Appropriation Ordinance.

**Vote on
Fiscal Planning Resolution**

Councilmember LeBlanc moved to continue the Public Hearing on the Resolution to adopt a Fiscal Planning Resolution for the Fiscal Year 2025 Budget for the Town of Herndon, to the Town Council's regular meeting on May 14, 2024.

Motion seconded by Councilmember Dhakal.

There were brief comments from Council.

The question was called on 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."

**Vote on
Appropriation Ordinance**

Councilmember LeBlanc moved to continue the Public Hearing on the ordinance to appropriate funds to implement the Fiscal Year 2025 Budget for the Town of Herndon, establishing the Pay Plan, and reserving on-going and Capital Funding for this Fiscal Year, to the Town Council's regular meeting on May 14, 2024.

Motion seconded by Vice Mayor Hedrick.

There were brief comments from Council.

The question was called on 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."

6. Consent

- a. **Ordinance 24-O-09 to amend the Herndon Town Code, Chapter 26 (ENVIRONMENT), Article VI (Noise), Section 26-221 (Loud noises prohibited), to further clarify language relating to animal noises [Rescheduled from April 9, 2024 Meeting]**
- b. **Resolution 24-G-24 to approve a Temporary License Agreement between the Town and Dulles Regional Chamber of Commerce for use of town-owned property for portable toilets and an ice machine for Friday Night Live events**

- c. **Resolution 24-G-20 to award Contract IFB# 24-04, Asphalt Concrete Milling and Paving [Rescheduled from April 9, 2024 Meeting]**
- d. **Resolution 24-G-21 to amend the Herndon Centennial Golf Course Fee Schedule [Rescheduled from April 9, 2024 Meeting]**
- e. **Resolution 24-G-22 to award Contract RFP# 24-02, Marketing and Branding Consultant [Rescheduled from April 9, 2024 Meeting]**
- f. **February 13, 2024 Town Council Meeting Minutes [Rescheduled from April 9, 2024 Meeting]**
- g. **February 20, 2024 Town Council Work Session Minutes [Rescheduled from April 9, 2024 Meeting]**
- h. **March 5, 2024 Town Council Work Session Minutes [Rescheduled from April 9, 2024 Meeting]**
- i. **March 12, 2024 Town Council Meeting Minutes [Rescheduled from April 9, 2024 Meeting]**

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

7. Closed Meeting

a. A closed meeting pursuant to the:

- **Code of Virginia Section 2.2-3711 (A)(3), a matter involving a discussion or consideration of the acquisition of real property for a public purpose in the downtown because discussion in an open meeting would adversely affect the town's bargaining position or negotiating strategy; and**
- **Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown.**

Mayor Olem stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember LeBlanc moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711 (A)(3), a matter involving a discussion or consideration of the acquisition of real property for a public purpose in the downtown because discussion in an open meeting would adversely affect the town's bargaining position or negotiating strategy; and under 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. Councilmember Dhakal seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

At 8:53 p.m. Mayor Olem called a brief recess, and at 9:03 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, 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: The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

The Council came out of closed meeting at 10:54 p.m.

Councilmember Dhakal moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Motion seconded by Councilmember Alam and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Dhakal, LeBlanc, Scherff, Vice Mayor Hedrick and Mayor Olem voting "Aye."

Aye: 7
Nay: 0
Absent: 0

8. Adjournment

There being no further business, Mayor Olem adjourned the April 23, 2024, Town Council Regular Meeting at 10:55 p.m.

Amanda E.M. Kertz
Chief Deputy Town Clerk

Minutes approved by Town Council:

Agenda Item: April 30, 2024 Town Council Special Meeting - Strategic Plan Minutes

Meeting Date: June 11, 2024

Category: Consent

Prepared by: Kirstyn Jovanovich, Town Clerk

Description:

This is a request to approve the April 30, 2024 Special Meeting Minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval as presented.

