



**City of Lafayette Guide to
City Council Meetings**

LAFAYETTE CITY COUNCIL

Mayor-Jamie Harkins
Mayor Pro Tem-Stephanie Walton
Councilor-Chelsea Behanna
Councilor-Brian Wong
Councilor-JD Mangat
Councilor-Tim Barnes
Councilor-Tonya Briggs

LAFAYETTE CITY STAFF

Fritz Sprague, City Administrator
Kady Doelling, Deputy City Administrator
Steve McFarland, Finance Director
Lynnette Beck, City Clerk
Melissa Hisel, Library Director
Jeff Arthur, Public Works Director
Monte Stevenson, Parks, Recreation & Open Space Director
Jana Easley, Interim Planning & Building Director
Susan Booker, Arts and Cultural Resources Director
Rick Bashor, Police Chief
Dan Garrett, Interim Fire Chief

LAFAYETTE CITY ATTORNEY

Williamson & Hayashi, LLC

LAFAYETTE CITY COUNCIL VALUES

- We respect each other
- We prepare for and fulfill our commitments
- We listen constructively, allowing open, honest dialogue and difference of opinion
- We foster a healthy sense of humor
- We trust and capitalize on the expertise of each Council member
- We focus on issues and solutions, criticizing only ideas, not people
- We emphasize teamwork, being clear on Council action versus unilateral action
- We keep the best interests of Lafayette and its residents as our number one priority

ROLES & RESPONSIBILITIES

MAYOR

The Mayor presides over meetings of the City Council. The Mayor is elected by members of the City Council at their first meeting following certification of a regular election.

MAYOR PRO TEM

The Mayor ProTem presides at meetings of the Council in the absence of the Mayor and when the Mayor abstains or is disqualified from presiding due to a conflict of interest.

MEMBERS OF COUNCIL

The City Council constitutes the elected legislative and governing body of the City of Lafayette. It has the power and authority to adopt the City's laws, ordinances and resolutions.

CITY ATTORNEY

The City Attorney provides either written or oral opinions on questions of law, pertaining to items on the agenda.

CITY CLERK

The City Clerk keeps the official record of proceedings at Council meetings.

DEPARTMENT HEADS AND OTHER CITY EMPLOYEES

The head of any department, or any employee of the City may attend meetings of the Council to address items on the agenda.

COUNCIL MEETING - ORDER OF BUSINESS

COUNCIL WORKSHOP

Workshops are primarily for educational purposes and are held on the last Monday of the month starting at 5:30 pm. No formal action is permitted at a workshop.

CALL TO ORDER

The Mayor opens the meeting by calling it to order.

OPENING OF A REGULARLY SCHEDULED MEETING

Attendees join in the recitation of the Pledge of Allegiance.

ROLL CALL

The City Clerk calls the roll to verify member attendance and to substantiate that the Council has complied with quorum requirements for holding a meeting. Council may excuse the absence of a member who is not present.

PUBLIC INPUT

Residents may speak on any matter for which a public hearing is not scheduled later in the meeting. Speaking time is limited to 5 minutes per speaker during the Items from the Public portion of the regularly scheduled City Council meeting subject to the following provisions:

- Speakers will be limited to 5 minutes
- Speakers wishing to speak beyond that time limit may be recognized by the chair. The chair reserves the right to extend the speaking time.
- Time will be monitored by a mechanical timing device.
- Speakers must submit a Request to Address the City Council form to the City Clerk before the meeting begins.
- The Mayor will ask each speaker to state their name and address, and any group they are representing.

PRESENTATIONS

A representative of a group or an individual may give a presentation before Council by prior arrangement with the Administrative Staff or the City Council. Special citations or awards are presented during this section of the meeting.

APPROVAL OF THE MINUTES

Council votes to approve the minutes of the previous meeting. Approved minutes become the official record of Council proceedings.

CONSENT AGENDA

The Consent Agenda allows the Council to approve several items that are of a routine nature with one vote. Councilors may request that an item on the Consent Agenda be removed and considered separately.

