



TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, July 15, 2025 | 7:00 PM

1. Call to Order

2. Pledge of Allegiance to the Flag of the United States of America

3. Presentations/Reports/Comments

- a. Proclamation, to recognize Disability Pride Month, July 2025
- b. Town Manager Report
- c. Councilmember Comments

4. Comments from the Audience

Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

5. Public Hearings

- a. FY 2026 Budget Amendment 1
- i. Resolution 25-G-35 to authorize the Reserve of Fiscal Year (FY) 2025 funding for ongoing operations and maintenance, capital projects, and for outstanding encumbrances on June 30, 2025 for the FY 2026 Adopted Budget
- ii. Ordinance 25-O-12 to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund, Water and Sewer Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund, Stormwater Management Fund, and American Rescue Plan Act (ARPA) Fund

6. General

- a. Resolution 25-G-36 to amend the Community Cultural Festivals Donation Policy Statement
- b. Request to consider Resolution 25-G-37 to award a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025

7. Consent

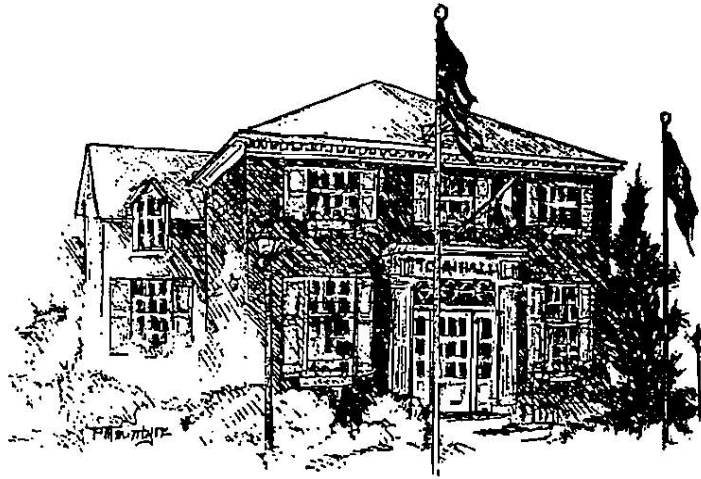
- a. FY29-FY30 VDOT Revenue Sharing Program Transportation Funding Resolutions
 - i. Resolution 25-G-38 to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'South Elden Street Corridor Improvements' project
 - ii. Resolution 25-G-39 to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'Herndon Parkway at Sunset Park Drive Intersection Improvements' project
 - iii. Resolution 25-G-40 to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'Locust Street ADA Sidewalk Improvements' project
- b. Approval of Minutes
 - i. April 8, 2025, Town Council Regular Meeting Minutes
 - ii. April 15, 2025, Town Council Work Session Minutes
 - iii. April 22, 2025, Town Council Regular Meeting Minutes
 - iv. April 23, 2025, Town Council Special Meeting – Closed Meeting Minutes
 - v. May 13, 2025, Town Council Work Session Minutes
 - vi. May 27, 2025, Town Council Regular Meeting Minutes

8. Closed Meeting

- a. A closed meeting pursuant to the 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 real estate in the downtown

9. Adjournment

Interpretación en Español está disponible en esta sesión.



TOWN OF HERNDON, VIRGINIA PROCLAMATION Disability Pride Month July 2025

Millions of Americans living with disabilities contribute to the strength, diversity, and resilience of our communities ~ including here in the Town of Herndon. **Disability Pride Month**, observed each July, honors the achievements, leadership, and daily contributions of individuals with disabilities, and reaffirms our shared commitment to equity, inclusion, and accessibility. This month also commemorates the landmark signing of the Americans with Disabilities Act (ADA) in July 1990, a pivotal moment in advancing access for people with disabilities.

More than one in four adults in the United States ~ over 70 million people ~ live with a disability. Individuals with disabilities face ongoing challenges related to discrimination, physical and social barriers, and access to resources. The Town of Herndon stands committed to ensuring that every resident, regardless of ability, can live, work, and thrive with dignity. Herndon is proud to support organizations, caregivers, advocates, and community leaders who work every day to advance access, opportunity, and understanding for those living with visible and invisible disabilities.

The Town of Herndon recognizes the importance of inclusive policies, accessible public spaces, and the celebration of diverse abilities in fostering a more inclusive and caring community. This year's theme, *"We Belong Here, and We're Here to Stay,"* is a powerful reminder that people with disabilities are not only part of our community, but they are the leaders, entrepreneurs, artists, workers, and neighbors, whose presence strengthens the fabric of Herndon. It affirms our collective responsibility to ensure that inclusion is more than a policy ~ it is practice, culture, and commitment.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims July 2025 as **Disability Pride Month** in the Town of Herndon. We encourage all residents to celebrate the contributions of people with disabilities and to work together toward a more inclusive and barrier-free community.

Agenda Item: FY 2026 Budget Amendment 1

Meeting Date: July 15, 2025

Category: Public Hearings

Prepared by: Marjorie Sloan, Finance Director, Maria Lee, Budget Manager

Description:

The town's annual procedure at fiscal year-end is to set aside specific amounts from fund balance or net position for the outstanding encumbrances and reserves that exist on June 30 of the prior fiscal year, as described in the Town Council's annual reserve resolution and annual budget ordinance. Town Council's authorization of the Fiscal Year (FY) 2025 reserves and encumbrances are not appropriated or budgeted amounts for FY 2026 as defined in the Code of Virginia. Therefore, a resolution is proposed to authorize the reserve of FY 2025 funding as identified, and the proposed FY 2026 Budget Amendment 1 will recognize the designated reserves and outstanding encumbrances at June 30, 2025, as FY 2026 budget appropriations.

Background:

The proposed resolution and ordinance concludes an annual procedure reflecting the status of in-progress transactions funded for FY 2025. Due to timing, delays, or status, certain identified activities or projects were not completed by June 30, 2025, and will therefore need to be reauthorized and re-appropriated to continue. Budget amendments generally require a public hearing. The notice for public hearing has been duly advertised in the Fairfax County Times Newspapers in the June 27 and July 3, 2025, editions.

Strategic Focus Area:

Strong Fiscal Stewardship

Fiscal Impact:

Impacted funds have capacity either through grant revenues, grant commitments, unrestricted net positions (enterprise funds), or existing fund balances, to support the reserves and encumbrances.

Legal Impact:

The Code of Virginia §15.2-2507 allows localities to amend their adopted budget. For budget amendments that exceed one percent of the total expenditures, the governing

body must hold a public hearing and advertise in accordance with Code of Virginia §15.2-1427.

Staff Recommendation/Next Steps:

Staff recommends approval of the proposed Resolution and Ordinance included in Agenda item 5.a-i and 5.a-ii

Attachments:

1. Legal Ad
2. PowerPoint
3. Resolution 25-G-35, with Attachment A (Proposed)
4. Ordinance 25-O-12, with Attachment A (Proposed)

Town of Herndon, Virginia
Notice of Public Hearing

Notice is hereby given that the **Town Council** of the Town of Herndon, Virginia, will hold a public hearing on Tuesday, July 15, 2025, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon on the following items:

Resolution to authorize the Reserve of Fiscal Year (FY) 2025 funding for on-going operations & maintenance, capital projects, and for outstanding encumbrances on June 30, 2025 for the FY 2026 Adopted Budget.

Ordinance to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund, Water and Sewer Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund, Stormwater Management Fund, and American Rescue Plan Act (ARPA) Fund.

GENERAL FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$1,203,405	Use of Fund Balance	\$5,932,120
Authorized Reserves at June 30, 2025	4,728,715		
Total Expenditures Increase	\$5,932,120	Total Revenues Increase	\$5,932,120

CAPITAL PROJECTS FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$51,872	Use of Fund Balance	\$2,758,752
Authorized Reserves at June 30, 2025	2,706,880		
Total Expenditures Increase	\$2,758,752	Total Revenues Increase	\$2,758,752

WATER AND SEWER FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$330,118	Use of Net Position	\$8,012,903
Authorized Reserves at June 30, 2025	7,682,758		
Total Expenditures Increase	\$8,012,903	Total Revenues Increase	\$8,012,903

CHESTNUT GROVE CEMETERY FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$122,075	Use of Net Position	\$868,622
Authorized Reserves at June 30, 2025	746,547		
Total Expenditures Increase	\$868,622	Total Revenues Increase	\$868,622

HERNDON CENTENNIAL GOLF COURSE FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$969,742	Use of Fund Balance	\$1,002,507
Authorized Reserves at June 30, 2025	32,765		
Total Expenditures Increase	\$1,002,507	Total Revenues Increase	\$1,002,507

STORM WATER MANAGEMENT FUND

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$408,008	Use of Fund Balance	\$2,292,273
Authorized Reserves at June 30, 2025	1,884,266		
Total Expenditures Increase	\$2,292,273	Total Revenues Increase	\$2,292,273

AMERICAN RESCUE PLAN ACT FUND (ARPA)

Expenditure Appropriations	Amount	Revenue Budget	Amount
Estimated Outstanding Encumbrances at June 30, 2025	\$2,904,211	ARPA grant received	\$3,642,594
Authorized Reserves at June 30, 2025	738,383		
Total Expenditures Increase	\$3,642,594	Total Revenues Increase	\$3,642,594

The public is encouraged to participate in the town’s public hearing process. Individuals having an interest in the above items are invited to attend the public hearing and state their opinions and may also submit comments to town.clerk@herndon-va.gov.

The proposed items are available for examination by the public at the Department of Finance, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and on the town’s website www.herndon-va.gov.

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities, so that they may participate in services, programs, or activities, offered by the town. Please call (703) 435-6804 to arrange for any accommodation that may be necessary to allow for participation. Interpretación en Español está disponible en esta sesión.

FY 2026 Budget Amendment 1

Town Council Meeting
July 15, 2025 Regular Session

Finance Department

Marjorie Sloan, Maria Lee, Jerry Schulz



Elements of Amendment 1

■ Reserves & Encumbrances

- **Resolution-** to authorize the Reserve of Fiscal Year 2025 funding for ongoing operations & maintenance, Capital Projects, ARPA projects and for Outstanding Encumbrances on June 30, 2025 for the FY 2026 Adopted Budget.
- **Ordinance-** to amend the Fiscal Year (FY) 2026 Adopted Budget for the General Fund, Water and Sewer Fund, Stormwater Management Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund and ARPA Fund.
 - Includes Reserves and Encumbrances across funds.
 - No additional amendment requests in FY 2026 Amendment 1.

Proposed Reserves – Operations & Maintenance

Schedule 1 – Operations & Maintenance Reserves

Fund	Description	Amount
General Fund	Comprehensive Plan Costs	\$1,100,000
General Fund	Advisory Costs, Security and Software, Rebranding and Contracts	257,445
General Fund	Downtown Parking	3,200,000
General Fund	Paving contract, traffic controller install	171,270
Water & Sewer	Lead and copper testing	600,000
	Total Operations & Maintenance Reserves	\$5,328,715

Proposed Reserves – Capital Reserves

Schedule 2 – Capital Reserves

Fund	Description	Amount
Capital Projects	East Spring Street	\$1,720,000
Capital Projects	Sidewalks Trails & Bicycles	320,380
Capital Projects	Sterling Road Improvements	204,000
Capital Projects	Arts Center Project	462,500
Centennial Golf	Vehicle/Equipment	32,765
Chestnut Grove Cemetery	Chestnut Grove Cemetery Expansion	746,547
Water & Sewer	Master Plan / Spring Downs	1,482,785
Water & Sewer	Master Plan / Water Pump Station	3,500,000
Water & Sewer	General maintenance and water line replacement	2,100,000
Stormwater Management	Stormwater Drain Improvements	655,879
Stormwater Management	North Stream Restoration	1,228,386
ARPA	HMC / Town Hall backlog	425,979
ARPA	Fire Alarm System / HMC	122,550
ARPA	Town-wide Security Initiative	87,500
ARPA	Fuel Storage Tank	100,000
ARPA	ARPA / remaining projects individually less than \$10K	2,354
	Total Capital Reserves	\$13,191,625

Estimated Encumbrances June 30, 2025

Schedule 3 – Estimated Outstanding Encumbrances - June 30, 2025

Fund	Amount
General Fund	\$1,203,405
Water & Sewer Fund	330,118
Chestnut Grove Cemetery Fund	122,075
Herndon Centennial Golf Course Fund	969,742
Capital Projects Fund	51,872
Stormwater Management Fund	408,008
ARPA Fund	2,904,211
Total Estimated Outstanding Encumbrances	\$5,989,431

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- to authorize the Reserve of Fiscal Year (FY) 2025 funding for ongoing operations & maintenance, capital projects, and for outstanding encumbrances on June 30, 2025 for the FY 2026 Adopted Budget.

The Town of Herndon closes its fiscal year (FY) on June 30, 2025. The FY 2025 Annual Budget, and subsequent amendments to the annual budget, authorized and appropriated various monies for specific activities which were expected to be concluded at the close of the fiscal year. It is the intent of the Town Council to reserve, encumber, and re-appropriate these funds into the next fiscal year.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The reserved or encumbered amounts for the fiscal year ended June 30, 2025, are established and re-appropriated as listed on the attached schedules for the Fiscal Year 2026 Budget.
2. This resolution is effective retroactively to June 30, 2025.

Schedule 1 – Operations & Maintenance Reserves

Fund	Description	Amount
General Fund	Comprehensive Plan Costs	\$1,100,000
General Fund	Advisory Costs, Security and Software, Rebranding and Contracts	257,445
General Fund	Downtown Parking	3,200,000
General Fund	Paving contract, traffic controller installation	171,270
Water & Sewer	Lead and copper testing	600,000
Total Operations & Maintenance Reserves		\$5,328,715

Schedule 2 – Capital Reserves

Fund	Description	Amount
Capital Projects	East Spring Street	\$1,720,000
Capital Projects	Sidewalks Trails & Bicycles	320,380
Capital Projects	Sterling Road Improvements	204,000
Capital Projects	Arts Center Project	462,500
Centennial Golf	Vehicle/Equipment	32,765
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Water & Sewer	Master Plan / Spring Downs	1,482,785
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ARPA	Fire Alarm System / HMC	122,550
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ARPA	Fuel Storage Tank	100,000
ARPA	ARPA / remaining projects (individually < \$10K)	2,354
Total Capital Reserves		\$13,191,625

Schedule 3 – Estimated Outstanding Encumbrances - June 30, 2025

Fund	Amount
General Fund	\$1,203,405
Water & Sewer Fund	330,118
Chestnut Grove Cemetery Fund	122,075
Herndon Centennial Golf Course Fund	969,742
Capital Projects Fund	51,872
Stormwater Management Fund	408,008
ARPA Fund	2,904,211
Total Estimated Outstanding Encumbrances	\$5,989,431

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

JULY 15, 2025

Ordinance- **to amend the Fiscal Year (FY) 2025 Adopted Budget for the General Fund, Water and Sewer Fund, Chestnut Grove Cemetery Fund, Herndon Centennial Golf Fund, Capital Projects Fund, Stormwater Management Fund, and American Rescue Plan Act (ARPA) Fund.**

The Town Council, in adopting this ordinance, has considered the Town Manager's recommended budget modifications as described in Attachment A, FY 2026 Budget Amendment Number 1.

THEREFORE, BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia that:

1. The financial adjustments to the FY 2026 Budget, as described in Attachment A, Budget Amendment FY 2026, Number 1 to this ordinance, are approved.
2. This ordinance shall be effective on and after the date of its adoption.

Schedule 1 – Operations & Maintenance Reserves

Fund	Description	Amount
General Fund	Comprehensive Plan Costs	\$1,100,000
General Fund	Advisory Costs, Security and Software, Rebranding and Contracts	257,445
General Fund	Downtown Parking	3,200,000
General Fund	Paving contract, traffic controller installation	171,270
Water & Sewer	Lead and copper testing	600,000
Total Operations & Maintenance Reserves		\$5,328,715

Schedule 2 – Capital Reserves

Fund	Description	Amount
Capital Projects	East Spring Street	\$1,720,000
Capital Projects	Sidewalks Trails & Bicycles	320,380
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Water & Sewer	Master Plan / Water Pump Station	3,500,000
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Stormwater Management	North Stream Restoration	1,228,386
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ARPA	ARPA / remaining projects (individually < \$10K)	2,354
Total Capital Reserves		\$13,191,625

Schedule 3 – Estimated Outstanding Encumbrances - June 30, 2025

Fund	Amount
General Fund	\$1,203,405
Water & Sewer Fund	330,118
Chestnut Grove Cemetery Fund	122,075
Herndon Centennial Golf Course Fund	969,742
Capital Projects Fund	51,872
Stormwater Management Fund	408,008
ARPA Fund	2,904,211
Total Estimated Outstanding Encumbrances	\$5,989,431

Agenda Item: Resolution 25-G-36 to amend the Community Cultural Festivals Donation Policy Statement

Meeting Date: July 15, 2025

Category: General

Prepared by: Marjorie Sloan, Finance Director

Description:

Following a discussion at the Town Council Work Session on July 8, 2025, staff has submitted proposed changes to amend the existing Community Cultural Festivals Donation Policy. The revisions reflect Council's discussion to:

- Allow organizations to remain eligible for donations through the program for the same event beyond its first year;
- Define conditions under which a non-profit organization could be considered for a subsequent event donation within the fiscal year;
- Require post-event statistical reporting; and
- Describe and clarify the use of donated town services for events.

