TOWN COUNCIL
REGULAR MEETING AGENDA

Herndon Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Tuesday, June 10, 2025 | 7:00 PM

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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 Juneteenth Day

   b. Proclamation to recognize LGBTQ+ Pride Month, June 2025

   c. Proclamation to recognize National Parks and Recreation Month, July 2025

   d. Town Manager Report

   e. Councilmember Comments

4. **Comments from the Audience**

   Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

5. **Consent**

   a. Approval of Minutes

      i. March 11, 2025, Town Council Regular Meeting Minutes

      ii. March 18, 2025, Town Council Work Session Minutes

      iii. March 25, 2025, Regular Meeting Minutes

      iv. April 1, 2025, Town Council Work Session Minutes

6. **Work Session**

   The Town Council will hold a work session in the Hoover Conference Room following the conclusion of the Regular Meeting. The work session will be recorded and live-streamed. The public is welcome to attend this work session; however, there is no public comment during work sessions.

a. Briefing on Chestnut Grove Cemetery Development

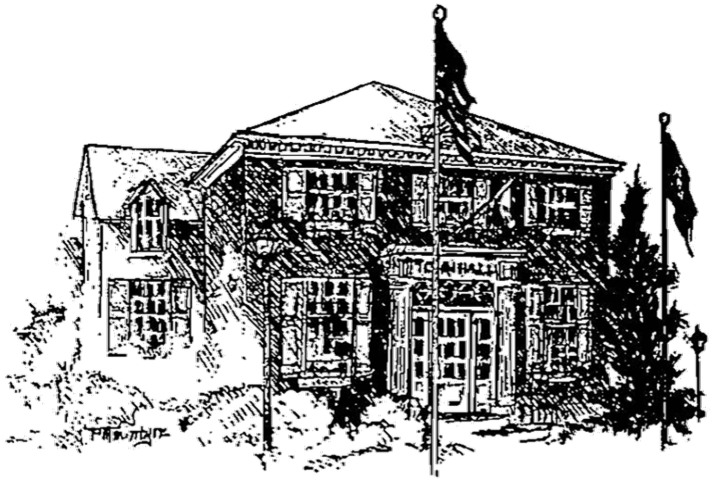
b. Roundtable

7. 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

8. Adjournment

Interpretación en Español está disponible en esta sesión.



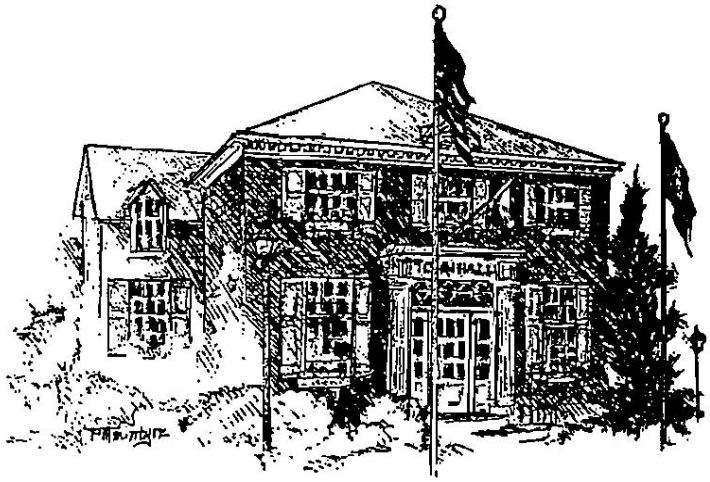
TOWN OF HERNDON, VIRGINIA
PROCLAMATION
JUNETEENTH DAY
JUNE 19, 2025

On June 19, 1865, two and a half years after President Abraham Lincoln signed the Emancipation Proclamation, Union Army General Gordon Granger landed in Galveston, Texas and read aloud General Order No. 3, declaring that all enslaved people were free. The announcement marked a powerful turning point - the final enforcement of emancipation in the last Confederate state. Upon hearing the news, formerly enslaved people celebrated with prayer, music, feasting, and dance. One year later, the first official celebration of **Juneteenth Day**, then called "Jubilee Day," took place.

Recognized today as the oldest national commemoration of the end of slavery in the United States, **Juneteenth Day** is now a Federal Holiday, and is a day of deep reflection, celebration, and education. It honors the history, achievements, and ongoing contributions of Black Americans while also calling us to reckon with our past, confront systemic inequities, and work for a future grounded in justice and inclusion.

In Herndon, we proudly honor and celebrate the historically Black communities of Cooktown and Oak Grove, whose residents helped shape the fabric of our town. From blacksmith Henry Simms, Herndon's first Black business owner, to generations of families who built homes, ran businesses, educated children, and fostered a strong sense of community - their stories are essential to Herndon's story. We recognize their legacy and contributions, even as we continue the work of equity and belonging today.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaim June 19, 2025, as **Juneteenth Day** in the Town of Herndon. We encourage all residents to take part in learning, listening, celebrating Black culture and history, and actively building a more inclusive and connected community for all. Let us reflect, honor, and move forward, together.



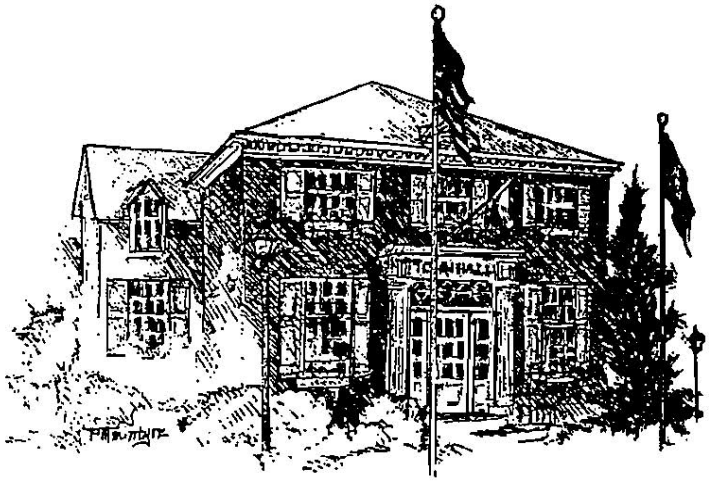
TOWN OF HERNDON, VIRGINIA
PROCLAMATION
LGBTQ+ Pride Month
JUNE 2025

The Town of Herndon proudly celebrates the many contributions of lesbian, gay, bisexual, transgender, queer, and other LGBTQ+ individuals to the social, cultural, and civic life of our community. LGBTQ+ Americans from all backgrounds, across regions, races, religions, and identities, have long shaped and strengthened our country, often in the face of great adversity. Their stories are woven into the fabric of our neighborhoods, classrooms, businesses, and public service.

Herndon is a town that values inclusion, authenticity, and connection. In 2024, we held our first ever Herndon Pride celebration, affirming our commitment to building a place where everyone can live openly and be seen fully. Herndon elected its first openly LGBTQ+ mayor to carry forward that work alongside a community that continues to lead with compassion and courage. 2025 marks the first time that World Pride will be hosted in the United States, right here in the Washington, D.C. region. This global moment reminds us that Pride is both a celebration and a call to action - for justice, for belonging, and for continued progress.

From the patrons of The Stonewall Inn, to those who serve openly in uniform, to the young people bravely coming out in our schools and families today, Pride honors the resilience, joy, and dignity of the LGBTQ+ community across generations.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims June 2025 as **LGBTQ+ Pride Month.** We recognize the discrimination and challenges that still exist, recommit ourselves to building a safer and more inclusive town, and uplift the LGBTQ+ individuals who make Herndon a more vibrant, creative, and compassionate place to live. Furthermore, we encourage everyone to wave flags of Pride, not only in June, but all year long, as symbols of solidarity, hope, and a shared belief that love, dignity, and equality are for all.



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
NATIONAL PARKS & RECREATION MONTH
JULY 2025

Since 1985, the National Recreation and Park Association has recognized July as **National Parks and Recreation Month**, honoring the essential role of parks, recreation programs, and dedicated professionals in communities across the country. This year's theme, "*Build Together, Play Together,*" serves as a reminder of the collective impact of the thousands of full-time, part-time, seasonal, and volunteer workers who care for and operate the parks and programs that bring neighborhoods to life.

Each July, we celebrate park and recreation professionals, who improve the lives of millions of people by making our communities healthier, more vibrant, and more connected. Parks and recreation programs play a vital role in promoting health and well-being, while fostering connections that build stronger families, lifelong friendships, and cherished memories.

In the Town of Herndon, our Parks and Recreation Department is committed to supporting healthy, active lifestyles and fostering community connection through inclusive programs and accessible facilities. From trails and sports fields to nature spaces and the Herndon Community Center, our amenities offer diverse opportunities for residents of all ages to explore their interests, connect with nature, and strengthen community bonds.

The success of these efforts is made possible by the dedication of Parks and Recreation staff and volunteers, whose commitment drives some of Herndon's most cherished events and programs, including: summer camps for all ages; Play All Day VA; Fourth of July Celebration; Farmers' Market Fun Days; Herndon Olympics; NatureFest; and the Herndon Turkey Trot ~ and many more activities that bring our community together year-round.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaim the month of July 2025 as **National Parks and Recreation Month** in the Town of Herndon, and encourage all residents to recognize the value of our local parks and programs by exploring, participating in, and celebrating all they have to offer.

Town Council Regular Meeting
Agenda Item 5.a.

Agenda Item: **Approval of Minutes**

Meeting Date: June 10, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

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

1. March 11, 2025, Regular Meeting;
2. March 18, 2025, Work Session;
3. March 25, 2025, Regular Meeting; and
4. April 1, 2025, Work Session.

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:
N/A

Staff Recommendation/Next Steps:
Recommend approval as presented.

Attachments:
1. March 11, 2025, Town Council Regular Meeting Minutes
2. March 18, 2025, Town Council Work Session Minutes
3. March 25, 2025, Town Council Regular Meeting Minutes
4. April 1, 2025 Town Council Work Session Minutes

TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, March 11, 2025

1. Call to Order

Mayor LeBlanc called the March 11, 2025, Town Council regular 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 (arrived at 7:03 p.m.), Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Acting Chief Steve Pihonak, Herndon Police Department; Marjorie Sloan, Director of Finance; Maria Lee, Budget Manager; and Amanda Kertz, Acting Town Clerk.

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 all Councilmembers present.

Mayor Announcements

Mayor LeBlanc stated that Barbara Glakas, Herndon Historical Society Historian, is hosting a presentation on Early Herndon Female Leaders in honor of Women's History Month on Saturday, March 15, 4:00 p.m., at the Herndon Fortnightly Library.

Mayor LeBlanc stated that following the regular meeting agenda items this evening, the Council will take a brief recess and reconvene in the Hoover Conference Room for a work session on the FY 26 proposed budget. 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.

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3. Presentations/Reports/Comments

a. Proclamation to recognize Women's History and Gender Equality Month

Mayor LeBlanc recognized Councilmember Alam to read the Proclamation to Recognize Women's History and Gender Equality Month into the record.

Mayor LeBlanc stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

b. Town Manager Report

Christopher Martino, Interim Town Manager, stated the Herndon Police Department is the first department in Virginia to train every officer in sensory inclusion through Culture City. He indicated that there will be sensory bags in each police cruiser in order to be better prepared for situations that the police may encounter.

Mr. Martino stated that staff issued the construction permit for an underground structure below 1256 Wilshire Drive. He provided an update on the underground structure, stating that it will not go beyond the footprint of the house. Staff will continue monitoring the project and inspect it, as necessary.

c. Councilmember Comments

Councilmember Alam: stated that she would be taking a short break at sunset to break her fast, which is shortly after the start of the meeting.

Councilmember Garcia: no comments.

Councilmember Lloyd: provided comments on the Police Promotional Ceremony held by the Herndon Police Department on Thursday, March 6. He congratulated the following officers who were promoted: Captain Carson, Corporal Richards, Corporal Wallace, and Communications Supervisor Morgran Hudnall were recognized. He expressed appreciation to the Herndon Police Department and Town staff for their continued dedication to maintaining Town operations and public service.

Councilmember Lloyd also shared that he regularly reviews public comments submitted to the Town Clerk, and expressed his appreciation to residents for sharing their views. He addresses concerns raised regarding the presence of Immigration and Customs Enforcement (ICE) in the community and suggestions from some residents that the Town of Herndon pursue sanctuary city status. While expressing empathy for those concerns, he noted that elected officials are required to uphold both the U.S. and Virginia constitutions and must operate within the

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bounds of state and federal laws.

Councilmember Lloyd commented on the potential for budget reductions at the county, state, and federal levels. He expressed concern that, due to the region's significant population of federal employees, federal budget cuts could have a notable impact on the local economy.

Councilmember del Aguila: provided comments on the following:

Arts Herndon:
Councilmember del Aguila inquired about the status of Arts Herndon and the building it occupies, commonly known as ArtSpace. He asked the Interim Town Manager to provide information for the public.

