



Wade Troxell, Mayor  
Gerry Horak, District 6, Mayor Pro Tem  
Bob Overbeck, District 1  
Ray Martinez, District 2  
Gino Campana, District 3  
Kristin Stephens, District 4  
Ross Cunniff, District 5

City Council Chambers  
City Hall West  
300 LaPorte Avenue  
Fort Collins, Colorado

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Carrie Daggett  
City Attorney

Darin Atteberry  
City Manager

Wanda Winkelmann  
City Clerk

The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 221-6515 (V/TDD: Dial 711 for Relay Colorado) for assistance.

## Regular Meeting April 5, 2016

### Proclamations and Presentations 5:30 p.m.

- A. Proclamation Declaring April 10-16, 2016 as Week of the Young Child.
- B. Proclamation Declaring April 10-16, 2016 as National Volunteer Week.
- C. Proclamation Declaring April 12, 2016 as Equal Pay Day.
- D. Proclamation Declaring April as Sexual Assault Awareness Month.
- E. Proclamation Declaring April as Fair Housing Month.

### Regular Meeting 6:00 p.m.

- PLEDGE OF ALLEGIANCE
- CALL MEETING TO ORDER
- ROLL CALL
- AGENDA REVIEW: CITY MANAGER
  - City Manager Review of Agenda.

- Consent Calendar Review

This Review provides an opportunity for Council and citizens to pull items from the Consent Calendar. Anyone may request an item on this calendar be “pulled” off the Consent Calendar and considered separately.

- Council-pulled Consent Calendar items will be considered before Discussion Items.
- Citizen-pulled Consent Calendar items will be considered after Discussion Items.

- **CITIZEN PARTICIPATION**

Individuals may comment regarding items scheduled on the Consent Calendar and items not specifically scheduled on the agenda. Comments regarding land use projects for which a development application has been filed should be submitted in the development review process\*\* and not to the Council.

- Those who wish to speak are asked to sign in at the table in the lobby (for recordkeeping purposes).
- All speakers will be asked by the presiding officer to identify themselves by raising their hand, and then will be asked to move to one of the two lines of speakers (or to a seat nearby, for those who are not able to stand while waiting).
- The presiding officer will determine and announce the length of time allowed for each speaker.
- Each speaker will be asked to state his or her name and general address for the record, and to keep comments brief. Any written comments or materials intended for the Council should be provided to the City Clerk.
- A timer will beep once and the timer light will turn yellow to indicate that 30 seconds of speaking time remain, and will beep again and turn red when a speaker’s time to speak has ended.

[\*\*For questions about the development review process or the status of any particular development, citizens should consult the Development Review Center page on the City’s website at [fcgov.com/developmentreview](http://fcgov.com/developmentreview), or contact the Development Review Center at 221-6750.]

- **CITIZEN PARTICIPATION FOLLOW-UP**

### **Consent Calendar**

The Consent Calendar is intended to allow the City Council to spend its time and energy on the important items on a lengthy agenda. Staff recommends approval of the Consent Calendar. Anyone may request an item on this calendar to be “pulled” off the Consent Calendar and considered separately. Agenda items pulled from the Consent Calendar will be considered separately under Pulled Consent Items. Items remaining on the Consent Calendar will be approved by City Council with one vote. The Consent Calendar consists of:

- Ordinances on First Reading that are routine;
- Ordinances on Second Reading that are routine;
- Those of no perceived controversy;
- Routine administrative actions.

1. Consideration and Approval of the Minutes of the March 15, 2016 Regular Council Meeting.

The purpose of this item is to approve the minutes from the March 15, 2016 Regular Council meeting.

2. Second Reading of Ordinance No. 029, 2016, Authorizing the Acquisition by Eminent Domain Proceedings of Certain Lands Necessary to Construct Public Improvements in Connection with the Northeast College Corridor Outfall Project and the Lemay Avenue and Suniga Road Right-of-Way Alignment.

