



CITY CLERK'S OFFICE MEMORANDUM
#14-2019

DATE: August 19, 2019

TO: Honorable Mayor Antonio B. Esquibel and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Johanna Small, City Clerk 

SUBJECT: Timing of Council Liaison and Committee Assignments

PURPOSE

To provide information and a draft ordinance regarding changing the timing of when appointments are made to assign the Mayor and Council members to serve as members, liaisons, or ex-officio members to boards, committees, and outside organizations. The draft ordinance is included as Attachment 1.

BACKGROUND

The Northglenn City Charter and Municipal Code include provisions regarding the organizational meeting of the City Council following each regular municipal election. Currently, the organizational meeting is held at the first City Council meeting following certification of election results. The purpose of the organizational meeting is to “organize” the City Council, which includes administering the oath of office to the Council-elect, electing a Mayor Pro Tem, and appointing Council members to serve as members or liaisons to boards, committees, and other organizations.

The Council appointments include designating members to serve as ex-officio members to the City’s boards and commissions (with the exception of the Citizens’ Affairs Board), to serve as members of Council committees (i.e. Finance Committee, Legislative Policy Committee, Outside Agency Funding Committee), and to serve as representatives or liaisons to other organizations (i.e. Adams 12 Five Star School Board, Colorado Municipal League, Denver Regional Council of Governments, Rangeview Library District Board). Some positions involve serving as a voting member on behalf of the City Council while the liaison positions are appointed to designate a member to attend other organizations’ meetings to serve as a link between the organization and the City Council. The 2017-2019 City Council Assignments are included as Attachment 2.

Historically, the Mayor has assigned members to the various positions, and the assignments are formalized by the adoption of resolutions making the appointments at the organizational meeting. Recently, Council has expressed a desire to review and possibly revise the process for determining liaison and committee assignments. The timing of approving the appointments at the organizational meeting has been identified as a potential challenge based on the organizational meeting occurring at the first meeting following the certification of election results.

STAFF RECOMMENDATION

No staff recommendation. This memo is being provided for information only.

BUDGET/TIME IMPLICATIONS

City Attorney Hoffmann has provided a draft ordinance to amend Section 2-2-3(b) of the Municipal Code, which would change the timing of when the Council liaison and committee

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assignments could be made. The revised language would allow additional time to make the appointments and would remove the requirement that the appointments occur at the organizational meeting.

As drafted, the appointments would need to be made no later than 60 days following certification of election results. The suggested time frame allows for additional time for new members to receive information about the different board and committee opportunities while not extending the deadline past January of the next year in order to maximize Council's participation in the newly-appointed roles.

Below are sample timelines for the 2019 and 2021 election cycles. The timelines assume that the election results are certified on the 22nd day following the election, which is the deadline set by State law. The deadline for City Council liaison/committee assignments may be earlier than shown in the examples depending on the actual date the election results are certified.

2019

Nov 5, 2019	Election Day
Nov 27, 2019	Deadline to certify results (no later than 22 days after election)
Dec 9, 2019	Organizational Meeting
Dec 23, 2019	Regularly scheduled Council meeting
Jan 13, 2020	Regularly scheduled Council meeting
Jan 26, 2020	Deadline for liaison/committee assignments

2021

Nov 2, 2021	Election Day
Nov 24, 2021	Deadline to certify results (no later than 22 days after election)
Dec 13, 2021	Organizational Meeting
Dec 27, 2021	Regularly scheduled Council meeting
Jan 10, 2022	Regularly scheduled Council meeting
Jan 23, 2022	Deadline for liaison/committee assignments

Special meetings may also be utilized for the organizational meeting or to approve the liaison and committee assignments, which would allow the appointments to occur sooner, if needed. Additionally, Council would be allowed to approve the liaison/committee assignments at the organizational meeting, if desired.

STAFF REFERENCE

If Council members have any comments or questions they may contact Johanna Small, City Clerk, at 303.450.8757 or jsmall@northglenn.org.

ATTACHMENTS

1. Draft Ordinance
2. 2017-2019 City Council Board/Commission/Committee Assignments

SPONSORED BY: MAYOR ESQUIBEL

COUNCILMAN'S BILL

ORDINANCE NO.

