



TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, September 23, 2025 | 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 Bicyclist and Pedestrian Awareness Month, October 2025
- b. Proclamation, to recognize National Hispanic American Heritage Month, September 15 - October 15, 2025
- c. Proclamation, to recognize Indigenous Peoples' and Columbus Day, October 13, 2025
- d. Proclamation to recognize United States Constitution Week, September 17-24, 2025
- e. Presentation of the Annual Report Fiscal Year (FY) 2025
- f. Town Manager Report
- g. 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. General

- a. Resolution 25-G-47 to award Contract RFP #25-02, Herndon 2050 Comprehensive Plan and Market Study and Economic Development Strategy (MSEDS)

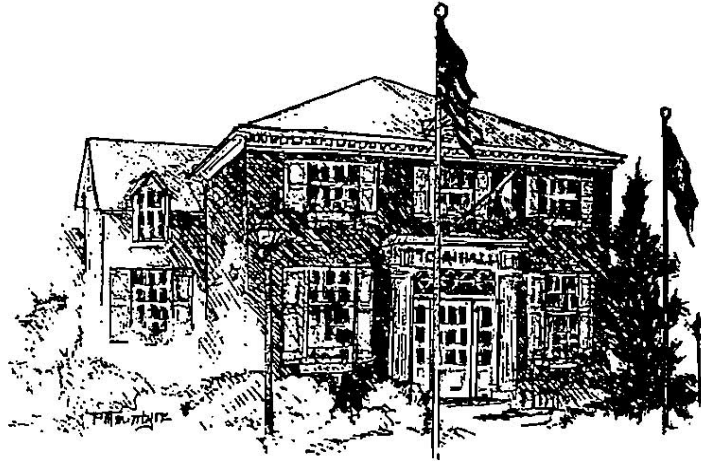
6. Consent

- a. Resolution 25-G-48 to appoint a Town Manager for the Town of Herndon
- b. Ordinance 25-O-14 to amend Chapter 54 (PERSONNEL), Article I (In General), Article II (Pay), Article III (Leave), and Article IV (Grievance Procedure)
- c. Ordinance 25-O-15 to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), DIVISION 2 (SPEED LIMITS), Sec. 42-101 (Enumerated), to extend the 25 mph section on Herndon Parkway from Van Buren Street to the eastern intersection with Summerfield Drive
- d. Resolution 25-G-49 to express appreciation and accept a generous donation from Herndon Youth Soccer Association, Inc., for a fence at the Bready Park soccer field
- e. Resolution 25-G-50 to establish the Herndon Town Council meeting schedule for January 1, 2026 to December 31, 2026
- f. Resolutions to approve the town's participation in the proposed settlement of opioid-related claims
- i. Resolution 25-G-51 to approve the town's participation in the proposed settlement of opioid-related claims against the Sackler family, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement
- ii. Resolution 25-G-52 to approve the town's participation in the proposed settlement of opioid-related claims against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement
- g. Resolution 25-G-53 to award Contract RFP 26-01 Holiday Decorations
- h. Resolution 25-G-54 to approve and authorize the submission of a transportation funding application to the Northern Virginia Transportation Authority (NVTA) for FY26-FY31 Regional Revenue funding consideration to be directed towards the project titled 'South Elden Street Corridor Improvements' (South Elden St. Reconstruction, TransAction ID 351)

- i. Ordinance 25-O-16 to approve and authorize the mayor to sign a Fourth 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
- j. Ordinance 25-O-17 to approve and authorize the mayor to sign a Sixth 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
- k. Ordinance 25-O-18 to approve and authorize the mayor to sign an Extension of Lease between Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company, for space at 717 Lynn Street, commonly known as the Depot
- l. Resolution 25-G-55 to accept the Annual Report Fiscal Year (FY) 2025
- m. Resolution 25-G-56 to appoint a member to the Town Council's Community Inclusion and Engagement Committee
- n. Resolution 25-G-57 to initiate consideration of a Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate
- o. Resolution 25-G-58 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-05 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate
- p. Approval of Minutes
 - i. August 6, 2025 Town Council Work Session Minutes
 - ii. August 12, 2025 Town Council Regular Meeting Minutes

7. Adjournment

Interpretación en Español está disponible en esta sesión.

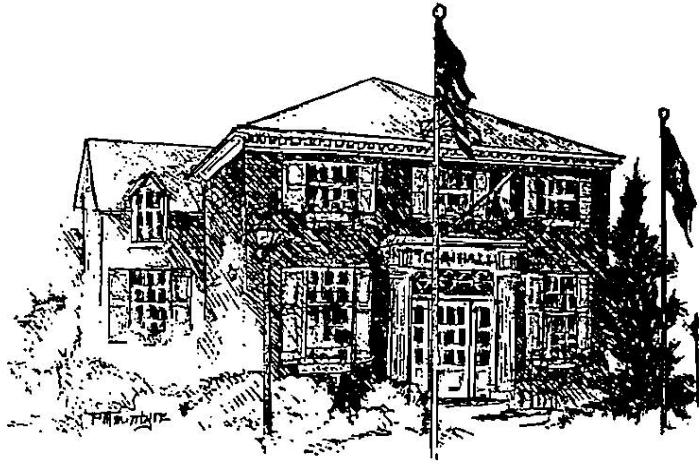


**TOWN OF HERNDON, VIRGINIA
PROCLAMATION
BICYCLIST AND PEDESTRIAN
AWARENESS MONTH
October 2025**

Each year in Virginia, pedestrians and bicyclists are seriously injured or killed in collisions involving motor vehicles. Data shows that pedestrian-related crashes are most common between October and December. In the past year alone, Virginia saw 126 pedestrian fatalities and 25 cyclist deaths. To combat this issue, communities and organizations across the state--including local governments, businesses, nonprofits, schools, and sports groups--are joining forces with DRIVE SMART Virginia and similar partners to promote safe road-sharing practices and help reduce crashes, injuries, and fatalities on Virginia's roads.

In October, **Bicyclist and Pedestrian Awareness Month** serves as a statewide public education effort to promote cooperation among cyclists, pedestrians, and drivers. Through the "See and Be Seen" campaign, the initiative emphasizes the shared responsibility of all road users to stay alert and watch out for one another. Here in Herndon, we've long championed walkability and community design that brings people together. We are proud to be home to a Pedestrian and Bicycle Advisory Committee, a federally-supported Roadway Safety Action Plan, and continuous investments in bike lanes, sidewalks, trails, safe crosswalks, and traffic calming, all with the goal of making Herndon a place where people can move freely and safely.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims October 2025 as **Bicyclist and Pedestrian Awareness Month** in the Town of Herndon; acknowledges that cyclists, drivers, and pedestrians each share equal rights and responsibilities on the road; highlights the critical importance of safety for everyone traveling; and advocates for walking and biking as active, efficient, and environmentally friendly modes of transportation.



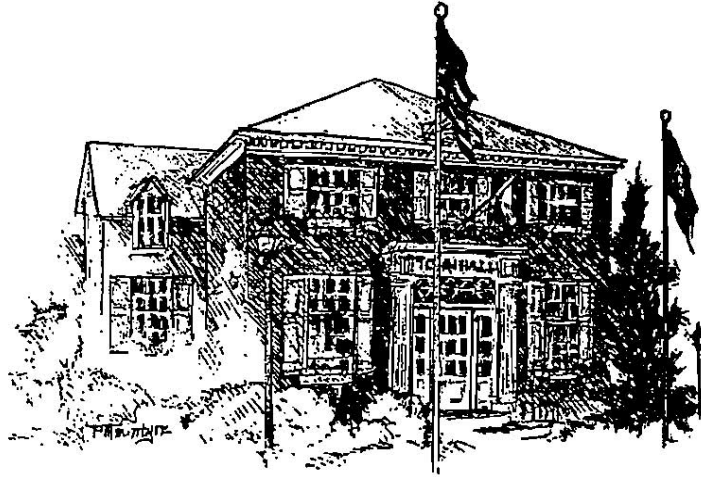
**TOWN OF HERNDON, VIRGINIA
PROCLAMATION
NATIONAL HISPANIC AMERICAN HERITAGE MONTH
September 15 - October 15, 2025**

National Hispanic American Heritage Month is observed from **September 15 to October 15** each year, celebrating the rich histories, cultures, and contributions of Americans whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America. The month begins on September 15 to honor the independence anniversaries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua, with Mexico, Chile, and Belize celebrating shortly after, reminding us of the deep and diverse roots of Hispanic and Latino communities.

In Herndon, we are proud to be home to a vibrant and growing Hispanic and Latino population with approximately 33–35% of Herndon's population identifying as Hispanic or Latino, making it one of the largest and most vibrant demographic groups in the town. This rich diversity is reflected in Herndon's neighborhoods, schools, businesses, community events, and faith communities—deeply shaping the town's cultural identity. The 2025 theme, *“Collective Heritage: Honoring the Past, Inspiring the Future”* highlights the generations of Hispanic and Latino leaders—past and present, locally and nationally—who continue to push boundaries, open doors, and build stronger communities for all of us.

The Town of Herndon recognizes and celebrates the students, athletes, families, workers, artists, veterans, and civic leaders of Hispanic and Latino heritage who enrich our community every day. We honor the resilience, family values, and cultural pride that help make Herndon a more inclusive, dynamic, and united town.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims September 15 through October 15, 2025, as **National Hispanic American Heritage Month** in the Town of Herndon. We encourage all residents to join us in celebrating the stories, traditions, and enduring contributions of Hispanic and Latino Americans through local events and programs, continuing to build a community where everyone belongs and every culture is honored.



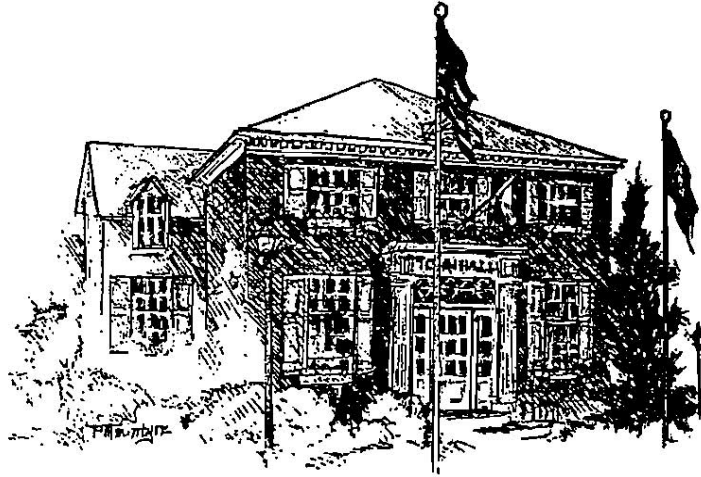
TOWN OF HERNDON, VIRGINIA PROCLAMATION INDIGENOUS PEOPLES' AND COLUMBUS DAY October 13, 2025

The second Monday in October has long been recognized as Columbus Day, commemorating the voyage of Christopher Columbus in 1492 and the lasting contributions of Italian Americans to the fabric of the United States. In recent decades, many communities have also sought to recognize Indigenous Peoples' Day on the same date to honor the rich cultures, histories, and enduring contributions of Native peoples who have lived on this land since time immemorial. Indigenous communities across the Americas have experienced centuries of colonization, displacement, and hardship, and continue to lead efforts for cultural preservation, environmental stewardship, and social justice.

Here in Herndon, we acknowledge that the land we live on today was originally stewarded by Indigenous peoples, including the Patowomeck, Piscataway, and Manahoac tribes, whose descendants continue to contribute to the cultural and social fabric of Virginia. Our town values its cultural diversity and strives to cultivate a spirit of inclusion, equity, and historical reflection that honors all voices and truths. We also acknowledge that Italian Americans have significantly contributed to the development of the United States, enriching our communities through the arts, sciences, public service, and civic life.

Recognizing both Columbus Day and Indigenous Peoples' Day provides an opportunity to reflect on and civilly discuss our complex national history, to honor the resilience and contributions of Indigenous peoples, and to celebrate the rich heritage of Italian Americans.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims October 13, 2025 as **Indigenous Peoples' and Columbus Day** in the Town of Herndon, and encourage all residents to observe the day with respect, learning, and thoughtful dialogue. Let us take this time to uplift stories of courage, heritage, and perseverance from all communities, and to renew our shared commitment to understanding, unity, and justice.



**TOWN OF HERNDON, VIRGINIA
PROCLAMATION
UNITED STATES CONSTITUTION WEEK
SEPTEMBER 17 - SEPTEMBER 24, 2025**

September 17, 2025, marks the 238th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention.

The United States Constitution is the foundational document that has guided our democracy, protected individual liberties, and provided a framework for the rule of law for over two centuries. The Constitution stands not only as a legal document, but as a living promise - one that affirms the ideals of freedom, justice, equality, and self-governance for all people, regardless of background or belief.

The Town of Herndon values civic engagement, inclusive dialogue, and active participation in the democratic process as essential to a thriving and resilient community. **United States Constitution Week** is an opportunity for all residents to reflect on the rights, responsibilities, and protections guaranteed by this historic document, and to honor the work of generations who have fought to extend and uphold those principles for every American. In Herndon, we strive to live out the ideals of the Constitution, through open government, civil discourse, equal protection under the law and equal service to all community members, and an unwavering commitment to public service and community well-being.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims **September 17-24, 2025 as United States Constitution Week** in the Town of Herndon, in honor of the embodiment of our very democracy codified into word. We encourage all residents, schools, civic groups, and institutions to commemorate this observance through thoughtful discussion, educational programming, and renewed dedication to the rights and responsibilities enshrined in the Constitution so that we may continue to build a more perfect union, here at home and across our nation.

Herndon by the Numbers

Fiscal Year 2025 Review

A young girl in a blue dress is jumping over railroad tracks in a suburban neighborhood. The scene is overlaid with a semi-transparent red filter. In the background, there are trees, a brick house, and a dark SUV parked on the street.

Moving Forward From a Strong Footing

- Adopted a budget addressing structural reliance on capital reserves.
- Maintained a AAA bond rating from all three major agencies.
- Earned the GFOA certificate of achievement for excellence in financial reporting for the 50th consecutive year.

Our Strategic Plan Guides All That We Do



Strong Fiscal Stewardship

Ensuring responsible financial management, transparency, and alignment of budgets with long-term goals

Practicing Strong Fiscal Stewardship

- Fiscal responsibility and taxpayer accountability guide our budgeting and daily operations.
- Updated rate models, aligned project spending with the CIP, and enhanced Council reporting to improve the budget process.
- Finance prioritized process improvements, cross-department collaboration, and analytics for FY 2025.
- Managed complex procurements for key initiatives, including the Comprehensive Plan, Roadway Safety Action Plan, Golf Course renovation, and ARPA-funded projects.

Revenue Enhancements

- 18% increase in Community Center admissions and 16% increase in fitness/personal training revenue over FY 2024.
- Grant funding to support “Camp on the Go.”
- \$1.5m in grants supporting stream restoration and flood preparedness.
- Nearly \$6m in NVTa and DOT grants to support transportation.
- 10 active ARPA-funded infrastructure projects.
- Won grant to fund the town’s first urban forestry master plan.

Secure and Interconnected Community

Promoting public safety, multimodal transportation, and regional
collaboration

Enhancing Transportation

- 16 roadway safety projects completed featuring stop signs, clearer sight lines, improved markings, traffic calming, and accessible pedestrian facilities.
 - Examples:
 - Installed an all-way Stop sign at the intersection of **Grant Street and Fillmore Street** – this new stop sign, along with better-marked crosswalks, improves safety for children walking and biking to Herndon Elementary School.
 - Installed new lane markings and corner bump-outs on **Ferndale Avenue** – these new markings provide a clearer designation of parking and driving along Ferndale Avenue. Additionally, the corner bump-outs improve sight distance for both pedestrians and motorists at side streets and driveways.
 - Installed road edge warning signs on **Van Buren Street near Worldgate Drive** - These reflective signs improve visibility of the roadway geometry, and aid in nighttime navigation of the intersection.

Focusing on Public Safety

- Responded to more 26,400 calls for service.
- 298 new investigations assigned to detectives.
- 16% decrease in total accidents.
- 28% decrease in alcohol-related accidents.
- 2 officers hired, 7 promoted, and K9 “Pilot” added to ranks.
- 38 consecutive years of CALEA accreditation.

Providing Services & Infrastructure

- 7,560 tons of trash, recycling, and yard waste collected
- 402 water quality samples conducted.
- Nearly 200,000^{ft} of sanitary and storm sewer CCTV inspected.
- 10 active ARPA-funded infrastructure projects.
- 95% completion of design for Chestnut Grove Cemetery improvements to extend the facility's life.

Environmental and Economic Sustainability

Supporting energy efficiency, business growth, historic preservation, and
affordable housing

Environmental Stewardship

- Grant funding through Commonwealth's Community Forest Revitalization Program to fund the town's first urban forestry master plan, now underway.
- 99 town-owned, high-risk trees removed.
- 151 new street trees planted.
- 7 town-owned landscape beds redesigned and replanted.
- Golf course nutrient management and stormwater pollution prevention plans updated and partnership with Audubon International continued.

Economic Sustainability

- 555 Herndon Parkway completed the site plan review process and became the first development to commence construction within the HTOC.
- Completed economic development program reassessment.
- Launched Small Business Improvement Committee prioritized by Council in the Strategic Plan.

Planning for Responsible Future Growth

- Set to launch 2050 Comprehensive Plan.
- 2050 CP will set policy for multiple aspects of town governance for the next 25 years and will build on the existing Strategic Plan and inform future strategic plans.
- Environmental and economic stewardship are the heart of this project.

Good Governance

Maintaining public facilities, engaging the community, and fostering a high-performance workforce

Fostering a High-Performing Workforce

- Total Compensation Philosophy implemented.
- 1,222 employment applications reviewed.
- 35 regular status and 89 temp/pt positions filled.
- 300+ employees participated in internal trainings.
- 2 employees in the George Mason University MPA cohort and 2 employees attended LEAD.
- Launched Herndon Leadership Cohort.

