MEETINGS OF THE *Broomfield Council*

BROOMFIELD COUNCIL MEETING AGENDA

TUESDAY, AUGUST 25, 2026
6:00 PM
Broomfield Council Chambers
George Di Ciero City and County Building
One DesCombes Drive
Broomfield, CO 80020

1. Meeting Commencement

1.A. Pledge of Allegiance

1.B. Review and Approval of Agenda

2. Petitions and Communications

2.A. Declaring September as Caseworker Appreciation Month Proclamation

2.B. Workforce Development Month Proclamation

2.C. Scientific and Cultural Facilities District Reauthorization Update

3. Councilmember Reports

4. Public Comment

5. Reports

5.A. Performance and Internal Audit Semi-Annual Update

6. Consent Items

6.A. Minutes for Approval

6.B. Parks, Recreation, and Senior Services Fee Schedule 2027 (Resolution No. 2026-92)

6.C. Amendment to the Adopted Flag Policy to Allow for the Flying of Military Branch and POW/MIA flags on CCOB Flagpoles and Along Midway (Resolution No. 2026-103)

6.D. November General Election IGAs (Resolution No. 2026-106)

6.E. Amendment to Council Rules and Procedures (Resolution No. 2026-112)

7. Action Items

7.A. Electronic Bike Enforcement (Ordinance No. 2311 - First Reading)

7.B. Drought Update

7.C. Code Change Regarding Review Criteria for Site Development Plan Administrative Amendments to Require Public Hearing for Changes that would Reduce or Eliminate Outdoor Recreation Facilities (Ordinance No. 2305 - First Reading)

8. Mayor and Councilmember Requests for Future Action

9. Adjournment

The City and County of Broomfield operates without regard to race, color, national origin, ethnicity, citizenship, immigration status, religion, gender, age, sex, sexual orientation, gender identity, gender expression, marital status, source of income, military status, or disability in all programs and activities.
Individuals with disabilities requiring accommodation or persons needing a language interpreter must submit such a request to the City Clerk no later than noon on Thursday prior to the scheduled Council meeting to allow adequate time to make arrangements. Please call 303.438.6332 or TDD 303.465.5411 or write cityclerk@broomfield.org to make your request.
During the meeting, individuals can click the “CC” button on Live Council meeting video feeds to view closed captioning. Auxiliary hearing aid equipment can be requested on the night of the meeting with our AV team located at the back of the Council Chambers.

Date Posted: August 19, 2026

CITY AND COUNTY OF BROOMFIELD *Staff Memorandum*

Meeting Date: August 25th, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Tiffany Ramos, Division Manager for Child, Adult and Family Services of Broomfield

Memo Title/Subject: Caseworker Appreciation Month

View Correspondence
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Council Action Needed on Item

- N/A. This memo is informational only.

Summary

Caseworker Appreciation Month recognizes and celebrates the exceptional work of our Broomfield prevention, child welfare and adult protection caseworkers. These professionals play a vital role in the lives of adults, children, and families by providing essential services, support, and advocacy during times of great need.

Casework in prevention, child welfare and adult protection is often complex and emotionally demanding. Yet, our caseworkers consistently demonstrate compassion, dedication, and professionalism in every interaction. They are often the quiet force behind safety, stability, and healing in some of the most difficult circumstances.

Broomfield's prevention, child welfare and adult protection team is leading the way in innovation and the use of cutting-edge practices. Recent advancements and program expansions include:

- **Adult Protection Outreach and Prevention**: Proactively engaging at-risk adults through education, resources, and community partnerships.
- **Family Search and Engagement**: Identifying, locating, and engaging relatives and other supportive adults to strengthen lifelong connections and expand a child's support network.
- **Respite Program**: Providing short-term, planned care and support to give caregivers temporary relief, reduce family stress, and help maintain children safely in their homes whenever possible.

These initiatives reflect our department's commitment to holistic, family-centered care and our focus on keeping families safely together whenever possible.

Caseworkers are the critical link between vulnerable individuals and the services that can change lives. Their work often goes unseen, but its impact is profound. This month — and every month — we extend our heartfelt thanks and appreciation to our child welfare caseworkers for their extraordinary service.

Please take a moment to thank a caseworker, acknowledge their efforts, and help us celebrate the essential role they play in our community.

Financial Considerations

N/A

Prior Council or Other Entity Actions

N/A

Boards and Commissions Prior Actions and Recommendations

N/A

Detailed Background/Additional Information/Project Details

N/A

Proclamation

PROCLAMATION DECLARING SEPTEMBER 2026 AS
CASEWORKER APPRECIATION MONTH

WHEREAS, caseworkers in Broomfield's prevention, child welfare, and adult protection system play a vital role in our community by providing essential services, support, and advocacy to children, youth, adults, and families in need; and

WHEREAS, their work is often challenging and emotionally demanding, yet they approach it with unwavering compassion, dedication, and professionalism, demonstrating the highest commitment to public service; and

WHEREAS, Broomfield caseworkers are at the forefront of innovation and cutting-edge practices, leading the way in implementing holistic, person- and family-centered approaches that promote safety, stability, and long-term well-being; and

WHEREAS, these professionals have expanded vital programs including Adult Protection Outreach to serve the at-risk population and the Respite program to strengthen family resiliency and build community connections; the Family Search and Engagement Program to increase children's lifelong connections to their family.

WHEREAS, caseworkers serve as a critical link between vulnerable populations and the resources necessary for health, dignity, and opportunity, often working long hours under complex and difficult circumstances to uphold justice, equity, and family unity; and

WHEREAS, we express our deepest gratitude to Broomfield's Prevention, child welfare, and adult protection caseworkers for their service, leadership, and unwavering commitment to improving the lives of adults, children, and families across our city.

NOW, THEREFORE, I, Guyleen Castriotta, Mayor of the City and County of Broomfield, do hereby declare and proclaim September 2026 as:

Caseworker Appreciation Month In Broomfield

In witness whereof, I hereunto set my hand and official seal on this 25th day of August 2026.

Guyleen Castriotta
Mayor

CITY AND COUNTY OF BROOMFIELD *Staff Memorandum*

Meeting Date: August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Celia Hardin, Workforce Division Manager

Memo Title/Subject: Proclamation of September 2026, as Workforce Development Month.

View Correspondence
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Council Action Needed on Item

- N/A. This memo is informational only and to support the proclamation of September 2026, as Workforce Development Month.

Summary

The world of work continues to shift at a rapid pace. A resilient, adaptable, and skilled workforce serves as the foundation of a strong economy and vibrant community. It is essential to the enduring success and prosperity of the City and County of Broomfield.

The City and County of Broomfield remains steadfast in its commitment to empowering our customers by investing in their professional growth, education, and confidence, ensuring they are well-equipped to meet the dynamic challenges of our local industries.

Our specialized teams—now proudly operating as Workforce Colorado—provide essential career resources, training opportunities, and upskilling pathways. These no-cost services are critical in cultivating talent and skills for jobseekers, while building connections with meaningful employment, fostering career advancement, and supporting long-term economic self-sufficiency.

Local employers are the backbone of our community, and they require strategic support to recruit top-tier talent and optimize their operations. By partnering with Workforce Colorado, businesses can effectively grow the talent pipelines necessary for sustainable growth and operational success.

The strength of our workforce ecosystem relies on collaboration between our local business community, government agencies, and community partners.

Observing Workforce Development Month is a vital opportunity to champion the importance of career development, honor the commitment of our dedicated workforce professionals, and increase community engagement with the resources available to them.

Financial Considerations

N/A

Prior Council or Other Entity Actions

Prior Council Action: September 2025 Proclamation for Workforce Development Month

Boards and Commissions Prior Actions and Recommendations

N/A

Detailed Background/Additional Information/Project Details

N/A

Proclamation

PROCLAMATION DECLARING SEPTEMBER 2026 AS
WORKFORCE DEVELOPMENT MONTH

WHEREAS, the world of work continues to shift at a rapid pace. A resilient, adaptable, and skilled workforce serves as the foundation of a strong economy, a vibrant community, and is essential to the enduring success and prosperity of the City and County of Broomfield; and

WHEREAS, the City and County of Broomfield remains steadfast in its commitment to empowering our customers by investing in their professional growth, education, and confidence, ensuring they are well-equipped to meet the dynamic challenges of our local industries; and

WHEREAS, our specialized teams—now proudly operating as Workforce Colorado—provide essential career resources, training opportunities, and upskilling pathways. These no-cost services are critical in cultivating talent and skills for jobseekers, while building connections with meaningful employment, fostering career advancement, and supporting long-term economic self-sufficiency; and

WHEREAS, local employers are the backbone of our community, and they require strategic support to recruit top-tier talent and optimize their operations. By partnering with Workforce Colorado, businesses can effectively grow the talent pipelines necessary for sustainable growth and operational success; and

WHEREAS, the strength of our workforce ecosystem relies on collaboration between our local business community, government agencies, and community partners; and

WHEREAS, observing Workforce Development Month is a vital opportunity to champion the importance of career development, honor the commitment of our dedicated workforce professionals, and increase community engagement with the resources available to them.

I encourage all residents, business leaders, and community organizations to leverage this month to celebrate our local workforce, explore the resources available through Workforce Colorado: Connecting Our Community to Opportunity. Let's all grow Broomfield's Tomorrow!

NOW, THEREFORE, I, Guyleen Castriotta, Mayor of the City and County of Broomfield, do hereby declare and proclaim September 2026 as:

WORKFORCE DEVELOPMENT MONTH IN BROOMFIELD

In witness whereof, I hereunto set my hand and official seal on this the 25th day of August 2026.

Guyleen Castriotta
Mayor

Meeting Date: Aug. 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Andrea Albo, Executive Director of Scientific and Cultural Facilities District (SCFD)

Memo Title/Subject: Scientific and Cultural Facilities District (SCFD) Reauthorization Update

View Correspondence
View Presentation

Council Action Needed on Item

This memorandum introduces the SCFD Road to Reauthorization.

Summary

Funded by a 0.1% sales tax across seven metro counties, the Scientific and Cultural Facilities District (SCFD) supports regional arts, culture and science organizations. SCFD is currently undertaking a multiphase stakeholder process to update its funding model ahead of a November 2028 reauthorization vote. The resulting proposal will require approval from both the SCFD Board and the Colorado General Assembly before reaching voters on the November 2028 ballot across all seven counties. SCFD will update Council on timeline, strategy and community engagement so far.

Financial Considerations

N/A

Prior Council or Other Entity Actions

In 2000, the council adopted Ordinance No. 1445, establishing the Broomfield Cultural Council. The following year, it approved Resolution No. 2001-171, authorizing the first allocation of SCFD Tier III funds in Broomfield.

Most recently city council approved Resolution No. 2026-40 approving the SCFD 2026-2027 Funding Allocation based on the council memo for the Proposed Resolution for Scientific and Cultural Facilities District (SCFD) Funding Allocations for the 2026/2027 Funding Cycle. Council has approved similar resolutions to proposed Resolution No. 2026-40 each year since 2001.

