



City and County of Broomfield Government

RESIDENTS OF BROOMFIELD
MAYOR AND CITY COUNCIL

City / County Manager
Charles Ozaki
303-438-6300

Deputy Manager
Kevin Standbridge
303-438-6300

Assistant Manager
Jennifer Hoffman
303-438-6300

17th JUDICIAL DISTRICT
Coroner
County Court
District Attorney
District Court

INDEPENDENT AUTHORITY BOARDS
Arista Local Improvement District
Building Corporation
Housing Authority
Urban Renewal Authority

MEDICAL / PENSION BOARDS
Employee Medical Care Plan Board
Employee Pension Boards

BOARDS OF THE CITY COUNCIL
Board of Health
Board of Social Services

STRATEGIC INITIATIVES
303-464-5153
Tami Yellico
• Comprehensive Plan Completion and Implementation - Special Projects

LEGAL, AUDITS AND JUDICIAL
City/County Attorney
External Auditor
Municipal Judge

APPEAL AND FINAL ADMINISTRATIVE DECISION BOARDS
Board of Equalization
Local Licensing Authority
Personnel Merit Commission
Planning and Zoning Commission
• Building and Construction Board of Appeals
• Construction Licensing Board
• Zoning Adjustment

CITIZEN ADVISORY BOARDS, COMMISSIONS AND COMMITTEES
Broadlands Golf Course Board
Brunner Farmhouse Advisory
Cemetery Committee
Cultural Council
Health and Human Services Advisory
Historic Landmark Board
HHS Workforce Investment Board
Housing Advisory Committee
Library Board
Open Space and Trails Committee
Parks and Recreation Committee
Planning and Zoning Commission

PERFORMANCE AND INTERNAL AUDIT DEPARTMENT
303-464-5821
Bernie Block
• Internal audit and review of organizational processes

COMMUNITY ASSISTANCE CENTER
303-438-6300
Eileen Albrecht
• Consolidated customer service—offering one-stop convenience for a variety of City and County services

COMMUNITY DEVELOPMENT DEPARTMENT
303-438-6245
Dave Shinneman

- Building
 - Building Code Services
 - Building Inspection
 - Building Plan Review
- Capital Improvements Program
 - Construction Management
 - Project Design
- Code Compliance
 - Nuisance Complaints
 - Zoning Violations
- Engineering
 - Development Review
 - Floodplain Permitting
 - Infrastructure Inspection
 - Infrastructure Planning
 - Traffic / Transportation
- Geographical Information Systems
 - Live Broadcast of Council Meetings
 - Geographic Data
 - Mapping / Surveyor
- Housing
 - Develop and manage programs for affordable housing
 - Manage CDBG Housing Programs
- Planning
 - Comprehensive and Area Plans
 - Demographic Database
 - Development Review
 - Local and Regional Transportation Planning

FINANCE DEPARTMENT
303-438-6368
Pat Soderberg

- Budget
 - Performance Management Reporting
 - Economic Monitoring
- Fiscal Services
 - Asset Management
 - Accounting and Reporting
 - Central Purchasing
 - Cash and Investments
 - Debt Management
 - Payroll
- Central Purchasing
 - Contact Administration
 - General Purchasing
- Risk Management
 - Property and Liability Insurance Administration
- Revenue Management
 - Property Tax
 - Public Trustee
 - Sales and Use Tax
 - Water and Sewer Billing

PUBLIC WORKS DEPARTMENT
303-464-5803
David Allen

- Environmental Services
 - Mosquito Control
 - Laboratory Operations
 - Recycling Water Quality
- Facilities Maintenance
- Fleet Maintenance
- Industrial Pretreatment
- Parks Maintenance
- Reuse Systems Operations
- Sewer System Maintenance
- Sewer Treatment
- Storm System Maintenance
- Street Maintenance
- Water Supplies
- Water System Maintenance
- Water Treatment

POLICE DEPARTMENT
303-438-6400
Gary Creager

- Administration
 - Emergency Management
- Operations Bureau
 - Animal services
 - Criminal investigations
 - Community policing
 - Crime prevention
 - Crime scene processing
 - Patrol
 - Property & evidence
 - School resource officers
 - Special events
 - Traffic
 - Victim services
- Support Services
 - Civil services
 - Communications Center
 - Court security
 - Crime analytics
 - Inmate transport
 - Jail management
 - Maintenance
 - Records
 - Training