This Ordinance, unanimously adopted on First Reading on March 1, 2016, authorizes the use of eminent domain, if deemed necessary, to acquire property interests needed to construct stormwater improvements associated with the Northeast College Corridor Outfall Project and the right-of-way alignment of Lemay Avenue and Suniga Road. The City Utility and the City Engineering Department are collaborating on the design and implementation of two projects to provide public infrastructure in the area lying east of College Avenue and north of Vine Drive. The Northeast College Corridor Outfall Project (NECCO) will construct storm drainage improvements, including an underground pipe and detention pond, with the purpose of providing a regional stormwater outfall to serve the area east of College Avenue and north of Vine Drive. Additionally, the City is designing right-of-way improvements associated with the alignment of Lemay Avenue and Suniga Road in accordance with the City's Master Street Plan. The overlapping alignment of the two projects has created an opportunity for the City to acquire the property interests necessary to construct the NECCO project in a timely manner, as well as, procure the right-of-way interests for the future construction of the Lemay Avenue and Suniga Road intersection.

In order for the City to construct these improvements, the City will need to acquire certain property interests adjacent to the project area from three property owners. The acquisitions will include fee simple parcels, permanent easements for drainage, utilities, and elevation changes (slope easements), and temporary construction easements. Timely acquisition of the property is necessary to meet the anticipated construction schedule for the NECCO. Staff fully intends to negotiate in good faith with the affected owners and is optimistic that all property negotiations can be completed prior to the start of the Project. Staff is requesting authorization of eminent domain for all property acquisitions for the Project, only if such action is deemed necessary.

3. Items Relating to the Financial Officer's Compromise and Settlement of Disputed Sales, Use and Lodging Tax Claims.

A. Second Reading of Ordinance No. 031, 2016, Repealing and Reenacting Section 25-198 of the Code of the City of Fort Collins to Authorize the City's Financial Officer to Compromise and Settle Claims the City Has Against Taxpayers for the Payment of Sales and Use Taxes.

B. Second Reading of Ordinance No. 032, 2016, Repealing and Reenacting Section 25-284 of the Code of the City of Fort Collins to Authorize the City's Financial Officer to Compromise and Settle Claims the City Has Against Taxpayers for the Payment of the Lodging Tax.

These Ordinances, unanimously adopted on First Reading on March 15, 2016, amends City Code to grant the Financial Officer the authority to compromise and settle any actually assessed or potential claim to sales, use and lodging taxes and their related penalties and interest due to the City under Chapter 25 in an amount up to \$100,000 and in excess of \$100,000 with the City Manager's approval. The Financial Officer will be required to prepare and retain in Financial Services' files a written opinion explaining the Financial Officer's reasons for compromising and settling the claim. A written settlement agreement will also be required for all settlements in excess of \$2,500.

For Second Reading, the Ordinances have been amended to reflect that in the event the City Manager approves the opinion of the Financial Officer, the City Manager shall notify City Council in writing of such settlement.

4. Second Reading of Ordinance No. 033, 2016, Amending Chapter 17 of the Code of the City of Fort Collins to Update the Nuisance Gathering Provision.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, amends City Code to update the 2005 nuisance gathering provision to aid law enforcement in effectively addressing problem properties where social gatherings or parties result in unlawful behaviors.

5. Second Reading of Ordinance No. 034, 2016, Amending Section 23-354 of the Code of the City of Fort Collins Regarding Income Targets for the Land Bank Program.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, amends City Code to allow communities developed on parcels from the Land Bank Program to be targeted to rental households making 60% area median income, as long as the overall community targets still average no more than 50% area median income. While this does increase the allowable income limits for some units to add flexibility, it requires the resulting community to meet the original target range overall.

6. Second Reading of Ordinance No. 035, 2016, Amending the Code of the City of Fort Collins to Clarify On-Bill Utility Financing Terms and Increase the Outstanding Loan Balance Available for the On-Bill Utility Loan Program.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, revises the available capital funds for On-Bill Financing (OBF) program from Utilities reserve funds and clarifies interest rate language in relevant Utilities rate ordinances. Between July 2015 and December 2015, the rate of loan participation in the Home Efficiency Loan Program (HELP, aka OBF) increased by 500% over the previous 2+ years.

OBF capital comes from Light & Power and Water reserve funds, with the source being determined by the project type. The funding is a "balance sheet transaction," where the funds are accounted for by moving from reserves to accounts receivable. As such, loan funding is not a typical expenditure or a budget item. Council has authorized Utilities to maintain a maximum outstanding balance of \$800,000 for the loan program. Based on staff's recommendation, the Ordinance would increase the maximum outstanding balance limit to \$1.6M. The additional funding would be loaned at a 4% interest rate, which is within the range approved by Council for the program in January 2015 and remains the Chief Financial Officer's recommendation. Staff plans to return to Council in conjunction with the 2017 rate ordinance with options and recommendations for potential transition to third party capital for OBF.

