HERNDON TOWN COUNCIL
Work Session Minutes
Tuesday, March 10, 2026

1. Call to Order

Mayor LeBlanc called the March 10, 2026, Town Council work session meeting to order at 7:00 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Mayor Keven LeBlanc; Vice Mayor Clark Hedrick; and Councilmembers Cesar del Aguila, Kelvin Garcia, Michael T. Lloyd, and Alex Reyes.

Councilmember Naila Alam was absent.

Staff present during the meeting: Dan Hoffman, Town Manager; Kirstyn Barr Jovanovich, Deputy Town Manager; Lesa Yeatts, Town Attorney; Scott Robinson, Director of Public Works; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Page Kalapasev, Director of Information Technology; Mike Mueller, Golf Course General Manager; Marjorie Sloan, Director of Finance; David Stromberg, Zoning Administrator; and Amanda Kertz, Town Clerk.

Determination of a Quorum

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

Mayor Announcements

Mayor LeBlanc stated that applications to nominate community members for the 40th Mayor's Volunteer Event must be submitted by Friday, March 20, through the website. He encouraged those interested to visit the Town's website or reach out to the Town Clerk for more information. Additionally, staff is requesting photos of community volunteers to help recognize the 40th anniversary of the event.

2. Discussion

a. Housing Study and Interim Policy Follow Up

Mayor LeBlanc recognized Lisa Gilleran, Director of Community Development, to present the staff report.

Providing an introduction, Dan Hoffman, Town Manager, stated that staff is presenting an interim policy in response to the discussion that occurred at the

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February 17, 2026, Town Council and Planning Commission joint work session. The interim policy proposes that the Town will, to the greatest extent possible, mirror Fairfax County's affordable housing policy while working on its long-term policy. The Town will also work closely with the Fairfax County Housing Authority to manage affordable housing in the Town.

Continuing the report, Ms. Gilleran echoed Mr. Hoffman's comments and stated that the proposed policy lets staff and developers know what is expected regarding affordable housing. The policy directs staff to create a memorandum of understanding (MOU) with Fairfax County on the program. The County would administer affordable units that mirror the county's policy. The proposed resolution becomes effective on the date of its adoption and sunsets upon the adoption of the future 2050 Comprehensive Plan. Additionally, Ms. Gilleran stated that there is $23,000 funding available in the contract with the Town's housing consultants, TPMA, to assist the Town in establishing the MOU with Fairfax County.

There was discussion among Council and staff including:

1. Proposed draft resolution and application of the interim policy.
2. The work the consultant will do to assist the Town during this interim period.
3. Policies related to housing that will be included in the 2050 Comprehensive Plan.
4. Potential developmental applications that may be waiting for this to be considered by the Council.
5. Process by which the Council will review applications with affordable housing, and how staff will advise the Council about program administration.
6. Vice Mayor Hedrick suggested that staff provide a top-level view of the previous discussions the Town had with Fairfax County on affordable housing policy.

Following discussion and with the consensus of Council, Mayor LeBlanc asked that this item be placed on the next regular meeting agenda.

b. Proposed Community Donation Policy - Follow Up

Mayor LeBlanc recognized Dan Hoffman, Town Manager, for the staff report. Mr. Hoffman stated that staff made adjustments and updates to the policy according to the Council's requested changes. Following Council's consideration of the program, staff would like organizations to apply to help inform the final budget conversation around the amount of funding needed for the program. Mr. Hoffman advised that the application period will be from April 27 to May 8, 2026, with January being the expected application opening in future years. Staff plans to include the item for Council's consideration on the next regular meeting agenda.

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

1. Timeline for the application and implementation processes.
2. Funding that was allocated for the donation program in FY 2026 and potential funding for FY 2027.
3. Specifics around this year's application process, during which staff will help organizations interested in applying.
4. Language that is included in the proposed application and policy. Staff will make sure that the code references listed in the policy are correct for non-profit organizations.

