



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** May 10, 2016
From: La Vonda M-Pearson, Town Clerk **Item No:** 12
Town Clerk
Subject: DISCUSSION ON THE USE OF A LIGHTED TIMER FOR TOWN
COUNCIL MEETINGS

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

RECOMMENDED ACTION:

Provide direction to staff.

SUMMARY:

The Town of Apple Valley utilizes an audio recording to time speakers at the podium and inform them when their time is up. Purchase of a lighted timer would eliminate the need for the voice recording and allow speakers to view a visual timer so that they can monitor their own time.

BACKGROUND:

Public speakers are allowed three (3) minutes to speak on actions at the Town Council meetings. The Town Clerk is responsible for tracking the time and a thirty (30) second audio warning is given to members of the public speaking at the podium. At the end of three (3) minutes, the audio alerts members that their time is up.

Concern has been expressed that the audio voice does not clearly notify speakers of the thirty (30) second warning or expiration of time. The audio often disrupts speakers causing them to lose their train of thought and request additional time. A possible solution would be to purchase a lighted timer that could be seen by both the Town Council and the public keeping them attentive of the remaining time available to speak. A standalone timer could be purchased at a minimal cost not-to-exceed \$500.00 and could be used at all public meetings of the Town.

This item has been placed on the agenda to allow Council the opportunity to discuss this matter and take action as appropriate.

FISCAL IMPACT:

Purchase of one standalone timer will cost approximately \$500.00. Purchase of the timer would be an unbudgeted expenditure. Funding for this purchase would be appropriated from the Town Clerk's departmental budget within the General Fund if Council approves the purchase of the timer.