7. Second Reading of Ordinance No. 036, 2016, Annexing the Property Known as the Maverik First Annexation to the City of Fort Collins, Colorado.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, annexes 1.26 acres located at 4333 East Mulberry Street at the southeast quadrant of I-25 and State Highway 14. The parcel is a portion of the America's Best Value and Inn and Suites hotel. The Initiating Resolution was adopted on February 9, 2016. The property is located within the I-25 Corridor Plan. A related item to zone the annexed property is presented as the next item on this Agenda.

8. Second Reading of Ordinance No. 037, 2016, Amending the Zoning Map of the City of Fort Collins and Classifying for Zoning Purposes the Property Included in the Maverik First Annexation to the City of Fort Collins.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, zones the property included in the Maverik First Annexation into the General Commercial zone district.

<p>This item is a quasi-judicial matter and if it is considered on the discussion agenda it will be considered in accordance with the procedures described in Section 1(d) of the Council's Rules of Meeting Procedures adopted in Resolution 2015-091.</p>
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9. Second Reading of Ordinance No. 038, 2016, Authorizing the Conveyance of an Access Easement on City Property to Peter and Crystal Harper.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, authorizes the conveyance of an access easement on City property to a property owner to use as a driveway access to their residential property. The City of Fort Collins owns a property on Highway 14 near the Munroe Tunnel, upstream from the Water Treatment Plant #1 property. The property was purchased in 1977 in order to manage and protect the City's water supply. The Harpers own a property adjacent to the City property on which they are building a residential home. The Harpers discovered that a portion of the driveway constructed for their home encroached on the City property. The property owners ceased construction and contacted the City of Fort Collins Real Estate Department to acknowledge the encroachment and request an easement. This Ordinance authorizes City staff to process the conveyance of an access easement to Mr. and Mrs. Harper for the 8,400 square foot area of encroachment of the driveway.

10. Second Reading of Ordinance No. 039, 2016, Appropriating General Fund Reserves for the Construction of a Pedestrian Underpass at Foothills Parkway and College Avenue and Authorizing the City Manager to Enter Into Related Agreements.

This Ordinance, unanimously adopted on First Reading on March 15, 2016, appropriates funds to partially fund the construction of the pedestrian underpass at Foothills Parkway and College Avenue as part of the Foothills Mall Redevelopment Project. The Ordinance appropriates \$150,000 of City funds from General Fund Reserves and also appropriates another \$300,000 from the General Fund Reserves representing monies the City anticipates to soon receive from the Colorado Department of Transportation (CDOT). The underpass project has exceeded the original cost estimated by \$600,000. As a result, CDOT has agreed to fund \$300,000 of this cost overrun under an intergovernmental agreement with the City (the "CDOT IGA"). Walton Foothills Holdings VI, LLC (the Developer) has requested the City of Fort Collins cover \$150,000 of the cost overruns with the Developer contributing the remaining \$150,000.

The Ordinance also authorizes the City Manager, after consultation with the City Attorney, to enter into the amendment to the Foothills Mall Redevelopment and Reimbursement Agreement and the CDOT intergovernmental agreement that will both be needed to facilitate this additional funding.

11. First Reading of Ordinance No. 040, 2016, Reappropriating Funds Previously Appropriated in 2015 But Not Expended and Not Encumbered in 2015.

City Council authorized expenditures in 2015 for various purposes. Some of these authorized expenditures were not spent or could not be encumbered in 2015 because:

- there was not sufficient time to complete bidding in 2015 and therefore, there was no known vendor or binding contract as required to expend or encumber the monies, or
- the project for which the dollars were originally appropriated by Council could not be completed during 2015 and reappropriation of those dollars is necessary for completion of the project in 2016.