Engaging the Community

- 35 Council meetings, work sessions, and retreats.
- First town-hall event: *Our Herndon, Our Future*.
- Staff engaged in public outreach for many projects related to transportation and infrastructure.
- Completed town-wide branding study.
- Established CIEC
- HPD attended more than a dozen community events, from coffee with a cop and preschool visits, to National Night Out and Que Pasa Festival.

Thriving Community

Enhancing accessibility, cultural expression, parks, and community events

Connecting Community

- 43,095 total visits to HCC, a 33% increase over FY 2024.
- 53 HPR outreach events reaching 3,300+ people
- 4,250 youth used HCC via Neighbors in Action pricing offsets.
- 52 campers supported through partnerships with Cornerstones and She Believes in Me.
- Boards, commissions, and committees.

Connecting Community

- \$25,000 spent on direct repairs via our housing assistance program, funded by a HUD Community Development Block Grant.
- The town's first Housing Study, a systematic research and analysis project to understand the community's future housing needs, commenced in FY2025
- Town Square Tuesday launched to bring more entertainment options to downtown.

TOWN OF
Herndon
LIVE DIFFERENTLY.

Agenda Item: Resolution 25-G-47 to award Contract RFP #25-02, Herndon 2050 Comprehensive Plan and Market Study and Economic Development Strategy (MSEDS)

Meeting Date: September 23, 2025

Category: General

Prepared by: Ahmad Zaki, Lead Planner/Long Range

Description:

This is a request to execute a contract with Agency Landscape + Planning for RFP #25-02, the Herndon 2050 Comprehensive Plan (Herndon 2050) and Market Study & Economic Development Strategy (MSEDS). The rewrite of the Comprehensive Plan and the subject of economic development figure prominently in the Town's adopted Strategic Plan.

Background:

The Town Council previously resolved for staff to submit a grant application under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program of the United States Department of Transportation under Resolution 23-G-20 on February 14, 2023. The Town was successful in its application and executed a grant agreement with the Federal Highway Administration effective February 1, 2025.

The Town Council further directed staff to initiate the preparation of a new comprehensive plan and MSEDS to establish a community vision and policy framework to guide the Town of Herndon through the horizon year 2050.

A Comprehensive Plan is the town's foundational, long-range policy document that establishes a vision, goals, and strategies for future development. It serves as a roadmap guiding decisions on land use, transportation, housing, economic development, environment, community identity, and public facilities, while shaping capital improvement programs and future budgets to achieve its goals.

To support this effort, the Town released a Request for Proposal (RFP) on March 6, 2025. Written technical proposals were received from six (6) firms on or before May 6, 2025. Following in-person interviews with the three (3) top-rated offerors, the evaluation committee selected Agency Landscape + Planning, Inc. as the top-rated firm and thereafter negotiated favorable terms and budget. Activities under this contract will consist of professional services, project administration, technical analyses, public engagement, visioning, and plan preparation.

The planning process will involve extensive community outreach, coordination with the Town Council and Planning Commission, and the preparation of policy recommendations that will guide Herndon's growth, infrastructure, economic development, natural environment, land use, and quality of life through 2050.

Timing Impact:

The project is anticipated to take about 24 months with kick-off in December 2025 and running through early 2028. Key milestones will include data collection and background research, existing condition analysis, visioning, plan preparation and plan adoption. The MSEDs element of the project is anticipated to be completed within the first nine months of the project. The anticipated conclusion of the Herndon 2050, and endorsement by the Town Council, is anticipated for the Spring of 2028. Upon adoption, the Herndon 2050 plan will serve as a core policy document for future town decisions regarding the built and natural environment and the Capital Improvement Program.

The current Comprehensive Plan, with a horizon year of 2030, is no longer a true long-range plan. Since 2008, it has undergone nine amendments, including three Small Area Plans, and has become increasingly out of alignment with current community needs, regional dynamics, and national conditions. These limitations underscore the importance of preparing a new plan with a forward-looking vision to 2050.

Strategic Focus Area:

Good Governance
Environmental and Economic Sustainability
Secure and Interconnected Community
Strong Fiscal Stewardship
Thriving Community

Fiscal Impact:

The Town previously secured a \$720,000 grant with a 20% local obligation of \$180,000, for a total estimated project cost of \$900,000. The estimated cost for the MSEDs element of the project was approximately \$200,000. The contract negotiated with Agency Landscape + Planning, Inc. is estimated at \$1,165,038. Funds will be appropriated by fiscal year as outlined below, with 60% of incurred costs (up to \$720,000) reimbursed by the Federal Highway Administration. In addition, the Town anticipates allocating a contingency budget of \$35,000 to address issues or additional items that may arise during the planning process.

Anticipated appropriations per fiscal year are as follows:

- FY26: \$1.1 Million (as approved in the FY26 budget)
- FY27: \$100,000

Legal Impact:

The Comprehensive Plan is mandated by Section 15.2-2223 of the Code of Virginia, which directs each locality to prepare and adopt such a plan. Pursuant to this statute, the Planning Commission is charged with preparing and recommending the plan, while the governing body holds the authority to adopt it. The Code establishes the planning framework by requiring comprehensive surveys and studies of existing conditions, growth trends, and future requirements. It further defines the plan's scope, stipulating that it be general in nature while designating the approximate location, character, and extent of key features. Per the Code of Virginia, comprehensive plans must be reviewed, and any necessary updates made at 5-year intervals.

The Herndon 2050 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 #25-02, Herndon 2050 Comprehensive Plan and Market Study & Economic Development Strategy (MSEDS) between the Town of Herndon and Agency Landscape + Planning, Inc.

Attachments:

1. Resolution (Proposed)
2. Presentation

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to award Contract RFP #25-02, Herndon 2050 Comprehensive Plan and Market Study & Economic Development Strategy (MSEDS).

The Town issued a Request for Proposal (RFP #25-02) for Herndon 2050 Comprehensive Plan (Herndon 2050) and Market Study & Economic Development Strategy (MSEDS) to complete professional services work under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Federal grant program.

Technical proposals were received by six (6) firms. Following in-person interviews with the three (3) top-rated offerors, the evaluation committee selected Agency Landscape + Planning, 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 #25-02, Herndon 2050 Comprehensive Plan (Herndon 2050) and Market Study & Economic Development Strategy (MSEDS) between the Town of Herndon and Agency Landscape + Planning 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.

2050 Comprehensive Plan

Award of Contract

Town Council Regular Meeting
September 23, 2025



Ahmad Sarfaraz, AICP
Lead Planner – Long-Range Planning

RFP #25-02 Townwide Comprehensive Plan Rewrite + Market Study and Economic Development Strategy

State Code Requires Each Jurisdiction to Develop and Adopt a Comprehensive Plan

The Plan Serves as the Policy Document for All Future Land Use, Public Facilities, Transportation, and Related Decisions

Findings Impact the Town's Future Fiscal, Environmental and Community Sustainability

First Town-Wide Market Study and Economic Development Strategy

Award of Contract RFP #25-02 - Cost

Amount of contract \$1,165,038.00

\$932,688 for the 2050 Comprehensive Plan

\$232,350 for Market Study & Economic Development Strategy

\$720,000 Federal RAISE Grant - Reimbursable

The Firms

Agency Landscape + Planning – Project Mgmt. & Urban Planning

Cambridge Econometrics and CBRE – Economic Development

Neoniche – Community Engagement

Landau – Communication and Digital Platforms

Gorove Slade – Transportation Engineering

Foursquare ITP - Mobility Planning and Engagement

Sherwood – Civil Engineering and Sustainability



Agenda Item: Resolution 25-G-48 to appoint a Town Manager for the Town of Herndon

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney

Description:

Resolution appointing a Town Manager.

Background:

Following a nationwide search for a Town Manager and a robust selection process, Daniel C. Hoffman was identified as the top candidate and the Town Council desires to appoint him as the next Town Manager. The search was conducted by the Town's Human Resources office and the Town's recruitment firm, Raftelis. Mr. Hoffman's employment will begin on November 10, 2025.

Timing Impact:

Approval of this item is necessary for Mr. Hoffman to begin employment.

Strategic Focus Area:

Good Governance

Fiscal Impact:

Sufficient funds have been appropriated to fill this position.

Legal Impact:

Section 4.1 of the Town's Charter requires that Town Council appoint the Town Manager.

Staff Recommendation/Next Steps:

Approve Resolution appointing Daniel C. Hoffman as the Town Manager for the Town.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to appoint a Town Manager for the Town of Herndon

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

1. Daniel C. Hoffman is appointed as the Town Manager for the Town of Herndon, effective November 10, 2025.

Agenda Item: Ordinance 25-O-14 to amend Chapter 54 (PERSONNEL), Article I (In General), Article II (Pay), Article III (Leave), and Article IV (Grievance Procedure)

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Tanya Kendrick, Human Resources Director

Description:

This ordinance amendment updates several sections of Chapter 54 to modernize definitions, align compensation practices with federal standards, and promote transparency in personnel policies.

Background:

Article I. (In General). Sec. 54-3. – Definitions: The definition of “Department Heads” has been revised to remove a specific reference to the director and now broadly includes all persons occupying the job classifications responsible for a department. This change provides a more inclusive and flexible definition consistent with current organizational structures.

Article II (Pay). Sec. 54.25. – Overtime Pay: The provision specifying that overtime pay is calculated at 1.5 times the regular rate has been removed. The section now states that compensation will be provided in accordance with the Fair Labor Standards Act (FLSA), ensuring legal compliance and simplifying language by referencing federal law directly.

Article IV (Grievance Procedure). Sec. 54-84.- Coverage of personnel: The amendment removes executive assistants from the list of exceptions under subsection (a), expanding their access to the grievance process. Additionally, subsection (b) has been removed to promote greater transparency and ensure a clearer, more consistent application of the grievance policy.

Article III (Leave). Sec. 54-51. - Holiday leave:

Over the past five years, the Town has made several enhancements to leave policies for regular status employees, including:

- Establishing Juneteenth as a town holiday in 2020 following the Governor’s proclamation.

- Providing 16 hours of personal/floating leave annually beginning in 2022, replacing Presidents' Day and Columbus Day (prorated for part-time employees).
- Increasing holiday pay to 1.5x for employees required to work on town-observed holidays, up from 1x under the previous policy.

As part of our continued efforts to support employee well-being and work-life balance, the town is proposing the following updates:

- **December 2025: Expand the Christmas Eve holiday from a half-day to a full-day.**
- **January 2026: Retire the personal/floating leave hours introduced in 2022.**
- **February 2026: Reinstate President's Day as a town-observed holiday.**

Timing Impact:

Town Council consideration of this item now allows time for communication to employees and the public regarding changes to the upcoming holiday schedule.

Strategic Focus Area:

Good Governance

Fiscal Impact:

The projected fiscal year (FY) impact of the proposed holidays is approximately \$30,000, representing potential incremental holiday wages. It is anticipated that the FY 2026 Amended Budget will be sufficient to absorb these incremental costs; no changes to the FY 2026 Budget are proposed.

Legal Impact:

The proposed ordinance will amend Chapter 54 of the Town Code. Pursuant to the Code of Virginia, Council approval is required to amend the Town Code. Approval of the proposed ordinance will result in an update to the Town Administrative Regulation 1-25, Leave.

Staff Recommendation/Next Steps:

Adoption of the Ordinance as proposed.

Attachments:

1. Ordinance (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

SEPTEMBER 23, 2025

Ordinance- **to amend Chapter 54 (PERSONNEL), Article I (In General), Article II (Pay), Article III (Leave), and Article IV (Grievance Procedure)**

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

1. The following sections or provisions of the Herndon Town Code (2000), as amended, are amended and re-ordained as follows:

CHAPTER 54 (PERSONNEL)

Article I. In General

Sec. 54-3. - Definitions.

Demotion and reduction in rank mean assignment of an employee from one position to another which has a lower maximum rate of pay.

Department heads means ~~the director of community development, director of public works, director of parks and recreation, director of finance, director of information technology, director of golf, director of human resources, and chief of police.~~ **persons occupying the job classifications that are responsible for a department.**

Article II. Pay

Sec. 54-25. - Overtime pay.

1. Employees who are subject to the overtime provision of the Fair Labor Standards Act (non-exempt personnel) who perform approved necessary and assigned overtime work shall have their schedules adjusted within the same work period or shall be compensated for overtime work on an overtime pay basis **in compliance with the Fair Labor Standards Act.** ~~Overtime pay shall be at the rate of 1½ times the regular rate of pay.~~ Overtime should be kept to a minimum and used to relieve occasional excessive workloads or to address emergencies and not to provide for recurring requirements. Classified employees must work necessary and assigned overtime work as directed by their

25-O-14

supervisor. Overtime pay will be calculated in accordance with town administrative regulations and in compliance with state and federal law.

Article III. Leave

Sec. 54-51. - Holiday leave.

The following holidays are observed by the town and shall be granted to regular employees with pay and to temporary and part-time flexible employees without pay, unless such employees are required to be on scheduled duty:

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve (half-day)

Christmas Day

Article IV. Grievance Procedure

Sec. 54-84. - Coverage of personnel.

(a) Unless otherwise provided by law, all nonprobationary town regular full-time and part-time employees are eligible to file grievances with the following exceptions:

- (1) Appointees of elected groups or elected individuals;
 - (2) Officials and employees who by charter or other law serve at the will or pleasure of the town council;
 - (3) Deputies and ~~executive assistants~~ to the town manager;
 - (4) Department heads;
 - (5) Employees whose terms of employment are limited by law;
 - (6) Temporary, limited term, part-time flexible and seasonal employees.
 - (7) Law enforcement officers as defined in Code of Virginia, § 9-1-500 et seq., whose grievance is subject to the provisions of such state law provisions and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his or her grievance.
- ~~(b) The town manager or his or her designee, shall determine the officers and employees excluded from the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions.—~~

2. This ordinance shall be effective on and after the date of its adoption.

Agenda Item: Ordinance 25-O-15 to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), DIVISION 2 (SPEED LIMITS), Sec. 42-101 (Enumerated), to extend the 25 mph section on Herndon Parkway from Van Buren Street to the eastern intersection with Summerfield Drive

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Mike Shindledecker, Transportation Engineer

Description:

This Ordinance will reduce the speed limit from 35 mph to 25 mph for a section of Herndon Parkway from Summerfield Drive to Campbell Way.

Background:

The Department of Public Works received community concerns regarding the intersections of Herndon Parkway with Palmer Drive (west) and Cypress Tree Place/Acadia Road. At the intersection of Herndon Parkway and Palmer Drive, it was noted that pedestrians cross Herndon Parkway to/from Chandon Dog Park and surrounding trails/neighborhoods. This activity was corroborated by staff observations and with physical evidence of a desire trail through the median grass. At the intersection of Herndon Parkway and Cypress Tree Place/Acadia Road, a resident indicated safety concerns for both pedestrians and motorists, noting that nearby bus stops and daycare center generate pedestrian traffic throughout the area. The resident also noted that the new development located on Acadia Road will likely exacerbate traffic concerns.

In response to the above concerns, the Town's Traffic Engineering Improvement Committee (TEIC) conducted a study to assess conditions at both locations. The study included site observations by engineering staff, measured traffic speeds, traffic and pedestrian volumes, input from Herndon's Police Department, a review of Virginia and National best practices, and consideration of the Town's Traffic Calming and Crosswalk Standards. Findings indicated that there is a need for a pedestrian crossing at the intersection of Herndon Parkway and Palmer Drive; however, geometric and speed constraints limit staff's ability to safely install a crosswalk. As such, staff determined that a reduction of vehicle speeds would enable the deployment of a crosswalk consistent with Town standards. Similarly, geometric conditions at the intersection of Herndon Parkway and Cypress Tree Place/Acadia Road limit sight distance and increase the risk of potential crashes between motorists and with pedestrians.

The study concludes that, given the aforementioned geometric conditions, coupled with higher-intensity commercial and residential land uses, there is a need and justification to reduce the posted speed limit of Herndon Parkway consistent with other high-activity areas in Town. As such, staff recommends a reduction in the speed limit to 25 mph, consistent with adjacent roadway segments and in support of the Town's goals of eliminating roadway fatalities and serious injuries.

Timing Impact:

Following approval of the Ordinance, staff will inventory and order applicable traffic signs which may take up to three months. Four weeks prior to deployment, a public information and communication campaign will inform motorists of the speed limit change. Speed limit sign replacement will take approximately one day to complete. Herndon Police Department will conduct targeted, educational enforcement for approximately two weeks following the speed limit change.

Strategic Focus Area:

Secure and Interconnected Community

Fiscal Impact:

Costs to adjust the speed limit on Herndon Parkway are limited to staff time and the replacement of roadway signage. Costs for signage fall within the Town's programmatic budget for Signs and Signals maintenance. No changes are required to the adopted Fiscal Year (FY) 2026 budget.

Legal Impact:

Changing roadway speed limits falls under the authority of Town Council as determined by State Code. Additional traffic law enforcement may be required to enforce the revised speed limit until conditions and motorist behavior stabilize.

Staff Recommendation/Next Steps:

The staff recommends that the Town Council adopt the attached Ordinance to amend Town Code. No further action will be required of Town Council. Staff will inventory required and available equipment upon adoption of the Ordinance, and then proceed with public communications and installation.