Boards and Commissions Prior Actions and Recommendations

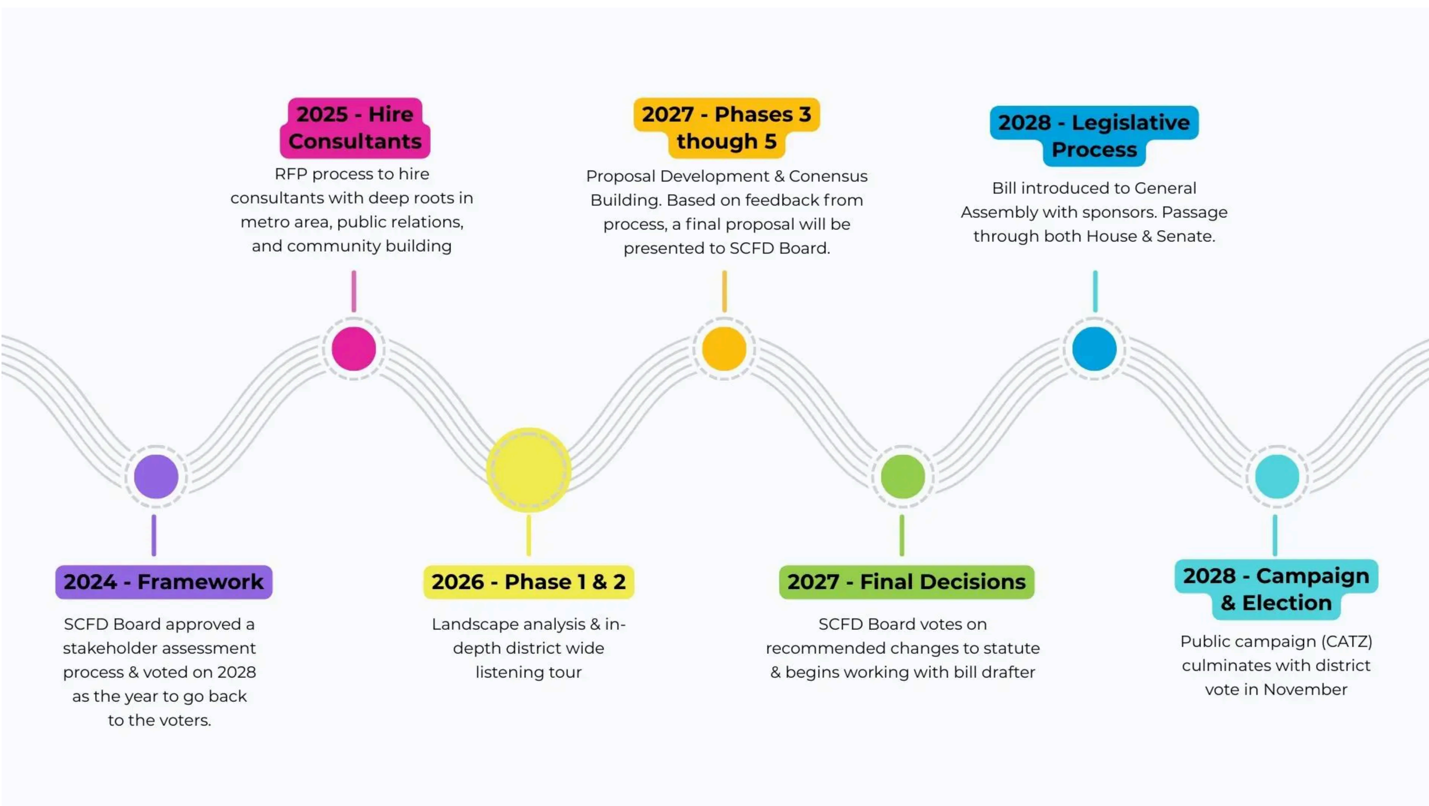
N/A

Detailed Background/Additional Information/Project Details

The Scientific and Cultural Facilities District (SCFD) is a special regional tax district with physical boundaries contiguous with the borders of the seven metro counties: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas and Jefferson. SCFD funding is based on a 0.1% sales and use tax collected in those seven counties. This is equivalent to one penny on every $10 collected. SCFD uses those tax dollars to fund organizations that provide for the enlightenment and entertainment of the public through the production, preservation, exhibition, advancement or preservation of performing art, visual art, cultural history, natural history or natural sciences.

SCFD has been approved by Colorado voters four times over the course of their 35-year history of providing culture for all. Broomfield County joined SCFD in 2001 and Broomfield County-funded organizations have received over $4.91 million during its 26-year history of participation. Each participating county holds a seat on the SCFD Board of Directors, with resident Deven Shaff representing CCOB through March 2029.

Over the next two years, SCFD and its consulting partner, GBSM, will facilitate a five-phase stakeholder engagement process to update the district's funding model and operational structure for the future. To learn more about SCFD and the reauthorization process, review this one-page project overview or visit scfd.org/reauthorization.



CITY AND COUNTY OF BROOMFIELD *Staff Memorandum*

Meeting Date: Tuesday, August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Bernie Block, Performance & Internal Audit Director

Memo Title/Subject: Performance & Internal Audit Semi-Annual Update

View Correspondence
View Presentation

Council Action Needed on Item

City Council previously requested semi-annual updates on PIA activities. The Performance and Internal Audit (PIA) Department seeks questions/comments from the City Council regarding the activities described below.

Summary

In December of each year, an annual organizational risk assessment is completed, then, based in part on the assessment, the potential future audit projects list is updated and priority ranked. The resulting 2026 Annual Project Plan (Attachment 1), which reflects the scope and objectives of projects, has been updated based on new information and the changing needs of the organization. Since the last City Council update in February 2026, work has been conducted on the activities described below.

Performance Audits provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. These audits are performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) and generally focus on program effectiveness and results, internal controls, compliance, and prospective analysis. The PIA Status Updates Listing (Attachment 2) provides a summary of all performance audit findings, recommendations, and the status for issued audits with open and recently implemented items. Performance Audits completed or in progress since the last update include Custodial Maintenance (in-progress).

Special Projects/Reviews are unscheduled, narrowly focused reviews on a specific topic requested by the City and County Manager's Office. Due to the limited, narrow focus of these activities, the projects are not conducted in accordance with GAGAS. Special Reviews completed or in progress since the last update include the Water Utilities Compliance Review (in progress).

Business Process Improvement (BPI) projects focus on operational efficiencies by working directly with process owners to eliminate waste and improve workflows throughout the City and County of Broomfield (CCOB). The structure of BPI projects vary depending on the goals and objectives of each project. BPI projects completed or in progress since the last update include the Grants Policy Update & Billing/ Reconciliation Workshops (completed), Recording/Treasurer Daily Balancing (in progress), Unclaimed Property (in progress), and the Audi Rental Process (planning in progress).

Consultation is provided to management and staff on various internal control, process improvement, and external audit related matters.

Professional Development activities include assisting in the development and delivery of process improvement and change management training materials for the CCOB Innovation Ecosystem (IE) program and mentoring Innovation Ecosystem participants on their IE projects.

Other activities include participation in activities related to the Organizational Strategic Plan, Artificial Intelligence, Enterprise Resource Planning (ERP) system implementation, audit follow-ups, and maintenance of the CCOB Employee Fraud Hotline.

Financial Considerations

N/A

Prior Council or Other Entity Actions

The last PIA update was provided on February 25, 2026.

Attachment 1

Performance & Internal Audit (PIA) 2026 Project Plan

Project	Dept/	Scope / Objectives	Status
Performance Audits		**Performance Audits provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. Performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) and generally focus on program effectiveness/results, internal controls, compliance, and prospective analysis.**	
Custodial Maintenance	PW Custodial Ops	The audit scope covers Custodial Maintenance operating practices. The objectives are to determine if: 1) services meet established organizational standards, 2) custodial staffing levels and schedules are appropriate for the assigned workload, 3) safety protocols (e.g. OSHA and chemical management) are being met, 4) and costs are in line with industry benchmarks.	In Progress
Developer Incentive Agreements	CMO/CD/ EV/ Finance	The audit scope will cover the monitoring of deliverables included in Developer Incentive Agreements. The audit objectives are to: 1) review relevant SOPs; 2) research existing agreements in the CCOB document mangement system to ensure these have been captured in the agreement tracking workbook; 3) sample five agreements to ensure all items that warrant tracking have been included in the workbook, 4) confirm all actionable items have been assigned ownership; and 5) confirm a process exists for reassigning ownership of action items when employee turnover occurs.	Not Started
NWPSIS, BWC, & Property/Evidence	PD	The project scope covers select operating practices associated with the New World Public Safety Information System (NWPSIS), the Body Worn Camera (BWC) Program, and the administration of Property & Evidence (P&E). The objectives are to evaluate: 1) the support structure to ensure NWPSIS issues are being addressed in a timely manner, 2) user satisfaction with the NWPSIS functionality and reliability, 3) BWC video files classifications, 4) the P&E module functionality and the impact on internal controls/data integrity, 6) P&E inventory (via a sample inventory), and 7) P&E disposition practices (including BWC footage). ***Note - tailored project that revisits specific issues identified in previous performance audits***.	Not Started
Cybersecurity Audit Follow-Ups	IT	Follow-up on the status of past audit recommendations and assist departments where possible.	On-Going
Audit Follow-Ups	Various	Follow-up on the status of past audit recommendations and assist departments where possible.	On-Going
Other Audit Related Tasks	N/A	Annual Risk Assessment (exec mgmt feedback and research governmental audit topics). Maintain Potential Audits Projects Listing and develop Annual Project Plan with input from the CMO/CAO. Council Meeting memo prep & attendance for Semi-Annual PIA Updates. CCOB Fraud Hotline and maintenance of PIA Policies/Procedures.	On-Going
Special Reviews		**Narrowly focused projects requested by CMO. Reviews are not conducted in accordance with GAGAS.**	
Water Utilities Compliance Review	Water Utilities	The project scope covers the CCOB Water Treatment operations and SOPs. The objectives are to: 1) review SOPs from the Water Treatment Division to determine if these are compliant with the CDPHE regulatory requirements, 2) develop a review template that can be used for future reviews, and 3) evaluate staffing structure in relation to industry best-practices.	In Progress
Non-Audit Svcs			
Business Process Improvement		**Business Process Improvement (BPI) projects focus on operational efficiencies by working directly with process owners to eliminate waste and improve workflows. This also involves working with staff to more effectively use electronic data in order to reduce processing times and improve the accuracy of reporting.**	
Unclaimed Property	Finance	The project scope covers all processes associated with the disposition of unclaimed property. The objectives are to: 1) ensure all 2025 outstanding issues are resolved, 2) work with CCOB staff to finalize the SOP, 3) ensure responsibilities are appropriately assigned, and 4) serve as a resource as staff administers the 2026 process.	In Progress
Grants Policy Update & Billing/ Reconciliation Workshops	All Depts w/ Grants	The project scope covers the Grants Policy and the grant billing/reconciliation processes. The objectives are to assist the Finance Granst Administrator with: 1) the streamlining of the Grants Policy, and 2) training Departmental Grant Designees on the proper methods for Grantor billing and reconciliation practices using general ledger data.	Complete
Recorder/ Treasurer Daily Balancing	CRO	The project scope will cover Recording/Treasurer end of day balancing procedures. The objectives are to: 1) identify current practices, 2) identify deficiencies/painpoints in the current process, 3) work with the project team to identify solutions to make the process more effective/efficient, and 4) ensure the new processes are clearly documented and understood by staff.	In Progress
Audi Rental Process	LAHE	Identify ways to make it a better experience for both our renters and staff. Scope/objectives to be identified in July 2026 and project conducted fall 2026.	Planning
Developer Incentive Agreements	CMO/CD / EV/ Finance	The project scope will cover the Developer Incentive Agreements lifecycle. The objective is to work with staff from the various departments that have a role to document the process flow from the start (evaluation of the initial executed agreement) to the end (close-out and archiving of the agreement).	Not Started
Vehicle/Equipment Replacement Fund	Finance & Fleet Mtc.	The project scope cover funding, budgeting, purchaing, and disposition practices for vehicles and equipment. The objectives are to: 1) conduct best-practice research on how local governments adminster these activites, 2) collaborate with Finance and PW/Fleet Mntc staff to identify new opportunities, and 3) assist in the development of an updated, proposed approach. CCOB managements will ultimately make the decision on how to proceed once the information has been provided.	Not Started
Other		**Other continuous process improvement & performance activities.**	
IE	All	Innovation Ecosystem (IE) program development and delivery of process improvement training. Also, mentoring IE graduates on their projects.	On-Going
AI	All	Artificial Intelligence (AI) Steering Committee and AI Community of Practice (CoP) participation in order to help encourage and identify pratical and responsible uses of AI technology.	On-Going
ERP	All	Enterprise Resource Planning (ERP) project subject matter expert.	In Progress
OSP	All	Organizational Strategic Plan (OSP) Steering Committee.	In Progress
Consultation	All	Management consultation on topics such as policies/procedures, internal controls, and external audit.	On-Going

