

## ORGANIZATION MEETING

Terms of office for Councilmembers elected in 2019 begin at the December 3, 2019 City Council Meeting. The only exception would be if any seat is involved in a recount. At that meeting the Presiding Judge will administer oaths of office for the newly-elected Mayor and Councilmembers. City Council will also elect a Mayor pro tem from among its members for a two-year term.

## COUNCIL MEETINGS

Regular Council meetings are generally held on the second and fourth Tuesdays of each month beginning at 7:00 p.m. in the Council Chambers. These meetings typically end by 10:00 p.m. and are preceded by a Council Update, which begins at 5:45 p.m. Planning Sessions are generally held on the first and third Tuesdays of each month from 5:45 p.m. to approximately 9:30 p.m. Council Updates and Planning Sessions are held in the Training Room. The meeting schedule adopted by Council for 2019 is listed on page 1-3.

Agendas and packets outlining matters to be decided by Council are available on the Thursday prior to each Council meeting and are transmitted electronically. This gives Councilmembers an opportunity before meetings to review the issues that they are being asked to consider. It takes an average of three hours to review each Council meeting packet. Planning Session and Council Update packets are also transmitted electronically on the Thursday before each meeting. On Thursdays all the completed packets are available on the City's website at [www.cityofthornton.net](http://www.cityofthornton.net).

Other sessions may be scheduled with City Council throughout the year, as necessary,

for issues such as strategic planning or providing direction to staff for the following year's budget.

## POWERS

The City Charter defines the powers and responsibilities of the Mayor, Mayor pro tem, and Councilmembers.

All powers of the City and the determination of all matters of policy are vested in the Council except as otherwise provided in the City Charter. The City of Thornton is a home-rule City with the Council-manager form of government.

The Mayor presides at Council meetings and is the recognized head of the City government for all ceremonial purposes and for purposes of military law. The Mayor executes documents including proclamations, ordinances, and resolutions. The Mayor pro tem serves in these capacities during the absence of the Mayor.

Some actions the City Council takes are to:

- ♦ Appoint and provide direction to the City Manager, City Attorney, Presiding Municipal Judge and all Board and Commission members
- ♦ Determine the annual budget and tax levy
- ♦ Hold public hearings on annexation and zoning matters
- ♦ Adopt and/or modify City ordinances as needed
- ♦ Approve intergovernmental agreements
- ♦ Provide direction for the City of Thornton by determining short and long-term goals

**ADDITIONAL DUTIES**

Council also holds numerous meetings within the community such as Ward Meetings and Ice Cream Socials as a way of keeping both Council and residents informed about issues of mutual interest.

In addition to the Tuesday evening meetings, Councilmembers also serve on various committees outside of the organization such as Adams County Economic Development (ACED), Colorado Municipal League (CML) Policy Committee, Denver Regional Council of Governments (DRCOG), Airport Coordinating Committee, E-470 Authority, and School District 27-J Capital Facilities Foundation.

A copy of the brochure *Serving on Thornton City Council* is included in the pocket which gives more information regarding City Council responsibilities.

**TERMS OF OFFICE**

The City of Thornton is comprised of four wards and two Councilmembers serve within each ward. Each election year one Councilmember will be elected from each ward. A Mayor is elected at-large every four years. The Mayor and Councilmembers serve four-year terms. 2019 is a mayoral election year.

Article XVIII, Section 11 of the State Constitution limits elected officials to two consecutive terms.

**ETHICS AND CONFLICTS OF INTEREST*****City Code and Charter Provisions***

The relevant provisions of the City Code, City Charter, Fair Campaign Practices Act, and Colorado Constitution regarding campaign and political finance are attached to these

*Guidelines.* Candidates are encouraged to become familiar with these provisions.

***Sec. 2-197. Quasi-judicial decisions.***

Section 2-197 of the City Code, explains that City Council must remain impartial when making quasi-judicial decisions on land use matters and not discuss those matters with the land use applicants or constituents. If you, as a candidate, discuss a land use application with either an applicant or constituent or if you take a position on a land use application before you are elected to Council, you may be unable to vote on that application when it comes before Council. This section of the code states:

*Each officer, board member and employee shall be and remain impartial when making any quasi-judicial decision. Any officer, board member or employee who cannot be impartial in making a quasi-judicial decision shall follow the procedure described in Subsection 2-192(c). In addition, no officer or board member shall receive nor shall any employee or member of the public provide to any officer or board member any substantive oral or written information, except for legal advice, regarding a matter which is pending before the Council or a board on which the board member sits, and which is the subject of a quasi-judicial hearing before the Council or the board, outside of the quasi-judicial hearing process. The term "quasi-judicial hearing process" includes but is not limited to preparations necessary for such hearing such as written staff reports, scheduling, agendas, proposed resolutions and ordinances, posting or publishing notice, and legal advice. The city attorney shall provide affected officers, board members and employees advice on what constitutes a quasi-judicial decision.*

Attachment A

2019 CITY COUNCIL MEETING SCHEDULE

TUESDAY  
PLANNING SESSIONS <sup>1)</sup>

January 15  
January 29  
February 5  
February 19  
March 5  
March 26  
April 2  
April 16  
May 7  
May 21  
June 4  
July 2  
July 16  
July 30  
August 20  
September 3  
September 17  
October 1  
October 15  
October 29  
December 10

COUNCIL UPDATES <sup>1)</sup> AND  
COUNCIL MEETINGS <sup>2)</sup>

January 8  
January 22  
February 12  
February 26  
March 19  
April 9  
April 23  
May 14  
May 28  
June 11  
June 25  
July 9  
July 23  
August 13  
August 27  
September 10  
September 24  
October 8  
October 22  
November 19  
December 3  
December 17

<sup>1)</sup> scheduled to begin at 5:45 p.m. (Training Room)

<sup>2)</sup> scheduled to begin at 7:00 p.m. (Council Chambers)

Strategic Planning Conference  
Thorntonfest  
4<sup>th</sup> of July  
Harvest Fest  
2020 Budget Review  
Municipal Election  
WinterFest

February 22-24  
June 8  
July 4  
September 7  
August 22  
November 5  
December 13-15