Attachments:

1. Herndon Pkwy - Palmer and Cypress Traffic Study
2. Ordinance (Proposed)

MEMORANDUM

To: John Irish
Acting Director, Public Works - Engineering

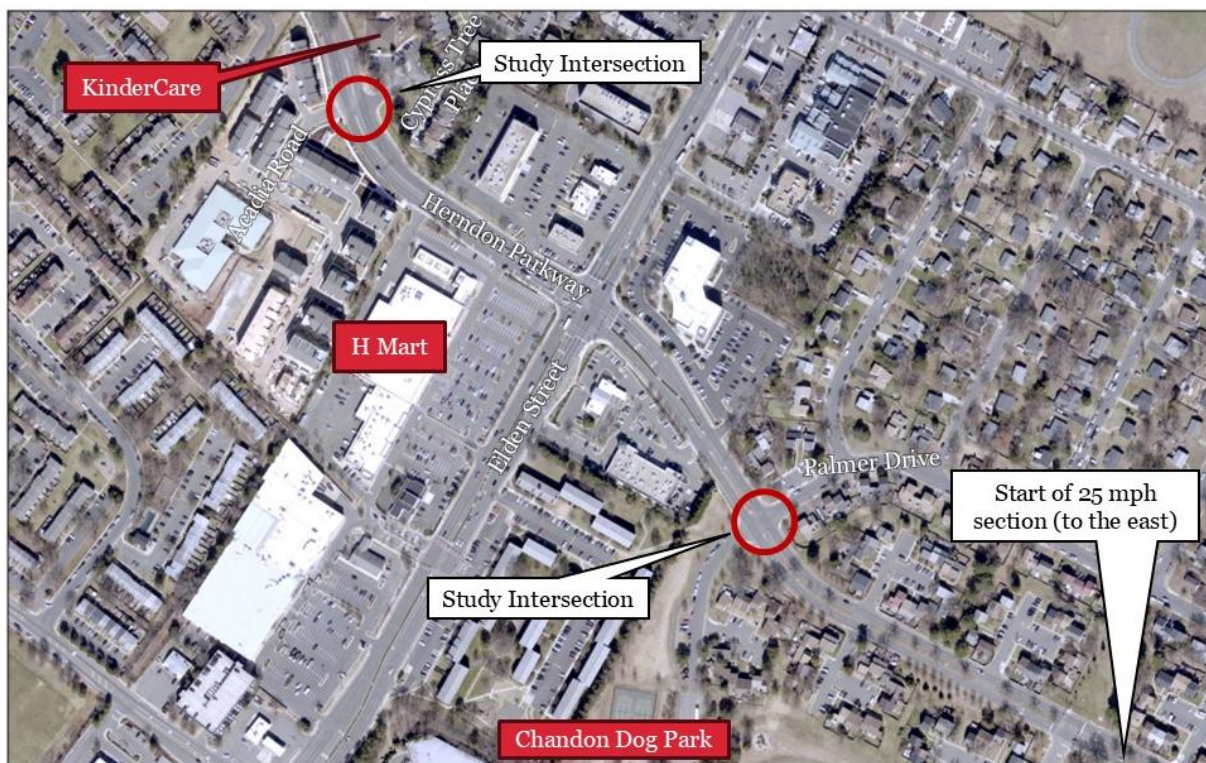
From: Mike Shindledecker
Transportation Engineer

Date: July 2025

Subject: Herndon Parkway at Palmer Drive (west)
Herndon Parkway at Cypress Tree Place/Acadia Road

This memorandum documents a review of conditions along Herndon Parkway in the vicinity of Palmer Drive (west) and Cypress Tree Place/Acadia Road. This assessment is in response to resident requests at both locations due to concerns related to pedestrian and motorist safety. **Figure 1** below indicates the location of the study intersections and nearby roadways/places.

Figure 1: Study Area Intersections



7/28/2025

1:4,882
0 0.03 0.07 0.13 mi
0 0.05 0.1 0.2 km
Esri, NASA, NOAA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Palmer Drive

A resident called the Town's Department of Public Works in August 2024, commenting that pedestrians regularly cross Herndon Parkway at Palmer Drive (west) in order to access Chandon Park and connecting trail. This section documents an assessment of the subject location.

Existing Conditions

Herndon Parkway is a 4-lane, divided urban arterial. This segment of the facility carries approximately 8,650 vehicles per day based on 2022 continuous count records and has a posted speed limit of 35 mph. Palmer Drive is a 2-lane neighborhood street and intersects Herndon Parkway in two locations; the subject of this memorandum being the western intersection. The intersection of Palmer Drive and Herndon Parkway is stop-controlled on the Palmer Drive approaches and uncontrolled for the Herndon Parkway approach. Only the westbound Herndon Parkway approach includes a dedicated left turn lane.

Nearby land use at the subject intersection consists of the following:

- Commercial and retail businesses to the west along Elden Street; includes grocery, restaurant, services, child care, and other pedestrian-generating establishments
- Medium- to low-density residential to the north and east (predominately duplex homes and townhomes with some multi-family buildings to the west)
- Chanden Dog Park to the south (connected via shaved use path)

Observations at the subject location indicate the following:

- Stopping sight distance along westbound Herndon Parkway to southbound Palmer Drive is insufficient based on posted speeds (approximately 230 feet on a required 250-foot minimum).
- Intersection sight distance is inadequate along Herndon Parkway in the westbound direction (230 feet on a 415-foot minimum to the left).
- Pedestrians regularly attempt to cross Herndon Parkway at this location based on observations and desire paths through the median.
- Four overhead cobra-head style street lights provide illumination at the subject intersection.
- The nearest crosswalks of Herndon Parkway are as follows:
 - 680 feet to the west at Elden Street
 - 975 feet to the east at Campbell Way
- The speed limit of Herndon Parkway to the east of the subject location is posted as 25 mph between Campbell Way and Van Buren Street

Furthermore, Department of Public Works staff met with a Herndon Police Department officer to discuss the subject location. HPD staff noted the following:

- Measured vehicle speeds are often in excess of posted speeds, with regular speed enforcement activities occurring in the subject area.
- Motorists appear to accelerate from the 25 mph section of Herndon Parkway into the 35 mph (subject) section in a manner that indicates "making up for lost time" by traveling at a higher speed than posted.
- Pedestrian activity is regular in this area, including along Herndon Parkway west of Elden Street through Early Fall Court/Summerfield Drive (east).

Crash Data

Crash data indicates that five crashes occurred over the previous five years. None of the crashes involved pedestrians; however, two serious injury pedestrian crashes occurred in 2017. Based on systemic factors, this location is anticipated to be at higher risk of pedestrian crashes in the future without improvements. Note that vehicular crash data suggests that there is a trend in eastbound rear-end crashes, presumably

resulting from the lack of eastbound left-turn lane and unexpected deceleration of turning vehicles in the inside eastbound travel lane.

Speed Data

Existing conditions speed data was collected using radar between 8:00 AM on June 23, 2025 through 11:00 AM on June 30, 2025 between Palmer Drive and the driveway of 950 Herndon Parkway. The posted speed limit is 35 mph. The following data was recorded:

- Eastbound:
 - Operating (85th percentile) speed: 38 mph
 - Median Speed: 33 mph
 - Pace Speed: 28 mph to 38 mph
- Westbound:
 - Operating (85th percentile) speed: 37 mph
 - Median Speed: 31 mph
 - Pace Speed: 27 mph to 37 mph

While operating speeds are in excess of posted speed limit, the data does necessitate mitigation of vehicles speeds with traffic calming.

Discussion

Several factors contribute to potential safety concerns along Herndon Parkway near Palmer Drive:

- Roadway geometry in this area is complex, consisting of closely-spaced horizontal curves, regular intersections/driveways, and land uses which closely abut the right-of-way.
- There are numerous pedestrian generators in the immediate vicinity of Palmer Drive and Herndon Parkway; longer spacing between pedestrian crosswalks may encourage crossings are unmarked locations.
- A sudden change in speed limit and land uses may not allow drivers sufficient time to adjust behaviors from the lower-density residential area into the higher-density commercial/retail area; as such, roadway users may be slower to react to unexpected conditions such as lane changes, pedestrians, or turning vehicles.

The Town's Standards for *Traffic Calming and Crosswalks* indicate that a crosswalk may be warranted at the intersection of Herndon Parkway and Palmer Drive based on the following:

- Distance to adjacent crosswalks
- Pedestrian demand at the location
- Adjacent and nearby land uses
- Inadequate visibility

However, the configuration of Herndon Parkway may limit the configuration of crosswalk that may be safely and effectively installed. Under current conditions, standards recommend a combination of the following enhancements for a crosswalk at a multi-lane location with a posted 35 mph speed limit or below:

- High-visibility markings and enhanced signage
- Advanced signage
- Rectangular Rapid Flashing Beacons
- Road Diet
- Pedestrian Hybrid Beacon

However, limited visibility may be difficult or costly to modify given the roadway alignment of Herndon Parkway near the subject location.

The above factors suggest that modifications to the roadway speed limit would support installation of a crosswalk by reducing required sight distance and lowering potential exposure of higher-speed vehicles to pedestrians at the subject location.

Cypress Tree Place/Acadia Road

A resident submitted an email to the Town's Clerk in March 2025. The email indicated that the resident was concerned for both pedestrian and motorist safety at the intersection of Herndon Parkway and Cypress Tree Place/Acadia Road. The resident indicated that the new construction south of Herndon Parkway would likely increase the potential severity of crashes and worsen intersection operations. This section documents a study in response to the resident's concerns.

Existing Conditions

Herndon Parkway is a 4-lane, divided urban arterial. This segment of the facility carries approximately 12,600 vehicles per day based on 2022 continuous count records and has a posted speed limit of 35 mph. Both Cypress Tree Place and Acadia Road are 2-lane neighborhood streets serving residential developments. The intersection of Cypress Tree Place and Herndon Parkway is stop-controlled on the Cypress Tree Place/Acadia Road approaches and uncontrolled for the Herndon Parkway approach. Eastbound and westbound Herndon Parkway approaches include dedicated left turn lanes. Only the westbound approach of Herndon Parkway includes a dedicated right turn lane into Cypress Tree Place.

Nearby land use at the subject intersection consists of the following:

- Medium-density residential to the north and south (predominately townhomes)
- A daycare facility on the northwest quadrant of the intersection
- Commercial and retail businesses to the east along Elden Street; includes grocery, restaurant, services, child care, and other pedestrian-generating establishments

Observations at the subject location indicate the following:

- Stopping sight distance along Herndon Parkway is adequate based on posted speeds (approximately 255 feet on a required 250-foot minimum).
- Intersection sight distance is inadequate along Herndon Parkway in the westbound direction (255 feet on a 415-foot minimum to the left).
- Overhead cobra-head style street lights provide illumination at the subject intersection.
- The nearest crosswalks of Herndon Parkway are as follows:
 - 850 feet to the west at Early Fall Court
 - 750 feet to the east at Elden Street
- The geometry of Herndon Parkway at the intersection is a reverse curve (also known as an s-curve). This is typically a more challenging maneuver for motorists and limits forward sight distance.

Crash Data

Crash data indicates that five crashes occurred at Herndon Parkway and Cypress Tree Place/Acadia Road over the previous five years. None of the crashes involved pedestrians and all resulted in property damage only. Crash types varied without discernable pattern. As such, the subject intersection does not indicate a crash-based historical need for mitigation.

However, there have been 19 crashes clustered at the shopping center driveways 300 feet to the east over the previous 5 years. Data indicates 13 of the crashes were angle crashes, and 11 crashes resulted in injury. While this is not a direct impact to the subject intersection, the pattern of crashes indicates there is a geometric or operational characteristic to this segment of roadway that negatively impacts motorist safety.

Speed Data

Existing conditions speed data was collected using radar between 8:00 AM on June 23, 2025 through 11:00 AM on June 30, 2025 at approximately 1178 Herndon Parkway. The posted speed limit is 35 mph. The following data was recorded:

- Eastbound:
 - Operating (85th percentile) speed: 40 mph
 - Median Speed: 35 mph
 - Pace Speed: 30 mph to 40 mph
- Westbound:
 - Operating (85th percentile) speed: 37 mph
 - Median Speed: 33 mph
 - Pace Speed: 28 mph to 38 mph

While operating speeds are in excess of posted speed limit, the data does necessitate mitigation of vehicles speeds with traffic calming.

Planned Development

As of the publication of this memorandum, a residential development is under construction along the southern side of Herndon Parkway. This development consists of townhomes and stacked townhomes to replace a previously-existing commercial office park.

The development's 2020 traffic study indicates that the traffic volumes estimated as part of the development do not meet thresholds for the installation of a traffic signal per VDOT and industry guidance. However, results indicate that intersection level of service (measured by average vehicle delay) at Herndon Parkway and Cypress Tree Lane/Acadia Road are below Town thresholds; however, as the volume of vehicles are below by-right thresholds, no improvements were proposed by the applicant.

Results indicate that vehicles on the minor street approaches (Cypress tree Lane and Acadia Road) may experience greater delays that typically experienced at other intersections within the Town.

Discussion

The intersection of Herndon Parkway and Cypress Tree Place/Acadia Road has several factors that contribute to safety concerns:

- Existing reverse curve geometry of Herndon Parkway at this intersection limits intersection sight distance and can be challenging for motorists to navigate.
- Crash data does not indicate a historical problem at the existing development, but an adjacent intersection may suggest potential future challenges due to similar roadway characteristics.
- The eastbound 85th percentile speed of 40 mph suggests that safety may be improved with a reduction of operating speeds.
- Lack of destinations/generators on either side of the street limit potential for pedestrian crossing.
- Children are often present in the area due to the adjacent preschool.
- Conversion of commercial property to residential property may make turns to and from Acadia Road more regular (though less intense during peak commuting periods).

The above factors indicate that while there are not immediately correctable conditions, there is a higher likelihood that a future crash could occur at the subject intersection. As such, proactive modifications may limit risk to motorists.

Recommendations

Based on the observations, data, roadway geometry, police experience, and standards published by the Town of Herndon, the following is recommended for the intersection of Herndon Parkway with Palmer Drive (west):

- Reduce the speed limit of Herndon Parkway to 25 mph from Campbell Way in the east (existing 25 mph speed limit area) to Early Fall Court/Summerfield Drive (west).
- Initiate a capital project to install a crosswalk of Herndon Parkway at Palmer Drive. Design features should include:
 - High visibility crosswalk markings
 - Enhanced crosswalk signage
 - Advance crosswalk signage
 - Adequate pedestrian refuge within the Herndon Parkway median
 - Either a rapid flashing rectangular beacon OR a pedestrian hybrid beacon, with push-button activation within the median

The above speed limit reduction will also improve conditions at the intersection of Herndon Parkway and Cypress Tree Place/Acadia Road by providing additional time for side street turns to assess and complete maneuvers. This will reduce both the likelihood and severity of crashes at the intersection.

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

SEPTEMBER 23, 2025

Ordinance- **to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC),
DIVISION 2 (SPEED LIMITS), Sec. 42-101 (Enumerated), to extend
the 25 mph section on Herndon Parkway from Van Buren Street to
the eastern intersection with Summerfield Drive.**

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

1. The following sections or provisions of the Herndon Town Code (2000), as amended, are amended as follows:

CHAPTER 42 (MOTOR VEHICLES AND TRAFFIC)

DIVISION 2. – SPEED LIMITS

Sec. 42-101 - Enumerated.

Except as provided below, all speed limits within the town shall be in accordance with Code of Virginia, §§ 46.2-874, 46.2-875, and 46.2-1300. The speed limits governing the areas/zones set forth in this section are as follows:

- (2) The speed limit governing the following areas/zones is 35 miles per hour:

- a. Herndon Parkway, except two 25 mph sections, namely from Van Buren Street to the eastern intersection with ~~Campbell Way~~ **Summerfield Drive** and Elden Street on the eastern side of town to Reneau Way;

2. This ordinance shall be effective on and after the date of its adoption.

25-O-15

Agenda Item: Resolution 25-G-49 to express appreciation and accept a generous donation from Herndon Youth Soccer Association, Inc., for a fence at the Bready Park soccer field

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Bob Williams, Parks and Recreation Director

Description:

This is a request to adopt a resolution to accept a donation from Herndon Youth Soccer Association for a fence at the Bready Park Soccer Field. Through a donation by the Herndon Youth Soccer Association, Inc. (HYSA), 1,188 linear feet of black vinyl-coated chain link fence and seven entrance gates will be installed around the turf soccer field at Bready Park.

Background:

The Herndon Youth Soccer Association, Inc. (HYSA) approached Herndon Parks and Recreation about the possibility of installing a fence surrounding the turf soccer field for the purposes of the safety of the players and improved play. Staff reviewed the request and moved forward with the established approval processes.

On Town Plan MNP-25-04 - Bready Park Soccer Field Fencing, Community Development approved a waiver for a minor site plan submission, and confirmed that this project does not require review by the Architectural Review Board (ARB).

Timing Impact:

A quote for the fence installation was obtained from the town's current contractor. Upon sharing this cost with HYSA, they agreed to financially support this project, and submitted a letter of intent, aligned with established policy. The installation should occur prior to the spring soccer season.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

Herndon Youth Soccer, Inc., has committed to donating \$30,200 to the Town of Herndon to support the installation of a fence around the turf soccer field at Bready Park.

Legal Impact:

This item is submitted in accordance with established policy requirements.

Staff Recommendation/Next Steps:

Staff recommends approval of the resolution.

Attachments:

1. Resolution (Proposed)
2. Donation Letter, Bready Park for Fence 2025
3. LONG FENCE PROPOSAL - Bready Soccer Fence 7 24 25
4. Bready Park Soccer Fencing plan (Long Fence)
5. MNP25-04 Waiver Response

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to express appreciation and accept a generous donation from Herndon Youth Soccer Association, Inc., for a fence at the Bready Park soccer field.

The Town of Herndon, Virginia, admires and respects the Herndon Youth Soccer Association, Inc (HYSA), a remarkable organization, committed to its mission of serving the youth of the greater Herndon community. The town is grateful for the partnership it has with HYSA and for the many programs it provides for our children and young adults. These key programs include various youth sports activities offered to thousands of children each year, which install the important values of responsibility, teamwork and sportsmanship.

On July 24, 2025, the Herndon Youth Soccer Association, Inc. offered the town a generous donation in the amount of \$30,200 to use toward the installation of a fence around the turf soccer field at Bready Park.

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

1. The donation from the Herndon Youth Soccer Association, Inc. in the amount of \$30,200 to be used for the installation of a fence around the turf soccer field at Bready Park is accepted by the Town of Herndon with much gratitude.
2. The Mayor and the Town Council of the Town of Herndon, Virginia, hereby express deep appreciation to Herndon Youth Soccer Association, Inc. for their generosity; their service to our youth; and their support to enhance the quality of life for all who live, work and recreate in our community.



