TOWN COUNCIL
REGULAR MEETING AGENDA

Herndon Council Chambers
765 Lynn Street, Herndon, VA 20170

Tuesday, September 22, 2026 | 6:00 PM

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1. **Call to Order**

2. **Closed Meeting (6:00 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 and pursuant to Code of Virginia Section 2.2-3711(A)(1) for discussion and consideration of the performance of a specific appointee of the public body

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

4. **Presentations/Reports/Comments**

   a. Proclamation, to recognize "Dolly Parton Day," September 25, 2026

   b. Proclamation, to recognize National Hispanic American Heritage Month, September 15–October 15, 2026

   c. Proclamation to recognize Bicyclist and Pedestrian Awareness Month, October 2026

   d. Proclamation, to recognize Indigenous Peoples' and Columbus Day, October 12, 2026

   e. Presentation of the Annual Report Fiscal Year (FY) 2026

   f. Town Manager Report

   g. Councilmember Comments

5. **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.

6. Consent

a. Ordinance 26-O-22 to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), Article VI (Vehicle Licenses), Section 42-327 (Town Vehicle License Amounts) to increase vehicle license rates

b. Resolution 26-G-52 to establish the Herndon Town Council meeting schedule for January 1, 2027, to December 31, 2027

c. Resolution 26-G-53 to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during an event

d. Resolution 26-G-54 to amend Resolution 25-G-39 to increase the funding request for the application submitted to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing funds for the 'Herndon Parkway at Sunset Park Drive Intersection Improvements' project (UPC 125769) and increase the amount of the Town's local match

e. Resolution 26-G-55 to reappoint a member to the Planning Commission

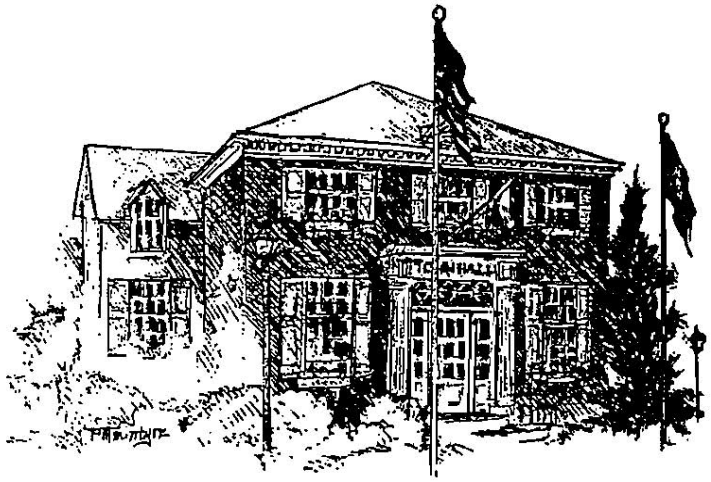
f. Resolution 26-G-56 to reappoint a member to the Board of Building Code Appeals

g. Approval of the August 11, 2026, Town Council Special Meeting Minutes

h. Approval of the August 25, 2026, Town Council Regular Meeting Minutes

7. Adjournment

Interpretación en Español está disponible en esta sesión.



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
DOLLY PARTON DAY
SEPTEMBER 25, 2026

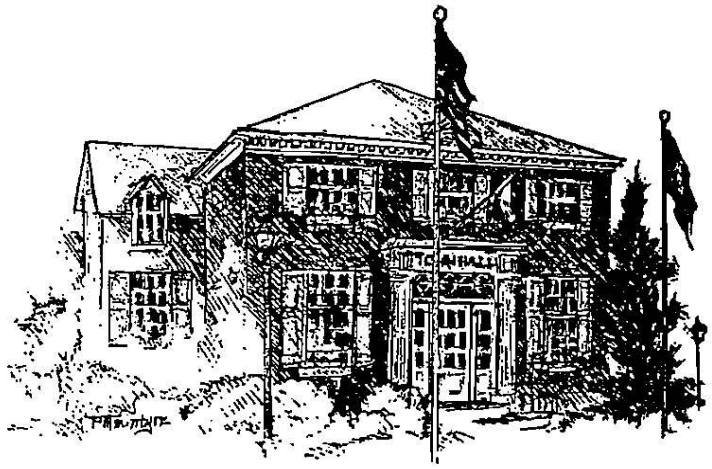
On August 25, 2026, the world lost **Dolly Parton**, an American icon who enriched our lives for more than six decades as a singer, songwriter, actress, entrepreneur, and philanthropist. Beyond her extraordinary artistic achievements, Dolly was admired for her authenticity, humor, generosity, and belief that success carries with it a responsibility to lift others. Throughout her life, she championed literacy, education, health care, disaster relief, and economic opportunity, demonstrating the lasting impact that kindness and service can have on a community.

Inspired by her father's inability to read and write, Dolly founded the **Imagination Library** in 1995 to provide free, age-appropriate books to young children regardless of family income. What began in her East Tennessee hometown grew into an international literacy movement that has gifted more than 300 million books and inspired generations of children to dream, learn, and discover.

That legacy lives right here in Herndon through the **Rotary Club of Herndon-Reston**, whose support of Dolly Parton's Imagination Library, together with local donors, volunteers, and community partners, has provided more than 285,000 free books to children in our community. Their work reflects values at the heart of Herndon: service to one another, opportunity for every child, celebrating what makes each of us unique, and creating a community where everyone knows they belong.

From the unmistakable opening notes of ***9 to 5***, to the millions of books placed into the hands of children, Dolly used her talents to bring people joy and to leave the world better than she found it. Her life reminds us that lasting impact often begins with a simple act of caring for someone else.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims **September 25, 2026, or 9-2-5, as DOLLY PARTON DAY** in the **Town of Herndon**, a fitting tribute to ***9 to 5***, and encourages our community to honor Dolly's extraordinary contributions to music, culture, philanthropy, and literacy and, in her spirit, to **Dream More, Learn More, Care More, and Be More.**



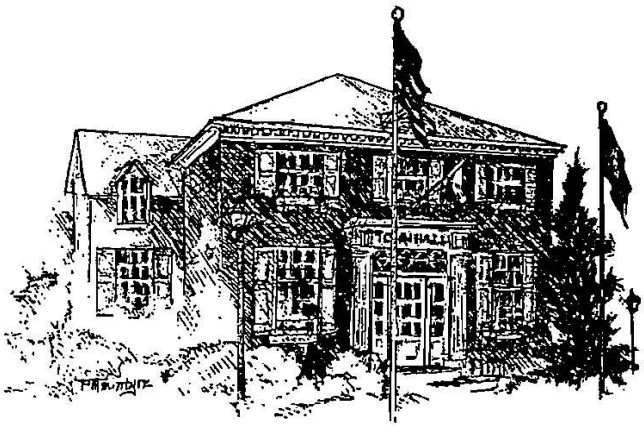
TOWN OF HERNDON, VIRGINIA
PROCLAMATION
NATIONAL HISPANIC AMERICAN HERITAGE MONTH
SEPTEMBER 15 - OCTOBER 15, 2026

National Hispanic American Heritage Month is annually observed from **September 15 through October 15**, celebrating the histories, cultures, traditions, and contributions of Americans whose roots trace to Spain, Mexico, Central America, South America, and the Spanish-speaking nations of the Caribbean. First established as a weeklong observance in 1968 and expanded to a month in 1988, the celebration marks the independence anniversaries of several countries, including Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Mexico, and Chile.

Today, more than 70 million people — approximately 21 percent of the United States population — are Hispanic or Latino**,** making this the nation's largest racial or ethnic minority. That national story is especially meaningful in Herndon, where nearly 35 percent of residents identify as Hispanic or Latino. Hispanic and Latino residents help shape the character of our town through their families, businesses, schools, neighborhoods, public service, arts, traditions, and civic life.

The 2026 theme, *"Raíces y Futuro — Honoring Our Roots, Building Our Future,"* recognizes that the strength of a community carries through from one generation to the next. In Herndon, we honor the generations who have shared their cultures, languages, traditions, talents, and hard work with our community, while celebrating the young people, families, entrepreneurs, educators, artists, workers, and civic leaders who are building our future. By sharing stories and learning from one another, we strengthen the connections that make Herndon a welcoming place, where heritage is celebrated and everyone belongs.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims September 15 through October 15, 2026, as **National Hispanic American Heritage Month** in the Town of Herndon, and encourages our community to celebrate the histories, cultures, achievements, and enduring contributions of Hispanic and Latino Americans. Together, we honor the roots that have shaped our community and look toward a future strengthened by the many traditions and people who call Herndon home.



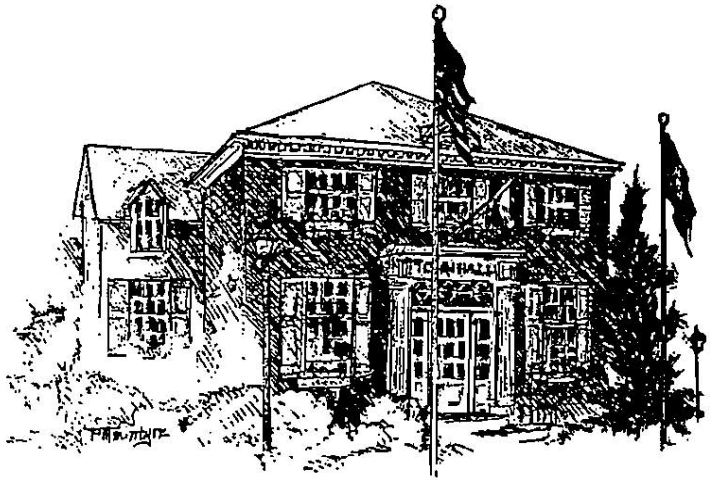
TOWN OF HERNDON, VIRGINIA
PROCLAMATION
BICYCLIST AND PEDESTRIAN AWARENESS MONTH
OCTOBER 2026

Walking and bicycling are part of everyday life in Herndon, helping to connect neighbors to schools, parks, businesses, transit, trails, and one another. Yet people traveling on foot or by bicycle remain among the most vulnerable users of our roadways. In 2025, 138 pedestrians and 15 bicyclists lost their lives in traffic crashes across Virginia. Behind each number is a person, a family, and a community affected by a life lost or forever changed.

In April 2026, through the adoption of the Roadway Safety Action Plan (RSAP), the Town affirmed its commitment to eliminating traffic fatalities and serious injuries on Herndon roads by 2038. Through the RSAP and other key planning documents, the Town aims to continue investing in bike lanes, sidewalks, trails, safe crosswalks, and traffic calming, all with the goal of making Herndon a place where people can move freely and safely.

Bicyclist and Pedestrian Awareness Month also reminds us that safer streets are a shared commitment. It acknowledges that cyclists, drivers, and pedestrians of all ages share equal rights and responsibilities on the road; highlights the importance of safety for everyone traveling; and advocates for walking and biking as active, efficient, and environmentally friendly modes of transportation.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, proclaims October 2026 as **Bicyclist and Pedestrian Awareness Month** in the Town of Herndon; encourages everyone to share the road with care; and reaffirms our commitment to a community where walking and bicycling are safe, accessible, and welcoming ways to move differently in Herndon.



TOWN OF HERNDON, VIRGINIA
PROCLAMATION
INDIGENOUS PEOPLES' DAY AND COLUMBUS DAY
OCTOBER 12, 2026

The second Monday in October is traditionally recognized as *Columbus Day*, commemorating Christopher Columbus's 1492 voyage. This date is also recognized as *Indigenous Peoples' Day*, honoring the Native peoples whose histories, cultures, and connections to this land trace back many generations. Together, these observances offer an opportunity for dialogue about displacement, cultural preservation, and social justice.

Here in Herndon, we acknowledge that the land we live on today was originally stewarded by Indigenous peoples. The eleven state-recognized tribal nations of Virginia have lived on, cared for, and cultivated these lands and developed distinct societies, traditions, and cultural identities for millennia prior to European contact. Their descendants continue to contribute to the cultural and social fabric of Virginia. Concurrently, we acknowledge the influence of Italian Americans whose work has added vibrancy across the social landscape, including the arts, sciences, public service, and civic life. Our town values its cultural diversity and strives to cultivate a spirit of inclusion, equity, and historical reflection that honors all voices and truths.

Recognizing both *Columbus Day* and *Indigenous Peoples' Day* provides an opportunity to reflect on our complex national history, honor the resilience and contributions of Indigenous peoples, celebrate the rich heritage of Italian Americans, and engage in civil dialogue.

Therefore, the Mayor of the Town of Herndon, together with the Herndon Town Council, hereby proclaims October 12, 2026, as **Indigenous Peoples' Day and Columbus Day** in the Town of Herndon, and encourages all residents to observe the day with respect, learning, and thoughtful dialogue. Let us take this time to share stories of courage, heritage, and perseverance from all communities, and to renew our shared commitment to understanding, unity, and justice.

TOWN OF Herndon

FY 2026 Annual Report

LIVE DIFFERENTLY.





Enjoying the Community Picnic on the Town Green.

TOWN OF Herndon

FY2026 Annual Report

MAYOR
Keven J. LeBlanc Jr.

TOWN COUNCIL
Clark A. Hedrick – Vice Mayor
Naila Alam
Cesar del Aguila
Kelvin Garcia
Michael T. Lloyd
Alex Reyes

LEADERSHIP TEAM
Dan Hoffman, Town Manager
Lesa Yeatts, Town Attorney
Kirstyn Jovanovich, Deputy Town Manager
Lisa M. Gilleran, Director of Community Development
Brent Heavner, Chief Communications Officer
Michael "MJ" Johnson, Director of Public Works and Utilities
Tanya Kendrick, Chief of Staff/Chief Human Resources Officer
Amanda Kertz, Town Clerk
Rob Mancini, Chief Information Officer
Michael Mueller, General Manager, Herndon Centennial Golf Course
Collin Okoniewski, Economic Development Manager
Steven Pihonak, Chief of Police
Marjorie Sloan, Director of Finance
Bob Williams, Director of Parks and Recreation

777 Lynn Street, Herndon, VA 20170 | Herndon-va.gov

LIVE DIFFERENTLY.

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Cyclists on the W&OD Trail at Elden Street

1,650+
Community responses collected for Herndon 2050

$14m
In grant funding received for roads and sidewalks

100+
Plans, plats, and surveys reviewed

206
Zoning complaints investigated Reviewed and Approved

193
Zoning Permits

200
Native trees distributed to the community



Community Development staff engaging with the Community for the Roadway Safety Action Plan.

Department of Community Development

During FY 2026, the Department of Community Development (CD) expanded community outreach and engagement while continuing to meet operational demands for plan reviews, applicant communications, zoning enforcement, arboriculture, and transportation.

The Herndon 2050 Comprehensive Plan (2050 CP) project formally began in December. Two Early Action Plan committees were established to develop strategies for the future of Herndon's Downtown and Metro Area.

The committees, comprised of residents, business owners, and land development experts, are anticipated to complete their work during the third quarter of FY 2027. The focus on Downtown and Metro Area planning did not overshadow the broader elements of this critical townwide planning process, as extensive research and outreach occurred during the third quarter of FY 2026. Staff held 15 pop-up and canvassing events in parks, shopping centers, and other public spaces, resulting in over 1,300 one-on-one interactions, 75 completed paper surveys, and 73 "Vision Wall" interactions. Coupled with online survey results, over 1,650 individuals contributed their viewpoints, hopes, and concerns. Staff and consultants will continue public outreach efforts throughout the 2050 CP project.

