| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: NEW BUSINESS

Meeting Date: December 3, 2019

_____ Item Details _____

Presenter(s):   Donna Hosch, Town Clerk

Department(s):   Administration

Requested Motion

Motion to approve the Calendar of Town Council meetings for 2020 and 2021, set the start time of the meetings, and set the location of the meeting.

Approval Recommended?

N/A

Item Details

Town Code Sec. 2-27 requires the Town Council to adopt a regular meeting schedule (days, time, and location) at its organizational meeting.

Council Member Mahaffey is suggesting an alternate calendar be considered that moves the Council meetings to the 2nd and 4th Tuesday of each month. Per staff, the following changes will come with a change in meeting day:

1. Change agenda deadlines.
2. Change legal ad deadlines.
3. Update all published schedules reliant on Town Council decisions.
4. Update all applications for processes reliant on Town Council decisions.
5. Change Board of Adjustment meeting day (they currently meet on 2nd Tuesday. They will need to hold a meeting to vote on the new day and to change their Rules of Procedure).
6. Planning Board meetings will change to the 3rd Monday. Alternatively, Planning Board meeting day can stay on the second Monday (staff will be required to go to back-to-back Monday/Tuesday meetings most months); legal notices for PB will often have to be sent separately from the TC notice which increases costs.

Council may wish to cancel meetings adjacent to (or during the week of) holidays and either move or cancel the meeting held on the day of local elections. This will be part of the discussion of this agenda item.

There are two sets of calendars attached for each year (2020 and 2021) one showing the current 1st and 3rd Tuesday schedule, and the other showing the change to the 2nd and 4th Tuesday.

The traditional starting time for meetings has been 7:00 p.m. There has been discussion of moving the time to 6:00 p.m. Council will discuss and decide this as well.

Attachments

- Calendars