Attachments:

1. April 30, 2024, Draft Special Meeting Minutes

**HERNDON TOWN COUNCIL
Special Meeting Minutes
Tuesday, April 30, 2024**

1. Call to Order

Mayor Olem called the Tuesday, April 30, 2024, Town Council Special Meeting - Strategic Planning to order at 7:00 p.m. in the Town Council Chambers, Herndon, Virginia. In attendance were: Mayor Sheila Olem, Vice Mayor Clark Hedrick; and Councilmembers Naila Alam, Pradip Dhakal, Keven LeBlanc and Donielle M. Scherff. Councilmember Cesar del Aguila was absent.

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; and Kirstyn Barr Jovanovich, Town Clerk.

Determination of Quorum

Mayor Olem determined there was a quorum of six Councilmembers present. Councilmember del Aguila was absent.

2. Discussion

a. Strategic Planning Retreat: Thriving Community - Moderated by Julie Rouge and Kristi Dooley, True Purpose Leadership

1. Welcome, Overview, Check-in

Mayor Olem recognized the facilitators: Julie Rouge and Kristi Dooley, True Purpose Leadership, to begin the meeting that evening.

Ms. Dooley and Ms. Rouge provided an overview of the meeting and stated that this meeting will focus on the Thriving Community Strategic Focus Area of the adopted 2024-2029 Strategic Plan.

Councilmember Scherff asked that the group be kept on track during the discussion in focusing on the Thriving Community Strategic Focus Area, stating that many initiatives overlap into several strategic focus areas. Ms. Rouge stated that they would bring to the group's attention any areas that may fit into other strategic focus areas.

The Council briefly discussed recent professional and personal achievements, including: (1) recent use of interpreter services at Town Council meetings, (2) Herndon Diversity, Equity, and Inclusion Committee diversity policy recommendation, (3) recognizing the community in different ways, (4) communication with State and local representatives, and (5) personal professional accomplishments.

The group reviewed the Strategic Plan Vision, Town Council Core Values, and the five Strategic Focus Areas (SFAs), with focus on SFA 5, Thriving Community. The group reviewed the four goals included within this SFA, including: (1) prioritize accessible government services, programs, and infrastructure, (2) encourage an engaged and informed community, (3) honor the diversity of the Town, and (4) ensure a variety of green and open spaces with recreation options accessible to all.

2. Update on current work on initiatives associated with this Focus Area

William H. Ashton II, Town Manager, provided an update on the status of the initiatives included within Strategic Focus Area 5, Thriving Community. Under each goal, he provided an update on the following action steps:

- Complete a road and sidewalk audit to create a plan to meet Public Right of Way Accessibility Guidelines (PROWAG): In FY 2026, funding for a survey and plan development will be requested, and a Townwide Roadway Safety Action Plan to provide input for accessibility plans will be completed. Paving and sidewalk plans will continue to be developed, reviewed, and implemented.
- Update building accessibility plan: In FY 2027, funding for an assessment will be requested, which will focus on conducting an assessment of town buildings and developing a plan to upgrade accessibility.
- Implement partnership with outreach groups to increase parks and recreation services participation by all town residents, including underserved populations: In FY 2025, (1) the Neighbors in Action program will be finalizing and refining elements to align Parks and Recreation more closely with those communities, and (2) complete hiring of a parks and recreation supervisor focused on collaborative outreach. In FY 2026, implementation of outreach programs will be implemented, serving identified recreational needs.

There was discussion among the Council and staff on the Town Manager's status update, including: (1) Neighbors in Action Program at the Herndon Community Center, (2) encouraging community engagement through increased outreach, (3) working with other community groups, e.g. Centreville Immigration Forum, to help evaluate how Neighbors In Action is being utilized, and (4) looking at how to better engage with local schools.

Responding to Councilmember LeBlanc, Mr. Ashton stated that he did not have the information at that time, but he would follow up with statistics on the usage of the Neighbors in Action program.