Background:

The Community Cultural Festivals Policy Statement was originally adopted by the Herndon Town Council on October 23, 2023 (Resolution 23-G-72) to support the development of community-oriented cultural events hosted by non-profit and not-for-profit organizations with the Town of Herndon. The policy provides a framework for the equitable distribution of Town funds to encourage new events that reflect Herndon's community. It was first amended on January 9, 2024 (Resolution 24-G-01).

A second amendment was adopted on July 16, 2024 (Resolution 24-G-41), increasing the maximum donation amount per event from \$10,000 to \$15,000, or 50% of the total event budget -whichever is less-for first year applicants. This change was intended to enhance initial support for new events under this policy and align with Town Council priorities to encourage new events.

Since the program's launch in mid-FY 2024, the Town has awarded \$68,007 in cash donations to non-profit organizations in support of events held within the town. This figure does not include any support services that may have been provided by the Town. The attached FY 2025 Report includes the events that qualified for funding under the policy. During the FY 2026 budget process, the Town Council requested that staff

review the existing policy and develop proposed revisions that would allow eligible organizations to request funding for recurring events beyond the first year. The resulting draft policy amendment introduces a tiered funding model to support the growth and sustainability of returning events while gradually reducing their reliance on public funding. The proposed amendment also includes revisions as discussed by Council during the July 8, 2025, work session. Under the proposed structure:

- First-year applicants may receive up to 50% of the event budget, with a maximum donation (\$15,000);
- Second-year applicants may receive up to 25% of the event budget, with a maximum donation (\$7,500); and
- Third-year applicants may receive up to 12% of the event budget, with a maximum donation (\$3,750).

This proposed revision reflects the Council's intent to support the sustainability of successful events while gradually reducing reliance on Town funding in subsequent years.

Timing Impact:

The Town Council approved \$60,000 in the FY 2026 Adopted Budget for the Community Cultural Festivals Donation Program. If the Town Council amends the donation policy, the changes will go into effect upon adoption and the policy will be applied to future eligible events.

Strategic Plan Related Goals:

Thriving Community: Goal 3 - Honor the Diversity of the Town; Objective 3.2 - Leverage Town resources to provide programs and amenities that serve the Town's diverse cultural and demographic populations.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

As part of the FY 2026 Adopted Budget, the Town Council appropriated \$60,000 to support Community Cultural Festivals through this donation program. These funds are available on a first-come, first-served basis.

Legal Impact:

Donations must be in accordance with Va. Code Sec. 15.2-953.

Staff Recommendation/Next Steps:

Staff recommends approval of the proposed resolution to amend the policy.

Attachments:

1. Resolution (Proposed)
2. Amended Policy Statement (Proposed)
3. Amended Policy Statement (DRAFT)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- to amend the Community Cultural Festivals Donation Policy Statement.

The Town of Herndon established the Community Cultural Festivals Donation Program to encourage the creation of new events that celebrate and share the cultures represented in the Herndon community. To better align the program with Town Council's objectives, the Council wishes to amend and clarify eligibility criteria and establish a structured three-year support model to support event sustainability.

Under the Code of Virginia, localities may appropriate funds to any charitable or non-profit organization if the organization provides services to the residents of the locality and if such organizations are not controlled in whole or in part by any church or sectarian society.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The Community Cultural Festivals Policy Statement, dated July 15, 2025, as amended, is adopted.

Town of Herndon

Community Cultural Festivals

Amended Policy Statement

July 15, 2025

Background

Town Council has expressed support in providing funding to encourage the development and hosting of Community Cultural Festivals within the Town of Herndon. The purpose of this program is to complement the town's already robust community event opportunities, with focus placed on celebrating and sharing the cultures represented in the community.

This policy statement establishes a framework for donations supporting Community Cultural Festivals within the Town of Herndon. This policy framework will guide staff's development of necessary processes and procedures to fulfill the Town Council's policy objectives as directed through this policy statement.

The objectives of this policy are to:

1. support a variety of events each year that celebrate and share the cultures represented in the community, are open and welcoming to all, and bridge parts of the Herndon community to meet and together build understanding and community;
2. serve as an economic driver to bring visitors to Herndon and support the local business community, in the downtown and in commercial centers throughout the Town; and
3. support and activate the Town of Herndon brand.

Available Funding

The Town Council may allocate funding for Community Cultural Festivals donation program through the annual budgeting process. Funding availability is subject to Town Council action.

Monetary Donations in Support of Community Cultural Festivals

The Town Council's intention is to provide a monetary contribution, with limited provision of town support services, to establish Community Cultural Festivals within the town's corporate limits. Town support services for Community Cultural Festivals are not guaranteed and are based on availability of staffing and resources. If town support services are required, they must be contracted separately. The associated costs will be the responsibility of the host organization.

For the purposes of this policy statement, *Community Cultural Festivals* are community-oriented events that are free and open to the public, may be held on public or private property, and celebrate and share the cultures represented in the Herndon community. For the purposes of this policy statement, Community Cultural Festivals shall not directly benefit any business or individual.

Program Qualifications and Guidelines

- Non-profit and not-for-profit organizations in good legal standing hosting or co-

hosting a Community Cultural Festival may be eligible for a donation through this program. Individuals and businesses are not eligible for funding through this program; monies shall not be remitted to individuals, business entities, or announced candidates for political office. The Town does not promote or advocate political or religious events.

- To make a funding request, qualified applicants must complete an application process and provide a detailed total event budget estimate and an event description that describes why the proposed event is a community cultural festival, and submit to the Town within the procedures' stated time frame applicable to the planned event size.
- Funding requests through this donation program shall not exceed:
 - **First-Year Funding (New Event):** Fifty percent (50%) of the total event budget or \$15,000, whichever is less, for the first year;
 - **Second-Year Funding:** Twenty-five percent (25%) of the total event budget or \$7,500, whichever is less, for the second year; or
 - **Third-Year Funding (Final Year):** Twelve percent (12%) of the total event budget or \$3,750, whichever is less, for the third year; and
 - Community Cultural Festivals occurring beyond the third year will not be eligible for funding through this donation program.
- For the purposes of this policy, a new Community Cultural Festival is defined as an event that (1) has not been held within the Town of Herndon within the last five calendar years; and (2) has not previously received funding under the Community Cultural Festival Donation Program.
 - New events are eligible for the maximum available funding eligibility as outlined above under First-Year Funding.
 - Second-Year funding eligibility applies to:
 - Events hosted by the same organization that received First-Year Funding for the same event in the prior fiscal year; and
 - The event remains substantially similar in name, theme, purpose, and target audience.
 - Third-Year funding (Final Year) eligibility applies to:
 - Events hosted by the same organization that received Second-Year funding for the same event in the immediately preceding fiscal year, and
 - The event remains substantially similar in name, theme, purpose and target audience.
 - Subsequent year funding:
 - No funding through this program shall be provided beyond the

- third year.
 - Organizations are expected to develop self-sustaining models beyond the third year of town support.
- If the organization proposes significant changes to the nature, theme, or target audience of the festival, the event will be reviewed to determine if it qualifies as a *new* Community Cultural Festival or a continuation of a previously funded event.
- Hosting the event in a different location within the Town or on different dates does not, by itself, qualify an event as a "new" festival for purposes of funding eligibility.
- Community Cultural Festival donation applications will be reviewed administratively by Town staff to ensure all special event and donation eligibility requirements are met. Approved disbursements for Community Cultural Festivals will be remitted to the non-profit or not-for-profit event host/co-host. The Town will not contract with or disburse funds directly to event vendors or contractors.
- Requests for funding for Community Cultural Festivals are open throughout the fiscal year (July 1 – June 30), subject to funding availability, and on a first come, first served basis. Once the fiscal year's allocated funding is appropriated, no additional donation requests will be considered for the fiscal year. Applications may be submitted up to one calendar year before the event date.
- Organizations receiving donations will be required to submit post-event reporting on attendance and other statistics as defined.
- The application process is administered and maintained by the Town Manager's Office, and the Town Manager has the authority to administratively update and revise the process and set applicable administrative fees, as appropriate.

Logo Use

- Organizations awarded funding for a Community Cultural Festival through this donation program may use, on a limited basis, the town logo on the event marketing materials, representing the Town as a donating organization.
- The Town may provide cross-marketing support for Community Cultural Festivals receiving monetary support from the Town through this program.

Town of Herndon

Community Cultural Festivals

Amended Policy Statement

July 15, 2025

Background

Town Council has expressed support in providing funding to encourage the development and hosting of Community Cultural Festivals within the Town of Herndon. ~~Often referred to in discussions with Town Council as “mini-festivals,” the~~ The purpose of this program-desire is to complement the town’s already robust community event opportunities, with focus placed on celebrating and sharing the cultures represented in the community.

This policy statement ~~sets~~ establishes a the foundation ~~framework for supporting~~ supporting for Community Cultural Festivals within the Town of Herndon. This policy framework will guide ~~the~~ staff’s development of necessary processes and procedures to fulfill the Town Council’s policy objectives as directed through this policy statement.

The objectives of this policy are to:

1. support a variety of events each year that celebrate and share the cultures represented in the community, are open and welcoming to all, and bridge parts of the Herndon community to meet and together build understanding and community;
2. serve as an economic driver to bring visitors to Herndon and support the local business community, in the downtown and in commercial centers throughout the Town; and
3. support and activate the Town of Herndon brand.

Available Funding

The Town Council may allocate funding for Community Cultural Festivals donation program through the annual budgeting process. Funding availability is subject to Town Council action.

Monetary Donations in Support of Community Cultural Festivals

The Town Council’s intention is to provide a monetary contribution, with limited provision of ~~in-kind town~~ support services, ~~in support of the to~~ establishment of Community Cultural Festivals within the town’s corporate limits. ~~In-kind town~~ Town support services ~~in support of~~ Community Cultural Festivals are not guaranteed and are based on availability of staffing and resources. If town support services are required, they must be contracted separately. The associated costs will be the responsibility of the host organization.

For the purposes of this policy statement, *Community Cultural Festivals* are community-oriented events that are free and open to the public, may be held on public or private property, and celebrate and share the cultures represented in the Herndon community. For the purposes of this policy statement, Community Cultural Festivals shall not directly benefit any business or individual.

Program Qualifications and Guidelines

- Non-profit and not-for-profit organizations in good legal standing hosting or co-hosting a Community Cultural Festival may be eligible for a donation through this program. Individuals and businesses are not eligible for funding through this program; monies shall not be remitted to individuals, business entities, or announced candidates for political office. The Town does not promote or advocate political or religious events.
- To make a funding request, qualified applicants must complete an application process and provide a detailed total event budget estimate and an event description that describes why the proposed event is a ~~new~~ community cultural festival, and submit to the Town within the procedures' stated time frame applicable to the planned event size.
- Funding requests through this donation program shall not exceed:
 - **First-Year Funding (New Event):** Fifty percent (50%) of the total event budget or ~~fifteen thousand dollars (\$15,000)~~, whichever is less, for the first year;
 - **Second-Year Funding:** Twenty-five percent (25%) of the total event budget or \$7,500, whichever is less, for the second year; or
 - **Third-Year Funding (Final Year):** Twelve percent (12%) of the total event budget or \$3,750, whichever is less, for the third year; and
 - Community Cultural Festivals occurring beyond the third year will not be eligible for funding through this donation program.
- For the purposes of this policy, a new Community Cultural Festival is defined as an event that (1) has not been held within the Town of Herndon within the last five calendar years; and (2) has not previously received funding under the Community Cultural Festival Donation Program.
 - New events are eligible for the maximum available funding eligibility as outlined above under First-Year Funding.
 - Second-Year funding eligibility applies to:
 - Events hosted by the same organization that received First-Year Funding for the same event in the prior fiscal year; and
 - The event remains substantially similar in name, theme, purpose, and target audience.
 - Third-Year funding (Final Year) eligibility applies to:
 - Events hosted by the same organization that received Second-Year funding for the same event in the immediately preceding fiscal year, and
 - The event remains substantially similar in name, theme, purpose

and target audience.

- Subsequent year funding:
 - No funding through this program shall be provided beyond the third year.
 - Organizations are expected to develop self-sustaining models beyond the third year of town support.
- If the organization proposes significant changes to the nature, theme, or target audience of the festival, the event will be reviewed to determine if it qualifies as a new Community Cultural Festival or a continuation of a previously funded event.
- Hosting the event in a different location within the Town or on different dates does not, by itself, qualify an event as a "new" festival for purposes of funding eligibility.
- Community Cultural Festival donation applications will be reviewed administratively by Town staff to ensure all special event and donation eligibility requirements are met. Approved disbursements for Community Cultural Festivals will be remitted to the non-profit or not-for-profit event host/co-host. The Town will not contract with or disburse funds directly to event vendors or contractors.
- Requests for funding for Community Cultural Festivals are open throughout the fiscal year (July 1 – June 30), subject to funding availability, and on a first come, first served basis. Once the fiscal year's allocated funding is appropriated, no additional donation requests will be considered for the fiscal year. Applications may be submitted up to one calendar year before the event date.
- Organizations receiving donations will be required to submit post-event reporting on attendance and other statistics as defined.
- ~~Organizations may only receive a donation through this program for one new Community Cultural Festival per fiscal year. For the purposes of this policy, Community Cultural Festivals are considered new if (1) they have not been held within the town within the last five years and (2) have not received a donation through this program.~~
- The application process is administered and maintained by the Town Manager's Office, and the Town Manager has the authority to administratively update and revise the process and set applicable administrative fees, as appropriate.

Logo Use

- Organizations awarded funding for a Community Cultural Festival through this donation program may use, on a limited basis, the town logo on the event marketing materials, representing the Town as a donating organization.

- The Town may provide cross-marketing support for Community Cultural Festivals receiving monetary support from the Town through this program.

DRAFT

Agenda Item: Request to consider Resolution 25-G-37 to award a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025

Meeting Date: July 15, 2025

Category: General

Prepared by: Marjorie Sloan, Finance Director

Description:

The Fiscal Year (FY) 2025 adopted budget included donation funding for Pakistan and Juneteenth events that occur between July 1, 2024 and June 30, 2025. As a donation request to a non-profit organization outside the established donation policy, Town Council must consider and take action on the donation request.

Donation disbursements are at the sole discretion of the Town Council.

The request includes a \$10,000 cash donation to Arts Herndon as reimbursement to offset event costs for a Juneteenth event held on June 21, 2025.

In considering this donation request, the Town Council may:

- Award a donation as requested;
- Award a donation for another amount, capped at 100% percent or less of the event costs;
- Deny award of a donation;
- Other action deemed appropriate by Town Council.

Background:

The FY 2025 budget included \$10,000 in funds available for donation for a Pakistan event and a Juneteenth event, should they be planned and executed by a qualified non-profit community organization within FY 2025. As the adopted budget does not identify the donation amounts allocated for each event or to what organization the donation should be awarded, Council consideration and action on the donation request is required.

Arts Herndon is requesting a cash donation of \$10,000 in support of a Juneteenth event held on June 21, 2025 at 750 Center Street, Herndon, VA.

The request and supporting documentation is attached to this agenda item. All requested application materials, including required IRS determination, have been received and reviewed by staff.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

The cash donation requested, if awarded, will be disbursed from the FY 2026 Budget, as amended.

Legal Impact:

Under the Code of Virginia § 15.2-953, localities may appropriate public funds to any charitable institution or association, located within the locality's limits or outside the limits if the organization provides services to residents of the locality, and if such organizations are not controlled in whole or in part by any church or sectarian society. In addition, under Code of Virginia § 15.2-953, donations include the lawful provision of in-kind resources for any event sponsored by the donee.

Staff Recommendation/Next Steps:

Donations are at the sole discretion of the Town Council. There are two alternative resolutions attached to this item, Alternative 1 awards the donation, with an amount to be decided by the Town Council, and Alternative 2 denies the request. The Town Council may choose to:

- Award a donation (identify award amount) - Resolution Alternative 1;
- Deny the request for donation - Resolution Alternative 2; or
- Some other action deemed appropriate by Town Council.