Herndon Youth Soccer

PO BOX 464

Herndon, VA 20172

07/24/2025

TO: **Williams, Bob**

Electronically transmitted to: bob.williams@herndon-va.gov

Herndon Youth Soccer, Inc., a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is pleased to announce a contribution in the amount of \$30,200.00 (thirty thousand two hundred dollars and 0/100 cents) to support the installation of a fence around the turf soccer field at Bready Park.

This donation is made in alignment with Herndon Youth Soccer's mission to provide a safe and nurturing space for youth to practice and excel in soccer. Please note that this contribution is specifically designated for the fence installation around the soccer field at Bready Park and is not to be used for any other purpose.

We ask that you retain this letter for your records and as confirmation of this contribution for tax purposes.

Thank you for your support in furthering our mission.

With gratitude,

Aliona Gorea

HYS Treasurer,

President

Nicolás Delellis

HYS President



42521 Little River Turnpike
Chantilly, VA 20152
703.471.0960

July 24, 2025

Town of Herndon

Re: Bready Park

Subject: New fence around soccer field

Dear: Mr. Tillman

We propose to furnish labor and materials to install fencing at the above Referenced project. The scope of work to be as follows. Pricing per Town of Herndon ITB 22-07 Fence and Guardrail Removal, Installation, Repair and Maintenance.

Install

- 798 LF of 4' high black vinyl coated chain link fence, 9 gauge mesh
- 290 LF of 6' high black vinyl coated chain link fence, 9 gauge mesh
- 100 LF of 12' high black vinyl coated chain link fence, 6 gauge mesh
- (6) 4' high x 4' wide single swing gates
- (1) 4' high x 12' wide black vinyl coated chain link double swing gate

Price List

Item #	Product	Qty.	Unit	Unit Cost	Unit Ext.
C-3	4' high black fence	798	LF	\$20.00	\$15,960.00
C-4	6' high black fence	290	LF	\$26.00	\$7,540.00
C-8	12' high black fence	100	LF	\$48.00	\$4,800.00
D-7	4x4 single gate	6	EA	\$50.00	\$300.00
D-20	4' high x 12' wide DS Gate	1	EA	\$100.00	\$100.00
Total					\$28,700.00

Add Item

Item #	Product	Qty.	Unit	Unit Cost	Unit Ext.
NA	Private Utilities	1	LS	\$1500.00	\$1500.00

Price is valid for 30 days for the purpose of acceptance.

We look forward to working with you. Please contact me at your earliest convenience if further clarification is required.

Very truly yours,
colin rooney
Colin Rooney
Project Manager

Customer Acceptance

Purchase Order Number

Date

4' high fence

6' high fence

12' high fence



April 25, 2025

Town of Herndon
Department of Parks and Recreation
Attn: Bob Williams, CPRP
814 Ferndale Avenue
Herndon, VA 20170

Re: Town Plan MNP 25-04 – Bready Park Soccer Field Fencing

Dear Mr. Williams,

This letter is in response to your request for a waiver to submit a minor site plan pursuant to Section 78-155.6 of the Town of Herndon Zoning Ordinance. This request applies to Town Plan MNP 25-04 – Bready Park Soccer Field Fencing. The property is identified as Fairfax County Tax Map Number 0104 02 0012A.

The scope of the project is limited to fencing for the soccer field.

The proposal does not increase gross floor area, increase the intensity of the use, or generate adverse impacts on adjacent properties. Landscaping conformity will be maintained with the conditions listed in this letter. The waiver request is hereby **approved**, subject to the following condition:

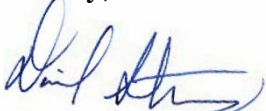
1. The fencing may be subject to approval by the Architectural Review Board or the Lead Planner – Design and Development.

In accordance with Section 15.2-2311 of the Code of Virginia (1950), as amended, you have the right to appeal this decision to the Board of Zoning Appeals within thirty (30) days after receipt of this letter. The decision(s) set forth in this letter shall be final and not appealable if not appealed within the thirty-day period.

If you wish to appeal this decision you must do so in the specified time by submitting a completed application and \$152.00 fee to the Community Development Department at 777 Lynn Street, Herndon, Virginia 20170.

If you have questions or need additional information regarding the filing of an appeal, please contact the Community Development department at (703) 787-7380.

Sincerely,



David Stromberg, AICP
Zoning Administrator

Attachments: MNP 25-03 Waiver Request

c: Pablo Novelo, Plan Review Coordinator
Ben Schitter, Development Program Planner



Parks and Recreation
T (703)787-7300
F (703)318-8652
parksandrec@herndon-va.gov

TOWN COUNCIL
Keven LeBlanc, Mayor
Clark Hedrick, Vice Mayor
Naila Alam
Cesar del Aguila
Kelvin Garcia
Michael T. Lloyd
Alex Reyes

April 16, 2025

David Stromberg, Zoning Administrator
Department of Public Works
777 Lynn Street
Herndon, VA 20170

RE: Bready Park Soccer Field fencing – Site Plan Waiver

Dear David,

The scope of this project is to install chain link fencing around the soccer field to provide safety during play in a manner consistent with industry sports fields and existing fields already in place in the park. Our project site is at Bready Park, on the synthetic turf soccer field, which is located between the existing baseball and softball fields.

The project will utilize the existing vendor Long Fence to install the following:

- A section of 12' fence behind the eastern goal to mirror the western goal fence already in place
- 6' fencing on either side of the higher goal fences, to the corners
- 4' fencing along the 2 longer north and south sides of the field; there will be pedestrian and maintenance fencing in these sections

There is currently chain link fencing in the park, surrounding the baseball field, softball field, and tennis courts. This proposal will be consistent with the existing conditions that are present. This proposal is consistent with chain link fencing being permissible around sports fields in parks.

Due to the scope and intent of this project, we are requesting to waive the Site Plan review requirement.

Please reach out to me with any questions you may have. I appreciate your input.

Respectfully,

Bob Williams, CPRP
Director

Agenda Item: Resolution 25-G-50 to establish the Herndon Town Council meeting schedule for January 1, 2026 to December 31, 2026

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

The meeting schedule of Town Council is prescribed by Chapter 2 (ADMINISTRATION), Section 2.1 (Meeting Schedule), of the Herndon Town Code. Annually, the Town Council considers and adopts a resolution to set the next year's meeting schedule.

Background:

The amended 2025 meeting schedule was formally adopted at the Town Council's organizational meeting on January 7, 2025. The proposed meeting schedule for 2026 sets a consistent meeting schedule with work sessions occurring on the second Tuesday and regular meetings on the fourth Tuesday of each month, with adjustments made as necessary to comply with budget adoption requirements, avoid holiday conflicts, and accommodate other scheduling considerations (e.g., election day and the Virginia Municipal League annual conference). The attached schedule reflects these adjustments.

All Town Council meetings continue to be live-streamed and recorded. Meetings are available for real-time viewing through Herndon Community TV (HCTV), and livestreamed and on-demand through the town's website.

Timing Impact:

Adoption of the next year's meeting schedule in September allows for the meeting dates to be included in the town's print calendar, which is distributed to Herndon households in December each year. A delay in adoption of the meeting schedule will impact the inclusion of the schedule in the calendar or may impact calendar development and distribution.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

In accordance with the Town Code, the Town Council is required to adopt its meeting schedule annually by resolution.

Staff Recommendation/Next Steps:

Staff recommends approval of the resolution as presented.

Attachments:

1. Resolution (Proposed)
2. Attachment A, Meeting Schedule 2026 (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to establish the Herndon Town Council meeting schedule for January 1, 2026 to December 31, 2026.

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

1. The meeting schedule set out in Section 2-1 of the Herndon Town Code (2000), as amended, is incorporated and the meeting schedule for calendar year (CY) 2026 as described in Attachment A, Town Council CY 2026 Meeting Schedule, is established.
2. Staff is directed to include the meeting schedule in the 2026 town calendar.

**TOWN COUNCIL CY 2026 MEETING SCHEDULE
ATTACHMENT A**

Date	Meeting Type
January 13, 2026	Work Session
January 27, 2026	Regular Meeting
February 10, 2026	Work Session
February 24, 2026	Regular Meeting
March 3, 2026	Work Session
March 10, 2026	Work Session
March 24, 2026	Regular Meeting
April 7, 2026	Work Session
April 14, 2026	Regular Meeting
April 21, 2026	Work Session
April 28, 2026	Regular Meeting
May 12, 2026	Work Session
May 26, 2026	Regular Meeting
June 9, 2026	Work Session
June 23, 2026	Regular Meeting
July 14, 2026	Work Session
July 28, 2026	Regular Meeting
August 11, 2026	Work Session
August 25, 2026	Regular Meeting
September 8, 2026	Work Session
September 22, 2026	Regular Meeting
October 6, 2026	Work Session
October 27, 2026	Regular Meeting
November 4, 2026 (Wednesday)	Work Session
November 17, 2026	Regular Meeting
December 1, 2026	Work Session
December 15, 2026	Regular Meeting

Agenda Item: Resolutions to approve the town's participation in the proposed settlement of opioid-related claims

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney

Description:

Town participation in the proposed settlement of opioid-related claims against the Sackler family, the owners of the Purdue Pharma family of companies as well as claims against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

Background:

As a part of the nationwide settlement of opioid claims, the Town participated in the Virginia settlement in 2021 with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen, and with opioid manufacturer Johnson & Johnson. In 2023, the town participated in the Virginia settlement with opioid manufacturers, Teva and Allergan, and retail pharmacy chains, Walmart, CVS, and Walgreens. In 2024, the town also participated in the Virginia settlement with opioid manufacturer Kroger.

The Resolutions before you are for approval of the Town's participation in a new settlement against the Sackler family (Purdue Pharma) and a settlement against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus and for authorization for Town Manager and/or Town Attorney to sign the documents necessary to effectuate the Town's participation in the settlements. The amount of funds that will flow to Virginia and its localities from this settlement depends on maximizing participation by as many local government subdivisions as possible. Herndon is being asked to approve the settlement and submit participation forms because, due to the structure of the settlement agreement, towns above a certain population threshold must approve the settlement and submit participation forms in order to maximize the overall recovery for the Commonwealth and its subdivisions. Participating towns are not eligible to receive direct shares from the settlement funds. However, we may be able to apply for, request, or receive funds for opioid abatement programs through the county. Our participation will help to maximize the recovery for all of Virginia's counties, including Fairfax.

Timing Impact:

Adoption of the resolutions are required to enable the submission of the required paper work by the September 30th deadline for the Sackler settlement and by the October 8th

deadline for Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydu settlements.

Strategic Focus Area:

Good Governance

Strong Fiscal Stewardship

Fiscal Impact:

Although it is unlikely that the town will receive any funds from the settlements, a positive financial impact of accepting this settlement is anticipated for the entire Commonwealth.

Legal Impact:

The town's participation in the settlements by adoption of the resolutions is required in order for the state and the county to receive the maximum amount of settlement funds.

Staff Recommendation/Next Steps:

Adoption of the Resolutions as proposed.

Attachments:

1. Resolution 25-G-51 (Proposed)
2. Resolution 25-G-52 (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to approve the town's participation in the proposed settlement of opioid-related claims against the Sackler family, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement.

The opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its counties, cities, and towns, including the Town of Herndon, by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Town of Herndon's various departments and agencies; and

The Commonwealth of Virginia and its counties, cities, and towns, including the Town of Herndon, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and the Town of Herndon.

A settlement proposal has been negotiated that will cause the Sackler family, the owners of the Purdue Pharma family of companies, to pay an aggregate of \$6.5 billion dollars nationwide to resolve opioid-related claims against them.

The Town Attorney has reviewed the available information about the proposed settlement with the Sackler family and has recommended that the Town participate in the settlement.

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

1. The Town's participation in the proposed settlement of opioid-related claims against the Sackler family is approved.
2. The Town Council directs the Town Manager and/or Town Attorney to execute the documents necessary to effectuate the Town's participation in the settlement, including the required release of claims against the Sackler family.

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to approve the town’s participation in the proposed settlement of opioid-related claims against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement.

The opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its counties, cities, and towns, including the Town of Herndon, by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by Town of Herndon’s various departments and agencies; and

The Commonwealth of Virginia and its counties, cities, and towns, including the Town of Herndon, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and the Town of Herndon.

A settlement proposal has been negotiated that will cause the opioid manufacturers Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, to pay an aggregate of approximately \$720 million dollars nationwide to resolve opioid-related claims against them.

The Town Attorney has reviewed the available information about the proposed settlement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus and has recommended that the Town participate in the settlement.

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

1. The Town’s participation in the proposed settlement of opioid-related claims against the opioid manufacturers Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus is approved.
2. The Town Council directs the Town Manager and/or Town Attorney to execute the documents necessary to effectuate the Town’s participation in the settlement, including the required release of claims against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

Agenda Item: Resolution 25-G-53 to award Contract RFP 26-01 Holiday Decorations

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Bob Williams, Parks and Recreation Director

Description:

This is a request to award contract RFP 26-01 for the annual holiday decoration display around downtown Herndon. This is a single-year contract, with renewals for four, one-year agreements.

Background:

The holiday decorations are an annual tradition that are displayed from before Thanksgiving through the New Year. This supports the festivities of the season, including the annual Light Up Night. The location of the decorations is focused on downtown Herndon. There are several mandatory items included, including decorating Old Town Hall, the Depot, the holiday tree, the Caboose, a photo op item, and a wreath at the Herndon Municipal Center (HMC).

The RFP for the Holiday Decorations was advertised on July 1, 2025, and was due on August 21, 2025. One bid was received from Arborist Pro LLC.

Timing Impact:

The contract requires action at this time to allow time for the contractor to prepare for the annual holiday season. The scope includes having the decorations in place is from the Wednesday before Thanksgiving to a date between January 2 and Martin Luther King, Jr. Day, 2026.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

The FY 2026 budget for the first year's Holiday Decorations is \$25,000. The Contractor shall be responsible for providing lights, decorations, equipment, labor, technical expertise, and all other necessary items to ensure safe and aesthetically pleasing holiday decorations.

Legal Impact:

The term of this contract shall be from the date of award until June 30, 2026. The Town of Herndon may renew this contract upon written agreement of both parties for four (4) additional one-year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of extension. Renewal shall depend upon the performance of the Offeror. The performance evaluation shall be dependent upon the ability of the Offeror to follow instructions given by the Director of Parks and Recreation or the Town's authorized representative.

Staff Recommendation/Next Steps:

Recommend approval to award RFP 26-01 Holiday Decorations to Arborist Pro LLC. for \$25,000.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to award Contract RFP 26-01 Holiday Decorations.

The Town of Herndon has solicited by posting the Request for Proposal (RFP) for a qualified contractor to provide Holiday Decorations for the 2025 holiday season. The RFP was advertised on July 1, 2025, and one bid was received from Arborist Pro LLC.

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

1. Contract RFP 26-01, Holiday Decorations, is awarded to Arborist Pro LLC.
2. Upon successful completion of the season's decorations, the contract may be renewed for up to four, one-year agreements.
3. The Town Manager or their designee is authorized to approve contract modifications that modify project scope, costs, and length of contract time in accordance with procurement policy and regulations.

Agenda Item: Resolution 25-G-54 to approve and authorize the submission of a transportation funding application to the Northern Virginia Transportation Authority (NVTA) for FY26-FY31 Regional Revenue funding consideration to be directed towards the project titled 'South Elden Street Corridor Improvements' (South Elden St. Reconstruction, TransAction ID 351)

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Jaleh Moslehi, Capital Projects Planner/Engineer

Description:

This is a request to adopt a resolution to approve and authorize the submission of a funding application to the Northern Virginia Transportation Authority (NVTA) for the allocation of NVTA Regional Revenue funding to be directed towards the project titled: South Elden Street Corridor Improvements (Sterling Road to Herndon Parkway). A funding request of \$15,572,514 is proposed.

Background:

The Northern Virginia Transportation Authority (NVTA) administers their FY26-FY31 Six-Year Program that provides funding to jurisdictions for transportation infrastructure improvements in Northern Virginia. The current program is designed to allocate NVTA's Regional Revenues under the FY26-FY31 funding program towards congestion relief, safety improvements and multimodal transportation projects. The Town of Herndon is pursuing funding through this program for the 'South Elden Street Corridor Improvements' project. The planned improvements for this project are for a 0.4-mile section between Sterling Road and Herndon Parkway. Safety is a critical component of this project, emphasizing a seamless and safer multimodal environment for pedestrians and cyclists.

The scope is to add an 8-foot shared-use path and to reconstruct the existing 5-lane section to be a 4-lane section with a raised median and dedicated turning lanes. Other improvements include LED traffic/bike/pedestrian signalization, street-lighting, ADA curb cuts, sidewalks and paver crosswalk enhancements.

The purpose of this project is to enhance safety and multimodal traffic circulation for drivers, pedestrians, bicyclists, and transit riders, while facilitating access to local and regional destinations. Additionally, two NVTA proposed Bus Rapid Transit (BRT) lines are planned to run along the entire length of this section of Elden Street and to continue

onto Innovation Metrorail Station. The scope of this project envisions BRT facilities, such as bus shelters and a recommended bus pull-off bay, as well as signal modifications necessary for the future proposed BRT.

Strategic Focus Area:

Strong Fiscal Stewardship
Secure and Interconnected Community
Environmental and Economic Sustainability
Thriving Community

Fiscal Impact:

There are no fiscal impacts on the Town under the NVTAR Regional Revenue funding program, since this funding does not require a local match from the Town.

Legal Impact:

This project is included in the Capital Improvement Program (CIP) and aims to relieve congestion and to create a safer environment for all modes of transportation. Approval of this resolution does not obligate the Town to accept the funding, but merely authorizes the staff to apply for the funding. Council endorsement of the project and its authorization for town staff to apply for funding is a requirement of the NVTAR Regional Revenue funding program.

