TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Retreat Meeting Minutes
Friday, January 24 to Saturday, January 25, 2025

1. Call to Order

The Town Council held a Town Council Retreat on Friday, January 24 and Saturday, January 25, 2025, in the Herndon Police Department (HPD) Communality Room, 397 Herndon Parkway, Herndon. 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; Lesa Yeatts, Town Attorney; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers.

Determination of a Quorum

Mayor LeBlanc called the Town Council Retreat to order at 6:00 p.m. on Friday, January 24, 2025, and determined there was a quorum, with all members present.

2. Discussion

a. Town Council Retreat

Friday, January 24, 2025

Mayor LeBlanc recognized Executive Managers, Kimball Payne and Eric Campbell, with the Berkley Group, LLC, who facilitated the Town Council Retreat.

Mr. Payne and Mr. Campbell facilitated discussions focused on the Council's roles and responsibilities, team development, and fundamentals of government.

Recess

At 7:13 p.m., Mayor LeBlanc called a brief recess, and at 7:23 p.m., the Town Council Retreat reconvened in the Herndon Police Department Community Room, with all members present and Mayor LeBlanc presiding.

Recess for the evening

At 8:33 p.m., the retreat recessed. Mayor LeBlanc announced that the retreat would reconvene on Saturday, January 25, at 8:30 a.m., at the Herndon Police

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Department Community Room, 397 Herndon Parkway, Herndon.

TOWN COUNCIL RETREAT (CONTINUED)

Saturday, January 25, 2025

Mayor LeBlanc called the meeting to order, and the Herndon Town Council Retreat reconvened at 8:53 a.m. on Saturday, January 25, 2025. Mayor LeBlanc determined there was a quorum, with all members present.

Mayor LeBlanc recognized Mr. Payne and Mr. Campbell to continue the retreat. Mr. Payne and Mr. Campbell facilitated discussion among the Council on fiscal management and strategic planning. Marjorie Sloan, Director of Finance, joined the morning session for the discussion of the Town's fiscal planning principles and processes.

Recess

At 10:21 a.m., Mayor LeBlanc called a brief recess, and at 10:32 a.m., the Town Council Retreat reconvened in the Herndon Police Department Community Room, with all members present and Mayor LeBlanc presiding.

Ms. Jovanovich led the Council through a review of the strategic plan. Ms. Jovanovich explained that many of the initiatives were designated for action in Fiscal Year 2026 or later and said that a goal of the discussion was to help the Council to identify priorities for the assignment of resources.

There was discussion among the Council, staff, and facilitators related to strategic planning prioritization.

Recess

At 12:20 p.m., Mayor LeBlanc called a brief recess, and at 12:54 p.m., the Town Council Retreat reconvened in the Herndon Police Department Community Room, with all members present and Mayor LeBlanc presiding.

Mr. Payne and Mr. Campbell led the Council in an exercise to prioritize strategic plan actions over the next two years. The Town Council then identified the following actions, with timelines, to implement its priorities:

- Ordinance amendment – change the current recycle fee to a solid waste fee: by July 1, 2025

- Develop a solid waste fee structure: implementation in Fiscal Year 2027

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- Review of the Police Department compensation structure: Fiscal Year 2026 Budget
- Conduct a study to form a Stormwater Utility: Fisal Year 2027
- Provide a briefing on the Town's non-profit support policy related to leasing Town-owned property: 3rd quarter 2025
- Propose improvements to the business development and permitting process: report to the Town Council in August 2025
- Explore the development of a Business Improvement District – no staff action required at this time; Council members will approach the business community
- Complete the Twenty - year Safe Streets Plan: 2027

During the discussion, it became evident that there were a number of studies either currently underway or planned within the next two years, identified as follows:

- Vehicle replacement plan
- Pavement management plan
- Building equipment replacement plan (Fixed Assets)
- Stormwater master plan
- Transportation safety action plan
- Stewardship plan for parks management
- Trails master plan
- Urban forestry plan
- Water & Sewer master plans
- Comprehensive plan
- Economic development strategic plan and market study
- ESCO (energy plan)
- IT assessment
- Organizational study
- Affordable housing study

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There was discussion among the Council, staff, and moderators about implementing the Council's priorities that were identified during the exercise. The facilitators asked how the Council would like to be informed of progress on the prioritized actions, and it was agreed that quarterly reports were desirable. The Town Council also agreed to a more comprehensive review of progress on its priorities in the fall of 2025.

3. Adjournment

There being no further business, Mayor LeBlanc adjourned the January 24-25, 2025 Town Council Retreat at 3:10 p.m. on Saturday, January 25, 2025.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council:

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