PROCLAMATIONS

The Mayor will read, or may ask a Councilor to read, proclamations commemorating special occasions, groups or persons.

APPOINTMENTS

Council makes appointments to local boards and regional entities or may form a sub-committee for a specific purpose and name its members.

COUNCIL REPORTS

Councilors report on items of public interest, including announcements, resident recognition, and committee liaison reports.

PUBLIC HEARINGS

A public hearing is the most formalized method used by the Council to collect information from residents before taking action on a particular issue. Public hearings may be held and in some cases are required by law, on matters relating to public improvements, assessments, annexations, zoning, special permits, budget development, liquor licensing and federal grants. Council may hold a public hearing on any matter of interest to the community. Speakers must submit a Request to Address the City Council form to the City Clerk prior to the hearing.

ORDINANCES

The ordinance is the most formal type of action Council can take. Municipal law is enacted or amended through the passage of ordinances.

RESOLUTIONS

Resolutions are less formal than ordinances and are used to express the Council's intent, authorize administrative actions or approve transactions. They may be adopted to honor a person or group.

STAFF REPORTS

The City Administrator, City Attorney, and any Department Head or Staff member may present information as requested by Council or may bring items requiring action or attention to Council.

ADJOURNMENT

When there is no further business, the meeting is adjourned by Council motion and a vote.

EXECUTIVE SESSION

An executive session is a meeting of the Council that is closed to the public for the purpose of considering a limited number of matters as defined by State Statute. The executive session may include staff or other authorized participants. Council may not take formal action during an executive session. Recordings of these meetings are kept for 90 days.

CONDUCTING BUSINESS AS OTHER ENTITIES

The Council serves as the Board of Directors of various General Improvement Districts, the Board of Directors of the Indian Peaks Golf Course Club House and the Local Liquor Licensing Authority. Meetings of these bodies are held before, during or following a regular Council meeting or may be convened as special meetings.

RECESS OR BREAK FROM THE MEETING

The Mayor may call a recess at any time during a meeting to determine a rule of order, or at the request of a majority of Council. The Mayor may call a recess at any time between items of business when a break is necessary.

COUNCIL CHAMBERS - GENERAL RULES

USAGE

The Council Chambers are used solely for the conduct of public business of the City with the approval of the City Administrator.

SUPERVISION

The Council Chambers are under the supervision and control of the City Clerk when Council is not in session.

SERGEANT-AT-ARMS

The Chief of Police, or his designee, is authorized to maintain the peace during the Council meeting.

SEATING ARRANGEMENT

Councilors shall occupy seats on the dais in a rotation established by the City Clerk.

SMOKING

In accordance with the Colorado Clean Indoor Air Act, smoking is prohibited in City Hall and within a 15-foot radius from the entryway to City Hall.

GENERAL INFORMATION

MEETING DATES AND TIME

Council meetings are held on the first and third Tuesdays of each month beginning at 5:30 p.m. Council Workshops are the last Monday of the month at 5:30 p.m. Please call the City or go to the City website at www.cityoflafayette.com to verify the dates and time.

COUNCIL MEETING AGENDA

The agenda for the Council meeting is available on the Friday prior to a City Council meeting. You can sign up to automatically receive email notification when the latest agenda is posted online by using the City's online subscription service at www.cityoflafayette.com.

MINUTES

The minutes of the Council meeting are usually posted on the City's website by Friday, following the meeting. They are in draft form until approved by Council.

GOVERNMENT CABLE CHANNEL 8

Council meetings are broadcast live on the Government Cable Channel 8. They are rebroadcast throughout the week following the meeting.

STREAMING VIDEO

Council meetings can be viewed on line at www.cityoflafayette.com. Current and past meetings are archived on the website.

COUNCIL CHAMBER-MAXIMUM OCCUPANCY

57 Persons

Please wait in the Lobby if the room is at capacity

CITY HALL LOBBY-MAXIMUM OCCUPANCY

35 Persons

Please wait outside if the Lobby is at capacity

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