Staff Recommendation/Next Steps:

Staff recommends approval of the resolution to obtain NVTAR Regional Revenue funding needed for completing the construction of the town's capital improvement project, titled 'South Elden Street Corridor Improvements'.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to approve and authorize the submission of a transportation funding application to the Northern Virginia Transportation Authority (NVTa) for FY2026-FY2031 Regional Revenue funding consideration to be directed towards the project titled ‘South Elden Street Corridor Improvements’ - (South Elden St. Reconstruction, TransAction ID 351).

The NVTa has requested that its member jurisdictions identify candidate projects for Regional Revenue funding under their FY2026-FY2031 Six-Year Program.

The Town’s candidate project for NVTa Regional Revenue funding is included in NVTa’s adopted regional TransAction Plan (identified as Project ID 351) and is therefore eligible for the regional revenue share portion of HB-2313 state transportation revenues.

The total project cost to construct the ‘South Elden Street Corridor Improvements’ project is estimated at \$31,572,514 million. The Town has previously accumulated \$16,000,000 million of VDOT Smart-Scale funding for this project.

The Town desires to submit a NVTa Regional Revenue funding application for the remaining project balance of \$15,572,514 to be directed to fund the construction completion of the ‘South Elden Street Corridor Improvements’ project.

This resolution demonstrates support for the application for funds and commits to using the awarded amount for the project’s construction completion across FY30 and FY31 in line with the town’s intention and its capital improvement program.

There is no requirement for any local funding match for NVTa Regional Revenue funding; therefore, the awarded amount will not impose any financial obligation on the Town.

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

1. Submission of the application to NVTa to receive up to \$15,572,514 of NVTa FY2026-FY2031 Regional Revenue funding to be directed towards the project titled ‘South Elden Street Corridor Improvements’ is approved.

2. The Town Manager is authorized to execute project administration agreements and/or project addendums for any approved NVTAR Regional Revenue funding with the Northern Virginia Transportation Authority.

Agenda Item: Ordinance 25-O-16 to approve and authorize the mayor to sign a Fourth 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

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Acting Deputy Town Manager

Description:

Ordinance to approve a lease extension for storage space in the Town's building located at 397 Herndon Parkway.

Background:

Next Stop currently leases approximately 250 sq. ft. of space in the Town's building at 397 Herndon Parkway that is solely used for storage. This lease extension also adds a holdover tenancy clause that continues the lease on a month-to-month basis beyond the expiration date until a new lease can be executed.

Timing Impact:

The current lease expired on June 30, 2025. This proposed lease extension will retroactively extend the expiration date so that it will expire on June 30, 2027, so that the tenants may remain in the current space.

Strategic Focus Area:

Good Governance
Thriving Community

Fiscal Impact:

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.

Legal Impact:

Town policy and Virginia State Code require town council action on leases of town property.

Staff Recommendation/Next Steps:

Adoption of the Ordinance as proposed.

Attachments:

1. Ordinance (Proposed)
2. 4th Extension of Lease

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

SEPTEMBER 23, 2025

Ordinance- **to approve and authorize the mayor to sign a Fourth 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 Fourth Extension of Lease dated September 23, 2025, 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, as extended by the Second Extension of Lease dated June 13, 2023, and as extended by the Third Extension of Lease dated June 11, 2024, for a period of 2 years, to June 30, 2027.
3. In all other respects the original lease remains in effect.
4. The mayor is authorized to sign and deliver this Fourth 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.

Fourth Extension of Lease

This Fourth Extension of Lease dated September 23, 2025, hereby extends the June 30, 2025 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, as extended by the Second Extension of Lease dated June 13, 2023, and as extended by the Third Extension of Lease dated June 11, 2024 for space in a portion of the Town's building located at 397 Herndon Parkway for storage (Lease) for a period of 2 years (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, 2027**.
3. Holdover Tenancy: In the event the Tenant remains in possession of the premises after the expiration of the Lease term without a new written agreement, such tenancy shall be deemed a month-to-month tenancy. Either party may terminate the holdover tenancy by providing at least thirty (30) days' written notice to the other party.
4. In all other respects, the Lease is confirmed.

TOWN OF HERNDON, VIRGINIA _____ Keven J LeBlanc, Jr., Mayor	THE ELDEN STREET PLAYERS D/B/A NEXTSTOP THEATRE COMPANY <u>Melody Fetske</u> Melody Fetske (Sep 3, 2025 10:38:19 EDT) _____ Melody Fetske, President
	APPROVED AS TO FORM <u>Lesa J. Yeatts</u> _____ Lesa J. Yeatts, Town Attorney

4th EXTENSION OF LEASE - NextStop 397 STORAGE

Final Audit Report

2025-09-03

Created:	2025-09-03
By:	Sarah Dowdy (sarah.dowdy@herndon-va.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAaKGDtVUM-lhtwXTW2OQcbYCWjXuI5EKKI

"4th EXTENSION OF LEASE - NextStop 397 STORAGE" History

-  Document created by Sarah Dowdy (sarah.dowdy@herndon-va.gov)
2025-09-03 - 12:56:06 PM GMT
-  Document emailed to melody.fetske@eldenstreetplayers.org for signature
2025-09-03 - 12:56:51 PM GMT
-  Email viewed by melody.fetske@eldenstreetplayers.org
2025-09-03 - 2:37:32 PM GMT
-  Signer melody.fetske@eldenstreetplayers.org entered name at signing as Melody Fetske
2025-09-03 - 2:38:17 PM GMT
-  Document e-signed by Melody Fetske (melody.fetske@eldenstreetplayers.org)
Signature Date: 2025-09-03 - 2:38:19 PM GMT - Time Source: server
-  Agreement completed.
2025-09-03 - 2:38:19 PM GMT

Agenda Item: Ordinance 25-O-17 to approve and authorize the mayor to sign a Sixth 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

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Acting Deputy Town Manager

Description:

Ordinance to approve a lease extension for rehearsal space in the Town's building located at 397 Herndon Parkway.

Background:

NextStop currently leases 1,275 sq. ft of space that is used for rehearsal in the Town's building at 397 Herndon Parkway. This lease extension also adds a holdover tenancy clause that continues the lease on a month-to-month basis beyond the expiration date until a new lease can be executed.

Timing Impact:

The current lease expired on June 30, 2025. This proposed lease extension will retroactively extend the expiration date so that it will expire on June 30, 2027, so that the tenants may remain in the current space.

Strategic Focus Area:

Good Governance
Thriving Community

Fiscal Impact:

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.

Legal Impact:

Town policy and Virginia State Code require town council action on leases of town property.

Staff Recommendation/Next Steps:

Approval of the proposed Ordinance.

Attachments:

1. Ordinance (Proposed)
2. 6th Extension of Lease

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

SEPTEMBER 23, 2025

Ordinance- **to approve and authorize the mayor to sign a Sixth 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.**

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

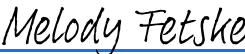
1. The Sixth Extension of Lease dated September 23, 2025, between the Town of Herndon ("Town") and The Elden Street Players d/b/a NextStop Theatre Company ("Tenant") is approved.
2. This instrument extends the expiration date of the original lease dated October 15, 2019, as extended by the Emergency 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, as extended by the Fourth Extension of Lease dated June 13, 2023, and as extended by the Fifth Extension of Lease dated June 11, 2024, for a period of 2 years, to June 30, 2027.
3. In all other respects the original lease remains in effect.
4. The mayor is authorized to sign and deliver this Sixth 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.

Sixth Extension of Lease

This Sixth Extension of Lease dated September 23, 2025, hereby extends the June 30, 2025 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, as extended by the Fourth Extension of Lease dated June 13, 2023, and as extended by the Fifth Extension of Lease dated June 11, 2024 for space in a portion of the Town's building located at 397 Herndon Parkway for rehearsal (Lease) for a period of 2 years (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, 2027**.
3. Holdover Tenancy: In the event the Tenant remains in possession of the premises after the expiration of the Lease term without a new written agreement, such tenancy shall be deemed a month-to-month tenancy. Either party may terminate the holdover tenancy by providing at least thirty (30) days' written notice to the other party.
4. In all other respects, the Lease is confirmed.

TOWN OF HERNDON, VIRGINIA Keven J. LeBlanc, Jr., Mayor	THE ELDEN STREET PLAYERS D/B/A NEXTSTOP THEATRE COMPANY  Melody Fetske (Sep 3, 2025 10:41:01 EDT) Melody Fetske, President
	APPROVED AS TO FORM  Lesa J. Yeatts, Town Attorney

6TH EXTENSION OF LEASE - NextStop 397 REHEARSAL

Final Audit Report

2025-09-03

Created:	2025-09-03
By:	Sarah Dowdy (sarah.dowdy@herndon-va.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAItPCQPTfpJPgf4TEsjUx3Sx2JFSp_Oqy

"6TH EXTENSION OF LEASE - NextStop 397 REHEARSAL" History

-  Document created by Sarah Dowdy (sarah.dowdy@herndon-va.gov)
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-  Document emailed to melody.fetske@eldenstreetplayers.org for signature
2025-09-03 - 12:58:04 PM GMT
-  Email viewed by melody.fetske@eldenstreetplayers.org
2025-09-03 - 2:40:08 PM GMT
-  Signer melody.fetske@eldenstreetplayers.org entered name at signing as Melody Fetske
2025-09-03 - 2:40:59 PM GMT
-  Document e-signed by Melody Fetske (melody.fetske@eldenstreetplayers.org)
Signature Date: 2025-09-03 - 2:41:01 PM GMT - Time Source: server
-  Agreement completed.
2025-09-03 - 2:41:01 PM GMT

Agenda Item: Ordinance 25-O-18 to approve and authorize the mayor to sign an Extension of Lease between Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company, for space at 717 Lynn Street, commonly known as the Depot

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, Scott E Robinson, Acting Deputy Town Manager

Description:

Ordinance to approve a lease extension for office space in the Town's building located at 717 Lynn Street.

Background:

NextStop Theatre currently leases a small portion of space in the Town's building at 717 Lynn Street that is used as an office and a place to plan recreational activities. Per the town's License Agreement for the land on which the Depot sits, the Depot can only be used for limited purposes. This lease extension also adds a holdover tenancy clause that continues the lease on a month-to-month basis beyond the expiration date until a new lease can be executed.

Timing Impact:

The current lease expired on February 28, 2025. This proposed lease extension will retroactively extend the expiration date so that it will expire on June 30, 2027, so that the tenants may remain in the current space.

Strategic Focus Area:

Good Governance
Thriving Community

Fiscal Impact:

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.

Legal Impact:

Town policy and Virginia State Code require town council action on leases of town property.

Staff Recommendation/Next Steps:

Adoption of the Ordinance as proposed.

Attachments:

1. Ordinance (Proposed)
2. Extension of Lease

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

SEPTEMBER 23, 2025

Ordinance- **to approve and authorize the mayor to sign an Extension of Lease between Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company, for space at 717 Lynn Street, commonly known as the Depot.**

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

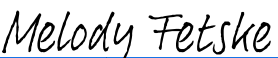
1. The Extension of Lease dated September 23, 2025, between the Town of Herndon ("Town") and The Elden Street Players d/b/a NextStop Theatre Company ("Tenant") is approved.
2. This instrument extends the expiration date of the original lease dated Febraury 28, 2023, for a period of 2 years and 4 months, to June 30, 2027.
3. In all other respects the original lease remains in effect.
4. The mayor is authorized to sign and deliver this 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.

Extension of Lease

This Extension of Lease dated September 23, 2025, hereby extends the February 28, 2025 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 February 28, 2023 for space in a portion of the Town's building located at 717 Lynn Street, commonly known as the "Depot" for office space (Lease) for a period of 2 years and 4 months (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, 2027**.
3. Holdover Tenancy: In the event the Tenant remains in possession of the premises after the expiration of the Lease term without a new written agreement, such tenancy shall be deemed a month-to-month tenancy. Either party may terminate the holdover tenancy by providing at least thirty (30) days' written notice to the other party.
4. In all other respects, the Lease is confirmed.

TOWN OF HERNDON, VIRGINIA Keven J. LeBlanc, Jr., Mayor	THE ELDEN STREET PLAYERS D/B/A NEXTSTOP THEATRE COMPANY  Melody Fetske (Sep 3, 2025 10:42:42 EDT) Melody Fetske, President
	APPROVED AS TO FORM  Lesa J. Yeatts, Town Attorney

EXTENSION OF LEASE - NextStop DEPOT

Final Audit Report

2025-09-03

Created:	2025-09-03
By:	Sarah Dowdy (sarah.dowdy@herndon-va.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABADw7kErT6R6SnyNabI779t3Ebl9hVsIQZ

"EXTENSION OF LEASE - NextStop DEPOT" History

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Agenda Item: Resolution 25-G-55 to accept the Annual Report Fiscal Year (FY) 2025

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Kirstyn Jovanovich, Interim Town Manager

Description:

Each year, staff prepares and submits a report to the Town Council of the town's activities from the previous fiscal year. The Interim Town Manager will present the FY 2025 Annual Report during the Presentations portion of the September 23, 2025 Town Council Meeting. This is a request for the Town Council to adopt a resolution to accept the annual report.

Background:

Pursuant to Sec. 4.2 (d) of the Town of Herndon Charter, the Town Manager is required to prepare for publication and to submit to the Town Council each year at a regular meeting in September a concise, comprehensive report of the financial transactions and administrative activities of the Town government during the immediately preceding fiscal year (FY). The full Annual Report will be available on the Town's website and a summary report will be mailed to Herndon households.

Timing Impact:

The Town's fiscal year is from July 1 through June 30. The FY 2025 Annual Report, detailing the town's activities from July 1, 2024 through June 30, 2025, is presented annually at the regular meeting in September in accordance with the Town Code.

Fiscal Impact:

N/A

Staff Recommendation/Next Steps:

This report is submitted according to Sec. 4.2 (d) of the Town of Herndon Charter.

Attachments:

1. Resolution (Proposed)
2. FY2025 Herndon Annual Report

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to accept the Town of Herndon Annual Report FY 2025.

Pursuant to Sec. 4.2 (d) of the Town of Herndon Charter, the Town Manager is required to prepare for publication and to submit to the Town Council each year at a regular meeting in September a concise, comprehensive report of the financial transactions and administrative activities of the Town government during the immediately preceding fiscal year (FY). The Town Manager has prepared a report of the administrative activities of the Town government titled "Town of Herndon Annual Report FY 2025."

Following the Town's audit, an Annual Comprehensive Financial Report of the Town is presented to the Town Council annually in December. The Annual Report FY 2025 is available on the Town's website, and a brochure highlighting the report will be sent to every household in Herndon.

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

1. The "Town of Herndon Annual Report FY 2025" is accepted.

TOWN OF **Herndon**

LIVE DIFFERENTLY.

Annual Report FY 2025

MAYOR

Keven J. LeBlanc Jr.

TOWN COUNCIL

Clark A. Hedrick – Vice Mayor

Naila Alam

Cesar del Aguila

Kelvin Garcia

Michael T. Lloyd

Alex Reyes

LEADERSHIP TEAM

Kirstyn Jovanovich - Interim Town Manager

Lesa Yeatts - Town Attorney

Scott Robinson - Acting Deputy Town Manager

Tammy Chastain - Acting Director of Public Works - Operations

Lisa M. Gilleran - Director of Community Development

Brent Heavner - Chief Communications Officer

John Irish - Acting Director of Public Works - Engineering

Page Kalapasev - Director of Information Technology

Tanya T. Kendrick - Director of Human Resources

Amanda Kertz - Town Clerk

Michael Mueller - General Manager, Herndon Centennial Golf Course

Collin Okoniewski - Economic Development Manager

Stephen Pihonak - Chief of Police

Marjorie Sloan - Director of Finance

Bob Williams - Director of Parks and Recreation

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Introduction: 2024-2029 Strategic Plan Overview

The Town of Herndon's 2024–2029 Strategic Plan serves as a guiding framework for all municipal departments and initiatives. Developed in partnership with the town's Leadership Team and adopted by the Town Council, the plan outlines a shared vision for Herndon as an integrated, sustainable, safe, and equitable Town.

The Strategic Plan is organized around five key focus areas:

1. Strong Fiscal Stewardship – Ensuring responsible financial management, transparency, and alignment of budgets with long-term goals.
2. Secure and Interconnected Community – Promoting public safety, multimodal transportation, and regional collaboration.
3. Environmental and Economic Sustainability – Supporting energy efficiency, business growth, historic preservation, and affordable housing.
4. Good Governance – Maintaining public facilities, engaging the community, and fostering a high-performance workforce.
5. Thriving Community – Enhancing accessibility, cultural expression, parks, and community events.

This FY 2025 Annual Report highlights key achievements and activities aligning with these strategic priorities, demonstrating Herndon's commitment to building a vibrant and resilient future for all.

Town Manager's Office

The Town Manager's Office leads the day-to-day operations of the Town, carrying out the policies established by the Town Council and providing leadership and coordination across all departments. The Office ensures accountability, supports organizational health, and aligns resources to achieve Council's long-term vision for Herndon.

In FY 2025, the Town Manager's Office guided the organization through a period of transition following the departure of the previous Town Manager, supported by interim town managers and Acting Deputy Town Managers to ensure continuity of leadership. Throughout this time, the Office provided steady support and guidance to sustain the delivery of high-quality programs and services to the community. Recognizing the importance of organizational capacity, the Town Council also added the position of Deputy Town Manager to strengthen operations and further support alignment with strategic priorities.

Investing in Organizational Health

In FY 2025, the Town Manager's Office emphasized the importance of a high-performance workforce and leadership development. The inaugural Herndon Leadership Cohort was launched to build leadership capacity across all levels of the organization, bringing together employees from multiple departments to collaborate, strengthen communication, and foster a culture of "leadership from any seat." In addition, staff participation in the University of Virginia's LEAD program was expanded, ensuring that emerging leaders have access to training, networks, and professional growth opportunities that support long-term organizational resilience.

The Office also supported the creation of micro-business teams; small cross-departmental groups formed to address high-priority challenges such as business engagement processes, site plan process improvements, and property maintenance. These teams allow staff closest to the work to design and test new approaches, creating scalable solutions that improve efficiency, enhance customer service, and build ownership across the organization.