The department also expanded public education and engagement for its arboriculture and historic preservation programs. During the Arbor Day celebration, staff distributed 200 native trees procured through grant funding. In FY 2026, historic preservation staff hosted two informational exhibits at Frying Pan Park's fall and spring festivals, provided a hands-on public workshop on appropriate stone cleaning techniques, and hosted a free historic rehabilitation tax credit workshop.

As policy development for Herndon's future progressed through the 2050 CP project, the department continued fulfilling the vision and policies of the current comprehensive plan. Community Development ushered two significant proffered rezonings near the Herndon Metro Station through final review and the public hearing process in FY 2026, both of which were approved. Once constructed, these projects will provide a combined total of 925 new apartments, 62 residential condominiums, and 15,100 square feet of commercial space. Based upon the current tax rate, the two developments are estimated to generate a combined annual tax revenue of approximately $850,000 for the town. In addition, both projects include cash proffers to assist in offsetting future costs associated with new development, including impacts on Fairfax County Public Schools.



Arbor Day Native Tree Giveaway

Department of Finance

In FY 2026, the Department of Finance prioritized technology improvements to deliver enhanced capabilities for both customer-facing and internal processes, updated financial reporting requirements, expanded financial analysis, fostered interdepartmental collaboration, and supported staff training.

Staff successfully completed system updates in the ERP system using ReadyForms to improve the functionality of Utility Billing, General Billing, check signatures, purchase orders, Form W-2, and Form 1099 processing. The Revenue team implemented an online parking decal filing and payment process while improving the collection of overdue parking fines by establishing the DMV stop program. Additionally, FY 2026 included a refresh of town website pages related to revenue and payments, expanding online payment capabilities to include Community Development fees.

In financial reporting and internal controls, the General Ledger team adopted Governmental Accounting Standards Board (GASB) Statement No. 103 (*Financial Reporting Model Improvements*), completing necessary research and redesign for the FY 2026 Annual Comprehensive Financial Report. Finance also upgraded cash handling controls and equipment at designated municipal facilities. The Government Finance Officers Association (GFOA) once again awarded the town the Certificate of Achievement for Excellence in Financial Reporting, and Finance achieved its first certification with the Virginia Treasurer's Association.



Celebrating the debut of Herndon Woman's Club mural *Summer Symphony*, by artist Patricia Eprem.

Following the facilitation of the Fall Financial Retreat with the Town Council, the department collaborated across town operations to prepare and submit the FY 2027 Budget. This process included updated rates for Water-Sewer services, reallocated central overhead costs, and project spending reviews aligned with the Capital Improvement Plan.

The department continued delivering critical analysis to drive strategic decision-making. The Fall Financial Retreat featured presentations on solid waste fee structures, revenues and grants for the Stormwater Management Fund, and town debt capacity. Finance also partnered with Information Technology and Human Resources on forecasts related to the IT Transformation initiative and potential updates to the Deferred Compensation Plan.

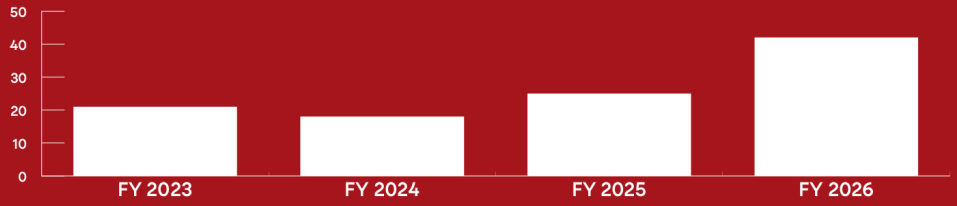
Throughout FY 2026, finance staff actively pursued professional development. A team member was selected to participate in the Leadership Development Cohort, the Purchasing Agent created and delivered small-group procurement training to town staff, and team members earned quarterly Customer Service Awards.

6,096
Vendor invoices processed

10,339
Payroll payments processed

37,643
Customer payments received

Percentage of Vendor Payments Processed Electronically Over Time





Taking a meal break during Polar Heat on Lynn Street.

27%

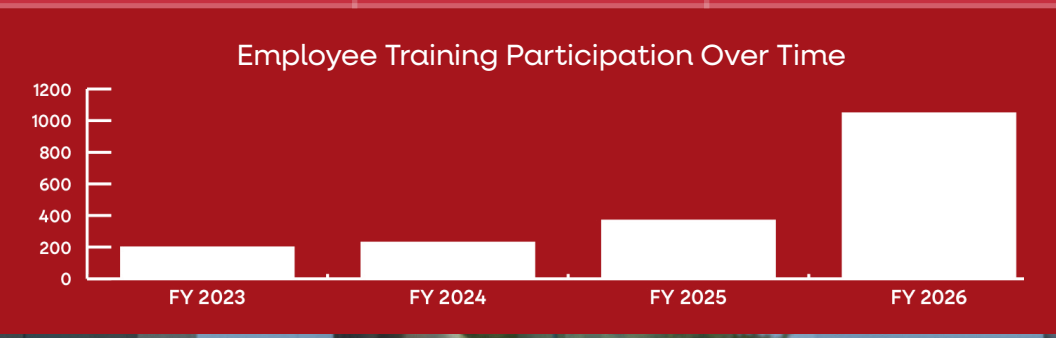
More candidates referred by employees (over previous 5-year average)

17%

More applications reviewed (over FY 2025)

2X

Twice as many staff using tuition reimbursement (over previous 5-year average)





Staff participating in the Herndon Draft department exchange.

Department of Human Resources

In FY 2026, the Department of Human Resources (HR) continued its efforts to foster a positive organizational culture prioritizing employee development, professional growth, and wellness, as outlined in the Strategic Plan.

The town filled 33 regular status and 68 temporary/part-time flexible positions, recruited key leadership roles, and advanced strategic initiatives to strengthen recruitment, staff development, and retention. Key personnel appointments included a new Town Manager and a new Director of Public Works. Strategic outreach, school-based externships, and an enhanced employee referral program expanded the overall applicant pool by 17% compared to FY 2025. Town staff continued to view Herndon as an employer of choice, reflected in a 21% increase in employee referrals, seven of which resulted in regular hires. HR also administered four selection tests to 21 police officer applicants, highlighting the town's competitive pay and benefits structure.

HR launched the Enterprise ERP Recruitment Module, improving applicant screening capabilities for HR staff and hiring managers while elevating the overall candidate experience. Probationary completion rates, retirement figures, and retention metrics remained consistent with FY 2025. The department supported the municipal workforce by emphasizing the town's total compensation philosophy.

Professional development expanded significantly in FY 2026. Participation in the tuition reimbursement program grew by 36%, demonstrating strong employee engagement in personal advancement. The implementation of the NeoGov Learn learning management system (LMS) enhanced training delivery town-wide, providing structured curricula for new hires, supervisors, and general staff. The platform's asynchronous learning capabilities facilitated seamless access for shift workers and absent employees. Key training programs hosted by HR included Annual Harassment and Discrimination Prevention, along with ADA and FMLA compliance training delivered via NeoGov and Pryor Learning.

HR also launched targeted leadership initiatives across the organization. The Herndon Leadership Cohort continued building supervisory skills, while dedicated learning plans in NeoGov covered essential topics such as constructive feedback and FMLA administration. Over 70 employees completed the inaugural Spring 2026 Leader Courses, establishing a foundation for upcoming FY 2027 modules focused on hiring and interviewing.

To maintain legal compliance, HR actively tracked evolving employment laws, including legislative changes passed during the latest Virginia General Assembly session. Staff regularly updated administrative regulations and benchmarked compensation data to maintain regional competitiveness, resulting in zero formal grievances during the fiscal year.



Hanging out with friends at Polar Heat.

Department of Information Technology

FY 2026 marked the first full year of the Town's Information Technology (IT) Roadmap, with significant progress toward modernizing technology services, improving collaboration, and strengthening the foundation for future digital initiatives.

Key FY 2026 accomplishments included the organization-wide rollout of SharePoint Online, supporting the transition from legacy file systems while improving records management and expanding digital workflows. The Town also expanded its adoption of Microsoft 365 tools, including Microsoft Teams and OneDrive, to enhance collaboration and productivity across the organization.

FY 2026 also focused on planning and development activities for several major initiatives that will be delivered in FY 2027. These initiatives include new IT infrastructure, modern workstations, enterprise Wi-Fi, redundant internet services, and upgraded conference room technology at 397 Herndon Parkway. Additional initiatives include full implementation of Microsoft OneDrive and Microsoft Teams, modernization of Help Desk services, standardization of end-user technology across departments, migration of the Town's Geographic Information System (GIS) to the cloud, and launch of the Cityworks permitting and land development public portal.

In addition to advancing technology initiatives, the IT Department strengthened its focus on process development and delivering experiences. The department strives to deliver a high-level experience in a government setting through major investments in IT capability, technical capacity, and modern skill sets. This initial stage of transformation establishes a strong foundation for continued modernization and signals the beginning of a new era of innovation in the years ahead.

295
Networked PCs maintained

268
Mobile devices maintained

113
Service tickets completed monthly on average



Enjoying the Herndon pit stop at the 2026 Bike to Work Day.

41,549
Community center visits

27
Community outreach events reaching more than 3,600 people

2,243
Facility reservations hosted

1.4m
Social media impressions

400
Herndon Olympics swim meet participants

50
Camp scholarships awarded



Egg hunters at the starting line.

Department of Parks & Recreation

Herndon Parks and Recreation (HPR) launched Polar Heat on Lynn Street in FY 2026, a new town-wide family event celebrating Herndon's diversity that attracted 3,000 attendees and featured local performances and community groups. The department also introduced Town Square Tuesdays, a summer concert series on Old Town Hall Square highlighting diverse musical genres. Through Camp on the Go—a free mobile camp funded by the Ruth & Hal Launders Charitable Trust—staff served over 100 youth in under-resourced neighborhoods. Additional nonprofit partnerships provided scholarships for 50 campers to attend summer camp, while general outreach engaged over 3,600 residents across 47 community events.

Facility enhancements included repainting the gymnasium and locker rooms, installing new flooring in Community Rooms 3 and 4, refinishing wood floors in Community Rooms 1 and 2, and replacing the facility ice machine. Fitness revenue reached $170,909, exceeding FY 2025 levels, while picnic shelter and court rental revenue surpassed projections by 70%, totalizing $30,590. Daily and pass admissions declined 13% from FY 2025, and racquetball courts remained closed following mold remediation initiated in August 2025.

Aquatic programming remained active, with the Herndon Olympics swim meet hosting 400 swimmers from nine teams alongside an Olympic clinic led by Erika Connelly. The Harvest Moon Invitational drew 631 swimmers, and a new Aqua Bingo program welcomed 45 participants. The pool maintained uninterrupted operations throughout a five-month staffing vacancy in the Pool Manager position.

Park infrastructure saw major investments, including the replacement of the Harding Park playground based on feedback from 189 community survey responses. Bready Park received a new seating wall, native plant beds to mitigate stormwater runoff, dugout renovations, and a donor-funded synthetic turf field fence. New water fountains were installed at Bready, Runnymede, and Trailside parks, including one funded by the Friends of Runnymede Park. Staff repaired the tennis bubble following winter storm damage and continued supporting volunteer clean-up events throughout the year.

Digital engagement grew significantly, with HPR social media reaching 1.2 million users, generating 1.4 million impressions, and gaining 954 new followers. The email distribution list expanded by 3,534 subscribers while achieving a 49% open rate, and combined promotional campaigns for Polar Heat and Elden the Bear generated 1.35 million impressions. Celebrating its 50th anniversary in 2026, HPR earned the Virginia Recreation and Park Society (VRPS) New Program Award for the Herndon Torch initiative. Outreach expanded through collaborations with Fairfax County Public Schools family liaisons, She Believes in Me, and Cornerstones, increasing program awareness among residents with financial need. The department also hosted a second community Open House in January to share local resources and program information.



Elden gets in on the Polar Heat photo fun.

Department of Public Works

During FY 2026, the Department of Public Works focused on sustaining and enhancing town infrastructure, delivering facility upgrades, transportation safety improvements, and utility maintenance across Herndon.

In parks and recreation facilities, Public Works completed replacing playground equipment at Harding Park and finalized design plans to replace playground structures at Cuttermill Park. Staff designed and constructed a new seating wall and landscaped area between the tennis courts and picnic pavilion at Bready Park, alongside replacement dugouts for the Bready Park athletic complex. The department initiated design efforts to convert the tennis bubble from seasonal use to a permanent structure, enabling year-round court utilization. Additionally, staff completed the demolition of environmentally affected racquetball court facilities and began design work for reconstructed courts and mechanical systems.

Building operations finalized design efforts for Phase 1 of the Energy Savings Performance Contract (ESPC) and awarded the execution contract to CMTA. Completed Phase 1 work included upgrading lighting at 397 Herndon Parkway to energy-efficient LED fixtures. Design was also completed for HVAC system replacements at the Town Shop and Herndon Municipal Center (HMC), with construction scheduled to begin in FY 2027. Under American Rescue Plan Act (ARPA) funding, the department managed active storefront entry replacements at HMC, scheduled for completion in fall 2026 to ensure full ARPA fund utilization prior to program closeout in FY 2027.

Transportation and pedestrian safety projects advanced significantly. Public Works completed designs for intersection improvements at Monroe Street and Park Avenue, as well as Ferndale Avenue. Temporary pavement markings were installed on Ferndale Avenue, with permanent construction scheduled for FY 2027 alongside the Monroe/Park intersection project. The Town Council adopted the Town's Roadway Safety Action Plan (RSAP) in April 2026, laying the groundwork for Phase 2 development of an ADA Transition Plan for town rights-of-way starting in FY 2027. Staff upgraded sidewalk ramps to current ADA standards along Dranesville Road and completed safety designs for Bennett Street between Dranesville Road and Herndon High School in coordination with FCDOT, VDOT, FCPS, Supervisor Bierman's office, Kingstream HOA, and Herndon United Methodist Church. Implementation on Bennett Street will conclude before the start of the 2026–2027 school year. Major repaving was completed on portions of Dranesville Road, Center Street, and East Elden Street, and staff collaborated with Community Development to remove brush and plant nine native trees behind HMC.

Cemetery and utility infrastructure projects progressed across several areas. Final design for the Chestnut Grove Cemetery expansion reached 95% completion, following delays required for archaeological surveys of early and native gravesites, with construction set for FY 2027. Public Works completed the Folly Lick sewer line replacement and ongoing sanitary sewer main lining and manhole rehabilitation projects. The department also fulfilled EPA requirements by completing the Water System Risk and Resiliency Assessment.

4,909
Tons of trash collected

1,265
Tons of recyclables collected

2,528
Permit inspections completed

135,625
Feet of storm sewer CCTV inspected

87,525
Feet of sanitary sewer CCTV inspected

400
Water quality samples collected



Public Works staff begin decorating downtown Herndon for the holiday.



Herndon Centennial Golf Course

During FY 2026, Herndon Centennial Golf Course recorded 49,578 total rounds played, consisting of 42,624 public rounds, 1,993 resident rounds, and 4,961 annual passholder rounds, reflecting strong facility utilization across all customer segments.

