Town Council
Regular Meeting
Agenda Item 6.e.

Agenda Item: **Resolution 25-G-50 to establish the Herndon Town Council meeting schedule for January 1, 2026 to December 31, 2026**

Meeting Date: September 23, 2025

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:
The amended 2025 meeting schedule was formally adopted at the Town Council's organizational meeting on January 7, 2025. The proposed meeting schedule for 2026 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 annual conference). The attached schedule reflects these adjustments.

All Town Council meetings continue to be live-streamed and recorded. Meetings are available for real-time viewing through Herndon Community TV (HCTV), and livestreamed and 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 print calendar, which is distributed to Herndon households in December each year. A delay in adoption of the meeting schedule will impact the inclusion of the schedule in the calendar or may impact calendar development and distribution.

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, Meeting Schedule 2026 (Proposed)