



# TOWN OF APPLE VALLEY

## TOWN COUNCIL STAFF REPORT

**To:** Honorable Mayor and Town Council **Date:** January 14, 2014

**From:** La Vonda M-Pearson, Town Clerk **Item No:** 13  
Town Clerk's Office

**Subject:** ADOPT RESOLUTION NUMBER 2014-03, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING RESOLUTION NUMBER 2011-14, RULES 1 AND 11 OF THE TOWN OF APPLE VALLEY RULES OF PROCEDURE FOR TOWN COUNCIL MEETINGS, SETTING THE TIME FOR CLOSED SESSION DISCUSSION TO THE END OF THE MEETING.

**T.M. Approval:** \_\_\_\_\_

**Budgeted Item:**  Yes  No  N/A

### RECOMMENDED ACTION:

Adopt Resolution No. 2014-03, a Resolution of the Town Council of the Town of Apple Valley, California, amending Resolution Number 2011-14, Rules 1 and 11, of the Town of Apple Valley Rules of Procedure for Town Council Meetings.

### SUMMARY:

The Town Council Rules of Procedure were established in 1988 when the Town was incorporated. Several changes have been made to the Rules of Procedure by Council action during the past several years with the last revision taking place in May 2011.

At the Town Council Meeting of December 10, 2013, the Town Council recommended a change be made to its Rules of Procedure moving Closed Session discussion to the end of the meeting. Approval of this resolution will set the Opening Ceremonies for the meetings of the Town Council at 6:30 p.m. Closed Session Matters listed for discussion on the agenda, will be discussed following the Town Managers Comments and Legislative Update.

Based on the foregoing, staff recommends adoption of Resolution No. 2014-03.

**RESOLUTION NO. 2014-03**

**RESOLUTION NUMBER 2014-03, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING RESOLUTION NUMBER 2011-14, RULES 1 AND 11 OF THE TOWN OF APPLE VALLEY RULES OF PROCEDURE FOR TOWN COUNCIL MEETINGS, SETTING THE TIME FOR CLOSED SESSION DISCUSSION TO THE END OF THE MEETING.**

WHEREAS, Section 2.04.040 of the Town of Apple Valley Municipal Code requires that the Town Council adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities and regulations pertaining thereto; and

WHEREAS, the Town Council of the Town of Apple Valley finds it is necessary to amend its Rules of Procedure for Town Council Meetings.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apple Valley as follows:

Section 1. The Rules of Procedure for Town Council Meetings are hereby amended as set forth in Attachment A, attached hereto and incorporated here by this reference.

Section 2. This Resolution is intended to amend Rules 1 and 11 of Resolution Number 2011-14, Rules of Procedure for Town Council Meetings. Amendments to one or more portions of these Rules may be made by referencing applicable portions of the Rules of Procedure for Town Council Meetings and Related Functions and Activities.

Adopted by the Town Council and signed by the Mayor and attested by the Town Clerk this 14<sup>th</sup> day of January 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
TOWN CLERK

**AMENDMENT TO**  
**RULES OF PROCEDURE FOR TOWN COUNCIL**  
**MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES**

**PURPOSE:** The purpose and intent of the Town Council in adopting the rules within shall be to provide directory guidelines relating to the conduct of the public business by or on behalf of the Town Council, and in the event of any noncompliance with or violation of any provision herein, such will not be deemed to affect the validity of any action taken.

The following rules are hereby amended as referenced in Resolution Number 2014-03:

**RULE 1. REGULAR MEETINGS**

Regular Meetings of the Town Council of the Town of Apple Valley shall generally be held on the Second and Fourth Tuesday of each month beginning **at 6:30 p.m. ~~with Closed Session at 5:00 p.m. and Opening Ceremonies at 6:30 p.m.~~** When the regular meeting of the Town Council falls on a Town legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next second or fourth Tuesday of the month thereafter that is not a holiday or at such date fixed in advanced by the Town Council.

**RULE 11. ORDER OF BUSINESS**

The regular order of business of the Town Council of the Town of Apple Valley shall be:

~~Public Comments~~

~~Closed Session~~

Opening Ceremonies:

Call to Order

Roll Call

Invocation

Pledge of Allegiance

Special Announcements

Presentations

Public Comments

Councilmember Committee/Commission Participation

Town Council Announcements

Consent Agenda

Public Hearings

Legislative Matters

Reports, Requests and Communications

Town Manager's Comments and Legislative Update

**Closed Session**

~~Further Closed Session~~

Adjournment

Where Successor Agency or other form of entity is scheduled for the same time as a Town Council Meeting, the agendas will be combined and the meetings will be opened as Joint Meetings so long as each item described is attributed to the appropriate entity and the proposed action is taken by that entity.