Performance and Internal Audit Status Update - Attachment 2								
Audit & Special Reviews Issue Date	Dept / Division	Topic	#	Finding	Recommendation	Priority Ranking	Revised & Original Estimated Complete Date(s)	August 2026 Audit Status Update or Management Responses in Recently Issued Audit Report
***Note** - This is a summarized version of the audit findings and recommendations. Please refer to the detailed audit report if the context of certain topics are not be readily apparent.*								
CCOB Risk Mgmt Process 3/31/2013	CCAO / R&S	Reconciling CCOB Fixed Assets Listing to CIRSA Application	4	a. CIRSA application is not fully reconciled on an annual basis to the CCOB Fixed Asset Listing b. Replacement costs on CIRSA application are not substantiated	a. Conduct a more comprehensive annual reconciliation of CIRSA application asset data b. Develop methodology that supports the reasonableness of replacement cost values on CIRSA application	Medium	12/2028 12/2026 12/2025 12/2022 12/2020 12/2019 12/2018 6/2014	Major CCOB assets have been reconciled to the CIRSA application and adjustments made accordingly. However, a sustainable, repeatable process that includes all CCOB assets is still being developed. While Finance maintains an asset listing for financial reporting purposes, it does not reflect all organizational assets, estimated replacement costs, or a sufficient projection of future capital needs. The forthcoming asset management system should help ensure all relevant factors are considered. Management is aware of this issue and plans to fully address it when the asset management system is implemented in the fall of 2028.
Capital Improvement Program (CIP) 8/21/2013	Finance, PW	CIP Policies / Procedures Related to Capital Asset Data	1	Organizational guidelines related to capital asset tracking and reporting need to be developed.	Finance and Public Works Departments should work together to enhance the organizational policies and procedures governing capital asset inventory records.	Medium	12/2028 12/2026 12/2025 12/2022 6/2022 12/2020 6/2019 12/2018 6/2014	A cross-functional group of CCOB employees will be evaluating asset tracking and CIP administration processes (see Recommendation 3 below for additional details). The content from the project will be used to help identify the required CIP policies and procedures, which will then be documented and communicated throughout the CCOB. This will be done in conjunction with the Asset Management System project.
Capital Improvement Program (CIP) 8/21/2013	All Depts.	Use of Technology in the Capital Planning and Asset Management Process	2	The current CIP planning and operating budget process, as well as the subsequent management of assets for operational and financial reporting purposes, is a convoluted process involving various forms and systems that are used to track and report on capital assets. The information is often duplicative amongst the various forms and systems and information that resides in several locations must be periodically reconciled. This is a time-consuming and error prone process. In other cases, the assets are simply not effectively tracked and managed.	CCOB management should consider implementing an integrated capital asset management system that can be used consistently by the various functions throughout the organization for tasks such as tracking asset additions and deletions, financial reporting (i.e. asset balances, depreciation, accumulated depreciation, etc.), budget planning (CIP and operational), asset maintenance scheduling and tracking, and asset inventories. At a minimum, the Finance, Public Works, and Information Technology Departments should be included in this exercise.	Medium	12/2028 12/2026 12/2025 12/2022 6/2022 12/2020 6/2019 12/2018 6/2014	Management agrees that an Asset Management System would be beneficial to the CCOB. A cross-functional project assessing asset management needs will take place in conjunction with the upcoming ERP replacement project. A comprehensive assessment of organizational asset management needs will take place prior to procuring the system.
Capital Improvement Program (CIP) 8/21/2013	All Depts.	Future Business Process Improvement Project (BPI)	3	There was insufficient time (and it was beyond the audit scope) to thoroughly identify, discuss and implement strategies for improving the overall CIP process. More time should be dedicated by management to improve the efficiencies and effectiveness of the CIP process.	Management should consider conducting a BPI project focused on the CIP process. The BPI project would involve a cross-functional group of stakeholders who would work together during a concentrated period of time to identify and implement opportunities for improving the CIP process.	Medium	12/2028 12/26, 12/25, 12/22, 6/22, 12/20, 6/19, 12/18, 6/14	In preparation of the upcoming Asset Management System, a project involving representation from various departments throughout the CCOB will be conducted.
Capital Improvement Program (CIP) 8/21/2013	Finance	Report of Capital Facilities	7	A standard report that communicates the existence and condition of existing capital assets does not exist. Currently, the information needed to prepare a detailed capital asset report is not readily available because the information is either maintained in different systems, or it is not currently tracked.	The Finance Department, cooperating with other Departments that maintain asset information, should prepare a comprehensive Report on Capital Facilities at least every one to three years. Note – this recommendation is partially dependent on the first two recommendations since consistent capital asset data from reliable identified sources is a prerequisite.	Low	12/2028 12/26, 12/25, 12/22, 6/22, 12/20, 6/19, 12/18, 6/14	An asset management system (see recommendation #2 above) would greatly facilitate the preparation of a comprehensive report on capital facilities. Thus, the report will be prepared after a system has been implemented and sufficiently populated.

Performance and Internal Audit Status Update - Attachment 2								
Audit & Special Reviews Issue Date	**Dept / Division**	**Topic**	**#**	**Finding**	**Recommendation**	**Priority Ranking**	**Revised & Original Estimated Complete Date(s)**	**August 2026 Audit Status Update or Management Responses in Recently Issued Audit Report**
Grants Billing and Cash Receipts 03/15/2016	Finance - Acctg & Budget	Grant Billing and FINS Reconciliation Process	1	CCOB policies and procedures related to grant financial administration are limited, and grants are administered in a decentralized manner by the departmental administrators with varying accounting backgrounds. As a result, inconsistent grant accounting practices exist. There are also several examples of expense tracking methods (generally Excel spreadsheets) within the organization that are used for grant financial reporting purposes, opposed to using the official accounting records from FINS.	The Finance Department should follow-through with its plans to address the FINS shortcomings (i.e. 1) timeliness and comprehensiveness of grant payroll and 2) timeliness of PCard data), which are a factor causing departments to maintain supplemental, inefficient, and sometimes inaccurate accounting records.	Medium	a. Payroll ~ 12/2027 PCard - 12/26, 10/24, 6/24, 12/22, 5/22, 3/21, 6/20, 4/19, 11/18, 8/18, 12/17, 6/17	(Payroll) - The Human Rsources Information System (HRIS) component of the Enterprise Resource Planning (ERP) system replacement project should provide opportunities to improve the timeliness of grant payroll reporting. (PCards) - The timely positing of PCard data remains a challenge. Finance is currently collecting and analyzing PCard data, which will be used when updating PCard policies and practices. These changes, along with other procurement updates, are being done in conjunction with the ERP project.
Police Dept Overtime 5/23/2016	Police	Time Reporting	1	The PD has not established time based performance standards for routine daily tasks.	The PD should develop a listing of all data elements needed to effectively track hours associated with standard time, regular overtime (OT) and Extra Duty Assignment (EDA) OT. Where practical, performance standards should also be developed and associated with routine, standard processes. The PD should also attempt to incorporate this enhanced staffing/timekeeping data into the budgeting process.	Medium	6/2028 6/2018 3/2018 5/2017	Resolution of this issue is dependent on an enhancement or replacement of the Human Resources Information System, which is scheduled to take place during the new ERP implementation process.
Tax Collection, Recording, & Allocation Procedures 4/9/2018	Comm Dev Economic Dev Finance/ Acctg	Developer Incentive, and Service Expansion Fee Agreements	4	There are opportunities to more effectively administer incentive, developer, and Service Expansion Fee agreements.	a. Establish a standard electronic filing structure with agreed upon naming conventions and attempt to eliminate duplicate documentation. b. Document standard operating procedures for administration tasks that apply to all agreements and supplement with more specific instructions for tasks that are unique to each agreement. A shared Google calendar should also be considered so that administration activities are apparent to the City Manager's Office, Economic Development, Finance, Community Development and other departments that have a role in administration activities. c. Continue to enhance the shared spreadsheet to include most of the information that is needed for administration and research purposes.	Low	a, b & c Implemented 6/2026 12/2025 8/2025 9/2024 6/2024 9/2023 3/2023 8/2022 3/2022 10/2021 1/2020 6/2019 12/2018	CMO staff (Economist and Financial Analyst) worked with the departments (i.e. City/County Attorney's Office, Community Development, Economic Vitality, and Finance) to catalog the deliverables associated with these agreements. Workbooks with a standard format have been created for the various types of agreements (i.e. developer incentive, subdivision improvement, intergovernmental, and Urban Renewal Authority) have been created. *Note - PIA will be evaluating the newly established process during a fall of 2026 audit project. Issues (if any) identified during the audit will be reported in the audit report.*
NWPSIS 03/18/2019	All	Project Cost	6	Current project cost reporting does not provide a comprehensive overview of total project costs.	IT projects should remain on the Information Technology CIP Status Report until all implementation issues have been resolved and a final financial summary has been provided. All costs related to a systems implementation should be tracked with a designated project code.	Low	12/2027 3/2019	A more standardized process for project reporting that encompasses all cost elements (e.g. payroll) still needs to be developed. Until the Human Resources Information System (HRIS) upgrade or a replacement system offers an efficient and effective method for allocating personnel-related costs, this item will remain open. The HRIS is a component of the current ERP project.