Driving Strategic Alignment

To ensure accountability and progress on the Town's 2024–2029 Strategic Plan, Town Council met in a retreat early in 2025, focused on priority setting and establishing a two-year workplan directly tied back to the Strategic Plan. Throughout the year, staff have provided regular updates on priorities identified by the Town Council as part of their work session schedule. These structured reviews keep Council and the public informed on progress and allow for adjustments where needed, reinforcing transparency and alignment with the Council's policy direction.

Through these efforts, the Town Manager's Office demonstrated its commitment to cultivating organizational health, strengthening leadership capacity, fostering innovation, and advancing the community's shared priorities under the Strategic Plan.

Community Development

The Department of Community Development (CD) experienced an active year, with the town's Strategic Plan serving as the roadmap for the department's initiatives.

Shepherding New Development & Responsible Growth

In support of the Strategic Plan's Good Governance and Secure and Interconnected Community Focus Areas, staff dedicated a substantial amount of time reviewing plans and permits and working directly with applicants throughout FY 2025.

Staff reviewed the first submission of 39 plans during the fiscal year, with most plans necessitating the review of three or more resubmissions to ensure that all details were correct and complied with Town Code and policies. Additionally, staff issued 133 Zoning Appropriateness Permits (ZAP) for new or relocating businesses, and 41 Zoning Inspection Permits (ZIP) for home-based businesses and homes operating short-term rentals.

Staff spent significant effort on the review of two proposed developments located near Herndon's metro station: 250 Exchange Place and 575 Herndon Parkway. The Exchange Place project proposes 400 multifamily units and 62 two-over-two condominium Townhouses, while the 575 Herndon Parkway project will provide up to 525 multifamily units and over 13,500 square feet of commercial use. Staff collaborated with developers to ensure compliance with Town Codes and policies and negotiated to ensure multimodal design features, the inclusion of electric vehicle charging stations, and cash proffers to offset the cost of potential impacts. Additionally, staff worked with developers with an eye towards creating a positive and lasting effect on the Town's tax base, through attention to durability of material and design, and anticipated lifestyle needs and desires.

In FY 2025, 555 Herndon Parkway completed the site plan review process and became the first development to commence construction within the Herndon Transit-Oriented Core Zoning District (HTOC). Upon completion, the project will provide 400,250 square feet of multifamily residential, 5,360 square feet of retail, a parking garage, landscaped courtyard, and a small park.

In FY 2025, staff drafted and processed Zoning Text Amendments (ZOTAs) that realigned development fees with area benchmarks and the Town's actual costs for reviewing and processing plans and permits, established new zoning districts to support the implementation of the Transit-Related Growth Small Area Plan (TRG), incorporated Strategic Plan priorities such as requirements for electric vehicle charging stations, and introduced restrictions on data centers within the Planned Development-Business and Office and Light Industrial districts.

Cultivating a Thriving Community

In FY 2025, several initiatives aligned with the Strategic Plan's Environmental and Economic Sustainability goals were advanced. Staff secured a Community Forest Revitalization Program Award to support development of the Town's first urban forestry master plan, ensuring alignment with best practices. The Town Arborist completed the first public street tree inventory, enabling data-driven care of Town trees. Using grant funds, staff assessed and removed 99 hazardous trees and planted 151 new street trees in the Chandon neighborhood. In partnership with Public Works, the department also redesigned and

replanted seven town-owned landscape beds with native species and sustainable design strategies to reduce maintenance costs and enhance environmental health.

In FY 2025, staff disbursed \$25,000 on direct repairs to four households that qualified for assistance under the Housing and Urban Development Community Development Block Grant program. Staff also provided non-financial assistance to 16 households who exceeded the income levels for direct funding but requested guidance on how to best prioritize repairs and what to look for and ask when hiring a contractor.

Regarding housing, the Town commenced its first Housing Study in FY 2025. Once completed in early 2026, the study will provide an assessment of the town's current housing, pipeline housing, and options for ensuring an increase in housing that aligns with community needs as called for within the Strategic Plan.

Staff coordinated with Fairfax County to obtain over \$5.2 million in Local Revenue funds through the Northern Virginia Transportation Authority (NVTA). Funding was directed towards the design and construction of ADA-compliant multimodal improvement projects. Staff also assisted Public Works staff in applying for funding under the Federal Highway Administration's Safe Streets and Roads for All (SS4A) grant program. The grant program awarded \$500,000 (including a local match of \$100,000) to the Town for the development of a Town-wide Roadway Safety Action Plan.

Parks & Recreation

In FY 2025, the Town of Herndon Parks and Recreation Department continued to serve the community through events, programs, classes, instructional programs, facilities, and parks. In FY 2025, participation in multiple programs and spaces increased, with total visits to the Herndon Community Center (HCC) increasing 33% over FY 2024, and 15 managed events serving over 10,000 people. In this period, multiple capital improvement projects were completed, including the installation of a new replacement tennis bubble, resurfacing of the Bready Park softball field, multiple indoor pool improvements - including new deck drains and offices - and new hoops and backboards in the HCC gym.

Parks and Recreation continues involvement in community engagement activities, including holding 53 outreach events reaching over 3,300 people, the Neighbors in Action program serving 4,250 youth using the HCC, and a new Camp on the Go summer program taking the summer camp experience to an underserved neighborhood. Aquatics programming served 2,909 participants, and the Herndon Aquatics Club (HAC) had 232 swimmers, representing a 32.6% growth. Park usage is strong, with 123 picnic shelter reservations and 896 paid pickleball court reservations at Bready Park. The Chestnut Grove

Cemetery had mausoleum repairs, was involved in the cemetery development and office improvement projects and saw increases in interments and revenue.

Recreation Opportunities for the Whole Community

Parks and Recreation hosted over 10,000 people at multiple events during 2025 including our annual July 4th celebration, Turkey Trot 5K race, Holiday Arts & Crafts Show, Hoppy Egg Hunting, and many others. Other highlights from this year included our summer camps being honored for the third consecutive year as Northern Virginia Magazine's Best Summer Camp, and the launch of Towne Square Tuesdays, an eclectic free music series hosted at Town Hall Square.

Building more effective community outreach and engagement was a critical part of the Recreation Division's work in FY 2025, with the team adding a new staff member dedicated to community outreach and building stronger community connections, and initiatives such as partnerships with Cornerstones and She Believes in Me to expand access to our Summer Camps and teen after-school programs, and the launch of our Camp on the Go program providing drop-in, no-cost camp experiences to underserved youth.

Investing in the Community

Staff spearheaded several facility improvements including new carpet, entryway improvements, and gymnasium upgrades in the Herndon Community Center and infield replacement and resodding on our Softball Field at Bready Park.

Final design for the Chestnut Grove Cemetery development project was 95% completed in FY 2025, with construction scheduled for FY 2026. Staff met with neighbors adjoining the cemetery and incorporated their input into the design which enhances the landscaping and drainage of the site and increases the number of available plots, thereby extending the facility's ability to accept new interments by approximately 17 years. Additionally, design was completed on a project to refurbish the exterior of the cemetery building.

Staff also worked on some smaller projects with big impacts over the last year, such as partnering with Friends of Runnymede Park for stream cleanup, native plant garden care, and Nature Fest. They also coordinated several community service and scout projects supporting park beautification, invasive plant removal, trash pickup, mulching, and planting.

Aquatic Fun and Competition

Our team hosted many fun events during FY 2025, including the Pumpkin Plunge and Aqua Egg Hunt, and increased our aquatic exercise and lesson program offerings. Competitive

swimmers made good use of the Herndon Community Center too, with the facility playing home to the Harvest Moon Invitational with 350 swimmers and an Olympic Clinic featuring Olympian Cody Miller. Fairfax County Public Schools continued to use the facility for swim meets and practices as well, as did the Herndon Aquatic Club.

Public Works

In FY 2025, the Public Works Department (DPW) continued focus on maintaining and improving Town infrastructure. The Department made several significant improvements in the effort to provide Town residents with quality facilities, infrastructure, and services.

Facility Improvements

Herndon's parks and public facilities saw many upgrades during FY 2025. At the Herndon Community Center, staff replaced the environmental control system and installed a new entryway with an air barrier. Staff removed old, invasive plants and replaced them with native species, attracting butterflies and birds, while providing local wildlife food and shelter for the entire year.

At Bready Park, staff completed refurbishment of the tennis complex, including installation of a new tennis bubble in time for the fall and winter season, and the resodding of the adjacent softball field. In Runnymede Park, staff completed the replacement pedestrian bridge behind Hunter's Creek pool.

The Department worked with Community Development to plant native plants around Herndon Municipal Center, Town Hall, and the Depot buildings, beautifying our public spaces.

Preparing for the Future

Supporting Secure and Interconnected Community and Good Governance Strategic Plan focus areas, several DPW initiatives paved a path to the Town's future during FY 2025.

Staff upgraded sidewalk ramps along Dranesville Road to meet current ADA standards, enhancing accessibility in a high foot-traffic area. A major paving project was completed on streets between Park Avenue and Third Street, including Grant, Tyler, Van Buren, Monroe, Second, Ballou, Station, and Third Street. In collaboration with Community Development and the Police Department, safety boulders were installed along Lynn Street to protect pedestrians during the Farmers Market and other public events.

Designs for two key road safety improvement projects, Monroe Street and Park Avenue intersection and Ferndale Avenue, got underway in FY 2025. Installation of temporary

markings and striping to replicate the permanent improvements were completed on Ferndale Avenue. Construction of permanent improvements is expected in FY 2026 for Monroe Street and Park Avenue, and in FY 2027 for Ferndale Avenue. As part of the Town's Safety Action Plan process, staff completed public outreach for the Monroe Street and Park Avenue intersection improvements and for the Ferndale Avenue parking and pedestrian improvements.

DPW staff applied for and received \$400,000 in funding under the Federal Highway Administration's Safe Streets and Roads for All (SS4A) grant program for the development of a Town-wide Roadway Safety Action Plan (RSAP). By the close of FY 2025, staff had begun work on the RSAP including public outreach and historical data analysis to identify transportation safety and accessibility for all users, including pedestrians, bicyclists, drivers and transit riders. The plan will help prioritize projects that can most effectively reduce traffic-related injuries and death. The plan is scheduled for completion in Spring of 2026.

The Dranesville Road watermain project was completed in FY 2025. The construction to replace the sewer line along Folly Lick began in FY 2025 and will be completed in early FY 2026. The Department, in coordination with a consultant, completed the first phase of the water service line inventory plan, in adherence to an Environmental Protection Agency (EPA) requirement to identify service line material to all customers by October 2024. The Town is completing the next phase of the service line inventory using EPA grant funds.

Strong Fiscal Stewardship

The Department has continued to use federal American Rescue Plan Act (ARPA) funding to complete infrastructure improvements. There are currently 10 active projects funded by ARPA. These projects are making needed repairs to buildings, improving parks, expanding the paving program, making repairs and improvements to water and sewer systems, and replacing end-of-life equipment.

Herndon Police Department

The Department had a change in leadership in FY 2025 and welcomed a new chief that has been with the Town of Herndon since 1999. The new chief brings a wealth of knowledge and familiarity with the Town's culture, small-Town charm, and its ambitious determination to thrive as a safe community. Aligned with Town of Herndon Strategic Plan Focus on Good Governance, specifically Goal 3, fostering a positive Town organizational culture, the chief seeks to foster a positive and supportive environment for department personnel and the community.

The Department achieved reaccreditation in November 2024 by the Commission on Accreditation for Law Enforcement Agencies (CALEA), an international law enforcement accrediting commission. This is a rigorous four-year program review culminating in an onsite assessment. The Department continues to demonstrate its voluntary commitment, since 1986, to comply with essential law enforcement program standards that adhere to best industry practices. This award constitutes 38 consecutive years as an accredited agency.

Recruitment, Promotion, Training, and Wellbeing

The Department introduced a new dedicated recruitment website to host active police and civilian job vacancies. The website highlights important information on positions and the department, and it effectively streamlines the hiring process by directly connecting to the Human Resources application process. In FY 2025, the department hired four new members, two officers and two dispatchers, advanced two officers due to career development eligibility, and promoted seven officers to supervisory ranks.

The Department provided advanced training opportunities to staff that included supervisory, leadership, and professional development courses in addition to required certifications and state-mandated training. The Department continued to prioritize health and wellness for police personnel through enhanced wellness initiatives that include a mandatory physical fitness program and scheduled squad workouts, mental wellness checks, facility support dog, and a certified Peer Support Team.

Securing the Community

In service of Focus Area 2 of the Town's Strategic Plan, Secure and Interconnected Community, the Department acquired "Pilot", a new explosives detection canine that replaced the previous dog that retired after 12 years of service. Pilot, a labrador retriever, and his handler have been trained in explosive materials detection, which involves the identification of various explosive compounds, materials, or devices. The team is utilized routinely to inspect the safety of large events in the Town and is available to assist local law enforcement partners as requested.

A substantive increase in assault offenses, vandalism, larcenies, and motor vehicle theft cases were indicated in the Town from the previous calendar year. The Department is developing an initiative to form a special team to provide focused enforcement support to address these types of offenses and further concentrate efforts on community concerns, crime prevention, and other activities to increase safety and neighborhood quality.

As part of the HPD's commitment to being connected with our community, officers and staff attended more than a dozen community events ranging in size from small opportunities to connect -like coffee with a cop and preschool visits to large community events like National Night Out and Que Pasa Festival.

Finance

The Finance Department's primary purpose is to manage the Town's financial resources in a professional, responsible, and accountable manner. The Department's mission aligns closely with Strategic Plan Focus Area 1, Strong Fiscal Stewardship, and Focus Area 4, Good Governance. For FY 2025, Finance prioritized process improvement, cross-department collaboration, analytical capability, and staff development.

Technology Upgrades

In FY 2025, staff made upgrades to their online forms systems and processes to further automate utility billing, check signatures, and W-2 and 1099 form processing. The general ledger team also strengthened cash management through the implementation of new bank reconciliation software.

Leveraging the recently implemented procurement software upgrades, staff led several complex procurement efforts on key Town transactions including the Comprehensive Plan, the Roadway Safety Action Plan, the Golf Course tee box renovation, and several large projects funded through ARPA funds.

Additionally, Finance partnered with Parks and Recreation, Information Technology, and Public Works staff to implement other software implementations and upgrades that streamline workflows and internal controls.

Award-winning Budgeting Processes

The Department completed a successful FY 2026 Budget preparation. The process included an updated water-sewer rates model, project spending reviews to align with the Capital Improvement Plan, and streamlined preparation of the digital budget book. Staff presented enhanced reporting to provide the Town Council with additional detail on forecasted revenues and proposed expenditures to effectively set tax rates and spending priorities.

The Government Finance Officers Association (GFOA) again awarded the Town with the Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting.

Collaboration and Cross Training

Finance continued to collaborate across departments to deliver increased efficiency and compliance. Finance staff worked with Human Resources for the initial set-up and training delivery for critical upgrades to our time keeping systems, which ensure regulatory compliance and strong internal controls on time tracking and support for payroll processing.

In FY 2025, staff continued to cross-train and complete professional development. Finance employees were active in the inaugural Leadership Development cohort, cross-functional problem-solving, continuing education, and impressive achievement of professional certifications.

Herndon Centennial Golf Course

Herndon Centennial Golf Course continued to see revenue and sales growth in FY 2025. The facility continues to set the pace for area public facilities for course conditioning, customer service, and affordability.

In FY 2025, Herndon Centennial hosted 46 tournaments in partnership with organizations such as the Herndon Golfer's Club, Herndon Ladies Golfer's Club, Senior Duffers and other groups to provide a quality venue for tournaments.

In FY 2025, a total of 48,363 rounds were booked, representing an 8% decrease from FY 2024. Because golf participation is highly dependent on weather, annual fluctuations are common. In addition to weather conditions, the decline in FY 2025 was also influenced by course improvement projects occurring during the season.

Facility Maintenance and Improvements

The course saw a number of significant improvements this year including 14 new driving range mats, 16 new tee boxes, laser leveling tee decks, upgrades to the irrigation system, and improvements to drainage systems. Additionally, the course's maintenance team added a new bunker rake, utility vehicle, and rough mower.

Environmental Stewardship

Herndon Centennial continued its focus on environmental planning in FY 2025 by partnering with Audubon International. Herndon Centennial's Nutrient Management Plan was updated by the Virginia Department of Conservation and Recreation in FY 2025. The Stormwater Pollution Prevention Plan (SWPPP) was updated in compliance with the Town's MS4 permit for high priority facilities. The golf course also partnered with the Virginia

Bluebird Society and their volunteers, who monitor ten bluebird boxes located throughout the property.

Staff conducted twenty-four soil tests throughout the golf course. Six greens, tees, fairways and roughs were tested, and data was reviewed for fertilizer applications based on soil test recommendations. Staff also conducted ninety-two root zone moisture audits and adjusted irrigation cycles according to meter reads in the field.

Information Technology

In FY 2025, with the support of an outside consultant, Information Technology (IT) staff conducted a complete IT assessment, culminating in a multi-year roadmap to modernize IT systems, support data-driven governance, and reinforce cybersecurity.

Staff advanced the Town's cloud-first strategy by beginning the migration of key services to modern cloud-based platforms, improving reliability, scalability, and remote accessibility. A pilot program was also launched to test enhanced collaboration tools that support secure file storage, information sharing, and team-based websites. Based on the success of this pilot, these tools are planned for implementation across the organization by the close of FY 2026.

To better serve our internal customers, FY 2025 marked the launch of the Town's first IT ticketing dashboards, enabling real-time insights into key operational data, performance tracking, and strategic decision-making. Staff used this tool to respond more efficiently to help desk issues and analyze patterns in service delivery.

The IT department also upgraded the Town's network backbone to improve performance and reduce downtime risks, reinforcing the 99.9% service reliability target.

