HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, January 13, 2026

1. Call to Order

Mayor LeBlanc called the January 13, 2026, Town Council work session 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: Dan Hoffman, Town Manager; Lesa Yeatts, Town Attorney; Kirstyn Jovanovich, Deputy Town Manager; Lisa Gilleran, Director of Community Development; Brent Heavner, Chief Communications Officer; Marjorie Sloan, Director of Finance; David Stromberg, Zoning Administrator; and Amanda Kertz, Town Clerk.

Determination of a Quorum

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

Mayor Announcements

Mayor LeBlanc provided announcements on the following:

1. Herndon Community Center Open House on Saturday, January 24.
2. Town Council and Planning Commission Joint Work Session on Tuesday, February 17. Topics of discussion include the Comprehensive Plan update; Housing Study; and safe streets.
3. The Town Council statements of Economic Interests are due by Monday, February 2. Contact the Town Clerk with any questions.

2. Discussion

a. Streetery Pilot Program Briefing

Mayor LeBlanc recognized David Stromberg, Zoning Administrator, who presented an update on the Streetery Pilot Program. Mr. Stromberg stated that the program was established in May 2024 to allow downtown restaurants to use limited public right-of-way for outdoor seating. The Town Council later extended the program

through 2025 and reduced the rental cost. Only one downtown restaurant, Mile 20, participated, and it does not intend to participate in the future. Staff reviewed participation and meals tax data and found no observable impact. Staff recommended allowing the program to expire.

There was discussion among the Council and staff on this item, including:

1. Program purpose and outcomes – Councilmember del Aguila expressed concern about how the program had been communicated to potential participating businesses.

2. Vibrancy and investment – Mayor LeBlanc and Councilmember del Aguila discussed the program's economic impact and how the Town should evaluate investment in placemaking and return on investment.

3. Restaurant participation – Responding to Councilmember Reyes, Mr. Stromberg stated that limited participation was due to space constraints, regulatory requirements (including ADA), and logistical and cost barriers for restaurants.

4. Future planning context – Responding to Vice Mayor Hedrick, Dan Hoffman, Town Manager, stated that evaluating traffic flow and space constraints in the downtown should be addressed through the Comprehensive Plan. Councilmember del Aguila stated that lessons learned from the pilot should inform future discussions, particularly regarding pedestrian and vehicle flow.

Mayor LeBlanc noted that placemaking would be addressed on a future agenda.

Following discussion and with the consensus of Council, staff was directed to allow the Streetery Pilot Program to expire and to consider outdoor dining and placemaking concepts as part of the Comprehensive Plan discussion.

b. Proposed Community Donation Policy

Mayor LeBlanc recognized Dan Hoffman, Town Manager, who stated that the purpose of the policy is to reduce liability while providing a consistent process for organizations and events to request Town support. He stated that the policy would apply to all donation requests, including monetary and event-related requests. He confirmed that the Council's role would be to establish the framework and evaluation criteria, rather than approve individual donations. Mr. Hoffman stated he was seeking feedback on the foundational concepts of the policy and that follow-up discussions would be held.

Kirstyn Jovanovich, Deputy Town Manager, reviewed the existing community

donation practices, including the separate de minimis policy administered by the Town Manager. She reviewed the proposed criteria and explained that staff would administer the program using a Council-approved evaluation matrix, with final award decisions made by the Town Manager. She emphasized that Town services would not be donated under the program and that any Town service costs would need to be included in an applicant's request.

There was discussion among the Council and staff on this item, including:

1. Program structure and budget treatment – Council discussed how event-related requests and Town-sponsored events would be treated in the budget and whether separate line items may be appropriate. Responding to Vice Mayor Hedrick, Mr. Hoffman confirmed that the budget line item will be evaluated as part of the annual budget process.

2. Eligibility and school-related requests – Responding to Councilmember Garcia, Mr. Hoffman stated that applicants must demonstrate benefit to the Town, including for schools located outside Town limits that primarily serve Herndon residents.

3. Arts organizations and grants – Responding to Mayor LeBlanc, Mr. Hoffman stated that state and county grants for Town programs are a separate process and that arts organizations previously receiving line items would apply through the proposed program.

4. Events and repeat funding – Council discussed limits on event funding and repeat applications. Mr. Hoffman stated that limits would be established to avoid concentration of awards and that organizations may apply annually if they meet the criteria.

5. Facilities and cost inclusion – Responding to Mayor LeBlanc, Ms. Jovanovich stated that Herndon Community Center rentals exceeding $1,000 would be required to go through the application process and be included in the request.