A total of 467 players participated in signature tournaments and special events throughout the year. Major events included the Gobbler Scramble (120 participants), New Year's Eve Scramble (88), Spring Shamble (84), Match Play Championship (71), Club Championship (48), Herndon Cup (32), and the Herndon vs. Sterling competition (24). The annual Superintendent's Revenge event was canceled due to winter weather.

League play remained active across multiple demographics. The Wednesday Seniors League averaged 50 players across eight events, while the Seniors & Duffers League hosted 40 players across 16 events. The Herndon Golfers Club (HGC) engaged 80 players in 14 events, and the Herndon Ladies Golf League (HLGL) maintained 59 weekly participants. The course also hosted 52 group outings, including two events with over 100 participants and three events exceeding 80 participants.

Marketing and customer outreach efforts included publishing 21 digital newsletters, posting 54 social media updates, fulfilling 80 special orders, and supporting local scholastic golf teams from Herndon High School, Paul VI Catholic High School, Fairfax Christian School, and Potomac High School. Instructional programming grew by 12% compared to FY 2025, with all beginner golf instruction reaching full capacity.

Environmental stewardship remained a priority for the facility. Herndon Centennial achieved recertification as an Audubon Certified Sanctuary Property and updated its Nutrient Management Plan in FY 2026. Additionally, Virginia Bluebird Society volunteers monitored ten nesting boxes across the property, successfully fledging 51 Eastern Bluebird chicks.

49,578
Total rounds played

467
Tournament participants

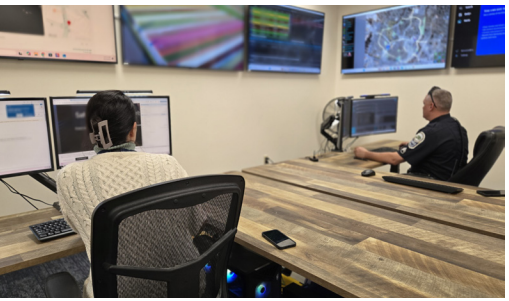
12%
Increase in golf lessons over FY 2025

Herndon Police Department

In FY 2026, the Herndon Police Department (HPD) advanced key operational and community safety initiatives while fulfilling its core public safety mission. HPD successfully launched the Community Bike Team, enhancing officer visibility and proactive engagement with residents and business owners in high-traffic commercial and community areas. The department also developed and implemented the Real-Time Crime Center (RTCC), expanding technological capabilities through live analytics, situational intelligence, and direct field support. The RTCC enhances incident response times and serves as a centralized command center for joint multi-jurisdictional operations and emergency management, supporting the town's strategic commitment to regional safety coordination.

Personnel highlights included welcoming two police academy graduates, certifying a new polygraph examiner, and awarding Master Public Information Officer certification. To strengthen victim support services, HPD established two dedicated Police Domestic Violence (DV) Coordinators focused on survivor safety, victim advocacy, and offender accountability. Community outreach remained central to department operations, with officers participating in numerous neighborhood events, public safety demonstrations, and youth programs throughout the year.

Operational achievements included a 20% year-over-year reduction in Group A crimes, a 27% reduction in traffic accidents, and a notable increase in distracted driving enforcement actions.



Monitoring in the Real Time Crime Center.

20%

Reduction in group A offenses

27%

Reduction in traffic accidents

2

New police domestic violence coordinators



Herndon Police Officers at the start of the Herndon Homecoming Parade.



Ribbon cutting for Hawkley Brewing.

Office of Communications & Economic Engagement

In FY 2026, the town established the Office of Communications & Economic Engagement, integrating public communications and economic development under a unified strategy to enhance community outreach and support local economic growth.

The office led local execution of the town's America 250 initiative, partnering with businesses, civic organizations, and regional stakeholders to celebrate Herndon's history through community events, promotions, and placemaking activities. The department expanded proactive communications through enhanced storytelling, modernized social media campaigns, and regular updates highlighting municipal services, community achievements, and business successes.

On the economic development front, the department launched Herndon's first comprehensive Market Study & Economic Development Strategy (MSEDS) to guide future commercial investment, redevelopment, business retention, and district activation. Staff engaged local business owners, property developers, and regional partners to address economic opportunities and expand business support networks. The office also relaunched the *Herndon Business Bulletin* newsletter and assumed management of the Herndon Farmers Market, aligning the longstanding event with downtown activation and small business growth initiatives.

1,518
Social media posts

8,423
Subscribers & followers added

2.13m
Social impressions from 1,094 posts

116
New businesses opened

70
Business retention visits conducted

11
Ribbon cuttings organized



Juneteenth event attendees enjoy local speakers who shared stories and history of the people and places that shaped our community.

Office of the Town Attorney

In FY 2026, the Office of the Town Attorney provided comprehensive legal counsel and operational support across municipal government, serving as primary legal advisor to the Town Council, statutory boards, and 13 operating departments. Staff attended 93 official Council, board, and commission meetings to deliver real-time legal guidance and review agenda documentation. The office drafted ordinances, resolutions, contracts, and administrative policies while issuing formal and informal legal opinions to support daily town operations.

A key organizational achievement was the consolidation and modernization of Freedom of Information Act (FOIA) procedures within the Town Attorney's Office. Staff established a centralized tracking and response system to improve compliance timeliness and conducted town-wide FOIA training for municipal staff. The office also developed and delivered Townwide *Get R.I.T.E.* training to strengthen interdepartmental collaboration and risk management awareness.

Legal staff supported major Council priorities, including the rollout of the Herndon 2050 Comprehensive Plan, updates to special event policies, small area corridor planning, establishment of the Designated Outdoor Refreshment Area (DORA), and ongoing redevelopment negotiations along South Elden Street and transit-oriented Metro properties. In legislative advocacy and public safety, the office managed the town's state legislative program, coordinated Charter amendments, and supervised the prosecution of hundreds of traffic and criminal cases in local courts. Continued oversight of risk management programs ensured compliance with state standards while helping control municipal insurance costs.

93
Council, board and commission meetings attended

100%
Compliance with VRSA Risk Management Guidelines resulting in reduced premiums

325
FOIA and Subpoena responses drafted or reviewed

Office of the Town Clerk

The Office of the Town Clerk serves as the custodian of the town's official records, preserving public meeting history, legislative actions, and municipal decisions in compliance with Virginia statutory requirements.

In addition to preparing ordinances, resolutions, public notices, and official filings, the Clerk's Office expanded its meeting support in January 2026 to include the Planning Commission, Architectural Review Board, Historic District Review Board, Board of Zoning Appeals, and Town Council ad hoc committees. This expansion standardized agenda preparation, meeting procedures, minute-taking, and records retention across all public bodies. During the fiscal year, staff reviewed and edited over 4,000 pages of agenda documentation to ensure accurate and transparent information for officials and the public.

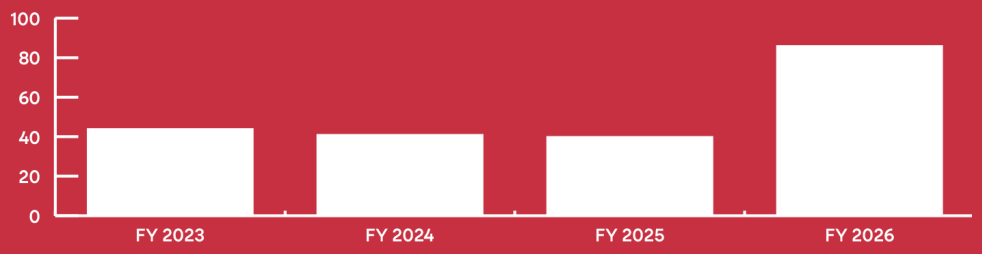
The Clerk's Office also coordinated event logistics and ceremonial recognition items for the Mayor and Town Council, supporting civic functions such as the Mayor's Volunteer Appreciation Event, Town Halls, and official proclamation presentations.

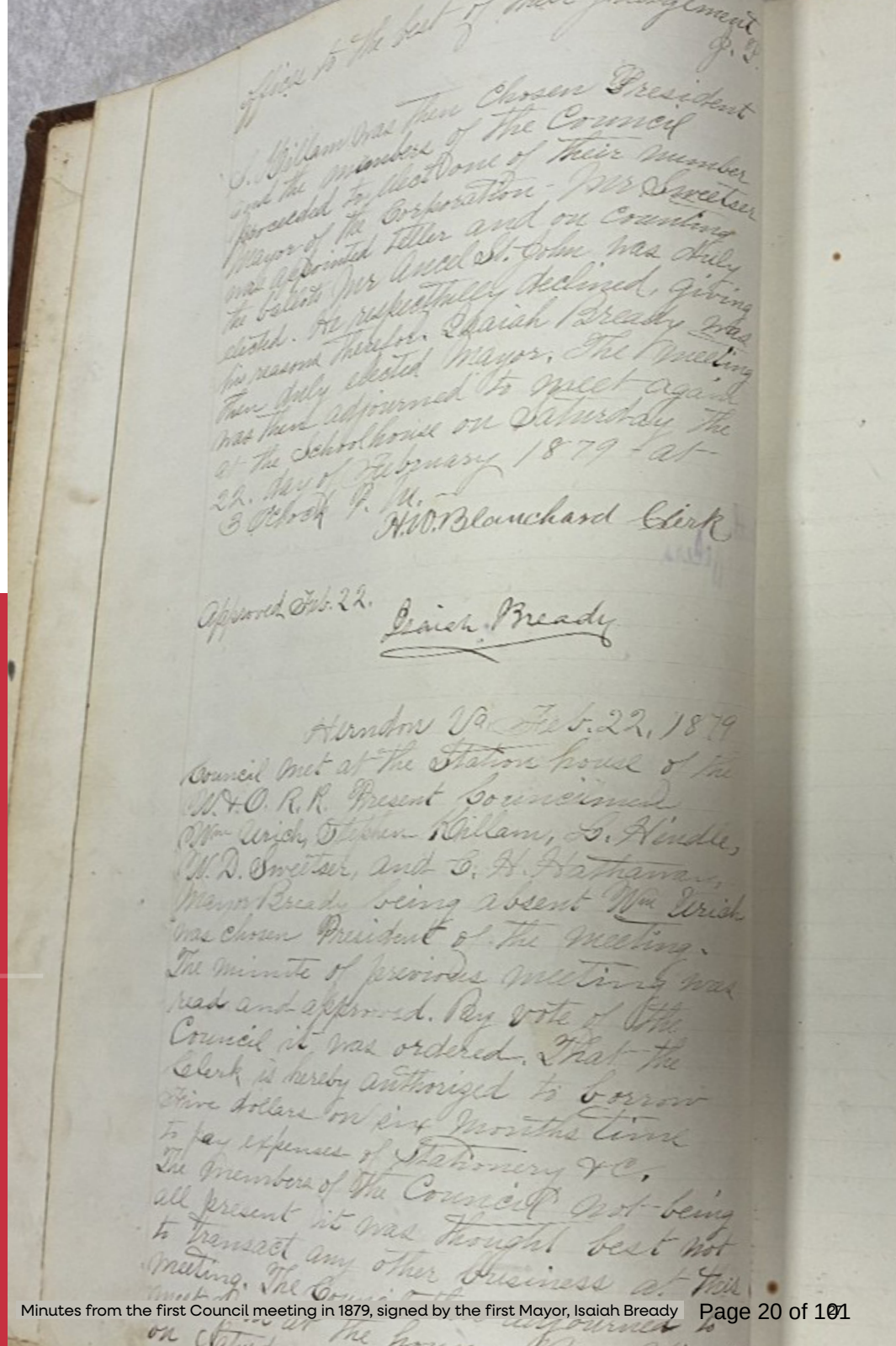
83
Legal advertisements processed

167
Public comments processed

29
Proclamations issued

Total Meetings Supported





Minutes from the first Council meeting in 1879, signed by the first Mayor, Isaiah Bready

TOWN OF Herndon

LIVE DIFFERENTLY.

FY 2026 Annual Report

Dan Hoffman, Town Manager

LIVE DIFFERENTLY. | TOWN OF Herndon VIRGINIA

Community Development

- Herndon 2050
- Small Area Plans
- Environmental Events
- Historic Preservation

Community Development

1,650+
Community responses collected for Herndon 2050

$14m
Grant funding received for roads and sidewalks

100+
Plans, plats, and surveys reviewed

206
Zoning complaints investigated

193
Zoning permits reviewed and approved

200
Native trees distributed to the community

Finance

- Collaboration & Process Improvement
- Accreditation & Awards
- ERP Updates
- Strong Financial Management



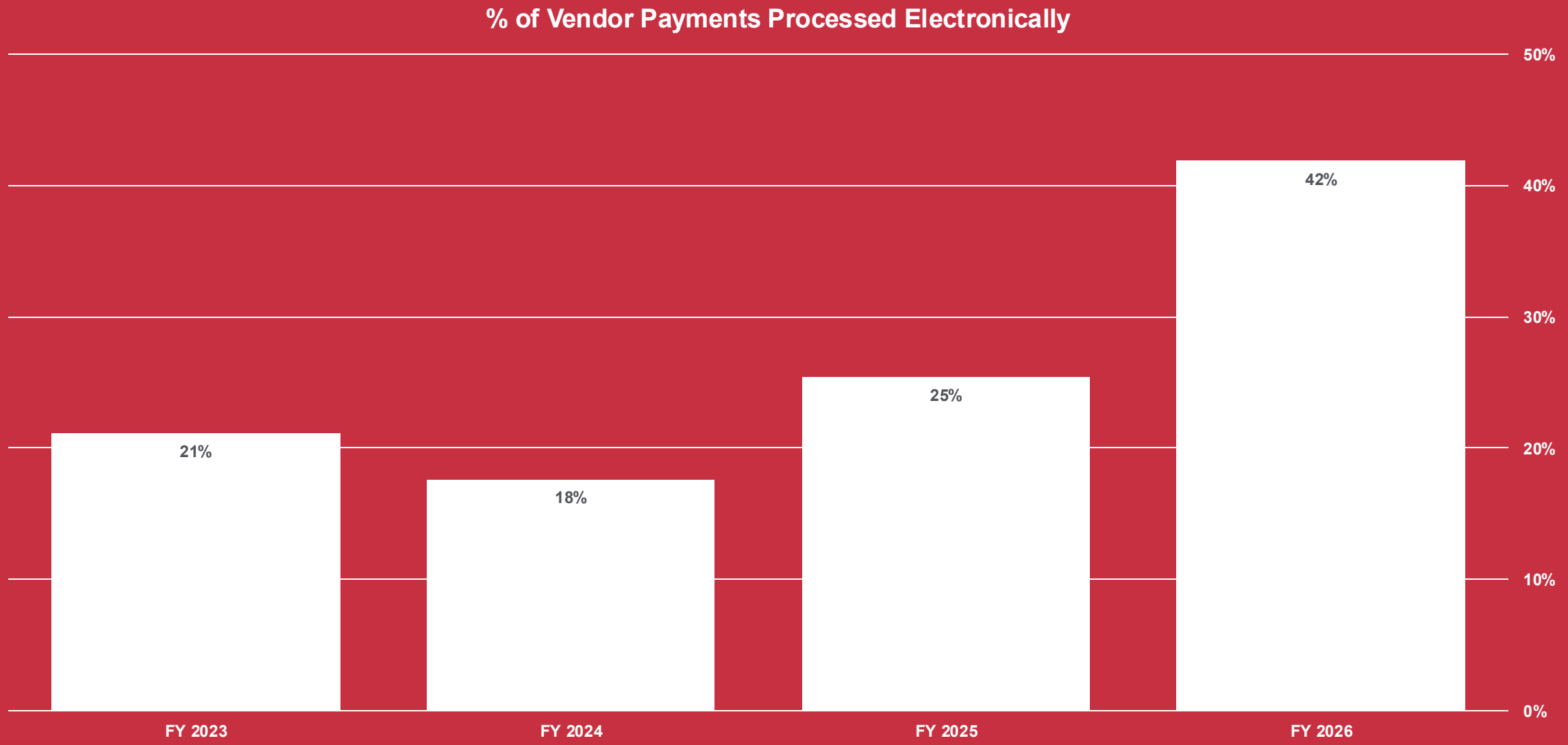
Finance

6,096
Vendor invoices processed

10,339
Payroll payments processed

37,643
Customer payments received

Finance


% of Vendor Payments Processed Electronically
50%
40%
30%
20%
10%
0%
21%
18%
25%
42%
FY 2023
FY 2024
FY 2025
FY 2026

