



SUBJECT: Consider scheduling parameters for regular and special City Council meetings and possible direction to staff

DEPARTMENT: City Manager's Office

STAFF: Tim Ogden, City Manager

TITLE/RECOMMENDATION

Future Agenda Item request related to the scheduling parameters of regular and special meetings, and to provide direction to staff.

FISCAL IMPACT

There is no fiscal impact associated with this update.

BACKGROUND

After the topic was initiated by Vice Mayor Meyer at the January 9, 2024 Council Meeting, the Council requested an opportunity for reconsideration of the start times and frequency of special City Council meetings at the January 23, 2024 meeting. Enabling participation for residents was also discussed, as well as the start times of regular meetings. City Manager Ogden offered to expedite this request due to the extra week available in between Council meetings to seek Council direction in scheduling future meetings going forward.

Special meetings are any meetings scheduled for the City Council outside of regular meetings, which are held on the second and fourth Tuesday of the month and start at 7:00 pm, with a few exceptions. Special meetings are often scheduled for workshops allowing for more discussion, joint-sessions with commissions, or urgent matters, and are scheduled for closed sessions consistent with state law.

Over the last few years, special meetings have started at various times, including during the day when Council Members' schedules allowed for it. In 2023, most special meetings started at 5:30 pm. Starting meetings for the public too early may reduce the participation of some residents who may be commuting, for example. On the other hand, having meetings that run late in the evening may reduce participation from those residents who commute and have to rise early the next morning, or



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seniors or parents with children tending to retire earlier to bed. Increasingly more complex items result in longer presentations and extended discussions of the City Council, thus necessitating longer or special meetings.

Determining special meeting dates and start times is a delicate balance in trying to accommodate everyone. Since January 2023, 52% (12 of 23) of the City Council's regular meetings ended after 11:00 pm (78% after 10:30 pm). Further, nearly 40% of the meetings finished in the early morning taking a toll on residents, staff, and the Council. See attached schedule of 2023 and 2024 meeting dates, times, and lengths.

Finding dates and times for special meetings is challenging due to the availability of both Council Members and the Council Chambers (for streaming purposes). A sample calendar is attached reflecting regular use of the Council Chambers, and also notes regularly set Council committees and regional boards (where known) that pose other conflicts with availability. Not reflected herein are the three new Council committees still being scheduled, or other public meetings being scheduled as needed that may involve Council and/or staff.

City staff is looking for direction on start time parameters to schedule future special meetings, including closed sessions, to address critical items more efficiently within the next six months. Current anticipated complex meeting topics tentatively planned through August 2024, and scenarios warranting special meeting space include, but are not limited to, the following:

- Strategic Initiatives Plan
- Water Supply Assessment Study
- Capital Improvement Program, and Operating Budget
- Classification & Compensation Study
- Diversity, Equity, & Inclusion Study
- Zoning Ordinance Project
- Objective Design Standards
- Senior Center and Parks & Recreation Operational Assessment
- Youth in Government Day events
- Topics requiring timely direction and/or dedicated focus on a single topic, etc.
- Topics involving significant resident participation or based on outside consultant limited availability.

Further, approximately 10-12 closed sessions are anticipated to be scheduled through August 2024 for City Council employee evaluations & recruitment, labor negotiations, property negotiations, and litigation matters.



Staff is seeking direction on the following:

1. Start time of special meetings and closed sessions prior to regular meetings?
2. Days of the week to hold special meetings?
3. Adjust the start time of regular Council meetings?
4. Schedule closed sessions before or after special or regular meetings where feasible?
5. What criteria for agenda topics should be considered in scheduling special meetings, if any?

Below is a non-exhaustive list of options for the City Council to consider and amend as part of this discussion. Meet and confer with employees affected might be necessary based on direction with some of the options.

	Option A	Option B	Option C
Special Meeting Date Options	Hold all special meetings prior to regular City Council meetings, as needed	Schedule one extra meeting per month on the 3 rd Monday, and reschedule LUD committee	Schedule one extra meeting per month and, if needed, reschedule commission or committee meetings
Special Meeting Start Time Options	Any time before 7:00 pm	Any time before 7:00 pm but no earlier than 5:30 pm	Hold closed session for the end of each council meeting, or on alternate days, if feasible
Regular Meeting Start Times Options	No change	Start at 6:00 pm	Start at 6:30 pm

CITY COUNCIL STRATEGIC INITIATIVE

Not Applicable.

PREVIOUS ACTION

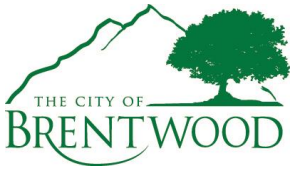
Previous Action by the City Council is included on Attachment 1.

DATE OF NOTICE

Not Applicable.

ENVIRONMENTAL DETERMINATION

Not Applicable.



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ATTACHMENT(S)

1. Previous Action
2. Sample Calendar
3. 2023/2024 City Council Meetings Spreadsheet
4. 2023/2024 City Council Meetings Table