TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Organizational Meeting and
Work Session Minutes
Tuesday, January 7, 2025

1. Call to Order

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

Staff present during the meeting: Christopher Martino, Interim Town Manager; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Chief Maggie DeBoard, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Page Kalapasev, Director of Information Technology; Bryce Perry, Deputy Director of Community Development; 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; Maria Lee, Budget Manager; Margie Tacci, Acting Chief Deputy Town Clerk; and Amanda Kertz, Acting Town Clerk.

Determination of a Quorum

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

Mayor Announcements

Mayor LeBlanc wished those present a Happy New Year and welcomed everyone back after the holidays. He stated that the Town Council held a swearing-in ceremony earlier that evening and that their oaths would be filed with the Clerk of the Fairfax Circuit Court. He stated he looks forward to working with the Town Council over the next two years.

2. Organizational Meeting

a. Resolution 25-G-01 to adopt Town Council *Rules of Procedures* and designate the Town Attorney as the Parliamentarian

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Mayor LeBlanc recognized Lesa Yeatts, Town Attorney, for comments on this item. Ms. Yeatts stated that the previous Council requested the Town Attorney draft Rules of Procedures for Town Council operations. She stated that the proposed Rules of Procedures were designed to be efficient and easy to follow, with Roberts Rules of Order only applicable to things used by the Town on a regular basis. She stated that the proposed Rules of Procedures were modeled off of the City of Lynchburg, which she stated is similar to the Town of Herndon, and is recognized in the Commonwealth as having best practices.

There was discussion among the Council and staff on this item.

Councilmember del Aguila motioned to approve Resolution 25-G-01 to adopt Town Council *Rules of Procedures* and designate the Town Attorney as the Parliamentarian, as presented.

Motion seconded by Councilmember Hedrick.

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

b. Resolution 25-G-02 to elect a Vice Mayor

Mayor LeBlanc called for nominations for Vice Mayor for the term of January 1, 2025 through December 31, 2026.

Councilmember Hedrick nominated Councilmember Lloyd for Vice Mayor. Nomination seconded by Councilmember Reyes.

Councilmember Garcia nominated himself for Vice Mayor. Nomination seconded by Councilmember del Aguila.

Councilmember Hedrick moved to approve Resolution 25-G-02 to elect Councilmember Lloyd as Vice Mayor of the Town of Herndon for the term of January 1, 2025, through December 31, 2026. Councilmember Reyes seconded the motion.

The question was called on the motion, which failed by a 3-3 roll call vote. The vote was: Councilmembers Hedrick, Reyes, and Mayor LeBlanc voting "Aye," and Councilmembers Alam, del Aguila, and Garcia voting "No." Councilmember Lloyd abstained from the vote.

Councilmember Garcia moved to approve Resolution 25-G-02 to elect Councilmember Garcia as Vice Mayor of the Town of Herndon for the term of January 1, 2025, through December 31, 2026. Councilmember del Aguila seconded the motion.

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The question was called on the motion, which failed by a 2-4 roll call vote. The vote was: Councilmembers Alam and del Aguila voting "Aye," and Councilmembers Hedrick, Lloyd, Reyes, and Mayor LeBlanc voting "No." Councilmember Garcia abstained from the vote.

Councilmember del Aguila nominated Councilmember Hedrick for Vice Mayor, and moved to approve Resolution 25-G-02 to elect Councilmember Hedrick as Vice Mayor of the Town of Herndon for the term of January 1, 2025, through December 31, 2026. Councilmember Reyes seconded the motion.

The question was called on the motion, which was approved by a 6-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, and Mayor LeBlanc voting "Aye." Councilmember Hedrick abstained from the vote.

Mayor LeBlanc congratulated Councilmember Hedrick on being elected Vice Mayor.

c. Resolution 25-G-03 to establish the Herndon Town Council meeting schedule through December 31, 2025

Mayor LeBlanc recognized Kirstyn Barr Jovanovich, Acting Deputy Town Manager, who stated that at the organizational meeting held each January, the Town Council considers its schedule for the upcoming calendar year. She stated that the schedule being presented follows what was adopted by the previous Town Council, which included two work sessions and two regular meetings each month, except for June, July, August, November, and December, which would each only have one work session and one regular meeting. She stated that the Council could choose to adopt the schedule as presented, or make changes.