Attachments:

1. Arts Herndon FY 25 TOH Grant Application
2. Town of Herndon Ad hoc Donation Application
3. Arts Herndon Resolution (Proposed) Alt 1
4. Arts Herndon Resolution (Proposed) Alt 2



July 2, 2025

Town Manager
Town of Herndon
777 Lynn Street
Herndon, VA 20170

Dear Ms. Jovanovich

Thank you for your letter regarding additional information for the Town of Herndon Area Charitable and Non-Profit Organizations Request for Town Funds.

**Arts Herndon, Inc.
Area Charitable & Non-Profit Organizations Request for Town Funds**

To the Mayor, Members of the Herndon Town Council, and Town Staff,

On behalf of Arts Herndon, thank you for the opportunity to apply for arts funding. We fully understand that, especially in tight budget years, there is a need to prioritize cost-saving measures, and we appreciate your consideration of community-based organizations like ours in that context.

Arts Herndon is pleased to submit the additional information requested to supplement our original grant application. We are committed to transparency, accountability, and continued service to the residents of the Town of Herndon and beyond.

We are deeply grateful to the Mayor, Town Council, and staff for recognizing that Arts Herndon's programming significantly enhances the quality of life in our community. The Town's support allows us to continue offering meaningful cultural and educational opportunities that serve not only local residents but also the Greater Herndon area, including artists, performers, volunteers, interns, and our dedicated Board and staff.

Arts Herndon champions the value of arts and culture by celebrating, nurturing, and investing in the creative contributions of artists, musicians, and performers of all ages, backgrounds, and identities. We are committed to fostering a thriving local arts ecosystem that includes schools, grassroots groups, and community organizations.

By engaging the whole community, encouraging participation, and facilitating inclusive access to the arts, Arts Herndon continues to fulfill its mission of *Building Community Through the Arts*.

Event Budget

<u>Expenses</u>	
Expense Description	\$ Amount
Yoga	\$200
Art for All	In Stock
Herndon Museum donation	\$200
Afro American Band & Performers	\$4000
Administrative (printing, postage, phone, etc.)	\$200
Herndon Museum Reception	\$500
Afro American/Juneteenth Reception	\$750
Coroplast Signs - Fed Ex	\$200
	\$6,250

Current Board Member Roster 2025

Arts Herndon
BOARD OF DIRECTORS
Updated 6.2025

MICHAEL O'REILLY, BOARD PRESIDENT

Michael O'Reilly is principal of The O'Reilly Law Firm. Michael has been an active member of the Virginia State Bar since 1979. A Northern Virginia native, he graduated from Virginia Commonwealth University in 1976 and earned his law degree from The Catholic University of America in 1979. Mr. O'Reilly has extensive trial experience in both state and federal courts in such areas as complex commercial litigation, construction disputes, contractual and other business disputes, and personal injury

claims.

A resident of the Town of Herndon, Mr. O'Reilly has served with several local commissions, boards and organizations, including two consecutive terms as a member of the Herndon Town Council. Mr. O'Reilly served as Mayor of the Town of Herndon from 2004 to 2006. He is the Chairman of the Board of Directors of Arts Herndon, co-chair of the Herndon Chamber of Commerce; and as Chairman of the Fairfax-Falls Church Partnership to Prevent and End Homelessness.

PATRICIA MACINTYRE, VICE PRESIDENT,

Pat handles the responsibilities of Artistic Director for Arts Herndon on a volunteer basis and is Chair of the Visual Arts Programming Committee. She oversees artist submissions, the selection of artists for the Post and Sapphire Galleries and the planning for exhibits. Her many relationships and knowledge of local artists continues to be an asset to ArtSpace.

Pat is a celebrated philanthropist and local artist who received her training at Corcoran School of Art in Washington DC. whose private commissions have led to her work being exhibited in Germany, Pakistan, Egypt and other areas of the world. She's done illustrations for commercial and technical purposes as well as children's books. She has been involved in the area arts community for more than thirty years as founder, board member or supporter of Herndon and Reston organizations such as the Council for the Arts of Herndon (Art in Public Places), League of Reston Artists, Herndon Old Town Gallery, Reston Art Gallery, Reston Historic Trust and the Arts Alliance. Her pen & inks of area scenes are well known and her large-scale acrylics and murals were formerly visible on the facades of the historic Nachman Building and ArtSpace in downtown Herndon.

Pat has a special interest in working with children in the arts. She produced and hosted her own ACE Award winning cable TV show, *You Gotta Have Art*, for a run of 13 years and it's still in repeats throughout the US. Pat hosted the National Institute on Aging series, *When I Was Your Age*, and Very Special Arts selected her for one of their grants as a visiting artist to area schools. Her gallery, The Reston Art Gallery and Studios, hosts the artist's Children's Workshop each Saturday morning year round and she has been the Art Resource teacher for many years at Reston Children's Center.

Pat served as production designer, and acted in, Reston Television Theatre's *Shenandoah Night Train* and Ken Ludwig's *The Prodigal*. Her work is honored in the embassy collections of the nations which helped in the return of the US citizens during the Iran Hostage Affair. Pat assisted with the Korean War Veterans Memorial, has her works displayed at the Congressional Gala, toured the US as a fundraiser and exhibited at Presidential groundbreaking ceremonies and dedications. Pat is the Chief Financial Officer of MEDA Inc, a magnetometer manufacturer for space, defense and geophysical applications.

MARGARET A. O'REILLY, SECRETARY, CHAIR – VISUAL ARTS COMMITTEE

Margaret A. O'Reilly is an estate planning and elder law attorney with over thirty-five years of legal experience. Attorney O'Reilly graduated from Duke University with a degree in psychology, and received her law degree from Northeastern University School of Law in Boston, Massachusetts. Born and raised in Fairfax County, Attorney O'Reilly practiced law in the Boston area for 25 years before returning to northern Virginia in the fall of 2003. She has been consistently recognized as a "Best Lawyer" and as a "Super Lawyer" in the field of elder law, and as one of the top elder law attorneys in the greater Washington DC area by Washingtonian Magazine. Margaret O'Reilly, PC was ranked as one of the "Best Law Firms" for the DC area for several years by BestLawyers.com.

She is active in several community and non-profit groups, and serves on the board of directors for the Herndon Rotary Club, the Virginia Academy of Elder Law Attorneys, and Arts Herndon. She has sung with, and served as Board President of, Choralis, an 80-voice mixed chorus located in Falls Church, Virginia, which has developed a reputation for excellence in choral music performance and has been lauded for the sensitivity of its interpretations as well as technical precision.

TREASURER – currently Vacant

DON OWEN, BOARD MEMBER

Don Owens and his wife, Chris Griffin, established the Griffin Owens Insurance Group in October 1983. Both as individuals and as a community-based business, Don and Chris have been active participants in many aspects of Herndon life, and have long been supporters of the arts in Herndon. A graduate of James Madison University, Don received a Master's Degree in

Business Administration from Averett College. Don has been named as the Citizen of the Year in Herndon, business member of the year by the Dulles Regional Chamber of Commerce, and has received the Community Service Award from the YMCA. He is a past president of the Rotary Club of Herndon, and has previously served on the boards of Millennium Bank, Main Street Bank, Reston Chamber of Commerce, Dulles Regional Chamber of Commerce, and the Fairfax YMCA.

Ex-Officio

Joanna (Jo) Ormesher. President & CEO

Joanna Ormesher is a seasoned leader in cultural arts, tourism, strategic marketing, and public programming, with more than two decades of international experience. She previously served as Cultural Arts & Marketing Director for the City of Fairfax, Virginia, and concurrently as Executive Director of *Fairfax Spotlight on the Arts, Inc.* Prior to relocating to the United States in 2000, Joanna was Owner and Principal of *Profile Marketing Associates*, a UK-based firm specializing in destination marketing and economic development for downtown and heritage districts. She currently serves on the boards of *The King’s Trust (UK)* and *Fall for the Book Festival* at George Mason University. She is a Member of the Institute of Directors (MIoD), the Chartered Institute of Marketing (CIM), and the National Capital Area Marketing Directors. Joanna holds a BSc in Business, Economics, and Law from the University of London; a BA in Politics and Philosophy from the University of Wales; and an MA in Marketing from the University of Wales. She is also a Certified Parks & Recreation Professional (CPRP) with a Director accreditation (Masters level) from the National Recreation and Parks Association and North Carolina State University.

Detailed Event Itinerary

- 10am Yin Yoga with Meghan Parfumi
- 12pm Open House – Art for All

- 2pm African American Life in Early Herndon with Barbara Glakas, Herndon Historical Society – with video and a Special Guest - followed by a Afternoon Reception

- 6pm Cabaret Afro Rhythms from Argentina to New York with Al Robertson, Caro Serrano and band, with guest singer, Michele, and a backing band. Refreshments will be served

Event Location

The location for the events is at Arts Herndon, 750 Center Street. Written Permission for use of the building was provided by Comstock Holdings, I understood this has been sent directly to the Town.

All events will be held in the building.

Public Access

All events for these events and all their elements are FREE and open to the public.

All these events – and we still maintain a monthly Art Show in our Nelson J & Katherine Friant Post Gallery. This year we have been bringing more focus on the community – our Herndon Schools Pyramid Show, Herndon High School Senior Show and the FCPS Technology Art Show covers over eight weeks in the Gallery. We are also delighted once more to host the Town Calendar Photographic Competition, an interesting show that highlights the various scenes of Herndon through the camera lens. Our Gallery always has something to delight and intrigue visitors. We are grateful for your support so we can continue this.

Goals and Activities for FY 2020-2021:

The board of directors and staff continue to focus on long-term planning and financial planning. We have created three sub-committees in order to address Fundraising, Public Art and Business Development. We continue to work with the Downtown partnerships to plan for funding and management of the Herndon Arts Center.

The Town signed an agreement to develop the downtown including building a new 18,000sq ft. arts center. In the near-term we are exploring our transition to a temporary location during building. We continue to increase current revenue streams, create new programming, expand our partnership opportunities, and look to increase venue rentals.

Current position:

For the current fiscal year (2019-2020) Arts Herndon continues to be at our budgeted target with fundraising and expenditures. As of January 15, 7 months into the year, income stood at \$100,089 and expenditures at \$130,088, with a net income of negative \$29,999. Changes in the executive position unfortunately contributed to a lack of strong fundraising over the last fiscal year. With the help of our new Fundraising Committee we have done some new fundraisers. We made full use of our local Restaurants supporting the Community and We found ourselves only able to focus on two fundraisers, a Mother's Day Tea and the Herndon Festival Beer Booth. While these fundraisers were successful more will be done in the future to increase our funding. We will be hosting a number of fundraisers this coming fiscal year as well as expanding our sponsorship and membership programs.

Fundraising FY 2019-2020

1. **Events:** included the WinterMarkt Food Booth, Fabulous Forties Fundraiser event, Let the Good Times Roll – Mardi Gras event, the 1st Local Vibes Festival, Herndon Festival beer boot – although sadly this only broke even, Taste of the Town Restaurant promotions in association with local businesses, Hands on Art, Beer & Bingo with local brewery. Estimates for revenue were anticipated to be **\$50,000**, however the Herndon Festival we had to readjust that figure!
2. **Development:** Building strategic partnerships and relationships with the Dulles Regional Chamber of Commerce, Herndon schools, local businesses and arts lovers.
Identifying and developing major donors. Creating event specific sponsorships and Membership development

Once again, thank you to the Mayor and Council, and all staff of the Town of Herndon for all the support they have given to the Arts in Herndon. Building Community through the Arts!

Sincerely,



Joanna M Ormesher
President & CEO
Arts Herndon, Inc.



**Application
Town of Herndon
Area Charitable and Non-Profit Organizations
Request for Town Funds**

Section I – Organization Information

Organization Name: Arts Herndon_____

Mailing Address: 750 Center Street, Herndon VA 20170_____

Phone number: 703 295 2926_____ E-mail address: info@artsherndon.org_____

Website address: www.artsherndon.org_____

Name, Title, and Phone Number of Primary Contact: Joanna Ormesher, President & CEO,
703 295 2926_____

Name, Title, and Phone Number of Chief Executive Officer: Same_____

Employer Identification Number (if applicable): 52 - 1432391_____

Primary Purpose of the Organization and Description of its programs and services:

Arts Herndon is a multidisciplinary community arts center, recognized as a vibrant home for our diverse population. We are dedicated to educating, promoting, advancing, and cultivating the arts in all their forms.

Our mission is to expand the reach and impact of both visual and performing arts, while actively advocating for artists, performers, and all who engage with the creative process. We strive to be a catalyst for cultural enrichment, connection, and inclusion throughout the region.

Goals, Objectives and Accomplishments of the Organization. Describe how the organization benefits the citizens of the Town of Herndon.

Organizational Goals

1. **To foster a vibrant, inclusive arts environment** that reflects and celebrates the cultural, ethnic, and generational diversity of the Town of Herndon.
2. **To increase access to arts experiences** for all residents, regardless of background, age, income level, or ability.
3. **To serve as a catalyst for community connection and dialogue** through creative expression, storytelling, and shared cultural events.

4. **To nurture emerging and established artists** by providing space, resources, and opportunities to create, exhibit, and perform their work.
 5. **To contribute to the economic and social vitality of Herndon** by drawing visitors, supporting local businesses, and enhancing the Town’s reputation as a cultural destination.
-

Primary Objectives

- Present diverse arts programming — including music, theatre, visual art, and dance — that showcases artists of varied cultural backgrounds, especially reflecting Herndon’s rich multicultural community.
 - Provide arts education opportunities for youth and adults, including school partnerships, student art exhibitions, and workshops that encourage creativity, learning, and personal growth.
 - Partner with local organizations (such as Volunteer Fairfax, Rotary Club, In-Med Partnerships, FCPS, and Friends of Runnymede) to bring the arts into nontraditional spaces — like farmers markets, parks, and public libraries — making art accessible to all.
 - Create inclusive and welcoming community festivals (such as Juneteenth, HerndonPRIDE, WinterMarkt, and the Herndon Children’s Book Festival) that celebrate Herndon’s diversity and invite broad community participation.
 - Offer support to underrepresented and emerging artists — including immigrant, BIPOC, and young artists — by providing gallery space, performance venues, and promotional support.
-

Organizational Accomplishments

- **Culturally Diverse Programming:** Curated exhibitions featuring artists from Ethiopia, Cuba, Jordan, Portugal, Vietnam, and other countries represented within Herndon’s population. These exhibitions provide visibility to global perspectives and foster cross-cultural understanding.
- **Inclusive Music Events:** Hosted “Skyline Freestyle,” a Hispanic rap league with international participants, and the “East Meets West” Festival in collaboration with local Indian musicians — unique events that reflect Herndon’s global identity.
- **Youth Engagement:** Sponsored student-created theatre and art projects, including collaborations with Herndon High School, Shoestring Theatre, and MLK Day video projects with Haitian poet Manu. Also host FCPS Technology Art Shows and student art exhibits involving hundreds of young participants.
- **COVID-Era Innovation:** Adapted during the pandemic with the Window Gallery program — offering safe, viewable public art — and livestreamed concerts to keep residents engaged and connected when in-person events weren’t possible.
- **Public Art for All:** Installed the iconic LOVE sculpture and “Something Wonderful” art installation on the Herndon Town Green — public works that attract visitors and symbolize community pride.

- **Arts Outreach & Equity:** Delivered free art kits to underserved families via In-Med Partnerships; ran mobile arts programs at the Herndon Farmers Market; and maintained a multicultural Little Free Library to promote literacy across languages and cultures.
- **Community Festivals:** Organized and provided arts programming for major Town festivals — Juneteenth, HerndonPRIDE, Irish Folk Festival, WinterMarkt — all designed to welcome and celebrate Herndon’s diverse residents.

Benefits to the Citizens of the Town of Herndon

- **Fosters Inclusion and Belonging:** By intentionally programming multicultural arts events, Arts Herndon ensures that all residents — regardless of heritage — see their culture reflected and celebrated in community life.
- **Promotes Lifelong Learning:** Through workshops, classes, student exhibits, and partnerships with schools, residents of all ages have access to creative educational opportunities.
- **Enhances Quality of Life:** Free and low-cost arts events give families, seniors, and individuals a chance to enjoy world-class cultural experiences close to home — building community pride and enjoyment.
- **Strengthens the Local Economy:** By drawing visitors to downtown events and gallery exhibitions, Arts Herndon helps support small businesses, restaurants, and other local enterprises.
- **Builds a Creative, Resilient Community:** In times of challenge (such as during COVID), Arts Herndon kept the community connected and inspired, showing leadership in innovation and adaptability.

Section II – Donation Request Information

Requested Cash Donation: \$_10,000_____

Purpose for which the donation will be used. Specifically describe the outcomes that will result from the expenditure of these town funds.

The purpose of this donation is to support the creation of a vibrant Juneteenth celebration in the Town of Herndon. This event will serve to unite the community in honoring and reflecting upon the historical significance of Juneteenth while also celebrating the rich artistic, cultural, and musical contributions of our diverse neighborhoods. Through shared history, education, and joyful expression, this celebration will foster greater understanding, connection, and pride within the Herndon community.

