

NOTICE OF PUBLIC HEARING
BEFORE THE
CITY AND COUNTY OF BROOMFIELD

DATE: May 13, 2025
TIME: 6:00 p.m.
PLACE: Council Chambers, George Di Ciero City & County Building
One DesCombes Drive
Broomfield, Colorado 80020

Notice is hereby given that a public hearing will be held before the City and County of Broomfield on

ORDINANCE NO. 2269

An ordinance to amend Chapter 2-60 to the Broomfield Municipal Code to change administrative organization.

Be it ordained by the City Council of the City and County of Broomfield, Colorado:

Section 1.

Chapter 2-60 - Administrative Organization is amended as follows:

2-60-010 Purpose.

The purpose of this chapter is to establish administrative departments as provided for in section 8.8(a) of the Charter and to establish the executive offices for the city and county manager and city and county attorney.

2-60-020 Administrative policies and procedures.

The city and county manager is authorized to promulgate and enforce administrative policies and procedures consistent with law relating to the exercise by the city and county manager of supervision and control over the executive offices and administrative departments of the city and county and the employees thereof.

2-60-030 Office of the city and county manager.

- (A) The office of the city and county manager includes the city and county manager and such deputies and assistants as may be authorized by the city council.
- (B) In the absence or disability of the city and county manager, a deputy city and county manager or an assistant city and county manager designated by the city and county manager is hereby authorized to act for and on behalf of the city and county manager and shall have all responsibilities, duties, functions, and authority of the city and county manager.

(C) The city and county manager may assign various functions and duties to the different departments and divisions.

2-60-040 Office of the city and county attorney.

(A) The office of the city and county attorney includes the city and county attorney and such deputies and assistants as may be authorized by the city council.

(B) In the absence or disability of the city and county attorney, a deputy city and county attorney designated by the city and county attorney is hereby authorized to act for and on behalf of the city and county attorney and shall have all responsibilities, duties, functions, and authority of the city and county attorney.

2-60-050 Strategic initiatives department. ~~Reserved.~~

There is hereby established a strategic initiatives department, which shall be supervised by a director of strategic initiatives who shall be responsible for the Organizational Strategic Plan, key initiatives of interest to the community that are driven by specific community needs, and other responsibilities as designated by the city and county manager.

2-60-060 Police department.

There is hereby established a police department, which shall be supervised by a police chief. The police department includes all municipal police functions and all county sheriff functions, including but not limited to court security, jail management, and civil process.

2-60-065 Communication and engagement department.

There is hereby established a communication and engagement department, which shall be supervised by a director of community and engagement who shall be responsible for official communications, media relations, digital platforms, public engagement, marketing, outreach, and other responsibilities as designated by the city and county manager.

2-60-070 Courts administration department.

There is hereby established a courts administration department, which shall be supervised by **the presiding municipal judge** ~~a director of court service~~ who shall be responsible for the administration of the municipal court, ~~and other responsibilities as designated by the city and county manager.~~ **The municipal judge may hire and supervise a court administrator and other such staff as necessary for the operation of the municipal court.**

2-60-75 Public health and environment department.

There is hereby established a public health and environment department, which shall be supervised by a director of public health and environment who shall be responsible for public health services to protect and promote the health of the community, and other responsibilities as designated by the city and county manager.

2-60-080 ~~Health and~~ Human services department.

There is hereby established a ~~health and~~ human services department, which shall be supervised by a director of ~~health and~~ human services who shall be responsible for administration of all ~~health and~~ human services functions not otherwise delegated by the city and county manager or by ordinance and other responsibilities as designated by the city and county manager.

2-60-085 Public library and cultural affairs department.

Chapter 2-52, B.M.C., establishes a library department. There is hereby established a cultural affairs department, which shall be supervised by a director of public library and cultural affairs who shall oversee cultural affairs and shall, consistent with Chapter 2-52, B.M.C., oversee the library department.

2-60-090 Recreation services department.

There is hereby established a recreation services department, which shall be supervised by a director of recreation services who shall oversee all recreation services and other responsibilities as designated by the city and county manager.

2-60-095 Open space and trails department.

There is hereby established an open space and trails department, which shall be supervised by a director of open space and trails who shall be responsible for the planning, acquisition and management of open space properties and trails.

2-60-100 Finance department.

