



*Copies of video recordings of meetings of the Herndon Town Council (except work session meetings) are available for review and can be purchased upon request. Please call HCTV at 703-689-2323.*

*Enriching the Quality of Life and Promoting a Sense of Community*

---

**HERNDON TOWN COUNCIL**

***Tuesday  
May 18, 2010***

The Town Council met in public session on Tuesday, May 18, 2010 at 7:00 p.m. in the Ingram Council Chambers, 765 Lynn Street. In attendance were:

Mayor:

Stephen J. DeBenedittis

Councilmembers:

Richard F. Downer  
Dennis D. Husch  
Connie H. Hutchinson  
David A. Kirby  
William B. Tirrell, Sr.  
Charlie D. Waddell

Town Manager:

Arthur A. Anselene

Town Attorney:

Richard B. Kaufman

Town Clerk:

Viki L. Wellershaus

Chief of Police

Toussaint E. Summers, Jr.

Director of Community Development:

Elizabeth M. Gilleran

Director of Finance:

Mary K. Tuohy

Director of Golf:

Gene A. Fleming

Director of Human Resources:

Linda A. Simmons

Director of Information Technology:

William H. Ashton, II

Director of Parks and Recreation:

Cindy S. Roeder

Public Information Officer:

Anne P. Curtis

*May 18, 2010*  
*(work session)*

Deputy Directors of Public Works:  
 David C. Kochendarfer, Jr.  
 Dana L. Singer  
 Senior Planner:  
 Dana E. Heiberg  
 Administrative Assistant:  
 Michelle J. Flores  
 Legislative Assistant:  
 Amanda E. Morrow

Mayor DeBenedittis called the meeting to order at 7:00 p.m.

## **PRESENTATIONS**

**Presentation by The Council for the Arts of Herndon to the Scholarship Winners;**

**Certificates of Responsible Citizenship to Graduates of the 2010 Herndon Youth Police Academy;**

1. **Resolution, Official Recognition, Commemorating the "30TH ANNUAL HERNDON FESTIVAL," June 3 through June 6, 2010; and**
2. **Resolution, Official Recognitions, 7th Annual Herndon "RELAY FOR LIFE," June 12 and 13, 2010.**

There was no discussion of these items; however, it was noted that individuals would be present at next week's meeting for the presentations.

## **PUBLIC HEARINGS**

### **FY11 Proposed Budget**

3. **Ordinance, Levying Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2011 Annual Budget;**
4. **Ordinance, Amending Chapter 30 (FINANCE & TAXATION), Section 30-401 (Levy), Regarding a Potential Increase in the Meals Tax;**
5. **Ordinance, Updating & Amending Chapter 42 (MOTOR VEHICLES & TRAFFIC), Section 42-327, (Town Vehicle License Fees);**
6. **Ordinance, Chapter 62 (SOLID WASTE), Section 62-10(b)(1) (Schedule of Fees), Quarterly Recycling Fee;**

*May 18, 2010*  
*(work session)*

7. **Ordinance, Amending Chapter 30 (FINANCE & TAXATION), Section 30-142 (Levy & Rate), Cigarette Tax.**
8. **Resolution, Fiscal Planning Resolution Adopting the FY 2011 Budget for the Town of Herndon; and**
9. **Ordinance, Appropriation of Funds to Implement the FY 2011 Budget for the Town, Establishing the Pay Plan, and Reserving on-going and Capital Funds for this Fiscal Year.**

(Note: Action was taken at the Town Council meeting on April 13 to continue the above public hearings until April 27, where action was taken to continue the above items until May 25).

Mayor DeBenedittis stated that the next seven items would pertain to the Town Manager's FY 2011 proposed budget. He stated that at this week's meeting, staff would present the next seven items concurrently. Next week, the Council would conduct separate public hearings on the first five items and would hold concurrent public hearings on the last two items.