Is this donation for a specific event? YES ___ If yes, please describe the event and how it benefits the citizens of the Town of Herndon.

Juneteenth - A Day of Reflection and Fun

10am Yin Yoga - Meghan Parfumi_____

12pm Open House - Arts 4 All - Make it and take it ! _____

2pm African American Life in Early Herndon - Historical Society Presentation and
video - with special guest – Presented by Barbara Glakas

6pm - Afro Rhythms from Argentina to New York - Al Robertson & Caro Serrano
and Band

Cabaret with refreshments

Date of Event (if applicable): Saturday June 21st, 2025

Section III – Attachments

Submit the following documents with your application. Applications are not considered complete until all required supporting documents are submitted.

 X IRS Determination Letter [501(c)(3)]

 X Up-to-date listing of names and affiliations of the principal officers and Board of Directors

 X IRS Form 990

Not applicable Detailed Event Budget (if applicable)

Multi events Completed Vendor Set-up form

 X Completed W-9 form

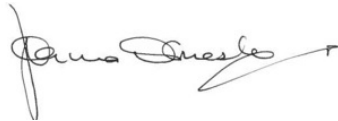
Section IV - Authorization

I, Joanna Ormesher, do hereby certify that this application and related documentation is true to the best of my knowledge, information, and belief. I further agree that by signing this application, this agency agrees to abide by the Town of Herndon policies.

I acknowledge that membership or participation is open to all residents and businesses in the town without regard to race, color, religion, sex, or national origin.

I confirm that I am legally authorized to sign this application on behalf of the organization.

I understand that a donation can only be approved by the Town Council at a public meeting.

Signature: 

Date: 6/13/2025

Print Name: Joanna Ormesher

Title: President & CEO

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- to award a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025.

Arts Herndon has requested a donation in support of an event held on June 21, 2025, at 750 Center Street, Herndon, VA.

Under the Code of Virginia § 15.2-953, localities may appropriate public funds to any charitable institution or association, located within the locality's limits or outside the limits if the organization provides services to residents of the locality, and if such organizations are not controlled in whole or in part by any church or sectarian society. In addition, under Code of Virginia § 15.2-953, donations include the lawful provision of in-kind resources for any event sponsored by the donee.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. A monetary donation of \$____ to Arts Herndon in support of costs incurred for the June 2025 event, is approved.
2. The Town Manager is directed to disburse funds from Non-Departmental Expenditures - Community Donations funding included in the FY 2026 Budget, as amended.

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- to deny a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025.

Arts Herndon has requested a donation in support of an event held on June 21, 2025, at 750 Center Street, Herndon, VA.

Under the Code of Virginia § 15.2-953, localities may appropriate public funds to any charitable institution or association, located within the locality's limits or outside the limits if the organization provides services to residents of the locality, and if such organizations are not controlled in whole or in part by any church or sectarian society. In addition, under Code of Virginia § 15.2-953, donations include the lawful provision of in-kind resources for any event sponsored by the donee.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. A monetary donation to Arts Herndon in support of costs incurred for the June 2025 event, is denied.

Agenda Item: FY29-FY30 VDOT Revenue Sharing Program Transportation Funding Resolutions

Meeting Date: July 15, 2025

Category: Consent

Prepared by: Jaleh Moslehi, Capital Projects Planner/Engineer

Description:

This is a request to adopt resolutions to approve and authorize the submission of three funding applications to the Virginia Department of Transportation (VDOT) for the allocation of FY29 and FY30 Revenue Sharing funds to be directed towards:

- South Elden Street Corridor Improvements (Sterling Road to Herndon Parkway) - Funding request of up to \$10 million evenly divided across FY2029 and FY2030 (\$5,000,000 per fiscal year funding request);
- Herndon Parkway at Sunset Park Drive Intersection - Funding request of up to \$4 million evenly divided across FY2029 and FY2030 (\$2,000,000 per fiscal year funding request); and
- Locust Street ADA Sidewalk Improvements - Funding request of up to \$5 million evenly divided across FY2029 and FY2030 (\$2,500,000 per fiscal year funding request).

The funding request comprises both VDOT's funding allocation and the town's 50% local match. The town's funding request totals up to \$19.0 million, which consists of the state's funding allocation of up to \$9.5 million and the town's local match of up to \$9.5 million. The details of each project are described below.

Background:

The Virginia Department of Transportation (VDOT) administers the Revenue Sharing program to support localities in funding critical transportation infrastructure projects. The program offers matching funds—requiring a 50% local match—for eligible roadway construction, improvement, or maintenance projects.

The Town of Herndon is pursuing funding through this program to support several capital improvement projects aimed at enhancing multimodal transportation, pedestrian safety, and traffic circulation. Town staff submitted three pre-applications to VDOT for

eligibility determination with funding requests totaling \$19 million, which consists of the state's funding allocation of up to \$9.5 million and the town's local match of up to \$9.5 million.

VDOT requires an adopted resolution to be submitted prior to the final application deadline in August. These applications support key priorities identified in the Town's adopted plans and address current and future transportation needs. If approved, the VDOT Revenue Sharing funds will help reduce the town's anticipated funding shortfall for these capital projects as described below.

South Elden Street Corridor Improvements: This project improves South Elden Street into a multimodal facility as recommended in the comprehensive plan amendment adopted on February 12, 2019. On February 26, 2019, the Council adopted the South Elden Street design concept. The project reconstructs the roadway from Herndon Parkway to Sterling Road to include a 4-lane street (2 thru-lanes each direction) with a raised median to accommodate left-turn lanes. An improved streetscape with new street lighting and a shared use path is planned for pedestrians and bicyclists.

The project is included in VDOT's Six-Year Plan with a previous state funding allocation of \$16 million. Currently, the total project cost is estimated at \$31.6 million. Cost escalation for the anticipated construction phase is a factor in the total cost increase of the project. Accordingly, staff anticipate future efforts to pursue regional funding through the Northern Virginia Transportation Authority (NVTA) and/or from federal and additional state funding program opportunities.

Herndon Parkway at Sunset Park Drive intersection: This project reconfigures and realigns the intersection to include street lighting, ADA sidewalk/curb cuts, crosswalks, and median refuge islands to provide safer access and improved traffic circulation between Herndon Parkway and Sunset Business Park. The intersection is to accommodate new traffic signals with bike/pedestrian signalization along with raised medians, turning lanes and paver crosswalks.

The general approach is to work within the existing right-of-way to the extent possible. NVTA's Local Revenue is proposed to complete the right-of-way survey, concept / engineering design, traffic analysis, and preliminary cost estimates. The project is to address additional traffic and associated turning movements at this intersection resulting from the closing of left turn access on Spring Street due primarily to safety concerns.

Locust Street ADA Sidewalk Improvement: This project improves bicycle and pedestrian safety, accessibility and overall walkability along Locust Street. It involves redesigning and reconstructing the streetscape between Spring Street and Elden Street.

The project includes safer ADA sidewalk and crosswalk connectivity between the Herndon Middle School and surrounding residential neighborhoods.

The upgrades will reconstruct the substandard streetscape to a continuous 5' wide sidewalk with curb and gutter and a landscaped strip between the sidewalk and curb on both sides of the roadway. The project also adds pedestrian-scale street lighting, ADA-compliant curb ramps and high-visibility crosswalks. The grass strip adds a minimum of 2' wide separation between the sidewalk, curb and travel lane.

Strategic Focus Area:

Strong Fiscal Stewardship

Fiscal Impact:

For each project application, under VDOT's Revenue Sharing program requirements, jurisdictions must commit at least 50% to local matching funds within two fiscal years after the funding allocation. The town's total local 50% match for each project is listed below to include:

- '*South Elden Street Corridor Improvements*' project at up to \$5,000,000 (\$2,500,000 for FY2029 and \$2,500,000 for FY2030),

- '*Herndon Parkway at Sunset Park Drive Intersection*' project at up to \$2,000,000 (\$1,000,000 for FY2029 and \$1,000,000 for FY2030), and

- '*Locust Street ADA Sidewalk Improvements*' project at up to \$2,500,000 (\$1,250,000 for FY2029 and \$1,250,000 for FY2030).

For each project, the town's local match may consist of general funds, town bond funds, and/or Northern Virginia Transportation Authority (NVTA) Local Revenue Funds.

For the South Elden Street project, staff is proposing that the town's local match of \$5.0 million consists of NVTA Local Revenue and town general funds. The project would also be eligible for federal Community Project (Earmark) Funding as well as another round of VDOT Revenue Sharing funding to further lower the local match obligation.

For the Herndon Parkway / Sunset Park Drive intersection project, staff is proposing that the town's local match of \$2.0 million consist of NVTA Local Revenue and town general funds. The project would also be eligible for federal Community Project (Earmark) Funding to further lower the town's local match.

For the Locus Street ADA Sidewalk Improvements project, staff is proposing that the town's local match of \$2.0 million consists of NVTA Local Revenue and town general funds. The project would also be eligible for federal Community Project (earmark) Funding and federal Congestion Mitigation - Air Quality funding to further lower the town's local match.

If the town successfully obtains a VDOT Revenue Sharing allocation for any or all of the town's candidate projects, the funds will be used towards reducing the current or future estimated shortfall for which the town would otherwise be responsible.

Should the town determine at the time of award that VDOT's Revenue Sharing and its local match obligation is not in the best interest of the town at that time, the town is not obligated to move forward with the funding request.

Legal Impact:

The three proposed projects are included in the Capital Improvement Program (CIP) and are designed to create a safer environment for all modes of transportation. Approval of these resolutions does not obligate the Town to accept the funding and provide the associated jurisdictional match but merely authorizes the staff to apply for the funding. At the time of award, the town may decide whether to pursue one or more of the grants. Council approval to apply is a requirement of VDOT's Revenue Sharing funding program.

Staff Recommendation/Next Steps:

Staff recommends approval of the resolution to obtain the VDOT Revenue Sharing funding needed for completing the construction of the town's three aforementioned capital improvement projects.

Attachments:

1. Resolution 25-G-38
2. Resolution 25-G-39
3. Resolution 25-G-40

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- **to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the ‘South Elden Street Corridor Improvements’ project.**

The Revenue Sharing Program for fiscal years 2029 and 2030 is administered by the Virginia Department of Transportation to provide additional funding to construct, improve or maintain the roadway systems. A 50% Local Match is required under VDOT’s Revenue Sharing program.

The purpose of VDOT’s Revenue Sharing Program is to provide additional funding for use by localities to construct, reconstruct, improve, or maintain their roadway systems. The Revenue Sharing Program also provides funding for immediately needed improvements or to supplement funds for existing projects.

The Town desires to submit a Revenue Sharing application for up to \$10,000,000, of which 50% or \$5,000,000 will serve as the town’s local match and be directed to fund the South Elden Street Corridor Improvements (UPC 115669) project.

This resolution evidences support for this application for funds, and commits to and supports the town’s match of 50 percent of the amount awarded, to be divided equally across FY 2029 and FY 2030.

The Town’s match may be comprised of town general funds, town bond funds, and/or Northern Virginia Transportation Authority (NVTa) funds, within the two fiscal years subsequent to allocation, along with a Town/VDOT project agreement prior to beginning a VDOT-administered project.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. Town Council approves and authorizes this application be submitted for the allocation of up to \$10,000,000 to include the town’s required local match through the Virginia Department of Transportation Revenue Sharing Program.
2. The Town Manager is authorized to execute project administration agreements and/or addendums for any approved Revenue Sharing projects with the Virginia Department of Transportation.

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- **to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the ‘*Herndon Parkway at Sunset Park Drive Intersection Improvements*’ project.**

The Revenue Sharing Program for fiscal years 2029 and 2030 is administered by the Virginia Department of Transportation to provide additional funding to construct, improve, or maintain the roadway systems. A 50% Local Match is required under VDOT’s Revenue Sharing program.

The purpose of VDOT’s Revenue Sharing Program is to provide additional funding for use by localities to construct, reconstruct, improve, or maintain their roadway systems. The Revenue Sharing Program also provides funding for immediately needed improvements or to supplement funds for existing projects.

The Town desires to submit a Revenue Sharing application of up to \$4,000,000, of which 50% or \$2,000,000 is to serve as the town’s local match to be directed to fund the Herndon Parkway at Sunset Park Drive (UPC 125769).

This resolution evidences support for this application for funds, and commits to and supports the town’s match of 50 percent of the amount awarded, to be divided equally across FY 2029 and FY 2030.

The Town’s match may be comprised of town general funds, town bond funds, and/or Northern Virginia Transportation Authority (NVTA) Local Revenue funds, within the two fiscal years after allocation, along with a Town/VDOT project agreement before beginning a VDOT-administered project.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. Town Council approves and authorizes this application to be submitted for the allocation of up to \$4,000,000 to include the town’s required local match through the Virginia Department of Transportation Revenue Sharing Program.
2. The Town Manager is authorized to execute project administration agreements and/or addendums for any approved Revenue Sharing projects with the Virginia Department of Transportation.

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

JULY 15, 2025

Resolution- **to approve and authorize the submission of an application to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the ‘Locust Street ADA Sidewalk Improvements’ project.**

The Revenue Sharing Program for fiscal years 2029 and 2030 is administered by the Virginia Department of Transportation to provide additional funding to construct, improve or maintain the roadway systems. A 50% Local Match is required under VDOT’s Revenue Sharing program.

The purpose of VDOT’s Revenue Sharing Program is to provide additional funding for use by localities to construct, reconstruct, improve, or maintain their roadway systems. The Revenue Sharing Program also provides funding for immediately needed improvements or to supplement funds for existing projects.

The Town desires to submit a Revenue Sharing application of up to \$5,000,000, of which 50% or \$2,500,000 is to serve as the town’s local match to be directed to fund the Locust Street ADA Sidewalk Improvements (UPC 125749) project.

This resolution evidences support for this application for funds, and commits to and supports the town’s match of 50 percent of the amount awarded, to be divided equally across FY2029 and FY2030.

The Town’s match may be comprised of town general funds, town bond funds, and/or Northern Virginia Transportation Authority (NVTa) Local Revenue funds, within the two fiscal years subsequent to allocation, along with a Town/VDOT project agreement prior to beginning a VDOT-administered project.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. Town Council approves and authorizes this application be submitted for the allocation of up to \$5,000,000 to include the town’s required local match through the Virginia Department of Transportation Revenue Sharing Program.
2. The Town Manager is authorized to execute project administration agreements and/or addendums for any approved Revenue Sharing projects with the Virginia Department of Transportation.

Agenda Item: Approval of Minutes

Meeting Date: July 15, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request to approve the following sets of Town Council Meeting Minutes:

1. April 8, 2025, Town Council Regular Meeting;
2. April 15, 2025, Town Council Work Session;
3. April 22, 2025, Town Council Regular Meeting;
4. April 23, 2025, Town Council Special Meeting – Closed Meeting;
5. May 13, 2025, Town Council Work Session; and
6. May 27, 2025, Town Council Regular Meeting.

Background:

N/A

Timing Impact:

Town Council minutes are typically presented for approval in chronological order. Action on the minutes is an important function of the Town Council.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

N/A

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. April 8, 2025, Town Council Regular Meeting
2. April 15, 2025, Town Council Work Session
3. April 22, 2025, Town Council Regular Meeting
4. April 23, 2025, Town Council Special Meeting – Closed Meeting
5. May 13, 2025, Town Council Work Session
6. May 27, 2025, Town Council Regular Meeting

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, April 8, 2025

1. Call to Order

Mayor LeBlanc called the April 8, 2025, Town Council meeting to order at 6:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick (arrived at 6:59 p.m.); and Councilmembers Naila Alam (arrived at 6:31 p.m.), Cesar del Aguila, Kelvin Garcia (arrived at 6:32 p.m.), Michael T. Lloyd, and Alex Reyes.

Mayor LeBlanc determined there was a quorum of four Councilmembers, with Councilmembers Alam, Garcia, and Vice Mayor Hedrick having not yet arrived.

2. Closed Meeting (6:30 PM)

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body

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.

[Note: Councilmember Alam arrived at 6:31 p.m.]

Councilmember del Aguila moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(7), for consultation with legal counsel pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Councilmember Reyes seconded the motion, which carried by a 5-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Lloyd, Reyes, Mayor LeBlanc voting "Aye." Councilmember Garcia and Vice Mayor Hedrick had not yet arrived.

The Council went into closed meeting at 6:31 p.m.

[Note: Councilmember Garcia arrived at 6:32 p.m. and Vice Mayor Hedrick arrived at 6:59 p.m.]

Councilmember Garcia moved to come out of the closed meeting. Councilmember Alam seconded the motion, which carried by unanimous call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

The Council came out of the closed meeting at 7:06 p.m.

