

BOARDS & COMMISSIONS SUMMARY
2011-2012

BOARD OF EQUALIZATION

Established By: Chapter 2-66 of the Municipal Code

Meeting Schedule: 3rd Monday monthly at 6:00 p.m., except as needed during July and August protest period

Composition: 4 citizen members serving 2-year terms; 1 Councilmember and 1 Councilmember Alternate member serving 2-year terms. At least 3 members shall be qualified in the field of real estate appraisal, finance, mortgage lending, property taxation or real estate law.

Purpose: To review property valuations for assessment of all taxable property as determined by the assessor and hear individual taxpayer appeals of the assessor's decisions; to review recommendations made by qualified hearing officers for valuations; and to hear abatement requests and appeals of the assessor's decisions for Senior Property Tax Exemptions.

BROADLANDS GOLF COURSE ADVISORY BOARD

Established By: Broadlands PUD Agreement 2.14

Meeting Schedule: Last Wednesday monthly at noon

Composition: 3 resident members serving overlapping 3-year terms

Purpose: To oversee golf operations and provide direct communications between the Golf Course Manager and the community. The Board's role shall include reviewing public responses to operations, golf fees, golf policies, and related matters. The Board may also provide input to the Golf Course Manager regarding golf fees and regulation of play.

BRUNNER FARMHOUSE CITIZEN ADVISORY COMMITTEE

Established By: Resolution No. 2005-98

Meeting Schedule: 1st Monday monthly at 6:30 p.m.

Composition: 7 citizen members serving overlapping 2-year terms

Purpose: To advise the Council on matters related to the Brunner Farmhouse, including: final plans for renovation; final plans for site improvements and gardens; recommend a Broomfield non-profit for use of an upstairs office; establish policies for use of the meeting areas by groups; maintenance and upkeep of the Farmhouse and site; guidelines for the planting and care of garden areas and other topics as requested by Council; and research and pursue, to the extent feasible, additional funding sources to the renovations and operations of the Farmhouse.

CEMETERY COMMITTEE

Established By: Chapter 12-29 of the Municipal Code

Meeting Schedule: Quarterly at 8:00 a.m.

Composition: 7 citizen members serving 4-year terms

Purpose: Advise Council and oversee cemetery operations; study and recommend to Council a long-range plan for a full-scale cemetery for the City; recommend amendments to cemetery rules and regulations, adjustments in cost of interment sites, and provide advice on cemetery-related matters.

CULTURAL COUNCIL

Established By: Chapter 2-64 of the Municipal Code

Meeting Schedule: 1st Monday monthly at 6:30 p.m., with additional meetings as needed on Tuesday or Saturday

Composition: 7 citizen members serving 3-year overlapping terms and one Alternate member for a term of 1 year

Purpose: Oversee the Cultural Master Plan for the development and maintenance of scientific and cultural opportunities in the City; develop a grant-making process and an annual funding plan for distribution of Tier III Scientific and Cultural Facilities District (SCFD) funds and city-appropriated Arts Culture and Science grant funds in Broomfield for Council approval; offer workshops and training opportunities to local and regional organizations providing cultural services and programs to Broomfield citizens; serve as a liaison between local scientific and cultural organizations and agencies, the SCFD board of directors and city council.

HEALTH & HUMAN SERVICES ADVISORY COMMITTEE

Established By: Chapter 2-64 of the Municipal Code

Meeting Schedule: 3rd Thursday every other month at 5:30 p.m.

Composition: 7 citizen members serving 3-year overlapping terms; and 2 Councilmembers serving 2-year terms

Purpose: To advise the Health and Human Services Department on community needs and the implementation of integrated services to address these needs; provide community input and feedback to the Department; serve as a "pool" for statutorily required board and commission memberships; encourage and promote ongoing community involvement, communication, and education regarding HHS programs; participate in specific, temporary task forces on select issues identified by the Health and Human Services Department.

HISTORIC LANDMARK BOARD

Established By: Chapter 17-72-030 of the Municipal Code

Meeting Schedule: At least quarterly, or monthly as needed, at 6:30 p.m.