There was discussion among the Council and the staff on this item.

Mayor LeBlanc asked Ms. Jovanovich to distribute and discuss a proposed amended schedule with the Council. Ms. Jovanovich stated that a proposed amended schedule could have two work sessions and two regular meetings each month in January through April, and one work session and one regular meeting each month in May through December. She noted that the months being changed by the proposed amended schedule were May, September, and October, which would now only have one work session and one regular session instead of two respectively each month.

There was discussion among the Council and the staff on this item.

Vice Mayor Hedrick moved to approve Resolution 25-G-03, as amended, to establish the Herndon Town Council schedule through December 31, 2025. Councilmember Alam seconded the motion.

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The question was called on the motion, which was approved by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting “Aye.”

d. Resolution 25-G-04 to appoint the Town of Herndon's members to regional boards, committees, commissions, and associations

Mayor LeBlanc recognized Amanda Kertz, Acting Town Clerk, who stated that during the start of the new Town Council, the body considers the appointments of elected officials to the Town's regional boards, committees, commissions, and associations. She asked the Council to make their selections by filling in the blanks in the attachment provided in the agenda packet. She stated that this item is especially timely due to several regional board meetings taking place later that month.

Mayor LeBlanc clarified with the new Council that this resolution was only for the committees and boards that are regionally focused, and did not pertain to the various committees and boards within Town of Herndon itself.

There was discussion among the Council and staff on this item, including a brief overview of the following regional committees and boards: (1) Committee for Dulles; (2) Dulles Area Transportation Association; and (3) Inter-Jurisdictional Committee; (4) Northern Virginia Regional Commission; (5) Northern Virginia Transportation Authority's Planning Coordination Advisory Committee, and (6) Dulles Rail Transportation Improvement District Commission Board.

Councilmember del Aguila moved to approve Resolution 25-G-04 to appoint the following Town Council members to serve as the Town’s representatives to regional boards, committees, commissions, and associations for the 2025-2026 term. Councilmember Garcia seconded the motion, as follows:

a. Mayor LeBlanc as the “Principal” and Councilmember Alam as the “Alternate” Advisory Directors to the Committee for Dulles Board of Directors;

b. Councilmember Reyes as the “Principal” member and the Town Manager as the "Alternate" member to the Dulles Area Transportation Association;

c. Mayor LeBlanc as the Town’s Chief Elected Official, and Councilmembers del Aguila and Garcia as representatives from the Town Council; and the Town Manager and Town Attorney as members to the Inter-Jurisdictional Committee, and reinstates the Inter-Jurisdictional Committee;

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d. Mayor LeBlanc as the Town's "Principal" member, Councilmember Lloyd as the Town's "Alternate" member, and Councilmember Alam as the Town's "Second Alternate" member to the Northern Virginia Regional Commission;

e. Vice Mayor Hedrick as the Town's elected official representative to the Northern Virginia Transportation Authority's Planning Coordination Advisory Committee (NVTA-PCAC); and

f. Councilmember Reyes as the Town's "Principal" member and Councilmember Lloyd as the Town's "Alternate" member to the Phase 2 Dulles Rail Transportation Improvement District Commission Board.

There were brief comments from Council.

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

3. Discussion

a. Town Manager Recruitment Process

Mayor LeBlanc recognized Tanya Kendrick, Director of Human Resources, who provided an overview of the events following the former Town Manager's departure, including (1) the appointment of Christopher Martino as Interim Town Manager; (2) the decision to defer the appointment of a new Town Manager until the new Town Council was seated; and (3) and the selection of the firm Baker Tilly to assist with the recruitment process. Ms. Kendrick introduced Anne Lewis and Yolanda Howze (joined via Zoom), members of the Baker Tilly Public Sector Executive Recruitment Team, to provide an update on the recruitment process.

[Note: Councilmember Garcia left the work session at 7:37 p.m. and returned at 7:45 p.m.]