**Disclosures:**

- Vice Mayor Hutchinson stated, for the record, that she is an employee and President of the Herndon Dulles Visitor's Center; therefore, she stated she would recuse herself from any portion of any discussion or action that relates to the Herndon Dulles Visitor's Center.
- Councilmember Downer stated, for the record, that he is an investor in the Friends of Elden Street Players, LLC; therefore, he stated he would recuse himself from any portion of any discussion or action that relates to the Elden Street Players or the Industrial Strength Theatre.
- Councilmember Tirrell stated, for the record, that his wife serves as a paid employee for Herndon Community Television (HCTV) Corporation; therefore, he stated he would recuse himself from any portion of the discussion or action that relates to HCTV.

The Town Manager indicated that Council received the most updated Budget Q&A and that staff is available to answer any questions. The following is a summary of the discussion between the Council, Town Manager and staff regarding the FY 2011 Proposed Budget.

*May 18, 2010*  
*(work session)*

**General Comments:**

Councilmember Downer requested the Town Manager to break down the \$46,000 in proposed savings to reductions in the Town Clerk's office as per his letter dated May 14 to the Town Council, which added further options to reducing the FY 2011 budget. He stated that there are too many presentations being done, which takes at least an hour of the public and staff's time and that to reduce them would be a good suggestion. He requested clarification on what reducing general support to elected officials means.

The Town Manager stated that the recommendation would be to reassign duties where feasible or to reduce the staffing in the Town Clerk's office by one position, which would provide the financial savings that was recommended. To do that, many functions currently done by the Town Clerk's office would have to be reduced to accommodate the reduction in manpower associated with office. In addition to the resolutions, some items affected would include discontinuing the master calendar, discontinuing the coordination of Councilmember's calendars, discontinuing the coordination of various functions and receptions, reducing notary services, reducing liaison efforts associated with TANV and discontinuing support to Parks and Recreation. He stated that many daily administrative functions would be impacted by a reduction in manpower in this office.

Councilmember Downer questioned if there could be a breakdown on how much would be saved by limiting presentations?

The Town Manager indicated that the savings would be in the full position and that he could not carve out just a small piece.

Regarding the proposed implementation of a reduction to non-profit grants of \$102,000, Councilmember Downer questioned if that included the \$85,000 grant for HCTV?

The Town Manager indicated that the \$102,000 did include \$75,000, which would be the amount for HCTV's proposed grant.

Responding to Councilmember Tirrell's query, the Town Manager indicated that the reduction in zoning inspections of \$54,000 would be one position.

Councilmember Tirrell stated that deferring maintenance activities for street repaving and concrete repairs would be "kicking the can down the road" and what would cost \$135,000 next year would cost more by the time the work was done. He does not believe deferring maintenance is a good idea.

Vice Mayor Hutchinson stated that the Town Manager mentioned reducing non-revenue services in his memo, and questioned if his intent was to eliminate them or to reduce their scope. The services in question include the July 4<sup>th</sup> Celebration, Cultivating

*May 18, 2010*  
*(work session)*

Community Programs, Farmers Market Fun Days, the Mayor's Cup, Flowers and Memorials, Volunteer Appreciation Night, Citizen's Police Academy and the Police Department open house.

The Town Manager indicated that the non-revenue services would have to be eliminated to come up with approximately \$50,000 in savings.

Responding to Councilmember Downer's query, the Town Manager indicated that the Town has not received any unexpected revenues.

Vice Mayor Hutchinson stated that she provided two options to the Town Council this evening, working from Councilmember Tirrell's options, which were dated May 7. She stated that her Option 2 would:

- Keep the real estate tax rate at \$.26;
- Raise the meals tax to 2.0 percent as proposed by the Town Manager;
- Raise the cigarette tax to \$.65 per pack;
- Reduce zoning inspection staff and refill two retiring positions at a reduced rate of pay;
- Reinstate the fall clean-up from one two week clean-up in the spring to two one week clean-ups per year;
- Reinstate Big Truck Days to two days at a cost of \$5,050; and
- Reinstate the Kid Care program at a cost of \$11,475 and raise fees or reduce the hours to cover the remaining costs.

