



## TOWN COUNCIL MEETING AGENDA

Special Meeting - Council Retreat

Herndon Police Department Community Room  
397 Herndon Parkway, Herndon, VA 20170

Friday, October 3, 2025 | 5:30 PM

~~Saturday, October 4, 2025 | 8:30 AM~~

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1. **Call to Order**
  2. **Discussion**
    - a. Town Council Retreat
  3. **Adjournment**

**\*\*Note: the Town Council Special Meeting – Council Retreat, will be held on Friday, October 3 ONLY. Saturday, October 4 is CANCELLED.**

**Agenda Item:** Town Council Retreat

**Meeting Date:** October 3, 2025

**Category:** Discussion

**Prepared by:** Kirstyn Jovanovich, Interim Town Manager

**Description:**

The Town Council will hold a two-day retreat on October 3–4, 2025, providing an opportunity for Council to engage in forward-looking discussions, reaffirm strategic direction, and evaluate the town’s capacity for initiatives included within the adopted Strategic Plan framework.

**Background:**

The retreat agenda is designed to facilitate both technical and strategic discussions about: (1) the town’s financial condition and long-term fiscal planning; and (2) governance and strategic planning. This retreat builds on prior Council work sessions and strategic planning efforts, ensuring alignment between long-term financial sustainability and the adopted 2024–2029 Strategic Plan.

**Timing Impact:**

The timing of this retreat is intentional, as it provides Council with the necessary financial and strategic information well in advance of the FY 2027 budget development cycle. By reviewing fiscal trends, capital planning, debt capacity, and revenue opportunities in the fall of 2025, Council can provide early direction to staff as the FY 2027 budget process launches.

**Strategic Focus Area:**

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

**Fiscal Impact:**

There is no direct fiscal impact associated with holding the retreat beyond minimal logistical expenses (facility arrangements, meals). However, topics of discussion will

significantly inform the Town's fiscal strategy and future budgetary decisions. Outcomes of the retreat may guide recommendations for the FY 2027 budget process and subsequent capital improvement programming.

**Legal Impact:**

The retreat is a duly noticed meeting of the Town Council and will comply with all requirements of the Virginia Freedom of Information Act (FOIA). No formal actions will be taken at the retreat; discussions are intended to inform future decision-making. Any policy changes, appropriations, or authorizations resulting from retreat discussions will be brought forward for formal Council consideration at a future public meeting.

**Staff Recommendation/Next Steps:**

The primary purpose of this retreat is to equip Town Council with a clear and comprehensive financial outlook in advance of the FY 2027 budget development process. By reviewing the Town's current fiscal condition, long-term capital needs, debt capacity, and strategic plan implementation, Council will be positioned to make informed choices about upcoming budget priorities.

By the end of the retreat, staff seeks to obtain:

- Council guidance on revenue opportunities and limitations that should be considered during the FY 2027 budget process, including potential adjustments to tax structures, fees, or other revenue sources.
- Confirmation of strategic priorities within the context of the adopted Strategic Plan, ensuring that limited resources are directed toward the initiatives of greatest importance to the community.
- Alignment on near-term priorities and resource capacity, so that staff can build a proposed FY 2027 budget that reflects both Council direction and organizational capacity.

This outcome will help ensure the FY 2027 budget process begins with a strong shared understanding of financial realities and policy priorities, supporting transparent decision-making and long-term fiscal stewardship.

**Attachments:**

None