Christopher Martino, Interim Town Manager, stated that the Town does not hold title to the Arts Herndon property and does not control its tenancy. He explained that while the property was previously leased to the Town, the building is now beyond its useful life. He stated that it would be in the Town's best interest for Arts Herndon to relocate to the renovated space at 397 Herndon Parkway, which was prepared using Town investment funds.

Lesa Yeatts, Town Attorney, added that the ownership of the Arts Herndon property remains unresolved due to pending legal matters.

Councilmember del Aguila asked whether an executive order issued by the Commonwealth could override constitutional provisions. Responding, Ms. Yeatts indicated that this would require legal research.

Meeting with Latino Community Members:
Councilmember del Aguila thanked Mayor LeBlanc for attending a recent meeting with Latino community leaders and acknowledged the concerns raised by residents. He noted that he and Councilmember Garcia met with Fairfax County Board of Supervisors Chairman Jeff McKay to discuss local housing needs. Chairman McKay expressed support for the Town's efforts and offered to assist with accelerating progress, while also sharing successful practices regarding police recruitment and performance in the County.

Councilmember Reyes: thanked Councilmember Alam for reading the proclamation recognizing Women's History and Gender Equality Month. He expressed appreciation for the contributions of all women, particularly his mother, whom he described as the backbone of society.

Vice Mayor Hedrick: stated that the Town is facing a number of important issues that are impacting the community, which should be tracked for follow-up. He stated that he is committed to a thriving arts community in Herndon.

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Vice Mayor Hedrick also addressed concerns raised about immigration enforcement, specifically regarding ICE presence at schools. He clarified that enforcement activities typically do not occur in schools and encouraged families to continue sending their children to school without fear.

Vice Mayor Hedrick joined Councilmember Reyes in thanking Councilmember Alam for reading the Women's History and Gender Equality Month proclamation.

Mayor LeBlanc: welcomed the public and expressed appreciation for their participation, highlighting the importance of proclamations that recognize individuals and groups who contribute to the Town's unity and diversity.

Mayor LeBlanc provided a summary of recent outreach activities including: (1) Herndon Police Department Promotional Ceremony on March 6; (2) meeting with the organization Virginia New Majority; (3) meeting with Delegate Shin to discuss the Town's legislative priorities; and (4) conducting meetings with Homeowner Associations, apartment communities, school district representatives, and the Herndon Police, to address community concerns.

Arts Herndon:
In response to public dialogue about the arts in Herndon, Mayor LeBlanc reiterated his commitment to finding a sustainable path forward for Arts Herndon. He noted that although the Town is unable to move forward with a formal agreement concerning the current Arts Herndon building due to legal mediation with Comstock, the Town has invested approximately $340,000 to renovate space located at 397 Herndon Parkway. He stated that this space matches or exceeds the size of Arts Herndon's current location.

Mayor LeBlanc stated that he is dedicated to discussing all options to allow Arts Herndon to continue thriving. While acknowledging that the organization is a private nonprofit and the Town cannot assume its financial obligations, he emphasized the Town's dedication to collaborative and mutually supportive solutions to help the arts continue to flourish in Herndon.

Comments and Disclosures for the Record

Mayor LeBlanc asked Amanda Kertz, Acting Town Clerk, if she had received comments for the record or signed disclosure declarations from Council. Ms. Kertz stated that comments were provided to the Town Council and entered into the record on work session item 6(a), FY 2026 Proposed Budget. 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

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

Comments about the downtown and Arts Herndon:

- Jasbinder Singh, 804 Third Street, Herndon: asked that all records regarding downtown development be made public.

- Barbara Glakas, 935 Barton Oaks Place, Herndon: also expressed concerns in the community about immigration enforcement.

- Demeter Capsalis, 1483 Powells Tavern Place, Herndon: also expressed concerns about immigration enforcement and the actions taken at the Federal government level. She requested that the town look into becoming a Sanctuary City.

- Guinevere Tulley, 1121 Cypress Tree Place, Herndon: echoed Demeter Capsalis' concerns about Arts Herndon.

- Newt Salamander, 2272 Astoria Circle, Herndon: also provided information about a community protest on Friday, March 14, encouraging individuals to attend.

- Rusty Budd 330 Reneau Way, Herndon.

- Steve Mitchell, 921 Monroe Street, Herndon: also provided comments on the upcoming FY 26 budget process.

- Jay Hadlock 515 Alabama Drive, Herndon: also provided comments about the upcoming FY 26 budget process, asked the Town to remove the "coming soon" banner in the downtown. He also encouraged the Town to utilize vacant office space.

- Julian Ho, 12642 Etruscan Drive, Herndon: also expressed concerns about immigration enforcement in the community.

- Christine Joachim, 741 Center Street, Herndon.

Comments on various topics:

- Spencer Fink, 221 Astoria Circle, Herndon: asked if more trees can be planted in Herndon.

- Bessie Denton, 495 Virginia Avenue, Herndon: provided comments on the following: (1) concerns about vehicle repairs on public streets and near her cul-de-sac; and (2) suggested holding a roundtable with Homeland Security to

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address ICE-related concerns and public communication.

- Alexander Burke, 910 Jorrs Place, Herndon: commented on Council attendance records; emphasized the importance of good governance.

- Susan Powell, 419 Madison Forest Drive, Herndon: provided an update on the "unity score" project and noted that she is continuing to review 2024 and 2025 events, with more updates to come.

5. Consent

a. Resolution 25-G-20 to award Contract IFB 25-03 Air Supported Structure Services – Tennis Bubble

b. Resolution 25-G-21 to award Contract RFP 25-03 Fireworks Display

c. October 15, 2024, Town Council Work Session Minutes

d. November 6, 2024, Town Council Work Session Minutes

On motion of Councilmember del Aguila, seconded by Councilmember Reyes the Consent Agenda items were approved and carried by a 7-0 roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

Recess

At 8:12 p.m. Mayor LeBlanc called a brief recess, and at 8:22 p.m., the Town Council meeting reconvened, with all members present and Mayor LeBlanc presiding.

6. Work Session

a. FY 2026 Proposed Budget

Mayor LeBlanc recognized Christopher Martino, Interim Town Manager, who presented the proposed FY 2026 General Fund Budget. He noted that the Enterprise Funds and Capital Improvement Program (CIP) will be reviewed at the next work session.

Mr. Martino stated that the General Fund supports ongoing, essential services; with limited capacity for emerging issues and strategic planning. He emphasized the alignment of the proposed budget with the Town's Strategic Plan and reviewed the following: (1) proposed expenditures; (2) personnel impacts; (3) operations and maintenance, and capital outlay costs; (4) FY 26 revenue projections; and (5) overview of the American Rescue Plan Act (ARPA), Stormwater Management, and

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Capital Projects funds. Mr. Martino highlighted the following aspects of the proposed budget:

- External Pressures and Constraints: Ongoing challenges include: (1) inflation; (2) rising health benefit costs; (3) Virginia Retirement System (VRS) obligations; (4) stormwater and environmental compliance; and (5) uncertainty around grant funding, including a substantial federal grant for the Town's Comprehensive Plan update.

- Revenue Adjustments: The proposed budget is balanced through: (1) one-cent increase in the real estate tax; (2) 0.25% meals tax increase; (3) increased Business, Occupational; and (4) Professional licensing (BPOL) fees; and small adjustments to other fees and rates.

- Expenditures and Investments: Key investments include: (1) capital equipment; (2) energy efficiency projects; (3) information technology; and (4) employee training and development. He indicated that modernized payment processing produced $72,000 in savings. Additionally, adjustments in the budget were made due to American Rescue Plan Act (ARPA) funding to comply with federal guidelines.

- Personnel and Organizational Changes: The proposed budget supports realignments in Police, Parks and Recreation, Town Clerk, IT, and Community Development. Only one net position is included, which supports the formation of the Special Enforcement and Engagement Team (SEET). Recruitment and retention remain challenging in a competitive labor market.

- Unfunded Requests: Several departmental requests could not be funded, including: (1) bulk waste program reduced to one event annually; (2) citizen's survey postponed; and (3) the Deputy Town Manager position remains unfunded.

Following the presentation, Council and staff discussed the proposed budget, including: (1) concerns about uncertain economic conditions; (2) real estate and meals tax rates; (3) personnel costs and leadership development; (4) stormwater management for FY 2027 and beyond; (5) managing funding for projects post-ARPA; (6) highlighting the importance of technology and public safety; and (7) interest in energy-saving and exploring a tree-planting and sponsorship program.

Following the discussion, the Council requested additional information and clarification from staff at the next budget discussion, including:

1. Adjustments necessary to fund a Deputy Town Manager position;

2. The amount of road resurfacing that equates to $500,000;

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3. Increased surveillance on the W&OD Trail;

4. Impact on the police department if a systems administrator position (IT) is shifted to the SEET Team;

5. Bonding options for capital or other projects;

6. Details on a tree-planting and donation program;

7. Clarification on tree removal practices by Dominion Energy;

8. Staffing plan for filling vacant positions;

9. Head count of employees in comparison to the Towns of Vienna and Leesburg;

10. Projections for the stormwater fund; and

11. Greater visibility into FY 2027 planning, including unfunded needs and CIP priorities.

Following the discussion, Marjorie Sloan, Director of Finance, confirmed the Council's intent to advertise the proposed real estate tax rate. She clarified that the Council may adopt a lower real estate tax rate than advertised, but cannot adopt a higher rate without re-advertising.

7. Adjournment

There being no further business, Mayor LeBlanc adjourned the March 11, 2025, Town Council Regular Meeting at 10:42 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council:

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HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, March 18, 2025

1. Call to Order

Mayor LeBlanc called the March 18, 2025, Town Council work session meeting to order at 5:30 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 (arrived at 5:52 p.m.), Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six members present. Councilmember Alam had not yet arrived.

2. Closed Meeting (5:30 PM)

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager

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), a personnel matter involving a discussion of prospective candidates for the position of Town Manager. Vice Mayor Hedrick seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.” Councilmember Alam had not yet arrived.

The Council went into closed meeting at 5:30 p.m.

[Note: Councilmember Alam arrived during the closed meeting at 5:52 p.m.]

Councilmember Garcia moved to come out of the closed meeting. Motion seconded by Vice Mayor Hedrick and carried by unanimous roll call vote. The vote

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was: Councilmember Alam, Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd, Councilmember Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.”

The Council came out of closed meeting at 9:13 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 Councilmember Reyes and carried by unanimous roll call vote. The vote was: Councilmember Alam, Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd, Councilmember Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.”

Aye: 7
Nay: 0
Absent: 0

Recess

At 9:13 p.m. Mayor LeBlanc called a brief recess, and at 9:16 p.m., the March 18, 2025 Town Council meeting reconvened in the Herndon Council Chambers Building, with all Councilmembers present, and Mayor LeBlanc presiding.

Work Session

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Chief Steve Pihonak, Herndon Police Department; Marjorie Sloan, Director of Finance; Maria Lee, Budget Manager; Mike Farr, Utility Manager; and Amanda Kertz, Acting Town Clerk.

Comments and Disclosures for the Record

Mayor LeBlanc asked Amanda Kertz, Acting Town Clerk, if she had received comments for the record or signed disclosure declarations from the Council.

Ms. Kertz stated that comments were entered into the record on Discussion Item 3(a), FY 2026 Proposed Budget. She stated that the Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

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Mayor Announcements

Mayor LeBlanc announced that the Council had previously met in a closed meeting, with all members present, pursuant to state code requirements.

3. Discussion

a. FY 2026 Proposed Budget

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, for the discussion on the FY 2026 proposed budget, focusing on the Enterprise Funds: (1) Herndon Centennial Golf Course Fund; (2) Chestnut Grove Cemetery Fund; and (3) Water and Sewer Fund.

Herndon Centennial Golf Course Fund

Ms. Sloan started her presentation with an overview of the Golf Course Fund, stating that the golf course remains popular and recognized regionally, with consistent operating revenue in recent years. She noted that personnel will remain unchanged at 11 employees, but that the fund will incur additional expenses for projects aimed at maintaining and improving the facilities, equipment, and services. She reviewed the operating revenues, anticipated revenues, and stated that an increase in expenditures is sourced from three capital outlay projects: (1) tee box renovation project; (2) cart barn replacement project; and (3) equipment and vehicle replacements.

There was discussion among the Council and staff about the Golf Course Fund, which included: (1) capital outlay funding sources; (2) market strategy and budget; and (3) suggestions for additional events at the golf course.

Responding to Vice Mayor Hedrick, Ms. Sloan stated the amount for the net position of the golf course would not be available until the end of the fiscal year, but she would report back when it was available.

Chestnut Grove Cemetery Fund

Ms. Sloan continued her presentation by providing an overview of the Cemetery Fund, stating that Chestnut Grove Cemetery remains self-supporting, with no personnel changes. She reviewed anticipated revenues and expenditures, and stated that the cemetery's expansion project is slated for completion during the spring of FY 2026.

There was discussion among the Council and staff about the Cemetery Fund.

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Water and Sewer Fund

Ms. Sloan continued her presentation with a discussion on the Water and Sewer Fund. She provided an overview of the fund's performance, stating that the Water and Sewer Fund remains in a strong financial position, noting its role in supporting the Town's AAA bond rating. She provided a brief overview of the key takeaways from the Davenport & Company presentation to Council in February, where the water and sewer rate model was discussed. Ms. Sloan discussed the FY 2026 anticipated revenues and expenditures, and stated that debt service may be utilized to offset a difference between revenues and expenditures.

