



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** August 11, 2015

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

Subject: DISCUSSION ON THE TIMEFRAME FOR PUBLISHING THE TOWN
COUNCIL AGENDA

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

This is a discussion item only.

SUMMARY:

At the July 14, 2015 Town Council meeting, Mayor Pro Tem Stanton asked the Town Council to consider and bring forward for discussion a policy regarding publishing the Council agendas earlier than currently provided. Agendas are published the Thursday prior to the Tuesday meeting. This system currently allows for six (6) days (including delivery and meeting day) to review the agenda packet.

BACKGROUND:

Public agencies are governed by the California Government Code in reference to the timing required for posting agendas. Government Code Section 54954.2 states, "At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session." Special meetings require a 24-hour notice for posting. Most agencies publish its agendas within the state guidelines adding one (1) or two (2) additional days similar to the process in the Town. Few are researching the possibility of increasing the publishing time to 10 – 12 days prior to the scheduled meeting.

The City of Riverside has announced that it will begin publishing its agenda twelve (12) days prior to the scheduled meeting in September 2015. Believing that the system they currently have in place does *not* serve the best interests of the public, they are recommending changes that they feel will benefit the community. Riverside is quoted

as stating, "The changes will create a great deal more work for city staff, and there will be costs associated with the approach." At this time, the total cost associated with the changes is not known; however, they will be monitoring the new process as it relates to total cost and efficiency.

The current agenda process in the Town of Apple Valley requires that all staff reports be submitted to the Town Clerk's office on the Tuesday prior to the scheduled meeting. Review and approval of reports are completed on Wednesday and the complete agenda is published on Thursday. As an example, if advanced publishing of twelve (12) days is enacted, staff reports for the meeting of August 25, would have to be received by the Clerk's Office on August 11. Council meeting days would essentially become the agenda deadline for the upcoming meeting.

The Town of Apple Valley has consistently worked hard to provide optimal service to its residents and the business community. It remains our goal to not only be transparent, but also customer friendly. We have always been known as the community that does more with less and this includes our staffing levels in comparison with neighboring communities.

The Town successfully operates on an expedited timeframe, meaning that in order to provide excellent customer service we give customers the maximum amount of time possible to submit required information necessary for approval of their projects. As the Town Council discusses the possibility of providing additional time to review agenda matters, it may also choose to discuss the impact that this action will have on the community with those items that require Town Council approval. Although there is a process to add agenda items after the agenda is posted, it must first be determined that the "need" to add the items arose after the posting of the agenda.

Increasing the timeframe to publish the agenda will be a collaborative effort of all Town departments and not limited to the Town Clerk's office. It will be the responsibility of staff to ensure that they consider the time schedule when meeting with applicants and processing agreements. Items that require public notice will also be further delayed due to the need to include the public comments received into the staff report.

While these issues do not preclude staff from adjusting the timeline as recommended by the Town Council, it is important to note the impact that the changes *could* have on the expedient service that we provide.

This item will be presented by Mayor Pro Tem Stanton and will offer the opportunity to present suggestions and/or receive input regarding this subject. If the Town Council chooses to move forward with this matter, additional research will be conducted on potential costs and impacts of making this change and the item will be agendized for a future Town Council meeting.

FISCAL IMPACT:

Not Applicable