Vice Mayor Hutchinson stated that she does not want to raise either the real estate tax rate or the meals tax rate, but one or the other would have to be raised. She stated that her Option 4 would:

- Keep the meals tax at its current rate;
- Raise the real estate tax rate to \$.2675; and
- Increase the cigarette tax rate by \$.20 per pack.

Vice Mayor Hutchinson stated that since the meals tax rate would provide more revenue, Option 4 would make it more difficult to come up with additional money. The reductions in the budget in this option would include reducing non-revenue services. She stated that

*May 18, 2010*  
*(work session)*

since she has now learned that non-revenue sources would be eliminated and not just reduced, she would suggest finding money to keep the fireworks for the July 4<sup>th</sup> Celebration.

Councilmember Downer expressed his appreciation to Councilmember Tirrell for his efforts in starting the discussion. He stated that the Town should take advantage of the fact that Fairfax County initiated the Vehicle Registration Fee and raise its Vehicle Decal Rates to the equivalent of the County. He stated that the occupancy tax rate has the least effect on the Herndon taxpayer and puts some of the burden on those who visit for business and pleasure. He maintained that the meals tax also allows those who visit the Town to participate by helping to fund the Town. He stated that the Town of Vienna is able to keep their real estate tax rate lower than Herndon's rate because they set the meals tax rate higher. He stated that Herndon citizens and taxpayers would be shortchanged if the Council would not raise the meals tax rate. He expressed support of raising the meals tax rate to two-percent or two and one half-percent, which would allow for a lower real estate tax rate.

Councilmember Tirrell stated that he appreciated the efforts that Vice Mayor Hutchinson put forward to create her proposals. He stated that he had put together the numbers and combined some aspects of their respective Option 2 proposals. He stated that the major difference between the two proposals is that Vice Mayor Hutchinson would set the real estate tax at \$.26 and Councilmember Tirrell would set the real estate tax at \$.265. He stated that he would like to incorporate several of Vice Mayor Hutchinson's suggestions and discussed the proposal, outlined below, which would:

- Raise the real estate tax to be \$.265;
- Raise the meals tax at 2.0 percent, as stated in the proposed budget;
- Raise the cigarette tax by \$.15 per pack;
- Reduce zoning inspections support and fill two retiring positions at a reduced rate of pay;
- Incorporate the pay scale adjustment as per Councilmember Tirrell's Option 2;
- Keep the spring clean-up as one, two-week clean-up rather than two one-week clean-ups in the fall and spring; and
- Reinstate Big Truck Days as a Thursday and Friday event only.

Councilmember Tirrell stated that instituting the measures above would leave a net balance of funds the Town could use for the Kid Care Program or any other services citizens would like to have restored.

*May 18, 2010  
(work session)*

In response to Councilmember Tirrell's comments, the Town Manager stated that the amount saved on reducing the fall and spring clean-ups would depend on the tonnage of refuse collected. He stated that some of the labor costs would vary if there were one spring clean-up versus two one-week clean-ups in the fall and spring. He stated that there would be some savings in having two one-week clean-ups (one fall and one spring), but the savings likely would not be as great as having one spring clean-up only.

In response to earlier comments from Councilmember Downer, the Town Manager stated that increasing the Town's Vehicle Decal Fee by \$5.00 would yield approximately \$90,000 in new revenues. If the Town would raise all Vehicle Decal Fees to match what Fairfax County has proposed to charge, this would yield approximately another \$140,000 in new revenues, in addition to what has already included in the budget. He stated that Town residents only pay the Town Vehicle Decal Fee and do not pay the County fee.

Councilmember Husch questioned how staff could convey to Town residents that they would not pay the Fairfax County Vehicle Registration Fee in addition to the Town fee?

The Director of Finance stated that the County keeps track of the vehicles that are registered in the Town of Herndon and the fee should not appear on Town resident's personal property tax bill.