Performance and Internal Audit Status Update - Attachment 2								
Audit & Special Reviews Issue Date	Dept / Division	Topic	#	Finding	Recommendation	Priority Ranking	Revised & Original Estimated Complete Date(s)	August 2026 Audit Status Update or Management Responses in Recently Issued Audit Report
Procurement 10/17/2019	CCAO & Finance/ Purchasing	Reviews of Agreements, Bonds and Certificates of Insurance	3a	Procurement Manual does not explicitly address the following: a) Risk Administrators involvement in the procurement process, b) who and how bond and insurance sureties should be rated and verified, c) guidance does not explicitly require COI prior to the start of work, d) standard procedure needed to ensure updated bonds and COI are received when change orders or amended agreement with a monetary impact are processed, and e) criteria for when bonds are required and what bonds are necessary.	The Procurement Manual guidelines should be updated to address when it is necessary to involve the Risk Administrator in the insurance and bonding review.	Medium	Implemented 3/2026 10/2025 3/2025 9/2024 6/2024 10/2023 6/2023 9/2022 7/2021 10/2020	The updated CCOB Procurement Manual was issued on 5/1/2026. It clearly states that insurance must be obtained based on the minimum required insurance as restablished by Risk Management and that certificates of insurance for all vendors shall be submitted to the Risk Management Department.
Procurement 10/17/2019	All Depts.	Travel, Training and Meals	07-01	Supporting documentation was sufficient in the majority of the transactions reviewed, but this was only after the Finance Department had to follow up with the employees to provide the required information in may cases. This demonstrates insufficient understanding of the documentation requirements by many employees and the need for additional training.	To ensure all requirements are being satisfied: a) the Finance Department should continue to be involved in the review and approval of travel, training, and meals, b) a conference/training agenda should be provided with the Travel, Training, and Incidental Expense Report Form, and c) the travel guidelines should be updated to clarify that local travel (i.e. within a 50 mile radius) does not qualify for a meal reimbursement unless approved by the CMO.	Medium	1/2027, 9/2026, 3/2026, 9/2025, 2/2025, 9/24, 6/24, 10/23, 3/23, 8/22, 5/22, 7/21, 1/20, 12/19	An updated Travel and Training Policy has been drafted and reviewed. It will released in conjunction with the new ERP. All PCard transactions involving travel training and food items are audited 100%.
Body-Worn Camera Program 8/24/2021	PD	Evidence.com Data	**2-02b**	No process to identify instances when BWC video footage should exist but it is missing.	Consider developing a report that compares the Computer Aided Dispatch system data that reflects an officer assigned to a call for service to the Evidence.com BWC video data to ensure BWC videos are present for the case. Exceptions should be researched and documented accordingly.	Medium	Closed 9/2025 6/2025 8/2024 10/2023 3/2023 9/2022 6/2022	This open item has been rolled forward into an audit project that is scheduled to start in Q4 of 2026.
Court Services Cash Receipts Special Review 8/24/21	Court Services	Segregation of Duties	1	Court Services Department lacks segregation of duties in the cash receipts process. As a result of incompatible duties, system reports used to record cash receipts activity could be modified to reflect less cash and revenue during the deposit preparation process.	Due to the limited size of the Court Services business unit, it is not practical to sufficiently segregate duties with existing personnel so it is necessary to expand the involvement of staff to include Finance personnel. A Finance employee should directly access the BCAP system and generate the documentation needed for journal entry and reconciliation purposes.	Low	12/2027 10/2024 6/2024 10/2023 6/2023 9/2022 3/1/2022	Finance has communicated that it will evaluate how to structure an internal control that will allow for a periodic, high-level reconiliation of BCAP and City Suites revenue data. However, due to other priorities that have been deemed more pressing, this issue will not be addressed until after the ERP implementation. This item will remain open until the shortcomings have been addressed.
Court Services Cash Receipts Special Review 8/24/21	Court Services	Exception Reporting	2	Cash receipt exceptions (e.g. adjustments, voids, refunds, deletes, reversals, etc.) are reductions of revenue that should be reviewed by an employee who is independent of the cash receipts processes and familiar with the business operations. While Court Services does include exception activity documentation in the daily deposit package, the review of these transactions by an individual independent of the cash handling process (ideally a supervisor or someone familiar with the business processes) is not currently performed. Also, there is currently no BCAP report available that allows users to run a listing of cash receipts exceptions.	Court Services should have a designated reviewer independent of the cash handling function who is responsible for monitoring departmental cash receipts exception activity (i.e. adjustments, etc.). Documentation supporting the exception should be reviewed to ensure adjustments were for a valid business purpose. Due to the small staff size of the business unit, a Finance employee should be included in the monthly or quarterly process. Documentation of the review process should be retained for audit purposes. Until an exceptions report is available, Finance should periodically review the daily deposit activity for voids, refunds, deletes, reversals, etc. to ensure the rationale is sufficiently documented and is appropriate.	Low	12/2027 10/2024 6/2024 12/2023 6/2023 9/2022 3/2022	Similar to item 1 above, Finance will be exploring how to best structure the reviews of the exception reporting to ensure the proper segregation of duties exist.

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Financial Internal Controls 10/04/2022	HR	Employee Master File, Payroll Processing, and Payroll Review and Approval	1A	There are currently Human Resources employees who are responsible for both initiating and/or approving changes to the HRIS Employee Master File (EMF). There are also conflicting assignments for employees who are processing payroll and reviewing/approving payroll.	Where practical, Human Resources should separate the EMF modifications duties and user system permissions from: employee hiring and termination decisions, payroll system module access, payroll processing duties, creation and distribution of payroll checks, and the investigation of rejected payroll deposits. Where practical, Human Resources should also modify assigned duties and user system permissions so that an employee is not able to both initiate and approve a change to the EMF. Also, a system report of changes to the EMF should also be generated for review. A supervisory-level employee, other than the employee initiating the change, and who ideally does not have ability to modify HRIS, should then review this report and match the changes to approved Personnel Action Forms and other relevant documentation.	High	12/2027 Partially Implemented 3/1/2023	HR has separated the assigned EMFmodification duties as suggested. However, in the event that someone is out of the office, HR may not be able to ensure this in all cases but it is the exception rather than the rule. While the assigned duties are segregated in most instances, staff size limitations prevent the system control permissions from being permanently segregated. As a result, there is a need for a report reflecting all changes to the EMF. Unfortunately, this is not availalble in the current HRIS. A report is being developed as part of the new ERP/HRIS implmentation.
Financial Internal Controls 10/04/2022	Finance	Internal Control Reports for Purchase Requisitions, Invoices, and Journal Entries	2A	No one individual should have the ability to both initiate and approve a purchase requisition, invoice payment, or journal entry transaction. Since the financial system permissions lack the necessary controls to prevent this from occurring, Finance implemented compensating internal control reports. Samples of these reports were reviewed during the audit and few deficiencies were noted. Standard Operating Procedures (SOPs) do not currently exist that explain the purpose of these internal control reports, the procedures to be performed, and the frequency in which these reports should be generated and reviewed. This could result in procedures being performed inconsistently or overlooked altogether.	SOPs should be developed that explain the purpose, procedures, and frequency of the purchase requisition, invoice payment, and journal entry internal control reports.	High	12/2027 12/2025 10/2023 6/2023	While Finance acknowledges these are important internal controls, the production and monitoring of these reports in the current environment are inefficient due to the limitations of the City Suites financial system. Also, the Finance Department feels the preparation work for the upcoming ERP procurement and implementation is currently a greater priority. It is anticipated that the new ERP will include reporting that will make the on-going management of these recommended internal controls more practical to produce and monitor. This recommendation will remain open until the internal controls are established (with the proper segregation of duties for the preparation and review of the reports) in the new ERP internal control environment.
Financial Internal Controls 10/04/2022	Finance	Internal Control Reports for Purchase Requisitions, Invoices, and Journal Entries	2B	There is no "sign-off" on the reports so it is not possible to determine whether the reports are actually being reviewed or if the internal control is working effectively.	The report reviewer, who should not be involved in the purchasing or accounts payable processes, should type their initials and date into the report in order to demonstrate the review was actually performed.	Medium	12/2027 12/2025 10/2023 6/2023	See 2A above.
Financial Internal Controls 10/04/2022	Finance	Internal Control Reports for Purchase Requisitions, Invoices, and Journal Entries	2C	An invoice report reflected two transactions that had the same Created By and Approver but this exception was not flagged and researched.	Any discrepancies noted on the reports should include documentation of the corrective action taken to resolve the matter.	Low	12/2027 12/2025 Ongoing	See 2A above.

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Financial Internal Controls 10/04/2022	Finance	Internal Control Reports for Purchase Requisitions, Invoices, and Journal Entries	2D	Finance personnel (e.g. Budget staff) are in some cases reflected as the Approver of the purchase requisition or invoice, opposed to supervisory staff in the department with a working knowledge of the purpose for the purchase requisition. While it can be assumed that Budget personnel are verifying the supervisory approval exists before approving the purchase requisition, there is no documentation or SOP to confirm this is occurring.	If possible, the purchase requisition and invoice payment reports should be updated to reflect the departmental supervisory approver, as opposed to Finance Department personnel. If this is not possible, the internal control report SOP should clearly state the role of the Budget staff when performing approvals, which should include ensuring the transactions have separate departmental initiators and approvers.	Low	12/2027 12/2025 10/2023 3/2023	See 2A above.
Financial Internal Controls 10/04/2022	Finance	Internal Control Reports for Purchase Requisitions, Invoices, and Journal Entries	2E	Finance has not been able to develop a sufficient control report for journal entries that reflects who initiated and who approved the transactions. Instead, a manual log is maintained that reflects who initiated and who approved the journal entries. However, journal numbers are assigned sequentially to all types of transactions in the financial system, not only journal entries. As a result, it's not possible to determine if journal entries are missing from the manual listing.	The Finance department should continue to work on a system generated report that reflects the journal entry initiator and approver. In the meantime, the manual journal entry listing should be updated to ensure all journal entries that have been posted in the financial system are also included in the control log.	Low	12/2027 12/2025 and Ongoing	See 2A above.
Financial Internal Controls 10/04/2022	Finance	Internal Control Reports for Purchase Requisitions, Invoices, and Journal Entries	2F	The invoice payments internal control report, which has close to one-thousand transactions per month, is manually reviewed. This increases the likelihood of missing an exception.	Finance should use a formula to compare the Created By and Approved fields in the invoice control report in order to improve the efficiency and accuracy of the report review process.	Low	12/2027 12/2025 10/2023 3/2023	See 2A above.
Financial Internal Controls 10/04/2022	Finance	Vendor Master File Maintenance	4B	The New Vendor Request Form SOP does not specify what information is to be verified on the Secretary of State website and what documentation should be added to the VMF. As a result, vendor verification procedures could be insufficiently and inconsistently performed.	Enhance the Vendor Clean-Up SOP to more explicitly state what is to be confirmed on the Secretary of the State website and what information is to be added to the VMF. For example, the business should be in good standing and the registered agents/Owner(s) should not be a CCOB employee.	Medium	10/2026, 3/2026, 6/2025, 9/2024, 6/2024, 10/2023, 3/2023	Efforts to clean-up the vendor master file are currently in progress in relation to the new ERP. The supporting SOP is also being revisited and will be updated accordingly.
Financial Internal Controls 10/04/2022	Finance	Vendor Master File Maintenance	4C	The Finance Department has an SOP that indicates annual maintenance activities (e.g. inactivating vendors that have not been used in three years) should be performed on the VMF but these activities have not been performed for a few years.	Conduct annual VMF maintenance activities in accordance with the established Vendor Clean-Up SOP. Documentation of this procedure should be retained in order to demonstrate the internal control is being performed.	Medium	10/2026, 6/2027 12/2024	Efforts to clean-up the vendor master file are currently in progress in relation to the new ERP. The supporting SOP is also being revisited and will be updated accordingly.
Financial Internal Controls 10/04/2022	Finance	Vendor Master File Maintenance	4D	Changes to the VMF should also be monitored but there is currently no internal control that detects unauthorized changes.	Work with the financial system vendor to obtain an internal control report that reflects changes to the VMF. At a minimum, this report should reflect all new vendors, as well as vendors that have been reactivated. In the meantime, all new vendors (note - vendor numbers are assigned sequentially) should be reviewed by a staff member who is independent of the purchasing and accounts payable functions to ensure there is an approved New Vendor Request Form on file. Documentation of this review should be retained to demonstrate the internal control is being performed.	Medium	12/2027 12/2025 3/1/2024	See 2A above.

