

COUNCIL INITIATIVE PROPOSAL FORM

City Code Sec. 2-214(14). *Council Initiatives. This section of the agenda is reserved for individual councilmember requests for future legislative or staff action. These shall be limited to giving direction to staff to assist in formulating policies, work plans, etc. for future consideration of the city council. An initiative moves forward by majority vote of the city council.*

City Charter Sec. 3.08. *Interference with Administration. Except for the purposes of inquiries and investigations, the Council, its members and the Mayor shall deal with the City officers and employees who are subject to the direction and supervision of the City Administrator solely through the City Administrator.*

COUNCIL MEMBER PROPOSING INITIATIVE: ASPENLIEDER

SHORT NAME OF INITIATIVE: COUNCIL MEETING OPERATION CHANGE

TERMS OF MOTION PROPOSING LEGISLATIVE OR STAFF ACTION: (Please be as specific as possible. Indicate if action is to be divided into steps or phases. Use separate sheet if needed.)

I move that we dedicate work session time to discuss council meeting operations and implementation of a time limit for both work sessions and regular business meetings to be incorporated into Council Operations Rules.

CITY STAFF OR DEPARTMENT POTENTIALLY IMPACTED BY INITIATIVE: All

HAS COUNCIL MEMBER COMMUNICATED WITH CITY ADMINISTRATOR ABOUT THE INITIATIVE?

YES ☒ NO ☐

ESTIMATE OF APPROXIMATE STAFF AND COUNCIL TIME REQUIRED: There should be no staff time required for this initiative. Council time should be limited to 30 minutes at a work session, assuming we can be efficient which is a big assumption.

APPROXIMATE TIMELINE FOR STAFF/DEPARTMENT ACTION:

This will not require any staff time or action outside of minor modification to how meetings are noticed to make the public aware of any time continuation potential should meetings hit the cap.

COSTS OTHER THAN STAFF TIME, IF ANY: None.

PRIORITY RELATIVE TO EXISTING INITIATIVES (SEE LIST AVAILABLE FROM CITY ADMINISTRATOR): Should be easy to incorporate this without it having to impact any other initiatives as it's only a council discussion and action. No impact and should be schedule at the next Work Session.

ADDITIONAL INFORMATION OR COMMENTS:

The purpose of this initiative is to establish a temporary pilot program designed to improve the efficiency, focus, and predictability of City Council meetings. Councilmembers, City staff, and members of the public all benefit when meetings are conducted with clear expectations regarding the amount of time available to address the business before the Council.

Establishing defined meeting times should encourage Council to prioritize agenda items, keep discussion focused on matters necessary for decision-making, reduce repetitive discussion, and make more effective use of staff and Council time. At the same time, the proposed rules preserve Council's ability to extend a meeting when circumstances warrant and ensure that unfinished City business is carried forward rather than rushed simply to meet an adjournment deadline.

I propose that Council implement the following changes on a temporary pilot basis through the end of the current calendar year or for a period of three months, whichever provides the longer trial period. At the conclusion of the pilot period, Council can evaluate its effectiveness and determine whether the changes should be continued, modified, or discontinued.

Proposed Temporary Changes

- **Work Session Meetings**
 - Work Sessions shall be limited to a maximum duration of **two hours**.
 - For Work Sessions beginning at 5:30 p.m., the meeting shall adjourn no later than **7:30 p.m.**
 - Council and staff should structure presentations and discussions with the expectation that all scheduled business will be completed within the two-hour meeting period.
- **Regular Business Meetings**
 - Regular Business Meetings shall be limited to a maximum duration of **three hours**.
 - For Regular Business Meetings beginning at 5:30 p.m., the meeting shall adjourn no later than **8:30 p.m.**
 - Agenda management, staff presentations, Council questions and Council deliberations should be conducted with the expectation that scheduled business will be completed within the three-hour meeting period.
- **Extension of Meeting**
 - Council may extend either a Work Session or Regular Business Meeting beyond the established adjournment time by an affirmative vote of **three-fourths (3/4) of the full Council**.
 - The motion to extend should identify the additional amount of time authorized or the specific agenda item(s) Council intends to complete.
 - This provision is intended to provide flexibility for extraordinary or time-sensitive matters while maintaining the expectation that meeting extensions should be the exception rather than the normal practice.
- **Unfinished Business**
 - If Council has not completed the published agenda by the required adjournment time and Council does not approve an extension, the meeting shall **recess and reconvene at 12:00 noon on the following day**.
 - Council shall resume consideration of the remaining agenda items at that time and continue until the unfinished agenda has been completed, subject to applicable public meeting and notice requirements.
 - Items should not be rushed solely because the meeting is approaching its established adjournment time.
- **Pilot Period**

- These modifications shall be implemented on a **temporary trial basis through December 31, 2026, or for three months from the effective date, whichever period is longer.**
- Near the conclusion of the pilot period, Council should review the results and determine whether to retain, modify, or discontinue the meeting time limits.

Intended Outcomes

The intent of this initiative is not to limit Council's ability to fully consider matters before it or to diminish opportunities for lawful public participation. Rather, the objective is to establish reasonable time expectations that encourage better preparation, more concise presentations, focused Council discussion, reduced repetition, and more deliberate agenda management.

A predictable meeting schedule also provides greater certainty for members of the public, City employees, Councilmembers, and others participating in Council proceedings. When additional time is genuinely necessary, the three-fourths vote provision gives Council the flexibility to continue its work. When Council cannot complete its work within the established timeframe, reconvening the following day provides an alternative to allowing meetings to continue indefinitely into the evening.