6. Transparency and reporting – Council discussed public reporting of awards and program accountability. Mr. Hoffman stated that award recipients and amounts would be posted on the Town's website and that organizations would be required to close out each funding year with documentation showing how funds were used.

7. Evaluation criteria and scoring – Council discussed the proposed evaluation matrix, including weighting, thresholds, and scoring methodology. Mayor LeBlanc and Councilmember del Aguila suggested adjustments to better reflect economic impact, community reach, and alignment with Town priorities. Mr. Hoffman stated that staff would revise category percentages,

refine definitions for community benefit and impact, and limit the maximum weight of any single category. He stated that applications would be evaluated by a rotating group of senior staff and that staff would explore tools to assist with scoring.

8. Application process and implementation – Mr. Hoffman stated that staff would conduct test cases using hypothetical applications at a future work session to evaluate the criteria and make refinements. He stated that Council would be asked to review the model with community stakeholders and that draft materials and public communication would be shared prior to implementation. He stated that the policy would be brought forward for further discussion and refinement, with the goal of moving toward adoption and aligning funding allocation with the budget process.

Following discussion and with the consensus of Council, staff was directed to refine the proposed policy and evaluation criteria, conduct test cases at a future work session, and coordinate funding decisions with the budget process.

3. Roundtable

Councilmember Garcia: stated that his youth advisory committee was attending the Governor's inauguration next Saturday.

Councilmember Reyes: wished everyone a Happy New Year and stated he was looking forward to 2026. He noted that he would be getting married this year and running a campaign, and expressed appreciation for continuing to serve the Town.

Councilmember Lloyd: wished everyone a Happy New Year and commented on New Year's resolutions. He provided comments on the migration of Information Technology systems. He also congratulated Mayor LeBlanc and staff on the success of Wintermarkt in December.

Councilmember del Aguila: wished everyone a Happy New Year. He stated that rumors regarding downtown redevelopment were circulating. He suggested that providing a limited update would be helpful. He stated that 2025 had been the most productive Council he had served on and expressed appreciation for Mayor LeBlanc's encouragement of open dialogue. Mayor LeBlanc stated that communication was an effort from the whole group.

Vice Mayor Hedrick: wished everyone a Happy New Year. He provided comments on Wintermarkt and Wreaths Across America in December, stating that the wreaths event was very meaningful. He echoed Councilmember del Aguila's comments about the effectiveness of the Council despite recent challenges. He looks forward to facing future challenges and continuing to move toward visionary goals.

Mayor LeBlanc: wished everyone a Happy New Year. He echoed Councilmember del Aguila and Vice Mayor Hedrick, stating it was an effort from the whole group. He stated that he has a lot of efforts he wants to work on in the community.

Mayor LeBlanc stated that Herndon is hosting the Town Association of Northern Virginia that week, where mayors and administrative officers from Northern Virginia towns will meet at Jimmy's Old Town Tavern. Topics to be discussed at the meeting include the use of AI.

Mayor LeBlanc stated that there was a sewer lateral break on a shopping center on Elden Street, where the Guapos restaurant is located. He stated that it is located on private property and wanted to clear up any misinformation.

Dan Hoffman, Town Manager: wished everyone a Happy New Year.

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)(1), to conduct a discussion relative to the performance of a member of the Town Council

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), for discussion of prospective candidates relative to appointments to boards and commissions; and Code of Virginia Section 2.2-3711(A)(1), to conduct a discussion relative to the performance of a member of the Town Council. Councilmember Reyes seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd, Councilmember Reyes, Vice Mayor Hedrick, Mayor LeBlanc voting “Aye.” Councilmember Alam was absent.

At 8:49 p.m. Mayor LeBlanc called a brief recess, and at 9:00 p.m., the closed meeting reconvened in the Hoover Conference Room; six members present, with Mayor LeBlanc presiding.

Councilmember Lloyd moved to come out of the closed meeting. Motion seconded by Vice Mayor Hedrick and carried by a 6-0 roll call vote. The vote was:

Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd, Councilmember Reyes, Vice Mayor Hedrick, Mayor LeBlanc voting “Aye.” Councilmember Alam was absent.

The Council came out of closed meeting at 9:46 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 Lloyd and carried by a 6-0 roll call vote. The vote was: Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd, Councilmember Reyes, Vice Mayor Hedrick, 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 January 13, 2026, Town Council Work Session at 9:46 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council : _____