HERNDON TOWN COUNCIL
Work Session Minutes
Wednesday, August 6, 2025

1. Call to Order

Mayor LeBlanc called the August 6, 2025, Town Council meeting to order at 7:00 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, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Absent: Vice Mayor Clark Hedrick.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Chief Steven Pihonak, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; John Irish, Acting Director of Public Works; Bryce Perry, Deputy Director of Community Development; David Stromberg, Zoning Administrator; Mike Shindledecker, Transportation Engineer; Jaleh Moslehi, Capital Projects Planner/Engineer; Amanda Kertz, Town Clerk; and Megan Coyle, Intern.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present. Vice Mayor Hedrick was absent.

Mayor Announcements

Mayor LeBlanc stated that a closed meeting would follow the work session that evening, which will include external consultants. That meeting is scheduled to begin at 9:00 p.m. He noted that he will monitor the time and may shift items to future meetings, as needed.

Mayor LeBlanc provided comments on National Night Out, thanking Herndon Police Department and Chief Pihonak for their coordination.

Comments and Disclosures for the Record

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

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Ms. Kertz stated that comments were entered into the record on Discussion Item 2(c), Introduction to ZOTA #25-01. The Town Clerk did not receive additional public comments or disclosures on any other items listed on that meeting's agenda.

2. Discussion

a. Safety Action Plan Goal Setting

Mayor LeBlanc stated road safety has been a priority for this Council and the previous councils. He indicated that staff was there that evening to provide the framework for the Safety Action Plan going forward.

Mayor LeBlanc recognized Mike Shindledecker, Transportation Engineer, who provided an overview of the timeline and Safety Action Plan components. He reviewed the crash safety data from the Town and stated that in reviewing severe crashes (fatalities and serious injuries), Herndon ranks near the top compared to other jurisdictions - surpassed only by Falls Church. This underscores the importance of this Safety Action Plan and of setting goals that help to reduce these incidents. Mr. Shindledecker requested Council's input on the following: (1) traffic safety outcome they believe the Town should focus on; and (2) other goals the Safety Action Plan can help the Town achieve.

Mr. Shindledecker introduced Jeff Riegner and Amelia Martin from Kittelson & Associates, consultants for the Transportation Safety Action Plan. Ms. Martin reviewed crash data, highlighting Herndon's crash statistics. A heat map and crash analysis will help identify a High Injury Network this fall, with Elden Street and Herndon Parkway being early priorities. Case studies, including results from the City of Alexandria, were shared to provide context for cost and implementation strategies.

Following discussion and with the consensus of Council, a primary goal of zero severe incidents within a 12-year timeframe was set, with interest in accelerating that timeline. Additional goals include:

1. Enhancing economic development
2. Promoting multimodal transportation
3. Ensuring equitable access to services across town
4. Increasing use of the W&OD Trail for transportation and quality of life
5. Improving pedestrian and bicycle safety and connectivity

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There was discussion among Council and staff about potential projects such as converting Lynn Street to a pedestrian zone and exploring a W&OD Trail underpass. The consultants emphasized public engagement, data analysis, and inter-agency collaboration, including with NOVA Parks and local boards and commissions.

The consultants shared that a draft of the plan is expected by January 2026, with public outreach beginning in the coming months. Councilmembers were encouraged to share stakeholder recommendations and to visit relevant sites to inform planning.

b. Energy Savings Performance Contract (ESPC) Program Briefing

Mayor LeBlanc recognized John Irish, Acting Director of Public Works, who began the discussion by reviewing the current need for the energy savings contract at Town buildings. Mr. Irish highlighted how the proposed project aligns with the Town's Strategic Plan and long-term goals. He provided an overview of the proposed contract, which includes: (1) 20-year performance-based Energy Services Contract with CMTA; covers design support, construction, commissioning, and long-term maintenance; (2) CMTA guarantees energy savings; if not met, CMTA will pay the shortfall; (3) remote monitoring and real-time adjustments included in the maintenance scope; and (4) contract minimizes disruptions through phased implementation and swing space planning; including the use of 397 Herndon Parkway.

Mr. Irish emphasized that CMTA guarantees a return on investment and outlined the phased project timeline, which starts with HVAC upgrades at the Herndon Municipal Center and the Herndon Police Department. Subsequent phases will address the Herndon Community Center (HCC) roof, additional HVAC replacements, Town Hall, and the golf course clubhouse. The timeline currently spans five years, though accelerating the schedule is under consideration due to cost and energy efficiency benefits. An estimated $15 million in system replacements are anticipated across all Town facilities.

While acknowledging additional costs, Mr. Irish stated that the Town expects to save approximately $56,000 annually. A contract amendment will be required to incorporate the remaining scope of the project, which is expected to come before the Council in the near future. Project timing will also depend on logistical coordination, including temporary office relocations during construction.

There was discussion among the Council and staff regarding funding options, including the use of cash reserves versus bonding. Staff noted that initial funding had been allocated through capital reserves, and a budget amendment in September is expected to authorize $500,000. Mayor LeBlanc recommended that this topic should be included in the Town Council's upcoming financial retreat.