Following discussion and with the consensus of Council, Mayor LeBlanc asked that this item be placed on the General portion of the next regular meeting. Mr. Hoffman indicated that he will return to the Council with an update once organizations start applying.

c. FY 2027 Proposed Budget

Mayor LeBlanc recognized Dan Hoffman, Town Manager, who began the budget presentation focusing on the Enterprise Funds and the Capital Improvement Plan (CIP) portion of the FY 2027 proposed budget. Mr. Hoffman noted that updated Business Professional and Occupational License (BPOL) projections were received earlier that day, which may positively impact revenue projections. He will provide Council with several scenarios at the next work session on ways the updated revenues could be allocated. Mr. Hoffman stated that, based on current information, staff does not see a reason to consider increases to the meals or property tax for FY 2027.

Mayor LeBlanc then recognized Marjorie Sloan, Director of Finance, who presented the proposed budgets for the Centennial Golf Course, Chestnut Grove Cemetery, and Water and Sewer Fund. Ms. Sloan also summarized a recent presentation on the water and sewer fund provided by Davenport and Company.

Golf Course Fund:

Ms. Sloan provided an overview of the Herndon Centennial Golf Course Fund budget. She noted that the tee box renovation project had been completed in FY 2026 and that the FY 2027 budget includes rate adjustments intended to address increasing operating costs. She also noted that the golf course currently maintains 11 personnel positions with no additional positions proposed for FY 2027.

Mike Mueller, Golf Course General Manager, provided additional information about the golf course's operations and its proposed budget. Mr. Mueller discussed personnel and operating costs, along with expected adjustments to merchandise.

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There was brief discussion among Council and staff about the golf course fund, including:

1. Proposed rate increases, resident discount rates, and other golf course charges.
2. Competitive rate comparisons with other public golf courses in the region.
3. Capital planning, including long-term planning for the proposed clubhouse replacement.

Chestnut Grove Cemetery Fund:

Ms. Sloan reviewed the proposed Chestnut Grove Cemetery Fund budget and gave a status update on the cemetery expansion and improvement project, which will expand the cemetery by approximately 3.5 acres, providing an estimated 15 additional years of burial capacity. Ms. Sloan provided the revenue and expenditure projections and outlined the anticipated improvement project timeline.

Water and Sewer Fund:

Ms. Sloan summarized key points from Davenport's water and sewer financial analysis and reviewed the proposed water and sewer rates. She noted that the Town's water and sewer system has historically been self-supporting, maintaining strong financial metrics including cash reserves and debt service coverage. Ms. Sloan explained that the largest recurring costs within the fund are payments to Fairfax Water and Fairfax County sewer services, which include increasing capital costs associated with regional infrastructure improvements. She reviewed projected capital projects and noted that the Town may need to utilize an existing net position or debt financing to support the anticipated projects.

Ms. Sloan outlined the proposed rate adjustments and explained the estimated impact on the average household utility bill. Council will be voting on a water and sewer rate increase during the proposed budget.

There was discussion among Council and staff about the water and sewer fund and the proposed rates, including

1. Proposed increases to water and sewer service charges and volumetric rates.
2. Davenport's rate model, which advises the Town's proposed water and sewer rates.
3. Potential options for billing structures, including monthly versus quarterly billing.
4. Long-term capital funding associated with regional sewer projects.
5. Potential increases in regional water and sewer service costs.

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Responding to Councilmember Lloyd, Ms. Sloan indicated she could provide him with more information about how the capital projects funded by the American Rescue Plan (ARPA) are accounted for.

Responding to Vice Mayor Hedrick, Ms. Sloan stated she could send Fairfax Water's presentation on its capital projects and cost breakdown to him. Vice Mayor Hedrick also asked staff to review how surrounding jurisdictions structure water and sewer billing cycles, such as whether billing occurs monthly or quarterly.