Human Resources

- Recruitment & Retention
- Professional Development
- Training & Internal Communication
- Legal Compliance



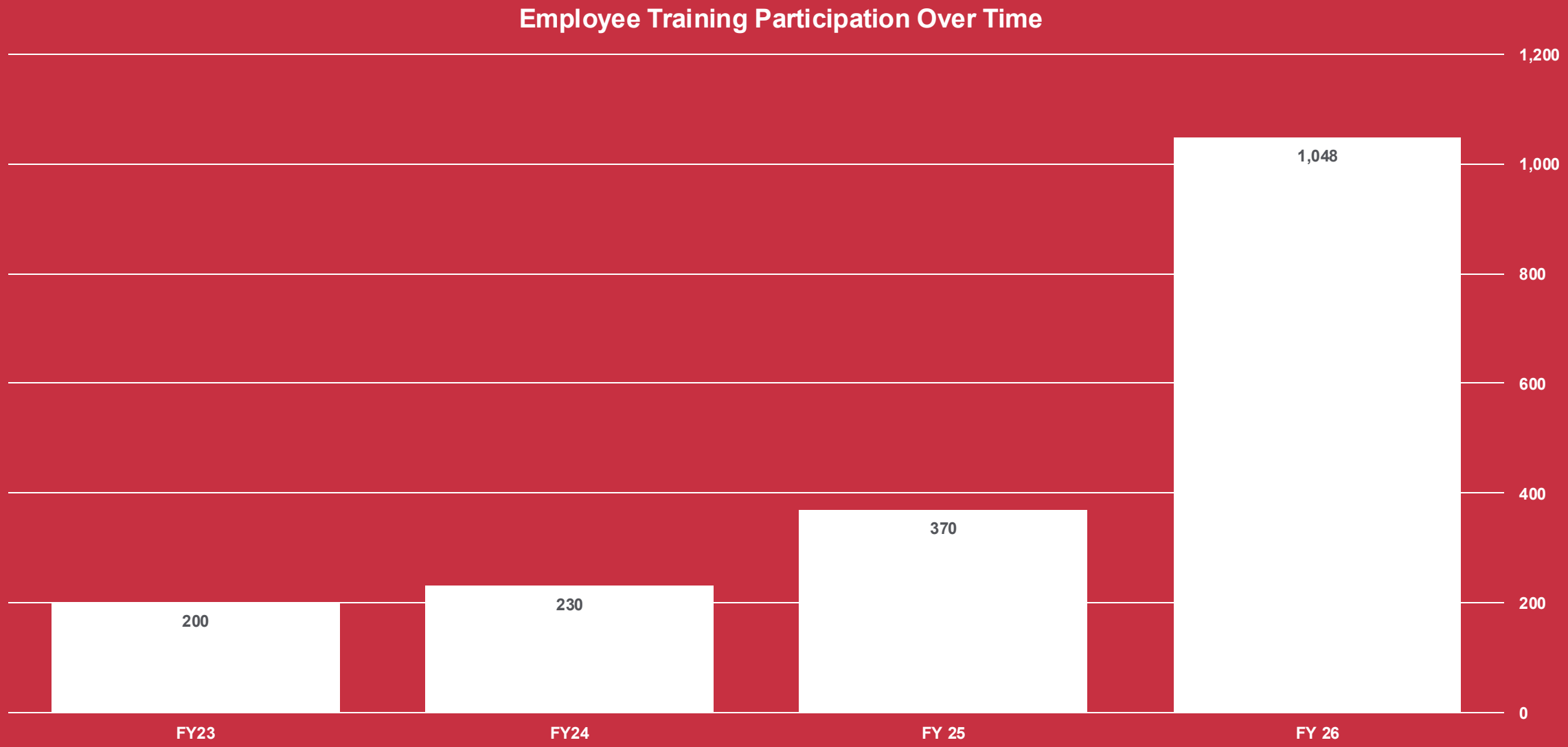
Human Resources

27%
more candidates referred by employees
(over previous 5-year avg.)

17%
more applications reviewed
(over FY 2025)

2X
as many staff using tuition reimbursement
(over previous 5-year avg.)

Human Resources



LIVE DIFFERENTLY. | TOWN OF Herndon VIRGINIA

Information Technology

- SharePoint, Teams, & OneDrive Rollout
- Modernizing Infrastructure & Service Models
- Public Portal Improvements

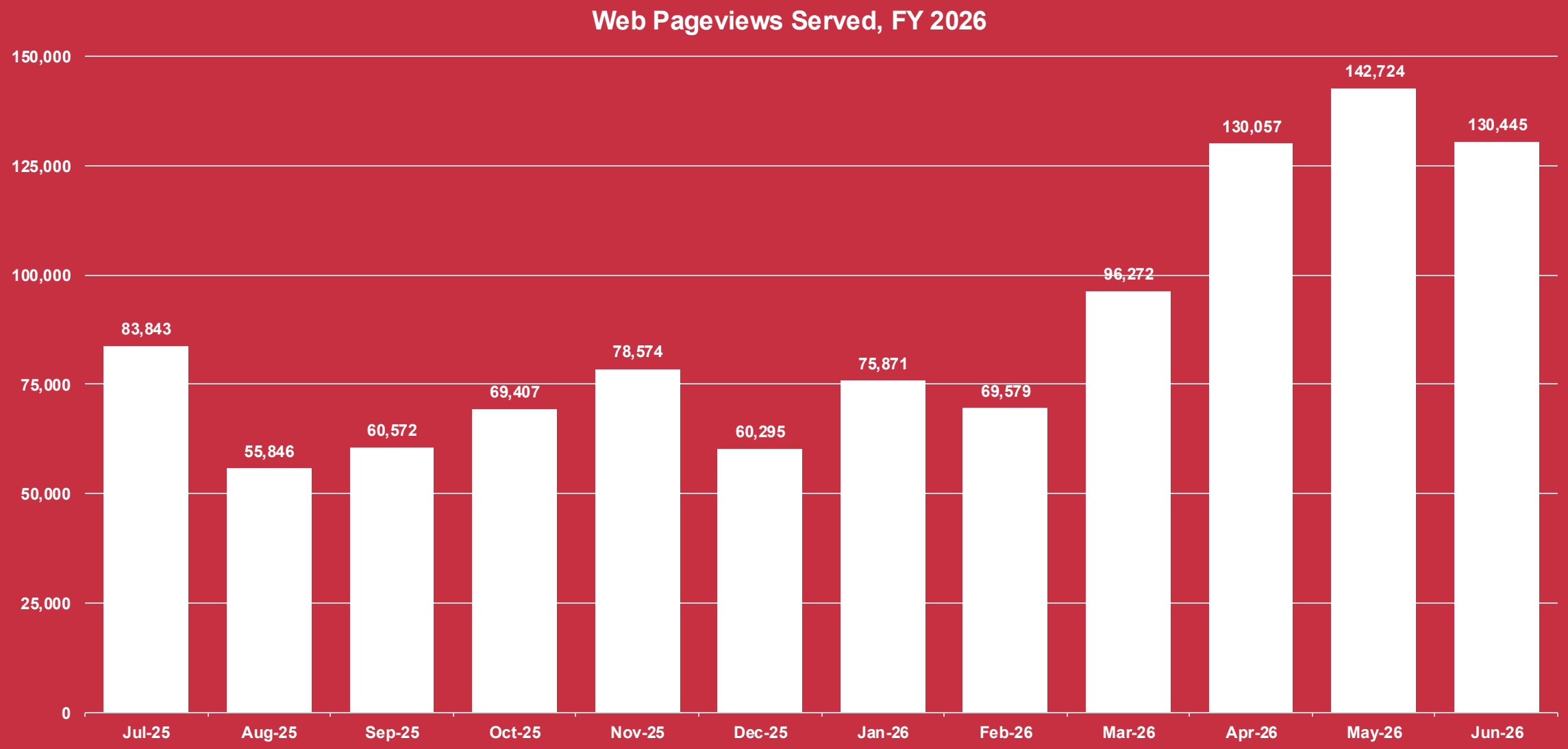
Information Technology

100+
Support tickets completed each month

692
Devices managed

1m+
Web pageviews served

Information Technology



LIVE DIFFERENTLY. | TOWN OF Herndon VIRGINIA

Parks and Recreation

- Community Partnerships
- Equitable Access
- Facility Improvements
- Community Building Events



Parks & Recreation

41,549
Community Center visits

27
Community outreach events reaching more than 3,600 people

2,243
Facility reservations hosted

1.4m
Social media impressions

400
Herndon Olympics swim meet participants

50
Camp scholarships awarded

Public Works

- Facility Improvements
- Operational Improvements
- Roadway Safety
- Environmental Stewardship



Public Works

4,909
Tons of trash collected

1,265
Tons of recyclables collected

2,528
Permit inspections completed

135,625
Feet of storm sewer CCTV inspected

87,525
Feet of sanitary sewer CCTV inspected

400
Water quality samples collected

Centennial Golf Course

- Community
- Recreation
- Stewardship



Herndon Centennial Golf Course

nearly
50,000
Rounds played

467
Tournament participants

12%
Increase in golf lessons Y-O-Y

Police Department

- Safety
- Service
- Engagement



Police Department

20%
Reduction group A offenses

27%
Reduction in traffic accidents

2
New police domestic violence coordinators established

Communications & Economic Engagement

- Residents
- Businesses
- Visitors

Communications & Economic Engagement

1,518
Social media posts

8,423
Subscribers & followers added

2.13m
Social Impressions from 1,094 posts

116
New businesses opened

70
Business retention visits conducted

11
Ribbon cutting organized

Town Attorney's Office

- Guidance
- Legislative Strategy
- Risk Management



Town Attorney

93
Council, board, & commission meetings

100%
Compliance with VRSA Risk Management Guidelines

326
FOIA & subpoena responses

Town Clerk's Office

- Support for Council, Boards, & Commissions
- Event logistics
- Statutory Compliance



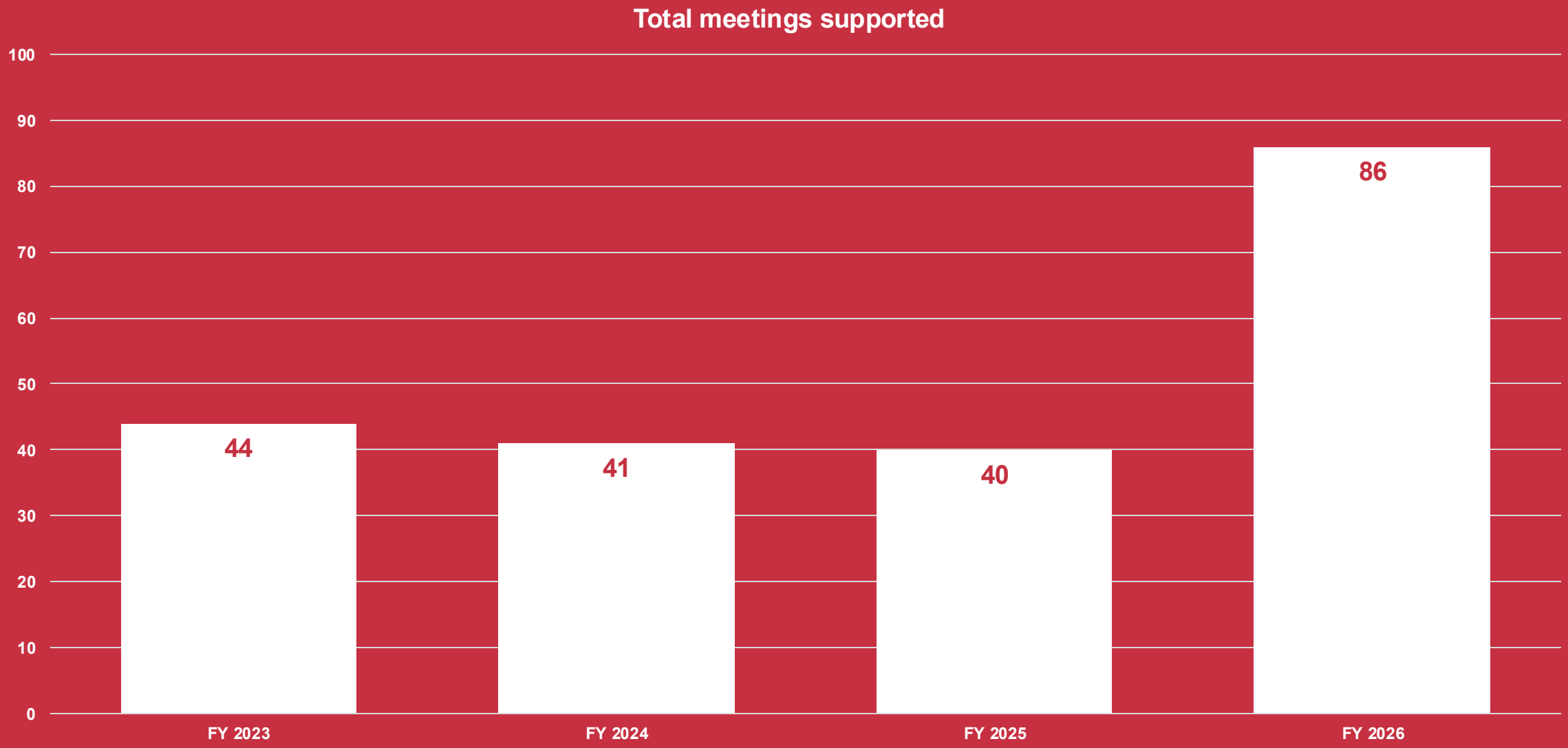
Town Clerk's Office

83
Legal advertisements processes

167
Public comments processes

29
Proclamations issued

Town Clerk's Office



The Year Ahead

- Herndon Main Street
- New Plans for Metro and Downtown
- New Downtown Events
- Roadway Safety Action Plan
- New Project Management Office
- New Economic Development Strategy
- New ADA Plan
- IT Modernization

TOWN OF Herndon

LIVE DIFFERENTLY.

TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.a.

Agenda Item: **Ordinance 26-O-22 to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), Article VI (Vehicle Licenses), Section 42-327 (Town Vehicle License Amounts) to increase vehicle license rates**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Marjorie Sloan, Finance Director

Description:
The proposed ordinance will raise the current vehicle license fee, effective July 1, 2027. Adoption of the proposed ordinance now provides lead time for Fairfax County to update the Residential Personal Property Tax billing process used to collect the annual vehicle license fee.