Ms. Sloan reviewed the proposed capital outlay expenditures in the Water and Sewer Fund, which include utility master plan, maintenance, equipment, and relining projects. Funding will be needed to support a sewer project at the Blue Plains treatment facility. Ms. Sloan also provided an overview of the proposed water and sewer rates for FY 2026, which are increasing from prior years.

There was discussion among the Council and staff about the Water and Sewer Fund, focused on: (1) proposed rate adjustments; (2) long-term capital planning; and (3) bonding considerations for major infrastructure investments.

Follow Up from March 11 Meeting

Ms. Sloan and Interim Town Manager Christopher Martino provided follow up information from the March 11 work session, which included: (1) confirmation that donation checks are typically issued in September; (2) clarification of the application and disbursement process for Community Cultural Events; and (3) clarification of the process around earmarked funds.

There was discussion among Council and staff on the following, which related to a chart presented by Mr. Martino: (1) estimated costs for the deputy town manager position; (2) analysis of leased versus purchased equipment; (3) road paving estimates per lane-mile; (4) surveillance options for trails and Flock Safety cameras; (5) IT staffing needs; some costs are still pending; (6) tree trimming; (7) debt service; (8) bulk waste pickup service; (9) real estate and meals tax scenarios; and (10) staff planning for an incoming town manager.

There was discussion among the Council and staff about a real estate and meals tax rate comparison table presented by Ms. Sloan: (1) budget reduction if rates remain unchanged; (2) increasing meals tax rates if real estate tax rates are reduced; and (3) shifting consumer habits and possible diminishing returns on meals tax growth.

Following the discussion, the Council requested additional information and clarification from staff at the next budget discussion, including:

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1. More information on a marketing budget for the Golf Course;

2. Request for clarification on the out-years for Water and Sewer fees;

3. Question around availability fees for FY 2027 - referenced large jump in 2026;

4. Impact that the water and sewer rates will have on the average household;

5. Question about average volumetric rates - clarify how staff arrived at the numbers;

6. Consider looking at the number of employees per capita as compared to other localities; and

7. Please provide the latest Fairfax County proposed tax rates.

4. Roundtable

Councilmember Garcia: suggested increasing the FY 2026 meals tax rate to 4.25% or 4.5% as a means to bring in additional revenue.

Councilmember Alam: thanked the staff for providing dinner for the meeting.

Councilmember del Aguila: thanked Ms. Sloan and staff for all of their hard work on the proposed budget.

Councilmember Lloyd: echoed Councilmember del Aguila's comments about staff's work on the proposed budget, and commended Mayor LeBlanc for comments he made during the Councilmember Comments portion at the last regular meeting.

Councilmember Lloyd shared his reflections on the public comments regarding Arts Herndon that were provided during the Comments from the Audience portion of the previous regular meeting.

Councilmember Reyes: stated that he would prefer the meals tax rate for FY 2026 to be lower than what Fairfax County is proposing.

Vice Mayor Hedrick: stated that he continues to be concerned over increasing rates across the board in the Town, and how that would impact the cost of living for residents.

Mayor LeBlanc: no comments.

Christopher Martino, Interim Town Manager: no comments.

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5. Adjournment

There being no further business, Mayor LeBlanc adjourned the March 18, 2025 Town Council work session at 10:38 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council:

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TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, March 25, 2025

1. Call to Order

Mayor LeBlanc called the March 25, 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 (arrived at 7:02 p.m.), 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 Steven Pihonak, Herndon Police Department; Officer Kelyn Diaz, Herndon Police Department; Mike Mueller, Golf Course General Manager; Lisa Gilleran, Director of Community Development; Collin Okoniewski, Planning and Operations Manager; Marjorie Sloan, Director of Finance; and Amanda Kertz, Acting Town Clerk.

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 all Councilmembers present.

Mayor Announcements

Mayor LeBlanc stated that on Wednesday, April 2, Dranesville District Supervisor Jimmy Bierman is hosting a Town Hall at Herndon High School, in the cafeteria at 7:00 p.m. The event will be hosted together with Robyn Lady, Dranesville District Representative to the Fairfax County School Board. Topics will focus on Fairfax County's proposed budget, and he stated that more information is available on Fairfax County's website. He encouraged all present to participate in the planning for the Fairfax County budget.

3. Presentations/Reports/Comments

a. Proclamation to recognize National Vietnam War Veterans Day

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Mayor LeBlanc recognized Councilmember Reyes to read the Proclamation to Recognize National Vietnam Veterans Day, March 29, 2025, into the record.

[Note: Councilmember Garcia arrived at 7:02 p.m.]

Mayor LeBlanc stated that members of the audience are invited to comment on the proclamation during the “Comments from the Audience” portion of the agenda.

b. Town Manager Report

Christopher Martino, Interim Town Manager, stated that the staff has presented the proposed FY 2026 budget at the past three Town Council meetings. He stated that at the Council’s next work session, staff will follow up on the questions that were asked at the March 18 work session. He encouraged the Town Council to send any additional questions to him so that they can be answered at next week's work session. Mr. Martino reviewed the anticipated proposed budget adoption schedule.

c. Councilmember Comments

Councilmember Alam: stated that she attended an event for the Community Foundation for Loudoun and Northern Fauquier Counties, where they discussed how to stop cyberbullying at schools.

Councilmember Lloyd: no comments.

Councilmember Reyes: thanked veterans for their service, and thanked those in attendance for tonight’s meeting.

Councilmember del Aguila: echoed Councilmember Reyes' comments in thanking veterans for their service and all those who are attending this evening.

Councilmember del Aguila asked the Town Clerk to look into how Councilmembers' email addresses are listed on the Town's website.

Councilmember del Aguila thanked those who have submitted comments on the budget. He reflected on the proposed FY 2026 budget, emphasizing the importance of aligning priorities with the Strategic Plan. He encouraged everyone to review the plan and asked staff to explore new sources of revenue to help offset rising costs. He expressed support for sustaining community festivals that reflect Herndon's diversity, and providing opportunities that welcome and engage new community groups.

Councilmember Garcia: echoed his colleagues' comments in thanking veterans for their service and all those who are attending this evening.

Vice Mayor Hedrick: echoed his colleagues' comments in thanking veterans for their service and all those who are attending this evening.

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Mayor LeBlanc thanked Councilmember Reyes for reading the proclamation and expressed appreciation to American Legion Post 184 for requesting its presentation. He encouraged all to remember veterans and their families, and to continue to provide support.

Mayor LeBlanc announced several upcoming community events: (1) the Kids Fishing Derby, scheduled for the morning of Saturday, March 29, behind the Herndon Police Station; and (2) Puzzle-Palooza, taking place at the Herndon Community Center on Sunday afternoon, March 30. He encouraged residents to visit the Town's website for additional details and registration.

Mayor LeBlanc also addressed recent community concerns regarding tree and brush trimming by Dominion Energy along the W&OD Trail. He noted that Dominion had issued statements regarding clear cutting and requested the Interim Town Manager to add this topic to the next work session agenda, with the intent of issuing a formal statement similar to the one provided by Fairfax County.

Mayor LeBlanc welcomed Chief of Police Steven Pihonak and acknowledged his leadership and commitment to community policing. He thanked Chief Pihonak and the entire Herndon Police Department for their continued dedication and service.

4. Comments from the Audience

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

Recognition of National Vietnam War Veterans Day – Proclamation (Item 3(a)):

- Jasbinder Singh, 804 3rd Street, Herndon: also submitted written comments outlining the history of the Comstock development.
- Andrew Yarbrough; Post Commander for American Legion Post 184, 4512 University Drive, Fairfax.
- Jay Hadlock, 505 Alabama Drive, Herndon: also requested that the FY 2026 budget include funding for two bulk waste pickups.
- Barry Clendenin, 520 Fillmore Street, Herndon: also discussed the FY 2026 budget.

Comments on the FY 2026 Proposed Budget:

- Arnoldo (last name inaudible) 930 Branch Drive, Herndon: also discussed the downtown redevelopment project and Arts Herndon.
- Susan Powell, 419 Madison Forest Drive, Herndon: also discussed the unity score she is developing for Town-sponsored events.

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Comments on Arts Herndon, 750 Center Street:

- Demeter Capsalis, 1483 Powells Tavern Place, Herndon: also discussed immigration enforcement in Herndon.

- Rusty Budd, 330 Reneau Way, Herndon; echoed Demeter Capsalis' comments.

General Comments:

- Andrew Scherzinger, 2272 Astoria Circle, Herndon: provided comments and expressed concern about immigration enforcement in Herndon and throughout the country.

- Steve Mitchell, 1291 Monroe Street, Herndon: discussed the following: (1) a recently filed appeal, (2) public communications with the Town Clerk's office, (3) contact information for Councilmembers on Town website, (4) and overall Town transparency.

- Alexander Burke, 910 Jorss Place, Herndon: discussed the downtown redevelopment project, and expressed interest in bringing back the Herndon Festival.

- Newt Salamander, 2272 Astoria Circle, Herndon: provided comments about the community.

5. Public Hearings

a. Ordinance 25-O-03 to approve Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation

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 March 7 and March 14, 2025 issues.

Mayor LeBlanc opened the public hearing and recognized Collin Okoniewski, Planning Operations Manager, who outlined the proposed changes to the Town's application fees, explaining that a comprehensive evaluation had been conducted to assess the estimated staff time and resources required to process various types of development applications. As part of the analysis, the Town's existing fees were benchmarked against those of similar sized jurisdictions, with fees mandated by the Code of Virginia or those recently adopted were excluded from the review.

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Mr. Okoniewski noted that certain fees currently administered by the Community Development Department may be transferred to the Department of Public Works in the near future. He highlighted projected revenue impacts and explained that the proposed Zoning Ordinance Text Amendment (ZOTA) is intended to take effect July 1, 2025, aligning with the FY 2026 budget process.

The Planning Commission reviewed the proposed ordinance at its February 24, 2025 meeting and recommended approval. Town staff also recommended approval as presented.

There was discussion among the Council and staff on this item, including: (1) Accessory Dwelling Unit (ADU) connection fees; (2) current rate structures; (3) fee structures and benchmarking comparisons to nearby jurisdictions, as well as the timing of similar adjustments in these localities; (4) fee impact on large-scale developers versus everyday residents, and (5) the historical context for the adjustments.

Mayor LeBlanc requested staff consider process improvements to reduce back-and-forth communication with applicants and streamline application intake.

Mayor LeBlanc called for comments from the audience.

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

Councilmember del Aguila moved to approve Ordinance 25-O-03 to approve Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation, as presented.

Motion seconded by Councilmember Lloyd.

There were brief comments from Council.

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

6. <u>Consent</u>

a. Resolution 25-G-22 to Award Contract, IFB 25-04, Plain Concrete & Storm Drainage Construction

b. November 12, 2024, Town Council Meeting Minutes

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c. November 20, 2024, Town Council Special Meeting - Closed Meeting Minutes

d. December 3, 2024, Town Council Work Session Minutes

e. December 10, 2024, Town Council Special Meeting - Closed Meeting Minutes

f. December 10, 2024, Town Council Meeting Minutes

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

7. Adjournment

There being no further business, Mayor LeBlanc adjourned the March 25, 2025 Town Council regular meeting at 8:14 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

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TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, April 1, 2025

1. Call to Order

Mayor LeBlanc called the April 1, 2025, Town Council work session 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 Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Councilmember Naila Alam was absent.

Staff present during the meeting: Christopher Martino, Interim Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Anthony DePoto, Senior Police Officer; Herndon Police Department; Marjorie Sloan, Director of Finance; John Irish, Acting Director of Public Works (Engineering); Mike Mueller, General Manager of the Golf Course; John Verdin, Capital Projects Program Manager; and Amanda Kertz, Acting Town Clerk.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present. Councilmember Alam was absent.

Mayor Announcements

Amend the Agenda

Mayor LeBlanc stated that there was an additional closed meeting topic to discuss that evening, and asked for a motion to amend the agenda to add a Closed Meeting topic, pursuant to the Code of Virginia Section 2.2-3711(7) for consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

Councilmember del Aguila moved to add a Closed Meeting topic, pursuant to the Code of Virginia Section 2.2-3711(7) for consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in an open meeting would

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adversely affect the negotiating or litigating posture of the public body, and that the agenda be so amended. Motion seconded by Councilmember Reyes.

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

Comments and Disclosures for the Record

Mayor LeBlanc asked Amanda Kertz, Acting 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(a), FY 2026 Proposed Budget. She stated that the Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

2. Discussion

a. FY 2026 Proposed Budget

i. FY 2026 - FY 2031 Town of Herndon Capital Improvement Program

Mayor LeBlanc recognized John Verdin, Capital Projects Program Manager, who presented the staff report on the proposed FY 2026 - FY 2031 Town of Herndon Capital Improvement Program (CIP). Mr. Verdin explained that the CIP is a financial planning document with a six-year schedule for a variety of public facilities and improvements throughout the Town.