Responding to Councilmember Scherff, Mr. Ashton clarified the responsibilities for the Recreation Supervisor position at the Herndon Community Center, and he stated that a bilingual language element was included in the position announcement. Councilmember Scherff requested that the person to fill the role be local to support outreach efforts.

Responding to Councilmember Dhakal, Mr. Ashton asked the Council to advise him on things they hear in the community, like not seeing any publicly posted notice about the Neighbors in Action program at the Community Center. He indicated that information could be posted at the Community Center. He further stated that staff was looking at other communication opportunities to provide information on this program, including through the school system.

Responding to Councilmember Scherff, Mr. Ashton stated that the Town can distribute information on the Neighbors in Action program through other community groups as well.

Ms. Dooley stated that the intent of this portion of the agenda is for staff to provide an overview of the work that is already happening, with the Council identifying areas for further discussion later in the agenda.

Following further Council discussion, Ms. Rouge stated that she and Ms. Dooley would identify the discussion of: (1) encouraging belonging, and (2) diversity policy as points of meaningful discussion to occur later in the meeting.

Mr. Ashton continued providing an update on current work and initiatives in the Strategic Plan:

- Develop and implement a rebranding initiative in the development of a clear brand and message for the Town of Herndon: in FY 2025, with facilitation by a brand consulting firm and under advisement of a brand task force, the Town will work on developing a new brand strategy for the town. In FY 2026, staff will execute a marketing plan and correlative communications strategy.
- Prioritize Americans with Disability Act (ADA) compliance in developing materials for public use: (1) the Town's website is ADA compliant and will be monitored to ensure continued compliance, and (2) marketing and collateral materials, including social media, are being refined to meet ADA standards.
- Prepare resources that address the identified language needs of the

community: (1) an interpreter and translator are on contract with the Town and are utilized at Town Council public meetings and in distributing public materials, (2) the Town's e-newsletter is translated and distributed for display biweekly at key locations where many residents congregate, (3) the Town's website is translatable into multiple languages, and (4) the biennial resident and business surveys are offered in multiple languages: Spanish, Urdu, Farsi, and Korean.

There was discussion between Council and staff about the language choices for the biennial survey and the languages Fairfax County uses in their communications.

Mr. Ashton continued providing an update on current work and initiatives in the Strategic Plan:

- Evaluate existing and proposed events for local cultural impact, neighbor connection, and resource needs, which will contribute to the initiation, revision, or conclusion of each event: in 2024, various cultural festivals are being planned, with collaborative efforts being coordinated between the Town and other organizations.
- Establish policy and procedures to engage local residents, with emphasis on the town's various diverse communities, regarding the 2050 Comprehensive Plan and future planning initiatives: in FY 2025, engaging with a consultant team with expertise and a successful track record of inclusive community outreach, which is being funded by a RAISE grant, with emphasis on historically under-represented communities for the rewrite of the Comprehensive Plan. In FY 2026, staff will work to incorporate the program into a new Comprehensive Plan, formally establishing these policies moving forward.
- Develop and implement Community Cultural Festivals Donation Policy and Program: established in FY 2024, the donation program has been implemented and underway, and staff will review and revise the process where appropriate.

There was discussion among Council and staff about the 2050 Comprehensive Plan update process, along with conversation about community engagement opportunities.

Mr. Ashton continued providing an update on current work and initiatives in the Strategic Plan:

- Develop a capital and stewardship plan for parks, infrastructure, and equipment: in FY 2025, planning stages to develop a plan with a more focused effort on planning how parks are managed and augmented, and ensuring it is part of the Capital Improvement Program (CIP).

- Maintain park standards at a level that provides for the safety and engagement of the community: staff is in the planning stages of reviewing park maintenance, along with the Town's collaboration with partner agencies, and looking at parks management in a more holistic way. Parks and Recreation will be seeking industry accreditation in support of this action step.

