



TOWN COUNCIL REGULAR MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, October 28, 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. Town Manager Report
- b. 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. Ordinance 25-O-19 to approve and authorize the mayor to sign a Third Amendment to Franchise Agreement between the Town of Herndon and Cavalier Telephone, LLC, to extend the term for an additional ten (10) years, update notice information, and add a 30-day notice requirement for any assignment of the franchise
- b. Ordinance 25-O-20 to adopt Zoning Ordinance Text Amendment – ZOTA #25-04, to amend Chapter 78 (ZONING), to update sections for conformance with the Code of Virginia, to clarify certain processes, notice requirements, and make other housekeeping amendments as deemed necessary and appropriate

6. Consent

- a. Resolution 25-G-59 to establish a Town of Herndon Youth Engagement Policy
- b. Resolution 25-G-60 to award a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025
- c. Approval of Minutes

- i. September 9, 2025, Town Council Work Session Minutes
- ii. September 13, 2025, Town Council Special Meeting - Closed Meeting Minutes
- iii. September 23, Town Council Regular Meeting Minutes
- iv. October 7, 2025, Town Council Work Session

7. Adjournment

Interpretación en Español está disponible en esta sesión.

Agenda Item: Ordinance 25-O-19 to approve and authorize the mayor to sign a Third Amendment to Franchise Agreement between the Town of Herndon and Cavalier Telephone, LLC, to extend the term for an additional ten (10) years, update notice information, and add a 30-day notice requirement for any assignment of the franchise

Meeting Date: October 28, 2025

Category: Public Hearings

Prepared by: Tammy Chastain, Acting Director of Public Works - Operations, Lesa Yeatts, Town Attorney

Description:

This is a request to adopt an Ordinance to authorize a third amendment to the Franchise Agreement for maintenance of the existing underground telecommunication facilities.

Background:

The original telecommunication franchise agreement between the town and Cavalier Telephone is dated February 15, 2005, and permitted the installation and maintenance of 16,526.4 feet of conduit. A First Amendment was granted for an additional 10-year term beginning on February 15, 2015. A Second Amendment was granted on February 27, 2018 permitting the installation of an additional 400 feet of conduit.

This proposed Third Amendment will permit an extension of term for an additional ten (10) years, effective February 15, 2025, for maintenance of the existing underground telecommunication facilities. The proposed amendment will also update the Town of Herndon and Cavalier Telephone's notification information as well as add a 30-day notice requirement for any assignment of the franchise to another.

Timing Impact:

The current franchise expired on February 15, 2025. This proposed Third Amendment will retroactively extend the term for an additional ten (10) years beginning on February 15, 2025.

Strategic Focus Area:

Good Governance
Secure and Interconnected Community

Fiscal Impact:

Telecommunication franchises file and pay right-of-way (ROW) use fees to the town. The ROW use fee is governed by the Code of Virginia and determined annually by the Virginia Department of Transportation. At this time, while Cavalier Telephone, LLC quarterly files their ROW fees, they have no customers currently using the lines in Herndon and the ROW filings are \$0.00 and are predicted to remain that way through 2025.

Legal Impact:

Virginia State Code requires town council action for all lease and franchise agreements on town property.

Staff Recommendation/Next Steps:

Staff recommends approval of the Ordinance as proposed.

Attachments:

1. Ordinance (Proposed)
2. Cavalier - Signed 3rd Amendment
3. Cavalier Franchise, TC, 2X Ad

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

ORDINANCE

OCTOBER 28, 2025

Ordinance- to approve and authorize the mayor to sign a Third Amendment to Franchise Agreement between the Town of Herndon and Cavalier Telephone, LLC, to extend the term for an additional ten (10) years, update notice information, and add a 30-day notice requirement for any assignment of the franchise.

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

1. The Third Amendment to Franchise Agreement dated October 8, 2025 is approved.
2. This instrument provides for an extension of term for an additional ten (10) years, effective February 15, 2025, updates notification information, and as add a 30-day notice requirement for any assignment of the franchise.
3. The Mayor is authorized to sign and deliver the Third Amendment to Franchise Agreement and any ancillary instruments necessary to evidence or effectuate this instrument, provided they are consistent with this ordinance and in such form approved by the Town Attorney.
4. This ordinance shall be in effect on and after the date of its adoption.

THIRD AMENDMENT TO FRANCHISE AGREEMENT

This Third Amendment dated October 28, 2025, amends the Franchise Agreement with an effective date of February 15, 2005, as amended by the First Amendment dated December 5, 2014, as amended by the Second Amendment dated February 27, 2018 between the Town of Herndon, Virginia (Town), a Virginia municipal corporation, and Cavalier Telephone, L.L.C. (Cavalier), a Virginia Limited Liability company.

1. **Extension.** Subject to all the terms and conditions contained in Franchise Agreement, the term of the Franchise Agreement is hereby extended for additional ten (10) years beginning on February 15, 2025.

2. **Notice.** The address information of Town and Cavalier in the Notice section of the Franchise Agreement are amended to read as follows:

“If to Town, Town Manager, 777 Lynn Street, Herndon, VA, 20170 with a copy to Town Attorney, 777 Lynn Street, Herndon, VA 20170. If to Cavalier, Cavalier Telephone, LLC, Attn: Franchises & Easements, 4005 N. Rodney Parham Rd., Little Rock, AR 72212 with a copy to Windstream.legl.notices@windstream.com.”

3. **Section 9.** Section 9 is hereby amended to add the following term:

Franchisee shall notify the Town in writing of any such assignment within (30) days after its occurrence.

4. Except as expressly modified by the terms of this amendment all other terms and provision of the Franchise Agreement shall remain in full force and effect.

CAVALIER TELEPHONE, LLC

By: Sarah Hays
Sarah Hays
Staff Manager - Eng Support

APPROVED AS TO FORM:

TOWN OF HERNDON, VIRGINIA

By: Lesa J. Yeatts
Lesia J. Yeatts
Town Attorney

By: _____
Keven J. LeBlanc, Jr.
Mayor

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, October 28, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon on the following item:

Ordinance to approve and authorize the mayor to sign a Third Amendment to Franchise Agreement between the Town of Herndon and Cavalier Telephone, LLC, to extend the term for an additional ten (10) years, update notice information, and add a 30-day notice requirement for any assignment of the franchise.

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

The proposed item is available for examination by the public at the 2nd floor counter of the Herndon Municipal Center, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and also available for review 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.

Amanda Morrow Kertz, Town Clerk

Note to Publisher:

Publish on October 10/October 17, 2025

Agenda Item: Ordinance 25-O-20 to adopt Zoning Ordinance Text Amendment ZOTA #25-04, to amend Chapter 78 (ZONING), to update sections for conformance with the Code of Virginia, to clarify certain processes, notice requirements, and make other housekeeping amendments as deemed necessary and appropriate

Meeting Date: October 28, 2025

Category: Public Hearings

Prepared by: David Stromberg, Zoning Administrator, Lauri Sigler, Deputy Town Attorney

Description:

This zoning ordinance text amendment will update sections for conformance with the Code of Virginia, will clarify certain processes, notice requirements, and make other housekeeping amendments. A summary of the changes is below.

1. Section 78-152.1. The Code of Virginia does not allow localities to require a pre-application meeting prior to applicant submission of a site plan or subdivision, so the requirement has been deleted. The language has been clarified to require a pre-application meeting for all discretionary development applications, such as special exceptions, rezonings, and HTOC development plans.
2. Section 78-152.5 and Section 78-153.1. The language has been clarified to eliminate internal inconsistencies and specify that an application may be deemed expired if a resubmission is not received within 90 days. Section 78-153.2. The language has been clarified regarding public notice requirements for mailing and posting signs. Language referencing the Town of Herndon User Guide 23 has been deleted as that guide no longer exists.
3. Section 78-155.1. The language updates the number of hard copy submissions for rezoning applications and eliminates the language regarding expiration of planned development districts.

