HERNDON TOWN COUNCIL
Retreat Meeting Minutes
Tuesday, November 18, 2025

1. Call to Order

Mayor LeBlanc called the November 18, 2025, Town Council Retreat meeting to order at 6:00 p.m. in the Herndon Police Department Community Room, 397 Herndon Parkway, Herndon, Virginia. In attendance were Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Kelvin Garcia (arrived at 7:28 p.m.), 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 Barr Jovanovich, Deputy Town Manager; Scott Robinson, Director of Public Works; and Marjorie Sloan, Director of Finance.

Others present: Kimball Payne, Berkley Group

Determination of a Quorum

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

2. Discussion

a. Town Council Retreat

Mayor LeBlanc recognized Dan Hoffman, Town Manager, who provided brief opening remarks, outlining the purpose of the retreat including a review of progress on the town's two-year workplan related to the strategic plan, high level budget considerations, and budget priority setting discussions. Mr. Hoffman noted that this evening's meeting was in follow-up to the financial discussions held during the October 3, 2025 Town Council retreat meeting.

Strategic Plan Implementation Update

Following Mr. Hoffman's comments, Kimball Payne, Berkley Group, facilitated a discussion on reviewing the strategic plan implementation, reflecting on key accomplishments and potential barriers to progress. Kirstyn Jovanovich, Deputy Town Manager, continued the discussion by providing a more detailed update on the

town's progress on the two-year workplan, noting significant completed and in-progress projects.

Noted completed projects included: (1) stormwater utility briefing; (2) solid waste fee program briefing; (3) adoption of a total compensation philosophy; (4) information technology assessment; (5) employee leadership development program; (6) brand refresh.

Noted projects in-progress included: (1) energy savings project for town buildings; (2) business process improvement analysis; (3) Roadway Safety Action Plan; (4) non-profit donation policy; (5) comprehensive plan update and economic development strategy; (6) housing study; (7) urban forestry master plan; and (8) asset management plan.

Town Council expressed appreciation for the progress that had been made and did not propose any modifications to the work plan.

Recess

At 7:23 p.m., Mayor LeBlanc called a brief recess and at 7:28 p.m., the meeting reconvened in the Herndon Police Department Community Room. Mayor LeBlanc determined there was a quorum of six Councilmembers present, and with Mayor LeBlanc presiding.

Financial Outlook and Long-Range Planning

Marjorie Sloan, Director of Finance, provided a briefing on potential budget drivers for both revenues and expenditures that may impact the development of the FY 2027 budget, including revenue trends, expenditure pressures, service demand changes, state and/or federal impacts, and capital project bonding and timing strategy.

FY 2027 Budget Priorities

Mr. Hoffman and Mr. Payne facilitated a discussion on identifying Council priorities to provide guidance for the development of the FY 2027 proposed budget. Town Council was led through an exercise that identified potential issues related to the FY 2027 budget, and after discussion and a prioritization exercise, the Town Council identified three areas of focus to serve as Council guidance for the FY 2027 budget process: (1) Information Technology Infrastructure; (2) Herndon Downtown – future planning; and (3) economic development, tourism, marketing/branding.

Mr. Hoffman noted that the exercise was productive in providing staff with guidance on Council priorities in the development of the FY 2027 budget.

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3. Adjournment

There being no further business, Mayor LeBlanc adjourned the November 18, 2025 Town Council retreat meeting at 8:36 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council:

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