HERNDON TOWN COUNCIL
Regular Meeting Minutes
Tuesday, December 9, 2025

1. Call to Order

Mayor LeBlanc called the December 9, 2025, Town Council 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; Chief Steven Pihonak, Herndon Police; Brent Heavner, Chief Communications Officer; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; Page Kalapasev, Director of Information Technology; Marjorie Sloan, Director of Finance; David Stromberg, Zoning Administrator; Jaleh Moslehi, Capital Projects Planner; and Margie Tacci, Deputy 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.

Determination of a Quorum

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

Mayor Announcements

Mayor LeBlanc provided information about the following and stated that more information was available on the Town's website:

1. Upcoming Herndon Hometown Holiday Events:
    - December 13: Herndon WinterMarkt, downtown Herndon; Wreaths Across America, Chestnut Grove Cemetery
    - December 14: Santa Social, Herndon Community Center
    - December 31: New Year's Eve Golf Tournament, Herndon Centennial Golf Course

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2. Leaf Collection:
   The last day for leaf collection is December 19. The collection schedule is posted on the Town's website and calendar.

3. Upcoming Town Holiday Schedule:
   Town offices will be closed all day on December 24 (updated from a half day), December 25, and January 1.

4. Upcoming Meetings:
   Tonight is the last Town Council meeting for 2025. The next work session is scheduled for January 13, followed by a regular meeting on January 27. Mayor LeBlanc wished everyone a wonderful holiday season and a Happy New Year.

3. Presentations/Reports/Comments

a. Proclamation to recognize Human Rights Day

Mayor LeBlanc recognized Councilmember Lloyd to read the Proclamation to Recognize Human Rights Day into the record.

b. Proclamation to recognize Herndon Town Incorporation Day

Mayor LeBlanc recognized Councilmember Garcia to read the Proclamation to Recognize Herndon Incorporation Day into the record.

Mayor LeBlanc stated that members of the audience are invited to comment on the proclamations during the "Comments from the Audience" portion of the agenda.

c. Town Manager Report

Dan Hoffman, Town Manager, provided comments and wished Happy Holidays to everyone. He provided comments about the holiday events that occurred in Herndon the past weekend of December 6 to December 7.

d. Councilmember Comments

Councilmember del Aguila: thanked everyone who participated in the third annual Stars and Stripes clothing and food distribution event. He noted that approximately 20,000 pounds of food were distributed and that the supply was exhausted within one hour.

Councilmember Reyes: reflected on his nearly one year of service as a Councilmember and noted that this year marks the Town's 147th anniversary. He

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thanked the community for its support and extended holiday well wishes, including Merry Christmas and Happy New Year.

Councilmember Garcia: noted a South Lakes High School girls' basketball game taking place that evening, where he coaches the freshmen team, with the game beginning at 6:00 p.m. and continuing into the junior varsity game. As this was the last meeting of the year, he encouraged residents to reach out to him with any questions and extended holiday greetings.

Councilmember Lloyd: shared that he has been glad to call Herndon home for the past 17 years. He thanked residents who opened their homes for the Holiday Homes Tour and noted recent community events, including the model train show at the Depot, with additional events scheduled for the upcoming weekend. He wished everyone a Happy Holiday season and a Happy New Year.

Vice Mayor Hedrick: thanked everyone who attended the meeting and noted that this is one of the busiest times of the year in Herndon. He expressed appreciation to the Department of Public Works, the Herndon Police Department, and other Town staff for facilitating multiple community events, including the tree lighting, food distribution, and Holiday Homes Tour. He noted that while the events appeared seamless to attendees, significant coordination occurred behind the scenes.

Mayor LeBlanc: commented on recent business activity in the Town, including his attendance at ribbon cuttings for Planet Fitness and Chicken Salad Chick. He noted that proclamations reflect the Town's ethos and identity, with Town Incorporation Day serving as a reminder of Herndon's past and future, and Human Rights Day reinforcing the importance of living the Town's values through governance and daily interactions. He wished everyone a peaceful and joyful holiday season.

4. Comments from the Audience

Mayor LeBlanc reviewed the process and invited members of the public to come forward to provide comments.

- Jay Hadlock, 515 Alabama Drive: Mr. Hadlock commented that 2025 has been an interesting year with new Town leadership and expressed appreciation for the work of Town staff. He requested continued clean-up events, additional information on traffic safety initiatives, Planning Commission work sessions to be recorded, greater transparency regarding taxes, housing, utility rates, and energy costs, and suggested holding cold-weather events in the Herndon Municipal Center lobby.

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- Ken Wire, Wire & Gill, representing Blue Ocean (Herndon Trellis), 467 Herndon Parkway: Mr. Wire stated that the project at 467 Herndon Parkway is ready to proceed and requested a deferral and a discussion of the item at another meeting.

- Walter Shorter, Early Fall Court: Mr. Shorter, Vice President of Four Seasons HOA, expressed appreciation to the Town Council for its work and for efforts to streamline business processes in Herndon. He encouraged careful consideration of the use of artificial intelligence, thanked the Town Council and Police Chief for the 25-mile-per-hour speed limit and traffic enforcement efforts on Herndon Parkway, requested that temporary holiday signage remain in place, and welcomed the new Town Manager.