Background:

Staff initiated a review of the Herndon Zoning Ordinance after the passage of House Bill 2660 that amended and reenacted Sections 15.2-2259 and 15.2-2260 of the Code of Virginia, which shortened the time allowed for localities to review administrative site

plans and subdivisions, that became effective July 1, 2025. Staff revised sections in Article XV in need of amendment to bring the Herndon Zoning Ordinance into compliance with Code of Virginia, and to clarify and simplify administrative processes in general.

The Herndon Town Council initiated this zoning ordinance text amendment at its August regular meeting and the Herndon Planning Commission voted to recommend approval at its September meeting.

Timing Impact:

This ordinance will be effective on and after its adoption.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

Adoption of this zoning ordinance text amendment will bring the zoning ordinance into alignment with changes that have been made to the Code of Virginia.

Staff Recommendation/Next Steps:

Adopt Zoning Ordinance Text Amendment ZOTA #25-04, as presented.

Attachments:

- 1. Ordinance (Proposed)
- 2. 10-28-25, ZOTA #25-04, 2X Ad

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

ORDINANCE

OCTOBER 28, 2025

Ordinance- to adopt Zoning Ordinance Text Amendment ZOTA #25-04 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), by amending Section 78-152.1 (Pre-application Procedures); and Section 78-152.5 (Diligent Pursuit of Application); and Section 78-153.1 (Review Process for Applications Not Requiring a Public Hearing (Administrative Approval)); and Section 78-153.2 (Review Process for Application Requiring a Public Hearing (Approval by Decision Making Body)); and Section 78-155.1 (Zoning Map Amendment (ZMA)); and other sections as deemed necessary and appropriate to update sections for conformance with the Code of Virginia, to clarify certain processes, notice requirements, and make other housekeeping amendments as deemed necessary and appropriate.

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

1. The following sections or provisions of the Herndon Town Code (2000), as amended, are amended and re-ordained as follows:

CHAPTER 78 (ZONING)

Article XV. – Decision-Making Authorities, Application Review and Permitting

Sec. 78-152.1 – Pre-application review

(a) *Pre-application conference.* A pre-application meeting with staff is available to all applicants and required for certain types of applications as follows.

(2) *Applicability.* A pre-application conference is mandatory prior to submittal of **a special exception and any application for an amendment to the official zoning map, including changes to the zoning classification, proffer condition amendments, PD-TOC and PD-TRG development plans, and generalized development plan (GDP) revisions.** ~~any application for an amendment to the official zoning map (section 78-155.1), special exception (section 78-155.3), single lot development plan (section 78-155.6(e)), site plans (major and minor) (section 78-155.6(e)(3)), and subdivision plans.~~ A pre-application

conference is optional **but strongly encouraged** prior to submittal of any other application for development approval under this chapter.

(3) *Non-binding*. The pre-application conference is intended to facilitate the review of development applications **and identify potential modification requests**. Discussions held pursuant to this section are not binding on the town or applicant. Processing times for review of development applications do not begin until a formal, complete application is submitted and determined to be complete.

(4) *Procedure*. The procedure for the pre-application conference request and meeting is as follows:

a. Any applicant subject to a mandatory pre-application conference or any other applicant requesting a pre-application conference shall **submit an application on a form approved by** ~~request it in writing from~~ the zoning administrator. Along with the request, the applicant shall provide ~~to the zoning administrator~~ a description of the character, location, and magnitude or scale of the proposed development, and any other appropriate supporting information and documents, such as a sketch or concept plan (if appropriate).

Sec. 78-152.5 – Diligent pursuit of application

Applications shall be diligently pursued by the applicant. If a period of 90 days elapses following the town's written request for additional information **or disapproval of an application for failure to comply with the relevant review standards, or following the town's** invitation to proceed to the next stage of review without a substantive response from the applicant, the zoning administrator may terminate the application. Termination shall occur by letter to the applicant.

Sec. 78-153.1 – Review process for applications not requiring a public hearing (administrative approval).

Review and decision of applications for development approval conducted by the zoning administrator shall comply with the following procedures.

(c) *Applications requiring revision prior to approval.*

(2) *Submittal of revised application and time limit for resubmission*. The applicant shall have an opportunity to re-submit a revised application

~~subject to. The application shall be considered withdrawn if a revised application is not resubmitted within 60 days from the date the applicant is notified the application fails to comply with relevant review standards.~~
Section 78-152.5 – Diligent pursuit of application.

Sec. 78-153.2 – Review process for applications requiring a public hearing (approval by decision making body).

(c) *Applicant response to staff comments/deficiencies.* After initial review of the application, review of the development application shall proceed as determined by the applicant and zoning administrator subject to the following provisions.

(3) *Time limit for applicant response.* **The applicant shall have an opportunity to re-submit a revised application subject to** ~~If the applicant fails to resubmit or to request that the application go forward within 60 working days after notification of the deficiencies is mailed or delivered, the application shall be considered withdrawn. Withdrawn applications and associated application fees shall not be returned.~~ **Section 78-152.5 – Diligent pursuit of application.**

(d) *Subsequent staff review.* If the applicant re-submits the application, the zoning administrator shall refer the application to the appropriate staff and any other review agencies for comment. After comments have been returned to the zoning administrator, the zoning administrator shall determine whether or not the application is suitable to be presented for consideration by the relevant reviewing board, council or commission. ~~If the zoning administrator finds that the application does not comply with applicable regulations, standards or policies of the comprehensive plan (where applicable), then an additional round of submittal and review shall be recommended to the applicant subject to section 153.3.2(c).~~

(f) *Staff report.* The staff shall prepare a report for the reviewing body or bodies as follows:

(2) *Staff report availability.* The staff report shall be available to the applicant and the public **at the same time the agenda packet and all other materials are furnished to members of the public body** ~~a minimum of five days before the first scheduled work session for applications to the~~ **board of zoning appeals**, architectural review board, historic district review board, planning commission and town council. ~~For the board of zoning~~

~~appeals, the staff report shall be available to the applicant and the public a minimum of five days before the first scheduled public hearing.~~

(g) *Public hearing requirements.* The appropriate decision-making authority shall hold a minimum of one public hearing for a development application as follows:

(2) *Certificate of appropriateness.* The historic district review board shall conduct at least one public hearing for applications for certificates of appropriateness **that are subject to historic district board review. A public hearing is not required for certificates of appropriateness administratively reviewed under the provisions of Section 78-60.3(g)(4)(a).**

(h) *Public hearing notification.* All applications requiring public hearing(s), ~~in addition to major site plans and subdivision plans,~~ shall comply with the Code of Virginia and the other provisions of this section with regard to public notification.

(1) *Public notice content.* All notices for public hearings, unless expressly noted otherwise by this chapter, whether done by mail (written notice), publication (publishing in a newspaper of general circulation in the town), or posting shall:

a. Identify the application or application number, and the name of the applicant or the applicant's agent (except posted notice).

b. Indicate the date, time and place of the public hearing(s).

c. Describe the land involved by its complete street address and by county tax map reference number, nearest cross street, and land area (except posted notice).

(i) When a proposed amendment of the zoning ordinance involves a change in the zoning map classification of more than 25 parcels of land, or a change to the applicable zoning ordinance text regulations that decreases the allowed dwelling unit density of any parcel of land, then, the written notice shall also include the approximate acreage subject to the action.

(ii) When a proposed amendment of the zoning ordinance involves a change in the zoning map classification of more than 100 parcels of land, the advertisement may instead include a description of the boundaries of the area subject to the changes and a link to a map of the subject area.

d. Identify the current zoning district designation of the land subject to the application.

e. **Applications need not be advertised in full, but may be advertised by reference with a brief** Provide a descriptive summary of the nature, scope, and purpose of the application or proposal. ~~For an amendment to the official zoning map, describe the general usage and density range of the proposed amendment and the general usage and density range, if any, set forth in the applicable part of the comprehensive plan.~~

f. Describe in which department the public may inspect **examine** the application, the staff report, and related materials, and state that these materials are available for public inspection during normal business hours.

