Town Council Organizational Meeting and Work Session

Agenda Item 2.c.

Agenda Item: **Resolution 25-G-03 to establish the Herndon Town Council meeting schedule through December 31, 2025**

Meeting Date: January 7, 2025

Category: Organizational Meeting

Prepared by: Kirstyn Jovanovich, Acting Deputy Town Manager

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 meeting schedule.

Background:
The Town Council's meeting schedule has been traditionally adopted in the fall of the preceding year, with the 2025 meeting schedule adopted by Resolution 24-G-54 at the September 10, 2024 Town Council meeting. The Herndon Town Code does not dictate a specific meeting schedule, but allows flexibility to the Town Council to adopt a meeting schedule by resolution. The Town Charter requires at least one Town Council meeting to occur per month.

Moving forward, as part of the newly elected Town Council's organizational meeting, consideration and adoption of the Town Council's meeting schedule is included.

Traditionally, the Town Council has adopted a meeting schedule that includes:

- Town Council regular meetings scheduled two times per month - second and fourth Tuesdays;
- Town Council work sessions scheduled two times per month - first and third Tuesdays;
- One work session and one regular meeting scheduled in June, July, August, November, and December;
- Accommodations for the fourth of July holiday, participation in National Night Out, and Election Day; and
- Meetings beginning at 7 pm in the Council Chambers building and are live-streamed and recorded through the town's website.

The previous Town Council discussed potential changes to the meeting schedule during their July 9, and September 3, 2024 work sessions, considering other possible schedule options including (1) holding one work session and one regular meeting per month, with special meetings scheduled as needed; and (2) holding two regular meetings and one work session per month, with special meetings scheduled as needed.

The attached proposed resolution includes the traditional meeting schedule that includes two work sessions and two regular meetings per month, with the exceptions noted above. These dates are included on the town's website and in the printed town calendar that is delivered to each resident and business within the town, noting that all events and meetings in the calendar are subject to change and to reference the town's website for up-to-date information.

Timing Impact:
The newly elected Town Council may set the schedule for the 2025 calendar year by resolution. Including this discussion as part of the organizational meeting of the newly elected Council provides the opportunity for the current Council to review the calendar and propose any changes they want to consider for the 2025 calendar year. Any changes to the Town Council meeting schedule will be communicated to the public through the town's various communication channels. The printed town calendar includes a note that all meetings and events noted in the calendar are subject to change and to refer to the town's website for up-to-date information.

Strategic Focus Area:



Good Governance

Fiscal Impact:
None

Legal Impact:
Prescribed by Town Code Chapter 2 (ADMINISTRATION),Section 2.1 (Meeting Schedule), of the Herndon Town Code. Town Charter requires at least one meeting of the Town Council be held monthly. Annually, the Town Council considers and adopts a resolution to set the meeting schedule.

Staff Recommendation/Next Steps:
Recommend adopting a meeting schedule for calendar year 2025.

Attachments:
1. Resolution (Proposed)
2. Meeting Schedule (Attachment)