



Charter Review Committee Minutes

Approved: August 21, 2023

From the Monday, August 7, 2023, 12-2pm Meeting, HHS Building

Member Attendance:

- Leonard Giuliano
- Cheryl Lovell
- James Marsh-Holschen, Council
- David Mathewes
- Seth Patterson
- Sam Taylor, Chair
- Austin Ward, Council

Staff Attendance: Nancy Rodgers, City and County Attorney; Geoff Wilson, CRC Consultant; Jonathan Bartsch, CRC Facilitator; Denise Keith, Staff support for CRC

Agenda Items:

1. *Call meeting to order and Roll Call*
2. *Approval of the July 17th [Minutes](#)*
3. *Administrative Matters*

- *Taste of Broomfield Post Review; Planning for Broomfield Days, Sept 23*

The Committee discussed the Taste of Broomfield event. A sign up sheet will be created for staffing the table at Broomfield Days.

- *Planning for next Town Halls - August 9th and September 18th.*

The Committee discussed the upcoming scheduled Town Hall meetings. Facilitator, Jonathan Bartsch spoke on ideas for the structure of the meetings and

4. *Special Guests*
 - a. *Guyleen Castriotta, Mayor*

The Mayor discussed her position on her role and the expectations from the community.

- b. *Jennifer Hoffman, City and County Manager (absent due to illness)*

5. *Review and discussion of current Charter language and any needed/suggested changes and updates in the following sections ([see Redline Draft](#)):*

Generally, the Committee agreed to add “county” to the “city of Broomfield” throughout the Charter.

- a. [Chapter VIII - Municipal Administration](#)

The Committee agreed to modify Section 8.3(g) Powers and Duties to require the City Manager “inform” Council of changes to department structure rather than “recommend”.

There was discussion about eliminating section 8.6 City Clerk because it is a department that the City and County Manager is responsible for maintaining. However, Ms. Rodgers is going to check on the requirements for having a listed record custodian and holder of the official seal. The consensus was to eliminate section 8.8 Administrative Departments because the first part is outdated and the second part is duplicative of what's in section 8.3.

b. [Chapter IX - XI](#) - Personnel, Legal and Judiciary, Boards and Commissions

The Committee discusses possible changes to this section, including going from a citizen board to a hearing officer. They discussed inclusions and exclusions in this section, and were in favor of modifying this section, while maintaining a Personnel Merit System. Currently, the human resources department is working to draft a recommendation for the Personnel Merit System (Chapter IX) and will present it to the committee when completed.

6. Charter Committee Topics for Consideration - Open for Committee Members

Adjourn 2:07pm

The recording for this meeting can be found [HERE](#).