No. _____
Series of 2019

_____ Series of 2019

A BILL FOR AN ORDINANCE AMENDING SECTION 2-2-3(b) OF THE NORTHGLENN MUNICIPAL CODE REGARDING THE ORGANIZATIONAL MEETING FOLLOWING A REGULAR MUNICIPAL ELECTION

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Section 2-2-3(b) of the Northglenn Municipal Code is amended to read as follows:

(b) The members of the City Council, at the first meeting of the City Council following certification of general municipal election results shall meet and organize the City Council. Such organization shall include election of a Mayor Pro-tem and appointment, if necessary, of Council members to unfilled or vacated ~~commission or committee positions~~. THE MEMBERS OF THE CITY COUNCIL SHALL APPOINT COUNCIL MEMBERS TO UNFILLED OR VACATED COMMISSION OR COMMITTEE POSITIONS AT EITHER SUCH ORGANIZATIONAL MEETING, OR, NO LATER THAN SIXTY (60) DAYS FOLLOWING CERTIFICATION OF GENERAL MUNICIPAL ELECTION RESULTS.

INTRODUCED, READ AND ORDERED POSTED this ____ day of _____, 2019.

ANTONIO B. ESQUIBEL
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2019.

ANTONIO B. ESQUIBEL
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney



NORTHGLENN CITY COUNCIL
2017-2019 Board/Commission/Committee
Membership Assignments

	Board/Commission	Meeting Day/Time	Member Assignment
Council Committees:	Business Relations Coordinator	2 nd Fri, 8:00 a.m.	Marci Whitman
	Finance Committee	Last Weds every other month, 6:00 p.m.	Antonio B. Esquibel Becky Brown Joyce Downing
	Legislative Policy Committee	2 nd & 4 th Mondays, 5:30 p.m.	Julie Duran Mullica Jordan Sauers Jenny Willford
	Outside Agency Funding Committee	As needed (typically prior to regular Council meetings)	Becky Brown Meredith Leighty Joyce Downing
City:	Historic Preservation Commission Ex-Officio	1 st Tues, 5:00 p.m.	Jenny Willford
	Northglenn Arts & Humanities Liaison	1 st Weds, 5:30 p.m.	Joyce Downing
	Northglenn Senior Organization Liaison	4 th Fri, 12:00 noon	Antonio B. Esquibel
	Northglenn Urban Renewal Authority	2 nd Weds, 5:45 p.m.	Becky Brown
	Parks & Recreation Advisory Board Ex-Officio	2 nd Thurs, 5:30 p.m.	Jenny Willford
	Planning Commission Ex-Officio	1 st & 3 rd Tues, 7:00 p.m.	Joyce Downing
	Victim Assistance & Law Enforcement Board (terms not tied to organizational meeting)	As needed, 5:30 p.m.	Joyce Downing Jordan Sauers, Alternate
	Youth Commission Ex-Officio	1 st & 3 rd Tues, 7:00 p.m.	Meredith Leighty
	Police Pension Board (Mayor required to be a member)	Quarterly, 2 nd Weds, 8:30 a.m.	Antonio B. Esquibel
Regional:	Adams 12 Five Star School Board Liaison	1 st & 3 rd Weds, 7:00 p.m.	Antonio B. Esquibel
	Colorado Communities for Climate Action		Jenny Willford
	Denver Regional Council of Governments	3 rd Weds, 6:30 p.m.	Julie Duran Mullica Joyce Downing, Alternate
	Metro Mayors Caucus	1 st Weds, 7:30 – 10:00 a.m.	Antonio B. Esquibel
	Metro North Chamber of Commerce Business & Government Affairs Committee	Wednesdays during Legislative session, 7:30 a.m.	Julie Duran Mullica
	North Area Transportation Alliance	4 th Thurs, 7:30 a.m.	Julie Duran Mullica
	North Metro Fire Rescue District Board Liaison	3 rd Tues, 5:00 p.m.	Meredith Leighty
	Rangeview Library District Board Liaison	3 rd Weds, 5:00 p.m.	Marci Whitman
	Rocky Flats Stewardship Council	No less than 4 times per year, 8:30 a.m.	Joyce Downing
	Urban Drainage and Flood Control District (Mayor or Mayor Pro Tem/Gubernatorial appointment)	3 rd Thurs, 12:30 p.m.	Antonio B. Esquibel
State:	Colorado Municipal League Policy Committee	During Legislative session & prior to annual CML conference, 10:00 a.m.	Jenny Willford Julie Duran Mullica, Alternate