Councilmember Tirrell stated that he would like to ensure that Town residents would not be confused by the County's Vehicle Registration Fee versus the Town's Vehicle Decal Fee and suggested a proactive approach in advising them of what to do if the vehicle decal fee appears on the personal property tax bill.

Mayor DeBenedittis stated this information could be included as a water bill item.

The Director of Finance stated that staff could provide instructions on how to deal with a bill that inadvertently has the County's decal fee added to it. This could be added to the notice that is mailed to Town residents regarding the Town's decal fee, could be posted on the Town's website and Town staff could coordinate with County staff for an easy way to handle the situation if it arises.

In response to Councilmember Tirrell's query, the Town Manager stated that the potential \$10,000 in increased revenue from Friday Night Live! would be generated by having Friday Night Live! offset the costs of the support the Town provides from the Herndon Police Department and the Department of Public Works. Currently, the Town charges Friday Night Live! \$10,000 and the Town spends approximately \$20,000 per year on this event.

In response to Councilmember Downer's query, the Town Manager stated that he could finalize the amount of revenue that would be generated by raising the Town's vehicle decal fee to what Fairfax County charges. He stated that if the Council wanted to raise the fee, it would have to be re-advertised at the higher rate.

*May 18, 2010*  
*(work session)*

The Town Attorney stated that State law limits the amount that the Town can charge for vehicle decals and he would have to review raising the fees before the Council could propose to increase them further.

In response to Vice Mayor Hutchinson and Councilmember Tirrell's queries, the Director of Parks and Recreation stated that the July 4<sup>th</sup> Fireworks cost approximately \$20,000 per year, plus some additional fees and staff costs.

Vice Mayor Hutchinson and Councilmember Tirrell both stated that they would like to know the amount it would cost to hold the July 4<sup>th</sup> Fireworks only.

Councilmember Kirby stated that he has not heard many citizens testify that they would like to see reduced taxes in exchange for reduced services. He stated that raising the real estate tax by a small amount would be a reasonable request for citizens.

Councilmember Downer stated that he would like everyone to remember that the equalized real estate tax rate would be \$.31 and that Town residents receive many services for what they pay, especially when compared with Fairfax County. He stated that there are certain costs for doing business, whether we like it or not.

There was further brief discussion on these items.

**10. Comprehensive Plan Amendment, CPA #10-01, Downtown Master Plan.**

(Note: Vice Mayor Hutchinson provided a disclosure at the public hearing on May 25, 2010).

The Director of Community Development presented a PowerPoint, which is on file in the Town Clerk's office. She stated that this Downtown Master Plan would be a community-based plan with a three to four story maximum, a mixture of heights, a mixture of uses (i.e., retail, restaurant and entertainment) and that she believed the consultant's plan would meet the goals of the Town and the community. She stated that form-based code would be used, public parking options would be included and the availability of public parking could be used to control the square footage of infill. The Director of Community Development reviewed the areas where she would expect significant redevelopment to occur and where it would be not as likely to occur. This information can be found in the PowerPoint. She then introduced the Senior Planner, who continued the presentation.

The Senior Planner reviewed the downtown area in detail and showed the differences between the last downtown development proposal, which the company JPI presented, and the current downtown proposals, which would include Choice A and Choice B. He stated that the main difference between current Choices A and B would be that Choice A has a higher Build Out and Floor Area Ratio (FAR) than Choice B. Both Choices A and B have lower FAR's than what JPI proposed several years ago. The Senior Planner



*May 18, 2010*  
*(work session)*

reviewed the blocks that divide the downtown into land parcels, labeled A through O, and described the parking options for each block. The different characteristics of the blocks and the parking options for each block are outlined in the PowerPoint presentation.

The Senior Planner stated that the Planning Commission would recommend Option A to the Town Council, with one modification, which would add approximately 14 small lot single-family units in place of approximately 27 townhouses along Jefferson Street. Staff recommends deferral of the proposed resolution until June 8 to allow additional time for staff and the consultant to answer further questions.