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Financial Internal Controls 10/04/2022	HR	Reconciliation of Payments to Benefits Vendors	5	The reconciliation of payments made to benefits vendors to the corresponding payroll withholdings were previously a few months in arrears due to employee turnover.	The Human Resources Department should ensure the Vendor Benefits Payments reconciliation is prepared and reviewed within thirty days of month end.	Medium	9/2027 4/2026 5/2025 9/2024 6/2024 Ongoing	Human Resources has been working with the ERP implementation consultant to configure the new ERP so that it better accommodates the efficient and effective reconciliation of benefit payments. The functionality may not be available immediately after go live in 6/2027.
Financial Internal Controls 10/04/2022	Finance	Maintenance of Internal Control Infrastructure and Assigned Duties	6	The majority of the CCOB business cycle internal controls were documented in the CCOB Internal Control Framework tool. However, there have been no efforts on the part of Finance to update the document in recent years.	The Finance Department should periodically (annually at a minimum) update the Financial Internal Control workbook, or a similar tool designed by the Finance Department, to ensure internal controls are working effectively and there are no conflicting duties. A copy of a blank Segregation of Duties Matrix workbook has also been provided to the Finance Department. The Matrix, or a similarly designed tool, should be used to evaluate staffing changes and ensure the assignments are appropriate. Documentation of these maintenance efforts should be retained for audit purposes.	Medium	12/2027 12/2023	Finance anticipates using the Financial Internal Control workbook, or a similar tool designed by the Finance Department, when assigning staffing roles in the new ERP. A schedule for mainating the internal control will be established at that point in time. This item will remain open until this internal control is established and properly maintained in the new ERP internal control environment.
Financial Internal Controls 10/04/2022	HR	Human Resources Information System (i.e. BORIS) Deficiencies	9B	Being able to track who made changes within the system and when these changes occurred is a common feature in most modern HRIS and financial systems. However, most auditing capabilities within the CCOB HRIS are currently turned off because the feature historically had a severe impact on the system performance.	While this system audit reports feature may not be currently practical due to the system performance issues related to the audit feature activity logging, Human Resources staff should revisit the use of these internal control reports after the upcoming system update (Aug 2022).	Low	12/2027 12/2023	The HRIS system continues to lack the capability of producing a standardized report that illustrates the employee level changes made for the purposes of payroll. Resource constraints have prohibited current staff from working with our third party vendor to produce a report to meet this requirement. The inability to effecitvely track changes in the HRIS also impacts the Employee Master File interal controls, as noted in 1A above. This item will remain open until a sufficient control report is available via the upgraded or replacement HRIS, which is a component of the current ERP project.
Financial Internal Controls 10/04/2022	HR	Human Resources Information System (i.e. BORIS) Deficiencies	9D	The HRIS user interface for time allocations is impractical to use. As a result, time allocations by project are generally not entered directly into the HRIS timesheets. Instead, duplicative timesheets are used for grant and management reporting purposes. Also, the HRIS is not capable of effectively allocating payroll costs so payroll costing data reflected in City Suites is generally insufficient and inaccurate for grant and management reporting purposes.	The Finance and Human Resources Departments should continue to work with the HRIS vendor to identify an efficient and effective method for entering actual time worked into the HRIS timesheets. This data should then be used to allocate payroll costs based on actual hours. This will reduce workarounds and facilitate preparation of the Schedule of Federal Awards. In the event the HRIS is upgraded or replaced at some point in the future, the ability to effectively and efficiently allocate hours worked by task or project, as well as the associated costs, should be a must have feature in any alternative that is considered.	Low	12/2027 12/2023	The CCOB is focused on the implementation of a new ERP system, of which the HRIS upgrade or replacement is a component. Thus, limited progress is expected in this area for the foreseeable future. This item will remain open until the issues are eventually addressed.

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Emergency Management 7/26/2023	Economic Vitality	Local Business Outreach	5	The CCOB does not license all businesses so a central list of all businesses in the CCOB does not exist. This complicates efforts to communicate with local businesses during an emergency. The Economic Vitality Department is working on a project to develop a more comprehensive listing that will improve the quality and of the contact information and also allow it to be maintained so the information is current.	The Economic Vitality Department should follow through with its plans to Develop a formal, comprehensive business outreach program that includes a list of all businesses operating in the CCOB and essential contact information.	Low	6/2027 6/2026 6/2025 6/2024 4/2024	A patchwork of various listings is still being used for business outreach purposes. A business licensing program is a potential solution for this challenge. While management supports the concept, additional time is necessary to plan for this potential change. In the meantime, data from other CCOB systems (e.g., Assessor, Sales Tax) will be evaluated to see if a more comprehesive repository of business contact information can be accomplished in lieu of a business licensing program. Considering other current rganizational priorities, the administration of business license program will be further evaluated the following fiscal year.
Emergency Management 7/26/2023	All	Time Reporting/ Payroll System Challenges	6	The CCOB's current payroll system does not easily allow for time allocation to specific task-related project codes and employee training on the subject was minimal prior to the pandemic. As a result, employee efforts to allocate their time were time-consuming and inconsistent. New procedures were introduced during the early phases of the emergency, but the instructions should have been communicated more clearly and frequently. The use of these project codes also created unintended timekeeping issues, such as system freezes and timecards not being appropriately saved. This resulted in inconsistent timekeeping practices and varying degrees of detail in the payroll data.	The CCOB should explore enhancements to the current payroll system timesheet module. If the current payroll system is unable to accommodate the task-related project codes in an efficient and effective manner, then a third-party timesheet module should be explored. (It should be noted this item is currently on hold until the replacement of the CCOB Innoprise Financials system with an Enterprise Resource Planning (ERP) financial module occurs (tentatively 2026). Then, a Human Resources Information System (including payroll) will be identified that is compatible with the new ERP.)	Low for OEM (beyond its control) but High for CCOB	12/2027	The CCOB is focused on the implementation of a new ERP system, of which the HRIS upgrade or replacement is a component. Thus, limited progress is expected in this area for the foreseeable future. This item will remain open until the issues are eventually addressed.
2023 PD Property & Evidence (11/29/2023)	IT & PD/PE for all items	NWPSIS LERMS Deficiencies	4	There are several NWPSIS LERMS issues currently impacting the efficiency of the Property & Evidence (PE) Unit operating practices: E. Not able to check out or transfer multiple items or cases so the items must be inefficiently moved one item at a time F. Not able to batch transfer a case when moving location so the items must be inefficiently moved one item at a time G. Inventory scanners reflect items in inventory that have actually been destroyed or checked out H. Electronic signatures for chain of custody will not automatically attach to the case so a manual workaround process is currently being used I. A NWPSIS test environment for all modules does not currently exist due to hardware limitations	The PE Unit and IT support staff should meet regularly to address the NWPSIS deficiencies or adopt an acceptable workaround solution for the following: E. Ability to check out or transfer multiple items or cases F. Ability to batch transfer a case when moving location G. Accurate inventory when using the scanners that shows when items have been destroyed or checked out H. Ability to efficiently capture electronic signatures for COC purposes that are automatically attached to the case I. A test environment should exist for all NWPSIS modules	Medium for all items	E, F, G, H & I Rolled Forward Original = 11/2024	PE & IT support staff have worked together to implement process and reporting solutions for a few of these items. However, additional time is necessary to confirm some of the solutions are working consistently and fully address the issues. There are also a couple of items that continue to be dependent on an eventual vendor solution. E, F, G, H & I. - While solutions have been developed, additional time is neccessary to confirm these options are accurate, working consistently, and staff a properly trained. *Note - These open items will be rolled forward into an audit project that is tentatively scheduled to start in late Q4 of 2026.*