Follow-up on Governmental Funds:

Following the Enterprise Fund presentation, the Council continued discussion of the overall proposed FY 2027 Budget, including follow-up items related to the General Fund presentation from March 3, 2026.

Mr. Hoffman handed out information related to the Town's portion of health insurance costs. He stated that while there were ways the Town could possibly reduce its share of health insurance, he did not think it was worth it to pursue it.

There was discussion among Council and staff related to the solid waste program, including the proposed fee adjustments and operational changes, including:

1. Increasing the residential and multifamily solid waste fees to 100 percent cost recovery.
2. Potential changes to the multifamily collection program to help account for the total cost of the program.
3. Possible implementation of a preferred vendor system for commercial and multifamily waste collection.
4. Whether private waste haulers serving multifamily properties would be subject to BPOL tax.
5. Operational changes to the Spring and Fall Cleanup program, which has moved to an on-demand model, and is projected to save approximately $120,000 per cleanup.
6. Projected total General Fund revenues.

Mr. Hoffman stated that staff will continue evaluating the solid waste program, to include phasing out multifamily waste collection over time.

Next Steps:

Following discussion and with the consensus of Council, staff was asked to advertise a solid waste fee that was at 100 percent cost recovery for both residential and multifamily rates. The Council will revisit the solid waste fees again next year.

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Councilmember del Aguila requested that the Town share information explaining why the solid waste fee was increasing and suggested that staff also provide the projected solid waste fee over the next several years.

Mayor LeBlanc confirmed that the Council did not want to advertise increased tax rates for FY 2027.

Staff indicated that review of the FY 2027 Proposed Budget will continue during upcoming work sessions in March, with public hearings scheduled for April 2026. The goal of the next work session is to finalize the proposed budget framework in preparation for the April 14 and April 28 public hearings.

3. Roundtable

Councilmember del Aguila: asked staff about the concern he expressed that the Town was not part of the One Fairfax marketing outreach program.

Mr. Hoffman stated that he and the Economic Development Manager had a productive meeting with the Fairfax County Department of Economic Initiatives, who will be involved with the master plans for Downtown. He is also working with the Fairfax County Economic Development Authority. He was encouraged that the County would continue to be a good partner to the Town in economic development.

Councilmember Garcia: no comments.

Councilmember Lloyd: no comments.

Councilmember Reyes: no comments.

Vice Mayor Hedrick: stated that Virginia is testing out a pilot program for mobile ID, which is available in other states. He noted that no towns were included on the list of jurisdictions that were part of the program. He suggested reaching out to the state to see if the Town could be included.

Mr. Hoffman stated that staff will look into the program.

Mayor LeBlanc: stated that today was a state-wide tornado drill, and he asked if staff participated in the drill. Mr. Hoffman was not aware at that time if the Town had participated.

Dan Hoffman, Town Manager: no comments.

4. Closed Meeting

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

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

Councilmember Reyes moved that the Council convene in a closed meeting to discuss prospective candidates relative to appointments to boards and commissions, as permitted by Code of Virginia Section 2.2-3711(A)(1). Councilmember Garcia seconded the motion, which carried by a 6-0 roll call vote. The vote was: Councilmembers del Aguila, Garcia, Lloyd, Reyes, Vice Mayor Hedrick and Mayor LeBlanc voting "Aye." Councilmember Alam was absent.

Aye: 6
Nay: 0
Absent: 1

At 9:10 p.m. Mayor LeBlanc called a brief recess, and at 9:13 p.m. the closed meeting reconvened in the Hoover Conference Room, six members present, with Mayor LeBlanc presiding.

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

Aye: 6
Nay: 0
Absent: 1

The Council came out of a closed meeting at 9:14 p.m.

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

Aye: 6

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Nay: 0
Absent: 1

5. Adjournment

There being no further business, Mayor LeBlanc adjourned the March 10, 2026, Town Council work session at 9:14 p.m.

Amanda E.M. Kertz
Town Clerk

Minutes approved by Town Council: _____

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