There was discussion among Council and staff about: (1) the partnership with Fairfax County on several of the Town's parks, especially concerning Fairfax County's maintenance of those parks, and (2) resources needed to hold events in downtown Herndon on Saturdays in the summer.

Ms. Rouge asked the group to identify the main topics of discussion for this evening's meeting.

There was discussion between the Council, staff, and moderators on selecting the topics of discussion, and suggestions included: (1) increasing diversity of options offered at the Town's parks, as identified under Goal 4, e.g., (a) band shell, (b) accessible play structure/area, (c) splash pads, and (d) fitness trails, (2) process improvements related to assisting new businesses and outreach to the business community, to include working with the incoming Director of Economic Development, (3) affordable and workforce housing, (4) creation of a mechanism for ad hoc committees to obtain business input, and (5) Mason Enterprise Center economic development accelerator program as an example of a business resource.

In response to Councilmember Dhakal's suggestion to discuss workforce and affordable housing, Ms. Rouge indicated that those topics may be better suited for discussion during the Environmental and Economic Sustainability Focus Area meeting. Mr. Ashton stated that the Town is working with Fairfax County Housing Authority to provide a briefing to the Council at a future work session. The group agreed to table this topic until the next strategic plan meeting.

In response to Councilmember LeBlanc, Mr. Ashton stated that the incoming Economic Development Director could be prepared to have a concept plan regarding business outreach in mind as part of the discussion to be held during the next Strategic Planning meeting on the Environmental and Economic Sustainability Strategic Focus Area.

After discussion, the group identified the following topics for meaningful conversation later in the agenda:

- Facilitate meaningful belonging;
- Herndon diversity policy;

- Equitable access to spaces in downtown;
- Diversity of services parks offer; and
- Process to ensure the Town is business-friendly.

In response to Councilmember LeBlanc, Mr. Ashton stated that the Director of Parks and Recreation is the ADA program coordinator for the Town, and that individuals can report access concerns through the ADA request form on the town's website.

After discussion, the group prioritized the following topics for discussion:

1. Herndon diversity policy;
2. Facilitate meaningful belonging and equitable access to spaces downtown;
3. Consider processes to ensure the Town is business-friendly; and the diversity of services parks offer.

Recess

At 8:15 p.m. Mayor Olem called a brief recess, and at 8:22 p.m., the Town Council special meeting reconvened, with six members present and Mayor Olem presiding. Councilmember del Aguila was absent.

3. **Identification of issues associated with Thriving Community focus area for strategic discussion; and**
4. **Discussion of concerns and ideas related to the above identified issues**

a. Draft Herndon Diversity Policy

Councilmember Dhakal introduced the discussion stating that the Herndon Diversity, Equity, and Inclusion Committee (HDEIC) developed the draft policy, inspired by the One Fairfax Policy, which he said was forwarded to Town Council for consideration. He stated the main intention of the draft policy is to promote equity and inclusion in the community by upholding our commitments to those values. He further noted that the purpose of adopting a diversity policy is to improve the quality of life, enhance social cohesion, and promote equal and fair opportunities for everyone in the community through: (1) providing a benchmark from which to improve, (2) being intentional, (3) bringing social and racial equity, and (4) bringing diverse events to the community.

There was discussion among the Council, staff, and moderators on the draft Herndon Diversity Policy proposed by HDEIC, including: (1) draft copy of the policy provided in the March 5, 2024, Town Council work session agenda, (2) basing the draft policy on the County's One Fairfax policy, (3) review of HDEIC's guiding principles and goals, and (4) the policy will be developed and refined if the initial resolution directing the formation of the policy is adopted.

There was discussion among the Council, staff, and moderators on how to establish a diversity policy, including: (1) how to evaluate the policy's success, (2) working with diversity measures already implemented in the Town, e.g., (a) routine supervisor training, (b) annual diversity training, (c) workplace harassment, and (d) leadership training; staff will look at presenting this information to the HDEIC, (3) policy as a public-facing document demonstrating the Town's commitment to diversity, equity, and inclusion, (4) how the Town will be held accountable, (5) tying the diversity policy to the Strategic Plan, and (6) minor administrative edits to be considered for the document.