(2) *Written/mailed notice.* When the provisions of this chapter (see section 78-153.2(h)(5)) require that written or mailed notice be provided, the preparation and transmittal of the written notice shall comply with this section, unless expressly stated otherwise.

a. Notice shall be mailed at least 15 days prior to the associated public hearing.

b. Notice shall be mailed to:

5. The applicant shall be responsible for providing written notice when the public hearing is before the planning commission or town council. In identifying the persons to whom written notice is required to be provided pursuant to section 78-153.2(h)(5), the applicant shall use the records and maps maintained by the Fairfax County Department of Tax Administration, and reliance upon these records shall constitute sufficient compliance with the requirements of this section. The applicant shall certify, in a form prescribed by the zoning administrator, that notice meeting the requirements of section 78-153.2(h)(5), has been given pursuant to the requirements of this section.

(a) In cases where 25 or fewer parcels of land are subject to an application to amend the official zoning map, certification shall be made by furnishing the certified or registered mail receipts for persons to whom notice has been sent **if applicable**, along with an affidavit with affirmation that notice meeting the content requirements of section 78-153.2(h)(1), was mailed **either via first class mail, certified or registered mail**, pursuant to this section and a list of the persons, property identification numbers, and addresses, to which notice was sent, to the

zoning administrator at least five days prior to the first hearing.

(4) *Posted/placard notice.* When the provisions of section 78-153.2(h)(5), require that notice be posted on the land subject to the application, notice for applications other than those pertaining to the architectural review board or the historic district review board (which do not require placard notice) shall comply with the following requirements:

a. Notice shall be posted on sign(s) in a form established by the zoning administrator.

b. The signs shall be placed by the zoning administrator on the property that is subject to the application, along each street frontage that abuts or runs through the property, ~~at intervals of not more than 100 linear feet.~~

(6) *Registration to receive notice.* Any individual, business, or organization in the town may register with the ~~zoning administrator~~ **town clerk** to receive either written notice of applications pursuant to section 78-153.2(h)(5), or notice by e-mail at approximately the same time that written notice as described in section 78-153.2(h)(5), is placed in the United States Mail. To be eligible for registration, the applicant shall provide the **town clerk** ~~zoning administrator~~ information in the form required by the **town clerk** ~~zoning administrator~~ to ensure notification can be made to the requester, along with a fee to cover the costs of the written notification as ~~shown in Town of Herndon User's Guide 23, Fee Schedule.~~ To continue to receive notice, an organization shall re-register every two years.

(j) *Time in which to act on application.* Development applications subject to public hearing shall be acted upon in *accordance* with the following timing provisions:

(1) **Reserved.** ~~Preliminary subdivision plan, final subdivision plan, site plan.~~ The reviewing approving authority shall have 90 days in which to approve or disapprove an application for a preliminary subdivision plan, final subdivision plan plat or site plan following acceptance of the application.

(2) *Zoning map amendment, special exception.* The town council shall have one year from the acceptance of the initial application to make a final decision on a zoning map amendment or special exception application.

Sec. 78-155.1 – Zoning map amendment (ZMA)

- (a) *Purpose and intent.* The purpose and intent of this section is to provide a means for making an amendment to the official zoning map.
- (b) *Authority.* The town council may adopt an ordinance amending the official zoning map upon compliance with the provisions of this section.
- (c) *Initiation.* An application to amend the official zoning map may be initiated as follows, subject to the limitations defined herein:

(3) **Reserved. Limitations.** ~~No application for a change of zoning on the same parcel of land shall be considered by the town council within a period of time of one year from its last consideration by the town council. This section, however, shall not impair the right of the town council to propose a change of zoning on its own motion.~~

- (d) *Submittal requirements.* All applications for amendments to the official zoning map shall include the items required in section 78-152.2(c), submittal requirements, as well as the following:

(3) *Copies of plan.* All zoning map amendments, **PD-TOC, and PD-TRG development plans** shall include **ten three hard copies and electronic file(s)** of a generalized development plan for the land subject to the amendment and showing information as indicated in section 78-152.2(c)(7), contents of plans.

- (g) **Reserved. Expiration of planned development zoning map amendments.** Approval of a "conditional" application for a zoning map amendment to a planned development (PD) district shall be subject to time limitations:

~~(1) *Two year timeframe to file site plan.* The approval of the adopting ordinance for a PD zoning district classification and the generalized development plan shall be null and void unless a site plan is submitted for at least the initial phase of the generalized development plan within two years after the date of approval of the PD zoning district classification. Such period shall not be extended with transfer of ownership. The date of expiration will be two years after the date of approval of the PD zoning district classification.~~

~~(2) *Extension request procedures.* Upon written request, the town council may grant one extension of time to submit a site plan for a period not to exceed one year for good cause shown subject to the following provisions:~~

~~a. No request for an extension shall be considered unless a written request is submitted to the zoning administrator no later than 30 days prior to the date the adopting ordinance and generalized development plan is to expire.~~

~~b.—The approval shall be deemed extended until the town council has acted upon the request for extension.~~

~~c.—Failure to submit an application for an extension within the time limits established by this section shall render the adopting ordinance for a PD zoning district classification void.~~

(h) *Procedures for zoning map amendments.*

(1) *Application submittal, review, public hearing schedule and notification.* The procedures and requirements for submittal and review of an application, public notification and scheduling the public hearings are established in section 78-153, ~~review procedures.~~ — **Development application review procedures.**

(3) *Planning commission public hearing, review and action.* After public notification and the scheduling of a public hearing, the planning commission shall conduct a public hearing on the application and review the application as follows:

c. The report of the planning commission's recommendations shall be forwarded to the town council **no later than 100 days after the application was referred to the planning commission, unless a continuance is requested by the applicant.**

(i) *Standards for official zoning map amendments.* The advisability of amending the official zoning map is a matter committed to the legislative discretion of the town council and is not controlled by any one factor. The following shall be considered by the town council as it evaluates proposed amendments.

(1) **Reserved.** ~~Town council may consider lesser area or less intense zoning district.~~ In considering an amendment to the official zoning map, the town council may adopt a change for a part of the area requested or for a less intense zoning district than requested by the applicant.

2. This ordinance shall be effective on and after the date of its adoption.

**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, October 28, 2025, at 7:00 p.m. in the Herndon Council Chambers Building, located at 765 Lynn Street, Herndon on the following item:

Ordinance, to consider Zoning Ordinance Text Amendment – ZOTA #25-04, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), by amending Section 78-152.1 (Pre-application Procedures); and Section 153.1 (Review Process for Applications Not Requiring a Public Hearing (Administrative Approval)); and Section 78-153.2 (Review Process for Application Requiring a Public Hearing (Approval by Decision Making Body)); and Section 78-155.1 (Zoning Map Amendment (ZMA)); and other sections as deemed necessary and appropriate to update sections for conformance with the Code of Virginia, to clarify certain processes, notice requirements, and make other housekeeping amendments as deemed necessary and appropriate.

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

The proposed item is available for examination by the public at the 2nd floor counter of the Herndon Municipal Center, 777 Lynn Street, Herndon, during normal business hours (Monday – Friday) and also available for review on the town’s website www.herndon-va.gov.

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Amanda Morrow Kertz, Town Clerk

Note to Publisher:

Publish on October 10/October 17, 2025

Agenda Item: Resolution 25-G-59 to establish a Town of Herndon Youth Engagement Policy

Meeting Date: October 28, 2025

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:

This is a request for Town Council to adopt a resolution establishing the Town of Herndon Youth Engagement Policy, which the Council reviewed at its October 7, 2025 work session. This policy incorporates the discussions held at the August 6, August 12, September 9, and October 7, 2025 Town Council meetings, builds on the Herndon Youth Advisory Committee (HYAC) framework, and provides a structured approach for students at Herndon Middle and High schools—along with participating private and alternative schools—to contribute feedback and recommendations to the Council's decision-making process.

