Town Council
Regular Meeting
Agenda Item 7.a.

Agenda Item: **Town of Herndon Leases**

Meeting Date: August 12, 2025

Category: Work Session

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

Description:
This is an informational briefing, requested by the Town Council during their January 2025 retreat, providing an overview of building and land leases managed by the town. The briefing will provide a listing of leases for both non-profit support and commercial purposes, a discussion of how the town manages these leases, the process of renewing leases, and future plans for space currently under lease.

Background:
The town acquired the building at 397 Herndon Parkway to relocate the Herndon Police Department from the building at 1481 Sterling Road. To help defray the cost of operating the building, the town entered into several commercial leases for the north end of 397 Herndon Parkway. The town has also provided support to several non-profit organizations that provide services to the town, by leasing space in the Old Town Hall, the Herndon Depot, 750 Center Street, and 397 Herndon Parkway. The town is a tenant for a land lease with NVRPA for the Depot, and landlord for a land lease for Fortnightly Library. As the town's population grows, town staff and programs will need to grow. Space currently leased out will be required for town use in the near future.

Timing Impact:
This briefing is in response to a request at the Town Council's retreat in January 2025.

Strategic Focus Area:
Strong Fiscal Stewardship

Fiscal Impact:
Commercial facility leases generate $397,280 in annual revenue. Non-profit leases do not generate revenue.

Legal Impact:
None - this is an informational briefing only.

Staff Recommendation/Next Steps:
Staff has no recommendation - this is an informational briefing only. No action required by Town Council.

Attachments:
1. Presentation