Following the discussion, Mr. Ashton stated that this may be a policy that is included in the Strategic Plan as an amendment at the forefront of the document. The group concurred with that recommendation.

There was discussion among the Council and staff on the status of previous recommendations from HDEIC, including:

1. Women-only swimming hours at the Community Center: it was determined to not be feasible at this time due to staffing and support requirements.
2. Diversity Award program: Council did not give previous direction, but Mr. Ashton stated it could be included as part of the annual employee holiday luncheon award program.
3. Skateboarding event: status is not available; staff will revisit the topic and provide an update at a later date.

There was additional discussion about how to incorporate artwork from multiple cultures into this area of the strategic plan.

Following discussion, staff was requested to provide the following: (1) staff recommendation on the draft Herndon diversity policy, and (2) provide a draft resolution on the Herndon diversity policy for a future Town Council work session, following legal review.

b. Facilitate meaningful belonging and equitable access to spaces in downtown

Ms. Rogue stated that discussion on this topic will include looking at how the Town is providing a sense of belonging in a variety of ways, such as: (1) feeling comfortable with advocacy, and (2) equitable access to spaces.

There was discussion among the Council, staff, and moderators about facilitating equitable spaces, including: (1) reinvigorating the community roundtables that the Town held in the past, (2) the status of public safety activities that used to be held, such as Coffee with a Cop and Citizens Police

Academy; to which Mr. Ashton responded he can find out the status of those programs, (3) other community outreach events that the Herndon Police participate in, like Popsicles with Police, work with local organizations, and school-based outreach efforts, (4) gang prevention and concerns over Fentanyl in the community, (5) expressing concern that the entire community did not feel welcome in Herndon, (6) implementing cultural sensitivity training, (7) utilizing an expert to help cultivate a sense of belonging and to address social issues within the community, (8) engaging more with Opportunity Neighborhoods community ambassadors, and (9) building policy that encourages belonging and promotes inclusion.

Ms. Rouge indicated that it may help the group to think about different ways that the Town is communicating, noting that it might take some intentional work on what those communication tools are, which will look different in every community.

Ms. Rouge asked what are some of the areas that Council has influence over encouraging belonging, and there was discussion among Council and staff on the following: (1) acknowledging the Town's diversity and welcoming the diverse population, (2) asking partners who work with the Town to adopt the Town's vision, ensuring that it is open and welcome to anyone, (3) focusing on inclusionary aspects, including bringing in an expert on inclusion to talk to the Town Council, (4) looking at the Town's communication policies, (5) addressing problems within the community, considering socio-economic factors, and (6) highlighting the term "comprehensive inclusion."

Responding to Councilmember Scherff's question about the Town's partners adopting its vision, Lesa Yeatts, Town Attorney, asked for clarification on the Town serving as a partner or sponsor, to which Councilmember Scherff responded "either." Ms. Yeatts stated that the Town does sponsor some events, but is not a partner on events held on Town property, and that anyone could have a special event on Town property. Councilmember Scherff responded that organizations that receive money from the Town should espouse the same values as the Town, and Ms. Yeatts indicated that she would review the information.

The group reviewed the topics that were identified and discussed aspects of belonging and access, including: (1) event types and process, (2) establishing expectations with partners in embodying shared expectations, (3) inclusion audit, (4) transparency and effective communication to all communities, including public safety issues such as scams and Fentanyl, (5) how the Town is addressing concerns within the community, and (6) how to further engage and connect the community, to include ways to encourage volunteerism.

