

Arvada City Council Meetings

What's the Process?



CITY OF ARVADA

Arvada City Council

What's Arvada's structure of government?

- Arvada uses the Council-Manager form of government, as mandated by the City Charter.
- The Council and its Mayor are elected by the public.
- The Council serves as the legislative body adopting laws, rules, and policies for the City.
- The Mayor is a member of the Council and serves as a representative of the City in addition to performing ceremonial duties.
- The Council hires the City Manager, City Attorney, and Municipal Judge.
- The City Manager is the chief executive of the city responsible for overseeing all city departments.

When are City Council meetings held?

City Council meets the first four Mondays of each month. They do not meet if there is a fifth Monday, a holiday, or a meeting has been canceled. All meetings are held at the Arvada City Hall building which is located at 8101 Ralston Road.

Are there different *types* of Council meetings?

Yes. There are two types of council meetings:

Business Meetings: Council and City staff review that evening's agenda and those of future meetings. City staff may also present information or seek Council's input during informal study sessions. The public is welcome to attend the Agenda Review session unless an Executive Session is called, at which time the public is excused. The public is not allowed to comment during the Agenda Review session. Once the Agenda Review session is complete, Council moves to Council Chambers on the 2nd floor to begin the Business Meeting at 6:30 p.m., at which time the meeting is televised. During Business Meetings, Council considers and takes action on various business matters. These items include proclamations & recognitions, ordinances, reports, and two designated times for Public Comment. Once the Mayor has closed the Public Comment portion(s) of the meeting no further comments from the audience are entertained, except when speaking at a Public Hearing. Generally held on the first and third Monday of each month. Prior to most Business Meetings, City Council meets with City staff for an Agenda Review session at 5:30 p.m. in the Council Conference Room on the 3rd floor.

Study Sessions: During Study Sessions, Council and City staff examine items which do not require a formal vote of the City Council, but which may come before Council for a formal vote at a future meeting. The public is welcome to attend unless an Executive Session is called, at which time the public is excused. There is a designated time for Public Comment at the beginning of the meeting for items *not scheduled* on the agenda. Comments from the audience on items *scheduled* on the agenda are not entertained during Study Sessions. Generally held on the second and fourth Monday of each month either in the Council Conference Room or in Council Chambers beginning at 5:30 p.m.

Note: Business Meetings and Study Sessions are sometimes combined into one meeting.

What does an agenda typically look like?

The order of business for a City Council meeting is listed on an agenda as such:

- Roll Call & Pledge of Allegiance
- Approval of Minutes
- Recognitions & Proclamations
- Public Comment
- Consent Agenda
- Resolutions
- First Readings
- Public Hearings
- Reports from Council, City Manager, & City Attorney
- Executive Session (convened for privileged attorney/client items)

How does Council vote?

Four (4) members of the Council constitute a quorum. A majority vote is needed to adopt motions and general resolutions. A vote of four (4) is required for most ordinances. Publication of an ordinance is required before it takes effect. It appears by its title in the official newspaper of the City and again in its entirety on the City's website.

The Council uses a Consent Agenda procedure for routine items needing little or no further deliberation. Those items are identified on the meeting agenda and are approved with one (1) vote unless a Councilmember or citizen requests an item be considered separately.

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