Mr. Verdin reported that 21 existing projects will be completed by the end of FY 2025, including: (1) 18 projects funded through the American Rescue Plan Act (ARPA); (2) two General Fund projects; and (3) one Enterprise Fund project.

Mr. Verdin outlined the proposed 12 new projects in the draft FY 2026-FY 2031 CIP, prioritized based on need. Highlights of the presentation included: (1) annual breakdown of costs and funding sources by project type; (2) projects that are currently unfunded that will require future funding strategies or grants; and (3) the anticipated increases to the operating budget due to CIP expenditures.

Mr. Verdin stated that there are currently five unfunded projects in the CIP: (1) Locust Street ADA Sidewalk Improvements project; (2) Sterling Road Multi-Modal Improvement project; (3) Center Street Reconstruction project; (4) Herndon Parkway/Sunset Park Drive Intersection project; and (5) Monroe Street Sidewalk Connectivity project. He stated that staff are working to obtain grant funding to reduce the total unfunded amount in the CIP, but that debt service was also being considered to finance the large capital outlay required.

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There was discussion among Council and staff on the CIP, including: (1) request for greater detail about the CIP funds, including: (a) number of years an item has been included in the CIP, and (b) projected completion date; (2) request for subtotals per year for the Enterprise Funds and the Capital Reserve Fund; (3) additional information about transportation projects; and (4) progress on the Golf Course Master Plan, with suggestions to ensure amenities are more inclusive.

Mr. Verdin continued his presentation, providing an overview of the FY 2026 portion of the CIP. He stated that the proposed FY 2026 CIP includes $26.634 million in anticipated expenditures, $9.256 million from Governmental Fund projects, and $19.377 million from Enterprise Fund projects.

There was discussion between Council and staff on the FY 2026 CIP, including: (1) criteria to prioritize sidewalks and trails; (2) working with the Town's financial consultants at Davenport to consider bonding unfunded projects; and (3) tying the CIP to the Comprehensive Plan.

Councilmember Garcia requested further information on how improvements from the sports field park project aligned with the Town's Parks and Recreation strategy. Mr. Verdin noted he would follow up with Parks and Recreation Director Bob Williams and report back.

Councilmember Lloyd asked for a report listing completed capital projects over the past five years, including the total ARPA funding allocated to the projects.

ii. FY 2026 Proposed Budget – General and Enterprise Funds Follow Up

Mayor LeBlanc reminded Council that the first public hearing on the budget would be on April 8, with the public hearings remaining open until the final hearings and votes on April 22. He encouraged Council to begin internal discussions about the proposed tax rate and budget items to help move toward consensus, emphasizing the need for five affirmative votes to approve the tax rate.

Mayor LeBlanc recognized Marjorie Sloan, Director of Finance, for a presentation addressing follow up items related to the FY 2026 proposed budget for Governmental and Enterprise Funds, initially presented at the March 11 and March 18 Council meetings.

Ms. Sloan began the presentation with follow-up to questions asked about the Enterprise Funds at the March 18 work session, including: (1) impact of the water and sewer rate increases; (2) additional information about the water and sewer rate model, including how rate impacts are estimated; and (3) capital outlay projections tied to the rate adjustments.

There was discussion among Council and staff on this item, during which

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Councilmember del Aguila requested that slide deck that Ms. Sloan presented be posted on the public portal.

Ms. Sloan then presented a comparative analysis of Full-Time Equivalent (FTE) positions between Herndon and the Towns of Vienna and Leesburg. Interim Town Manager Christopher Martino noted that staffing levels have remained stable, with only one net new position proposed for FY 2026. Mr. Martino stated that current staffing levels reflect Herndon's population and service demands.

There was discussion among Council and staff about the personnel budget.

Mr. Martino continued the presentation with a tax rate and revenue options discussion for the FY 2026 budget, during which he discussed the current property tax rate of $0.27 cents per $100 of assessed value.

There was discussion among Council and staff on the FY 2026 proposed tax rates, including: (1) exploring additional revenue-generating options within each fund; (2) impacts of raising either or both of the real estate tax or meal tax rates; (3) diversifying revenue and increasing the Town’s appeal as an event destination; (4) potentially coordinating with Fairfax County on vehicle license fees; and (5) feasibility of implementing a personal property tax over the next year.

There was further discussion among the Council and staff on the following related to the proposed budget: (1) Business License (BPOL) revenue trends; (2) areas for potential budget cuts such as tree maintenance and donation programs; (3) staffing considerations for marketing and economic development; (4) approximately $61,000 in unspent funds, which would revert to the General Fund if not allocated; (5) advantages and disadvantages of outsourcing support for non-profits; (6) modifying or repealing the funding for community event donations; and (7) funding for Arts Herndon, given uncertainty about the organization.

Vice Mayor Hedrick provided his thoughts about the need for state-level structural tax reform, citing the disproportionate tax burden on towns in Virginia. Vice Mayor Hedrick requested staff provide projections comparing budgeted versus actual expenditures by fund.

Mayor LeBlanc requested that staff explore additional allowable revenue sources, including a potential personal property tax.

3. Roundtable

Councilmember del Aguila: thanked staff for the information provided on the budget in tonight's meeting. He also thanked Councilmembers Reyes and Garcia for joining him at 7-Eleven on Friday to distribute food and talk with locals who congregate outside. He stated that the Stars and Stripes NOVA Committee provided food, and the Virginia New Majority provided volunteers.

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Councilmember del Aguila expressed concerns over the Town receiving only one application to date for the outdoor dining program. He requested that the Town continue to promote the program.

Councilmember Garcia: thanked staff who were in attendance at tonight's meeting, and echoed Councilmember del Aguila's comments about the food distribution at 7-Eleven on Friday. He stated that he would like to see a food bank in the Town to better provide for those in need, and suggested a day labor center.

Councilmember Lloyd: thanked staff for providing explanations and follow-up information in response to Council's questions about the budget.

Councilmember Reyes: thanked the staff and Council on the hard work on the budget. Councilmember Reyes affirmed that he does not want to see property taxes raised due to the impact on homeowners and renters.

Vice Mayor Hedrick: stated that he attended a NVTA-PCAC meeting this past Wednesday, where they discussed expanding bus rapid transit, along with other regional transportation priorities.

Vice Mayor Hedrick requested that Council consider advocating for 24-hour public transportation availability to and from Dulles Airport, to support the large number of airport employees residing in Herndon zip codes.

Mayor LeBlanc stated he would bring Vice Mayor Hedrick's proposal to the next Committee for Dulles (CFD) meeting.

Mayor LeBlanc: provided updates from the CFD meeting he attended, and stated that United is building a new terminal at Dulles Airport that will bring new growth and jobs to the area.

Mayor LeBlanc shared that he had received several emails from residents expressing concerns about noise near a retail property. He requested that the Town Attorney explore available options for addressing noise levels.

Mayor LeBlanc stated that at last week's meeting, he requested staff to draft a statement regarding Dominion Energy and tree trimming on the W&OD Trail. He provided a draft resolution for Council's consideration and stated that the Council can review it and consider including it on next week's Consent Agenda. He stated that the proposed resolution was based on the Town of Vienna's statement. He stated that Dominion had currently paused the work on the remaining 29 miles of the trail, but it is important to convey concerns if they start up the work again.

Following discussion on the proposed tree trimming resolution and requests to

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Dominion Energy, and with the concurrence of Council, staff was directed to add the draft resolution to the meeting agenda next week.

Christopher Martino, Interim Town Manager: no comments.

4. Closed Meeting

a. A closed meeting pursuant to the Code of Virginia:

Section 2.2-3711(A)(1), for:

- **Discussion of prospective candidates for appointments to Boards and Commissions;**
- **Performance of certain current members of Boards and Commissions;**
- **A personnel matter related to the Interim Town Manager's departure; and**

Section 2.2-3711(A)(7) for:

- **Consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.**

  [Note: the agenda was amended during the work session to add the last topic to the closed meeting item.]

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 del Aguila 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 for appointments to Boards and Commissions;
- Performance of certain current members of Boards and Commissions;
- A personnel matter related to the Interim Town Manager's departure; and

Section 2.2-3711(A)(7) for:

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- Consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

At 9:42 p.m. Mayor LeBlanc called a brief recess, and at 9:52 p.m., the closed meeting reconvened in the Hoover Conference Room, Herndon Council Chambers Building, six members present, and with Mayor LeBlanc presiding. Councilmember Alam was absent

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

The Council came out of the 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 Vice Mayor Hedrick and carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting “Aye.” Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the April 1, 2025 Town Council work session at 10:25 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

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TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.a.

Agenda Item: **Briefing on Chestnut Grove Cemetery Development**

Meeting Date: June 10, 2025

Category: Work Session

Prepared by: John Irish, Acting Director of Public Works - Engineering

Description:
This discussion item provides a briefing on the ongoing cemetery development project. It will include a PowerPoint presentation and a review of the 100% draft design plans, along with an overview of funding sources, fiscal impact, and the project's design and construction schedule.

Background:
According to the FY 2022–FY 2027 CIP Project Description, the cemetery development project was planned to provide approximately 3,000 additional burial sites. J2 Engineers, Inc. were contracted to prepare the site design, and on September 23, 2023, they submitted the 90% design plans to the Town for review.

At the same time, Town staff were collaborating with the Tribute Company on the development of a cemetery master plan. This master plan was adopted by Town Council as Resolution 24-G-09 on January 23, 2024. During that meeting, several residents voiced concerns regarding certain elements of the proposed changes. In response, the Town Council directed staff to incorporate public feedback into the site design process and to organize a follow-up meeting with residents.

Subsequently, meetings were held for the adjacent residents at the cemetery on March 13 and 14, 2024, to discuss the project objectives and listen to the residents' concerns. As a result of the Town Council public hearing comments and information shared by residents at the meetings at the cemetery, a number of design considerations to incorporate into the project design were developed. The purpose of the design considerations was to balance the needs of the cemetery development with the residents' concerns. A letter was sent to the residents after the meeting, committing us to address the residents' concerns as well as we could with an agreement to meet with the residents after the incorporated design was developed enough to present.

In January 2025, another meeting with display boards and PowerPoint presentation of the 30% design was held for the residents. The design presented the best solutions to address the residents' concerns and was discussed in detail. The overall response from the residents was positive and recognized as a much better design.

With community concerns addressed, the Town's consultant proceeded with completing the design, submitting the 60% plans for Town review in March 2025. The current schedule is to complete the project design and submit for final site plan permitting approval this summer, with an advertisement for bids in the August-September timeframe.

Timing Impact:
This information is being provided to keep the Town Council and community updated and advised on the progress of the project.

Strategic Focus Area:
Strong Fiscal Stewardship
Environmental and Economic Sustainability
Good Governance

Fiscal Impact:
The Chestnut Grove Cemetery Development project is funded through Enterprise Funds. By developing the last remaining undeveloped section of the cemetery, this project will meet the community's burial needs for the next 30 years.

Legal Impact:
There is no legal impact or requirements for specialized legal counsel, as the project does not involve rights-of-way, easements, or real estate negotiations.

Staff Recommendation/Next Steps:
This is a briefing item; staff will review the final plans to ensure they comply with all local, state, and federal regulations and adequately address residents' concerns. Upon final approval, the project will move forward with advertisement and the award of the construction contract.

Attachments:
1. PowerPoint

CHESTNUT GROVE CEMETERY DEVELOPMENT

PROJECT UPDATE BRIEFING

John Irish, Acting Director Department of Public Works

June 10, 2025

TOWN OF Herndon

LIVE DIFFERENTLY.

Project Timeline and Background of Public Engagement

- **June 2023**
  Town staff began updating the cemetery master plan with consultant.

- **January 23, 2024 (Resolution 24-G-09)**
  Master plan adopted by Town Council. During the meeting, residents raised concerns about proposed changes.

- **Following the meeting**
  Town Council directed staff to incorporate public feedback into the design.

- **March 13 & 14, 2024**
  Public information gatherings held on-site for adjacent residents to discuss concerns.

- **January 25, 2025**
  Public informational session held to present solutions addressing residents' concerns.

