



# TOWN OF APPLE VALLEY

## TOWN COUNCIL STAFF REPORT

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**To:** Honorable Mayor and Town Council

**Date:** August 25, 2015

**From:** La Vonda M-Pearson, Town Clerk  
Town Clerk's Office

**Item No:** 3

**Subject:** AGENDA PUBLISHING

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

**Budgeted Item:** ☐ Yes ☐ No ☒ N/A

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### RECOMMENDED ACTION:

This is a receive and file item.

### SUMMARY:

At the August 11, 2015 Town Council meeting, discussion was held regarding publishing the Town Council agendas earlier than the six (6) days currently provided to eight (8) days (including delivery and meeting day).

### BACKGROUND:

Agenda packets are published the Thursday prior to the Tuesday meeting. Publishing the agenda earlier than six (6) days would be a mutual effort of all Town departments. As it is the goal of all staff to continue improving the services that we provide and in our quest to increase transparency through the assimilation of information, staff will make every effort to advance the delivery timeframe that agendas are published to eight (8) days.

In order to accommodate staff's goal, a transition period of sixty (60) days is necessary to change the operating process in which documents are provided for review and approval. Since this process is conducted manually, there may be some instances in which it may not be feasible to meet the eight (8) day publishing; however, staff will make every attempt to adhere to this goal as time permits.

Distinct from many communities, the Town of Apple Valley does not use an Agenda Management System to prepare and publish its agenda. This process is conducted manually by the Clerk's Office and paper copies are distributed. Agenda Management Systems shift away from the use of a paper-based system, which is time-consuming to

construct, difficult to make last-minute changes and uses a lot of paper and copier resources. The benefit of using these systems allows for the reduction of paper used, wear and tear on copier machines and the amount of staff time that is required to manually put materials together in the old format as well as expedite the process for posting to the Town's webpage.

As we continue to move forward with transparency and going green, we also move forward with exploring opportunities that technology can aid in this endeavor. Staff will begin the process of researching various Agenda Management System programs to determine the full benefit, resources and cost savings that these programs can provide to the organization. An update will be provided to the Town Council on this matter once the research, cost and cost savings analysis is conducted.

This is a receive and file item only. There is no action requested.

**FISCAL IMPACT:**

Not Applicable