The other unexpended funds are needed to carry on programs, services, and facility improvements in 2016 with unspent dollars previously appropriated in 2015 for these purposes. In the above circumstances, the unexpended and/or unencumbered monies lapsed into individual fund balances at the end of 2015 and reflect no change in Council policies. Monies reappropriated for each City fund by this Ordinance are as follows:

General Fund	\$ 1,102,694
Golf Fund	40,329
Keep Fort Collins Great Fund	1,027,535
Light & Power Fund	276,088
Recreation Fund	91,260
Transportation Fund	84,209
CS&A Fund	<u>187,000</u>
	\$ 2,809,115

12. First Reading of Ordinance No. 041, 2016, Appropriating Prior Year Reserves and Unanticipated Revenue in the General Fund for Cultural Development and Programming Activities, Tourism Programming, and Convention and Visitor Program Services.

The purpose of this item is to appropriate \$378,605, of which \$159,265 is proposed for 2016 Cultural Development and Programming Activities (Fort Fund), \$19,868 is proposed for 2016 Tourism Programming (Fort Fund), and \$199,472 is proposed for 2016 Convention and Visitors Program activities, from a combination of Unanticipated Revenue (Lodging Tax) and Prior Year Reserves (unspent appropriations) in the General Fund Lodging Tax Reserves.

Lodging taxes are annually collected by the City of Fort Collins for Cultural Development and Tourism Programming activities. Between April 2011 and March 2016, based on the prior years' actual collections, lodging tax revenues were paid to the Fort Collins Convention and Visitors Bureau (the "FCCVB") under a contract for Cultural Development and Tourism Programming. Anticipated revenue has been projected through each Budgeting for Outcomes (BFO) cycle and then adjusted annually as needed based on actual collections. Lodging Tax revenues collected in 2015 equaled \$1,450,960, which was \$378,605 above projected collections.

13. First Reading of Ordinance No. 042, 2016, Appropriating Prior Year Reserves in the General Fund for Pool Chlorination System Conversion at Three City of Fort Collins Pools.

The purpose of this item is to appropriate \$200,000 from prior year reserves in the General Fund to switch pool chlorination systems from chlorine gas to liquid chlorine. During a routine safety audit of the City pools, it was discovered that gaseous chlorine is being used to treat the pool water at all City pools except the Senior Center pool. As safety standards have evolved, best practice is to avoid gaseous chlorine due to the hazard posed to employees and citizens in the event of a failure incident. Conversion of the three City pools now using chlorine gas will enable the City to follow this updated best practice.

14. First Reading of Ordinance No. 043, 2016, Authorizing the Acquisition by Eminent Domain Proceedings of Certain Lands Necessary to Construct Public Improvements in Connection with the Prospect Road and College Avenue Intersection Improvements Project.

The purpose of this item is to obtain authorization from City Council to use eminent domain, if deemed necessary, to acquire property interests needed to construct improvements to the intersection of Prospect Road and College Avenue. The authorization is only for the six commercial properties at this location. There are two residential properties at the east end of the project that are not included here since work is still underway to further define impacts. These properties will be brought to Council at a later date for authorization.

The Prospect Road and College Avenue Intersection Improvements Project is a collaborative project between the City of Fort Collins and Colorado State University (CSU). The project will construct road and intersection improvements, multimodal enhancements, utility improvements, and access control improvements. On the west leg of the intersection, these improvements are consistent with the recommendations in the West Central Corridor Plan. Colorado State University (CSU) is developing a medical center on property they own at the northwest corner of the College Avenue and Prospect Road intersection. This development will require the construction of road improvements adjacent to their development and within Prospect Road. The improvements to be made at the northwest corner have presented an opportunity for the City to construct other needed multimodal improvements at the intersection. In order for the City to construct these improvements, the City will need to acquire certain property interests adjacent to the project area. The acquisitions will include right-of-way, permanent easements, and temporary easements from six property owners. Staff has met with the affected owners and is working to address individual property owner considerations.

Timely acquisition of the property is necessary to meet the anticipated construction schedule. Staff fully intends to negotiate in good faith with the affected owners and is optimistic that all property negotiations can be completed prior to the start of the Project. Staff is requesting authorization of eminent domain for the six commercial property acquisitions for the Project only if such action is deemed necessary.

15. Resolution 2016-035 Expressing the City Council's Support of Grant Applications for Certain Improvements to Interstate I-25.

