

BOARD OF ALDERMEN

ITEM NO. E(3)

AGENDA ITEM ABSTRACT MEETING DATE: January 13, 2004

TITLE: A Request to Approve Board of Aldermen Meeting Schedule Changes

DEPARTMENT: Mayor's Office	PUBLIC HEARING: No
ATTACHMENTS: A. Resolution	FOR INFORMATION CONTACT: Mayor Michael Nelson, 918-7310

PURPOSE

The purpose of this agenda item is to request that the Board of Aldermen approve changes to the Board meeting schedule.

INFORMATION

At the request of Mayor Nelson, staff reviewed the current meeting arrangements and is proposing changes to the Board of Aldermen meetings in an effort to increase the efficiency of Board meetings and to allow more focused attention by the Mayor and Board of Aldermen on their primary responsibility as a policy making body. The following changes are proposed:

1. The first and third Tuesdays of each month will be designated as regular Board of Aldermen meetings.

The format of the meetings will remain the same except for the elimination of public hearings and work sessions from the regular meeting agenda. It is also suggested that if Board members have matters to bring to the staff's attention, they should feel free to contact the Town Manager in advance of the meeting rather than to feel they have to wait until the "Matters by Board Members" at the end of meetings.

2. The second Tuesday of each month will be designated as a work session where items will be on the agenda for discussion only.

It is anticipated that more than one item may be placed on the work session agenda, but that the items will be limited to what could reasonably be discussed in no more than three (3) hours. Discussion at these meetings would be limited to the Mayor, Aldermen, and appropriate staff. If there were no items scheduled for the monthly work session, then the meeting would be cancelled.

3. The fourth Tuesday of each month will be designated for public hearings.

Public comment would be for items scheduled for public hearings only. If a public hearing were continued, it would carry over until the fourth Tuesday of the following month. If the public hearing is for a conditional use permit and the hearing is continued, then any additional information requested by the Board would be provided at the meeting on the fourth Tuesday of the following month in order to have it as a part of the formal record. For all other public hearings that are continued, additional information may be provided to the Board prior to the fourth Tuesday of the next month.

It is anticipated that no action will be taken on items involving a public hearing until at least the first regular meeting following the completion of the public hearing. If there were no items scheduled for the monthly public hearing, then the meeting would be cancelled.

- 4 In accordance with past practice, no regular meetings, work sessions, or public hearings will be scheduled during the month of July, the first two weeks in August, the last three weeks in December, and the first full week in January.
- 5 These changes are proposed to go into effect in February 2004.

FINANCIAL IMPACT

N/A

RECOMMENDATION

The Administration recommends that the Board of Aldermen adopt the proposed changes contained in the resolution (**Attachment A**).