Background:

The Youth Engagement Policy draws on lessons learned from the more formal HYAC model and reflects input from Town staff, school partners, and community organizations. It expands engagement opportunities, emphasizes accessibility and consistency, and strengthens collaboration between the Town and local schools.

As presented at the October 7, 2025, Town Council work session, the proposed Youth Engagement Policy establishes a school-based model for engaging students in grades 7–12. Key elements include:

- School-based sessions are held during the school day, and coordinated by Town staff, teachers, and school administrators.
- Accessibility and inclusivity efforts to provide translation and age-appropriate materials as needed.
- Two sessions will be held per academic year at Herndon Middle and Herndon High schools, with at least one annual session at each participating private or alternative school.
- Town staff will summarize feedback to share with the Town Council at appropriately defined intervals.

Timing Impact:

Adoption of the policy will allow staff to coordinate with Fairfax County Public Schools and participating private and alternative schools for implementation during the 2025–2026 academic year.

Strategic Focus Area:

Good Governance

Fiscal Impact:

N/A

Legal Impact:

This policy will establish a formal process for how the Town of Herndon engages with the youth through school-based partnerships with Herndon High and Herndon Middle schools, private, and alternative schools in the Town of Herndon.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

- 1. Resolution (Proposed)
- 2. Proposed Youth Policy, Objectives

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

OCTOBER 28, 2025

Resolution- to establish a Town of Herndon Youth Engagement Policy.

At the October 7, 2025, work session, the Herndon Town Council directed a policy update to the Herndon Youth Advisory Committee (HYAC) framework, drawing on the spirit of prior engagement, while streamlining participation, expanding accessibility, and aligning with school-based protocols.

This resulting Town of Herndon Youth Engagement Policy establishes a structured approach for the Town to engage with youth in grades 7–12 during the academic year, to provide students the opportunities to provide input that informs Town Council decision-making, while maintaining compliance with Fairfax County Public Schools (FCPS) policies.

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

1. The Town of Herndon Youth Engagement Policy, is hereby established and adopted as presented.
2. The policy shall serve as the framework for structured engagement with students in grades 7–12, conducted during the academic year, in coordination with school administration and Town staff.
3. Staff is directed to proceed with engaging and coordinating with the principals at Herndon Middle School, Herndon High School, Private, and Alternative Schools.

**Town of Herndon, VA
Youth Engagement Policy
October 28, 2025**

Purpose:

Herndon's youth today will be leading change in our community for decades to come. This framework establishes a structured approach for engaging youth in grades 7–12 during the academic year and ensures student perspectives inform Town decisions while maintaining compliance with Fairfax County Public Schools (FCPS) policies.

This policy updates the formal Herndon Youth Advisory Committee (HYAC) structure, drawing on the spirit of prior engagement while streamlining participation and aligning with school-based protocols.

Engagement Pathways:

A. Herndon Middle, Herndon High, Private, and Alternative Schools:

1. Town staff to coordinate with principals and designated teachers/administrators to schedule sessions at the schools during the school day.
2. Engagement occurs in group settings, with a teacher or school staff member present.
3. Engagement efforts will be accessible, age-appropriate, and inclusive, with translation options when possible.
4. Students provide input on issues identified by Town staff or Town Council to be relevant to the Town of Herndon.

Objectives:

- Provide input on community needs to make Herndon a place where youth can thrive.
- Share youth perspectives on identified Town topics to the Herndon Town Council, other elected officials, and community leaders.
- Offer recommendations on Town decision-making processes on issues that impact youth.
- Build youth understanding about local government through participation in focus groups and other information-gathering activities.
- Maintain an understanding of community needs.

Roles and Responsibilities:

1. A member of the Herndon Town Council will serve as a liaison to observe and serve as a link to the Town Council.
2. Town staff will assist in coordinating, leading, and facilitating sessions. The staff will also assist in collecting and summarizing student input for the Town Council.

3. School administrators/teachers will provide a venue for the discussions, facilitate student participation, and supervise the students. School staff will also ensure participation aligns with school policies and schedules.
4. Students will participate in discussions, provide feedback, and ask questions relevant to Town-related issues.

Session Frequency:

1. Herndon Middle and High Schools: facilitate at least two sessions per academic year at each school.
2. Private/alternative schools: at least one session per academic year, if the school chooses to participate.
3. Additional sessions may be scheduled if specific issues warrant additional feedback.

Continuity and Reporting:

1. Staff will summarize feedback to share with the Town Council at appropriately defined intervals.

Agenda Item: Resolution 25-G-60 to award a donation to Arts Herndon in support of a Juneteenth event held June 21, 2025

Meeting Date: October 28, 2025

Category: Consent

Prepared by: Marjorie Sloan, Finance Director

Description:

This is a request to consider a request for a cash donation to Arts Herndon as reimbursement for costs incurred for their Juneteenth Celebration event held June 21, 2025.

Background:

The Fiscal Year (FY) 2025 adopted budget included \$10,000 donation funding for Pakistan and Juneteenth events that occur between July 1, 2024, and June 30, 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 submitted a donation request as reimbursement to offset event costs for the Juneteenth event held on June 21, 2025. Arts Herndon submitted documentation, including an invoice for the music for Council's consideration. All requested application materials, including the required IRS determination, have been reviewed by staff.

The donation request from Arts Herndon was reviewed and discussed by the Town Council at the July 15, 2025 Regular Meeting; the August 6, 2025 Work Session; and the October 7, 2025 Work Session. At the October Work Session, Council agreed by consensus to proceed with placing a resolution to award the donation to Arts Herndon on a meeting agenda for Council action. The attached resolution authorizes reimbursement to Arts Herndon in the amount of \$6,250.

Strategic Focus Area:

Thriving Community

Fiscal Impact:

If approved, the cash donation 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:

Staff recommends adoption of the resolution.

Attachments:

1. Resolution (Proposed)

**TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL**

RESOLUTION

OCTOBER 28, 2025

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

Arts Herndon has requested a donation in support of an event held on June 21, 2025, at 750 Center Street, Herndon, VA. The event was free and open to the public. The event was sponsored by Arts Herndon.

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 \$6,250 to Arts Herndon as reimbursement for event costs incurred for the June 2025 event, is approved.

Agenda Item: Approval of Minutes

Meeting Date: October 28, 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. September 9, 2025, Work Session,
2. September 13 Special Meeting — Closed Meeting,
3. September 23, 2025, Regular Meeting, and
4. October 7, 2025 Work Session Minutes.

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:

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for the governing body.

Staff Recommendation/Next Steps:

Recommend approval as presented.

Attachments:

1. September 9, 2025, Town Council Work Session Minutes
2. September 13, 2025 Town Council Special Meeting — Closed Meeting Minutes
3. September 23, 2025, Town Council Regular Meeting
4. October 7, 2025 Town Council Work Session Minutes

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, September 9, 2025

1. Call to Order

Mayor LeBlanc called the September 9, 2025, Town Council work session 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 Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd (participating remotely), and Alex Reyes.

Councilmember Naila Alam was absent.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Tammy Chastain, Acting Director of Public Works, Operations; Nick Maletta, Arborist/Landscape Architect; and Margie Tacci, Deputy Town Clerk.

Mayor LeBlanc explained to the public that, due to technical difficulties, the meeting room location had been moved from the Hoover Conference Room to the Council Chambers, both located in the Herndon Council Chambers Building. He thanked staff and the public for accommodating the change.

Mayor LeBlanc stated, for the record, under Section 2.2-3708.3, Subsection D, of the Code of Virginia, and in accordance with Section 2-4 of the Town Code, the Chair received a request from Councilmember Lloyd to participate through electronic communication means in tonight's work session from Nags Head, North Carolina, due to pre-planned out-of-state travel. He stated that there is a quorum of the public body physically assembled at the meeting location, with five Councilmembers physically present in the Herndon Council Chambers Building this evening.

With the concurrence of Council, Councilmember Lloyd joined the meeting by telephone to participate remotely that evening.

Determination of a Quorum

Mayor LeBlanc noted, for the record, there was a quorum, with five members physically present, and with Councilmember Lloyd participating remotely, in accordance with Herndon Town Code Section 2-4. Councilmember Alam was absent.