The purpose of this item is to provide a letter supporting two regional grant applications being submitted seeking improvements and repairs to Interstate 25 (I-25) in Northern Colorado. The grant applications will be submitted April 2016. Colorado Department of Transportation (CDOT) is preparing a Transportation Investment Generating Economic Recovery (TIGER) grant, while the North Front Range Metropolitan Planning Organizations (NFRMPO) is preparing a FASTLANE GRANT. Repairs and improvements sought are in accordance with the final adopted recommendations of the North I-25 Environmental Impact Study (2011).

16. Resolution 2016-030 Approving an Art Project for the Utilities Administration Building and Approving Expenditures from the Utility Project Account to Commission an Artist to Create an Art Project Pursuant to the Art in Public Places Program.

The purpose of this item is it to approve expenditures from the Art in Public Places Electric, Water, Wastewater, and Stormwater Utility Funds to commission an artist to create art for the Utility Administration Building Project. The expenditures of \$145,936 will be for design, materials, fabrication, electrical connections, installation, and contingency for Andy Dufford of Chevo Studios to create a carved sandstone entryway feature for the new Utility Administration Building.

17. Resolution 2016-031 Finding Substantial Compliance and Initiating Annexation Proceedings for the Mountain's Edge Annexation.

The purpose of this item is to annex the Mountain's Edge First Annexation. The applicant, The Landhuis Company c/o Mr. Jeff Mark, has submitted a written petition requesting annexation of 18.516 acres located at 2430 South Overland Trail which presently contains one single family home. The requested zoning for this annexation is L-M-N, Low Density Mixed-Use Neighborhood. In accordance with the Intergovernmental Agreement for the Fort Collins Growth Management Area with Larimer County, the City of Fort Collins agrees to annex land that meets the minimum contiguity requirement, and based on a voluntary petition to annex for the purpose of redeveloping the subject parcel.

18. Resolution 2016-032 Finding Substantial Compliance and Initiating Annexation Proceedings for the East Prospect at Boxelder Creek Annexation.

The purpose of this item is to initiate annexation proceedings for a segment of East Prospect Road right-of-way, located east of Summitview Drive and west of the Interstate 25 frontage road. The segment consists of two sections of property for which the City accepted deeds of dedication of right-of-way on March 15, 2016, and two sections of Larimer County right-of-way that are located in the current alignment of East Prospect Road. The segment is 1,084 feet in length and totals 1.76 acres. The two owners of the property the City recently accepted as right-of-way, the Glanzs and K&M Company LLLP, have signed the annexation petition. Larimer County staff has stated that the County is amenable to the annexation of this County right-of-way. The annexation is related to a City utility and street project to construct improvements at the crossing over Boxelder Creek by East Prospect Road. Proposed zoning is a combination of U-E, Urban Estate, and E, Employment consistent with the City Structure Plan.

19. Resolution 2016-033 Making Appointments to the Economic Advisory Commission and Youth Advisory Board

The purpose of this item is to appoint Craig Mueller to the Economic Advisory Commission, and Megan Ronquillo and Roshini Narayanan to the Youth Advisory Board to fill board vacancies.

**END CONSENT**

- **CONSENT CALENDAR FOLLOW-UP**

This is an opportunity for Councilmembers to comment on items adopted or approved on the Consent Calendar.

- **STAFF REPORTS**

- A. Lead/Copper Sampling and Corrosion Control Programs for the City's Drinking Water Supply (staff: Keith Elmund)

- **COUNCILMEMBER REPORTS**

- **CONSIDERATION OF COUNCIL-PULLED CONSENT ITEMS**

### Discussion Items

The method of debate for discussion items is as follows:

- Mayor introduces the item number, and subject; asks if formal presentation will be made by staff
- Staff presentation (optional)
- Mayor requests citizen comment on the item (three minute limit for each citizen)
- Council questions of staff on the item
- Council motion on the item
- Council discussion
- Final Council comments
- Council vote on the item

**Note:** Time limits for individual agenda items may be revised, at the discretion of the Mayor, to ensure all citizens have an opportunity to speak. **Please sign in at the table in the back of the room.** The timer will buzz when there are 30 seconds left and the light will turn yellow. It will buzz again at the end of the speaker's time.