There is hereby established a finance department, which shall be supervised by the director of finance who shall oversee the operations of purchasing, fiscal management, risk management, budget and research, accounting, utility billing, and county treasurer, public trustee functions and responsibilities, and other responsibilities as designated by the city and county manager.

2-60-105 Assessor department.

There is hereby established an assessor department, which shall be supervised by the director of the assessor department, which shall perform the acts and duties required of assessors pursuant to the state constitution and the general laws of the state and oversee the

operations of the assessor department, and other responsibilities as designated by the city and county manager.

2-60-110 City and county clerk department.

There is hereby established a city and county clerk department, the director of which shall be the city and county clerk, who shall oversee the operations of recording, elections, motor vehicles, central records and including the acts and duties required of clerk and recorders pursuant to the state constitution and the general laws of the state, and who shall serve as the city clerk pursuant to section 8.6 of the charter and oversee and perform all functions and duties of the city clerk as set forth in the Home Rule Charter and the Broomfield Municipal Code.

2-60-115 Development, diversity, equity, and inclusion department.

There is hereby established a development, diversity, equity, and inclusion department, which shall be supervised by a director of development, diversity, equity, and inclusion who shall be responsible for ensuring inclusive policies, workforce development, and other responsibilities as designated by the city and county manager.

2-60-120 Information technology department.

There is hereby established an information technology department, which shall be supervised by a director of information technology who shall oversee all computer network and telecommunications systems within all city and county departments and facilities.

2-60-125 Performance and internal audit department.

There is hereby created a performance and internal audit department, whose head shall be the director of performance and internal audit. The department shall be responsible for performing management, operational, and compliance audits and process reviews of the City and County of Broomfield departments, programs, and activities, and other responsibilities as designated by the city and county manager. The director of performance and internal audit shall report to the city and county manager.

2-60-130 Human resources ~~People and innovation~~ department.

There is hereby established a human resources ~~people and innovation~~ department, which shall be supervised by a director of **human resources** ~~people and innovation~~ who shall be responsible for coordinating the human resources management activities for the city and county and other activities as designated by the city and county manager. ~~Any reference to the "human resources department" shall mean "people and innovation department" and any reference to "human resources director" shall mean "director of people and innovation."~~

2-60-135 Economic vitality department.

There is hereby created an economic vitality department, which shall be supervised by the director of economic vitality. The department shall be responsible for managing the City and County of Broomfield's economic development program, including preparation and implementation of economic development plans, strategies, activities, events for Broomfield, and other responsibilities as designated by the city and county manager. The department shall coordinate with the Broomfield Urban Renewal Authority and other agencies.

2-60-140 Community development department.

There is hereby established a community development department, which shall be supervised by a director of community development who shall oversee all planning, engineering, building, capital improvements, and other responsibilities as designated by the city and county manager.

2-60-150 Public works department.

There is hereby created a public works department, which shall be supervised by a public works director who shall oversee facility maintenance, street maintenance, fleet maintenance, ~~water utility maintenance, wastewater utility maintenance, water treatment, water supply planning and development, wastewater treatment,~~ environmental services, and other responsibilities as designated by the city and county manager.

2-60-155 Water utilities department.

There is hereby established a water utilities department, which shall be supervised by a director of water utilities who shall be responsible for managing water treatment, distribution, wastewater services, stormwater, conservation efforts, and infrastructure maintenance, and other responsibilities as designated by the city and county manager.

2-60-160 Department directors.

- (A) The city and county manager shall appoint a director for each of the administrative departments. In the event of a vacant department director position, the city and county manager may appoint an acting director for an administrative department for a period of time not exceeding six months.
- (B) ~~Except for the police chief, d~~Department directors and acting department directors serve at the pleasure of the city and county manager. ~~The police chief is included in the personnel merit system pursuant to section 9.1 of the Charter.~~

Section 2.

This ordinance is effective seven days after publication following final passage.

Introduced and approved after first reading on April 22, 2025, and ordered published in full.

Introduced a second time and approved on May 13, 2025, and ordered published.

APPROVED AS TO FORM:

/s/ Nancy Rodgers

City and County Attorney

*Bold type indicates new material to be added to the Broomfield Municipal Code.
Dashes through words indicate deletions from the Broomfield Municipal Code.*

Published in full in the Broomfield Enterprise on Sunday, April 27, 2025
Posted on the Broomfield Website Thursday, April 24, 2025