



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Meeting Minutes - Draft Town Council Work Session

Monday, January 12, 2026

7:00 PM

Vienna Police Department Community Room,
215 Center St. South

1. Regular Business

*The Vienna Town Council Work Session was called to order at 7:00 p.m.
All Council Members were present, Council Member Anderson arrived at 7:30 p.m.*

A. [25-5397](#)

7:00 P.M. - 8:00 p.m. Parliamentary training for members of council

The Vienna Town Council welcomed Susan Leahy, founder of Robert's Rules Made Simple, who delivered a training presentation on the fundamentals of Robert's Rules of Order and their application to effective and respectful council meetings. Ms. Leahy discussed the use of Robert's Rules as a tool for conducting council business, improving meeting efficiency, and supporting healthy board culture, emphasizing the importance of valuing time and clarifying the distinction between informational and business items. She outlined the structure and goals of the training, including an overview of meeting rhythm, fundamental motions, and best practices for motions, amendments, and voting, and encouraged council members to participate and ask questions throughout the session.

Ms. Leahy demonstrated the process for concluding business by calling for discussion and a vote on a main motion, which she stated passed, and noted that council members would receive follow-up training materials by email. She concluded the formal presentation, thanked the Council for their time, and remained available briefly to answer questions. During the question-and-answer period, the Town Manager requested clarification regarding the distinction between informational and business agenda items, which Ms. Leahy reviewed and explained. Council members offered positive feedback on the presentation, no further questions were raised, and the training session concluded.

B. [26-5408](#)

Town Council 2026 Priorities

The Council continued its discussion on council priorities and agreed on a process for moving forward, including having each council member submit written priority recommendations and preferences regarding the number and structure of priorities. Staff provided an update on legislative monitoring related to potential casino legislation, noting ongoing coordination and frequent communication with state officials. Council members discussed aligning council priorities with the Town's strategic plan, emphasizing that priorities are intended to guide council work sessions and focus staff efforts rather than replace broader departmental planning. It was noted that legislative matters would continue to be closely monitored and addressed as needed, even if not formally included on the priority list. Additional discussion addressed infrastructure needs, including water and sewer systems, as well as considerations related to improving cell phone coverage throughout the Town. Council members emphasized that priorities should help both Council and staff focus limited time and resources while remaining flexible as projects progress or are completed. The Council agreed that written input would be submitted by January 16 for compilation and review. The Town Manager confirmed

that an item to consider and adopt Town Council priorities for 2026 would be placed on the January 26 Town Council meeting agenda, after which the meeting recessed for a brief break.

C. [26-5405](#)

Threshold for Town Staff to Move on Requests from Individual Town Council Members in Work Session meetings. (5 min. staff introduction)

The Council resumed discussion on the threshold for staff action on individual member requests raised during work sessions. The Town Manager requested guidance on whether staff should pursue items raised by a single council member or wait for broader support. Council members agreed that minor requests requiring minimal effort could be addressed individually, while requests requiring significant staff time or resources should have the support of at least three council members. The Town Manager will assess the scope of effort required and advise the Council when broader interest is needed.

Council members also noted that work sessions allow for informal discussion and idea-sharing, but that staff guidance is necessary to determine which items warrant further research. For requests requiring substantial effort, staff may begin preliminary review but will confirm interest from additional council members before proceeding. This approach is intended to promote efficiency, alignment with Council priorities, and effective use of Town resources.

D. [25-5399](#)

FY 2026-27 Operating Budget - New Budget Request Work Session (30 Minute Staff Presentation)

The Town Council received and discussed departmental budget requests for the upcoming fiscal year. Department directors outlined staffing, operational, and resource needs and described how increased workloads and service expectations have affected their ability to meet organizational goals. Council members acknowledged the importance of maintaining effective service delivery across departments while recognizing anticipated fiscal constraints. Discussion focused on balancing operational needs with fiscal responsibility and long-term sustainability. Council discussed potential strategies for addressing the budget requests, including establishing priorities among departments, identifying efficiencies, and exploring possible funding offsets within existing appropriations. Staff was encouraged to review consultant expenditures, capital-related funding options, and other budget lines that could potentially be reallocated to support critical needs. Council emphasized the importance of coordination and transparency during the budget review process.

At the conclusion of the discussion, Council provided general direction for staff to continue refining departmental budget requests and to further analyze potential funding sources and offsets. Staff was requested to return with additional information during the formal budget development process. No formal action or votes were taken during this portion of the meeting.

Budget requests were presented by the Economic Development, Public Information, and Parks and Recreation departments. Requests generally focused on additional staffing, operational support, and capacity enhancements to meet growing service demands. Council received the presentations for discussion and consideration as part of the broader budget review process.

Open Discussion

Following the conclusion of the agenda items; there was a brief discussion regarding a banner across Maple Avenue from the Eric Monday Foundation for mental health awareness month.

2. Meeting Adjournment

The work session adjourned at 10:45 p.m.

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