Ms. Rouge asked if there were specific tactical items that the group wanted to

discuss addressing the topic areas identified, and discussion in this area included: (1) Councilmember LeBlanc's suggestion to bring in an expert focused on municipalities that can utilize research and translate what is happening in the world into policy, more specifically than diversity, equity, and inclusion training, (2) Councilmember Scherff's suggestion to form a committee of representatives from key community groups that could work with the Town on diversity, equity, and inclusion issues, (3) Councilmember Dhakal's comments about involving the HDEIC with this committee.

Following discussion among the Council, staff, and moderators, Ms. Dooley asked the group if there was interest in the suggestion of forming a committee of experts in the government equity policy field or similar field to aid in guiding policy development around this topic, to which there were comments on: (1) understanding from the experts on areas that the Town is able to impact, (2) looking at other localities to see how they are addressing concerns within the community, and (3) to use a committee to see where the Town plugs in, and to not act in isolation.

Ms. Rouge asked for clarification on the direction of the discussion, noting that the original discussion focused on bringing in a few experts who could aid in thinking about the parameters, best practices, and what others have done in a one-time workshop, and now the discussion is around the formation of a Committee of experts to provide guidance.

Councilmembers LeBlanc and Scherff confirmed that the intent of the expert committee is to have a one-time discussion with a few experts and the Town Council, and inviting the HDEIC to listen to the discussion.

Ms. Rouge confirmed that the action item from this discussion is to get a meeting together with Karla Bruce, Chief Equity Officer, Fairfax County, and/or other leaders in the field to do some stage setting on practices, ideas, and innovations, and what and how impact can be made as policymakers.

Ms. Rouge stated that in summary, the group has identified six areas that the Town Council may want to continue to brainstorm and prioritize within this Strategic Focus Area.

5. Review and Prioritization of any new Council Initiatives within the Strategic Plan Framework

There was no discussion on new Council initiatives.

6. Wrap-up - Next Steps

Ms. Rouge stated that the next strategic plan meeting will focus on SFA 3,

Environmental and Economic Sustainability, noting that affordable housing and workforce housing have already been included as discussion topics, and if there are other pieces of information that staff should provide as part of the next strategic plan discussion on this focus area.

There was discussion among the Council, staff, and moderators about discussion topics for the next Strategic Plan meeting.

Councilmember LeBlanc asked about the status of coordinating a presentation from Fairfax Housing Authority or Fairfax County Economic Development to the Town Council. Mr. Ashton stated that the Town requested to meet with the Housing Authority and staff has not contacted Fairfax County Economic Development. He stated that staff is working on coordinating with Fairfax County Housing Authority to provide a presentation at a future work session, depending on their schedule.

In response to Councilmember Scherff, Mr. Ashton provided a high level overview of the Town's incoming Economic Development Director's background and expertise, and indicated that he could provide a briefing at a work session prior to the next strategic plan meeting.

Councilmember LeBlanc asked if data could be provided on the town's current business profile, such as sector, sizes, etc. Mr. Ashton stated he would look into providing that data ahead of the next strategic plan meeting.

Following discussion, Ms. Rouge stated that the request is for the Town Council to think about what types of organizations and businesses they want to be in the community in the next 20 years and to bring that as part of the next strategic plan meeting.

Mr. Ashton provided a briefing on the current market conditions impacting business decisions.

Vice Mayor Hedrick requested a tree inventory update be included in the next strategic plan meeting. Mr. Ashton confirmed that an update will be provided as part of the Environmental and Economic Sustainability SFA discussion.

Ms. Rouge asked the group if they wanted to continue to have the strategic plan discussions as separate special meetings or incorporate these into work sessions.

After discussion, the group concurred to schedule the quarterly strategic plan meetings as part of scheduled work sessions with the next meeting being pushed from July to September 3, 2024, starting at 6:00 p.m., focused on the Environmental and Economic Sustainability SFA.

3. Adjournment

There being no further business, Mayor Olem adjourned the April 30, 2024 Town Council Initiatives Meeting at 10:01 p.m.

Amanda E.M. Kertz
Chief Deputy Town Clerk

Minutes approved by Town Council:

DRAFT