5. General

a. Resolution 25-G-65 to Not Initiate CPA #25-01, a Comprehensive Plan Amendment for changes to the Transit-related Growth Area Small Area Plan

Mayor LeBlanc recognized Bryce Perry, Deputy Director of Community Development, who explained that the proposed resolution would not initiate the requested Comprehensive Plan Amendment at this time. He stated that the Town is currently undergoing a comprehensive update of the Comprehensive Plan with an outside consulting firm and that the process is expected to be lengthy. Mr. Perry explained that Town Council and staff anticipate bringing forward Comprehensive Plan, with related items beginning in January and that, in order to evaluate all properties together and make comprehensive recommendations, initiating this amendment at this time does not make practical sense. He noted that the amendment could be brought forward later in the Comprehensive Plan process. Staff recommended approval of the proposed resolution to not initiate the amendment and encouraged the applicant to bring the request forward at a later date.

There was discussion among Council and staff on this item.

Councilmember del Aguila made a motion to move consideration of CPA #25-01, a Comprehensive Plan Amendment for changes to the Transit-related Growth Area Small Area Plan, to January. Motion seconded by Councilmember Garcia.

The question was called on 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.

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b. Resolution 25-G-66 requesting a sole source waiver to procure licenses and development services for the Town's Asset and Land Use Management Software, Cityworks

Mayor LeBlanc recognized Page Kalapasev, Director of Information Technology, who reviewed the request for a sole source waiver to procure licensing and development services for the continued advancement of Cityworks, the Town's enterprise asset and land use management software. He explained that, in 2020, the Town utilized a cooperative contract from Spotsylvania County, Virginia, to procure Cityworks licensing and development services. Mr. Kalapasev stated that Azteca Systems, LLC, a Trimble Company, is the only legally authorized sole source provider for Cityworks licensing, software development, and ongoing support. Staff recommended approval of the proposed resolution, which designates Azteca Systems, LLC, as the sole source provider to support the Town's organization-wide use and continued advancement of Cityworks.

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

1. Clarification regarding the scope of licensing and development services to be provided.
2. The role of Azteca Systems, LLC, as a subject matter expert supporting Cityworks, mapping, and related work orders, including management of approximately 25 percent of designated work.
3. Whether the procurement would include future software upgrades or new development features.
4. Confirmation that future updates would not require Council action under the Town Code.

Following discussion, Councilmember Reyes moved to approve the Resolution 25-G-66 requesting a sole source waiver to procure licenses and development services for the Town's Asset and Land Use Management Software, Cityworks, as presented. The motion was seconded by Vice Mayor Hedrick.

The question was called on 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.

6. <u>Consent</u>

a. Resolution 25-G-67 to Award Energy Performance Contract Master Agreement and the Phase 1 Energy Performance Contract

b. Resolution 25-G-68 of official intent to reimburse expenditures with proceeds of a borrowing for the Energy Performance Project

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c. Resolution 25-G-69 to amend the adopted Fiscal Year (FY) 2026 Budget Policy related to transfer/reallocation/redistribution of funds

d. Resolution 25-G-70 to execute a contract with Loomis for Cash Deposit Services

e. Resolution 25-G-71 to approve and authorize the submission of two funding applications to the Regional Jurisdiction and Agency Coordinating Committee (RJACC) of the Northern Virginia Transportation Authority (NVTA) for Fiscal Year 2032 Regional Surface Transportation Program (RSTP) and Congestion Mitigation - Air Quality (CMAQ) funding

f. Resolution 25-G-72 to initiate consideration of a Zoning Ordinance Text Amendment ZOTA #25-06 to amend Chapter 78 (ZONING), Section 78-60.4 (Chesapeake Bay Preservation Area Overlay (CBPAO)), to update sections for conformance with the Virginia Administrative Code regarding changes to the Chesapeake Bay Preservation Act

g. Resolution 25-G-73 to execute a contract with Central Square Technologies LLC

h. Ordinance 25-O-29 to approve and authorize the mayor to sign a lease extension between the Town and the Honorable Irene Shin, Member of the House of Delegates, for office space at 397 Herndon Parkway

i. Ordinance 25-O-30 to approve and authorize the mayor to sign a lease extension between the Town and Board of Supervisors of Fairfax County, Virginia, for office space at 397 Herndon Parkway

j. Ordinance 25-O-31 to approve and authorize the mayor to sign a lease extension between the Town and the Honorable Jennifer Boysko, Virginia State Senator, for office space at 397 Herndon Parkway

k. Approval of Minutes

i. October 3, 2025, Town Council Retreat Meeting Minutes

ii. November 5, 2025, Town Council Work Session Minutes

iii. November 12, 2025, Town Council Regular Meeting Minutes

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7. Adjournment

There being no further business, Mayor LeBlanc adjourned the December 9, 2025 Town Council Regular Meeting at 7:34 p.m.

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Margie C. Tacci, Deputy 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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