In response to a query from Council, the Senior Planner stated that the parking garage in Block D would be approximately 30 feet high and would include a ground level plus three stories of parking.

The Director of Community Development stated that in Block D, the parking garage could include shared public parking and that buildings would be attached at the north and south walls. She stated that Herndon's downtown is relatively small and individuals should be able to walk from one part to the other to for parking.

In response to queries from Council, the Senior Planner stated that the Arts Center in Block L would have parking in Block E. He stated that he would verify this information and would determine the exact number of parking spaces included in this block.

It was suggested by Council that the parking lot behind the Herndon Municipal Building be used as an additional parking garage.

The Director of Community Development clarified that Block F could become age-restricted multi-family homes, townhomes, or "Carriage Homes," which are single lot detached homes.

The Council and staff briefly discussed the Pines Shopping Center and the options that are proposed for redevelopment in this area, which are listed in the PowerPoint presentation. Several members of Council expressed their desire to redevelop this shopping center.

Council requested that staff find a "real world" example of what the consultant is proposing to build for Option A so they could have a better idea of how the downtown would look following redevelopment.

The Director of Community Development stated that the Town has discussed options for further development of the Fortnightly Square area with the company who built the townhouse development – Carr Homes. Several members of Council expressed an interest in pursuing this option further.

There was further brief discussion on this item.

*May 18, 2010*  
*(work session)*

11. **Ordinance, Amending the Fiscal Year (FY) 2010 Adopted Budget by establishing an \$800,000 appropriation for the Downtown Streetscape Utility Relocation Project.**

The Director of Finance presented the staff report dated May 18, which is on file in the Town Clerk's office. She stated that on February 17, 2009, Congress enacted the American Recovery and Reinvestment Act (ARRA) and the Town submitted a project for funding under the ARRA in March 2009. The Town applied for \$3 million to go toward the Herndon Streetscape Utility Relocation Project and it was approved for \$800,000 in ARRA grant funding. The proposed ordinance would establish an \$800,000 appropriation for the capital project account, which would be equal to the ARRA grant funding for the project. The funding source for the appropriation would be the ARRA grant, which would be administered by the Virginia Department of Transportation (VDOT). Staff recommends the approval of the proposed ordinance, as presented.

There was no discussion on this item.

12. **Ordinance, Approving a fifteen-year Deed of Lease to Clear Wireless, LLC, for space on and around the Town's Water Tower at 828 Spring Knoll Drive.**

The Deputy Director of Public Works presented the staff report dated May 18, which is on file in the Town Clerk's office. He stated that Clear Wireless, LLC has performed a study on the Spring Knoll Water Tank and has applied to install a cellular wireless communications facility on site. This process would include installing a cabinet and an equipment screening enclosure on a 178 square foot lease area. He stated that six antennas with associated coaxial cable would be installed on the water tank.

The Deputy Director of Public Works stated that staff has reviewed the application and has found it complete. He stated that a "RF" study performed by a third party revealed that the proposed equipment would not conflict with the operation and maintenance of the water tank and adjacent communications equipment. The lease would provide rent at \$2,550 per month and the term would be for a period of five years, with a three percent annual increase. The lessee would be able to extend the lease for two successive five-year periods and the commencement date would be October 1 or earlier, if the lessee desires to commence equipment installation. Staff recommends approval of the proposed ordinance, as presented.

There was no discussion on this item.

13. **Ordinance, Approving a Sub Lease Agreement between the Town and APC Realty and Equipment Company, LLC and Clear Wireless, LLC for space on and around the Third Street Water Tank.**

The Deputy Director of Public Works presented the staff report dated May 18, which is on file in the Town Clerk's office. He stated that the APC Realty and Equipment Company, LLC would like to enter into a sublease of the existing lease that it has with

*May 18, 2010*  
*(work session)*

the Town on the Third Street Water Tank. The sublease would be between the Town, APC Realty and Clear Wireless, LLC. The existing lease between the Town of Herndon and APC Realty expires on March 31, 2012. Clear Wireless would install two microwave dishes and four coaxial cables on the site. He stated that the proposed equipment would be connected to APC Realty's existing ground-based equipment.

