TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.b.

Agenda Item: **Ordinance 26-O-04 to amend Chapter 2 (ADMINISTRATION), Article 1 (In General), Sec. 2.2 (Freedom of Information Act Requests), to delete reference to specific positions serving as FOIA Officers (rescheduled from January 27, 2026)**

Meeting Date: February 3, 2026

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney

Description:
This amendment updates the Town Code by removing outdated references to specific FOIA Officer positions, ensuring the Code reflects current practice while maintaining compliance with state law requirements.

Background/Timing Impact:
Virginia Code § 2.2-3704.2(B) requires that each public body designate a Freedom of Information Act (FOIA) Officer and make the officer's name and contact information available to the public upon request, as well as post and maintain this information on the public body's official website for the duration of the designation. The Town currently complies with this requirement by posting the FOIA Officer's information on its website.

This amendment removes references in the Town Code to specific positions previously identified as FOIA Officers. Those positions no longer serve in that capacity, and the proposed change is intended as a housekeeping update to ensure the Town Code accurately reflects current practice and assignments while maintaining compliance with state law.

Timing Impact:
This ordinance will be effective on and after its adoption.

Strategic Focus Area:
Good Governance

Fiscal Impact:
There is no fiscal impact for this Town Code amendment.

Legal Impact:
Pursuant to the Code of Virginia, Town Council approval is required to amend the Town

Code.

Staff Recommendation/Next Steps:
Staff recommends adoption of the ordinance as proposed.

Attachments:
1. Ordinance (Proposed)