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2023 Purchasing Card (12/29/2023)	Finance / Procurement	PCard Transaction Processing	1A	Approval Groups - The City Suites Financial System (CSFS) has a shortcoming in the PCard approval workflow where the transaction can only be routed to a single approval group and only one individual from that group can approve the transaction. As a result, broad approval groups have been established, which sometimes have insufficient segregation of duties. Examples include PCardholder who is also in their approval group, subordinate approving transactions, and approver redirecting the approval to the PCardholder.	The Finance Department should reevaluate the PCard approval structures to ensure the proper segregation of duties. Having the approval structures updated prior to the implementation of the new financial system (approx late 2027) will also allow for a more efficient and effective implementation of the approval workflows. Also, ensure the upcoming request for proposal for the new financial system has "must have" criteria that allows for multiple approval workflows for all types of purchases, as well as reporting that shows who initiated and who approved a purchasing transaction. This should decrease the need for overly broad approval groups.	High	6/2027 9/1/2025	Finance will continue to evaluate existing structures / procedures and document processes over the next year with the Government Finance Officers Association. Multiple items will be addressed including approval tiers prior to transitioning to a new ERP system. Capabilities are limited in the current system. *Improving this will be part of the ERP selection and implementation process.*
2023 Purchasing Card (12/29/2023)	Finance / Procurement	PCard Transaction Processing	1C	Federal Purchases - Per CCOB Procurement Manual, P-Cards should not be used for purchases covered by federal funds. This control helps ensure that federally suspended or debarred entities are not used. However, a few PCard transactions applied to federal funding were identified.	The Finance Department should evaluate PCard transaction data using the project code to ensure that no federal purchases have been made using the PCard and identified exceptions should be corrected. Alternatively, Finance could implement a control that checks for federally suspended/debarred entities, while also allowing the PCard to be used.	Medium	Implemented 12/2025 12/1/2024	The updated CCOB Procurement Manual was issued on 5/1/2026. Section 12.3.4 states "If allowable from the Federal Agency, or by the City and County Grant Administration policy, the Department shall only charge federal purchases on purchasing cards on certain supplies, equipment or travel with restrictions specific to an approved budget by the Federal Agency."
2023 Purchasing Card (12/29/2023)	Finance / Procurement	PCard Transaction Processing	1D	Receipts/Business Purpose - The Procurement Manual and PCard Policies the Procedures Handbook require PCardholders to provide a detailed receipt/invoice and to document the business purpose of the transaction in sufficient detail so that appropriateness of the purchase is apparent to the Approver. For most transactions tested, this was sufficiently provided. However, exceptions were also noted.	The Finance Department should periodically (e.g. annually) remind PCardholders about the receipt and business purpose requirements for PCard purchases. In addition to the what, when, and where criteria, the documentation should also reflect who utilized the product or service purchased. PCardholders who continually provide insufficient PCard documentation should have their PCards revoked.	High	12/2026, 6/2026 12/2025 6/2025 11/2024	The PCard Policy and related SOPs are currently being updated in relation to the new ERP.
2023 Purchasing Card (12/29/2023)	Finance / Procurement	PCard Transaction Processing	1E	Split Transactions - A split purchase occurs when a purchase is separated into two or more transactions in order to avoid the PCardholder's single purchase limit. CCOB policy prohibits this practice. Transaction testing identified several transactions that appeared to be split transactions.	The Finance Department should more effectively monitor PCard activity for split transactions. When violations are noted, remind the PCardholder that split transactions are not allowed and that a temporary single purchase limit exception is required. If necessary, work with the departments to identify a more appropriate single purchase limit for the PCardholder. Revoke PCard from PCardholders who continually violate the no split transactions policy.	High	Implemented 6/2026 12/2025 6/2025 11/2024 6/1/2024	Accounting staff have implemented new procedures for monitoring split transactions. Once the ERP is functional, the Accounting Supervisor will also be reviewing the workflow to ensure there are no split transactions.
2023 Purchasing Card (12/29/2023)	Finance / Procurement	PCard Transaction Processing	1F	Timeliness of PCard Transaction Processing - There are often delays with PCard transactions posting to the general ledger due to untimely coding and supporting documentation from PCardholders. Also, Finance batch processes PCard transactions so a single delayed PCard transaction causes the entire batch to be delayed. This causes staff frustration because it can delay other business processes, such as timely grant reporting.	The Finance Department should be more aggressive on the enforcement of the PCard processing timeline. PCardholders who repeatedly cause processing delays should have their PCards revoked. Also, Finance should consider using a temporary clearing account for the transactions that are pending approval past the established deadline so that the entire batch is not delayed.	Medium	12/2026 12/2025 6/2025 12/2024	Per Finance, the new ERP should provide options that help ensure the timely processing of PCard transactions.

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2023 Purchasing Card (12/29/2023)	Finance / Procurement	PCard Account Administration	2B	Business Need for PCards - PCards provide an efficient/effective method for making purchases, but there are costs and risks associated with the PCard Program administration. Thus, PCards should only be issued to active employees who have a valid business purpose. During the audit period (1/2022 - 8/2023), there were 56 PCards used three or fewer times, including 29 PCards that were not used at all. The scrutiny of PCards needed may be lacking and there is no procedure for evaluating the on-going business need for issued PCards based on actual PCard usage. Unused or underused PCards expose the CCOB to the unnecessary risk of credit card fraud.	PCards should only be issued to employees who have a valid business need for the PCard. The Finance Department should consider establishing some criteria for issuing PCards that includes the intended frequency of use. Finance should also periodically evaluate (e.g. annually) the frequency of PCard use to determine whether all issued PCards are necessary since the risk of unauthorized usage increases when more cards are outstanding.	High	12/2026, 6/2026 12/2025 6/2025 12/2024	PCard utilization is currently being evaluated and the PCard polcily is also being updated in relation to the new ERP>
2024 ADA (4/9/2024)	CCAO / R&S	ADA Tracking Internal Workbook - Owner	1A	There is currently no owner of the CCOB ADA Internal Tracking workbook or a formal process in place to maintain this workbook.	The Risk and Safety Manager should take ownership of the ADA Internal Tracking workbook. CCOB departments should be responsible for designating an individual who will be responsible for updating those portions of the ADA Tracking Workbook applicable to the department. The ADA Coordinator should work with the designated departmental ADA contact to review and update the workbook on an annual basis.	High	6/2027 6/2025 4/2025	ADA efforts are primarily focused on handling requests / complaints that arise. Risk Mangement continues to help departments navigate public facing issues, while Human Resources handles internal employee requests. Overall coordination and documentation of ADA related responses has improved. Management acknowledges that an organizational resource focused on accessibility may evetually be warranted, but current budget constraints will most likely delay the hiring of any new positions for the next couple of years. In the meantime, larger organizational ADA related efforts will be limited.
2024 ADA (4/9/2024)	PW/ Facilities & Streets, and CCAO/R&S	Buildings & Parking Lots	1B1	There were a few locations that still require the 2010 ADA Standards checklists to be completed.	The 2016 ADA Standards Checklists, based on the 2010 ADA Standards for Accessible Design, should be fully completed for all publicly accessible facilities and parking lots.	Medium	6/2027 6/2025 4/2025	See item 1A above.
2024 ADA (4/9/2024)	PRSS, CCAO/R&S	Specific Use Checklists	1B2	There are a few additional resources available on ADA.gov that have not been used but could be beneficial in the self-assessment process.	When applicable, the following checklists should be used when the department is conducting self-assessments: Play Areas; Swimming Pools, Wading Pools & Spas; and Fishing Piers & Platforms.	Medium	6/2027 6/2025 4/2025	See item 1A above.
2024 ADA (4/9/2024)	OST, CCAO/R&S	Trails	1B3	The self-evaluation process for open space and trails can be more challenging since there are no specific ADA.gov checklists available for this category. As a result, staff have pieced together evaluation criteria from different resources but the source of the guidance has not been documented in the ADA Tracking workbook. It is also difficult to determine whether the listing comprehensively captures all CCOB Open Spaces and Trails.	The trails documentation in the ADA Tracking workbook should be enhanced so that it is clear which trails have been evaluated and which trails still need to be evaluated. The trails worksheet should also include the trails evaluation criteria, findings, and any necessary actions. As discussed in item 1B5 below, partnering with the GIS Division would improve the efficiency and effectiveness of this process.	Medium	6/2027 6/2025 4/2025	See item 1A above.
2024 ADA (4/9/2024)	OST, PRSS, PW, CCAO/R&S	Technology to Conduct ADA Self-Assessment	1B5	The self-assessment of many outdoor spaces can be time-consuming due to the dispersed locations throughout the City/County. There are more effective and efficient methods to perform self-assessments of these outdoor areas when compared to the manual methods previously used. A more comprehensive self-assessment would also help ensure all publicly accessible outdoor spaces have been evaluated.	CCOB departments/divisions responsible for maintaining outdoor spaces should consider partnering with the GIS Divisions to identify more efficient and effective data collection and mapping methods for conducting ADA self-assessments.	Medium	6/2027 6/2025 4/2025	See item 1A above.

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2024 ADA (4/9/2024)	CCAO/R&S	ADA Committee/ Divisional Administrators	1C	The current combined ADA workgroup is large. The items in the ADA Tracking workbook are not currently prioritized and in most cases there are no cost estimates. As a result, the plan/timeline for addressing these items is unclear and there are no established budgets.	The ADA Coordinator should establish an appropriately sized ADA Committee that meets on a periodic basis (e.g. semi-annually) to discuss ADA related matters. The ADA Committee should then work together to prioritize the items in the ADA Tracking workbook, identify solutions for the issues identified, establish cost estimates (periodically adjusted for inflation), and establish work plans to address the solutions within their respective business units.	Medium	6/2027 6/2025 4/2025	See item 1A above.
2024 ADA (4/9/2024)	CCAO/R&S	ADA Training - Public Facing	3B	Since CCOB staff who interact with the public have varying levels of experience when dealing with situations that are ADA in nature, there is potential compliance risk if the matter is not appropriately handled.	CCOB programmatic staff who frequently interact directly with the public should be trained on how to identify potential ADA related matters. Since ADA cases will vary in nature, and the expertise of programmatic staff will also vary, CCOB employees who encounter ADA Title II (Public Services) related issues should involve the Risk and Safety Manager in ADA matters as a quality control measure.	High	12/2026 3/2026 12/2025 4/2025 10/2024 4/1/2025	Checklists have been developed to assist front-line staff when interacting with the public on ADA related matters. However, additional time is necessary to ensure staff are aware of these tools and the tools are accessible. This includes determining where to include this content in existing and new training material.
2024 Revenue Payment Processing (9/5/2024)	See Below	Control Reports	1	A review of exception activity (i.e. adjustments, voids, refunds, deletes, reversals, etc.) by a supervisor independent of the revenue payment process has not been consistently performed by the business units listed below.	All City & County of Broomfield (CCOB) functions that use a cash receipting system for revenue payment processing should have a designated reviewer (ideally a supervisor) independent of the cash handling function who is responsible for monitoring departmental exception activity (i.e. voids, refunds, deletes, reversals, etc.). Business units should ensure exception reporting is properly and consistently performed.	High	See below	
2024 Revenue Payment Processing (9/5/2024)	Finance/ Revenue	Control Reports	1B	City Suites Customer Information System (CIS) Adjustments Report and the Reversals/Voids Report are available but are no longer being used as a result of employee turnover.	The CIS Adjustments Report and the Reversals/Voids Report should be generated/ reviewed on a periodic basis and archived.	High	9/2026 6/2026 9/2025 3/2025 9/2024	While the Exceptions Report is being reviewed by the Revenue Manager, it is still being generated by a staff member who handles cash. The Revenue Manager is working on getting access to the CIS system so that the control report can be independently generated.
2024 Revenue Payment Processing (9/5/2024)	Finance/ Accounting	Standard Operating Procedures (SOPs)	3A	The Division of Motor Vehicles (DMV) monthly balancing activities, revenue allocations, and related journal entries could be improved.	The monthly allocation workbook should be enhanced by adding a narrative explaining what the taxes and fees represent and the authoritative guidance authorizing the collection and subsequent allocation of these amounts.	Medium	12/2026 6/2026 9/2025 6/2025	Additional time is necessary to sufficiently address this item.
2024 Revenue Payment Processing (9/5/2024)	Finance/ Accounting	Revenue Payment Processing/ Cash Receipts Policy	4	The CCOB does not currently have a Revenue Payment Processing/ Cash Receipts Policy, which results in varying practices throughout the CCOB. This could also lead to confusion or non-compliance with prescribed operating practices. Currently, there are many inconsistencies in how business units prepare deposit packages. The methods used to pass along supporting documents to Finance also varies (e.g. email vs. placing documentation in a shared folder on the network drive). In some cases the deposit package supporting documentation appeared to be excessive, while in other cases the deposit only included a deposit slip. Note - Cash Receipts Policy also recommended in the 2020 Cash Receipts Audit.	The CCOB Revenue Payment Processing/Cash Receipts guidelines should be adequately documented and accessible to employees via the BEACH (CCOB intranet). These guidelines should address how supporting records for deposits and related journal entries should be consistently prepared, submitted, and documented. The guidelines should also explain how the documentation should be provided (e.g. placed in a designated electronic file folder on the network along with a standard naming convention that includes the relevant dates). Also, the policy should require that a receipt is provided for all in-person cash transactions, including off-site transactions, to ensure the transaction is captured in the cash receipts system. If the cash receipts system is not available, then a manual receipt should be provided and later reconciled to ensure the funds are appropriately deposited. Finally, the policy should provide direction on how departments are to handle NSF check transactions.	Medium	12/2027 6/2025 Issue First Recommended in 3/2020	A draft of the Revenue Payment Processing / Cash Receipts guidelines currently exists. However, Finance has decided to defer the issuance of the policy until the new ERP is implemented in order to ensure the policy reflects updated operating practices based on the new internal control environment. The need for this policy was first identifed in the 3/2020 Cash Receipts audit.