Communications & Economic Engagement

FY 2025 saw a number of changes for Communications and Economic Development in the Town of Herndon. After nearly 20 years of dedicated service, Ann Papa retired as the Town of Herndon's Chief Communications Officer in April of 2025. Brent Heavner, who brings more than 20 years of experience as a communication professional - over 15 years of which in the public sector - was named as her successor.

FY 2025 saw the completion of the Town's rebranding initiative, culminating in the Town Council's adoption of the "Live Differently" motto for the Town, along with refined brand standards to bring consistency to the Town's communications.

The Town also undertook key economic development initiatives during FY 2025, including the launch of its Small Business Improvement Committee. The committee, comprised of staff from across its planning, zoning, public works, building inspection, engineering, finance, and IT teams, worked to identify issues faced by new and existing small businesses in the community and improve the processes through which the Town and small businesses work together.

Staff conducted an assessment of the Town's economic development program in FY 2025, which identified a strategic focus on small business retention and growth, as well as the need for alignment between economic development and communications. Based on these findings, the Town is moving forward with the merger of these two functions into a single office, Communications and Economic Engagement, co-led by the Chief Communications Officer and Economic Development Manager. This change will not only ensure the most efficient use of Town resources, but also strengthen the Town's ability to deliver clear, consistent, and impactful messaging to residents, businesses, and visitors, while positioning the Town as a vibrant and competitive community.

Human Resources

The Human Resources Department navigated another year of evolving employment trends. As turnover, inflation, and hiring rates stabilized following the pandemic, spring of FY 2025 brought notable shifts to the federal workforce and, by extension, the local workforce it influences. Onboarding and offboarding remain significant time commitments, reflecting the department's integral role in workforce transitions. All Human Resources initiatives align with Focus Area 4 of the Strategic Plan, Good Governance.

In FY 2025, the Town filled 35 regular status positions, down from 43 the previous year, reflecting a cooling job market after historic highs. The broader employment landscape has begun to normalize post-pandemic. For the first time in years, the Town fully staffed all police dispatch positions and reduced public works vacancies thanks to proactive recruitment and improved retention. Overall turnover for regular status employees dropped by approximately 1%, continuing a positive trend from the past two years.

The Town hired 89 temporary/part-time flexible employees, up from 71 in FY 2024. In total, 124 new employees joined Herndon's workforce. Key personnel moves included the appointment of a new Chief Communications Officer, a Deputy Town Manager, and Chief of Police. The former Town manager resigned, and the search for a successor is ongoing.

Human Resources reviewed 1,222 employment applications—an increase from 1,162 in FY 2024—demonstrating the success of proactive recruitment strategies. Staff advertised job

openings widely, represented the Town at job fairs, and cultivated relationships with local schools and organizations to support long-term workforce development. As vacancies arise, HR evaluates each role to ensure the Town's structure meets its evolving needs.

The employee referral program continues to be an effective recruitment tool, generating 11 percent of hires and engaging current employees in the hiring process. Collaboration with Herndon High School led to a thriving externship program, now in its third year. Some student externs have since joined the Town workforce. Four employees retired in FY 2025, consistent with the previous year and the lowest number in several years.

The Town published its Total Compensation Philosophy this year, reflecting the Strategic Plan's direction. With fewer than half of employees enrolled in the original Virginia Retirement System (VRS) plan, retirement benefits are shifting. More than half of Town employees participate in the deferred compensation plan, supported by regular HR outreach and administration. Communicating total compensation has become increasingly important, particularly across five generations in the workplace. Younger employees often prioritize current pay over pensions. HR is adjusting its messaging to better align with the priorities of today's workforce.

HR administered two selection tests to 14 police officer applicants. Career development continues for police officers and communications technicians, with updated educational requirements reinforcing the professionalism of the accredited police department.

One key metric for recruitment success is the probationary completion rate. In FY 2025, 63% of regular status hires from FY 2024 completed probation, slightly down from the previous year. To improve this, HR implemented enhanced pre-employment screening, trained hiring managers in behavioral interviewing, and aligned interview questions with Town values.

The Town offers multiple professional development opportunities. It fully funds participation in the George Mason University Master of Public Administration (MPA) cohort. One employee currently participates, and one recently graduated. Nine employees used the Town's tuition reimbursement program this year—a figure consistent with previous years. The program expanded to cover leadership programs like LEAD and Leadership Fairfax, supporting high-impact growth for Town staff.

HR delivered several trainings in FY 2025, attended by more than 300 employees. Topics included Workplace Harassment, Discrimination and Retaliation, First-Time Supervisor Training, Delegation, Recruitment, Coaching, and Excel. The newly launched Herndon Leadership Cohort marked a significant step in fostering future leadership development.

The Town's "We Are Herndon" core values remain central to all hiring and training initiatives.

To attract and retain skilled professionals, the Town continues to support certification and licensure programs - recognized best practices in modern workforce management. HR will continue to expand this program based on organizational needs.

HR leads or collaborates on several modernization efforts that transform workflows across departments. Led by the finance department, HR helped implement a new Time & Attendance system in spring 2025 to improve Fair Labor Standards Act (FLSA) compliance and Town-wide consistency.

HR continues to advise departments on recruitment, performance management, employee relations, discipline, investigations, terminations, and workplace issues. Mental health and behavioral challenges - an issue across many industries - demand increasing attention. HR dedicates significant time to managing these complex cases compassionately and professionally.

Legal changes in employment law present ongoing challenges. HR remains vigilant in tracking evolving requirements, including minimum wage increases and SECURE 2.0 retirement reforms, which affect multiple employee benefits. Staff regularly update policies and plan documents and benchmark compensation data to ensure the Town remains competitive.

In FY 2025, HR updated eight administrative regulations to reflect current legal standards and best practices. The Town received one grievance during the year.

Town Attorney's Office

In FY 2025, the Town Attorney team advanced key priorities across governance, sustainability, public safety, and fiscal responsibility. Strategic financial oversight was demonstrated through active participation in the Town's internal Bond Committee and effective management of ARPA contract amendments. The team supported long-term planning with the Comprehensive Plan Amendment (TRG), while enhancing community vibrancy through the Streetery Pilot Program. Governance practices were strengthened with the implementation of new procedural rules for the Town Council, and public safety was upheld through the prosecution of over 1,100 criminal and traffic cases, reinforcing a secure and connected community.

Forwarding the Town's Strategic Plan Goals

In support of the Strategic Plan's focus on Environmental and Economic Sustainability, the Town Attorney's office reviewed and contributed to the Comprehensive Plan Amendment (related to the Transit Related Growth (TRG) small area plan), aligning long-term development with environmental and economic goals.

In furtherance of the Strategic Plan's focus on Good Governance, the Office developed and implemented Procedural Rules for Town Council, promoting transparency, efficiency, and accountability in local government operations.

Aligned with the Strategic Plan's focus on a Secure and Interconnected Community, the Town prosecuted 592 traffic/criminal matters and 512 town-specific cases, reinforcing public safety and upholding the rule of law within the community.

Forwarding the Town's Strategic Plan focus on strong fiscal stewardship, the Town Attorney's Office played a key role in the Town's internal cross-departmental Bond Committee, ensuring responsible financial planning and investment. Staff also successfully managed ARPA contract amendments, optimizing the use of federal recovery funds to support local priorities.

Town Clerk

In FY 2025, the Town Clerk's Office advanced the Town of Herndon's strategic focus on Good Governance by strengthening transparency, public access, and consistency. The Office supported the Mayor and Town Council, facilitated public participation through the coordination of meetings and events, and ensured compliance with legal and procedural requirements. Operational improvements included streamlined internal processes, digital records management, and expanded coordination of ceremonial and civic functions. These efforts reinforced the Town's commitment to promoting civic engagement and responsive local government.

The Town Clerk's Office serves as the hub of legislative and civic process management, ensuring consistency in supporting the Mayor, Town Council, advisory boards and commissions, Town departments, and residents. The office continued operating under the reorganization begun in FY 2024, which created two budgetary divisions within the department: Clerk Services and Legislative Services, to better reflect operational responsibilities and resources.

The Office facilitated the Town Council's legislative process, including the preparation, publication, and archiving of agendas, minutes, ordinances, resolutions, and other official

actions. In FY 2025, the Town Clerk's Office managed 16 regular Council meetings, 17 work sessions, two retreats, four special sessions, and a community-wide forum. These meetings provided platforms for public input and legislative decision-making, with the department coordinating logistics and public access.

The Office also serves as a central point of contact for the public, processing more than 240 community comments and managing a wide range of correspondence on behalf of the Mayor and Town Council. This included proclamations, certificates, plaques, letters of recognition, and business milestone acknowledgments.

Working closely with the Town Attorney's Office, the Clerk's Office contributed to maintaining the Town Code, including codification of adopted ordinances and the development of a new 2025 Town Council Rules of Procedure. The Department continued to advance the digitization of records, with a focus on permanent record retention and electronic access to meeting documentation.

The Clerk's Office played a key role in coordinating Councilmember participation in 156 events and agency meetings throughout the year. These included ceremonial functions such as the swearing-in ceremony of the 2025/2026 Town Council, National Night Out, the Herndon Olympics, Earth Day/Arbor Day celebrations, the Mayor's Volunteer Appreciation Reception, and multiple ribbon cuttings and dedications. Staff also supported the onboarding of new Councilmembers and administered oaths of office to new board members and certain promoted personnel.

Support for the Town's advisory boards and commissions continued to be a departmental priority. In FY 2025, the office facilitated 55 appointments and reappointments, coordinated filling of boards and commission vacancies, and provided support to onboarding efforts.

In all efforts, the Town Clerk's Office remained focused on providing high-quality, responsive service that aligns with the Strategic Plan goal of Good Governance, particularly in the areas of transparency, civic engagement, and accountability.

Agenda Item: Resolution 25-G-56 to appoint a member to the Town Council's Community Inclusion and Engagement Committee

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request for appointment to the Community Inclusion and Engagement Committee (CIEC), for a term to expire on December 31, 2026.

Background:

The CIEC was established at the Council's January 28, 2025 meeting, with Councilmember Reyes serving as liaison. On August 12, 2025, six members were appointed to represent nonprofit organizations serving the Herndon community, including Opportunity Neighborhoods or under-represented communities, faith-based groups, local Pride (LGBTQ+) organization, senior needs organization, and the business community. This appointment fills the remaining slot for faith-based organizations, completing the committee's seven-member roster.

Timing Impact:

Appointment is necessary for the individual to serve on the board.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

Under Resolution 25-G-14, the CIEC terms follow the Town Council's elected terms.

Staff Recommendation/Next Steps:

Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- to appoint a member to the Town Council's Community Inclusion and Engagement Committee.

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

1. Abdul Rashid Abdullah is appointed as a member of the Community Inclusion and Engagement Committee representing a faith-based organization, for a two-year term ending December 31, 2026.

Agenda Item: Resolution 25-G-57 to initiate consideration of a Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Bryce Perry, Deputy Director of Community Development

Description:

Subdivision Ordinance Text Amendment SOTA #25-01 will update sections for conformance with the Code of Virginia. The amendment includes other housekeeping changes to clarify administrative processes.

Background:

Staff initiated a review of the Herndon Subdivision Ordinance after the passage of Senate Bill 974, which amended and reenacted Section 15.2-2241 and several other sections of the Code of Virginia. The adopted changes to the Code of Virginia removed the planning commission and governing body approval authority from the administrative review process for plats and plans and assigned such authority solely to a designated agent. In addition, the revisions to the Code of Virginia clarified the authority that governs the review process of plats, site plans and plans of development. The changes to the State Code became effective July 1, 2025. During its review of the Subdivision Ordinance, staff found some sections of Chapter 70 in need of amendment to bring the Herndon Subdivision Ordinance into compliance with the Code of Virginia, and to clarify administrative processes.

Timing Impact:

The changes to the State Code became effective July 1, 2025.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

Adoption of this subdivision ordinance text amendment will bring the Herndon Subdivision Ordinance into compliance with the changes made to the Code of Virginia.

Staff Recommendation/Next Steps:

Adopt the resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- **to initiate consideration of a Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate.**

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

1. An amendment to Chapter 70 (SUBDIVISION OF LAND), for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate, is initiated by the Town Council.
2. The public necessity, convenience, general welfare, and good subdivision practice, require the Town Council's consideration of this proposed amendment.
3. The amendment is referred to the Planning Commission for its consideration, public hearing, and recommendation in accordance with Va. Code §15.2-2241 and Town Code Sec. 70-102(a).

Agenda Item: Resolution 25-G-58 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-05 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate

Meeting Date: September 23, 2025

Category: Consent

Prepared by: David Stromberg, Zoning Administrator

Description:

Zoning Ordinance Text Amendment ZOTA #25-05 will update sections for conformance with the Code of Virginia. The amendment includes other housekeeping changes to clarify administrative processes.

Background:

Staff initiated a review of the Herndon Zoning Ordinance after the passage of Senate Bill 974, which amended and reenacted Section 15.2-2241 and several other sections of the Code of Virginia. The adopted changes to the Code of Virginia removed the planning commission and governing body approval authority from the administrative review process for plats and plans and assigned such authority solely to a designated agent. In addition, the revisions to the Code of Virginia clarified the authority that governs the review process of plats, site plans and plans of development. The changes to the State Code became effective July 1, 2025. During its review of the Zoning Ordinance, staff found some sections of Chapter 78 in need of amendment to bring the Herndon Zoning Ordinance into compliance with the Code of Virginia, and to clarify administrative processes.

Timing Impact:

The changes to the State Code became effective July 1, 2025.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

Adoption of this zoning ordinance text amendment will bring the Herndon Zoning Ordinance into compliance with the changes made to the Code of Virginia.

Staff Recommendation/Next Steps:

Adopt the resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

SEPTEMBER 23, 2025

Resolution- **to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-05 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate.**

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

1. The Town Council initiates an amendment to Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting) for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate.
2. The public necessity, convenience, general welfare, and good zoning practice, require the Town Council's consideration of this proposed amendment.
3. The amendment is referred to the Planning Commission for its consideration, public hearing, and recommendation in accordance with Va. Code §15.2-2285(B) and Town Code Sec. 78-155.2(d).

Agenda Item: Approval of Minutes

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the following sets of meeting minutes:

- August 6, 2025, Town Council Work Session Minutes
- August 12, 2025, Town Council Regular Meeting Minutes

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:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for the governing body.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. August 6, 2025, Town Council Work Session Minutes
2. August 12, 2025, Town Council Regular Meeting Minutes

**HERNDON TOWN COUNCIL
Work Session Minutes
Wednesday, August 6, 2025**

1. Call to Order

Mayor LeBlanc called the August 6, 2025, Town Council meeting to order at 7:00 PM 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.

Absent: Vice Mayor Clark Hedrick.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Chief Steven Pihonak, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; John Irish, Acting Director of Public Works; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; Mike Shindledecker, Transportation Engineer; Jaleh Moslehi, Capital Projects Planner/Engineer; Amanda Kertz, Town Clerk; and Megan Coyle, Intern.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present. Vice Mayor Hedrick was absent.

Mayor Announcements

Mayor LeBlanc stated that a closed meeting would follow the work session that evening, which will include external consultants. That meeting is scheduled to begin at 9:00 p.m. He noted that he will monitor the time and may shift items to future meetings, as needed.

Mayor LeBlanc provided comments on National Night Out, thanking Herndon Police Department and Chief Pihonak for their coordination.

Comments and Disclosures for the Record

Mayor LeBlanc asked Amanda Kertz, 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(c), Introduction to ZOTA #25-01. The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

2. Discussion

a. Safety Action Plan Goal Setting

Mayor LeBlanc stated road safety has been a priority for this Council and the previous councils. He indicated that staff was there that evening to provide the framework for the Safety Action Plan going forward.

Mayor LeBlanc recognized Mike Shindledecker, Transportation Engineer, who provided an overview of the timeline and Safety Action Plan components. He reviewed the crash safety data from the Town and stated that in reviewing severe crashes (fatalities and serious injuries), Herndon ranks near the top compared to other jurisdictions - surpassed only by Falls Church. This underscores the importance of this Safety Action Plan and of setting goals that help to reduce these incidents. Mr. Shindledecker requested Council's input on the following: (1) traffic safety outcome they believe the Town should focus on; and (2) other goals the Safety Action Plan can help the Town achieve.

Mr. Shindledecker introduced Jeff Riegner and Amelia Martin from Kittelson & Associates, consultants for the Transportation Safety Action Plan. Ms. Martin reviewed crash data, highlighting Herndon's crash statistics. A heat map and crash analysis will help identify a High Injury Network this fall, with Elden Street and Herndon Parkway being early priorities. Case studies, including results from the City of Alexandria, were shared to provide context for cost and implementation strategies.

Following discussion and with the consensus of Council, a primary goal of zero severe incidents within a 12-year timeframe was set, with interest in accelerating that timeline. Additional goals include:

1. Enhancing economic development
2. Promoting multimodal transportation
3. Ensuring equitable access to services across town
4. Increasing use of the W&OD Trail for transportation and quality of life
5. Improving pedestrian and bicycle safety and connectivity

There was discussion among Council and staff about potential projects such as converting Lynn Street to a pedestrian zone and exploring a W&OD Trail underpass. The consultants emphasized public engagement, data analysis, and inter-agency collaboration, including with NOVA Parks and local boards and commissions.

The consultants shared that a draft of the plan is expected by January 2026, with public outreach beginning in the coming months. Councilmembers were encouraged to share stakeholder recommendations and to visit relevant sites to inform planning.

b. Energy Savings Performance Contract (ESPC) Program Briefing

Mayor LeBlanc recognized John Irish, Acting Director of Public Works, who began the discussion by reviewing the current need for the energy savings contract at Town buildings. Mr. Irish highlighted how the proposed project aligns with the Town's Strategic Plan and long-term goals. He provided an overview of the proposed contract, which includes: (1) 20-year performance-based Energy Services Contract with CMTA; covers design support, construction, commissioning, and long-term maintenance; (2) CMTA guarantees energy savings; if not met, CMTA will pay the shortfall; (3) remote monitoring and real-time adjustments included in the maintenance scope; and (4) contract minimizes disruptions through phased implementation and swing space planning; including the use of 397 Herndon Parkway.