Composition: 7 resident members serving 4-year overlapping terms and one Alternate member serving a 1-year term

Purpose: Propose criteria for review of historic resources; review properties nominated for designation and make recommendations; advise and assist owners of historic properties; develop and assist in public education programs; review applications and issue certificates of historic appropriateness; pursue financial assistance for preservation and history-related programs; maintain records and files; develop a checklist of activities required for receiving a historical landmark tax rebate; identify and implement other incentives for owners of historic properties; issue certificates of recognition and authorize plaques for historical landmarks; foster civic pride and awareness of Broomfield's unique heritage.

LIBRARY BOARD

Established By: Chapter 2-52-020 of the Municipal Code and Resolutions No. 4-85 and No. 5-93

Meeting Schedule: 1st Thursday monthly at 6:30 p.m.

Composition: 7 resident members serving 3-year overlapping terms and 1 Councilmember serving a 2-year term

Purpose: To serve as an advisory body to City Council regarding the operations of the library.

LOCAL LICENSING AUTHORITY

Established By: Chapters 5-28 and 5-32 of the Municipal Code

Meeting Schedule: 1st Wednesday monthly at 5:30 p.m.

Composition: 3 citizen members serving 2-year terms; 1 Councilmember, the Mayor Pro-Tem and one Councilmember Alternate serving 2-year terms; and 1 citizen Alternate member serving a 1-year term

Purpose: The Licensing Authority shall have and is vested with the authority to grant or to refuse for cause licenses for the sale at retail of malt, vinous or spirituous liquors or 3.2% fermented malt beverages; to conduct investigations; and to suspend or revoke such licenses for cause. The Authority hears appeals related to denial or revocation of solicitor licenses, ambulance licenses, and food establishment licenses.

OPEN SPACE & TRAILS ADVISORY COMMITTEE

Established By: Chapter 2-42 of the Municipal Code

Meeting Schedule: 4th Thursday monthly at 6:00 p.m.

Composition: 7 resident members serving 4-year overlapping terms; 1 Councilmember and 1 Councilmember Alternate serving 2-year terms

Purpose: Advise City Council on amendments to the open space element of the Master Plan. The Committee is charged with the responsibility of making recommendations to the City Council regarding the acquisition of open space parcels; the location, type, and timing of all trail segments and crossings; and a long-range plan for open space use and management.

PARKS AND RECREATION ADVISORY COMMITTEE

Established By: Chapter 2-44 of the Municipal Code

Meeting Schedule: 3rd Wednesday every other month at 6:30 p.m.

Composition: 7 resident members serving 4-year overlapping terms; 1 Councilmember and 1 Councilmember Alternate serving 2-year terms

Purpose: Advise City Council on amendments to the parks and recreation portions of the Master Plan. The Committee is charged with the responsibility of making recommendations to the City Council regarding the following: the acquisition of parcels for parks and recreation purposes; new and upgraded parks and recreation facilities; and a long-range plan for parks and recreation facilities development.

PERSONNEL MERIT COMMISSION

Established By: Chapter 2-12 of the Municipal Code

Meeting Schedule: Annual meeting in January, typically in the late afternoon, then as needed

Composition: 3 resident members serving 3-year overlapping terms; and one Alternate member serving a 1-year term

Purpose: As provided by the City Charter, to have final jurisdiction and final authority to hear and determine appeals by any aggrieved employee who has been subject to disciplinary action of any kind.

PLANNING & ZONING COMMISSION

Established By: Chapter 2-40 of the Municipal Code

Meeting Schedule: 2nd and 4th Monday monthly at 7:00 p.m.

Composition: 7 resident members serving 4-year overlapping terms; and Alternate member(s) serving a 1-year term

Purpose: Review and make recommendations to Council on rezoning requests, subdivision plats, PUD's and special review applications. The Commission will also hear requests for variances to the Zoning Code and appeals from decisions of the Building official concerning application of the various building, mechanical, and similar housing and construction codes.

PUBLIC ART COMMITTEE

Established By: Chapter 2-82 of the Municipal Code

Meeting Schedule: 2nd Wednesday monthly at 6:00 p.m., plus additional project meetings as needed

Composition: 7 citizen members serving 4-year overlapping terms and 2 Councilmembers serving 2-year terms

Purpose: Implement the public art master plan approved by City Council including guidelines governing public art funding, selection, acquisition, placement, installation, marketing, and maintenance of works of art; develop an educational program for city residents and visitors on Broomfield's public art program; conduct an annual inventory and condition assessment of the city's public art collection; and consult with developers regarding public art opportunities in private developments per direction of Council.