- **June 10, 2025**
  Town Council project update meeting

Public Input Implemented Into Design

Enhanced Stormwater Retention and Detention

- Two new underground stormwater facilities proposed:
  - One for the western outfall
  - One for the northern outfall
- Site grading revised to divert most runoff from northern properties and toward the larger western facility
- Western facility will connect directly to the Town's public storm sewer system
- Northern facility will be downsized to allow for 60-foot buffer area

Expanded Buffer Width

- Original 25-foot buffer increased to **60 feet total**:
  - 45-foot **undisturbed natural buffer**
  - 15-foot **planted buffer**

Public Input Implemented Into Design (cont'd)

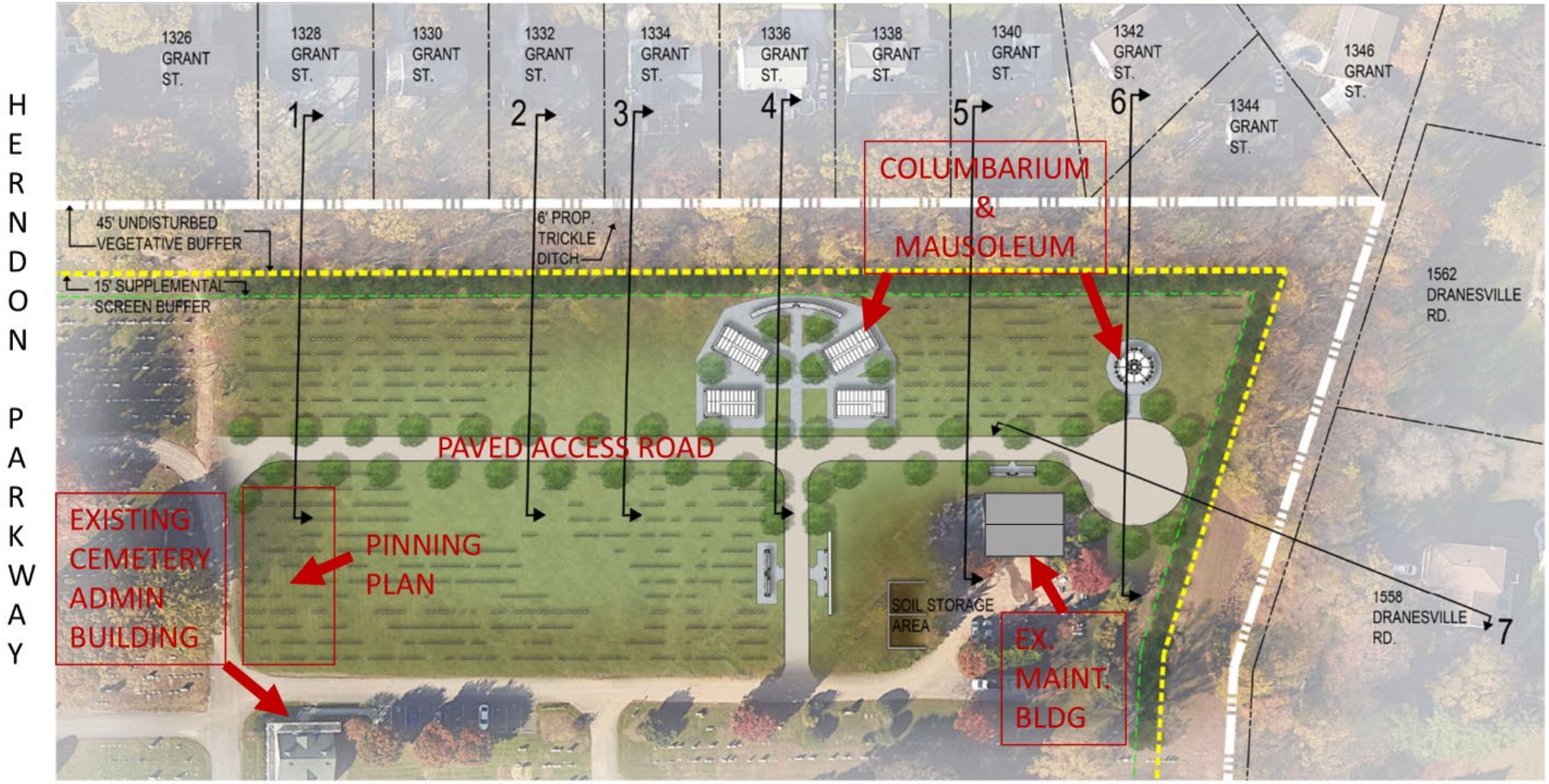
- **Limited activities** allowed in the undisturbed buffer:
  - Install trickle ditch to connect western facility to storm sewer
  - Install a new storm drainpipe at northern facility
  - Remove hazardous trees and invasive species
  - Plant native trees and shrubs

Increased Preservation of Natural Woods

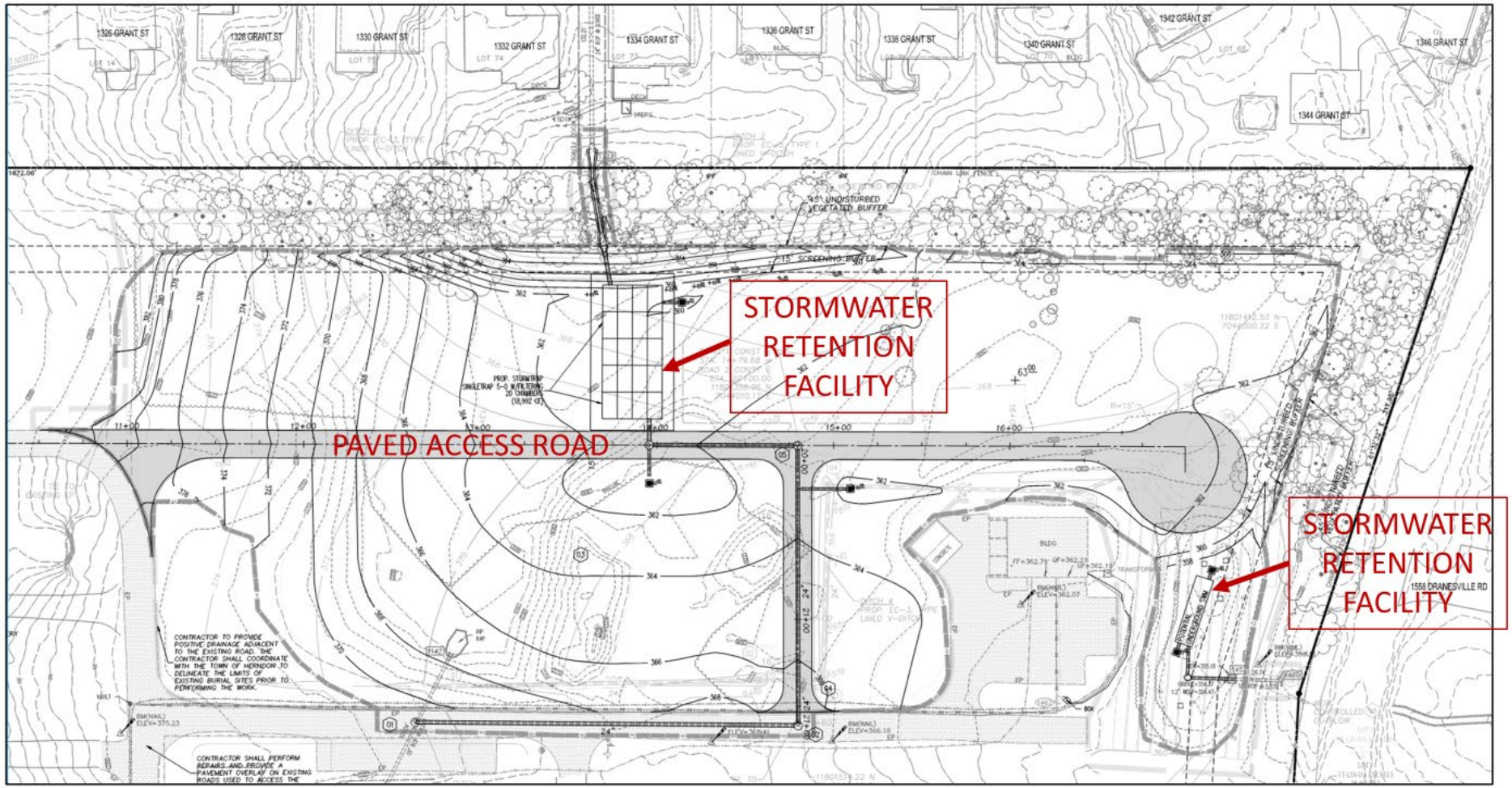
- Greater emphasis on preserving and enhancing existing woodland

- Additional canopy, evergreen trees, and large shrubs will be planted:
  - Within the 45-foot undisturbed buffer
  - In the 15-foot planted buffer
  - Commitment made during public engagement to deliver robust landscaping and natural screening

Illustrative Site Plan

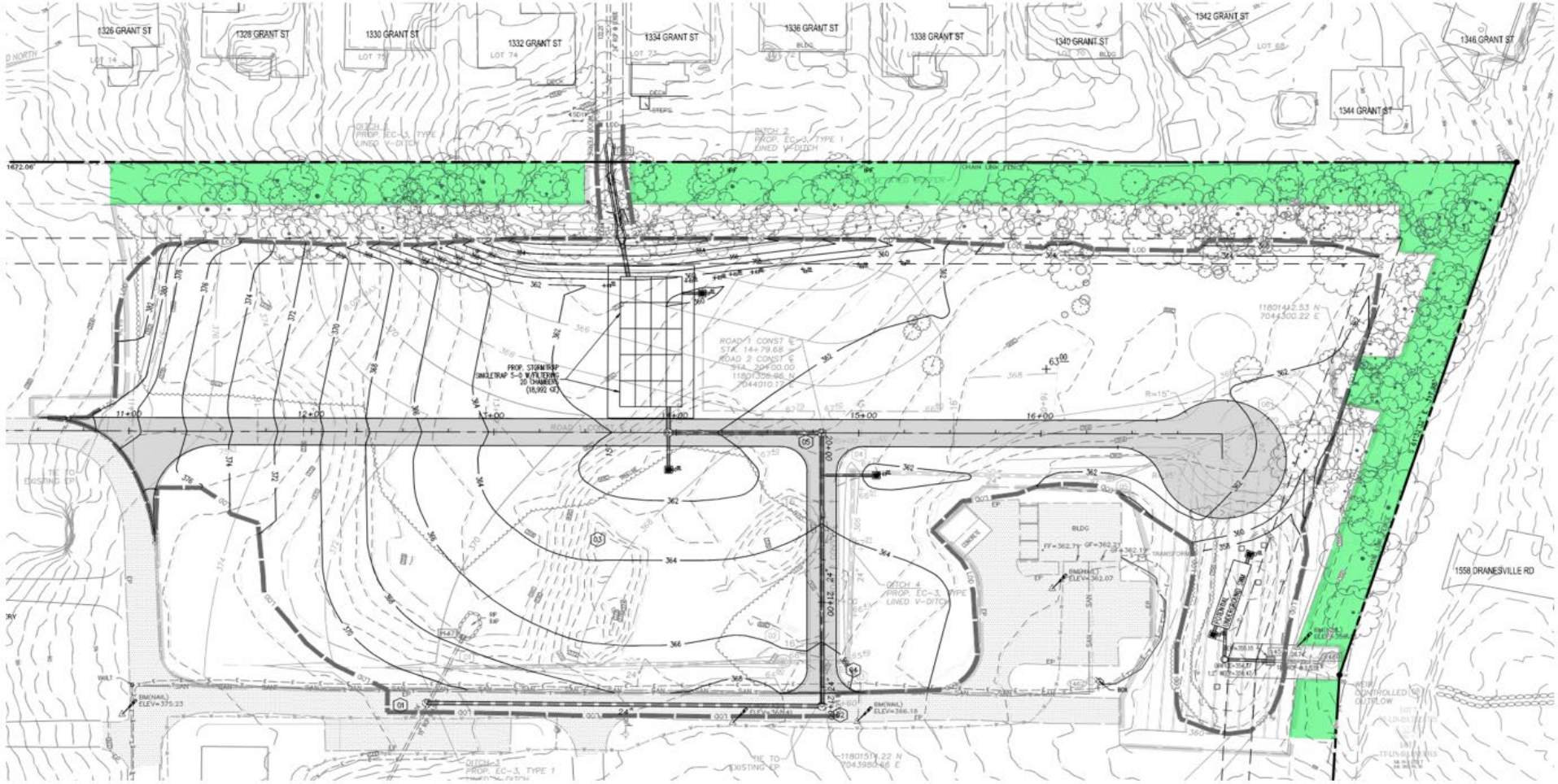


Site Plan


HERNDON PARKWAY
STORMWATER RETENTION FACILITY
PAVED ACCESS ROAD
STORMWATER RETENTION FACILITY
1558 DRANESVILLE RD
DRANESVILLE ROAD