Mr. Irish emphasized that CMTA guarantees a return on investment and outlined the phased project timeline, which starts with HVAC upgrades at the Herndon Municipal Center and the Herndon Police Department. Subsequent phases will address the Herndon Community Center (HCC) roof, additional HVAC replacements, Town Hall, and the golf course clubhouse. The timeline currently spans five years, though accelerating the schedule is under consideration due to cost and energy efficiency benefits. An estimated \$15 million in system replacements are anticipated across all Town facilities.

While acknowledging additional costs, Mr. Irish stated that the Town expects to save approximately \$56,000 annually. A contract amendment will be required to incorporate the remaining scope of the project, which is expected to come before the Council in the near future. Project timing will also depend on logistical coordination, including temporary office relocations during construction.

There was discussion among the Council and staff regarding funding options, including the use of cash reserves versus bonding. Staff noted that initial funding had been allocated through capital reserves, and a budget amendment in September is expected to authorize \$500,000. Mayor LeBlanc recommended that this topic should be included in the Town Council's upcoming financial retreat.

Staff will return in September with more detailed financial information, contract updates, and a plan to coordinate this project with other necessary facility upgrades.

c. Introduction to Zoning Text Amendment (ZOTA) #25-01

Mayor LeBlanc recognized David Stromberg, Zoning Administrator, who provided an overview of the Transit Related Growth (TRG) area, indicating that the zoning ordinance change would be presented to the Council for review at the next regular meeting. He stated that while a full review will occur next week, that evening's presentation will focus on how the ZOTA aligns with the TRG plan, progress made to date, and next steps.

Mr. Stromberg reviewed the TRG and Herndon Transit Oriented Core (HTOC) area boundaries, emphasizing that all are located within a quarter to half mile of the Herndon Metro Station. He highlighted the Future Land Use Map, which identifies transit-related growth land use recommendations as a key component of the plan. He explained that the upcoming zoning proposal involves changes to the existing zoning designations and the creation of new zoning districts, including opportunities for townhouses and two-over-two style units. Mr. Stromberg added that several property owners are preparing to bring forward rezoning applications once the zoning changes are adopted. He also identified additional steps necessary to implement the plan.

There was discussion among the Council and staff on this item, including: (1) timeframe for considering affordable housing in the TRG area (2) types of units proposed for the development; emphasis on opportunities for multi-family units; (3) importance of public outreach, which is being included in the affordable housing study; (4) Planning Commission's discussion regarding the TRG; (5) ability for future amendments to zoning districts to incorporate affordable housing, following policy framework implementation; and (6) considerations for the forthcoming results from the housing study survey.

d. Request to consider a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025

Mayor LeBlanc stated that this item was rescheduled from the July 15 regular meeting, because the Council had questions about the request, and they wanted to discuss it more fully. He said that he had several questions he was hoping to ask the requestor directly. Since Arts Herndon was unable to attend, he asked for Council's consensus to move this item to the September work session, and for staff to coordinate with Arts Herndon to attend the meeting.

Staff was directed to ask Arts Herndon what exactly they were requesting. Staff should ask for receipts and invoices, with an itemized list including specific use of land, facilities, and labor. Labor costs should be separated, not listed combined

with refreshments. Council requested that staff obtain these answers from Arts Herndon and reschedule the discussion.

e. Herndon Youth Advisory Committee Structure Discussion [item rescheduled to the August 12, 2025, Town Council meeting]

[Note: due to the lateness of the hour, this item was rescheduled to the August 12, 2025 Town Council work session following the already scheduled regular meeting on that date.]

f. Review donation policy, process along with all events (pipeline) in flight for the next 18 months - Councilmember del Aguila

Mayor LeBlanc recognized Councilmember del Aguila, who presented a PowerPoint outlining his thoughts on the Community Cultural Festivals application process. He shared several strategies and provided suggestions for success measures that the Town could use to evaluate whether more groups were being engaged in the event planning process.

Councilmember del Aguila noted his understanding that the Que Pasa organization was not moving forward with an event this year, which he viewed as a loss of cultural festival programming. He expressed concern that the current intake process has placed undue pressure on staff and sponsors to deliver events. He suggested holding “discovery meetings” early in the application stage to improve the process and asked that the current process be evaluated to identify ways to increase the delivery rate of successful events.

There was discussion among the Council and staff regarding: (1) the current Community Cultural Festivals application process; (2) the possibility of holding discovery meetings; (3) types of events held in the Town; and (4) considering a goal of holding one event per quarter.

Following discussion and with the consensus of Council, staff was asked: (1) to identify current events in flight for the next 18 months and track these events; and (2) consider producing short videos for the Town's YouTube channel that explain the event application process. Mayor LeBlanc added that this topic could be discussed further during the Council's financial retreat scheduled for October.

Ms. Jovanovich indicated that staff is currently reviewing the Town's donation policy to include ad hoc events. She requested that this discussion also be tied to the budget process.

3. Roundtable

Councilmember Garcia: no comments.

Councilmember del Aguila: provided comments on National Night Out (NNO),

spoke about his experience as a volunteer with the Fairfax County Sheriff's Department, stating that he took many photos.

Councilmember Lloyd: no comments.

Councilmember Alam: provided comments on NNO, stating that she enjoyed the event but wished more people had known about it. She suggested additional advertising in future years.

Councilmember Reyes: provided comments on NNO, stating that he enjoyed speaking to citizens and that he had conversations with many Spanish-speaking residents.

Mayor LeBlanc: provided comments on NNO, the event was a testament to HPD's community outreach. He enjoyed the event and appreciated that 13 neighborhoods participated.

Mayor LeBlanc requested the consensus of Council to move the October 14 Town Council work session to October 7. With the concurrence of Council, Mayor LeBlanc indicated that this item will be included as a resolution on the next regular meeting agenda.

Kirstyn Jovanovich, Interim Town Manager: no comments.

4. Closed Meeting

- a. A Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions**
- b. A Closed Meeting pursuant to 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 law**

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; and 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 law. Councilmember Alam seconded the motion,

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

At 9:04 p.m., Mayor LeBlanc called a brief recess, and at 9:10 p.m., the closed meeting reconvened in the Hoover Conference Room, with six members present, with Mayor LeBlanc presiding. Vice Mayor Hedrick was absent.

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

The Council came out of closed meeting at 10:23 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 a 6-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, and Mayor LeBlanc voting "Aye." Vice Mayor Hedrick was absent.

Aye: 6
Nay: 0
Absent: 1

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the August 6, 2025, Town Council work session at 10:24 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

**HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, August 12, 2025**

1. Call to Order

Mayor LeBlanc called the August 12, 2025, Town Council meeting to order at 7:00 PM in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, and Alex Reyes.

Absent: Vice Mayor Clark Hedrick and Councilmember Michael T. Lloyd.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Chief Steven Pihonak, Herndon Police Department; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Page Kalapasev, Director of Information Technology; Mike Mueller, Golf Course General Manager; Bob Williams, Director of Parks and Recreation; Tammy Chastain and John Irish, Acting Directors of Public Works; David Stromberg, Zoning Administrator; Margie Tacci, Deputy Town Clerk; Amanda Kertz, Town Clerk; and Megan Coyle, Intern.

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

Mayor LeBlanc 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 five Councilmembers present, with Vice Mayor Hedrick and Councilmember Lloyd absent.

Mayor Announcements

Mayor LeBlanc stated that following tonight's regular meeting, the Town Council will hold a work session meeting in the Hoover Conference Room. The work session will be recorded and live-streamed. The public is welcome to attend this work session. However, there are no public comments during work sessions.

Mayor LeBlanc thanked Chief Pihonak, Herndon Police Department, Parks and Rec, for all their efforts to coordinate National Night Out (NNO). He stated that he had the honor of presenting a proclamation recognizing NNO to Chief and HPD officers at the Harbor House.

Mayor LeBlanc provided information on the following: (1) Fairfax County's first day of school is Monday, August 18; (2) HealthWorks is offering free school physicals on August 13 to children ages 3-18 without health insurance who are entering a Virginia school, further details are available on the organization's website; (3) Fairfax County Health Department will be offering back-to-school immunization clinics; (4) the Farm Market Fresh program offered by the Virginia Division for Aging and Rehabilitation Services is available at the Herndon Farmers Market; (5) Town offices will be closed on Monday, September 1, in observance of Labor Day; (6) the next work Town Council session is on Tuesday, September 9, with a regular meeting on Tuesday, September 23; and (7) a resolution included in the Consent Agenda will move the October 14 work session to October 7 due to a conflict with the Virginia Municipal League (VML) Conference.

3. Presentations/Reports/Comments

a. Town Manager Report

Kirstyn Barr Jovanovich, Interim Town Manager, provided an update on the Road Safety Action Plan (RSAP), following the Council's goal-setting discussion at their work session on August 6. Over the next several weeks, staff will hold eight separate meetings for outreach throughout the Town. Information will be posted on the website and the Town's social media channels.

b. Councilmember Comments

Councilmember Alam: provided comments about participating in National Night Out (NNO), and shared her excitement for the upcoming Herndon Woman's Club Fashion Show.

Councilmember del Aguila: provided the following updates: (1) shared that he provided feedback to the affordable housing study and he looks forward to the results; indicated that he intends to discuss housing at an upcoming work session; (2) provided comments on NNO and noted his participation as a Fairfax County auxiliary sheriff; and (3) thanked his colleagues for their attention to his presentation during last week's work session.

Councilmember Garcia: provided comments on NNO, stating that it was his first time participating in the event since he was a police officer in Washington, D.C.

Councilmember Reyes: provided the following updates: (1) thanked the Herndon Police Department (HPD) for their involvement in NNO; and (2) shared he will be participating in the Herndon Village Network Blood Drive tomorrow at Trinity Presbyterian Church.

Mayor LeBlanc: provided the following comments: (1) on NNO, he noted that, due to the logistics of the motorcade, it was difficult to visit all the participating

communities; he hopes to interact with all the Town's neighborhoods in the future; (2) summarized the housing study process, which is intended to be incorporated in to the Comprehensive Plan; (3) reported his participation on VML's Economic Development committee; (4) shared that he recently visited the Healthworks Health/Medical Clinic, and discussed their activities; (5) provided information about supporting schools through donating backpacks and school supplies; and (6) stated that he enjoyed being a part of the Fairfax County 4-H Fair Grand Opening Ceremony on August 2, noting that he participated in 4-H from elementary school through college.

Comments and Disclosures for the Record

Mayor LeBlanc asked Margie Tacci, Deputy Town Clerk, if she received comments for the record or signed disclosure declarations from Council.

Ms. Tacci stated that comments were entered into the record on public hearing item 5(a), Ordinance 25-O-13, to adopt ZOTA #25-01. The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

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:

- Cid Ferrara, Vice President, Herndon High School (HHS) Sports Boosters: on behalf of the HHS Boosters, she requested funding from the Town to help purchase a new scoreboard at HHS. She provided written materials for the record and requested an opportunity to discuss this with the Town Council.

5. Public Hearings

- Ordinance 25-O-13 to adopt Zoning Ordinance Text Amendment – ZOTA #25-01, to amend Chapter 78 (ZONING), Article II (Zoning Districts), as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan**

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, July 25 and August 1, 2025 issues.

Mayor LeBlanc opened the public hearing and recognized David Stromberg, Zoning Administrator, who stated that the proposed ordinance would amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update

sections conforming with the Code of Virginia, to clarify certain processes and notice requirements, and other housekeeping amendments as deemed necessary and appropriate. He noted that the Town Council initiated the item, which was referred to the Planning Commission for its review and recommendation. At its public hearing, the Planning Commission recommended approval of the proposed ordinance. Mr. Stromberg also provided an overview of the Transit Related Growth Area (TRG), summarized how the amendment would affect the area, and stated that staff recommends approval, as presented.

There was discussion among Council and staff on the following: (1) story versus height limits for the TRG; and (2) how affordable housing may be incorporated into the zoning ordinance in the future, following the housing study.

Mayor LeBlanc called for comments from the audience.

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

- Lori Greenlief, McGuireWoods LLP, representing Shorenstein, owner of Monroe Business Park: expressed general support for ZOTA #25-01 and requested clarification on the following: (1) application of the 60-foot setback; (2) the term “non-commercial” as used for accessory structures; and (3) bike parking requirements.
- Faheem Darab, Wire Gill LLP, representing Rooney Properties: expressed appreciation to staff and the Planning Commission for their efforts; stating support for the amendment and its language.

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

Following input from the Town Attorney, Councilmember del Aguila moved to approve Ordinance 25-O-13 to adopt Zoning Ordinance Text Amendment – ZOTA #25-01, to amend Chapter 78 (ZONING), Article II (Zoning Districts), as deemed necessary and appropriate to create a new zoning district to implement the recommendations and standards of the Transit Related Growth Small Area Plan, amended as follows: change language in line 175 of the ordinance from "non-commercial" to "multifamily residential."

Motion seconded by Councilmember Reyes.

There were brief comments from Council.

The question was called on the motion, as amended, which carried by a 5-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Reyes, and

Mayor LeBlanc voting “Aye.” Councilmember Lloyd and Vice Mayor Hedrick were absent.

6. Consent

- a. **Resolution 25-G-41 to adopt a De Minimis Donation Policy Statement and establish funding and approval process for the program**
- b. **Resolution 25-G-42 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-04 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities), to update sections for conformance with the Code of Virginia, to clarify certain processes and notice requirements and make other housekeeping amendments as deemed necessary and appropriate**
- c. **Resolution 25-G-43 to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy’s Old Town Tavern for outdoor seating during an event**
- d. **Resolution 25-G-44 Change in Meeting Schedule for the Town Council Work Session of October 14, 2025**
- e. **Resolution 25-G-45 to appoint members to the Town Council’s Community Inclusion and Engagement Committee**
- f. **Resolution 25-G-46 to reappoint a member to the Architectural Review Board/Historic District Review Board**
- g. **Approval of Minutes**
- i. **June 10, 2025, Town Council Regular Meeting Minutes**
- ii. **July 8, 2025, Town Council Work Session Meeting Minutes**
- iii. **July 15, 2025, Town Council Regular Meeting Minutes**

On motion of Councilmember Reyes, seconded by Councilmember Alam the Consent Agenda items were approved and carried by a 5-0 roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Reyes, and Mayor LeBlanc voting “Aye.” Councilmember Lloyd and Vice Mayor Hedrick were absent.

Recess

At 7:38 p.m. Mayor LeBlanc called a brief recess, and at 7:48 p.m., the Town Council Work Session reconvened, with five members present and Mayor LeBlanc presiding. Councilmember Lloyd and Vice Mayor Hedrick were absent.

7. Work Session

a. Town of Herndon Leases

Mayor LeBlanc recognized Scott Robinson, Acting Deputy Town Manager, who reviewed the leases at Town-owned buildings, including the Herndon Municipal Center (HMC); Herndon Police Department (HPD); and several other offices located at 397 Herndon Parkway. He also discussed leases to nonprofit organizations at Town Hall and a caretaker lease at the golf course. Mr. Robinson noted two additional properties: the Fortnightly Library land lease property (owned by the Town) and the NOVA Parks land license for the Herndon Depot, located within the W&OD Trail easement.

Mr. Robinson provided an overview of lease management for the HPD, Town Hall, and Depot properties. At 397 Herndon Parkway, Colliers, a property management firm, manages leasing efforts by initiating, negotiating, or marketing the space, with a detailed process leading to the Town Council's review of the leases. For non-commercial leases, drafts are handled by the Town Attorney and Public Works lease manager, with final approval by Council.

Mr. Robinson indicated that the Town does not plan to renew its lease with TWC at 397 Herndon Parkway, noting that the space will be repurposed for Town staff needs. Fairfax County Public Schools holds a 15-year lease at a 397 Herndon Parkway office, and the building at 750 Center will not receive further investment. The Depot is subject limited use restrictions determined by NOVA Parks and will remain as is. Additionally, Town Hall is undergoing use changes to accommodate staff needs.

There was discussion among the Council and staff on: (1) in-kind leases, including potential value and disclosure by tenants; (2) Collier's role in managing certain properties; (3) staff needs for additional office space; and (4) the status of various leases.

Following discussion and with consensus of Council, staff was asked to review the leases to ensure notice of in-kind donations are provided for IRS disclosures, where applicable. Staff will coordinate with the Department of Finance to confirm current practices.

b. Herndon Youth Advisory Committee Structure Discussion (rescheduled from the August 6, 2025, work session)

Mayor LeBlanc recognized Amanda Kertz, Town Clerk, who provided an overview of the Herndon Youth Advisory Committee (HYAC). Revived in September 2024, the committee met four times over the past school year to discuss topics relevant to Herndon's youth. At their last meeting in June, the group explored ways to improve the committee's structure and procedures. This included a request to collaborate more fully with Fairfax County Public Schools (FCPS) to engage more

students and generate greater interest in Town programs, such as internships and externships. The current term expired on June 5, 2025 (end of the school term).

There was discussion among staff and Council on the following: (1) items the HYAC reviewed during their term; (2) proposal to select two seniors as Chair and Vice Chair for the next term; (3) quorum challenges experienced during the last term; and (4) other opportunities for collecting youth input—holding focus groups at Herndon Middle and Herndon High Schools, and participating in a leadership committee for Herndon in coordination with Fairfax County's Department of Neighborhood and Community Services. Additionally, the Town Clerk was asked to gather input on the committee's future from the former members of the HYAC.

Mayor LeBlanc suggested revisiting this topic at a future work session to receive input from the two absent councilmembers.

c. Roundtable

Councilmember Alam: no comments.

Councilmember del Aguila: no comments.

Councilmember Garcia: no comments.

Councilmember Reyes: no comments.

Mayor LeBlanc: no comments.

Kirstyn Jovanovich, Interim Town Manager: no comments.

8. Adjournment

There being no further business, Mayor LeBlanc adjourned the August 12, 2025 Town Council regular meeting at 8:36 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]