Councilmember del Aguila 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 Kelvin Garcia seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

Aye: 7

Nay: 0

Absent: 0

Recess

At 7:08 p.m. Mayor LeBlanc called a brief recess, and at 7:18 p.m., the April 8, 2025, Town Council meeting reconvened in the Herndon Council Chambers, with all Councilmembers present, and Mayor LeBlanc presiding.

Regular Meeting

Staff present during the meeting: Christopher Martino, Interim Town Manager; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Lesa Yeatts, Town Attorney; Chief Steve Pihonak, Herndon Police Department; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; David Stromberg, Zoning Administrator; Maria Lee, Budget Manager; Margie Tacci, Acting Chief Deputy Town Clerk; and Amanda Kertz, Acting Town Clerk.

3. Pledge of Allegiance to the Flag of the United States of America

Mayor LeBlanc led the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present.

Mayor Announcements

Mayor LeBlanc announced that the Town Council had convened earlier in the evening in a closed meeting, with all members present, in accordance with applicable provisions of the Code of Virginia.

Mayor LeBlanc stated that public hearings on the proposed Fiscal Year (FY) 2026 budget would be held at this meeting and again at the Council's regular session on April 22. He welcomed public input on the budget and other agenda items and expressed appreciation for community engagement in the process.

Mayor LeBlanc provided updates on the Council's meeting schedule, noting the following: (1) the 2025 Town Council meeting schedule was adopted on January 7 and may differ slightly from the printed calendar. Meetings are posted on the Town's website and public meeting portal; and (2) in May, a work session is scheduled for Tuesday, May 13, and a regular meeting on Tuesday, May 27.

Mayor LeBlanc highlighted upcoming community events hosted by the Department of Parks and Recreation, including: (1) the Aqua Egg Hunt, on Saturday, April 12, from 1:00 p.m. to 4:00 p.m. at the Herndon Community Center; and (2) Hoppy Egg Hunt, Saturday, April 19, from 9:30 a.m. to noon at Bready Park. He encouraged residents to visit the Parks and Recreation section of the Town's website for event details and registration information.

4. Presentations/Reports/Comments

a. Proclamation to recognize Autism Acceptance Month

Mayor LeBlanc read the Proclamation to recognize Autism Acceptance Month.

b. Proclamation to recognize Arab American Heritage Month

Councilmember Alam read the Proclamation to recognize Arab American Heritage Month.

Mayor LeBlanc stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

c. Town Manager Report

Christopher Martino, Interim Town Manager, stated that he attended the Herndon Police Department (HPD) awards ceremony last Saturday, April 5. He extended his congratulations to Chief Pihonak and his staff.

d. Councilmember Comments

Councilmember del Aquila: echoed Mr. Martino's comments about Chief Pihonak and HPD, and asked HPD to let him know if there is anything they need for their continued success.

Councilmember Reyes: echoed his colleagues' comments on Chief Pihonak and HPD, and stated his support for the Proclamation to recognize Autism Awareness. He also thanked everyone in the audience for attending that evening's meeting.

Councilmember Alam: expressed support for the Proclamation to recognize Arab American Heritage Month.

Councilmember Garcia: echoed his colleagues' comments on Chief Pihonak and HPD, and on thanking those in attendance at that evening's meeting.

Councilmember Lloyd: thanked everyone in the audience for attending that evening's meeting to discuss the FY 2026 budget. He also discussed the following: (1) comments he received about Herndon downtown redevelopment project; and (2) the importance of the FY 2026 budget for the future.

Vice Mayor Hedrick: thanked everyone in the audience for attending that evening's meeting, and stated he is excited to hear what the community has to say about the FY 2026 proposed budget. He also provided his support for both proclamations presented that evening.

Vice Mayor Hedrick provided an update from the recent Northern Virginia Transportation Authority Planning Coordination Advisory Committee (NVTA-PCAC) meeting he attended, where increasing access to public transit was discussed.

Vice Mayor Hedrick echoed his colleagues' comments on Chief Pihonak and HPD.

Mayor LeBlanc: stated that he spoke at the Dulles Regional Chamber of Commerce Metro Monday event about the continued development of the Silver Line. He also echoed his colleagues' comments on Chief Pihonak and HPD.

5. Comments from the Audience

Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

- Dr. Ibrahim Hassan, 14412 Rockymount Court, Centreville: expressed appreciation for the Proclamation to recognize Arab American Heritage Month .
- Elizabeth Vossler, 608 Spring Street, Herndon: also thanked the Council for the Proclamation to recognize Autism Awareness.
- Tawab Hamidi, member of ADAMS Center, Herndon: thanked the Council

for recognizing Arab American Heritage Month.

- [Name and address not provided], member of New Virginia Majority, Herndon: spoke in support of expanded affordable housing options in Herndon.
- Jay Hadlock, 515 Alabama Drive, Herndon: commented on affordable housing, community diversity, Transit-Related Growth (TRG) area, and residential property sales in Herndon.
- Otmaro Aguirre, [no address provided], member of New Virginia Majority, Herndon: requested the Town provide lease space for the organization and consider funding a day laborer center in the upcoming budget.
- Justin Brody, 1425 North East Square, Reston: requested Town support and funding for the second annual Juneteenth event, Brewbilee, hosted by Strange Fruit Brewing.
- Courtney Romoney, 11106 Side Saddle Drive, Upper Marlboro, Maryland: supported Mr. Brody's request and expressed interest in learning more about the Town's goals for increasing community diversity.
- Bessie Denton, 496 Virginia Avenue, Herndon: thanked the Herndon Police Department for its service, requested bringing back the citizen academy to educate residents on Town and County services, and asked about federal housing rules affecting low-income residents.
- Susan Powell, 419 Madison Forest Drive, Herndon: provided an update on her ongoing evaluation of the Town's community events using a "unity score" metric.

6. Public Hearings

a. Fiscal Year (FY) 2026 Proposed Budget

i. Ordinance to Levy Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2026 Budget

A Certificate of Publication was filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the March 14, 2025 issue.

ii. Ordinance to amend Chapter 30 (FINANCE AND TAXATION), Article IX (Meals Tax), Section 30-401(Levy) to increase meals tax rate

Certificates of Publication were filed from the Editor of the Fairfax County Times

Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

- iii. **Ordinance to amend Chapter 30 (FINANCE AND TAXATION), Article VII (Business, Professional, Occupancy License), Division 2 (Fees and Taxes), Section 30-246 (Enumeration), and Section 30-263 (Repair Service) to increase fees for retail merchants and repair services**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

- iv. **Ordinance to amend Chapter 74 (UTILITIES), Article II (Sewers and Sewage Disposal), Division 5 (Sanitary Sewer System Rates & Charges), Section 74-262 (Schedule of Rates); and Article III (Water), Division 2 (Service), Subdivision II (In-Town Service Charges), Section 74-326 (Schedule of Charges), to increase the service and usage charges for sanitary sewer and water**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

- v. **Ordinance to amend Chapter 63 (SOLID WASTE), Section 63-8 (Schedule of fees) to recategorize type of fee and to increase rate**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

- vi. **Resolution to adopt a Fiscal Planning Resolution for the Fiscal Year 2026 Budget for the Town of Herndon**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

- vii. **Ordinance to appropriate funds to implement the Fiscal Year 2026 Budget for the Town of Herndon, establishing the Pay Plan, and reserving on-going and Capital Funding for this Fiscal Year**

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly

advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

FY 2026 Proposed Budget

Mayor LeBlanc stated that the next seven public hearing items relate to the proposed Fiscal Year (FY) 2026 budget. He reviewed the process for the budget public hearings, noting that following public comment this evening, the hearings would remain open and continue at the Council's regular session on April 22.

Mayor LeBlanc opened the public hearings, on the following seven items: (1) tax levy ordinance; (2) meals tax ordinance; (3) business professional and occupational license (BPOL) ordinance; (4) amend Chapter 74 ordinance; (5) amend Chapter 63 ordinance; (6) fiscal planning resolution ordinance; and (7) appropriation ordinance.

Mayor LeBlanc recognized Interim Town Manager Christopher Martino to present the staff report. Mr. Martino provided an overview of the FY 2026 proposed budget, including a summary of all funds and related capital and operating investments. He outlined major upcoming projects, including the Sugarland Run Stream restoration, tee box improvements at the Herndon Centennial Golf Course, CIP transportation improvements, and significant investments in water and sewer infrastructure such as line upgrades, pump station improvements, and sewer capacity purchases. Mr. Martino explained that the Town had previously used American Rescue Plan Act (ARPA) funds to supplement the costs of key projects, but those funds are no longer available and have been fully allocated.

Mr. Martino then reviewed the proposed revenue changes in the FY 2026 budget, which included:

1. Proposed real estate tax rate of \$0.27 per \$100 of assessed value (an increase of \$0.01 over the current rate);
2. Increase in the meals tax from 3.75% to 4%;
3. Adjustments to Business Professional and Occupational License (BPOL) rates to align with Fairfax County levels;
4. Adjustments to Community Development and Parks and Recreation user fees;
5. Renaming the Recycling Fee to Collection Fee and raising the current rate; and
6. Increases to water and sewer rates, as discussed during the April 1 work

session.

Mayor LeBlanc reminded the public and Councilmembers that many questions related to the proposed budget had been addressed during earlier work sessions and encouraged referencing those discussions for detailed responses.

There was discussion among Council and staff on the FY 2026 proposed budget, including: (1) proposed real estate and meals tax rates; (2) funding required for capital reserves; (3) the Town's financial policies designed to maintain its AAA credit rating; and (4) request for a review of the Town's proposed rates compared to other cities and counties. Mr. Martino stated the comparison data would be provided at the next work session.

**Public Hearing on
Tax Levy Ordinance:**

Mayor LeBlanc called for comments from the audience. The public hearing was held, and the following individuals provided testimony:

- Jay Hadlock, 515 Alabama Drive, Herndon: regarding tax rates; requested the Town retain both fall bulk waste cleanups.
- Newt Salamander, 2272 Astoria Circle, Herndon: provided comments on proposed expenditures related to the Herndon Police Department and the Town Attorney's budgets; Town space to nonprofits; and other items such as tree planting, park improvements, security upgrades, and property maintenance.
- Meg Donnelly, 114 Fortnightly Blvd, Herndon: expressed concern about the proposed tax rates and water and sewer rates; asked the Council to consider reducing or eliminating lower-priority items prior to raising tax rates.
- Barry Clendenin, 520 Filmore Street, Herndon: regarding tax rates; he recommended that Council revisit the tax levy six months into the fiscal year.

Seeing no further comments, Mayor LeBlanc stated that the public hearing would remain open, and asked for a motion to continue the public hearing.

Councilmember del Aguila moved to continue the Ordinance to Levy Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2026 Budget to the April 22, 2025 meeting.

Motion seconded by Vice Mayor Hedrick.

There were brief comments from Council.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

**Public Hearing on
Meals Tax Ordinance:**

Mayor LeBlanc called for comments from the audience. The public hearing was held, and the following individual provided testimony:

- Jay Hadlock, 515 Alabama Drive, Herndon: supported the meals tax rate to encourage revenue generated by people dining from outside the Town.

Seeing no further comments, Mayor LeBlanc stated that the public hearing would remain open, and asked for a motion to continue the public hearing.

Councilmember Garcia moved to continue the Ordinance to amend Chapter 30 (FINANCE AND TAXATION), Article IX (Meals Tax), Section 30-401 (Levy) to increase meals tax rate to the April 22, 2025 meeting.

Motion seconded by Councilmember Reyes.

There were no comments from Council.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

**Public Hearing on
Business, Professional, Occupancy License (BPOL) Ordinance:**

Mayor LeBlanc called for comments from the audience. Seeing none, Mayor LeBlanc stated that the public hearing would remain open, and asked for a motion to continue the public hearing.

Vice Mayor Hedrick moved to continue the Ordinance to amend Chapter 30 (FINANCE AND TAXATION), Article VII (Business, Professional, Occupancy License), Division 2 (Fees and Taxes), Section 30-246 (Enumeration), and Section 30-263 (Repair Services) to increase fees for retail merchants and repair services to the April 22, 2025 meeting.

Motion seconded by Councilmember Alam.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

**Public Hearing on
Chapter 74 Ordinance:**

Mayor LeBlanc called for comments from the audience. The public hearing was held, and the following individual provided testimony:

- Jay Hadlock, 515 Alabama Drive, Herndon: provided comments on the proposed water and sewer rates; expressed concern that Davenport did not consider watering vegetation during the summer in creating their rate model.

Seeing no further comments, Mayor LeBlanc moved to continue the public hearing to the April 22, 2025 meeting.

Councilmember del Aguila moved to continue the Ordinance to amend Chapter 74 (UTILITIES), Article II (Sewers and Sewage Disposal), Division 5 (Sanitary Sewer System Rates & Charges), Section 74-262 (Schedule of Rates); and Article III (Water), Division 2 (Service), Subdivision II (In-Town Service Charges), Section 74-326 (Schedule of Charges) to increase the service and usage charges for sanitary sewer and water to the April 22, 2025 meeting.

Motion seconded by Councilmember Garcia.

There were brief comments from Council.

Vice Mayor Hedrick requested staff to consider an adjustment for peak rates in summer, and illustrate what that would look like. Mr. Martino stated staff would take a look at this, and report back at the next work session.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

**Public Hearing on
Chapter 63 Ordinance:**

Mayor LeBlanc called for comments from the audience. The public hearing was held, and the following individual provided testimony:

- Jay Hadlock, 515 Alabama Drive, Herndon, provided general comments.

Seeing no further comments, Mayor LeBlanc stated that the public hearing would remain open, and asked for a motion to continue the public hearing.

Councilmember Reyes moved to continue the Ordinance to amend Chapter 63 (SOLID WASTE), Section 63-8 (Schedule of fees) to recategorize type of fee and to increase rate to the April 22, 2025 meeting.

Motion seconded by Councilmember Alam.

There were no comments from Council.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

**Public Hearing on the
Fiscal Planning Resolution and
the Appropriation Ordinance:**

Mayor LeBlanc stated that public hearings will be held concurrently for the next two items and called for comments from the audience. The public hearing was held, and testimony was received from the following individual:

- Andy Lacher, 711 Old Hunt Way, Herndon, Chair of Cornerstones Board of Directors: commented on the proposed tax rates; thanked the Council for their hard work and support.

Seeing no further comments, Mayor LeBlanc stated that the public hearing would remain open, and asked for a motion to continue the public hearing.

Mayor LeBlanc stated that Council must take separate action to continue the public hearing on the Fiscal Planning Resolution and the Appropriation Ordinance.

**Vote on
Fiscal Planning Resolution:**

Vice Mayor Hedrick moved to continue the Resolution to adopt a Fiscal Planning Resolution for the Fiscal Year 2026 Budget for the Town of Herndon to the April 22, 2025 meeting.

Motion seconded by Councilmember Reyes.

There were no comments from Council.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

**Vote on
Appropriation Ordinance:**

Councilmember del Aguila moved to continue the Ordinance to appropriate funds to implement the Fiscal Year 2026 Budget for the Town of Herndon, establishing the Pay Plan, and reserving on-going and Capital Funding for this Fiscal Year to the April 22, 2025 meeting.

Motion seconded by Councilmember Reyes.

There were no comments from Council.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

b. Ordinance 25-O-04 to approve Zoning Ordinance Text Amendment ZOTA #25-03, to amend Chapter 78 (ZONING); to update standards in the Warehousing use category; and other articles and sections as deemed necessary and appropriate to update regulations related to the Electronic Warehousing use type and to make housekeeping amendments

Certifications of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21, March 28, 2025 issues.

Mayor LeBlanc opened the public hearing and recognized David Stromberg, Zoning Administrator, to present the staff report on Zoning Ordinance Text Amendment (ZOTA) #25-03. Mr. Stromberg stated this amendment is part of a broader effort to implement recommendations from the TRG Small Area Plan. The amendment revises the "Warehousing" use category to align with the Comprehensive Plan and regional zoning consistency. Key changes include: (1) establishing gross floor area thresholds for electronic warehousing for both new construction and repurposed building; and (2) requiring special exception review for electronic warehousing in the Office and Light Industrial (O&LI) and Planned Development–Business (PD-B) districts, consistent with current requirements in the Commercial Services (CS) district.

Mr. Stromberg stated that electronic warehousing use category was originally defined during the 2007 comprehensive zoning rewrite under ZOTA #06-03. Since then, the land use policy has changed, so that the current standards no longer align with the TRG Small Area Plan, adopted April 23, 2024. He stated that the

Planning Commission reviewed and recommended approval of ZOTA #25-03 at its March 24, 2025 meeting. Staff also recommends approval, as presented.

There was discussion among Council and staff on ZOTA #25-03, which included: (1) determination of square footage limits for electronic warehousing; (2) impacts on nearby development areas, like Marker 20; (3) possible unintended consequences of the amendment; and (4) Utility and accessory dwelling unit considerations related to the ZOTA.