Background/Timing Impact:
Staff has proposed an increase to the existing Vehicle License Fee. This fee is paid by vehicle owners each year in October as a separate line item in the Residential Personal Property Tax imposed by the State of Virginia and billed by Fairfax County.

- Over the past year, the Herndon Town Council has expressed interest in pursuing a rates increase to bring the Herndon fee rates in line with the Fairfax County rates. The current Herndon rates have been in place for over 10 years.
- The proposed rate increases are expected to increase annual General Fund revenues by Approximately $130K.

In April 2025, Council discussed with staff the potential for additional revenue by raising the vehicle license fee to match the current Fairfax County rates. Finance confirmed with the County that a long lead time was needed to adjust the rates. The rate increase was again discussed in March 2026 and staff indicated that an ordinance would be proposed to pursue a rate increase providing revenue impact as soon as FY28.

Fairfax County currently bills the vehicle fee each year, and maintains the billing system. They require sufficient lead time to make the rates update in the system. Upon adoption of the proposed ordinance, Herndon Finance staff will notify Fairfax County to make the needed rate increases and confirm that the increases will be effective for the FY 2028 billing cycle.

The proposed fees and increases are included in the table below and are based on the

current rates charged by Fairfax County to county vehicle owners:

Type	Herndon	Herndon - Proposed	Fairfax County
Motorcycles	$12	$18	$18
Taxi/hired vehicle	<4001 lbs $25 >4001 lbs $32	No change	<4001 lbs $23 >4001 lbs $28
Church Transportation	<4001 lbs $23 >4001 lbs $28	No change	<4001 lbs $23 >4001 lbs $28
All other Vehicles	<4001 lbs $25 >4001 lbs $32	<4001 lbs $33 >4001 lbs $38	<4001 lbs $33 >4001 lbs $38

Timing Impact:
If approved, the ordinance will take effect on July 1, 2027.

Strategic Focus Area:
Strong Fiscal Stewardship

Fiscal Impact:
The increase in the fees is estimated to increase Town revenue by approximately $130K per fiscal year, beginning with FY 2028.

Legal Impact:
Changes to the Town Code require Town Council action.

Staff Recommendation/Next Steps:
Staff recommends adoption of the proposed ordinance.

Attachments:
1. Ordinance (Proposed)

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

ORDINANCE

SEPTEMBER 22, 2026

Ordinance- **to amend Chapter 42 (MOTOR VEHICLES AND TRAFFIC), Article VI (Vehicle Licenses), Section 42-327 (Town Vehicle License Amounts) to increase vehicle license fee rates, effective July 1, 2027.**

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 42 (MOTOR VEHICLES AND TRAFFIC)

Article VI. Vehicle Licenses

Sec. 42-327. - Town vehicle license amounts.

(a) The amount of the vehicle license fee pursuant to this article shall be as follows. The manufacturer's shipping weight or scale weight shall be used for computing all fees required by this section to be based upon the weight of the vehicle. For purposes of this article, and consistent with the Virginia Department of Motor Vehicles (DMV).

(1) The manufacturer's shipping weight shall be interpreted as the empty weight for passenger cars as listed in the Virginia DMV records.

(2) The manufacturer's shipping weight shall be interpreted as the gross vehicle weight for trucks, to include pick-up trucks, as listed in the Virginia DMV records:

a. ~~$12.00~~ **$18.00** for motorcycles;

b. $25.00 for any taxicab or other vehicle which is kept for rent of hire operated by a chauffeur for the transportation of passengers, and which operates or which should operate under permits issued by the DMV as required by law. An additional fee of $7.00 shall be charged if the weight of the vehicle is more than 4,000 pounds;

c. $23.00 for a bus used exclusively for transportation to and from church school for the purposes of religious instruction or church, for the purpose of divine worship. If the empty weight of the vehicle exceeds 4,000 pounds, the fee shall be $28.00;

d. ~~$25.00~~ **$33.00** for all other vehicles with a weight of 4,000 pounds or less;

e. ~~$32.00~~ **$38.00** for all other vehicles with a weight of more than 4,000 pounds.

2. This ordinance shall be effective on and after July 1, 2027, upon confirmation by Fairfax County, as billing agent of the town.

26-O-22

Town Council
Regular Meeting
Agenda Item 6.b.

Agenda Item: **Resolution 26-G-52 to establish the Herndon Town Council meeting schedule for January 1, 2027, to December 31, 2027**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:
The meeting schedule of Town Council is prescribed by Chapter 2 (ADMINISTRATION), Section 2.1 (Meeting Schedule), of the Herndon Town Code. Annually, the Town Council considers and adopts a resolution to set the next year's meeting schedule.

Background/Timing Impact:
The proposed meeting schedule for 2027 sets a consistent meeting schedule with work sessions occurring on the second Tuesday and regular meetings on the fourth Tuesday of each month, with adjustments made as necessary to comply with budget adoption requirements, avoid holiday conflicts, and accommodate other scheduling considerations (e.g., Election Day and the Virginia Municipal League conference). The attached schedule reflects these adjustments. Town Council meetings are recorded to be available on-demand through the town's website.

Timing Impact:
Adoption of the next year's meeting schedule in September allows for the meeting dates to be included in the town's printed calendar, which is distributed to Herndon households in December each year.

Strategic Focus Area:
Good Governance

Fiscal Impact:
N/A

Legal Impact:
In accordance with the Town Code, the Town Council is required to adopt its meeting schedule annually by resolution.

Staff Recommendation/Next Steps:

Staff recommends approval of the resolution as presented.

Attachments:

1. Resolution (Proposed)
2. Attachment A

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

SEPTEMBER 22, 2026

Resolution- to establish the Herndon Town Council meeting schedule for January 1, 2027 to December 31, 2027.

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

1. The meeting schedule set out in Section 2-1 of the Herndon Town Code (2000), as amended, is incorporated and the meeting schedule for calendar year (CY) 2027 as described in Attachment A, Town Council CY 2027 Meeting Schedule, is established.

2. Staff is directed to include the meeting schedule in the 2027 town calendar.

26-G-52

TOWN COUNCIL CY 2027 MEETING SCHEDULE
ATTACHMENT A

Date	Meeting Type
January 12, 2027	Work Session
January 26, 2027	Regular Meeting
February 9, 2027	Work Session
February 23, 2027	Regular Meeting
March 2, 2027	Work Session
March 9, 2027	Work Session
March 23, 2027	Regular Meeting
April 6, 2027	Work Session
April 13, 2027	Regular Meeting
April 20, 2027	Work Session
April 27, 2027	Regular Meeting
May 11, 2027	Work Session
May 25, 2027	Regular Meeting
June 8, 2027	Work Session
June 22, 2027	Regular Meeting
July 13, 2027	Work Session
July 27, 2027	Regular Meeting
August 10, 2027	Work Session
August 24, 2027	Regular Meeting
September 14, 2027	Work Session
September 28, 2027	Regular Meeting
October 5, 2027	Work Session
October 26, 2027	Regular Meeting
November 3, 2027 (Wednesday)	Work Session
November 16, 2027	Regular Meeting
December 7, 2027	Work Session
December 14, 2027	Regular Meeting

Town Council
Regular Meeting
Agenda Item 6.c.

Agenda Item: **Resolution 26-G-53 to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during an event**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Lesa Yeatts, Town Attorney, David Stromberg, Zoning Administrator

Description:
Resolution approving a Temporary License Agreement granting Jimmy's Old Town Tavern use of town-owned public property for outdoor seating during an event on October 4, 2026.

Background/Timing Impact:
The applicant, Jimmy's Old Town Tavern, is requesting authorization to use a designated town-owned public alley space located between 689 and 681 Spring Street for outdoor seating during an event. The event will be held from 8:00 a.m. to 10:00 p.m. on October 4, 2026. The applicant has been approved for a Temporary Use Permit by the Zoning Administrator pursuant to Section 78-90.2 of the Town of Herndon Zoning Ordinance. This resolution authorizes the mayor to sign the necessary license agreement to permit Jimmy's Old Town Tavern to utilize the town's property for this event.

Strategic Focus Area:
Thriving Community

Fiscal Impact:
There is no fiscal impact for this item.

Legal Impact:
Virginia state code requires Town Council approval for agreements regarding the use of town-owned property.

Staff Recommendation/Next Steps:
Staff recommends approval of the resolution as proposed.

Attachments:

1. Resolution (Proposed)
2. AGREEMENT - JOTT October 2026 - signed
3. EXHIBIT A - TUP - JOTT 10.4.26

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

SEPTEMBER 22, 2026

Resolution- to approve a Temporary License Agreement between the Town and JOTT, INC., to use a designated public space in the alley adjacent to Jimmy's Old Town Tavern for outdoor seating during an event.

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

1. The temporary license agreement dated September 22, 2026, between the Town of Herndon and JOTT, INC., d/b/a Jimmy's Old Town Tavern (Jimmy's) is approved.

2. The license allows Jimmy's to use designated public alley space adjacent to Jimmy's for outdoor seating during an event on October 4, 2026.

3. The license agreement may contain other terms agreed to by the mayor and is on file in the office of the Town Attorney. The mayor is authorized to sign and deliver this temporary license agreement and any other instrument necessary to evidence or effectuate this agreement.

26-G-53

TEMPORARY LICENSE AGREEMENT

This Agreement ("Agreement") is made this 22nd day of September 2026 by and between JOTT, INC. d/b/a Jimmy's Old Town Tavern ("Jimmy's) and the TOWN OF HERNDON, VIRGINIA, ("Town").

WHEREAS Jimmy's represents that they have a Temporary Use Permits to conduct events in the Town of Herndon on October 4, 2026 as represented in "Exhibit A" ("Permit") and that Jimmy's would like to use the Town's property behind Jimmy's Old Town Tavern Restaurant as shown on the Permit and known as the "Alley";

WHEREAS the Town desires to permit the use of the Alley by Jimmy's on the date as described in the Permit (on October 4, 2026, only).

Now therefore the parties agree as follows:

1. The Town hereby grants Jimmy's authorization to temporarily use the Alley for purposes described in the Permits.

2. Jimmy's shall comply with the terms of the Permits, this License, and all applicable town, state and federal laws and regulations obtaining and maintaining at all times any other permit(s) required under applicable law for this use.

3. The parties expressly agree and contract that there shall be no fee for the use of the Town property on this occasion only.

4. The permission to use the property granted by this agreement is nonexclusive in nature, and the Town reserves the right to make concurrent use of the Property.

5. Jimmy's hereby assumes all risk of damage by reason of its occupation of the Alley caused by any defects therein or activity occurring thereon, whether caused by the negligence of the Town, its officers, agents, or employees, or otherwise, and Jimmy's hereby agrees to hold harmless and indemnify the Town, its officers, agents and employees, from and against any such liability for such damage or injury to the extent permitted under the laws of the Commonwealth of Virginia.

6. Jimmy's shall secure, provide and maintain insurance to protect the Town of such type and in such amount as is described below naming the Town as an additional insured. This Agreement shall not take effect until evidence of insurance is provided to the Town and the Town gives Jimmy's written confirmation that the type and amount of insurance is accepted.

Insurance limits shall not be less than the following amounts:

Liability - Coverage totaling $5,000.000.00. All policies shall be endorsed to name the Town of Herndon as an additional insured.

The insurance required hereunder shall be maintained in effect during the duration of this Agreement. Insurance Policy(s) shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) calendar days advance written notice thereof to the Town.

7. Termination: The Town may terminate this Agreement upon 24 hours notice to Jimmy's for cause.

8. This Agreement, having been executed in the Commonwealth of Virginia, the construction and performance thereof or any dispute shall be governed by the laws of Virginia. Venue shall be proper in the County of Fairfax, Virginia.

9. This Agreement contains the entire and only agreement between the parties, and it supersedes and merges all pre-existing agreements. Any representations, understandings, promises and any conditions not expressly incorporated herein shall not be binding upon either party or their respective successors in interest.

JOTT, INC.

d/b/a Jimmy's Old Town Tavern

By _____ James C. Cirrito (Sep 4, 2026 13:52:37 EDT)
James C. Cirrito, President

TOWN OF HERNDON, VIRGINIA

By_____
Keven J. LeBlanc, Jr., Mayor

APPROVED AS TO FORM:

_____
Lesa J. Yeatts, Town Attorney

AGREEMENT - JOTT October 2026

Final Audit Report 2026-09-04

Created:	2026-09-04
By:	Sarah Dowdy (sarah.dowdy@herndon-va.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ_tj3Qli0h7m6nezN9RqlpcRdcY5H7cA

"AGREEMENT - JOTT October 2026" History

Document created by Sarah Dowdy (sarah.dowdy@herndon-va.gov)
2026-09-04 - 4:35:48 PM GMT

Document emailed to James Cirrito (jimcirrito@aol.com) for signature
2026-09-04 - 4:35:52 PM GMT

Email viewed by James Cirrito (jimcirrito@aol.com)
2026-09-04 - 5:51:50 PM GMT

Document e-signed by James Cirrito (jimcirrito@aol.com)
Signature Date: 2026-09-04 - 5:52:37 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

Agreement completed.
2026-09-04 - 5:52:37 PM GMT

TOWN OF

RECEIVED ON JUL 09 2026 DEPARTMENT OF COMMUNITY DEVELOPMENT

TUP 26-807

EXHIBIT A

Department of Community Development

APPLICATION FORM

www.herndon-va.gov

Temporary Use Site Plan
(Temporary Use Permit)

Instructions: *Complete this form and submit to communitydevelopment@herndon-va.gov. Typed signatures will be accepted. Please see the reverse side for application submission requirements.*
***Not all temporary uses require a permit, please see § 78-90.1 of the Herndon Town Code.*

The undersigned hereby applies for a Temporary Use Permit under the provisions of § 78-90.3 and § 78-90.4 of the Herndon Town Code. The undersigned certifies that all information in this application is true, complete and correct and that the requirements of this application have been read and are understood.

Business/Organization Information

Name of Business or Organization: Jimmy's Old Town Tavern

Street Address of Subject Property: 697 Spring St. Herndon VA 20170

Describe the Requested Activity
(include dates, hours of daily operation):
**Additional information can be provided as an addendum to this application if necessary*
NFL Tailgate Fundraiser - Outdoor Dining - 10/4/2026 - 8am - 10 pm

Lot Area Proposed for Temporary Use: Former Robert's Carpet Parking Lot

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? ☐ **No** ☐ **Yes, please describe below:**

Applicant Information

Applicant Name and Title/Role: Jimmy Cirrito - Owner

Address of Residence: 9254 Matthew Drive Manassas Park VA 20111

Phone: 703-470-4014 **Email:** Jimcirrito@aol.com

Signature of Applicant: James C Cirrito **Date:** 7/6/26

Intake Notes—Office Use Only

Application Received By:	Date:	Fee Paid:
Case Number:	Zoning District:	Tax Map Number:

Authorization of Site Improvements/Proposal by Zoning Administrator

☒ APPROVED ☐ DENIED	**Name of Approver:** FERMINA ROCHAC
DATE:	**Signed:** FRochac 09/02/2026

Comments: MUST Apply for building permit for event tent. Must obtain approved PERMIT FOR AMPLIFIED SOUND.

Authorization of Site Improvements/Proposal by Zoning Administrator

This Permit is valid starting on _____ **and ending** _____.