- 20. Items Relating to Dust Prevention and Control. (staff: Lindsay Ex, Lucinda Smith, Jackie Kozak-Thiel; 10 minute staff presentation; 30 minute discussion)

- A. First Reading of Ordinance No. 044, 2016, Amending Chapter 12 of the Code of the City of Fort Collins Related to Particulate Matter Emissions.
- B. First Reading of Ordinance No. 045, 2016, Amending the Fort Collins Land Use Code by the Addition of Provisions Pertaining to Dust Prevention and Control.

The purpose of this item is to implement regulations and a set of consistent best practices (Dust Control Manual) for twelve specific activities that generate dust in order to reduce health impacts and nuisances associated with dust generating activities. Per Council direction during the February 9 Work Session, staff has developed an exception for small residential projects (less than 10,000 square feet), whereby these projects do not have to employ the Dust Control Manual to prevent, control, and minimize dust generation unless two written warnings have been issued within a one year period.

In addition to the regulations and set of best practices outlined in the Dust Control Manual, staff has developed and is implementing a tracking system for fugitive dust complaints. In addition, per Council direction, the City has enacted an Administrative Policy applying the Dust Control Manual to all City projects, so that the City is leading by example.

21. First Reading of Ordinance No. 046, 2016, Appropriating Prior Year Reserves in the General Fund and the Light and Power Fund and Transferring Appropriations from the Light and Power Fund to the General Fund for 2016 Projects Associated with the 2020 Climate Action Plan (CAP) Strategic Plan. (staff: Lindsay Ex, Jackie Kozak-Thiel, Jeff Mihelich, Kevin Gertig, Lucinda Smith, Mike Beckstead; 10 minute staff presentation; 30 minute discussion)

The purpose of this item is to appropriate \$230,510 from the General Fund and \$245,483 from the Light and Power Fund to initiate four projects in the CAP that have been identified for immediate action and investment based on guidance provided by the City Council.

22. Items Relating to the Social Host Civil Citation. (staff: Delynn Coldiron, Jeremy Yonce; 15 minute staff presentation; 30 minute discussion)

- A. First Reading of Ordinance No. 047, 2016, Amending Chapter 17 of the Code of the City of Fort Collins to Prohibit a Social Host from Allowing the Possession or Consumption of Ethyl Alcohol or Marijuana by Persons Under Twenty-One Years of Age.
- B. First Reading of Ordinance No. 048, 2016, Amending Chapter 19 of the Code of the City of Fort Collins to Modify the Rules for Civil Infractions Related to Immediate Service of a Social Host Civil Citation.

The purpose of these items is to consider implementing a Social Host Ordinance to prohibit a person from allowing the possession or consumption of ethyl alcohol or marijuana by persons under the age of twenty-one, and to allow for the immediate service of a civil citation in the event of a violation of such Ordinance.

23. Resolution 2016-034 Appointing a Councilmember as a Representative to the Boxelder Basin Regional Stormwater Authority Board of Directors. (staff: Jon Haukaas; 3 minute staff presentation; 10 minute discussion)

The purpose of this item is to appoint a representative from the City of Fort Collins to the Boxelder Basin Regional Stormwater Authority (BBRSA) Board of Directors. Ken Sampley has served as the City representative since June 17, 2010. The City Council has expressed a desire to appoint one of its members to the Board of Directors. Mr. Sampley will remain involved as a subject matter expert supporting the Board representative.

● **CONSIDERATION OF CITIZEN-PULLED CONSENT ITEMS**

● **OTHER BUSINESS**

- A. Possible consideration of the initiation of new ordinances and/or resolutions by Councilmembers  
(Three or more individual Councilmembers may direct the City Manager and City Attorney to initiate and move forward with development and preparation of resolutions and ordinances not originating from the Council's Policy Agenda or initiated by staff.)

● **ADJOURNMENT**

Every Council meeting will end no later than 10:30 p.m., except that: (1) any item of business commenced before 10:30 p.m. may be concluded before the meeting is adjourned and (2) the City Council may, by majority vote, extend a meeting until no later than 12:00 a.m. for the purpose of considering additional items of business. Any matter which has been commenced and is still pending at the conclusion of the Council meeting, and all matters scheduled for consideration at the meeting which have not yet been considered by the Council, will be continued to the next regular Council meeting and will be placed first on the discussion agenda for such meeting.