25’ Undisturbed Area – Original Design

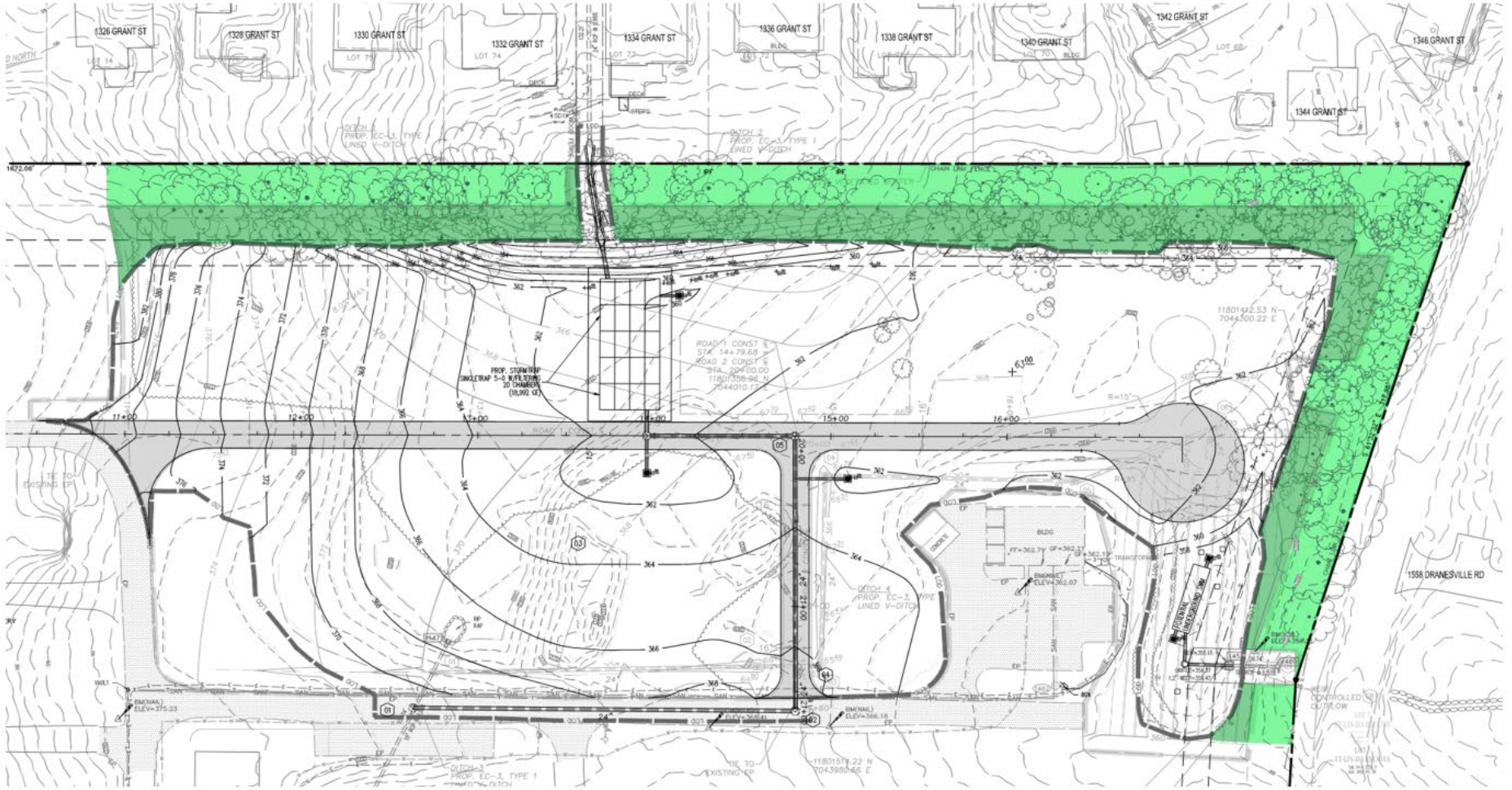
HERNDON PARKWAY



DRANESVILLE ROAD

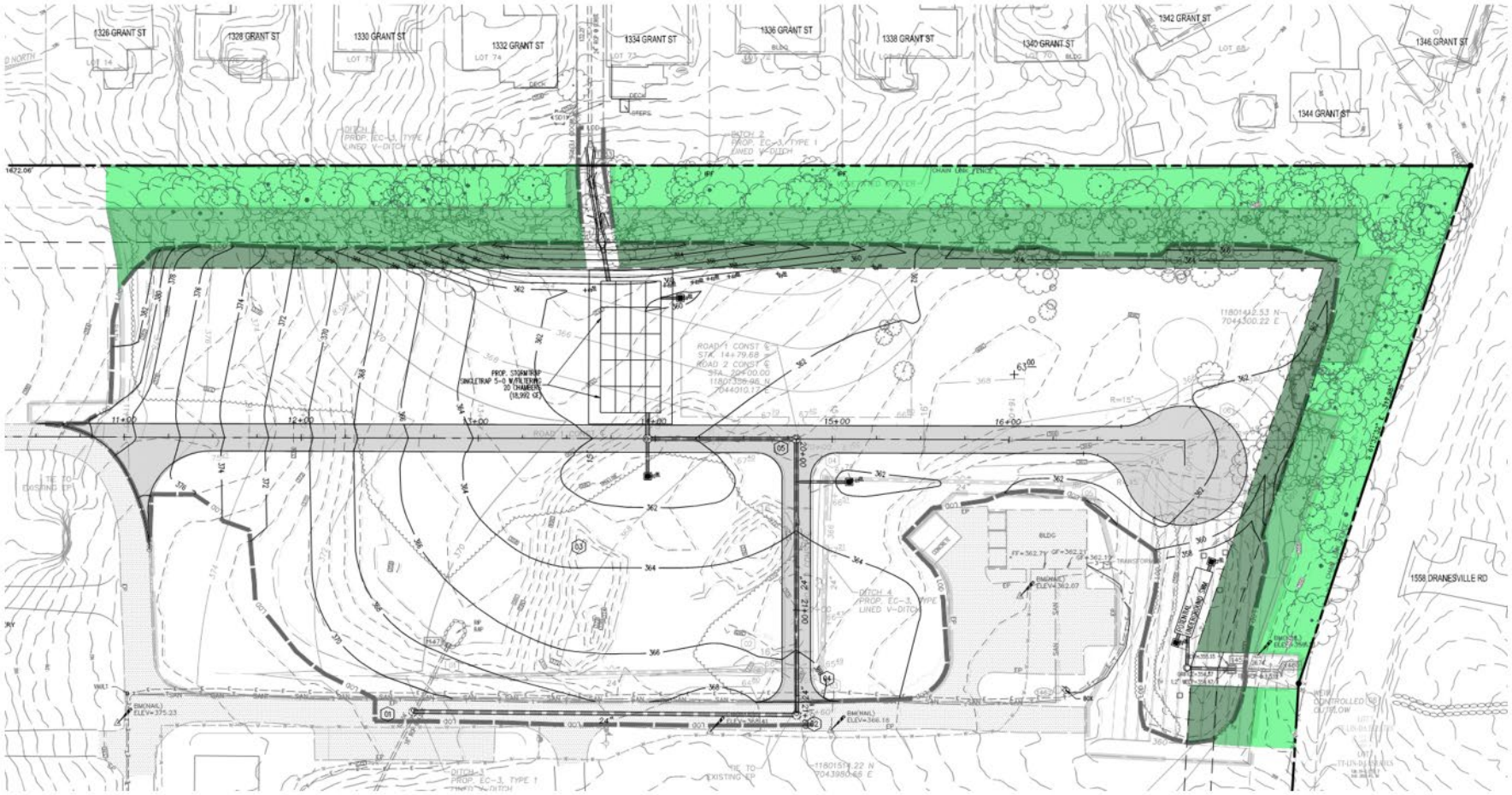
45’ Undisturbed Area – Current Design

HERNDON PARKWAY



DRANESVILLE ROAD

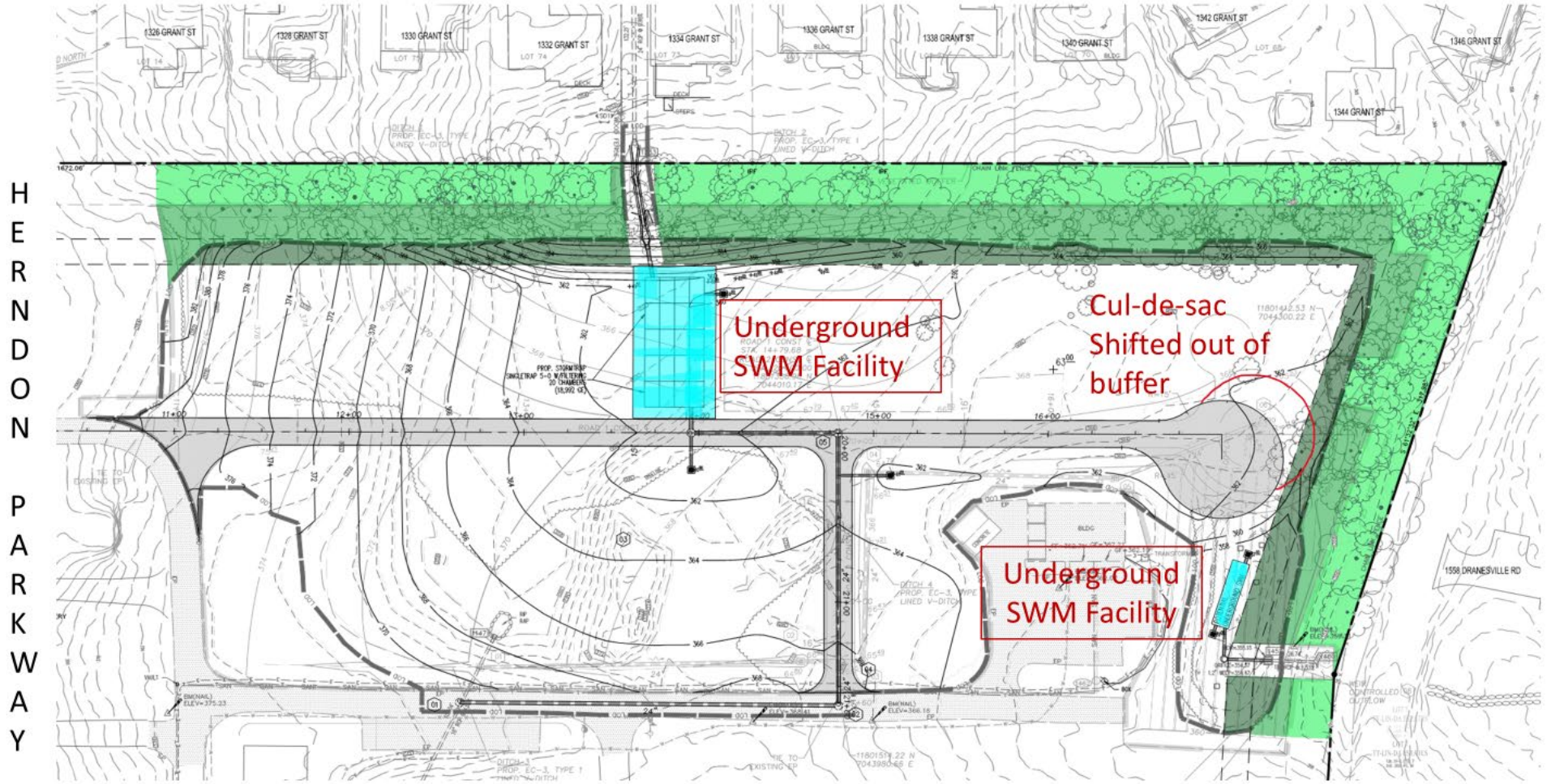
45’ Undisturbed Area + 15’ Planted Buffer



