



2019 Meeting Schedule

To: Davidson Board of Commissioners
From: Jamie Justice, Town Manager
Date: November 6, 2018
Re: 2019 Meeting Schedule

1. OVERVIEW

In May 2018, the board of commissioners made changes to the 2018 meeting schedule to meet three times per month with the exception of holiday conflicts. The first and second Tuesdays became work sessions with agendas and the regular meeting moved to the fourth Tuesday of the month. Previously the first Tuesday of the month was an informal meeting with no agenda. After the summer holiday months, the three times per month schedule has been in effect for September and October. November will include three meetings and December will have two due to holiday conflict with the fourth Tuesday.

In December every year the town board is asked to adopt the upcoming calendar year board meeting schedule. Attached is a draft 2019 meeting schedule. For 2019, the three meetings per month schedule could continue with the exception of five months (January, July, August, November, December) where there are holiday/schedule conflicts reducing the frequency to two meetings for those months, with the exception being one meeting for November.

The question before the board is, based on the experience the last few months, does the board want to continue this meeting frequency for 2019?

2. RELATED TOWN GOALS

Strategic plan:

Community Engagement Goal:

Tactical priority 1: create new approach to board meetings

Core value(s):

Open communication is essential to an engaged citizenry, so town government will seek and provide accurate, timely information and promote public discussion of important issues.

Constituents served:

All citizens

3. OPTIONS/PROS & CONS

Option 1: Continue the three meetings per month with the few holiday exceptions for 2019.

Pros:

Works with the board's general goal to discuss items in advance before voting at the end of the month.
Seems to have reduced the length of each meetings.

Cons:

Time commitment for the board and staff with meetings nearly every week with meeting/meeting preparation.
Added preparation time for board and staff for three meetings with agendas per month.

Option 2: Return to the two meetings per month schedule in effect prior to May 2018.

Pros:

Less meetings per month.
Less strain on staff preparation.

Cons:

Can lead to longer meetings with the lesser frequency.

Option 3: Create a different meeting frequency schedule.

Pros:

Create a schedule that works for the board.

Cons:

Regularly changing the meeting schedule frequency can be confusing for citizens and impacts staff schedules and preparation.

4. FYI or RECOMMENDED ACTION

For discussion. I suggest the board continue the 3 meetings per month schedule and then re-evaluate after April which will give 3 more months of experience with that schedule.

5. NEXT STEPS

Based on the direction from the board, the schedule for 2019 will be drafted and will be on the December 11th meeting agenda for board approval.