Mayor Announcements

Mayor LeBlanc reminded the Council of the closed meeting scheduled for Saturday, September 13.

Mayor LeBlanc noted several upcoming community events, including: (1) Community Health and Wellness Resource Fair on Saturday, September 13, from 10:00 a.m. to 1:00 p.m. at the Herndon Neighborhood Resource Center; (2) Cornerstones will sponsor a “Stuff the Bus” food drive on Saturday, September 13, from 10:00 a.m. to 3:00 p.m. at the Giant on Centerville Road; and (3) annual Runnymede Park and Stream Cleanup on Saturday, September 13, from 8:00 a.m. to 12 noon.

2. Discussion

a. Urban Forestry Briefing

Mayor LeBlanc recognized Nick Maletta, Arborist/Landscape Architect, who presented an update on the Town's arboriculture and urban forestry program. The tree inventory reported low species diversity, poor age and size distribution, and decent access to the benefits of tree canopies across the Town's demographic groups.

The Town's current tree canopy, while within the average of towns the size of Herndon, has opportunities on both public and private property to increase the tree canopy, and the Town received grant funding to help support new tree planting and the development of the first Urban Forestry Management Plan. Staff intends to introduce a tree donation program that would allow residents to contribute funds toward planting trees on Town property.

Discussion among the Council and staff about the urban forestry update, included:

1. Tree equity score and canopy coverage, as well as ways to improve these numbers.
2. Replanting and removal targets for FY 2026.
3. Potential tax-deductibility of tree donations; staff asked to review.
4. Public concerns such as leaves, street visibility, and reducing surface parking space requirements.
5. Aligning the Urban Forestry Management Plan with the Comprehensive Plan.

Kirstyn Barr Jovanovich, Interim Town Manager, noted that any future changes to service levels should be considered during the annual budget process.

b. NVTA Bus Rapid Transit Long-Range Plan Briefing

Mayor LeBlanc recognized Lisa Gilleran, Director of Community Development, who stated that Vice Mayor Hedrick, the Town's representative to the Northern Virginia Transportation Authority-Planning, Coordinating, and Advisory Committee (NVTA- PCAC), requested an update on the bus rapid transit (BRT) plans under regional consideration.

Ms. Gilleran explained that the NVTA is the body for regional planning, coordination, and funding for transportation projects. She provided an overview of the NVTA's long-range planning proposal for BRT, which currently has no set timeline. Ms. Gilleran discussed the local BRT systems that NVTA has invested in and outlined the types and locations of routes being considered, which could include stops on Elden Street and Sterling Road. She emphasized that while no action is required at this time, BRT could support future grant applications, particularly along Sterling Road and Elden Street.

Discussion among Council and staff regarding the impact of potential BRT routes for Herndon, included:

1. How BRT planning could improve the region to meet the Town's needs.
2. Potential impacts of future capital improvement program projects on bus routes.
3. Ideas for potential bus stops in the Town
4. Infrastructure needs, such as signalization upgrades, indicate some costs may be offset by NVTA funding.

Mayor LeBlanc noted the importance of considering BRT as part of the Town's long-range planning efforts, Vice Mayor Hedrick emphasized optimizing all available resources, and Ms. Gilleran stated that staff is preparing to bring forward a grant funding request for South Elden Street improvements in coordination with the NVTA.

c. Sidewalk Snow Removal Operations Briefing

Mayor LeBlanc recognized Tammy Chastain, Acting Director of Public Works, who presented an informational overview of current sidewalk snow removal operations. She explained that the process and staffing differ depending on the amount of snowfall, emphasizing that the top priority is clearing roadways.

Councilmember Lloyd questioned if sidewalks adjacent to HOA communities are responsible for clearing the sidewalks adjacent to HOA property.

Responding to Councilmember Lloyd and Mayor LeBlanc, Lesa Yeatts, Town Attorney, confirmed that the Town Code does not require property owners to clear the sidewalks adjacent to their properties.

Kirstyn Barr Jovanovich, Interim Town Manager, confirmed that property owners have to clear sidewalks within their properties.

Ms. Jovanovich advised that if the Council is interested in changing the snow removal policy, the matter would need to be discussed during the budget process to allocate additional resources. She noted that it is common in other localities to have code requirements that adjacent property owners must clear sidewalks adjacent to public roadways within a certain timeframe. She indicated that if the Council were interested in making any changes, staff could draft an ordinance for consideration, with significant communication and education efforts required if new standards are adopted.

Discussion also included:

1. Snow removal in high-traffic and commuter areas.
2. Resources needed to expand or remove service.
3. Other jurisdictions' policies snow removal on sidewalks, trails, and paths.
4. Potential equipment upgrades, with staff advising that they will notify Council if equipment is needed.
5. The feasibility of requiring property owners to clear sidewalks adjacent to public roadways, and communication efforts that will be needed to implement such a change.

Following discussion and with the consensus of Council, staff was asked to draft an ordinance amending the Town Code to require property and business owners to clear sidewalks adjacent to public roadways within a specified timeframe following a storm.

d. Herndon Youth Advisory Committee Structure Discussion (rescheduled from the August 6 and August 12, 2025, work sessions)

Mayor LeBlanc summarized the current considerations regarding Herndon Youth Advisory Committee (HYAC). He stated that the Council is evaluating whether to continue the HYAC in its current format or to shift toward a model through which staff engages with students for specific discussions several times a year at local middle and high schools. He stated the staff would bring topics to schools for feedback from student focus groups. He noted that the Town can also engage with and support the Fairfax County youth leadership program in Herndon by attending one or two meetings annually. Mayor LeBlanc highlighted several recent legal and insurance changes affecting youth engagement, including requirements on Town property access and staff interactions with youth.

Discussion among Council and staff about engagement with Herndon's youth included:

1. Alternative formats that add community service, advisory roles, and student feedback.
2. Considering potential changes to objectives and guidelines.
3. Past engagement efforts, such as staff speaking to the youth during the Transit Related Growth (TRG) study.
4. Other localities' experiences; some larger jurisdictions have youth committees requiring school board involvement.
5. Suggestions on how to receive input from youth, and to include bilingual opportunities when possible.
6. Engaging a diverse group of students from different schools, grades, and backgrounds.
7. Opportunities for students to learn about local government, provide feedback on Town services, and make recommendations.
8. Challenges with recruiting members, maintaining a quorum, transportation, and compliance with legal and insurance requirements.

Following discussion and with the consensus of Council, staff was directed to research the following and bring back a draft policy that:

1. Maintains the existing objectives, the Town Council liaison, and includes students in grades 7 through 12.
2. Facilitates focus groups led by staff at Herndon Middle and Herndon High Schools, while allowing participation from private and alternative schools in Town
3. Emphasizes civic engagement and learning about local government.
4. Provides opportunities for students to give feedback on the Town's future, evaluate services, and make recommendations.

3. **Roundtable**

Councilmember Garcia: shared that he and Councilmember del Aguila held a backpack drive in August and indicated that next year's event would be bigger. He also planned to hold giveaways during the winter months.

Councilmember del Aguila: asked to include Brewbilee funding on the retreat agenda. The organizers alerted him that the event was being postponed, and he expressed concern about the optics. He asked the Council to consider revising the policy and, in the meantime, consider giving a donation to the organization to assist them in holding their event.

Responding to a question from Mayor LeBlanc, Kirstyn Barr Jovanovich, Interim Town Manager, stated that the organization advised that the event budget was \$12,000. Per the donation policy adopted by the Town Council, the group would be eligible for \$3,000, since this is the second year they are holding the event. The donation policy allows an organization to receive the lessor of either \$7,500 or 25

percent of the event budget as a second year event.

Council and staff discussed the funding request from Brewbilee under the adopted policy, including:

1. How the policy applies to the group as a second year event.
2. Addressing policy concerns regarding community donations.
3. Policy equity across all requests from organizations.
4. Any funding for scholarships to be provided by the organization through other mechanisms.