Name of Zoning Inspector:

Zoning Inspector Signature:

APPLICATION REQUIREMENTS

To be Submitted with this Application

- [x] A letter signed by the owner or owner's agent consenting to the application for the Temporary Use Permit
- [NA] A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable)
- [x] A Site Plan prepared in accordance with § 78-155.6(4) and showing the area of proposed activity with signage, display areas, illumination, vehicular entrances to the site (location, type and size), parking area associated with the temporary use (location, layout, and surface material)
- [x] The detailed description of the proposed temporary activity requested above should include an analysis of any noise that may not comply with the noise provisions in the Herndon Town Code
- [x] Sample signage to be used
- [ ] Application fee in accordance with the fee schedule on our forms and fees page or TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS in the Town Code.
- [NA] If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference
- [NA] A list of proposed vendors to include security firms, food trucks, portable toilet providers, or any other vendors that will be onsite during the event

July 6, 2026

Zoning Department

Town of Herndon

777 Lynn Street
Herndon VA 20170-0427

Re: Temporary Use Permit for the Extension of Retail Sales, Sunday, October 4, 2026.

Dear Town of Herndon,

This letter serves as a Request/Application for permission for Jimmy's Old Town Tavern, 697 Spring Street, to have the Town of Herndon issue a Temporary Use Permit for the Extension of Outdoor Retail Sales per The Town of Herndon Zoning Ordinance, Division 3. Temporary Uses; Sec.78-1392 Item (3) and Sec. 78-1395 Item (3) Outdoor Retail Sales Events & Sec. 78-1395 Item (4). Additional Permits for Temporary Use inclusive of Sunday, October 4, 2026 from 8 AM to 10:00 PM.

Enclosed please find the following:

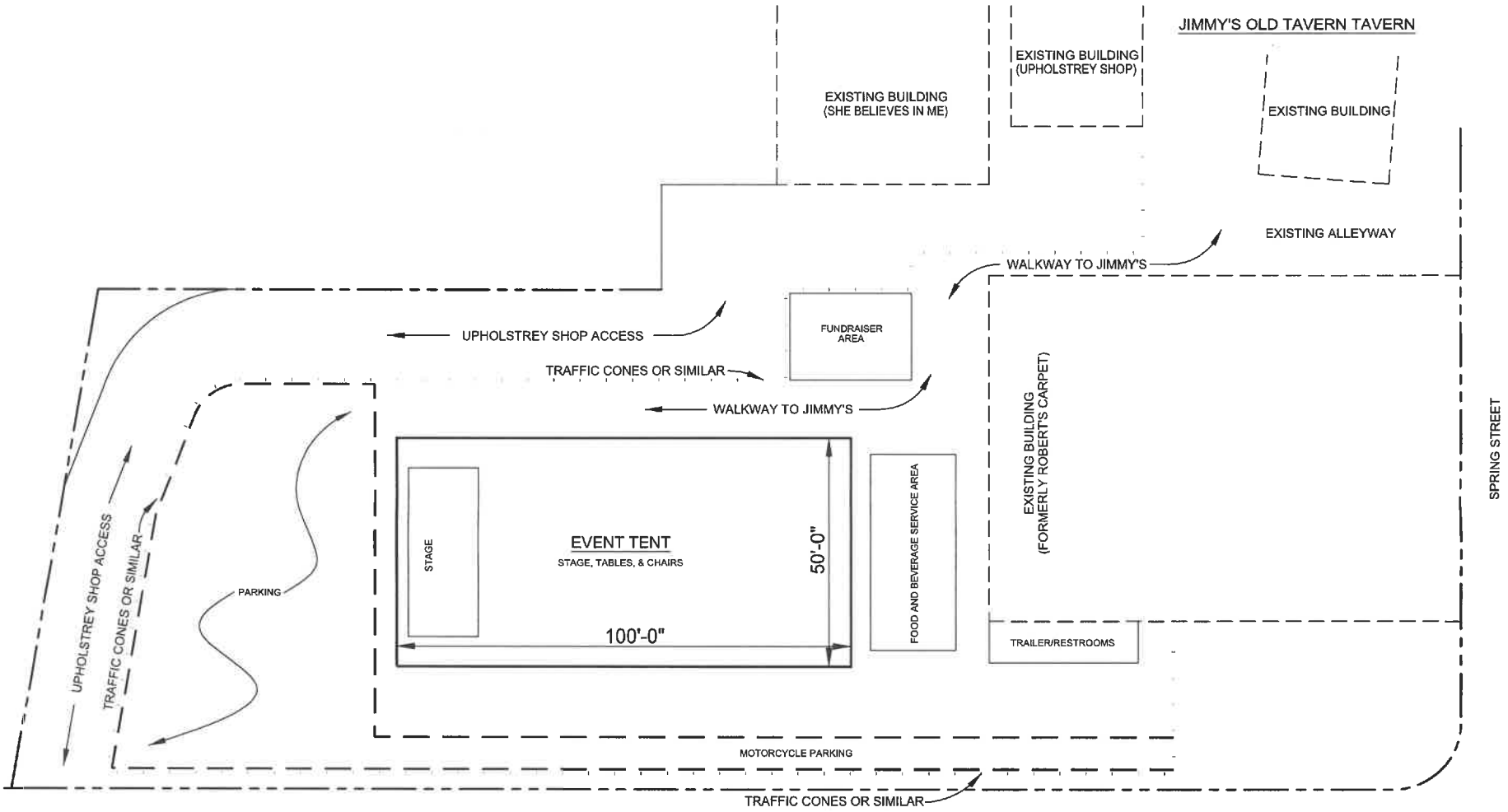
- Drawing of the proposed area
- Letter to the ABC Board of Virginia requesting an extension of license privileges.

If you have any questions, please contact me at 703-470-4014.

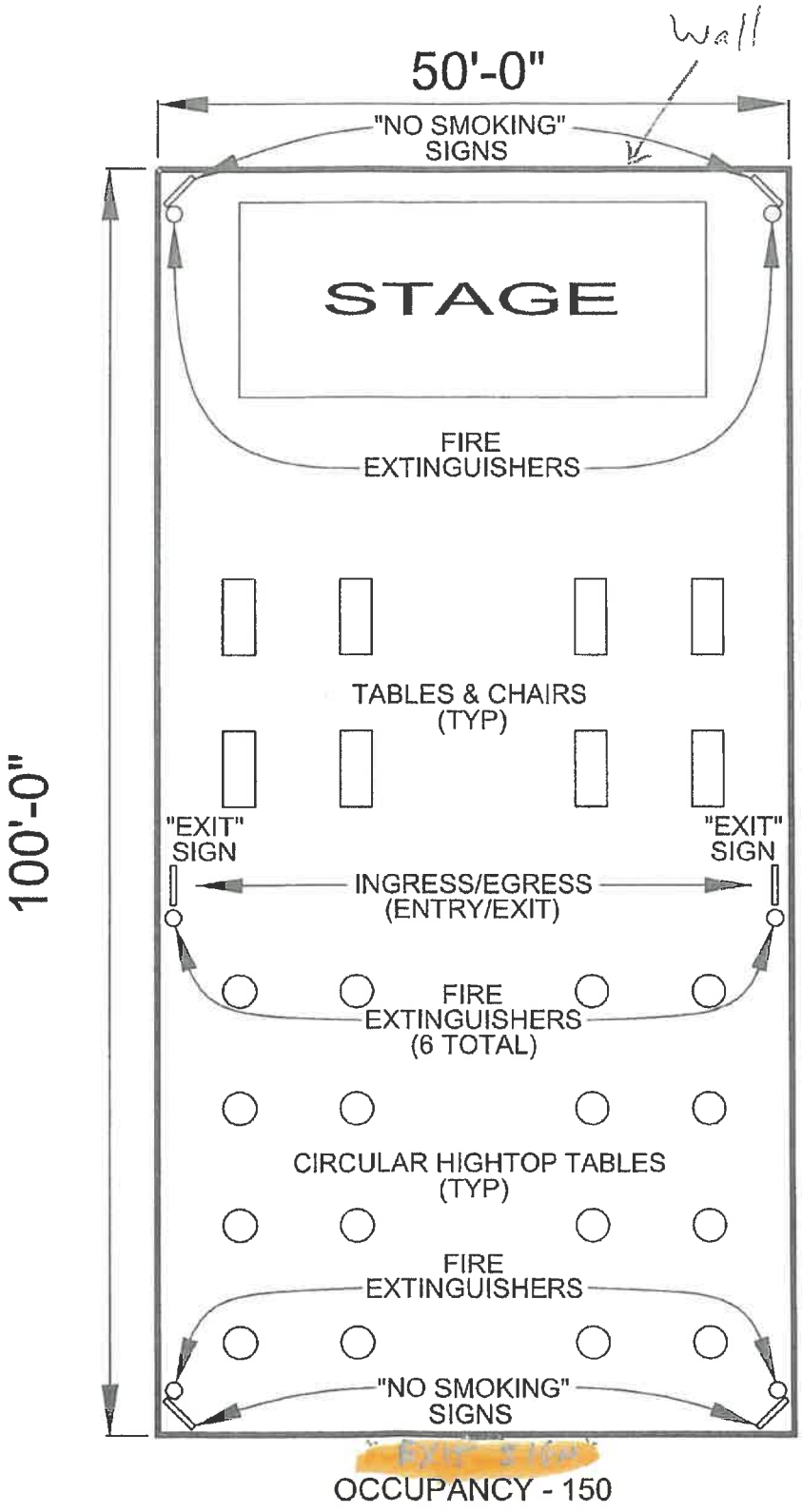
Sincerely,

James C. Cirrito

James C. Cirrito
Owner
Jimmy's Old Town Tavern



JIMMY'S OLD TOWN TAVERN MEMORIAL DAY SITE PLAN LAYOUT



EVENT TENT INTERIOR LAYOUT

NO ALCOHOL PAST THIS POINT

July 6, 2026 CUP1

Special Agent, Kenneth Chang
Bureau of Law Enforcement
Commonwealth of Virginia
Department of Alcoholic Beverage Control
Alexandria Regional Office
6308 Grovedale Drive
Alexandria VA 22310

Re: Request for Extension of License Privileges for outdoor Event, Sunday, October 4, 2026.

Dear Special Agent Kenneth Chang:

This letter serves as a Request for Permission for JOTT, Inc., trading as Jimmy's Old Town Tavern, License 75822, to extend its license privileges to the alleyway, et al, shown on the enclosed sketch for the following date and time span:

Sunday, October 4, 2026, from 8 AM to 10:00 PM.

Enclosed please find the following:

- Drawing of the proposed area.
- Application to the Town of Herndon for this event.

JOTT, Inc. will be the only vendor. The license is obligated to ensure full compliance with the ABC laws and all other laws and regulations and is cognizant of criminal action that could be taken toward those involved and administrative action taken toward the license held by JOTT, Inc.

If you have any questions, please contact me at 703-470-4014.

Sincerely,

James C. Cirrito

James Cirrito
Owner
Jimmy's Old Town Tavern

July 6, 2026

Town of Herndon
Dept. of Community Development
777 Lynn Street
Herndon VA 20170

Re: Temporary Use Permit for the Extension of Retail Sales for Outdoor Event, October 4, 2026.

Dear TOH:

Relative to your request, I hereby give my permission for my business neighbor, Jimmy's Old Town Tavern, to provide an outdoor event on October 4, 2026. The location shall be in the parking area behind and adjoining our businesses. The purpose of this event is to provide and sell food and beverages as an extension of the existing retail business known as Jimmy's Old Town Tavern.

Sincerely,

Khurram Afzal, Owner
681 Spring Street
Herndon, VA 20170

Date: 09-01-2026

Printable page

MAP #: 0162 02 0086A
JMK 12 LLC

695 SPRING ST

Owner

Name	JMK 12 LLC,
Mailing Address	697 SPRING ST HERNDON VA 20170
Book	27812
Page	1619

Parcel

Property Location	695 SPRING ST HERNDON VA 20170 5125
Map #	0162 02 0086A
Tax District	HT000
District Name	DRANESVILLE TOWN OF HERNDON TRANSPORT
Land Use Code	Specialty Center
Land Area (acreage)	
Land Area (SQFT)	6,583
Zoning Description	CC(Central Comm District)
Utilities	WATER CONNECTED SEWER CONNECTED GAS NOT AVAILABLE
County Inventory of Historic Sites	YES
County Historic Overlay District	NO For further information about the Fairfax County Historic Overlay Districts, CLICK HERE For properties within the towns of Herndon, Vienna or Clifton please contact the town to determine if the property is within a town historic district.
Street/Road	PAVED
Site Description	COMMERCIAL RANK #1

Stub Number

411749026

Legal Description

Legal Description	SPRING STREET ELDEN SPRING STS LT 86A

Last Refresh

Date

Data last refreshed: July 08, 2026

General Information

Need Help?

For questions and requests for information about the Real Estate site, call 703-222-8234 or CLICK HERE

Disclaimer/Privacy Policy

Under Virginia State law these records are public information. Display of this information on the Internet is specifically authorized by Va. Code 58.1-3122.2 (1998). See the Virginia State Code to read the pertinent enabling statute.

If you believe any data provided is inaccurate or if you have any comments about this site, we would like to hear from you. Owner names will be withheld from the Internet record upon request. Comments or requests may be made via e-mail to the Real Estate Division at Real Estate Division or by phone at (703) 222-8234.

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Source: Fairfax County Department
of Tax Administration, Real Estate Division.

From: Online Payments <noreply@tylerportico.com>
Sent: Monday, August 24, 2026 4:47 PM
To: Community Development
Subject: Town of Herndon Payment Confirmation

⚠ TOWN OF HERNDON I.T. DEPT. CAUTION
This is an EXTERNAL EMAIL Do NOT click links or open attachments unless you trust the sender. Do NOT reply to unknown or unexpected senders.

Town of Herndon payment confirmation

A payment has been made for COMMUNITY DEVELOPMENT - APPLICATION FEES

Confirmation #: TYLX110010990 **08/24/2026**

Transaction processing fee $0.00

Description	Amount
COMMUNITY DEVELOPMENT - APPLICATION FEES	**$50.00**

Form Name	COMMUNITY DEVELOPMENT - APPLICATION FEES
Email Address	jimcirrito@aol.com

TOWN OF Herndon

Permit for Amplified Sound

Pursuant to section 26-228 of the Town of Herndon Code, the town manager is authorized to issue, deny, or reasonably to condition the permit under this chapter to achieve the policies of this article. The town manager in this regard will be guided by the applicable standards of section 26-219 of this Code.

Amplified sounds are prohibited between the hours of 10 p.m. and 7 a.m.

APPLICANT INFORMATION

Name: Jimmy's Old Town Tavern

Mailing Address: 697 Spring St

City: Herndon State: VA Zip: 20170

Legal Business Name: JOTT INC

Business Address: 697 Spring St

City: Herndon State: VA Zip: 20170

Phone Number: (703) 470-4014 ☒ Cell ☐ Home ☐ Work

Email:

Address or location where sound amplifying equipment will be used:
Behind 681 Spring St in the parking lot

Date(s): Oct 4, 2026 **Hour(s):** 8am to 10pm

Please provide a general description of sound amplifying equipment to be used.
TV sound amplified during football games, music during commercials.