Mayor LeBlanc called for comments from the audience. The public hearing was held, and the following individuals provided testimony:

- Ken Wire, attorney with Wire Gill, LLP 1984 Isaac Newton Square, Reston: on behalf of the owner of Marker 20; requested clarification on his previously submitted written comments that suggested changes to the proposed ordinance.
- Art Anselene, 714 Huntsman Place, Herndon: requested that the Town Attorney review possible impacts of the ZOTA on property values if facility types shift toward web-hosting facilities.
- David Shiner, attorney with Holland and Knight, 1650 Tysons Blvd, Mclean: represents contract purchasers of the Marker 20 site; commented on the need for certainty from Dominion Energy, discussed potential tax implications.

Seeing no further comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and actions.

Councilmember del Aguila motioned to approve Ordinance 25-O-04 to approve Zoning Ordinance Text Amendment ZOTA #25-03, to amend Chapter 78 (ZONING); to update standards in the Warehousing use category; and other articles and sections as deemed necessary and appropriate to update regulations related to the Electric Warehousing use type and to make housekeeping amendments.

Motion seconded by Councilmember Reyes.

There were comments from Council on the motion regarding the potential impacts on tax revenue from this amendment.

Mr. Stromberg clarified, at the request of Town Attorney Lesa Yeatts, that staff's recommendation for the Council was the revised version of ZOTA #25-03, as submitted earlier that day, and summarized in the final slide of his presentation.

Councilmember del Aguila confirmed that his motion was to approve the revised version of ZOTA #25-03, as presented by Mr. Stromberg. Councilmember Reyes reaffirmed his second.

The question was called on the motion, which carried by a unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

7. Consent

- a. Resolution 25-G-23 in support of protecting the natural environment along the W&OD Trail**
- b. Resolution 25-G-24 to appoint a member to the Planning Commission**
- c. Resolution 25-G-25 to appoint a member to the Board of Zoning Appeals**
- d. January 7, 2025, Town Council Organizational Meeting and Work Session Minutes**

On motion of Vice Mayor Hedrick, seconded by Councilmember Reyes, the Consent Agenda items were approved and carried by a unanimous roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

8. Adjournment

There being no further business, Mayor LeBlanc adjourned the April 8, 2025 Town Council regular meeting at 9:42 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

**HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, April 15, 2025**

1. Call to Order

Mayor LeBlanc called the April 15, 2025, Town Council meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick (arrived at 7:01 p.m.); 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; Kirstyn Barr Jovanovich and Scott Robinson, Acting Deputy Town Managers; Chief Steven Pihonak, Herndon Police Department; Brent Heavner, Chief Communications Officer; Marjorie Sloan, Director of Finance; Mike Mueller, Golf Course General Manager; and Margie Tacci, Acting Chief Deputy Town Clerk.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present.

Mayor LeBlanc recognized Christopher Martino, Interim Town Manager, who introduced Brent Heavner as the Town's new Chief Communications Officer.

Mayor Announcements

Mayor LeBlanc reminded Council that from May through December, the Council would hold one work session and a regular meeting per month. He stated that the work session and regular sessions for May were scheduled for May 13 and May 27, respectively.

Mayor LeBlanc wished everyone a Happy Easter and Passover, and stated that Parks and Recreation was hosting the Hoppy Egg Hunt on April 19 from 9:30 a.m. to noon. Registration information is available on the Parks and Recreation page of the Town's website.

Comments and Disclosures for the Record

Mayor LeBlanc asked Margie Tacci, Acting Chief Deputy Town Clerk, if she received comments for the record or signed disclosure declarations from Council.

Ms. Tacci stated that comments were entered into the record on Discussion Item 2(a), FY 2026 Proposed Budget. There were no additional comments or disclosures received on any other items listed on that meeting's agenda.

2. Discussion

a. FY 2026 Proposed Budget – Follow-Up Discussion

Mayor LeBlanc opened the discussion by stating that the goal of the work session was to conduct a follow-up on the FY 2026 proposed budget and work toward final consensus prior to the upcoming public hearing.

Mayor LeBlanc recognized Interim Town Manager Christopher Martino, who began by reviewing a budget Q&A document distributed earlier that day. He noted that there were two additional items to be addressed: (1) Fairfax County's meals tax would not apply to the Town under state law; and (2) a \$1.00 per square foot real estate tax levy on commercial office space is not feasible following legal review.

The Council and staff briefly discussed the topics Mr. Martino mentioned along with the topics included in the budget Q&A document.

Mr. Martino then reviewed current and proposed tax rates. The proposed budget includes an increase in the real estate tax rate from \$0.26 to \$0.27 per \$100 of assessed value, and a meals tax rate increase of 3.75% to 4%. Several budget scenarios were reviewed: (1) an \$867,000 shortfall if neither rate is increased; (2) a \$562,000 shortfall if only the meals tax is increased; and (3) a \$305,000 shortfall if only the real estate tax is increased.

There was discussion among the Council and staff, including: (1) the financial impact of the proposed tax rates; including options to increase the meals tax to 4.5% or to 5%; (2) how tax policy impacts long-term investments; (3) fund balance ratios; and (4) rising costs expected to maintain the Town workforce.

Mr. Martino stated that while the deputy town manager position is not included in the proposed budget, it could be funded at approximately \$220,000 through offsets including: (1) \$90,000 reduction in staff training; (2) \$40,000 reduction to Arts Herndon funding; and (3) \$90,000 reduction to the urban forestry program. Council expressed interest in pursuing these offsets. Additionally, staff was encouraged to explore cost-offsetting strategies related to the urban forestry budget, and to look into launching a Memorial Tree initiative.

Mr. Martino presented additional budget reduction considerations, which included: (1) replacing the \$119,000 budgeted for bulk waste pickup with a fee-for-service model; (2) a \$40,000 reduction in funding for NextStop Theatre; and (3) delaying the hiring of the Economic Development Director for a \$34,000 savings. Council discussed the feasibility of these reductions and expressed support for reallocating

the bulk waste cleanup budget and postponing the economic development hire.

There was further discussion of potential funding shifts and additions in the proposed budget, including increasing the cultural events budget from \$60,000 to \$75,000. Council expressed consensus to retain funding for the Herndon Police Department's Special Enforcement and Engagement Team (SEET) for bike patrol efforts.

The Council also discussed future revenue-generating options, such as a personal property tax, car tax, or development impact fees, and reviewed infrastructure needs such as adding electric vehicle (EV) chargers at the Herndon Municipal Center. Council expressed interest in expanding the Town's tax base through long-term redevelopment.

Recess

At 9:25 p.m. Mayor LeBlanc called a brief recess, and at 9:30 p.m., the Town Council Work Session meeting reconvened, with six members present and Mayor LeBlanc presiding. Councilmember Garcia had not yet returned to the meeting.

[Note: Councilmember Garcia returned to the meeting at 9:32 p.m.]

Mayor LeBlanc suggested discussing costs related to Friday Night Live! (FNL) prior to wrapping discussions for the evening on the FY 2026. He noted that he and staff had recently met with representatives from the Dulles Regional Chamber of Commerce (DRCC) regarding the operational costs associated with the event. He recognized Scott Robinson, Acting Deputy Town Manager, for comment.

Mr. Robinson explained that FNL is a major fundraising event for DRCC, which hosts up to 17 concerts annually. Based on DRCC's 2023 tax filing, they reported gross receipts of \$273,000 and a net profit of \$91,000. Mr. Robinson noted that the Town incurred \$75,000 in incremental staffing costs, plus \$10,000 in additional costs for labor and equipment. He expressed concern about the sustainability of this support level and cited WinterMarkt as a successful model where shared costs reduced the Town's burden by 30 percent. Mr. Robinson also raised safety concerns due to extended work shifts for DPW staff during FNL and reported that DRCC is unable to assume costs related to trash collection and post-event cleanup.

There was discussion between the Council and staff regarding: (1) the Town's costs to support FNL; (2) the licensing of portable toilets and ice machines; (3) funding as compared to other events; and (4) Council's desire to continue FNL with more sustainable staffing and financial models.

Mayor LeBlanc introduced a proposal to hold a re-imagined Herndon Festival in

2026 in celebration of the nation's 250th anniversary. He envisioned a one-day event featuring booths, games, and music, without a carnival. Council expressed support for the initiative. There was brief discussion on possible funding sources, such as sponsorship, merchandise sales, and vendor booth fees. Mayor LeBlanc requested that staff develop a realistic budget estimate for this event.

The Town Council also discussed the need for departmental coordination on upcoming events, such as Brewbilee. Topics included the use of the Town Green, overlapping use with FNL, staffing requirements, ABC licensing, status of the application, and expectations for Town support.

Following discussion, and with the consensus of the Council, the following FY 2026 budget actions were supported:

1. The majority of Council supported the following tax rates: real estate tax rate at \$0.27; meals tax rate at 4.5 percent;
2. Allocation of \$500,000 for the annual fleet replacement program, with the remainder funded through reserves;
3. Allocation of \$110,000 to contingency to buffer against economic volatility;
4. Removal of the second bulk waste pickup, with outreach planned to address printed calendar discrepancies;
5. Delay of the Economic Development Director's hiring for \$34,000 in one-time savings;
6. Deputy Town Manager position via cost reductions on several line items;
7. The cultural events budget increased from \$60,000 to \$75,000; and
8. Planning and budgeting for a re-imagined Herndon Festival in FY 2026.

3. Roundtable

Councilmember Alam: wished everyone a Happy Easter, and stated that the Embassy of Pakistan is hosting an Easter dinner on Saturday April 19th at 6:30 p.m. for anyone who was interested in attending.

Councilmember Garcia: wished everyone a Happy Easter, and thanked his colleagues for the discussions and collaboration on the budget.

Councilmember Reyes: wished everyone a Happy Easter and Spring Break.

Councilmember Lloyd: thanked everyone for the hard work on the budget.

Councilmember del Aguila: thanked everyone for a very productive meeting, and also thanked Mayor LeBlanc for his leadership and respectful discussions.

Councilmember del Aguila requested that staff research and explore the options and costs to move power lines or polls in Town, including if it is possible not to be charged all at once by the electrical company.

Vice Mayor Hedrick: echoed his fellow Councilmembers' comments on the leadership and effective collaboration among the Council.

Mayor LeBlanc: stated his appreciation for what the Council has done to collaborate and work together.

Christopher Martino, Interim Town Manager: stated that Parks and Recreation has partnered with Cornerstones and received a \$7,500 grant to provide an additional day at summer camps in neighborhoods surrounding Alabama Drive.

Mr. Martino recognized Marjorie Sloan, Director of Finance, and Jerry Shulz, Deputy Director of Finance, for receiving the 50th consecutive award from Government Finance Officers Association for Excellence in Financial Reporting.

4. **Adjournment**

There being no further business, the April 15, 2025, Town Council work session was adjourned at 10:40 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council:

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, April 22, 2025

1. Call to Order

Mayor LeBlanc called the April 22, 2025, Town Council meeting to order at 7:00 p.m. 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 (arrived at 7:01 p.m.), 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; Chief Steven Pihonak, Herndon Police Department; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; Mike Mueller, Golf Course General Manager; Bob Williams, Director of Parks and Recreation; John Irish, Acting Director of Public Works; David Stromberg, Zoning Administrator; Maria Lee, Budget Manager; Fadrique Iglesias, Community Planner; Capital Projects Program Manager; and Amanda Kertz, Acting Town Clerk.

2. Pledge of Allegiance to the Flag of the United States of America

Mayor LeBlanc led the audience in the Pledge of Allegiance to the Flag of the United States of America.

[Note: Councilmember Garcia arrived at 7:01 p.m.]

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present.

Amend the Agenda

Mayor LeBlanc stated that he was advised an item needed to be added to the Consent Agenda. He asked for a motion to amend the agenda to add a Temporary License Agreement between the Town and Dulles Regional Chamber of Commerce.

Vice Mayor Hedrick moved to add Resolution 25-G-31, to approve a Temporary License Agreement between the Town and Dulles Regional Chamber of

Commerce for use of town-owned property for portable toilets and an ice machine for Friday Night Live events, as item 7(e) on the Consent Agenda, and that the agenda be so amended.

Motion seconded by Councilmember Reyes.

The question was called on the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Lloyd abstained from the vote.

Mayor Announcements

Resolution 25-G-31

Mayor LeBlanc provided comments on the item that was added to the Consent Agenda, Resolution 25-G-31. He addressed recent misinformation regarding Friday Night Live (FNL), emphasizing that there were never any plans to cancel the opening concerts and clarifying that the issue was the pending approval of a required portable toilet license, which was being addressed that evening. He reaffirmed his ongoing support for FNL, noting its importance to the community and support for area nonprofits. The Mayor highlighted that the Town is the largest sponsor of FNL this year, contributing \$20,000 in funding and approximately \$40,000 of in-kind services. He also shared plans to begin early coordination with the Chamber and the permanent Town Manager to ensure a seamless 2026 season. He thanked the community and expressed enthusiasm for another successful summer of Friday Night Live.

Upcoming Events

Mayor LeBlanc opened the meeting by noting it included the second public hearing on the FY 2026 budget and said he looked forward to hearing public input on the budget and other matters. He also reviewed several upcoming events: the Runnymede Park Stream Clean-up on April 26; Opening Day of the Herndon Farmers' Market on May 1; Big Truck Day on May 2; Bike to Work Day on May 15; and the Memorial Day observance on May 26 at Chestnut Grove Cemetery hosted by American Legion Post 184.

Mayor LeBlanc reminded attendees that the adopted 2025 Town Council meeting schedule differs slightly from the printed calendar, with May meetings scheduled for May 13 (Work Session) and May 27 (Regular Meeting). Schedules for June, July, and August remain unchanged, and updates for September and October are posted online.

3. Presentations/Reports/Comments

a. Proclamation to recognize May as Asian American, Native Hawaiian, and Pacific Islander Heritage Month

Mayor LeBlanc recognized Councilmember Lloyd to read the Proclamation to recognize May as Asian American, Native Hawaiian, and Pacific Islander Heritage Month into the record.

b. Proclamation to recognize Public Service Recognition Week, May 4-10, 2025

Mayor LeBlanc recognized Councilmember del Aguila to read the Proclamation to Recognize Public Service Recognition Week into the record.

c. Proclamation to recognize National Public Works Week, May 18-24, 2025

Mayor LeBlanc recognized Councilmember Garcia to read the Proclamation to Recognize National Public Works Week into the record.

d. Recognition of Christopher Martino, Interim Town Manager, for dedicated service to the Town of Herndon

Mayor LeBlanc stated that, on behalf of the Town Council, he was privileged to present a Certificate of Appreciation to Christopher Martino.

Mayor LeBlanc and the Town Council thanked Mr. Martino for his service and leadership during his time as Interim Town Manager and wished him the best in his future endeavors.

Mr. Martino thanked the Mayor and Town Council and provided comments on working for the Town of Herndon and the recognition presented that evening. He specifically thanked Kirstyn Jovanovich and Scott Robinson, Acting Deputy Town Managers, and Lesa Yeatts, Town Attorney, for their assistance.

Following a short presentation of the Certificate of Appreciation, Mayor LeBlanc stated that members of the public are invited to provide comments on Chris' service, along with the proclamations read that evening, during "Comments from the Audience" portion of the agenda.

e. Town Manager Report

The Interim Town Manager did not have additional comments.

f. Councilmember Comments

Councilmember Alam: expressed sympathy over the passing of Pope Francis.

Councilmember Lloyd: provided his thoughts about the comments that the Council received on the FY 2026 proposed budget. He noted that home values have increased by an average of 2.4 percent annually over the past 15 years. He added that the previous real estate tax rate held for 14 years and hopes to maintain the

proposed rate for some time.

Councilmember del Aguila: addressed misinformation regarding, stating the Town has no plans to cancel the event. He noted the budget includes potential for expanded nonprofit support and continued in-kind services for FNL. He also highlighted investments in public safety and other services in the FY 2026 budget.

Councilmember Reyes: recognized the proclamations presented and recommended honoring Earth Day, which fell on April 22.

Councilmember Garcia: offered remarks on the proposed FY 2026 budget. He also commented on FNL and emphasized the importance of supporting other community groups seeking celebration opportunities.

Vice Mayor Hedrick: thanked the public for attending the meeting. He shared concerns about the FY 2026 budget and looked forward to hearing from residents on the topic.

Mayor LeBlanc: encouraged continued community engagement and invited residents to meet with him. He congratulated the department of Parks and Recreation for their successful recent events and noted upcoming proclamations recognizing Earth Day/Arbor Day and Community Service Month. He also acknowledged the Herndon Village Network's 10th anniversary.

Mayor LeBlanc stated that he has been meeting, and will continue to meet, with downtown Herndon property owners, including the former Ice House Café site.