Lesya Yeatts, Town Attorney, advised that the Council would need to direct staff to draft a resolution to allocate the funds. She indicated that the Council does not have a provision in its Rules and Procedures for voting during work session meetings.

Following input from the Town Attorney, Councilmember del Aguila requested to bring a resolution forward to be considered by the Town Council to provide \$8,000 toward the organization at the September 23 Town Council meeting.

Mayor LeBlanc asked the Council to advise whether they wanted to add this item to the agenda on September 23, and the majority of Council did not support this proposal. Therefore, it was not advanced.

Ms. Jovanovich stated that staff is currently reviewing the Town's event donation policy and is going to propose any relevant revisions at an upcoming Town Council meeting.

Councilmember del Aguila thanked Councilmember Garcia for organizing the back-to-school event in August.

Councilmember Reyes: no comments.

Vice Mayor Hedrick: no comments.

Mayor LeBlanc: stated that he attended several back-to-school events. He appreciated the school system allowing him to attend the events and support the school system and the teachers.

Mayor LeBlanc shared that he and staff are meeting with downtown businesses to address any needs that they have related to their properties.

Comments from the Interim Town Manager

Ms. Jovanovich stated that an email from Arts Herndon was received today that will be forwarded to the Town Council. This will be included as a discussion item at the Council's next work session.

4. **Closed Meeting**

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

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)(1), for discussion of prospective candidates relative to appointments to boards and commissions. Vice Mayor Hedrick seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd (remotely, by phone), Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

At 9:38 p.m. Mayor LeBlanc called a brief recess, and at 9:45 p.m. the closed meeting reconvened in the Hoover Conference Room, five members physically present, with Mayor LeBlanc presiding. Councilmember Lloyd participated remotely by telephone and Councilmember Alam was absent.

Vice Mayor Hedrick 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 (remotely, by phone), Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

The Council came out of closed meeting at 9:47 p.m. Vice Mayor Hedrick moved to certify that, to the best of each member's knowledge, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed meeting and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act as cited in that motion. Motion seconded by Councilmember Garcia and carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd (remotely, by phone), Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the September 9, 2025 Town Council work session at 9:48 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

DRAFT

**HERNDON TOWN COUNCIL
Special Meeting - Closed Meeting Minutes
Saturday, September 13, 2025**

1. Call to Order

Mayor LeBlanc called the September 13, 2025, Town Council special meeting-closed meeting to order at 8:45 a.m. in the Herndon Police Department (HPD) Communalilty Room, 397 Herndon Parkway, Herndon. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick (arrived at 8:49 a.m.); and Councilmembers Naila Alam (arrived at 8:50 a.m.), Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Mayor LeBlanc determined there was a quorum of five Councilmembers present, with Councilmember Alam and Vice Mayor Hedrick 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 in the Herndon Police Department (HPD) Communalilty Room, 397 Herndon Parkway, Herndon.

Councilmember Reyes moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A)(1), a personnel matter involving discussion of prospective candidates for the position of Town Manager. Councilmember Garcia seconded the motion, which carried by unanimous roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, and Mayor LeBlanc voting "Aye." Councilmember Alam and Vice Mayor Hedrick having not yet arrived.

The Council went into closed meeting at 8:45 a.m.

Note: During the closed meeting, Councilmember Alam arrived at 8:50 a.m. and Vice Mayor Hedrick arrived at 8:49 a.m.

Recess

At 10:30 a.m. Mayor LeBlanc called a brief recess, and at 10:40 a.m., the Town Council special meeting- closed meeting reconvened, with all members present

and Mayor LeBlanc presiding.

Recess

At 12:15 p.m., Mayor LeBlanc called a brief recess, and at 12:21 p.m., the Town Council Special Meeting - Closed Meeting reconvened, with all members present and Mayor LeBlanc presiding.

Councilmember Garcia moved to come out of the closed meeting. Councilmember Reyes 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.”

The Council came out of closed meeting at 12:37 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 del Aguila 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

3. Adjournment

There being no further business, Mayor LeBlanc adjourned the September 13, 2025 Town Council special meeting at 12:39 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____

**HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, September 23, 2025**

1. Call to Order

Mayor LeBlanc called the September 23, 2025, Town Council regular 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 Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Councilmember Naila Alam was absent.

Staff present during the meeting: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Bob Williams, Director of Parks and Recreation, Bryce Perry, Deputy Director of Community Development; Fadrique Iglesias, Lead Planner, Mark Duceman, Transportation Planner; Ahmad Sarafz, Lead Planner; Mike Shindeldecker, Transportation Engineer; and Amanda Kertz, 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.

Determination of a Quorum

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

Mayor Announcements

Mayor LeBlanc provided updates and comments on the following: (1) Roadway Safety Action Plan; survey available at: herndon-va.gov/RSAP; (2) NatureFest on Sunday, September 28, at Runnymede Park, from 1:00 to 5:00 pm; (3) Coffee with a Cop on October 1, at Weird Brothers; (4) upcoming Town Council meetings: Town Council financial retreat on October 3 – 4, and work session on October 7; (5) Community Picnic at Bready Park the evening of October 9; (6) the State of the Town address on October 29 with Spanish interpretation available; and (7) provided the financial details of the Fall Clean-Up.

Mayor LeBlanc stated that he recently met with the Dranesville District School Board Representative, Robyn Lady, whose office advised that there is funding scheduled in the Fairfax County Public School Facilities to replace Herndon High School's current scoreboard in 2032. Any enhancements or upgrades would need to be paid for by the sports boosters.

Mayor LeBlanc highlighted two items on the Consent Agenda: (1) a Resolution accepting a donation from the Optimist Club of Herndon for a fence at Bready Park; thanking the Optimists for the generous donation; and (2) a resolution appointing the new Town Manager; expressing appreciation to the Interim Town Manager and Acting Deputy Town Manager.

3. Presentations/Reports/Comments

a. Proclamation to recognize Bicyclist and Pedestrian Awareness Month, October 2025

Mayor LeBlanc recognized Councilmember del Aguila to read the Proclamation to Recognize Bicyclist and Pedestrian Awareness Month into the record.

b. Proclamation, to recognize National Hispanic American Heritage Month, September 15 - October 15, 2025

Mayor LeBlanc recognized Councilmember Reyes to read the Proclamation to Recognize National Hispanic American Heritage Month into the record.

c. Proclamation, to recognize Indigenous Peoples' and Columbus Day, October 13, 2025

Mayor LeBlanc stated it was his honor to read the Proclamation to Recognize Indigenous Peoples' and Columbus Day into the record.

d. Proclamation to recognize United States Constitution Week, September 17-24, 2025

Mayor LeBlanc recognized Vice Mayor Hedrick to read the Proclamation to Recognize Constitution Week into the record.

e. Presentation of the Annual Report Fiscal Year (FY) 2025

Mayor LeBlanc recognized Kirstyn Barr Jovanovich, Interim Town Manager, who presented the FY 2025 Annual Report. Ms. Jovanovich noted that her presentation would highlight key points from the full report, which is part of the meeting agenda. The report focused on the following areas:

1. FY 2025 budget that reduces structural reliance on capital reserves, while maintaining strong credit ratings and sound financial policies.

2. Fostering a secure and interconnected community through roadway, infrastructure, and transportation improvements.
3. Emphasizing public safety through the Herndon Police Department's partnership with the community.
4. Promoting economic and environmental sustainability by supporting energy efficiency, business growth, historic preservation, and affordable housing.
5. Planning responsible growth by updating the Comprehensive Plan, which builds on and informs the Strategic Plan.
6. Advancing good governance by maintaining public facilities, engaging the community, and cultivating a high-performance workforce.
7. Supporting a thriving community through the Parks and Recreation Department's work in accessibility and the delivery of community events.