HERNDON PARKWAY

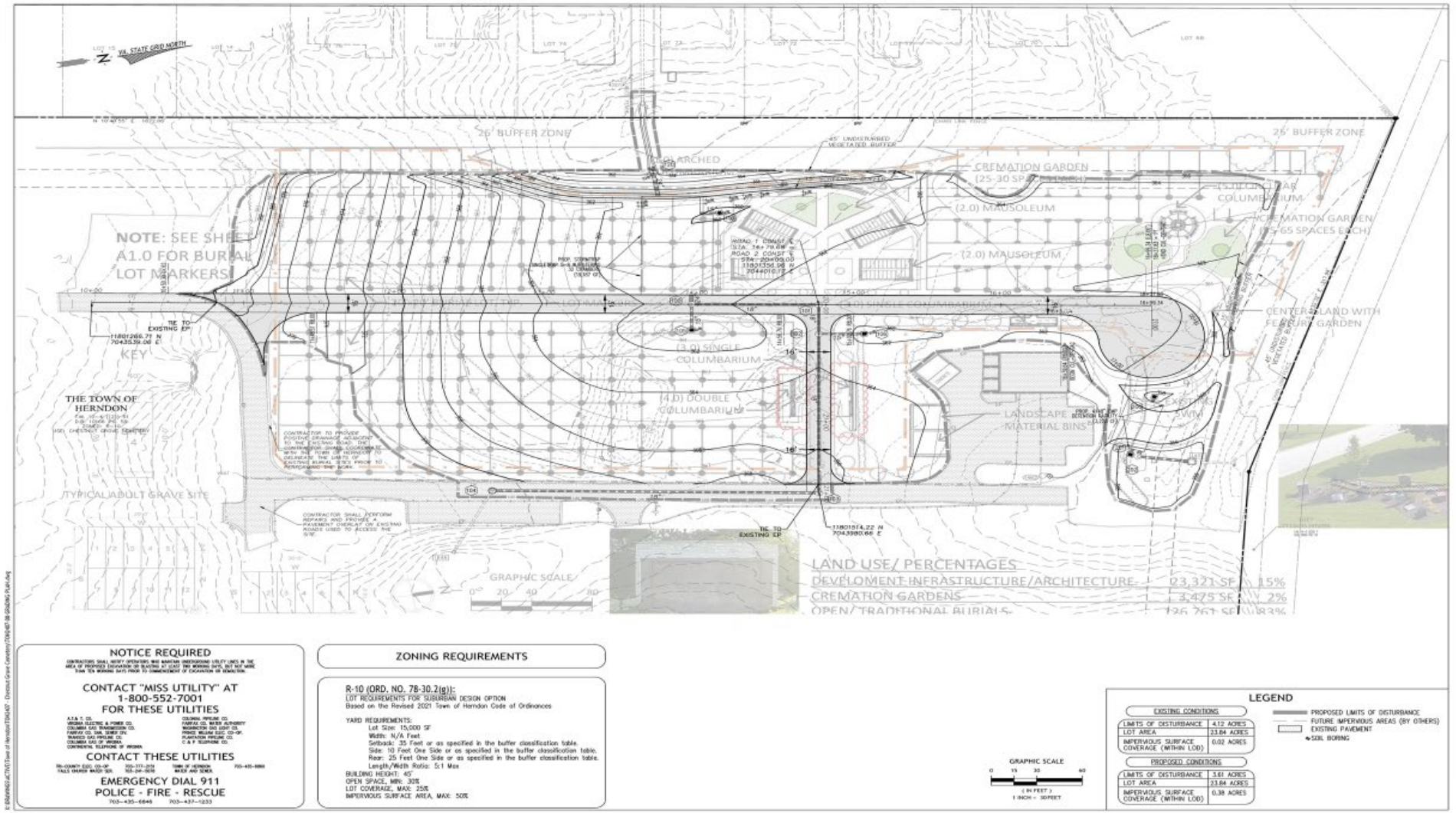
DRANESVILLE ROAD

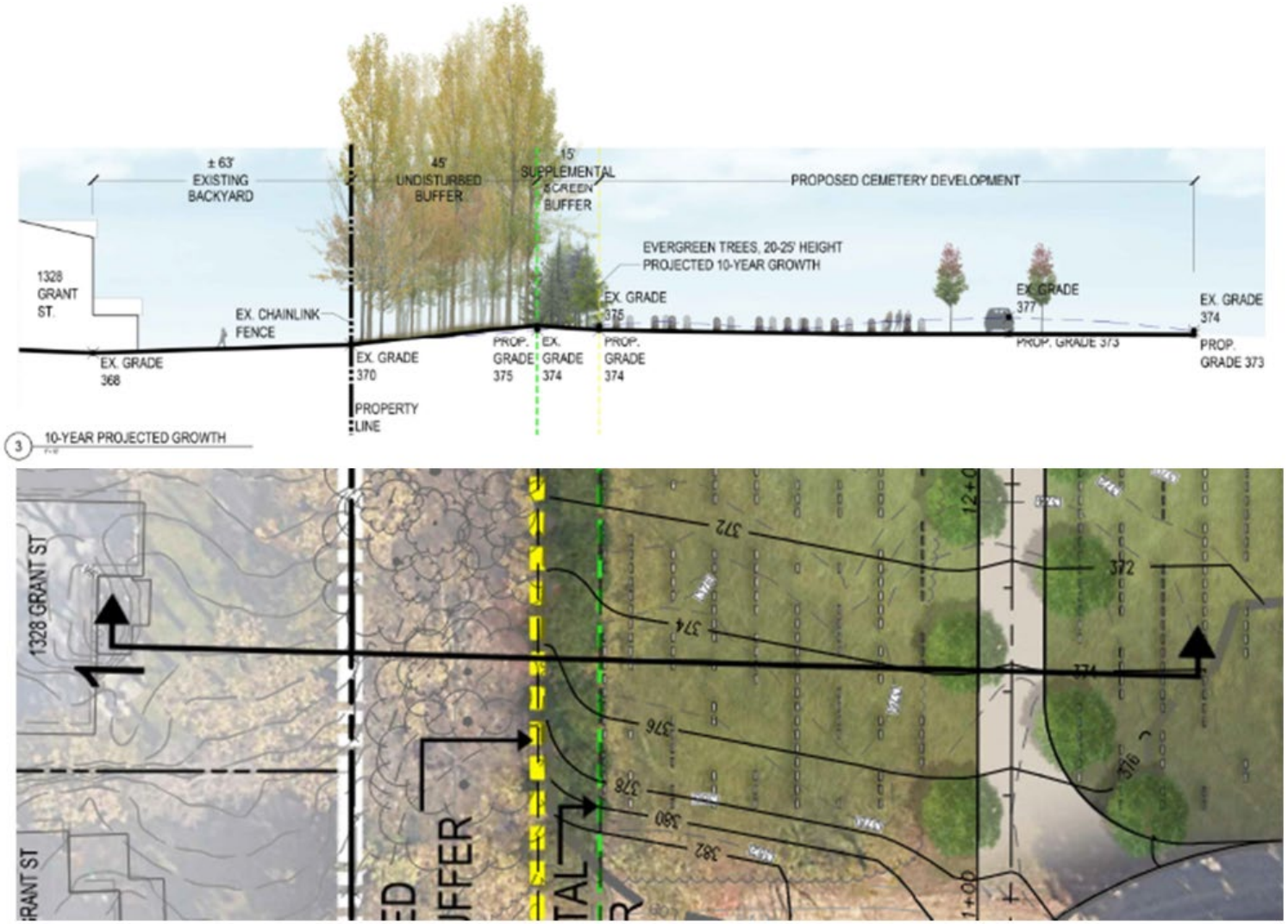
Underground SWM & Cul-de-sac Shift



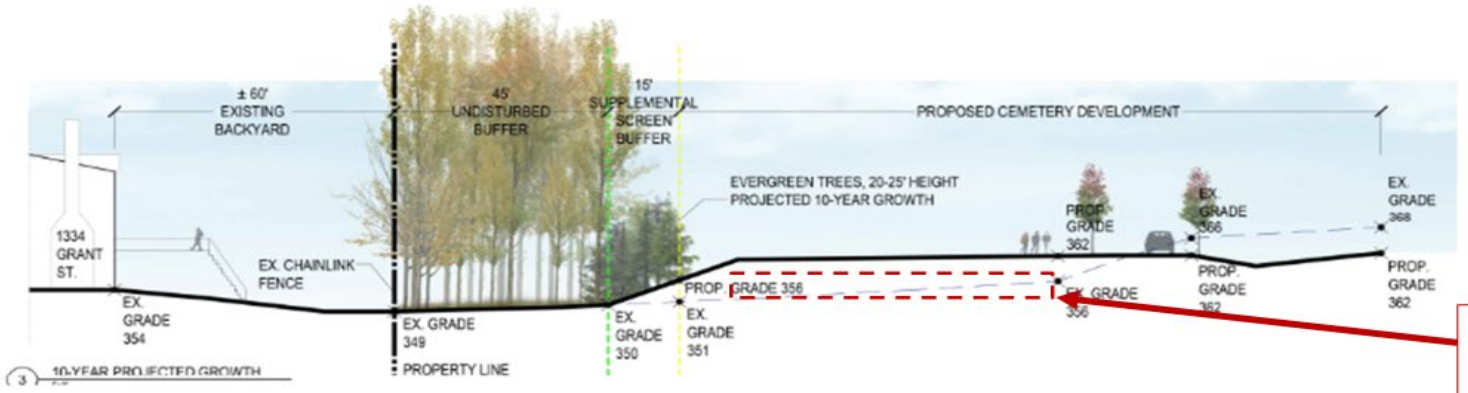
DRANESVILLE ROAD

Site Plan With Master Plan Overlay

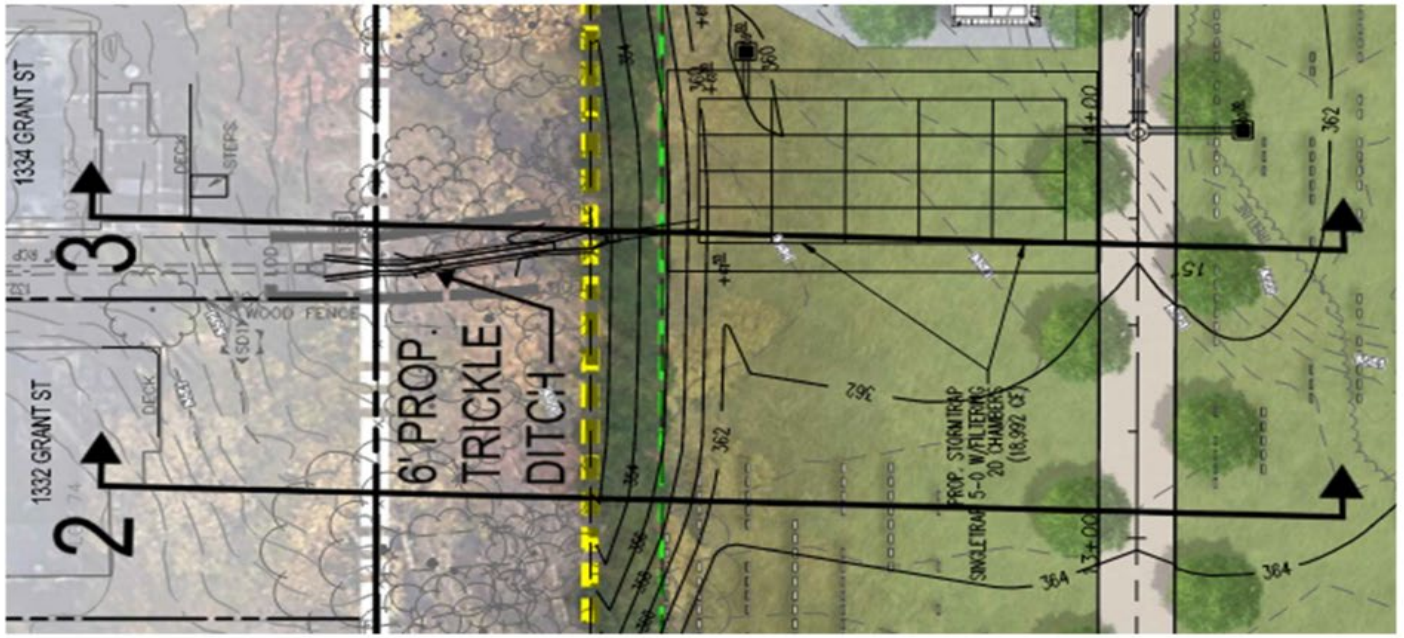




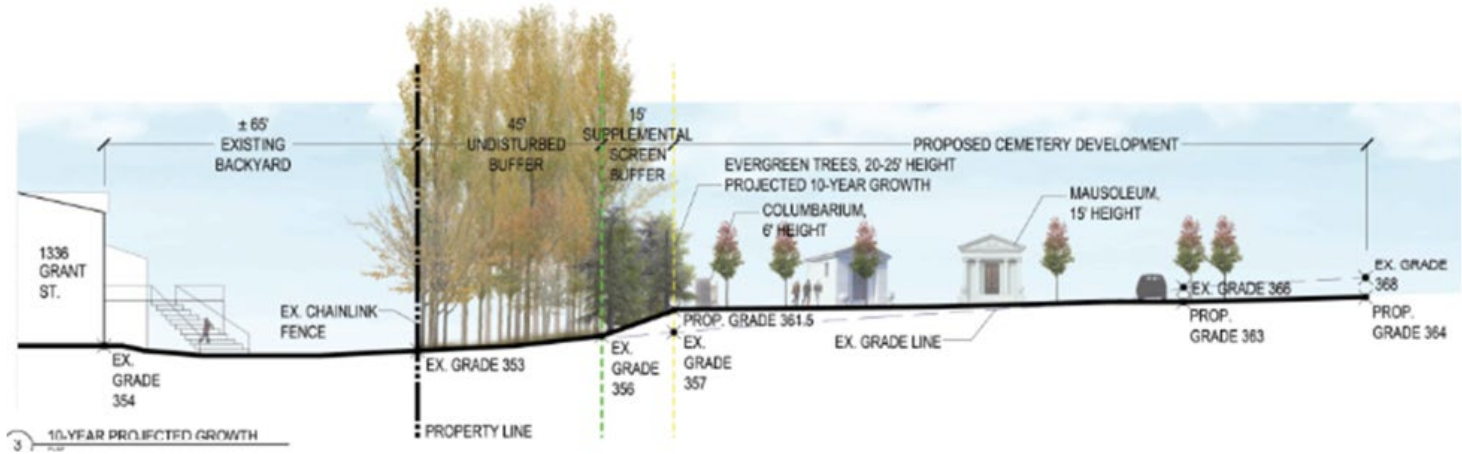
SECTION 1 – SOUTH SECTION

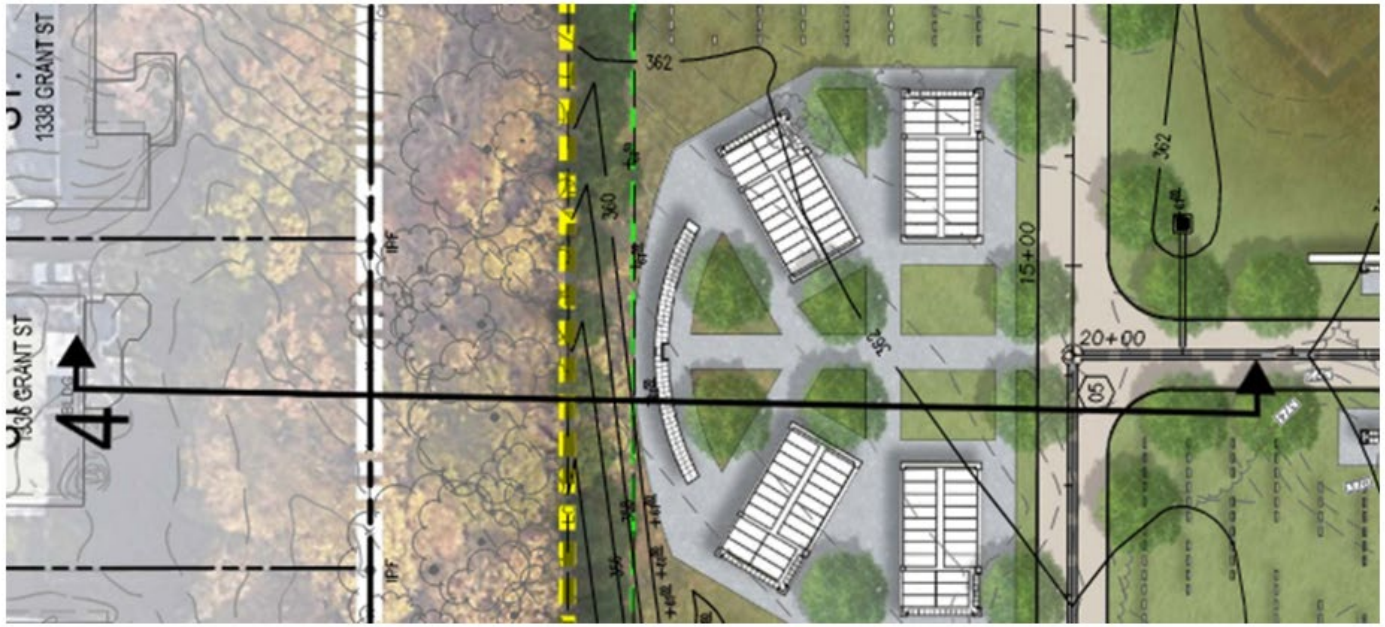