By signing this form, I acknowledge this is a request to utilize amplified sound at the above listed location and consent to a site inspection by the Herndon Police Department to review any Sound Producing Equipment as part of this request. I understand that the Herndon Police Department enforces Town Codes as it relates to Noise in Town. I further understand that the Police Department may, at any time, cancel this permit if any complaints are received regarding unreasonably loud noise in the town of such character, intensity, and duration as to be detrimental to the life or health of any individual pursuant to Town Code Section 26-219. Upon cancellation of the permit, I understand that I must cease all amplified sound immediately. I further acknowledge that failure to adhere to Town Code and Ordinances pertaining to Noise may result in civil and/or criminal charges pursuant to Town Code Section 26-220.

Applicant Signature James C. Cirrito Date 08/24/2026

Print Name James C. Cirrito

Title/Position (if applicable) Owner

****

TOWN USE ONLY

◉ Approved with the following conditions:

- Permit is valid for dates/times listed only.
- Applicant agrees to reduce the volume if advised of a complaint.

○ Denied for the following reason(s):

Town Manager Signature



Date

9/2/26

Town Council Regular Meeting
Agenda Item 6.d.

Agenda Item: **Resolution 26-G-54 to amend Resolution 25-G-39 to increase the funding request for the application submitted to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing funds for the 'Herndon Parkway at Sunset Park Drive Intersection Improvements' project (UPC 125769) and increase the amount of the Town's local match**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Mark Duceman, Transportation Program Manager/Senior Planner, Jaleh Moslehi, Capital Projects Planner/Engineer

Description:
In August 2025, Town staff submitted a Revenue Sharing application to VDOT for the Herndon Parkway at Sunset Park Drive Intersection Improvements project. The application included the required Town Council resolution requesting up to $4,000,000, with $2,000,000 serving as the Town's 50 percent local match. However, last month, VDOT informed town staff that additional funds are available, and that the Town should increase its funding request to $4,144,000 with $2,072,000 required for the Town's local match.

The Town does not have to submit a new application, but to accommodate the increase in available funding and the corresponding increase in the amount of local match, a revised Town Council resolution is necessary. To avoid the need for additional amended resolutions associated with this project in the future, staff recommends that the proposed revised resolution increase the potential local match to $3,000,000. The increased amount provides the Town with the ability to accept increased Revenue Sharing funds should they become available without the need for an additional resolution to adjust the Town's match.

Background/Timing Impact:
This project will provide a new signalized intersection along Herndon Parkway at Sunset Park Drive to access Sunset Business Park. The project envisions a reconfigured and realigned signalized intersection to include street lighting, raised medians, turning lanes, cycle tracks, LED bike/pedestrian and audio signals, refuge islands, ADA curb cuts/sidewalks, and paver crosswalks. The intent is to provide safer access and improved traffic circulation between Herndon Parkway and Sunset Business Park. The general approach is to work within the existing right-of-way to the extent possible.

Town staff anticipates that the project will proceed to construction during FY 2030.

Strategic Focus Area:
Strong Fiscal Stewardship
Thriving Community
Secure and Interconnected Community

Fiscal Impact:
Jurisdictions must commit at least 50% in local matching funds within the two fiscal years after the Revenue Sharing allocation. The Town's 50% local match will consist of Town general funds and/or NVTA Local Revenue.

Legal Impact:
This project may require acquiring right-of-way along the approaches to the intersection.

Staff Recommendation/Next Steps:
Staff recommends the approval of this item.

Attachments:
1. Resolution (Proposed)

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

SEPTEMBER 22, 2026

Resolution- to amend Resolution 25-G-39 to increase the funding request for the application submitted to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing funds for the 'Herndon Parkway at Sunset Park Drive Intersection Improvements' project (UPC 125769) and increase the amount of the Town's local match.

The Town of Herndon intends to increase the amount of requested funding in the original submitted revenue sharing application for the 'Herndon Parkway at Sunset Park Drive Intersection Improvements' project (UPC125769) from $4,000,000 to $4,144,000. The Town's local match will therefore increase to a minimum amount of 50% of $4,144,000, or $2,072,000. To avoid the need for additional authorization if the local match increases in the future, the local match is authorized up to $3,000,000.

The Town's match will consist of Town general funds and/or Northern Virginia Transportation Authority (NVTA) Local Revenue funds within the two fiscal years subsequent to allocation, along with a Town/VDOT project agreement.

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

1. Resolution 25-G-39, adopted by the Herndon Town Council on July 15, 2025, is amended to increase the funding request to $4,144,000.

2. Resolution 25-G-39 is further amended to authorize an increase in the commitment of the Town's required local match up to $3,000,000 to fund its local share of preliminary engineering, right-of-way, and construction (as applicable).

3. The Town Manager is authorized to execute project administration agreements and/or addenda for any approved Revenue Sharing projects with the Virginia Department of Transportation.

26-G-54

Agenda Item: **Resolution 26-G-55 to reappoint a member to the Planning Commission**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Margie Tacci, Deputy Town Clerk

Description:
This is a request to reappoint Meron Yohannes as a member of the Planning Commission (PC) for a four-year term expiring on September 30, 2030, effective October 1, 2026.

Background/Timing Impact:
The Planning Commission consists of seven Town resident members appointed by the Town Council. The Planning Commission makes recommendations to the Town Council on issues affecting the Comprehensive Plan, rezoning of property, use permits for special uses in specific zoning areas, site plans for new or revised construction, and architectural appearance. A full term is four years.

Timing Impact:
Reappointment of the member is necessary to ensure the continuity of the Commission.

Strategic Focus Area:
Good Governance

Fiscal Impact:
N/A

Legal Impact:
The Town Council retains the authority to appoint members to Town boards, commissions, and committees, consistent with the Town Charter and Town Code.

Staff Recommendation/Next Steps:
Recommend approval of the resolution, as presented.

Attachments:
1. Resolution (Proposed)

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

SEPTEMBER 22, 2026

Resolution- to reappoint a member to the Planning Commission.

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

1. Meron Yohannes is reappointed as a Member of the Planning Commission to a four-year term ending September 30, 2030, effective October 1, 2026.

26-G-55

Town Council
Regular Meeting
Agenda Item 6.f.

Agenda Item: **Resolution 26-G-56 to reappoint a member to the Board of Building Code Appeals**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Margie Tacci, Deputy Town Clerk

Description:
This is a request to reappoint William R. Lange to the Local Board of Building Code Appeals (BBCA) as the Experienced Builder member for a five-year term ending December 31, 2031, effective January 1, 2027.

Background/Timing Impact:
The Local Board of Building Code Appeals is established under the Virginia Uniform Statewide Building Code, and its members are appointed by the locality. The Board hears appeals of decisions of the building official regarding the application of the provisions of the Uniform Statewide Building Code. The Board's membership includes an experienced builder, a registered design professional, and an experienced property manager. The Town of Herndon's BBCA consists of five members, and a full term is five years.

Timing Impact:
Reappointment of the member is necessary to ensure the continuity of the Board.

Strategic Focus Area:
Good Governance

Fiscal Impact:
N/A

Legal Impact:
The Town Council retains the authority to appoint members to Town boards, commissions, and committees, consistent with the Town Charter and Town Code. The Local Board of Building Code Appeals is established and governed in accordance with the Virginia Uniform Statewide Building Code.

Staff Recommendation/Next Steps:
Recommend approval of the resolution, as presented.

Attachments:

1. Resolution (Proposed)

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

SEPTEMBER 22, 2026

Resolution- to reappoint a member to the Board of Building Code Appeals.

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

1. **William R. Lange** is reappointed as the Experienced Builder member to the Board of Building Code Appeals (BBCA) for a five-year term, effective January 1, 2027 and ending December 31, 2031.

26-G-56

Town Council
Regular Meeting
Agenda Item 6.g.

Agenda Item: **Approval of the August 11, 2026, Town Council Special Meeting Minutes**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:
This is a request for approval of the August 11, 2026, Town Council Special Meeting Minutes.

Background/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. Draft Minutes

HERNDON TOWN COUNCIL
Special Meeting Minutes
Tuesday, August 11, 2026

1. Call to Order

Vice Mayor Hedrick called the August 11, 2026, Town Council Special Meeting to order at 6:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. Town Councilmembers in attendance: Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes. Mayor Keven LeBlanc participated remotely. Councilmember Naila Alam was absent.

Vice Mayor Hedrick stated that he was chairing that evening's meeting as Mayor LeBlanc was out of town.

Vice Mayor Hedrick stated, for the record, that a request was received from Mayor LeBlanc to participate in the Town Council meeting through electronic communication means from New Orleans, Louisiana, due to pre-arranged work-related travel. Vice Mayor Hedrick stated that there was a quorum of five members physically assembled at the meeting location, in accordance with Virginia Code §2.2-3708.3(D), Herndon Town Code Section 2-4, and the Town Council Rules of Procedure.

Mayor LeBlanc joined the meeting remotely with the concurrence of the Council. He confirmed that he was participating from a private hotel room and that no unauthorized individuals were present.

Staff present during the meeting: Dan Hoffman, Town Manager; Lesa Yeatts, Town Attorney; Tanya Kendrick, Director of Human Resources; Brent Heavner, Chief Communications Officer; Steve Pihonak, Chief of Police, Herndon Police Department; John Wallace, Detective, Herndon Police Department; Becky Skillin, Deputy Town Clerk; and Amanda Kertz, Town Clerk.

Determination of a Quorum

Vice Mayor Hedrick determined there was a quorum of six Councilmembers, with five physically present in the Herndon Council Chambers, one participating in the meeting remotely, and one absent.

2. Comments from the Audience

Vice Mayor Hedrick reviewed the process and invited comments from the audience.

The following individuals provided comments:

- John Wallace, Detective with the Herndon Police Department, encouraged the Town Council to adopt the proposed collective bargaining ordinance. He discussed employee recruitment and retention, the importance of retaining experienced officers, regional competition, and the potential for collective bargaining to provide budget predictability and stability.

- Steve Monahan, President of the Fairfax County Chapter of the Southern States Police Benevolent Association, spoke in support of the proposed collective bargaining ordinance. He discussed the collective bargaining process in Fairfax County and stated that this ordinance would establish a framework for discussions between the Town and its employees. He also discussed employee retention, pay compression, and incentives for professional certifications.

3. Closed Meeting

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

Vice Mayor Hedrick stated that the Council needed to convene in 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 pursuant to Virginia Code §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 Garcia seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, and Reyes; Vice Mayor Hedrick; and Mayor LeBlanc, participating remotely, voting “Aye.” Councilmember Alam was absent.

Recess

At 6:12 p.m., Vice Mayor Hedrick called a brief recess. At 6:22 p.m., the closed meeting convened in the Hoover Conference Room.

Mayor LeBlanc joined the closed meeting from his remote location, as previously agreed on by the Town Council body physically present that evening.

Councilmember del Aguila moved to come out of the closed meeting.

DRAFT

Councilmember Reyes seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, and Reyes; Vice Mayor Hedrick; and Mayor LeBlanc (participating remotely) voting “Aye.” Councilmember Alam was absent.

The Council came out of the closed meeting at 6:30 p.m.

Councilmember del Aguila moved to certify that, to the best of each member’s knowledge, nothing was discussed during the closed meeting except the matters: (1) specifically identified in the motion to convene in the closed meeting; and (2) lawfully permitted to be discussed in a closed meeting under the provisions of the Virginia Freedom of Information Act cited in the motion. Councilmember Garcia seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, and Reyes; Vice Mayor Hedrick; and Mayor LeBlanc (participating remotely) voting “Aye.” Councilmember Alam was absent.

Recess

At 6:32 p.m., Vice Mayor Hedrick called a brief recess. At 6:35 p.m., the Town Council Special Meeting reconvened in the Herndon Council Chambers. Vice Mayor Hedrick noted a quorum of six Councilmembers, with five physically present and Mayor LeBlanc participating remotely. Vice Mayor Hedrick presided. Councilmember Alam was absent.

4. General

a. Ordinance 26-O-20 to amend Chapter 54 (PERSONNEL) of the Code of the Town of Herndon to add a new Article VIII, entitled Collective Bargaining

Mayor LeBlanc rejoined the meeting from his remote location, as previously agreed on by the Town Council body physically present that evening.

Vice Mayor Hedrick recognized Lesa Yeatts, Town Attorney, who deferred to Dan Hoffman, Town Manager, for comments.

Mr. Hoffman stated that the Town received a petition and a proposed ordinance from employees of the Herndon Police Department on April 22, 2026, seeking authorization for collective bargaining. He reviewed the statutory requirement for the Town Council to consider and vote on the proposed ordinance within 120 days of receiving the petition. He stated that a public hearing was not required, but the Town Council received comments from the public before considering the ordinance. Mr. Hoffman also stated that non-substantive, editorial changes were made to correct citations to other sections of the Town Code following the release of the agenda on Friday, August 7.

DRAFT

Councilmember del Aguila moved to adopt Ordinance 26-O-20, to amend Chapter 54 (PERSONNEL) of the Code of the Town of Herndon to add a new Article VIII, entitled Collective Bargaining. Councilmember Garcia seconded the motion.

There were brief comments from Councilmembers del Aguila and Garcia, Vice Mayor Hedrick, and Mayor LeBlanc. They discussed the importance of collective bargaining, employee recruitment and retention, stability, support for frontline employees, and the collaborative relationship between the Town and the Herndon Police Department.

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

5. Roundtable

Councilmember del Aguila: stated that he and Councilmember Lloyd attended the grand opening of Panda Express and welcomed the restaurant to Town.

Councilmember Reyes: stated that he, Councilmember Lloyd, and Mayor LeBlanc attended National Night Out last Tuesday, August 4. He discussed the community's support for the Herndon Police Department and thanked those who participated.

Councilmember Garcia: discussed coaching his daughter's Herndon soccer team, and shared that the team finished the season undefeated. He stated that he was looking forward to basketball season at South Lakes High School.

Councilmember Lloyd: thanked the Herndon Police Department and the community members who organized and participated in National Night Out. He also recognized the openings of Panda Express and Beignets and Brews and encouraged residents to support the new businesses.

Vice Mayor Hedrick: announced that the Town would host a Sustainable Retrofits for Existing Buildings workshop on Thursday, August 13, 2026, at 7:00 p.m. in the Council Chambers.

Mayor LeBlanc: discussed the community participation at National Night Out, recent restaurant openings, and upcoming Town events.

Dan Hoffman, Town Manager: had no comments.

6. Adjournment

DRAFT

There being no further business, Vice Mayor Hedrick adjourned the August 11, 2026, Town Council Special Meeting at 6:48 p.m.

Amanda Kertz
Town Clerk

Minutes approved by Town Council: _____

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

DRAFT

Town Council Regular Meeting
Agenda Item 6.h.

Agenda Item: **Approval of the August 25, 2026, Town Council Regular Meeting Minutes**

Meeting Date: September 22, 2026

Category: Consent

Prepared by: Amanda Kertz, Town Clerk

Description:
This is a request for approval of the August 25, 2026, Town Council Regular Meeting Minutes.

Background/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. Draft Meeting Minutes

HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, August 25, 2026

1. Call to Order

Mayor LeBlanc called the August 25, 2026, Town Council Regular Meeting to order at 7:03 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick (participated remotely); and Councilmembers Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd (participated remotely), and Alex Reyes.

Councilmember Naila Alam was absent.

Staff present during the meeting: Dan Hoffman, Town Manager; Kirstyn Barr Jovanovich, Deputy Town Manager; Lauri Sigler, Deputy Town Attorney; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Marjorie Sloan, Director of Finance; David Stromberg, Zoning Administrator; Jaleh Moslehi, Capital Projects Planner/Engineer; Mike Shindledecker, 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.