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2024 Revenue Payment Processing (9/5/2024)	Finance	Credit Card Fees	7	Credit cards are a common payment option used by CCOB customers due to the convenience it offers. However, the CCOB is inconsistent in how the associated credit card processing fees are handled. In some cases the customer pays the fee and in other cases the CCOB business unit absorbs the cost. With the popularity of online payments increasing, this will also result in additional costs to the CCOB. Finally, the CCOB offers other payment options that generally do not include a service fee.	The CCOB should be consistent in how credit card processing fees are handled throughout the organization. Since it is the customer who benefits from the convenience of online credit card payments, and other payment options are available (e.g. cash, check, e-check, and ACH), the CCOB should consider having the customer cover the cost of credit card fees. While this position varies among governmental and private organizations, it is becoming more common to pass the fee along to the customer.	Medium	12/2027 6/2025	Informally, Finance has been responding to department inquiries on the matter by stating it is appropriate to pass along the credit card processing fees to the customer. However, this will not formally be addressed until the Revenue Payment Processing / Cash Receipts guidelines have been issued (see item 4 above for additional details).
2024 Revenue Payment Processing (9/5/2024)	City Manager's Office (CMO), Clerk & Recorder Office (CRO), Economic Vitality, & Finance	Business License	14	The CCOB does not currently license all Broomfield based businesses. As a result, there is no comprehensive business registry, which causes challenges when attempting to effectively communicate with Broomfield businesses (particularly in emergency situations). Business licenses would also allow for improved communication of CCOB programs and general awareness of events occurring in the community. In addition to business outreach, the license would also be useful for sales tax purposes.	In consultation with the CMO, relevant CCOB business units (e.g. CRO, Economic Vitality, Finance/Sales Tax Division, etc.) should consider a business licensing program for Broomfield businesses. If it is determined this would be beneficial, business licensing program guidelines for an annual registration/ renewal process should be developed. A modest annual fee (e.g. $20) is also suggested to help off-set associated costs. It may also be necessary to consider a related penalty fee for businesses that are aware of the licensing requirements but fail to register.	Low	6/2027 6/2026 6/2025	A patchwork of various listings is still being used for business outreach purposes. A business licensing program is a potential solution for this challenge. While management supports the concept, additional time is necessary to plan for this potential change. In the meantime, data from other CCOB systems (e.g., Assessor, Sales Tax) will be evaluated to see if a more comprehesive repository of business contact information can be accomplished in lieu of a business licensing program. Considering other current rganizational priorities, the administration of business license program will be further evaluated the following fiscal year.
2024 Fleet Maintenance (12/20/2024)	Public Works (PW) / Fleet Mntc (FM)	Cost Effective Use of Fleet Resources	1a	Total Cost of Ownership (TCO) includes all lifetime costs that result from owning an asset, such as purchase price, maintenance and repairs, fuel, disposal value, etc. Projected and actual TCO could be used more effectively when making vehicle purchase decisions.	FM should use TCO information more effectively when making vehicle purchase decisions whenever practical.	High	6/2027 9/2026 1/2026	Due to licensing limitations on the number of vechicles/equipment that can be tracked in the current Fleet Maintenance software, as well as the upcoming CCOB Asset Management project, the systems used to track vechicle/equipment financial and utilizaton data may change. The audit recommendations will be taken into consideration along with these other potential changes. Additional time is necessary for this effort.
2024 Fleet Maintenance (12/20/2024)	PW/FM	Cost Effective Use of Fleet Resources	1c	Fleet utilization standards and actual utilization data could be used more effectively to allocate vehicles throughout the CCOB.	Management should consider setting vehicle utilization standards using data from the telematics and fleet services software systems. Vehicles that do not satisfy this criteria should be considered for shared use via a motor pool model.	High	6/2027 9/2026 1/2026	See 1a above. FM is working with the PW Sustainability Division to develop a utilization policy based telematics data. This will allow for the identification of low use vehicles and future vehicle deployments.
2024 Fleet Maintenance (12/20/2024)	Finance & PW/FM	Cost Effective Use of Fleet Resources	1d	CCOB EV chargers are free to the public, which essentially provides a subsidy for EV owners. Finally, EVs reinforce the shared vehicle pool notion since an infrastructure for charging the vehicles is necessary.	Management should consider implementing a pricing structure on all public-facing EV chargers that would help cover electricity costs, as well as the costs associated with the EV infrastructure used by the public (including CCOB employees).	High	1/2027 4/2026 3/2025	A new proposed EV charging station priciing structure is being presented to City Council in August 2026. If approved, the new fee structure will become effective in early January 2027 (as soon as administrative procedures allow). A communications plan for this change is currently being developed.
2024 Fleet Maintenance (12/20/2024)	Finance & PW/FM	Vehicle & Equipment Replacement Fund & Policy	2	The purchase of new and replacement vehicles/equipment are subject to the availability of the funds during the annual budgeting process. Specialized heavy-duty vehicles/equipment with higher costs often impacts the availability of funding for other asset needs throughout the organization.	CCOB management should explore long-term options for funding vehicle/equipment acquisitions and replacements, such as a vehicle/equipment fund that could be used to more strategically plan and budget for these assets.	High	12/2026 1/2026	Research on funding mechanisms for vehicle/equipment replacements will be conducted during late 2026.

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2024 Fleet Maintenance (12/20/2024)	PW/FM	Training & Succession	5a	While FM adequately maintains training and certification records for its employees, there is currently no formal, documented training plan or succession plan that reflects the training content and skill development steps necessary for its employees.	FM should develop and document a formal Training Plan and Succession Plan for the FM Division.	Medium	Implemented 6/2026 12/2025	A formal FM Succession and Training Plan has been developed and adopted.
2024 Fleet Maintenance (12/20/2024)	City Manager's Office, City Attorney's Office, Finance	Aggregate Spend	7	While there are practical reasons for aggregate spend guidelines, there are also time and administrative costs associated with the process. There are also different interpretations related to the guidelines.	Management should consider alternatives to the aggregate spend reporting requirements that would improve the efficiency and effectiveness of the process, as well as the clarity of the guidelines.	Low	Closed 6/2026 9/2025	Management considered changes to the aggregate spend reporting process but has decided not to make a change at this point in time due to the other changes impacting CCOB staff (i.e, primarily the new ERP). Finance intends to revisit the aggregate spend process in approxmimately a year.
2024 Fleet Maintenance (12/20/2024)	City Manager's Office, City Attorney's Office, Finance	Procurement Thresholds	8	Procurement thresholds have not been updated in recent years. The CCOB also lacks a standard process for the routine review and adjustment of the procurement thresholds.	Management should evaluate current purchasing thresholds (including aggregate spend) and request adjustments of the threshold amounts from City Council as needed so that the CCOB is comparable to surrounding local governments. This would also be an opportunity to request that these newly established amounts be administratively updated on an annual basis using an agreed upon inflation adjustment. Finally, a benchmark analysis of neighboring Colorado local government purchasing limits should be prepared on a periodic basis (e.g. every three to five years) and presented to the City Council to provide assurance that the CCOB procurement thresholds are reasonable.	Low	Closed 6/2026 9/2025	Management considered changes to the purchasing thresholds but has decided not to make a change at this point in time due to the other changes impacting CCOB staff (i.e, primarily the new ERP). Finance intends to revisit the thresholds in approxmimately a year.
Overtime Expense (5/12/2025)	HR Police PW	Vacancy Rates	1b	See above	Human Resources Business Partners, and the business units they support, should continue to periodically (e.g. every two or three years) conduct a formal, documented walk-through of the steps involved in the recruiting/hiring process in order to identify opportunities that could improve the overall efficiency and effectiveness of the recruiting/hiring process. A documented process flow map and related standard operating procedures will help with training/cross-training efforts and improve the transparency and consistency of the process.	Medium	7/2027	In preparation for the implementation of a new Applicant Tracking System (ATS) as part of the new HRIS, Human Resources will be reviewing all of the steps involved in the recruiting/hiring process and making improvements to the process as a result of the efficiencies the new software provides. This process will include process documentation, SOPs and training guides for end users.
Overtime Expense (5/12/2025)	HR Police PW	Vacancy Rates	1c	See above	Finally, Human Resources should consider expanding their existing referral bonus program that is in place for PD recruitments to departments outside of the PD for hard to fill positions.	Medium	Closed 4/2026	PD staffing vacancies have decreased, but there are some positions where attracting and retaining staff is more challenging. While expansion of the referral bonus program is not deemed necessary at this time, this tool will be continue to be used in the PD recruitment process as needed.