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Staff will return in September with more detailed financial information, contract updates, and a plan to coordinate this project with other necessary facility upgrades.

c. Introduction to Zoning Text Amendment (ZOTA) #25-01

Mayor LeBlanc recognized David Stromberg, Zoning Administrator, who provided an overview of the Transit Related Growth (TRG) area, indicating that the zoning ordinance change would be presented to the Council for review at the next regular meeting. He stated that while a full review will occur next week, that evening's presentation will focus on how the ZOTA aligns with the TRG plan, progress made to date, and next steps.

Mr. Stromberg reviewed the TRG and Herndon Transit Oriented Core (HTOC) area boundaries, emphasizing that all are located within a quarter to half mile of the Herndon Metro Station. He highlighted the Future Land Use Map, which identifies transit-related growth land use recommendations as a key component of the plan. He explained that the upcoming zoning proposal involves changes to the existing zoning designations and the creation of new zoning districts, including opportunities for townhouses and two-over-two style units. Mr. Stromberg added that several property owners are preparing to bring forward rezoning applications once the zoning changes are adopted. He also identified additional steps necessary to implement the plan.

There was discussion among the Council and staff on this item, including: (1) timeframe for considering affordable housing in the TRG area (2) types of units proposed for the development; emphasis on opportunities for multi-family units; (3) importance of public outreach, which is being included in the affordable housing study; (4) Planning Commission's discussion regarding the TRG; (5) ability for future amendments to zoning districts to incorporate affordable housing, following policy framework implementation; and (6) considerations for the forthcoming results from the housing study survey.

d. Request to consider a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025

Mayor LeBlanc stated that this item was rescheduled from the July 15 regular meeting, because the Council had questions about the request, and they wanted to discuss it more fully. He said that he had several questions he was hoping to ask the requestor directly. Since Arts Herndon was unable to attend, he asked for Council's consensus to move this item to the September work session, and for staff to coordinate with Arts Herndon to attend the meeting.

Staff was directed to ask Arts Herndon what exactly they were requesting. Staff should ask for receipts and invoices, with an itemized list including specific use of land, facilities, and labor. Labor costs should be separated, not listed combined

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with refreshments. Council requested that staff obtain these answers from Arts Herndon and reschedule the discussion.

e. Herndon Youth Advisory Committee Structure Discussion [item rescheduled to the August 12, 2025, Town Council meeting]

[Note: due to the lateness of the hour, this item was rescheduled to the August 12, 2025 Town Council work session following the already scheduled regular meeting on that date.]

f. Review donation policy, process along with all events (pipeline) in flight for the next 18 months - Councilmember del Aguila

Mayor LeBlanc recognized Councilmember del Aguila, who presented a PowerPoint outlining his thoughts on the Community Cultural Festivals application process. He shared several strategies and provided suggestions for success measures that the Town could use to evaluate whether more groups were being engaged in the event planning process.

Councilmember del Aguila noted his understanding that the Que Pasa organization was not moving forward with an event this year, which he viewed as a loss of cultural festival programming. He expressed concern that the current intake process has placed undue pressure on staff and sponsors to deliver events. He suggested holding “discovery meetings” early in the application stage to improve the process and asked that the current process be evaluated to identify ways to increase the delivery rate of successful events.

There was discussion among the Council and staff regarding: (1) the current Community Cultural Festivals application process; (2) the possibility of holding discovery meetings; (3) types of events held in the Town; and (4) considering a goal of holding one event per quarter.

Following discussion and with the consensus of Council, staff was asked: (1) to identify current events in flight for the next 18 months and track these events; and (2) consider producing short videos for the Town's YouTube channel that explain the event application process. Mayor LeBlanc added that this topic could be discussed further during the Council's financial retreat scheduled for October.

Ms. Jovanovich indicated that staff is currently reviewing the Town's donation policy to include ad hoc events. She requested that this discussion also be tied to the budget process.

3. <u>Roundtable</u>

<u>Councilmember Garcia</u>: no comments.

<u>Councilmember del Aguila</u>: provided comments on National Night Out (NNO),

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spoke about his experience as a volunteer with the Fairfax County Sheriff's Department, stating that he took many photos.

Councilmember Lloyd: no comments.

Councilmember Alam: provided comments on NNO, stating that she enjoyed the event but wished more people had known about it. She suggested additional advertising in future years.

Councilmember Reyes: provided comments on NNO, stating that he enjoyed speaking to citizens and that he had conversations with many Spanish-speaking residents.

Mayor LeBlanc: provided comments on NNO, the event was a testament to HPD's community outreach. He enjoyed the event and appreciated that 13 neighborhoods participated.

Mayor LeBlanc requested the consensus of Council to move the October 14 Town Council work session to October 7. With the concurrence of Council, Mayor LeBlanc indicated that this item will be included as a resolution on the next regular meeting agenda.

Kirstyn Jovanovich, Interim Town Manager: no comments.

4. Closed Meeting

a. A Closed Meeting pursuant to Code of Virginia Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions

b. A Closed Meeting pursuant to 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 employment law

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), for discussion of prospective candidates relative to appointments to boards and commissions; and 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 employment law. Councilmember Alam seconded the motion,

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

At 9:04 p.m., Mayor LeBlanc called a brief recess, and at 9:10 p.m., the closed meeting reconvened in the Hoover Conference Room, with six members present, with Mayor LeBlanc presiding. Vice Mayor Hedrick was absent.

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

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

Aye: 6
Nay: 0
Absent: 1

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the August 6, 2025, Town Council work session at 10:24 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

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