Mayor LeBlanc stated, for the record, under Section 2.2-3708.3, Subsection D, of the Code of Virginia, in accordance with Section 2-4 of the Town Code, and the Rules of Procedures of the Herndon Town Council, the Chair received a request from Councilmember Lloyd to participate through electronic communication in tonight's Town Council meeting from a remote location in Nags Head, North Carolina, due to scheduled personal travel.

Under the same referenced rules and regulations, the Chair received a request from Vice Mayor Hedrick to participate through electronic communication in tonight's Town Council meeting from a remote location in Kingman, Arizona, due to scheduled personal travel.

There was a quorum of the public body physically assembled at the meeting location, with four members present in the Herndon Council Chambers Building.

With the concurrence of Council, Vice Mayor Hedrick and Councilmember Lloyd joined virtually to participate in the meeting that evening.

Determination of a Quorum

Mayor LeBlanc determined there was a quorum of six members, four physically present in the Herndon Council Chambers Building, and two participating remotely. Councilmember Alam was absent.

Amend the Agenda

Mayor LeBlanc stated there was a need to go into a closed meeting following the regular meeting. He made a motion to amend the agenda to add the following to the end of the meeting:

- 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 and pursuant to Code of Virginia Section 2.2-3711(A)(1) for discussion and consideration of the performance of a specific appointee of the public body, and that the agenda be so amended.

Motion seconded by Councilmember del Aguila.

The question was called on the motion, which carried by 6-0 roll call vote, as presented, without comment. The vote was: Councilmembers del Aguila, Garcia, Lloyd (remotely), Reyes, Vice Mayor Hedrick (remotely), and Mayor LeBlanc voting "Aye". Councilmember Alam was absent.

Mayor Announcements

Mayor LeBlanc discussed several recent and upcoming events, including:

1. National Night Out, Tuesday, August 4. During the event, he presented a proclamation at Herndon Harbor House, and he thanked the Herndon Police Department, neighborhoods, and others who coordinated the event and emphasized the relationships between residents and law enforcement.

2. Closures of Town offices on Labor Day, Monday, September 7. Mayor LeBlanc stated that updated schedules are posted on the Town's website.

3. An e-bike information session, hosted by the Herndon Police Department at the Herndon Community Center, was scheduled for Wednesday, September 9, 6:00 pm.

4. A free Community Health and Wellness Fair from 10:00 a.m. to 1:00 p.m. at the Herndon Neighborhood Resource Center, 1086 Elden Street on Saturday, September 12. Cornerstones and Fairfax County would host the event.

3. Presentations/Reports/Comments

DRAFT

a. Town Manager Report

Dan Hoffman, Town Manager, provided an update on the Comprehensive Plan and small area plans process and announced a public engagement event at Bready Park on October 1, 2026, where attendees would have an opportunity to provide feedback.

Mr. Hoffman also shared information about the upcoming HVAC renovation project at the Herndon Municipal Center (HMC) and Herndon Council Chambers Building during the months of October through December 2026. He stated that the HMC offices and Town functions and staff will temporarily relocate to 397 Herndon Parkway, in the building adjacent to the Herndon Police Department. He expected the renovation to take several months. During the renovation, the Town Council and Boards will meet in the Herndon Police Department Community Room, also located at 397 Herndon Parkway.

Mr. Hoffman did not have an update regarding the litigation involving the Comstock property. He stated that the Town continued to await a response from the judge.

b. Councilmember Comments

Councilmember Garcia: no comments

Councilmember del Aguila: reminded the community that the Town's "Drive Differently" campaign was underway to promote traffic safety through public awareness and enforcement. He encouraged drivers to slow down, remain alert, and watch for their neighbors. He thanked the Herndon Police Department for its efforts.

Councilmember Reyes: noted that school was back in session and emphasized the importance of remaining alert and looking out for others in the community.

Councilmember Lloyd (remotely): no comments.

Vice Mayor Hedrick (remotely): recognized the passing of Dolly Parton and highlighted the Rotary Club of Herndon's work with Dolly Parton's Imagination Library to provide free books to children in the Herndon area.

Mayor LeBlanc: echoed Vice Mayor Hedrick's comments regarding Dolly Parton, describing her as a national treasure.

Mayor LeBlanc provided the following updates:

1. Participated in the opening ceremony for the Fairfax County 4-H Fair at Frying Pan Farm Park on August 1.

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2. Attended an Eagle Scout Court of Honor recognizing Luke Redard on August 7. For his service project, Luke coordinated an after-school tutoring program for students at Hutchison Elementary School and Herndon Middle School.

3. Welcomed students, teachers, and families back for the 2026–2027 school year. In recent weeks, he visited Herndon schools and spoke with principals, teachers, volunteers, and students about their goals for the year.

4. Highlighted the “Drive Safe Herndon” campaign and stated that the Herndon Police Department would conduct enhanced traffic-safety enforcement throughout Town, particularly in school zones, along with sharing information about traffic-safety laws. He encouraged the community to work together to keep students safe.

5. Reviewed the traffic pattern changes on Bennett Street near Herndon High School and encouraged residents to remain alert on the roads.

6. Reflected on the August 19 Community Picnic at Bready Park and thanked Town staff, volunteers, and attendees for making the event a success.

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:

- Barby Vasquez, 530 Early Fall Court, Herndon: representing the Four Seasons Homeowners Association, stated that bulk trash collection was the topic her neighbors asked about the most. She reported items left at the Four Seasons neighborhood and in other areas of the Town. She requested information to share with residents on the matter.

- Sabrina Bruce, 859 Dogwood Court, Herndon: expressed appreciation for the community picnic and Mayor LeBlanc’s attendance. She encouraged Councilmembers to attend events in the Town and emphasized the importance of having opportunities to speak with elected officials.

- Jay Hadlock, 515 Alabama Drive, Herndon: referenced detailed comments he had emailed to the Council earlier that day. He thanked the Town for addressing vehicles on Jonquil Lane, reported an individual staying at the former Wells Fargo building, and looked forward to the implementation of the red-light photo-enforcement system.

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- Juliette Marting, 1232 Sunset Court, Herndon: Secretary of the Board, Four Seasons Homeowners Association Board, described the condition and possible occupancy of the property at 1315 Summerfield Drive. She raised concerns regarding the ownership status, possible occupants, and deteriorated condition of the building. She asked the Town to investigate the property and address the maintenance issues.

- Walter Shorter, 559 Early Fall Court, Herndon: President of the Four Seasons Homeowners Association, discussed e-bike safety on school grounds and thanked the Herndon Police Department for its presence in the community. He asked the Town to move the speed-limit warning sign near April Way and Early Fall Court farther back to allow more space for motorists to slow down. He also encouraged residents to stay updated and engaged with local, state, and federal officials.

- Ivonne Rojas, 1324 Summerfield Drive, Herndon: reported speeding on Summerfield Drive and near Autumn Glen. She asked the Town to consider adding speed humps or other traffic-calming measures, repairing cracked pavement on Summerfield Drive, and repainting faded roadway markings near the traffic signals.

5. Public Hearings

a. Resolution 26-G-46 to approve an additional $200 fine for a speeding zone on Dranesville Road between Herndon Parkway and Park Avenue in the Town of Herndon, Virginia, pursuant to Code of Virginia §46.2-878.2 and Herndon Town Code Sec. 42-4(b) (Compliance with chapter; penalty for violation of chapter)

Certificates of Publication from the editor of the *Fairfax County Times* were filed, confirming that notices of the public hearing items were published in the August 7 and August 14, 2026, issues.

Mayor LeBlanc opened the public hearing and recognized Transportation Engineer Mike Shindledecker, who presented the staff report. The proposed resolution would establish an additional $200 fine zone on Dranesville Road between Herndon Parkway and Park Avenue. Mr. Shindledecker explained that this segment, located between Herndon High School and Herndon Elementary School, had prompted several traffic investigations and speeding complaints. The Town had implemented traffic-calming measures in phases, including speed-feedback signs, additional signage, crosswalk improvements, and a roadway reconfiguration that reduced the number of travel lanes. He noted that options were limited because Dranesville Road is an arterial route used by school and Fairfax Connector buses.

Mr. Shindledecker stated that, after review, the Traffic Engineering Improvement Committee (TEIC) recommended establishing the additional fine zone together with enforcement. Although the Town had not previously used this strategy, it had been implemented successfully in Fairfax and Loudoun counties and elsewhere in the country. Staff recommended approval of the resolution as presented.

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

In response to Mayor LeBlanc, Mr. Shindledecker confirmed that the Town installed speed-feedback signs in both directions along Dranesville Road to alert motorists of their speeds.

Mayor LeBlanc invited comments from the audience.

- Barry Clendenin, 520 Fillmore Street, Herndon: supported the additional fine zone and suggested reducing the speed limit on Dranesville Road to 20 miles per hour.

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

Councilmember del Aguila moved to approve Resolution 26-G-46 to approve an additional $200 fine for a speeding zone on Dranesville Road between Herndon Parkway and Park Avenue in the Town of Herndon, Virginia, pursuant to Code of Virginia §46.2-878.2 and Herndon Town Code Sec. 42-4(b) (Compliance with chapter; penalty for violation of chapter), as presented.

Motion seconded by Councilmember Garcia.

During brief Council comments, Councilmember del Aguila cited residents' speed measurements near Dranesville Road and emphasized that the additional fine was intended to raise awareness and improve safety, not generate revenue; Mayor LeBlanc noted the road's location between Herndon Elementary and Herndon High schools and said the measure supported the Town's Roadway Safety Action Plan.

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

6. General

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a. Resolution 26-G-47 to authorize the Board of Supervisors of Fairfax County to acquire property rights for a public purpose on two privately owned parcels within the corporate limits of the Town of Herndon, which property is needed for construction of the Crestview Drive Walkway Project administered by Fairfax County, Virginia

Mayor LeBlanc recognized Lauri Sigler, Deputy Town Attorney, who provided an overview of the proposed resolution authorizing the Fairfax County Board of Supervisors to acquire property rights within the Town for the County-administered Crestview Drive Walkway Project. Ms. Sigler stated that the walkway would be constructed along the west side of Crestview Drive, connecting existing sidewalks in the Town with areas farther north in Fairfax County, and noted the improvements would include curb and gutter, ADA-compliant ramps, and a crosswalk.

Ms. Sigler explained Virginia law requirements and noted the County would fund the improvements and provide just compensation to affected property owners. She stated that the project plans were approximately 90 percent complete and that, following Council approval, the County could issue formal offers to acquire the property rights. The resolution would authorize the County to use condemnation if agreements could not be reached, and it would authorize the Town Manager or their designee to take the actions necessary to effectuate the acquisitions. She noted that Fairfax County staff were present that evening to answer questions.

The Council and staff discussed the two parcels, the proposed property dedications, and the temporary grading easements. Ms. Sigler stated that approximately 166 square feet would be dedicated from one parcel and approximately 12 square feet from the other parcel, along with temporary grading easements. She did not expect significant changes at this stage.

Councilmember del Aguila moved to approve Resolution 26-G-47 to authorize Fairfax County's acquisition of property rights on two privately owned parcels within the corporate boundaries of the Town of Herndon needed for the Crestview Drive Walkway Project administered by Fairfax County, Virginia, as presented.

Motion seconded by Councilmember Reyes.

There were comments from the Council. Mayor LeBlanc stated that the walkway should improve connections near the W&OD Trail, surrounding neighborhoods, and Clearview Elementary School. He thanked Fairfax County for supporting residents in the area.

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

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7. Consent

a. Ordinance 26-O-21 to amend Chapter 14 (Businesses), Article III. (Peddlers, Solicitors, Canvassers), Sec. 14-66 (Registration), to update permit registration requirements

b. Resolution 26-G-48 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #26-05 to amend Chapter 78 (ZONING), Article VI (Overlay Districts), Section 78-60.3 (Historic District Overlay (HDO)) to clarify the existing language providing the ability of the Historic District Review Board (HDRB) to grant setback reductions to certain properties within the HDO, to allow the HDRB to grant greater setback reductions than what is currently permitted under this section when appropriate with certain standards within the HDO, and clarify that the setback reduction process is separate and exempt from the Certificate of Appropriateness requirement

c. Resolution 26-G-49 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #26-07 to amend Chapter 78 (ZONING), Article VII (Use Regulations), Section 78-71.1 (Residential Use Category) and Section 78-71.4 (Institutional and Community Service Use Category), to update sections for conformance with the Code of Virginia regarding affordable housing and religious organizations and other tax-exempt properties

d. Resolution 26-G-50 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #26-08 to amend Chapter 78 (ZONING), Article X (Parking), Section 78-100.2 (Minimum off-street parking and loading standards) and Section 78-100.8 (Parking alternatives), to update sections for conformance with the Code of Virginia regarding minimum off-street parking requirements

e. Resolution 26-G-51 to amend Resolution 25-G-40, to increase the funding request for the application submitted to the Virginia Department of Transportation (VDOT) for the Allocation of FY2029 and FY2030 Revenue Sharing Funds for the 'Locust Street ADA Sidewalk Improvements' project (UPC 125749) and increase the amount of the Town's local match

f. Approval of the July 14, 2026, Town Council Work Session Minutes

g. Approval of the July 28, 2026, Town Council Regular Meeting Minutes

On motion of Councilmember del Aguila, seconded by Councilmember Reyes, the Consent Agenda was approved, as presented, by a 6-0 roll call vote. The vote was: Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd (remotely), Councilmember Reyes, Vice Mayor Hedrick (remotely), and Mayor LeBlanc voting "Aye". Councilmember Alam was absent.

8. Closed Meeting (agenda amended)

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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 and pursuant to Code of Virginia Section 2.2-3711(A)(1) for discussion and consideration of the performance of a specific appointee of the public body

Mayor LeBlanc stated that the Council needed to go into a closed meeting, in accordance with the motion to amend the agenda earlier in the meeting.

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 and pursuant to Code of Virginia Section 2.2-3711(A)(1) for discussion and consideration of the performance of a specific appointee of the public body.

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

At 7:45 p.m. Mayor LeBlanc called a brief recess, and at 8:00 p.m., the Council convened in a closed meeting in the Hoover Conference Room in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia.

Vice Mayor Hedrick and Councilmember Lloyd participated in the closed meeting from their previously identified remote locations.

Mayor LeBlanc asked Vice Mayor Hedrick and Councilmember Lloyd to confirm that the rooms they were in were not open to the public, and that their participation in the closed meeting would remain confidential and not be disclosed to any unauthorized persons or entities. Vice Mayor Hedrick and Councilmember Lloyd confirmed.

Mayor LeBlanc noted a quorum for the record of six members, with four members physically present, two participating remotely. Councilmember Alam was absent.

Councilmember Garcia moved to come out of the closed meeting; motion seconded by Councilmember Reyes. The question was called on the motion, which carried by a 6-0 roll call vote. The vote was: Councilmember del Aguila, Councilmember Garcia, Councilmember Lloyd (remotely), Councilmember Reyes, Vice Mayor Hedrick (remotely), and Mayor LeBlanc voting "Aye". Councilmember Alam was absent.

The Council reconvened in open session at 9:21 p.m.

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

Aye: 6
Nay: 0
Absent: 1

9. Adjournment

There being no further business, Mayor LeBlanc adjourned the August 25, 2026, Town Council Regular Meeting at 9:23 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.]

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