ASSESSOR DEPARTMENT
303-464-5819
Sandy Herbison

- Certification of value to taxing authorities
- Maintain value and boundaries of all taxing authorities
- Produce tax roll
- Valuation of all real and personal property

ECONOMIC DEVELOPMENT DEPARTMENT
303-464-5579
Bo Martinez

- Business Assistance and Investments
- Business Recruitment, Retention, and Expansion
- Commercial Development/ Redevelopment (Retail, Office, and Industrial) and Mixed-Use Development
- Community Partnerships
- Data Resources and Information
- Small Business Development
- Target Industry and Community Marketing

OPEN SPACE AND TRAILS DEPARTMENT
303-438-6335
Kristan Pritz

- Land Acquisition
- Management of Open Space
- Planning
- Trail System Development
- Wildlife Policies, Research, and Education

RECREATION SERVICES DEPARTMENT
303-460-6900
Clay Shuck

- Cemetery
- Facility Planning
- Recreation Centers
- Recreation Programs
- Special Community Events

COMMUNICATIONS AND GOVERNMENTAL AFFAIRS DEPARTMENT
303-438-6300
Jennifer Hoffman

- Communications
 - Channel 8
 - Governmental Affairs
 - Local/State /Federal
 - Public Relations
 - Website Administration / Social Media

PUBLIC LIBRARY AND CULTURAL AFFAIRS DEPARTMENT
720-877-2300
Abby Yellman

- Arts Programs
- Auditorium
- Books and Periodicals
- Creative Broomfield Initiatives
- Cultural Spaces and Places
- Discovery Lab and Makers Space
- Education
- Information Access
- Life-Long Learning
- Museums
- Public Art

CITY AND COUNTY CLERK DEPARTMENT
303-464-5819
Jim Candelarie

- Board of Equalization Administration
- City Council agendas and minutes
- City Records
- Mail Room
- Solicitor and liquor licensing
- Elections
 - Election Administration
 - Voter Registration
- Motor Vehicle
 - Titles and License Plates
- Recording
 - Birth Certificates
 - Document Recording
 - Property Deeds

COURTS ADMINISTRATION DEPARTMENT
720-887-2100
Julie McCarthy

- Arraignment Schedules
- Coordination with 17th Judicial District
- Coordination with County Court Administration
- Court Case Manager
- Coordination with District Court Administration
- Municipal Court Administration
- Penalties Administration

HUMAN RESOURCES DEPARTMENT
303-438-6320
Suzanne Smith

- Administration of Personnel Merit System
- Employment Recruitment
- Salary / Compensation Administration
- Employee Benefits Administration
 - Life and Health
 - Retirement Plans
 - Wellness
 - Workers Compensation
- Administration of Self-Funded Medical
- Employee Training and Development
 - Organizational and Leadership Development
- Employee Relations
- Job Line
- Volunteer Recruitment and Administration

INFORMATION TECHNOLOGY DEPARTMENT
303-438-6201
Ernesto Chavez

- Administration
 - Project Management
 - IT Security Management
- Operations
 - DevOps
 - Application administration
 - Network administration
 - System administration
 - Telecommunications administration
 - Customer Success
 - Conference room support
 - Desktop support
 - Help desk
 - Printer support
 - Geographic Information System
 - Geospatial application development
 - Geospatial system architecture
 - Open data administration

HEALTH AND HUMAN SERVICES DEPARTMENT
720-887-2200
Debra Oldenettel

- Broomfield Workforce Center
- Child, Adult, and Family Services
 - Child Protection / Adult Protection
 - Out-of-Home Placement / Foster Care
 - Adoptions / Foster-Adopt
- CSU Extension
- Public Health and Environment
 - Health Promotions
 - Nursing Services / Immunizations
 - Environmental Health Services
 - Disease Investigations
 - Reproductive Health
 - Emergency Preparedness and Response
 - Vital Records
- Self-Sufficiency, Public Assistance and Employment
 - Adult and Aging Programs
 - Child Care Assistance
 - Child Support Enforcement
 - Food assistance
 - Low-Income Energy Assistance
 - Medicaid / Medical Assistance
 - Temporary Assistance to Needy Families
 - Tenant Based Rental Assistance
 - Veterans' Services
- Senior Services
 - Nutrition Services
 - Easy Ride Transportation
 - Wellness Services
 - Information and Referral