The Deputy Director of Public Works stated that staff has reviewed the application and found it complete. A "RF" study was performed by a third party and revealed that the proposed equipment would not conflict with the operation and maintenance of the water tank and adjacent communications equipment. The Deputy Director of Public Works stated that the sublease would provide rent at \$500 per month in addition to the existing rent the Town receives. The term would be for a period to March 31, 2012 with a three percent annual increase and the commencement date would be June 1. Staff recommends approval of the proposed ordinance, as presented.

In response to a query from Council, the Deputy Director of Public Works stated that the money the Town would receive from this lease and others like it would go directly to the Water and Sewer Fund.

**GENERAL**

**14. Resolution, Authorization to Remove Delinquent and Uncollectible Charges from the Town's Accounting Records.**

The Director of Finance presented the staff report dated May 18, which is on file in the Town Clerk's office. She stated that Council's approval would be necessary to properly write-off amounts legally owed to the Town. She stated that staff uses several methods to collect outstanding debts. In addition to in-house efforts, the Town participates in the Virginia State Set-off Debt Collection program and staff also is planning to register to participate in the Virginia Department of Motor Vehicles' vehicle registration "hold" program for collecting delinquent parking tickets issued to vehicle owners residing in the Town. Nevertheless, staff has to annually identify long dormant accounts and take the appropriate actions to write-off accounts that appear to have little chance of successful collection.

The Director of Finance stated that the proposed resolution would write-off a total of \$144,121.21 in uncollectable accounts. These delinquencies are outstanding amounts assessed and payable prior to January 1, 2007 and represent three years of recommended write-offs, with a few exceptions. She stated that the Town would retain the delinquent amounts that are still legally collectable under Virginia statute of limitation provisions and if any opportunity becomes available, staff would collect any debt owed to the Town. The various accounts and amounts owed per uncollectable account are listed in the staff report.

*May 18, 2010*  
*(work session)*

The Director of Finance stated that as part of the Town's annual financial reporting process, long-term, dormant accounts are treated as doubtful collections and an allowance for doubtful accounts is set up to recognize this possibility. The fiscal impact of the write-off action has been incorporated with the prior years' audited financial results. The adjustment to the accounting records at June 30, 2010 would have no direct impact on FY 2010's financial performance. Staff recommends approval of the proposed resolution, as presented.

In response to queries from the Council, the Director of Finance stated the majority of businesses listed for write-offs in the proposed resolution were defunct and stated that she would guess that several of the high utility bills were due to unresolved water leaks. She stated that the Town does not have much authority to enforce refuse fines, but it is very successful at collecting other taxes and fines, such as real estate taxes and weed liens. She stated that staff could look at linking business license approval with payment of the Town's meals tax and that she could find out the name of the business listed in the proposed resolution who owes approximately \$75,000 to the Town.

Following brief discussion and with the concurrence of Council, staff was requested to place this item on the consent agenda for next week's meeting.

**15. Resolution, Directing the Staff to Proceed with the Necessary Actions to Receive Funding under the Edward Byrne Memorial Justice Assistance Local Formula Grant Program.**

The Chief of Police presented the staff report dated May 18, which is on file in the Town Clerk's office. He stated that the Bureau of Justice Assistance, Office of Justice Programs, designated funding from the American Recovery and Reinvestment Act (ARRA) of 2009 for the Town's law enforcement programs. This funding would be made available to the Town through the Edward Byrne Memorial Justice Assistance Local Formula Grant Program. He stated that the police department would use the grant funds to purchase three XTS 2500 Model 1.5 P-25 portable radios and four X26 tasers. The 2500 series portable radios would replace older and technologically inadequate radios and would be more compatible with surrounding jurisdictions. The Chief of Police stated the application for this grant would require the approval of a governing body and the solicitation of comments from the public. Staff recommends approval of the proposed resolution, as presented.

