TOWN OF Herndon VIRGINIA

HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, July 14, 2026

1. Call to Order

Mayor LeBlanc called the July 14, 2026, Town Council meeting to order at 5:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Michael T. Lloyd, and Alex Reyes.

Councilmember Naila Alam was absent.

Mayor LeBlanc determined there was a quorum of five Councilmembers present. Councilmember Alam was absent and Councilmember Kelvin Garcia had not yet arrived; he arrived at 5:35 p.m.

2. Closed Meeting (5:30 PM)

a. A Closed Meeting pursuant to the Code of Virginia Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to employment law

Mayor LeBlanc stated that the Council needed to go into a closed meeting and that the appropriate meeting notices were provided in accordance with state law. The closed meeting was held in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Councilmember del Aguila moved that the Council convene in a closed meeting to discuss the following as permitted by Code of Virginia: Section 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to employment law.

Councilmember Reyes seconded the motion, which carried by a 5-0 roll call vote. The vote was: Councilmembers del Aguila, Lloyd, Reyes, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.” Councilmember Alam was absent, and Councilmember Garcia had not yet arrived.

The Council went into closed meeting at 5:32 p.m.

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

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The Council came out of closed meeting at 7:25 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 Garcia, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Vice Mayor Hedrick, and Mayor LeBlanc voting “Aye.” Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

Recess

At 7:25 p.m. Mayor LeBlanc called a brief recess, and at 7:30 p.m., the May 26, 2026, Town Council meeting reconvened in the Herndon Council Chambers, with six Councilmembers present, and Mayor LeBlanc presiding. Councilmember Alam was absent.

Work Session

Staff present during the meeting: Dan Hoffman, Town Manager; Kirstyn Jovanovich, Deputy Town Manager; Lesa Yeatts, Town Attorney; Brent Heavner, Chief Communications Officer; Tanya Kendrick, Chief of Staff/Chief Human Resources Officer; Marjorie Sloan, Director of Finance; and Margie C. Tacci, Deputy Town Clerk.

3. Discussion

a. Discussion on transferring the Town of Herndon's Commonwealth of Virginia 457 Deferred Compensation Plan to a COV 457 Plan through The Virginia Retirement System (VRS)

Mayor LeBlanc recognized Tanya Kendrick, Chief of Staff/Chief Human Resources Officer; Marjorie Sloan, Finance Director; and Mark Ipswich, QHP Consulting, for the staff report.

Ms. Kendrick stated that staff was requesting approval to transfer the Town’s Commonwealth of Virginia 457 Deferred Compensation Plan from its current recordkeeper to the Commonwealth of Virginia 457 Deferred Compensation Plan administered through the Virginia Retirement System (VRS). She stated that the Town had maintained the plan since the early 2000s and that it included

approximately 217 current and former employee participants and approximately $17 million in assets. The proposed transfer would reduce costs to the Town and plan participants, improve customer service and financial education opportunities, and allow participants to access the plan with their other VRS benefits.

Continuing the presentation, Ms. Sloan explained that staff had considered issuing a request for proposals for a new recordkeeper. During its research, staff identified the VRS plan as an available option and met with VRS representatives to review the administrative, procurement, and financial considerations. Staff also consulted with the Town of Vienna regarding its experience transferring to the VRS plan. Ms. Sloan stated that the transfer was expected to save the Town approximately $30,000 annually, provide additional administrative efficiencies, and eliminate the need for a separate contract for plan document updates.

Mr. Ipswich discussed changes in the retirement plan industry, including fewer recordkeepers and increased administrative complexity resulting from the different VRS retirement plan structures. He stated that transferring the plan to VRS would provide more consistent service and administrative efficiencies for the Town and participants. Staff confirmed that the Town's existing plan permitted the transfer and stated that the anticipated effective date was February 1, 2027. The resolution provided by VRS contained the required language for the transfer.

Council, staff, and Mr. Ipswich discussed:

1. Available investment options, such as target-date funds, individual funds, risk-based model portfolios, and a brokerage option. Participants who did not make an investment selection would be placed in an age-based target-date fund and could change their investments after the transfer.

2. Process for transferring participant accounts and notifying participants. Staff advised that participants would receive advance notice and information regarding the transition, and Voya, the plan's recordkeeper, would offer information sessions and other educational resources.

3. The temporary blackout period during which participants would be unable to change investments, request distributions, or complete rollovers while the transfer was completed. Mr. Ipswich stated that participant funds would remain invested during that period and that the final transfer process was generally completed within a matter of days. Staff confirmed that the Town's plan did not permit participant loans.

Following further discussion, Mayor LeBlanc obtained Council consensus to place a resolution authorizing the transfer on the consent agenda at the next regular meeting.

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4. Roundtable

Councilmember Lloyd: recognized the Town's Finance Department for earning accreditation from the Treasurers' Association of Virginia. He expressed appreciation to staff and commended the Department for their efforts.

Councilmember del Aguila: shared that he met with the Chief of Police and Town Manager regarding traffic-calming, radar data, and speeding concerns in residential neighborhoods. He stated that discussions were underway regarding a potential Herndon Drives Differently public awareness campaign intended to promote safer driving in residential areas. He indicated that the Chief of Police and Town Manager would provide any additional details.

Councilmember Garcia: no comments.

Councilmember Reyes: no comments.

Vice Mayor Hedrick: no comments.

Mayor LeBlanc: stated that he asked staff to review electric bicycle safety and educational measures implemented by the Town of Haymarket, considering applicable state laws and enforcement limitations, and report back to Council.

Mayor LeBlanc also asked whether the 2026 applicants had been notified about the Town's community donation program. Deputy Town Manager Kirstyn Jovanovich, confirmed that applicants had been notified and she advised that the Town received more than $400,000 in requests for the $200,000 available through the program. She stated that a report would be provided to the Town Manager and Council regarding the awards and distribution process.

Ms. Jovanovich further stated that Council would have an opportunity to review the program criteria before the next funding cycle. The program was expected to open in January so that Council would have information regarding the requests during the budget process.

In response to Mayor LeBlanc, Ms. Jovanovich confirmed that community organizations, including those that had previously been approved for Town services, were included in the program and not handled separately.

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the July 14, 2026, Town Council Work Session at 7:57 p.m.

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Margie C. Tacci
Deputy Town Clerk

Minutes approved by Town Council: _____

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