Ms. Lewis provided an overview of Baker Tilly, and stated that she would be leaving the firm, but that Ms. Howze would be taking over in her place. Ms. Lewis discussed the recruitment process for the new Town Manager, including: (1) the recruitment brochure; (2) the anticipated length of time for the search; (3) the expected number of applicants; (4) the documentation that will be required by each applicant; (5) the preliminary interview process to be conducted by Baker Tilly; (6) the follow-up interview process to be conducted by Town Council and other staff; and (7) and the reference and background checks that will be conducted once a candidate is selected.

There was discussion among Council and staff about the Town Manager recruitment process, including: (1) optimizing the organizational structure of Town

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staff; (2) approving the upcoming fiscal year budget timely; (3) shifting the priorities of the Town Manager from operational to strategic initiatives; and (4) selecting a candidate who ideally is already familiar with and connected to the Town.

Mayor LeBlanc requested that, as part of the selection process, the Councilmembers convene in a closed meeting to watch the recorded interviews with candidates.

Mayor LeBlanc requested that Baker Tilly add another interview panel as part of the recruitment process, made up of community representatives from the Town. He requested Town staff to identify which representatives from the community will make up this selection panel.

There was additional discussion among Council and staff about the timeline of the Town Manager recruitment process.

4. Roundtable

Councilmember Alam: thanked the Department of Public Works for clearing the roads efficiently during the recent snowstorm. She stated that the HOA where she lives had not cleared the snow in a timely manner, and asked if there was anything the Town could do.

Councilmember del Aguila: stated that he is looking forward to the upcoming Town Council retreat, including discussions on: (1) revenue generation in the Town; (2) the Town's new branding; (3) downtown redevelopment project; (4) Strategic Plan; and (5) other ideas suggested by the new Council.

Councilmember Garcia: echoed Councilmember del Aguila's comments on revenue generation in the Town and the Strategic Plan. He also emphasized the importance of prioritizing affordable housing in the Town.

Councilmember Lloyd: thanked the staff for all of their help during the Town Council orientation. He stated that, as a finance professional, he is especially interested in the Town's finances, and he is looking forward to providing creative ideas related to financial topics like affordable housing. He is looking forward to working with everyone on the Council.

Vice Mayor Hedrick: stated that he is looking forward to working with everyone on the Council, and thanked the Department of Public Works for working hard to clear the recent snowstorm.

Councilmember Reyes: echoed colleagues' comments, and stated that he would like to prioritize infrastructure in general in the Town, including: (1) walkability and crosswalks; (2) accessibility; (3) safety; and (4) noise.

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Mayor LeBlanc: encouraged his colleagues' comments and encouraged that Council to work with each other to be innovative, effective, and efficient in meetings.

Mayor LeBlanc thanked the Town Clerk's office for their hard work during the swearing-in ceremony, and also thanked Human Resources and other staff for their involvement in the Town Manager recruitment process.

Mayor LeBlanc requested that Christopher Martino, Interim Town Manager, provide updates on progress at 641 Nash Street, Herndon, as well as the Herndon Elementary School project, at the next Town Council meeting.

Mayor LeBlanc echoed his colleagues' comments on the Department of Public Work's efforts during the recent snowstorm. He stated that due to the snow, recyclables will be collected townwide on Wednesday, January 8, and that trash normally collected on Wednesday will be collected on Thursday, January 9. He stated that there was no yard waste pick-up that week.

Christopher Martino, Interim Town Manager: wished everyone a Happy New Year. He stated that he is looking forward to working with the staff and Council to move forward with the Strategic Plan.

Mr. Martino thanked the Department of Public Works for their work to clear the recent snowstorm, highlighting the schedules they followed to clear the snow. He emphasized that public works employees are first responders, and they are often first on the scene of disasters. He thanked them for their work and efforts as first responders to the Town.

5. Closed Meeting

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown

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

Vice Mayor Hedrick moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(8), for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to real estate in the downtown. Councilmember Lloyd seconded the motion, which carried by

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

At 8:22 p.m., Mayor LeBlanc called a brief recess, and at 8:28 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

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

The Council came out of closed meeting at 9:28 p.m.

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

Aye: 7
Nay: 0
Absent: 0

6. Adjournment

There being no further business, Mayor LeBlanc adjourned the January 7, 2025 Town Council Organizational Meeting and Work Session at 9:30 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

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

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