Comments and Disclosures for the Record

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

Ms. Kertz stated that comments were entered into the record on Item 5(a) the FY 2026 proposed budget. No additional comments or disclosures on any other items listed on that meeting's agenda were received.

4. Comments from the Audience

Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

- Mike Williams, Board of Directors Chair, Dulles Regional Chamber of Commerce, 730 Elden Street, Herndon: provided comments about FNL; thanking the Mayor, Council, and staff for their support. He offered to share financial information from FNL with the Council.

- Jay Hadlock 515 Alabama Drive, Herndon: invited the public to attend the Native Plant Sale on Saturday, May 3 at Runnymede Park.
- Kevin Potter 43267 Alton Square Terrace, Ashburn: advocated for his organization, Nova Tracks, who are pursuing rail-with-trail proposal next to the W&OD Trail and requested Town support for a feasibility study.
- Heather Lanza, 2301 Woodland Crossing Drive, Herndon, Producing Artistic Director, NextStop Theatre: requested continued Town support for NextStop Theatre.
- Lisa Merkel, 911 Elden Street, Herndon: representing NextStop Theatre Board of Directors; also expressed support for the organization and requested continued funding.
- Melody Fetske, 309 Marjorie Lane, Herndon: President, NextStop Theatre Board of Directors; requested continued support and invited Council to upcoming shows, noting interest in partnering on a future arts center.
- Joanna Ormesher, 750 Center Street, Herndon, President, Arts Herndon, requested the Town's support for the organization.
- Nicole Wickenhauser, 1109 Burwick Drive, Herndon: expressed concern about lack of notice for stream clean-ups, supported continuing FNL, and questioned the use of non-native plants at the Community Center.
- Sheila Olem, 500 Bowers Lane, Herndon: expressed appreciation for Public Works Week, recent Parks and Recreation events, and recognition for Mr. Martino. She urged respectful comments at Council meetings, especially regarding FNL.
- Mike Bradley 753 Grace Street, Herndon: submitted written comments requesting support and staff coordination for the Herndon Family Tree project this fall.
- Barbara Glakas, 929 Barton Oaks Place, Herndon: supported coordination of the Herndon Festival with FNL, she urged keeping one bulk trash day, and emphasized the importance of clean-up events.

5. Public Hearings

a. Fiscal Year (FY) 2026 Proposed Budget

i. Ordinance 25-O-05 to Levy Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2026 Budget

A Certificate of Publication was filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the March 14, 2025 issue.

ii. Ordinance 25-O-06 to amend Chapter 30 (FINANCE AND TAXATION), Article IX (Meals Tax), Section 30-401 (Levy) to increase meals tax rate

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

iii. Ordinance 25-O-07 to amend Chapter 30 (FINANCE AND TAXATION), Article VII (Business, Professional, Occupancy License), Division 2 (Fees and Taxes), Section 30-246 (Enumeration), and Section 30-263 (Repair Service) to increase fees for retail merchants and repair services

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

iv. Ordinance 25-O-08 to amend Chapter 74 (UTILITIES), Article II (Sewers and Sewage Disposal), Division 5 (Sanitary Sewer System Rates & Charges), Section 74-262 (Schedule of Rates); and Article III (Water), Division 2 (Service), Subdivision II (In-Town Service Charges), Section 74-326 (Schedule of Charges), to increase the service and usage charges for sanitary sewer and water

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

v. Ordinance 25-O-09 to amend Chapter 63 (SOLID WASTE), Section 63-8 (Schedule of fees) to recategorize type of fee and to increase rate

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

vi. Resolution 25-G-26 to adopt a Fiscal Planning Resolution for the Fiscal Year 2026 Budget for the Town of Herndon

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy

copy published on April 4, 2025.

vii. Ordinance 25-O-10 to appropriate funds to implement the Fiscal Year 2026 Budget for the Town of Herndon, establishing the Pay Plan, and reserving on-going and Capital Funding for this Fiscal Year

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, March 21 and March 28, 2025, issues, with a courtesy copy published on April 4, 2025.

FY 2026 Proposed Budget

[Note: these public hearing items were continued from the April 8, 2025 public hearing]

Mayor LeBlanc resumed the public hearings, which were continued from the April 8, 2025, meeting. Mayor LeBlanc recognized Lesa Yeatts, Town Attorney, who provided information on the voting process for that evening's public hearing items.

Mayor LeBlanc recognized Christopher Martino, Interim Town Manager, who outlined updates made since the last Council work session. Mr. Martino explained that based on Council's direction, several adjustments had been incorporated into the budget. These included: (1) 4.5 percent meals tax increase; (2) staff to allocated \$500,000 toward the fleet replacement program; (3) Deputy Town Manager position funded at \$220,000, by reallocating existing line items; (4) changes to bulk waste pickup - shifting to a fee-for-service model as discussed at the Council; and (5) updates to funding for community cultural event programs. These adjustments resulted in a net increase of \$110,000 to the General Fund.

The public hearing was held, and the following individuals provided testimony:

- Barbara Glakas, 935 Barton Oaks Place, Herndon: thanked Mr. Martino for his service and urged the Town to retain at least one annual bulk waste clean-up, citing financial hardship. She supported a higher meals tax increase while minimizing the real estate tax increase.
- Melody Fetske 309 Marjorie Lane: echoed support for keeping one annual bulk clean-up, noting significant participation during the current pickup period.
- Laura Pointdexter, Chair, FNL, 730 Elden Street, Herndon: expressed concern about the meals and real estate tax increases and the reduction in funding for Arts Herndon.
- Sheila Olem, 500 Bowers Lane, Herndon: expressed concern over the

proposed one-cent real estate tax increase.

- Steve Mitchell, 1291 Monroe Street, Herndon: encouraged the Council to reassess service levels and whether the current budget structure appropriately reflects community needs.
- Nicole Wickenhauser, 1109 Burwick Drive, Herndon: supported keeping spring and fall clean-up events, stating they are among the Town's best services. She noted the current economic strain on residents.
- Alex Harper, 1352 Icy Brook Drive, Herndon: expressed concern about overlapping Fairfax County and Town taxes and echoed Ms. Olem's comments about financial uncertainty for residents.

Seeing no further comments, Mayor LeBlanc closed the public hearings and moved to Council level for discussion and separate action on each item.

Vote on Ordinance 25-O-05, Tax Levy

Councilmember del Aguila moved to Approve Ordinance 25-O-05 to Levy Taxes on Real Estate and Manufactured Homes, and Other Subjects for the Fiscal Year 2026 Budget, as presented.

Motion seconded by Councilmember Garcia.

There were comments from Council, which focused on the following: (1) structure budget concerns, e.g., limited population growth and rising operating costs; (2) revenue uncertainty, e.g., unpredictability of key revenue sources such as meals tax and BPOL and a request for a multi-year tax outlook; (3) concern expressed over tax and fee increases, citing the financial burden on residents; (4) staff retention and services; and (5) long-term planning and looking at ways to strengthen the Town's financial outlook.

The question was called on the motion, which carried by a 5-2 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, and Mayor LeBlanc voting "Aye." Councilmember Reyes and Vice Mayor Hedrick voting "No."

Vote on Ordinance 25-O-06, Meals Tax

Councilmember del Aguila moved to Approve Ordinance 25-O-06 to amend Chapter 30 (FINANCE AND TAXATION), Article IX (Meals Tax), Section 30-401(Levy) to increase meals tax rate, as presented.

Motion seconded by Councilmember Alam.

There were brief comments from Council.

The question was called on the motion, which carried by a 5-2 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, and Mayor LeBlanc voting "Aye." Councilmember Reyes and Vice Mayor Hedrick voting "No."

Vote on Ordinance 25-O-07, BPOL

Councilmember Garcia moved to Approve Ordinance 25-O-07 to amend Chapter 30 (FINANCE AND TAXATION), Article VII (Business, Professional, Occupancy License), Division 2 (Fees and Taxes), Section 30-246 (Enumeration), and Section 30-263 (Repair Service) to increase fees for retail merchants and repair services, as presented.

Motion seconded by Councilmember del Aguila.

There were brief comments from Council.

The question was called on the motion, which carried by a 6-1 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, and Mayor LeBlanc voting "Aye." Vice Mayor Hedrick voting "No."

Vote on 25-O-08, Water and Sewer Rates

Councilmember Reyes moved to Approve Ordinance 25-O-08 to amend Chapter 74 (UTILITIES), Article II (Sewers and Sewage Disposal), Division 5 (Sanitary Sewer System Rates & Charges), Section 74-262 (Schedule of Rates); and Article III (Water), Division 2 (Service), Subdivision II (In-Town Service Charges), Section 74-326 (Schedule of Charges), to increase the service and usage charges for sanitary sewer and water, as presented.

Motion seconded by Councilmember del Aguila.

There were brief comments about the utility fees and the Town's long-term approach to these fees from the Council.

The question was called on the motion, which carried by a 6-1 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, and Mayor LeBlanc voting "Aye." Vice Mayor Hedrick voting "No."

Vote on Ordinance 25-O-09, Solid Waste Fee

Councilmember del Aguila moved to Approve Ordinance 25-O-09 to amend Chapter 63 (SOLID WASTE), Section 63-8 (Schedule of fees) to recategorize type of fee and to increase rate, as presented.

Motion seconded by Councilmember Garcia.

There were brief comments from Council.

The question was called on the motion, which carried by a 6-1 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, and Mayor LeBlanc voting "Aye." Vice Mayor Hedrick voting "No."

Vote on Resolution 25-G-26, Fiscal Planning Resolution

Vice Mayor Hedrick moved to Approve Resolution 25-G-26 to adopt a Fiscal Planning Resolution for the Fiscal Year 2026 Budget for the Town of Herndon, as presented.

Motion seconded by Councilmember Alam.

There were brief comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

Vote on Ordinance 25-O-10, Appropriation Ordinance

Councilmember del Aguila moved to Approve Ordinance 25-O-10 to appropriate funds to implement the Fiscal Year 2026 Budget for the Town of Herndon, establishing the Pay Plan, and reserving on-going and Capital Funding for this Fiscal Year, as presented.

Motion seconded by Councilmember Reyes.

There were brief comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

b. Resolution 25-G-27 to approve a Special Exception – SE #24-03, 1402 Winterland Court, to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district

Certificates of Publication were filed from the Editor of the Fairfax County Times Newspapers, showing that notice of said public hearing items had been duly advertised in the Friday, April 4 and April 11, 2025, issues.

Mayor LeBlanc opened the public hearing and recognized Zoning Administrator David Stromberg, who provided an overview of zoning regulations for special exceptions, noting that home-based daycare approvals do not run with the land and do not override Home Owner's Association (HOA) bylaws.

Fadrique Iglesias, Community Planner, presented the staff report on the proposed special exception for 1402 Winterland Court, which includes expanding enrollment to 12 children and extending operating hours from 5:00 a.m. to 11:00 p.m. Mr. Iglesias reviewed the zoning, site conditions, and Comprehensive Plan designations, and noted that HOA bylaws may impose stricter limits. Staff recommends approval of the request with six conditions, consistent with the Planning Commission's recommendation.

There was discussion between Council and staff about the special exception conditions, coordination with the HOA on parking and traffic concerns, and the broader implications of Town and HOA regulatory authority.

Mayor LeBlanc invited the applicants forward to provide their comments.

- Nidia Retamal, Applicant, 1402 Winterland Court, through an interpreter, provided comments on the application to expand the number of children and hours for her childcare.

There was a brief discussion between the applicant and the Council regarding the specifics of the application.

The public hearing was held, and the following individuals provided testimony:

- Mark Burd, 1323 April Way, Herndon: President, Four Seasons HOA, provided comments on behalf of the homeowners' association. He stated that the HOA Board approved the hours of 5:00 a.m. to 9:00 p.m. and indicated that the HOA would monitor the property.

Mayor LeBlanc asked if the applicant had a rebuttal, and Ms. Retamal provided a rebuttal to the comments Mr. Burd provided on behalf of the HOA.

Seeing no further comments, Mayor LeBlanc closed the public hearing and moved to Council level for discussion and action.

Councilmember del Aguila moved to Approve Resolution 25-G-27 to approve a Special Exception – SE #24-03, 1402 Winterland Court, to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district, as presented.

Motion seconded by Councilmember Garcia.

There were comments from Council on the application, during which Mayor LeBlanc encouraged the applicant and the HOA president to work together and to get to know one another's neighbors.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

6. General

a. Resolution 25-G-28 to adopt the FY 2027 through FY 2031 portion of the FY 2026-FY 2031 Town of Herndon Capital Improvement Program

Mayor LeBlanc recognized John Verdin, Capital Projects Program Manager, who presented the staff report on the proposed Capital Improvement Program (CIP), which includes the FY 2027-2031 of the FY 2026-2031 CIP. He provided an overview of the plan costs, stating that the projects are consistent with the Comprehensive Plans. He stated that staff recognizes that funding will be needed for the future projects. Staff recommends approval of the proposed resolution, as presented.

There was brief discussion among Council and staff on this item.

Councilmember Reyes moved to Approve Resolution 25-G-28 to adopt the FY 2027 through FY 2031 portion of the FY 2026-FY 2031 Town of Herndon Capital Improvement Program, as presented.

Motion seconded by Councilmember Alam.

There were brief comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

b. Resolution 25-G-29 to appoint an Interim Town Manager and provide for the continuation of Acting Deputy Town Manager(s)

Mayor LeBlanc recognized Town Attorney Lesa Yeatts, who explained that the resolution before the Council appoints Kirstyn Jovanovich as Interim Town Manager, as Christopher Martino's term concludes at the end of April and a permanent Town Manager has not yet been named. Ms. Yeatts noted that there is no fiscal impact, as salary savings from the prior Town Manager's contract will cover the position. The resolution also authorizes the Director of Human Resources to take any necessary personnel actions to support the transition. Staff recommends approval of the proposed resolution, as presented.

Councilmember Garcia moved to Approve Resolution 25-G-29 to appoint an Interim Town Manager and provide for the continuation of Acting Deputy Town Manager(s), as presented.

Motion seconded by Councilmember del Aguila.

There were brief comments from Council.

The question was called on the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye."

7. Consent

- a. **Resolution 25-G-30 approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during a two-day Memorial Day event and a one-day Labor Day event.**
- b. **January 14, 2025, Town Council Meeting Minutes**
- c. **January 21, 2025, Town Council Work Session Minutes**
- d. **January 28, 2025, Town Council Meeting Minutes**
- e. **Resolution 25-G-31 to approve a Temporary License Agreement between the Town and Dulles Regional Chamber of Commerce for use of town-owned property for portable toilets and an ice machine for Friday Night Live events (item added during the April 22, 2025 meeting)**

On motion of Councilmember Alam, seconded by Vice Mayor Hedrick the Consent Agenda items were approved and carried by a 6-0 roll call vote, as presented, without comment. The vote was: Councilmembers Alam, del Aguila, Garcia, , Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Lloyd abstained from the vote.

8. Adjournment

There being no further business, Mayor LeBlanc adjourned the April 22, 2025 Town Council regular meeting at 10:08 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]

HERNDON TOWN COUNCIL
Special Meeting - Closed Meeting Minutes
Wednesday, April 23, 2025

1. Call to Order

Mayor LeBlanc called the April 23, 2025, Town Council meeting to order at 3:06 p.m. in the Hoover Conference Room of 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 (arrived at 3:12 p.m.).

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present, with Councilmember Reyes having not yet arrived.

2. Closed Meeting

a. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager

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.

Vice Mayor Hedrick 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), a personnel matter involving discussion of prospective candidates for the position of Town Manager. Councilmember del Aguila seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Reyes had not yet arrived.

[Note: Councilmember Reyes arrived during the closed meeting at 3:12 p.m.]

Recess

At 4:50 p.m. Mayor LeBlanc called a brief recess, and at 5:15 p.m., the closed meeting resumed in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

Closed Meeting Resumed

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

The Council came out of closed meeting at 9:59 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 Vice Mayor Hedrick and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting “Aye.”

Aye: 7

Nay: 0

Absent: 0

3. Adjournment

There being no further business, Mayor LeBlanc adjourned the April 23, 2025 Town Council closed meeting at 10:01 p.m.

Amanda E.M. Kertz
Acting Town Clerk

Minutes approved by Town Council : _____

**HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, May 13, 2025**

1. Call to Order

Mayor LeBlanc called the May 13, 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 (arrived at 7:08 p.m.); and Councilmembers Naila Alam, Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Scott Robinson, Acting Deputy Town Manager; Lesa Yeatts, Town Attorney; Lauri Sigler, Deputy Town Attorney; Brent Heavner, Chief Communications Officer; and Amanda Kertz, Acting Town Clerk.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of all Councilmembers present. Vice Mayor Hedrick arrived late at 7:08 p.m.