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.

f. Town Manager Report

Kirstyn Barr Jovanovich, Interim Town Manager, stated that she did not have additional comments that evening.

g. Councilmember Comments

Councilmember del Aguila: provided comments on proclamations including: (1) Bicyclist and Pedestrian Awareness Month, noting his role as the Council Liaison to the Pedestrian and Bicycle Advisory Committee (PBAC); (2) National Hispanic American Heritage Month; (3) Indigenous Peoples' Day; and (4) United States Constitution Week. He offered comments about the upcoming Town Council financial retreat as well as the Annual Report.

Councilmember Reyes: shared comments on the proclamation recognizing National Hispanic American Heritage Month and emphasized the importance of all proclamations included on that night's agenda.

Councilmember Garcia: thanked those who attended that evening, and staff for their work reflected in the Annual Report. He provided remarks on the Proclamation to Recognize National American Hispanic Heritage Month, expressing his pride in being a Latino and gratitude for the opportunity to honor the contributions of Americans of Hispanic and Latino descent.

Councilmember Lloyd: echoed his colleagues' comments on the proclamations that evening. He noted that the Consent Agenda included a resolution to authorize the hiring of a new Town Manager. He remarked that the Town continued to operate effectively during the transition, commending the Interim Town Manager, Acting Deputy Town Manager, and staff for meeting the Town's needs and

addressing the Strategic Plan objectives.

Vice Mayor Hedrick: expressed his appreciation for the opportunity to read the proclamation recognizing United States Constitution Week that evening; providing comments on the significance of the Constitution and its amendments. He also provided comments recognizing the somber anniversary of September 11, 2001.

Mayor LeBlanc: discussed several recent community events, including: (1) hitting the first ball off the Golf Course's newly renovated tee box the previous Wednesday. He congratulated Mike Muller, Golf Course General Manager, and staff for their work; (2) attending the Clearview Elementary Back to School Picnic on Friday, September 12, joined by several staff members.

Mayor LeBlanc provided comments on the proclamations presented that evening, thanking the PBAC for their continued efforts in the community. He noted that PBAC's Chair John, who was unable to attend, had expressed her appreciation for the record. He further noted that a proclamation recognizing "Find the Good Day" was provided to the Junior League of Northern Virginia earlier that month.

4. 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:

- Sabrina Bruce, 859 Dogwood Court, Herndon: provided comments on Ordinance 25-O-15, amending speed limits. She requested that the Town consider a stoplight near her residence and referenced written comments she submitted for the record.
- Holly Lynne McKinley Schmidt, 751 Park Avenue, Herndon: representing the Daughters of the American Revolution, provided comments on the recognition of United States Constitution Week.
- Ian McDonald, 312 Old Dominion Avenue, Herndon: provided comments about the upcoming Showcase of Bands hosted by the Pride of Herndon Marching Band on Saturday, September 27.
- Nate Macintyre, 1106 Criton Street Circle, Herndon: referenced comments he submitted for the record regarding vehicles parked on his street blocking driveway access. He requested the Town to address parking on his street.
- Jay Hadlock, 515 Alabama Drive, Herndon: provided comments on: (1) Resolution 25-G-48, appointing a new Town Manager, congratulating the

appointee; (2) Resolution 25-G-50, establishing the Town Council meeting schedule, requesting the Council consider increasing public comment speaker time; and (3) the Council's discussion of the donation policy at its September 9 work session.

- Alexander Burke, 910 Jorss Place Apt 304, Herndon: provided comments Resolution 25-G-53, awarding the contract for holiday decorations, noting where wreathes were hung in prior years.

5. **General**

a. **Resolution 25-G-47 to award Contract RFP #25-02, Herndon 2050 Comprehensive Plan and Market Study and Economic Development Strategy (MSEDS)**

Mayor LeBlanc recognized Ahmad Zaki Sarafez, Lead Planner, who presented the staff report about the award of contract for the 2050 Comprehensive Plan. He reviewed the specific requirements and highlighted several factors, including the market study and economic development strategy. Mr. Sarafez outlined what is included in the proposed costs. He discussed the firms that applied for the Request For Proposal (RFP); the comprehensive review process; the selected applicant; and the other elements that will be included in the shared team. The project is expected to take about 2.5 years with the Planning Commission serving as the steering committee. Public engagement will be a core part of the process. Staff recommends approval of the proposed resolution, as presented.

Councilmember del Aguila moved to approve the item as presented, and the motion was seconded by Councilmember Reyes.

The question was called on 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.

6. **Consent**

- Resolution 25-G-48 to appoint a Town Manager for the Town of Herndon**
- Ordinance 25-O-14 to amend Chapter 54 (PERSONNEL), Article I (In General), Article II (Pay), Article III (Leave), and Article IV (Grievance Procedure)**
- Ordinance 25-O-15 to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), DIVISION 2 (SPEED LIMITS), Sec. 42-101 (Enumerated), to extend the 25 mph section on Herndon Parkway from Van Buren Street to the eastern intersection with Summerfield Drive**

- d. Resolution 25-G-49 to express appreciation and accept a generous donation from Herndon Youth Soccer Association, Inc., for a fence at the Bready Park soccer field**
- e. Resolution 25-G-50 to establish the Herndon Town Council meeting schedule for January 1, 2026 to December 31, 2026**
- f. Resolutions to approve the town's participation in the proposed settlement of opioid-related claims**
- i. Resolution 25-G-51 to approve the town's participation in the proposed settlement of opioid-related claims against the Sackler family, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement**
- ii. Resolution 25-G-52 to approve the town's participation in the proposed settlement of opioid-related claims against Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and to direct the Town Manager and/or Town Attorney to execute the documents necessary to effectuate participation in the settlement**
- g. Resolution 25-G-53 to award Contract RFP 26-01 Holiday Decorations**
- h. Resolution 25-G-54 to approve and authorize the submission of a transportation funding application to the Northern Virginia Transportation Authority (NVTA) for FY26-FY31 Regional Revenue funding consideration to be directed towards the project titled 'South Elden Street Corridor Improvements' (South Elden St. Reconstruction, TransAction ID 351)**
- i. Ordinance 25-O-16 to approve and authorize the mayor to sign a Fourth Extension of Lease between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for storage**
- j. Ordinance 25-O-17 to approve and authorize the mayor to sign a Sixth Extension of Lease between the Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company for space at 397 Herndon Parkway for rehearsal**
- k. Ordinance 25-O-18 to approve and authorize the mayor to sign an Extension of Lease between Town of Herndon and The Elden Street Players d/b/a NextStop Theatre Company, for space at 717 Lynn Street, commonly known as the Depot**
- l. Resolution 25-G-55 to accept the Annual Report Fiscal Year (FY) 2025**

- m. **Resolution 25-G-56 to appoint a member to the Town Council's Community Inclusion and Engagement Committee**
- n. **Resolution 25-G-57 to initiate consideration of a Subdivision Ordinance Text Amendment SOTA #25-01 to amend Chapter 70 (SUBDIVISION OF LAND), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate**
- o. **Resolution 25-G-58 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-05 to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review and Permitting), to update sections for conformance with the Code of Virginia, to clarify certain processes and make other housekeeping amendments as deemed necessary and appropriate**
- p. **Approval of Minutes**
 - i. **August 6, 2025 Town Council Work Session Minutes**
 - ii. **August 12, 2025 Town Council Regular Meeting Minutes**

On motion of Vice Mayor Hedrick, seconded by Councilmember Reyes, 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, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

7. **Adjournment**

There being no further business, Mayor LeBlanc adjourned the September 23, 2025 Town Council regular meeting at 8:13 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, October 7, 2025

1. Call to Order

Mayor LeBlanc called the October 7, 2025, Town Council work session 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 Cesar del Aguila, Kelvin Garcia (arrived at 7:02 p.m.), Michael T. Lloyd, and Alex Reyes (arrived at 7:39 p.m.).

Councilmember Alam was absent.

Staff present during the meeting were: Kirstyn Barr Jovanovich, Interim Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Acting Deputy Town Manager; Brent Heavner, Chief Communications Officer; Margie Tacci, Deputy Town Clerk; and Becky Skillin, Deputy Town Clerk.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of four Councilmembers present. Councilmembers Reyes and Garcia had not yet arrived. Councilmember Alam was absent.

