



Charter Review Committee Minutes

Approved: 10/16/2023

From the Monday, October 2, 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 August 21, 2023 [Minutes](#) and September 18, 2023 [Minutes](#)*
3. *Administrative Matters*
 - *Follow up from Broomfield Days booth, September 23*
 - *Closing the loop on last meeting's discussion re October meetings; future town halls (Jonathan Bartsch)*
4. *Review and discussion of current Charter language and any needed/suggested changes and updates in the following sections ([see Redline Draft](#)):*
 - a. *[Chapter IV](#) - Section 4.1 - City Council and Mayor*

The Committee completed the minor redline changes to this section.

i. Section 4.2 - Wards

The Committee proposed the redline changes to Section 4.2. They agreed to keep 5 wards within the City, and create a structure to redistricting based on population numbers using the federal census or significant disparity in population between two or more wards to ensure equal population in each ward.

The Committee also proposed having an independent ward redistricting commissions determine the boundaries lines.

The Committee proposed that no boundary change of any ward pursuant to Section 4.2(a) shall operate to exclude any councilmember from office before their term is completed.

Staff will come back with specific language for the CRC to review for 4.2.

ii. *Section 4.3 - Terms of Office - Mayor and Councilmembers*

The Committee agreed that the term of the elected mayor should be a four (4) year term. The Committee agreed to remove outdated language and to maintain the four year term for each council member keeping the staggered terms so that five (5) councilmembers, one from each ward, is elected every two years.

The Committee agreed on adding term limits to the Charter that would say that no mayor or council member shall serve more than three consecutive terms in office. Staff will come back with specific language for the CRC to review.

iii. *Section 4.5 - Mayor Pro-Tem*

Redline changes included changing “regular” elections to “coordinated” elections.

iv. *Section 4.6 - Qualifications*

The Committee agreed to add if a council member is no longer a resident of their ward due to the adoption of a boundary change that the council member shall be permitted to complete their term for which they were elected.

The Committee agreed that no elected official of the City and County shall be permitted to hold any other elective office during their term of office.

Staff will come back with specific language for the CRC to review.

v. *Section 4.7 - Vacancies*

The Committee agreed to adding language stating if an elected official fails to attend fifty percent (50%) of the Council regular meetings, special meetings, and study sessions in a twelve (12) month period that elective office shall become vacant.

The Committee agrees that vacancies for councilmembers would be filled by majority vote appointment by a majority of the remaining council members. However, the Committee agreed that the person would only serve until the next coordinated election, at which time a person would be elected to fill out the original remaining term. Staff will come back with specific language for the CRC to review.

vi. *Section 4.10 - Oath of Office and Bond*

The Committee agreed to the redline change of removing “city clerk” to “clerk”.

vii. *Time permitting*

1. *Section 4.4 - Mayor - Power and Duties*

The Committee agreed to add the Mayor, with the assistance of the City Manager shall set the agenda for all regular meetings, special meetings, and study sessions of the Council.

2. *Section 4.8 - Compensation - hold for next meeting*

3. *Section 4.9 - Powers of Council*

The Committee agreed to adding that the Council shall adopt by resolution or by ordinance job descriptions, job duties, and general assignments for the Mayor, Mayor Pro Tem, and

council members, which shall be published and which shall include a regular requirement that each elected official report on how they are fulfilling the adopted job duties and general assignments.

The Committee also expressed support for adding an ethics code. Staff will come back with more information on this topic.

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

None.

Adjourn 2:03pm

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