Amend the Agenda

Mayor LeBlanc stated that there was an additional topic to discuss in closed meeting that evening, and he asked for a motion to amend the agenda to add a closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager.

Councilmember del Aguila moved to amend the agenda to add a closed meeting topic pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager, and that the agenda be so amended.

Motion sectioned by Councilmember Reyes.

The question was called on the motion, 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 had not yet arrived.

Mayor Announcements

Mayor LeBlanc announced that Bike to Work Day would be held on Thursday, May 15, from 6:00 a.m. to 10:00 a.m., with the Herndon Pit Stop located in front of the Herndon Depot. He also noted that “Our Herndon; Our Future; A Community Conversation” will take place on Tuesday, May 20, at 6:30 p.m. in the Council Chambers, with no registration required and Spanish interpretation will be available. He reminded the public that Town offices will be closed on Monday, May 26, in observance of Memorial Day, and that the American Legion Post 184 will host a ceremony at Chestnut Grove Cemetery at 10:00 a.m. Lastly, Mayor LeBlanc reminded everyone that the next Regular Meeting is scheduled for Tuesday, May 27, and that the 2025 Council meeting schedule differs from the printed calendar but is reflected on the Town website.

2. Discussion

a. 2025 Virginia General Assembly Legislative Report Briefing

Mayor LeBlanc recognized Lauri Sigler, Deputy Town Attorney, who provided an overview of the 2025 General Assembly Session. Ms. Sigler explained that the Town Council adopts a Legislative Program each fall to outline positions on proposed legislation and to submit requests through local legislators. Following the Governor’s action on May 2, 2025, a total of 727 bills were enacted and 198 vetoed. Ms. Sigler reviewed the Town’s two legislative requests, HB451, related to land value taxation, which failed, and SB1133, regarding food labeling for pork products, which passed the Senate but failed in a House subcommittee. She also summarized legislation of interest to the Town, including bills related to plastic bag tax revenue, land use and zoning, public safety, and legal advertisement requirements. Several of these laws may require future amendments to the Town’s zoning ordinance; staff will bring recommendations after the effective date of July 1, 2025.

[Note: Vice Mayor Hedrick arrived at 7:08 p.m.]

There was discussion between the Council and staff on various bills and impacts, including: (1) new license plate recognition regulations; (2) occupancy tax return requirements for short-term rentals; (3) affordable housing legislation related to religious properties; (4) IT procurement rules; and (5) changes related to the subdivision review processes.

b. Work Plan Briefing

Mayor LeBlanc introduced Kirstyn Jovanovich, Interim Town Manager, who stated that the Council’s upcoming work plan is based on the Strategic Plan, the FY 2026 budget development process, and the Town Council’s January 2025 retreat. She noted that a fall retreat would be scheduled ahead of the FY 2027 budget process, focused on long-term financial planning with support from Davenport & Company.

Ms. Jovanovich outlined the progress on Council-identified priorities, including: (1) improvements to the business development and permitting process; (2) Energy Service Company (ESCO) energy audit; (3) Safe Streets for All initiative (pending contract approval); (4) solid waste program fee structure; and (5) enhanced community engagement and communications strategies. Several long-term initiatives are also underway, including: (1) updates to asset management plans (2) vehicle replacement funding; (3) a parks and trails stewardship plan; (4) an affordable housing study; and (5) branding and IT modernization efforts.

Ms. Jovanovich stated that staff will continue bringing forward additional topics identified during the retreat and budget process at upcoming work sessions, to include cemetery planning, trail lighting, snow removal, and the Comprehensive Plan update.

There was discussion among the Council and staff about the priorities listed in the Strategic Plan and about upcoming items proposed for the Town Council's review.

Councilmember del Aguila suggested that the Town Council either cut the power to the electric vehicle (EV) charging station at the Herndon Municipal Center, or charging a fee for its use, rather than allowing individuals to charge their vehicles for free. Ms. Jovanovich stated that she would follow up on this item, and provide an update at a later work session.

Councilmember Reyes asked about disability being included in the Safe Streets initiative for all programs. Ms. Jovanovich stated that question should be answered when the item will be going before the Council at the next regular meeting. She stated that staff would provide a follow-up at a future meeting.

3. Roundtable

Councilmember Alam: thanked the staff for their presentations and continued work on current initiatives.

Councilmember del Aguila: requested a future work session discussion on the Town's donation process, particularly as it relates to the use of town-owned space (e.g., Arts Herndon), and also expressed interest in a more structured approach to identifying and pursuing federal and state grant opportunities. He asked staff to provide a status update on the remaining FY 25 and FY 26 events, including Juneteenth and Qué Pasa, and requested a traffic study to evaluate converting Pine and Lynn Streets to one-way traffic as part of the Safe Streets initiative.

Councilmember Lloyd: shared appreciation for the April 23 Career Day at Herndon Elementary School and thanked all staff and community members involved. He reflected on the event's impact and engagement with students.

Councilmember Reyes: thanked staff and emphasized that the Safe Streets 20-

Year Plan should ensure inclusion of individuals with disabilities.

Councilmember Garcia: shared that community members have expressed interest in starting a Herndon Football League and asked about the process for creating a youth sports nonprofit and securing field access.

Vice Mayor Hedrick: noted resident concerns about overgrown grass along medians and road shoulders. Scott Robinson, Acting Deputy Town Manager, responded that spring mowing is underway and should be completed in June.

Mayor LeBlanc: raised concerns about neglected and blighted properties along Elden Street and downtown, and suggested that the Town explore a more proactive enforcement approach using zoning and property maintenance tools. Councilmembers also discussed potential incentive-based strategies to encourage downtown revitalization and commercial occupancy.

Kirstyn Jovanovich, Interim Town Manager: summarized action items from the discussion, including: (1) scheduling a work session on donation and grant processes; (2) providing an update on FY 25-26 events; (3) conducting a traffic study on Pine and Lynn Streets; (4) evaluating zoning enforcement tools and incentives for downtown revitalization; and (5) reviewing EV charging station power use at HMC. She also provided updates on the Herndon Elementary School construction project, which has started earthwork, and noted visible construction activity at 555 Herndon Parkway, signaling movement on a major mixed-use development in the Herndon Transit-Oriented Core.

4. Closed Meeting

- a. A closed meeting pursuant to the 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 the 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 real estate in the downtown**
- c. A closed meeting pursuant to the Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager (item added during the May 13, 2025 meeting)**

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.

Vice Mayor Hedrick moved that the Council convene in a closed meeting to discuss

the following as permitted by Code of Virginia:

- a. Section 2.2-3711(A)(1), for discussion of prospective candidates relative to appointments to boards and commissions;
- b. 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 real estate in the downtown; and
- c. Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager.

Councilmember Alam seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

At 8:30 p.m. Mayor LeBlanc called a brief recess, and at 8:37 p.m., the closed meeting reconvened in the Hoover Conference Room, all members present, with Mayor LeBlanc presiding.

Councilmember del Aguila moved to come out of the closed meeting. Motion seconded by Councilmember Garcia and carried by unanimous roll call vote. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

The Council came out of closed meeting at 10:42 p.m.

Councilmember Garcia 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 Reyes. The vote was: Councilmembers Alam, del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye."

Aye: 7

Nay: 0

Absent: 0

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the May 13, 2025, Town Council Work Session at 10:44 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

DRAFT

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, May 27, 2025

1. Call to Order

Mayor LeBlanc called the May 27, 2025, Town Council meeting to order at 6:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Kelvin Garcia (arrived at 6:37 p.m.), Michael T. Lloyd, and Alex Reyes (arrived at 6:32 p.m.).

Councilmember Naila Alam was absent.

2. Closed Meeting (6:30 PM)

a. A closed meeting pursuant to the 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 real estate in the downtown

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 del Aguila moved that the Council convene in a closed meeting to discuss the following as permitted by 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, related to real estate in the downtown. Councilmember Lloyd seconded the motion, which carried by a 4-0 roll call vote. The vote was: Councilmembers del Aguila, Lloyd, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmembers Garcia and Reyes having not yet arrived. Councilmember Alam was absent.

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

The Council came out of closed meeting at 7:12 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 Vice Mayor Hedrick and carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

Recess

At 7:13 p.m. Mayor LeBlanc called a brief recess, and at 7:23 p.m. the May 27, 2025, Town Council meeting reconvened in the Herndon Council Chambers, with six Councilmembers present, and Mayor LeBlanc presiding. Councilmember Alam was absent.

Regular Meeting

Staff present during the meeting: Kirstyn Barr Jovanovich Interim Town Manager; Scott Robinson, Acting Deputy Town Manager; Lesa Yeatts, Town Attorney; Chief Steve Pihonak, Herndon Police Department; Lisa Gilleran, Director of Community Development; John Irish, Acting Director of Public Works; Mike Shindledecker, Transportation Engineer; Margie Tacci, Acting Chief Deputy Town Clerk; and Amanda Kertz, Acting Town Clerk.

3. Pledge of Allegiance to the Flag of the United States of America

Mayor LeBlanc welcomed Senator Jennifer Boysko to come forward and lead the audience in the Pledge of Allegiance to the Flag of the United States of America.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six Councilmembers present. Councilmember Alam was absent.

Moment of Silence

Mayor LeBlanc asked the audience to join in a moment of silence to honor two extraordinary public servants who passed away this week: Congressman Gerry Connolly and Former Supervisor Cathy Hudgins.

Mayor LeBlanc recognized Senator Jennifer Boysko, Senate of Virginia, who

provided comments on the public service accomplishments of Gerry Connolly and Cathy Hudgins.

Mayor Announcements

Mayor LeBlanc announced that Council had previously met in a closed meeting, pursuant to State Code requirements. Mayor LeBlanc stated that "Teacher Appreciation Week," was celebrated the first week in May, from May 5 through May 9, during which he visited and provided letters to several schools in Herndon.

Mayor LeBlanc recognized the Herndon High School externs who were in attendance during tonight's meeting to gain hands-on experience across Town departments. He recognized and congratulated all students graduating in the coming weeks from Town of Herndon schools, especially the Herndon High School Class of 2025, who will celebrate their graduation on June 3.

Mayor LeBlanc stated that the Herndon Police Department recently launched a new Online Parking Complaint Portal, to make it easier to report violations, which is located at: herndon-va.gov/parkingcomplaint.

4. Presentations/Reports/Comments

a. Proclamation to recognize Memorial Day

Mayor LeBlanc recognized Vice Mayor Hedrick to read the Proclamation to recognize Memorial Day.

b. Proclamation to recognize Mental Health Awareness Month, May 2025

Mayor LeBlanc read the Proclamation to recognize Mental Health Awareness Month. Following the reading of the proclamation, Mayor LeBlanc stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

c. Town Manager Report

Kirstyn Barr Jovanovich, Interim Town Manager, recognized Chief Communications Officer Brent Heavner and Communication staff member Kelly Garrone, along with Margie Tacci, Acting Chief Deputy Town Clerk, for their efforts coordinating the successful "Mayor LeBlanc: Community Conversation" event held on May 20. She shared that a similar community picnic event is being planned for the fall, with more information to be posted on the Town's website. Ms. Jovanovich also acknowledged the staff featured in the evening's slideshow for their accomplishments; noted that two employees recently attended the UVA LEAD program; and commended the Public Works and Parks and Recreation teams for refreshing Town garden beds with native plants to support local wildlife.

d. Councilmember Comments

Councilmember del Aguila: thanked attendees for joining the Council to recognize the evening's proclamations.

Councilmember Reyes: honored Memorial Day by thanking all service members for their sacrifices and those who attended the Town's ceremony at Chestnut Grove Cemetery. He also acknowledged the challenges some face with mental health and wished for a restorative summer.

Councilmember Garcia: expressed gratitude to military service members and the American Legion. He shared his experience at the Stars and Stripes Golf Tournament, where he was joined by two Herndon High School interns, Mr. Richardson and Mr. Lopez, who were learning more about local government. He also welcomed the Herndon High School externs that were attending that evening.

Councilmember Lloyd: reflected on the Memorial Day ceremony at Chestnut Grove and expressed appreciation for the sacrifices of service members.

Vice Mayor Hedrick: recognized Public Service Recognition Week, Police Week, and Memorial Day, thanking those in public service and military roles. He also noted the growth of the recent Stars and Stripes Golf Tournament and acknowledged the efforts that go into holding the event.

Mayor LeBlanc: highlighted several recent community events, including the opening of the Herndon Farmers' Market, the "Hello Herndon" mural ribbon-cutting, a meeting with the local Civil Air Patrol, and the American Legion Memorial Day ceremony. He announced the upcoming Town Square Tuesdays summer concert series and reflected on a recent speaking opportunity about strategic leadership, referencing the Four P's model from Harvard's Kennedy School, which caused him to reflect on the leadership of Congressman Connolly and Supervisor Hudgins. He concluded by thanking his fellow Councilmembers and Town staff for their ongoing leadership and recognized Older Americans Month, which he celebrated with residents of Herndon Harbor House.

5. Comments from the Audience

Mayor LeBlanc reviewed the process and asked those who wanted to provide Comments from the Audience to come forward.

The following individuals provided comments:

- Kathleen Persak, 1102 Whitworth Court, Herndon: requested information on what the Town is doing as a whole regarding Airbnb's in the community, per Chapter 11 of the Town Code, especially regarding their impact on parking, trash, and safety issues.

- Dylan Ellis, 1203 Grant Street, Herndon: requested information on when the bridge at the creek at the bottom of Monroe Street would be finished. He also asked for information on any bus stops or metro traffic near Grant Street.

6. General

a. Resolution 25-G-32 to award Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Road Safety Studies

Mayor LeBlanc recognized Mike Shindledecker, Transportation Engineer, who presented the staff report, and stated that, in addition to presenting the item tonight, he wanted to provide an update on roadway safety. Mr. Shindledecker provided an overview of RFP #25-01, a federally funded project through the Safe Streets and Roads for All (SS4A) Grant Program. He explained that the Town was awarded \$400,000 in federal funding (with a 20 percent local match), and the purpose of the resolution was to award a contract to complete three coordinated efforts: a Roadway Safety Action Plan, an ADA Transition Plan, and focused Roadway Safety Studies. The selected vendor was chosen following a competitive solicitation process that yielded 10 proposals and a full evaluation by the Town's review committee. The Roadway Safety Action Plan is a federally funded initiative to identify and prioritize transportation safety improvements across Herndon, making the Town eligible for future implementation grants. It will analyze crash data, roadway conditions, and community input to guide future safety investments.

Mr. Shindledecker noted that if the contract is awarded, the consultant will begin engagement and coordination with the Town Council, with a proposed project timeline and public engagement strategy to be discussed at the August work session. The project will also integrate with the Town's other long-range planning initiatives, including the Safe Streets for All grant objectives and the Comprehensive Plan.

There was discussion among Council and staff about the Safety Action Plan and its proposed timeline. Mayor LeBlanc requested that staff provide Council with key questions and materials in advance of the August work session to support an informed discussion.

Councilmember del Aguila moved to adopt Resolution 25-G-32 to award Contract RFP #25-01, Roadway Safety Action Plan, ADA Transition Plan, and Roadway Safety Studies, as presented.

Motion seconded by Councilmember Garcia.

The question was called on the motion, which carried by 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

7. Consent

- a. Ordinance 25-O-11 to amend the Fiscal Year (FY) 2025 Adopted Budget for the American Rescue Plan Act (ARPA) Fund and the General Fund**
- b. Resolution 25-G-33 to appoint a member to the Planning Commission**
- c. Resolution 25-G-34 to appoint a member to the Pedestrian and Bicycle Advisory Committee**
- d. Approval of Minutes**
 - i. February 4, 2025, Town Council Work Session Minutes**
 - ii. February 18, 2025, Town Council Work Session Minutes**
 - iii. February 25, 2025, Town Council Regular Meeting Minutes**
 - iv. February 26, 2025, Town Council Special Meeting - Closed Meeting**
 - v. March 4, 2025, Town Council Work Session Minutes**

On motion of Vice Mayor Hedrick, seconded by Councilmember Garcia the Consent Agenda items were approved and carried by a 6-0 roll call vote, as presented, without comment. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

8. Closed Meeting

- a. A closed meeting pursuant to the 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 processes**

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)(8), consultation with legal counsel regarding specific legal matters requiring provision of legal advice by such counsel, relating to real estate in the downtown. Councilmember Garcia seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

At 8:03 p.m. Mayor LeBlanc called a brief recess, and at 8:13 p.m. the closed meeting reconvened in the Hoover Conference Room, six members present, with Mayor LeBlanc presiding. Councilmember Alam was absent.

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

The Council came out of the closed meeting at 9:27 p.m.

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

Aye: 6

Nay: 0

Absent: 1

9. Adjournment

There being no further business, Mayor LeBlanc adjourned the May 27, 2025 Town Council regular meeting at 9:28 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

[Note: Approved resolutions and ordinances are on file in the Town Clerk's office.]