In response to a query from Council, the Chief of Police stated that staff would meet the grant requirement for soliciting public comment by sending out a press release, which would provide information on how the public could comment on this item. He stated an official public hearing would not be necessary.

Following brief discussion and with the concurrence of Council, staff was requested to place this item on the consent agenda for next week's meeting.

*May 18, 2010*  
*(work session)*

16. **Resolution, Authorizing the Town's filing of a Civil Action for Injunction against Marcillo Mitchell and Dorothy Mitchell to Remove their Allegedly Illegal Commercial Sign at 823 Elden Street.**

**Disclosure:**

- Councilmember Downer stated, for the record, that he holds the first deed of trust on 823 Elden Street and he would disqualify himself from voting or participating in any portion of the discussion or action that relates this property

The Town Attorney presented the staff report dated May 11, which is on file in the Town Clerk's office. He stated that Mr. Marcillo Mitchell and Ms. Dorothy Mitchell have put up a commercial sign showing the logo of their downtown astrology business at their residence, 823 Elden Street. Because of this association with the business, the Zoning Administrator took the legal position that this sign was neither a personal flag nor a non-commercial sign, that it constituted an illegal commercial sign in a residential zoning district and ordered the sign's removal. Additionally, the Mitchells put up the sign at their residence without a sign permit. The Town Attorney stated that Mr. Mitchell appealed the notice of violation to the Board of Zoning Appeals (BZA), who upheld the Zoning Administrator's decision at their public meeting on March 25. However, the Mitchells have failed to remove the sign. Staff recommends approval of the proposed resolution to authorize a civil action for injunction to remove the allegedly illegal sign.

In response to queries from Council, the Town Attorney stated that he would draft the proposed resolution in such a way that would prohibit the Mitchell's from putting up any future sign that would constitute a zoning violation. He stated that at the BZA hearing, the Mitchell's asserted that the sign at their residence was a family crest and was not a commercial sign.

**ROUNDTABLE**

1. **Councilmember Tirrell** –

Herndon Police Department Annual Report – Councilmember Tirrell stated that the Herndon Police Department had provided the Council with their 2009 annual report. He stated that it would be available for the public if anyone would like to view it.

Federal Emergency Management Agency (FEMA) Letter – Councilmember Tirrell questioned what happened to a letter that FEMA sent to the Town dated March 17 and inquired if the Town needed to follow-up on it?

*May 18, 2010*  
*(work session)*

2. **Councilmember Downer** –

Herndon Police Department Annual Report – Councilmember Downer complimented the Herndon Police for decreasing crime levels in almost every category, as reflected in the 2009 annual report.

3. **Vice Mayor Hutchinson** –

Downtown Master Plan – Vice Mayor Hutchinson thanked staff for provided larger, more detailed maps to the Council for their review during the discussion of the Downtown Master Plan. She stated that she would put together a revised plan for next week's meeting.

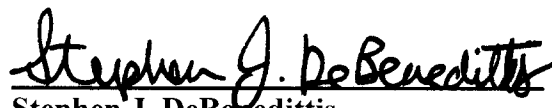
4. **Mayor DeBenedittis** –

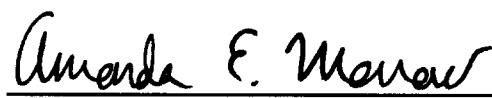
Bike to Work Day 2010 – Mayor DeBenedittis stated that Bike to Work Day would be held on Friday, May 21. He stated that the Town would be hosting a Pit Stop, compliments of A-1 Cycling, near the Town Hall Green from 5:30 a.m. – 10:00 am. He stated that free tee shirts would be available to the first 8,500 registrants who attend the Pit Stop they register for and further details are available on the Town's website.

Yard of the Month – Mayor DeBenedittis announced that Yard of the Month nominations are due by Thursday, May 20.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:20 p.m.

  
 Stephen J. DeBenedittis  
 Mayor

  
 Amanda E. Morrow  
 Legislative Assistant

*Minutes approved by Town Council: July 13, 2010*