Mayor Announcements

Amend the Agenda

Mayor LeBlanc stated that there was a need to amend the agenda to include two additional closed meeting topics. He asked for a motion to amend the agenda to add two closed meeting topics, pursuant to the Code of Virginia Sections:

- Section 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose in the downtown where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- Section 2.2-3711(A)(8) for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice, relative to a criminal prosecution.

Councilmember del Aguila moved to amend the agenda to include the two additional closed meeting items, and Councilmember Lloyd seconded the motion.

The question was called on the motion, which carried by 4-0 roll call vote. Councilmembers del Aguila, Lloyd, Vice Mayor Hedrick, and Mayor LeBlanc voting "Aye." Councilmembers Reyes and Garcia had not yet arrived. Councilmember Alam was absent.

Mayor Announcements

Mayor LeBlanc provided updates on the following:

1. The next Town Council Regular Meeting is on Tuesday, October 28. The schedule listed in the printed Town calendar and on the website for November and December remains as printed.
2. Herndon's first Community Picnic is on Thursday, October 9, at Bready Park. Those interested should follow the Town's social media channels for more information.
3. Several Councilmembers, staff, and Mayor LeBlanc plan to attend the Virginia Municipal League Conference (VML), October 11-14, 2025.
4. The Town Council will participate in the Herndon High School Homecoming Parade on Saturday morning, October 11.
5. Mayor LeBlanc will be presenting the State of the Town on Wednesday, October 29, at 6:30 p.m., in the Council Chambers. Spanish language interpretation will be provided.

2. Discussion

a. Legislative Agenda Discussion

[Note: Councilmember Garcia arrived at 7:02 p.m.]

Mayor LeBlanc provided background on the legislative agenda, noting the need for position statements for legislators so that all types of localities are included in discussions when there are revenue and land use considerations. He also noted that amendments to the Town Charter may be considered to incorporate minor but important revisions. He recognized Lesa Yeatts, Town Attorney, for comments.

Ms. Yeatts stated that the Town Charter has not changed in many years, and though the legislature had not been entertaining charter amendments for some time, the legislature may be receptive to a few housekeeping revisions. She outlined the following proposed amendments:

1. Section 4.1: Expand the Town Manager's required domicile radius beyond the Town limits, while remaining in proximity.

2. Section 5: Update the appointments section, to update the language to be concurrent with State and Federal employment law.
3. Section 7.5: Remove outdated language relating to a disbanded school board, and to accurately reflect Fairfax County Public Schools (FCPS) as the school authority.

Ms. Yeatts stated that, consistent with current practice, staff will recommend that the Council consider adopting the Virginia Municipal League (VML) polices resulting from the 2025 Annual Conference. Position statements are expected in November.

There was discussion among Council and staff on the legislative agenda items under consideration. Staff will proceed with preparation of the legislative agenda as discussed, including the proposed charter amendments for Council consideration.

b. Request to consider a donation to Arts Herndon in support of the Juneteenth event held June 21, 2025 (continued from the July 15 and August 6, 2025 meetings)

The request item was rescheduled from the July 15 regular meeting and the August 6 work session to allow for full discussion of the questions.

Mayor LeBlanc provided an update on this item, stating that Arts Herndon had answered the questions the Council asked the organization. He requested staff to draft a resolution for the next regular meeting's Consent Agenda to award the donation in the amount requested.

There was discussion among Council and staff regarding the donation and the proposal to proceed with awarding the donation.

Vice Mayor Hedrick asked if the request is part of our current festivals and donation policy. Mayor LeBlanc answered that the request is not from the donation and events budget because it was a separate line item that year.

Following discussion and with the consensus of Council, staff was asked to add a resolution awarding the donation to Arts Herndon to the Consent Agenda of the next regular meeting's agenda.

c. Town of Herndon Youth Engagement Policy

Mayor LeBlanc recognized Kirstyn Barr Jovanovich, Interim Town Manager, for comments. Ms. Jovanovich explained that the purpose of the proposed policy is to engage with, and to obtain feedback from, the youth on Town initiatives and activities.

The proposed policy establishes a structured, school-based framework gathering and incorporating youth perspectives by reaching a broader group of students. She

emphasized increasing membership, expanding community representation, and holding meetings at schools to align with Fairfax County Public School (FCPS) policies.

Mayor LeBlanc recognized Herndon High School (HHS) Principal Dr. Elizabeth Noto to provide information on student feedback and available resources for students and their families. Dr. Noto stated that holding meetings during the school day would encourage a more diverse group of students, providing a wide range of feedback to the Town.

Dr. Noto described her recent work with community members, faith-based organizations, and other schools to compile resources available to Herndon students. Mayor LeBlanc advised that he has been part of this group and said that the Town Council would be the face of the Town's engagement with the schools.

There was discussion among Council and staff on the proposed Youth Engagement Policy. The following items were considered during discussion:

1. Coordination among Mayor LeBlanc, staff, and Dr. Noto to ensure that students who are homeschooled, or attending private and alternative schools, are included.
2. FCPS policies, including the visitor management system at HHS.
3. Ways to support the relationships between the Town, schools, and community members, including how the Youth Engagement Policy goals overlap with the Community Inclusion and Engagement Committee (CIEC).
4. Roles of staff and the Town Council liaison in managing the logistics and outcomes of the Youth Engagement Policy.

Following discussion and with the consensus of Council, staff was directed to draft a resolution implementing the Youth Engagement Policy for the next regular meeting agenda.

3. Roundtable

[Note: Councilmember Reyes arrived at 7:39 p.m.]

Councilmember del Aguila: thanked staff for their work in planning last Friday's Town Council retreat, noting it was impressive, supportive, and productive. He is looking forward to the outcomes and to the second session of the retreat.

Councilmember Lloyd: provided personal comments about the efforts to drive employment and develop the budget amid uncertainty from the federal shutdown, healthcare, and canceled events. He wanted to note that he reviews his emails and responds accordingly.

Councilmember Garcia: thanked the staff for all of their great work and invited everyone to cheer on the Herndon Hornets at that weekend's homecoming events.

Vice Mayor Hedrick: echoed Councilmember del Aguila's comments on the retreat and stated that he is focused on the Town's financial outlook. Responding to Councilmember Lloyd's comments on current events, Vice Mayor Hedrick and Mayor LeBlanc discussed institutions that are supporting those in need.

Councilmember Reyes: provided comments on the Hispanic Business Reception and about business development in Herndon. He also provided comments on federal employment challenges.

Mayor LeBlanc: commented on federal employment changes and on last weekend's financial retreat. He announced the Town of Herndon has a new micro coffee business, and staff is working to connect with them.

Mayor LeBlanc stated that he joined Councilmember Reyes on Saturday, September 27, for the Virginia Showcase of Bands' awards ceremony. Mayor LeBlanc presented an award and commended the Herndon High School band's performance.

Mayor LeBlanc stated that Herndon High School invited him to view a new Hispanic celebration display and he affirmed the importance of representation for youth safety and intervention. He thanked the high school for its great work.

4. Closed Meeting

a. A Closed Meeting under 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 franchise agreements

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 Garcia moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia Section 2.2-3711(A).

- a. Section 2.2-3711(A)(3), Discussion or consideration of the acquisition of real property for a public purpose in the downtown where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body;

- b. Section 2.2-3711(A)(8) of the Code of Virginia for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice, relative to a criminal prosecution; and
- c. 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 franchise agreements.

Vice Mayor Hendrick 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 7:46 p.m., Mayor LeBlanc called a brief recess, and at 7:55 p.m., the closed meeting reconvened in the Hoover Conference Room, six members present, with Mayor LeBlanc presiding. Councilmember Alam was absent.

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

The Council came out of the closed meeting at 8:56 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 Reyes. 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

5. **Adjournment**

There being no further business, Mayor LeBlanc adjourned the October 7, 2025 Town Council Work Session at 8:57 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____