

ORGANIZATION MEETING

Terms of office for Councilmembers elected in 2021 will commence at the first Council meeting following the election, which is November 30, 2021. If any seat is involved in a recount, the oath of office for that seat would be after the recount process. The Presiding Judge will administer oaths of office for the newly elected 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. These meetings are a time for Council to make formal decisions in the form of motions, resolutions, and ordinances and typically end by 10:00 p.m.

Council Updates – precede the regular Council meetings and begin at 5:45 p.m. These meetings are intended to provide Council with brief updates on subjects of interest to the Council or that will be acted on during a Council meeting.

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. and are an opportunity for Council to have an in-depth study and discussion of issues of importance to the City, which Council may provide direction to staff on, but does not formally vote.

Regular Council meetings are held in the Council Chambers. Council Updates and Planning Sessions are held in the Training Room. The meeting schedule adopted by Council for 2021 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.ThorntonCO.gov.

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 packet 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. The Councilmembers serve four-year terms.

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 (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 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.

2021 CITY COUNCIL MEETING SCHEDULE

TUESDAY
PLANNING SESSIONS ¹⁾

January 5
January 19
February 2
February 16
March 2
March 16
April 6
April 20
May 4
May 18
June 1
June 15
July 6
July 20
August 17
August 31
September 7
September 21
October 6
October 19
December 7

COUNCIL UPDATES ¹⁾ AND
COUNCIL MEETINGS ²⁾

January 12
January 26
February 9
February 23
March 23
April 13
April 27
May 11
May 25
June 8
June 29
July 13
July 27
August 10
August 24
September 14
September 28
October 12
October 26
November 30
December 14

¹⁾ scheduled to begin at 5:45 p.m. (Training Room)

²⁾ scheduled to begin at 7:00 p.m. (Council Chambers)