



Date of Council Meeting: December 8, 2015

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Information Memo

Subject: Town Council Meeting Calendar for Year 2016

Staff Contact: Kaj Dentler, Town Manager
Lee Ann Green, Clerk of the Council

Council Action Requested: Approval of the proposed meeting schedule for calendar year 2016.

Staff Recommendation: Staff recommends that Council consider the below listed meeting schedule for the calendar year 2016.

Commission Recommendation: Not applicable.

Fiscal Impact: None.

Executive Summary: Town Council annually confirms its meeting schedule for the up-coming calendar year.

Background: The proposed meeting schedule for the calendar year 2016 is as follows:

Monday, January 11 and Tuesday, January 12
Monday, January 25 and Tuesday, January 26
Monday, February 8 and Tuesday, February 9
Monday, February 22 and Tuesday, February 23
Monday, March 7 and Tuesday, March 8
Monday, March 21 and Tuesday, March 22
Monday, April 11 and Tuesday, April 12
Monday, April 25 and Tuesday, April 26
Monday, May 9 and Tuesday, May 10
Monday, May 23 and Tuesday, May 24
Monday, June 13 and Tuesday, June 14
Monday, June 27 and Tuesday, June 28
Monday, July 11 and Tuesday, July 12
Monday, July 25 and Tuesday, July 26
Monday, August 8 and Tuesday, August 9
Monday, September 12 and Tuesday, September 13
Monday, September 26 and Tuesday, September 27
Tuesday, October 11 (Columbus Day is Monday, October 10)
Monday, October 24 and Tuesday, October 25
Monday, November 7 and Tuesday, November 8
Monday, November 21 and Tuesday, November 22
Monday, December 12 and Tuesday, December 13

PRESENTED December 8, 2015

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: SETTING THE CALENDAR YEAR 2016 TOWN COUNCIL
 CALENDAR

WHEREAS, the Town Council traditionally meets in formal session at 7:30 p.m. on the second and fourth Tuesday in each month and sits as a “committee of the whole” convening at 7:30 p.m. on the Monday preceding the regular council meeting in the Council Chambers, 25 West Market Street; and

WHEREAS, the Town Council traditionally cancels a set of meetings in August to provide for summer break; and

WHEREAS, the Town Council traditionally cancels the second meetings of December to observe the Christmas holiday; and

WHEREAS, the Town of Leesburg will observe Columbus Day on October 10, 2016; and

WHEREAS, this Federal Government holiday will conflict with the work session.

THEREFORE, RESOLVED by Council of the Town of Leesburg in Virginia that the Town Council shall meet in formal session at 7:30 p.m., on the second and fourth Tuesday in each month and shall sit as a “committee of the whole” convening at 7:30 p.m., on Monday preceding the regular council meeting in the Council Chamber, 25 West Market Street or at such time and place as the Council may determine from time to time with the exception of the work session meeting of October 10, 2016 which is cancelled to observe Columbus Day.

PASSED this ____ day of December, 2015.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council