UNDERGROUND SWM FACILITY

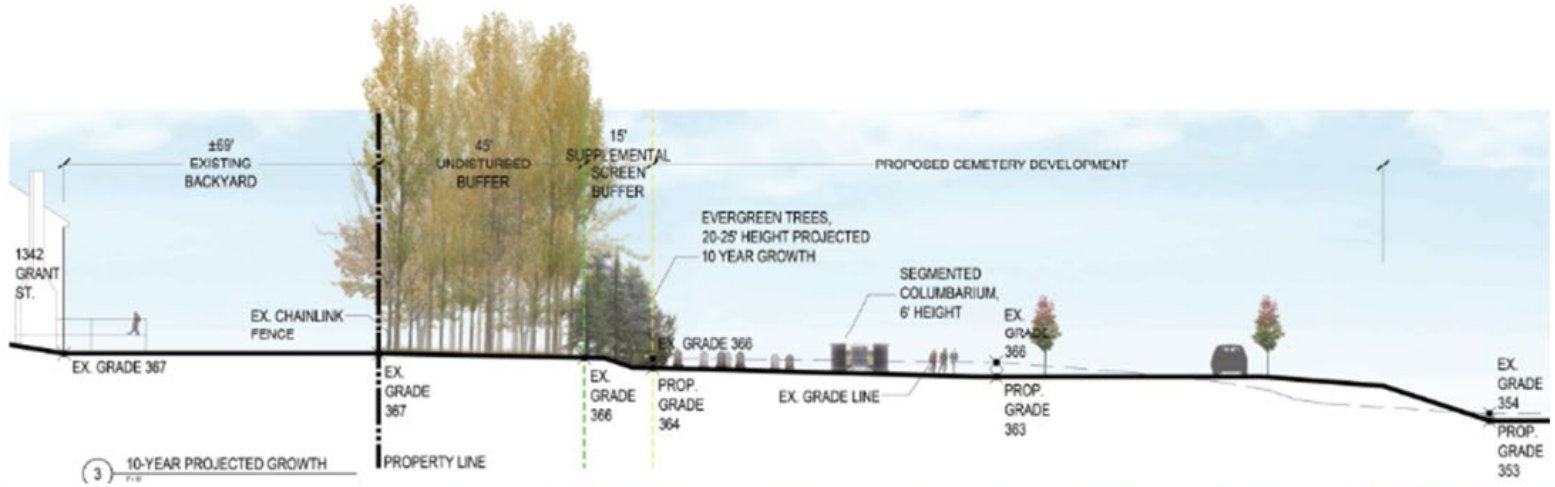


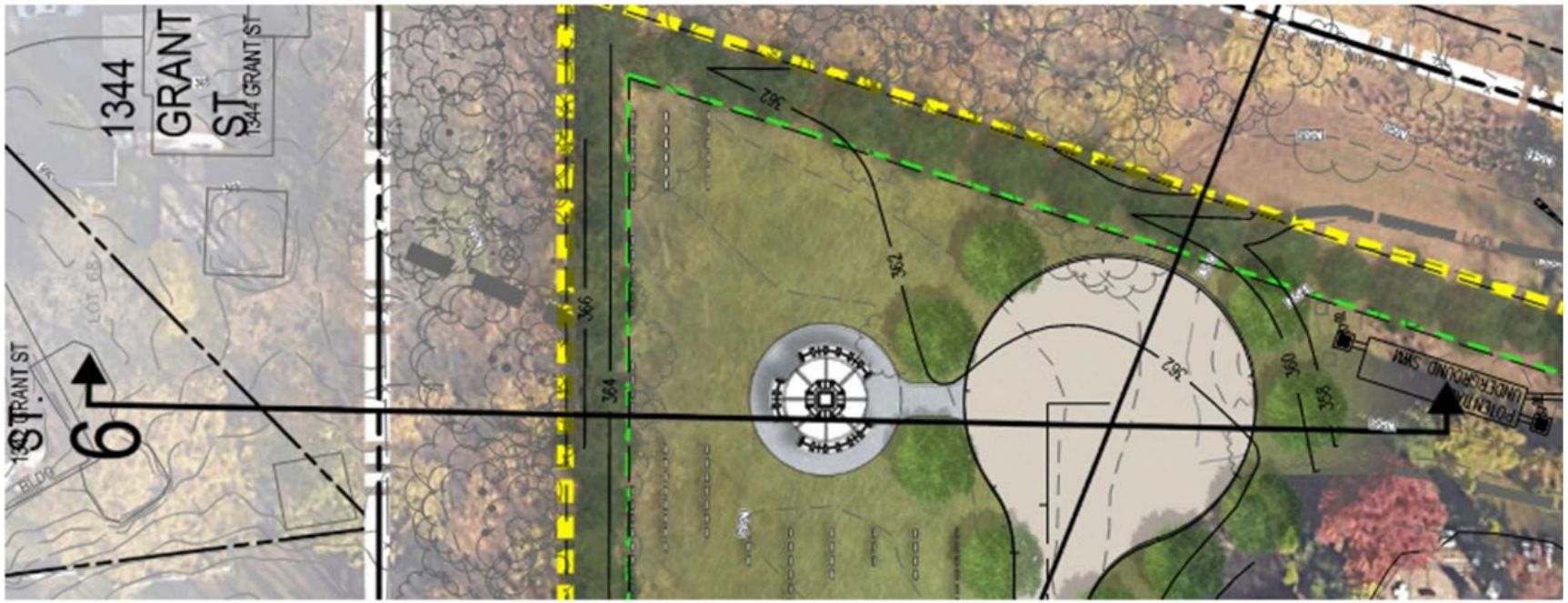
SECTION 3 – MIDDLE SECTION – SWM FACILITY



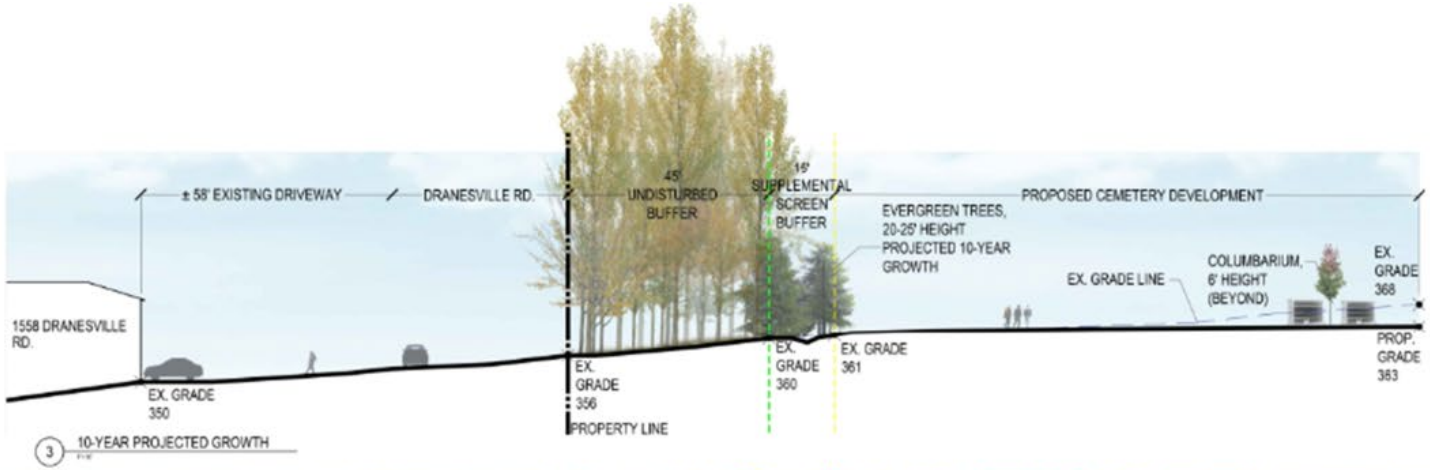


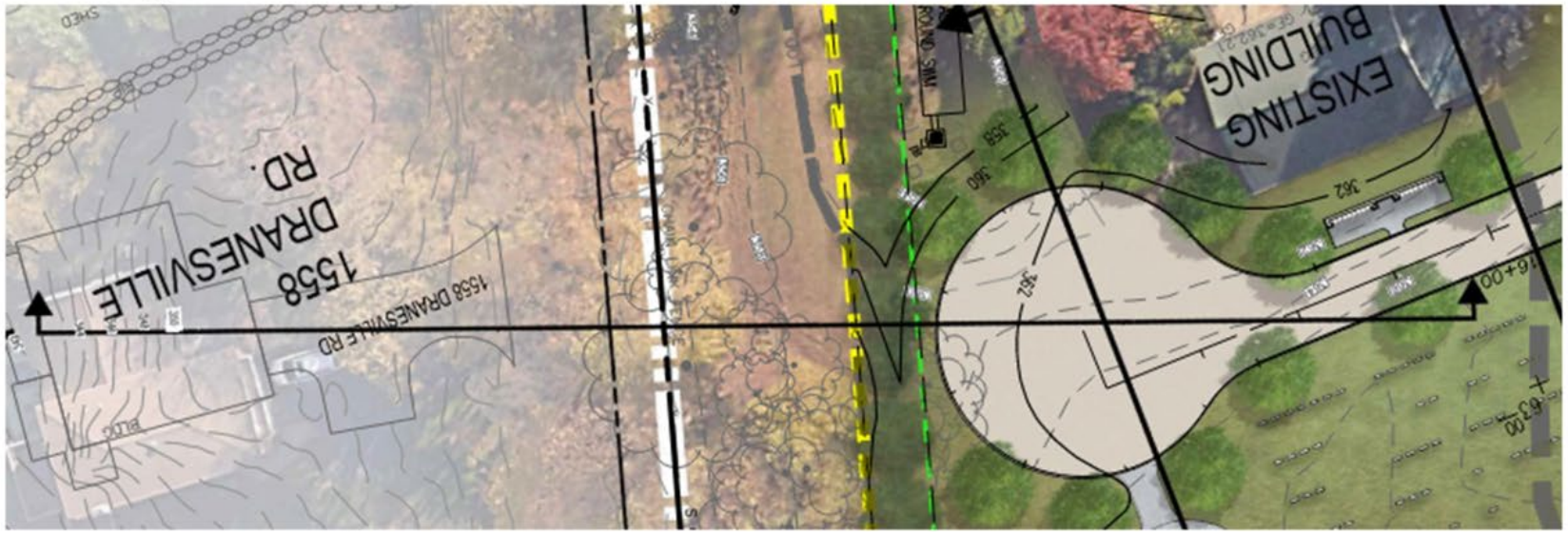
SECTION 4 – MIDDLE SECTION - MAUSOLEUMS





SECTION 6 – NORTH SECTION - COLUMBARIUM





SECTION 7 – EAST SECTION – CUL-DE-SAC