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2025 Payroll Verification (9/9/2025)	HR IT	Reliability of HRIS Data	1	There were deficiencies identified in the data from the current Human Resources Information System (HRIS), which are primarily due to how the system was configured and how certain fields are currently used. For example, employees in pooled positions sometimes reflect an FTE > 1.0 (e.g. FTE = 2.96779). There are also many seasonal or temporary employees who are reflected as “Active”in the system, but with a fractional FTE (e.g. 0.0004807692), so there is currently no standard system report available that can provide accurate FTE or headcount data without manual adjustments. It was also noted that the names for some employees are entered into the system in several different formats (e.g. Smith Jeff, Jeff Smith, Jeffrey Smith).	The new HRIS system, which is part of the new Enterprise Resource Planning (ERP) procurement and implementation, should be configured in a manner that represents best-practices. Data should be cleaned up prior to the system migration and documented standard operating procedures should be established so that data is consistently entered into the system in a standardized manner. The new system should be used in the manner for which it was designed, which will make it necessary for the City and County of Broomfield (CCOB) to modify some of its business practices. Operational workarounds should be reevaluated. CCOB employees with HRIS reporting needs should be able to independently access reliable, non-confidential information from the HRIS without the need for specialized assistance or manual data manipulations. This will save time and provide greater assurance the system data is accurate.	High	6/2027	The recommendations will be taken into consideration during the ERP system conversion process, of which the HRIS is expected to be completed mid-year 2027.
2025 Payroll Verification (9/9/2025)	All	Department Head Timesheets	2	CCOB Department Head timesheets are automatically approved and no supervisory review/approval is required. As a result, the review of paid time off by a direct supervisor is not occurring on a consistent basis. Without a formal record, leave balances can be miscalculated and lead to financial liabilities and employee disputes. The review and approval of timesheets is also important for grant reporting purposes.	All employee timecard records, including Department Heads, should include an employee acknowledgement of the time reported, as well as the supervisory review/approval of the hours and leave balances submitted. This record should be available for grant reporting and audit purposes.	Medium	Implemented 3/2026 10/2025	Department Head timesheets are now being reviewed by the Deputy City and County Managers.
2025 Payroll Verification (9/9/2025)	HR IT	Employee Profile Information	3	The CCOB currently maintains employee profile data in multiple systems and the information is viewable through several interfaces, which includes the HRIS (aka BORIS) Organizational Chart, the Learning Management System (Cornerstone) Bio page, and the intranet (BEACH) People webpage. However, the information is not consistently maintained across platforms. Also, many employees do not have pictures or instead use an avatar, which makes it more difficult to identify colleagues.	As part of the new ERP implementation and configuration, which includes an HRIS module, the CCOB has an opportunity to improve the employee profile information available on the various system platforms. If possible, one system should be identified as the primary source of employee profile information and it should be maintained in a consistent and comprehensive manner, along with a picture of the employee if privacy is not a concern. The primary system could then be used to populate data in the other systems, which will improve the accuracy and consistency of available employee profile information, while also eliminating the duplication of effort necessary to separately maintain different systems.	Low	6/2027	The recommendations will be taken into consideration during the ERP system conversion process, of which the HRIS is expected to be completed mid-year 2027.

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Grants Admin & Compliance (1/28/2026)	Finance	Unique Project Code	1b1	It is a best-practice to assign a unique project code (grant identifier) to each grant in order to properly segregate funds and effectively track the financial activity associated with the grant funded project. Without unique project codes the tracking of revenues and expenses, Grantor reporting and billing, and the management of budgets vs actuals becomes more difficult and prone to error. While most CCOB grant expenses are capable of being allocated directly to unique grant project code when the expense is incurred, this practice is not consistently followed and expenses covered by various funding sources are sometimes blended within a single project code.	Whenever practical, a unique project code should be assigned by a Dept Grant Designee to each unique grant award. Commingling funding sources within a single project code should be avoided when possible. Departmental Grant Designees should be trained by Finance on how to properly assign the project code to the expense when it is incurred. This will allow for more effective and efficient reporting using general ledger data and will reduce the need for supplemental reporting (i.e. spreadsheets) during the Grantor billing process. There may be situations where an exception to the unique project code is necessary (e.g. Human Services and Colorado Dept. of Transportation funding - see detailed audit report for additional details). If this occurs, then a well-documented reconciliation process should exist that reconciles the general ledger expense data, the Grantor approved budget, and Grantor billings to ensure the funds are being expended in accordance with the grant terms and conditions.	High	12/2027 Partially Implemented	Typically, unique project codes are assigned to grant related projects so that revenues and expenses are distinguishable for reporting purposes. However, there continue to be exceptions. Also, the structure project codes and how these are used will change in the new ERP system. Until related SOPs have completed and operational practices have been evaluated, this item will remain open.
Grants Admin & Compliance (1/28/2026)	Finance	Training on General Ledger Reports and Journal Entry Preparation	1b2	Due to the decentralized nature in which grants have historically been administered throughout the CCOB, Departmental Grant Designees have developed their own methods for tracking grant revenue/expenses used for Grantor billing purposes that relies heavily on supplemental spreadsheets rather than the CCOB financial system general ledger data. As a result, the Grantor billing revenues and the general ledger grant expenses sometimes do not reconcile. In these cases a correcting journal entry should be processed so that general ledger data is updated and consistent with the Grantor billing. However, this important step is often not performed.	The Finance Department should provide training to the Departmental Grant Designees on how to generate and use the detailed general ledger reports (e.g. GLTX Detail) and how to prepare journal entries when necessary during the Grantor billing process. Grantor billings should only include eligible expenses that appear in the general ledger that properly reflect the grant project code. If the transaction is not recorded properly in the general ledger (i.e. correct project code not reflected on detailed transaction), then a journal entry should be processed by the Departmental Grant Designee to correct the transaction. The Departmental Grant Designee should wait (with the exception of the final billing) for the correcting journal entry to post in the financial system prior to including the expense on the Grantor billing so that the grant project properly reconciles (i.e. accrued revenues = expenses) at the end of each billing period.	High	Implemented 12/31/2026	Grant training was provided to Departmental Grant Designees during Q1 & Q2 of 2026. This included the use of project codes, general ledger reports, journal entries, and monthly billing/reconciling procedures.
Grants Admin & Compliance (1/28/2026)	Finance & All Depts with Cost Reimb. Grants	Miscellaneous Accounts Receivable (MAR)	1c	MARs are not routinely submitted by departments when billing the Grantor on cost reimbursement projects. When MARs are submitted, the information supporting the billing is not routinely archived in an appropriate labeled folder. Also, the current MAR process does not provide the necessary insight to all staff who are involved in the billing and cash receipts processes. Finally, during the audit an Accounts Receivable Aging Report was identified in the financial system, but it currently lacks relevant details such as the department name, project name, and project number.	All departments should submit an MAR every time a billing is submitted on a cost-reimbursement grant and documentation supporting the billing should be archived by the Departmental Grant Designee in an appropriately labeled Grants Management folder, such as "Grantor Billings." The Accounts Receivable Aging Report (supplemented with the department name, project name, and project code) should be posted on the internal CCOB Grants webpage and updated on a monthly basis by the Finance Grants Administrator. This will provide better insight into whether billings and MARs are being submitted on a timely basis and allow Departmental Grant Designees to follow-up on past due payments in a timely manner.	Medium	12/2027 12/2026	The accounts receivable processes will change in the new ERP system. Until related SOPs have completed and operational practices have been evaluated, this item will remain open.
Grants Admin & Compliance (1/28/2026)	Finance	Grant Financial Tracking Reports	1d	The Finance Department has recently developed reports for grant monitoring purposes. Also, the reporting period and content covered by these reports has not always been consistent. Finally, both reports involve some manual steps to arrive at the final product, which could result in errors.	Finance staff should implement a quality control measure that compares the aggregate grant figures on these reports to ensure consistency and accuracy. The Grants Report, which includes detailed transactional detail, should also be made available to staff via the CCOB Grants webpage.	Medium	Implemented	The Grants Revenue & Expense Report is updated on a weekly basis. This is now the primary report being used for grant monitoring purpoes. The workbook includes reconciliations and special reporting formats for the various departments. Finance also requires a quarterly acknowledgement that revenues agree to Grantor billings and expenses are accurate.

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Grants Admin & Compliance (1/28/2026)	Finance & All Depts with Grants	Training & Support	1e	Historically, the training provided to Departmental Grant Designees on proper Grantor billing practices has been limited. As a result, operating practices vary, the grant project general ledger data is often unreliable, revenue and expenses sometimes do not reconcile, and additional effort is necessary to properly organize the data when compiling the Grantor billing.	The Finance Department should train Departmental Grant Designees on all aspects of the Grantor billing and reconciliation process. In addition to general training provided to the Grants Users Group, it will also be necessary to provide targeted training within each department/function to ensure any nuances in their operating environment are appropriately addressed. This will reinforce best-practices and help ensure the accuracy of the general ledger data. Once the general ledger data is reliable, there will be opportunities to further automate the Grantor billing process to make it more efficient.	High	Implemented	Grant training was provided to Departmental Grant Designees during Q1 & Q2 of 2026. This included the use of project codes, general ledger reports, journal entries, and monthly billing/reconciling procedures.
Grants Admin & Compliance (1/28/2026)	CMO, CAO & Finance	Council Approval of Budgets	2	Due to the timing of the budget amendment process, grant budgets are not loaded into the financial system until the budget is approved by City Council. This can be months after the grant start date. Since expenditures are being incurred, but budgets are not loaded into the financial system in a timely manner, most departments have supplemental spreadsheets budget vs actual purposes.	CCOB senior management (CMO, CAO, and Finance) should explore alternatives that would allow grant budgets to be loaded in a more timely manner so that CCOB staff can rely on the financial system data and avoid budget vs actual reporting workarounds. If necessary, amendments to policies and the Broomfield Municipal Code should be explored.	High	12/2026	Methods that will allow for a pending temporary budget in the new ERP are currently being explored so that staff have more timely budget information available in the accounting system.
Grants Admin & Compliance (1/28/2026)	Finance	Subrecipient Monitoring	3	The Finance Department has resources available on the Grants webpage to assist departments with the subrecipient monitoring process. However, the completion of these forms is optional and the current process flow for setting up a grant funded project does not ensure the necessary subrecipient analysis will be adequately performed. Also, documentation does not clearly identify all of the projects where subrecipient monitoring is necessary and what procedures are to be performed.	Finance should establish clearly defined procedures for identifying subrecipient monitoring relationships. The Departmental Grant Designee and the Finance Grants Administrator, with advice as needed by the CCOB attorney, should review and document the required tasks to ensure sufficient oversight of this compliance requirement. This assessment should be performed during the grant award review process. In situations where a subrecipient relationship potentially exists, the Department Head should be involved in the final determination on whether a subrecipient relationship exists. The Grant Activity Log should clearly identify all projects with a subrecipient monitoring requirement. Finally, the Departmental Grant Designee should ensure all subrecipient monitoring requirements are performed and documented.	High	12/2026	Clarfying clarifying language added to draft Grants policy and the supplemental draft SOP prepared. However, more time is needed to review, approve, and communicate the updated Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	CCOB Federal Grant Guidance Clarifications	4a1	Uniform Guidance - The Grants Policy includes many references to the Uniform [Grants] Guidance, Title 2 of the Code of Federal Regulations (CFR) - Part 200, that are scattered throughout the document. While these references are relevant reminders to staff working on federal projects, it is not always clear these requirements are only applicable to federal awards.	Finance should consolidate the federal Uniform Guidance into a single section within the Grants Policy and review this content on an annual basis. This will highlight the unique guidance applicable to federal awards in a central location and greatly simplify the on-going maintenance of the Grants Policy whenever there are CFR updates.	Low	Implemented	Finance has consolidated the federal Uniform Guidance into a single section within the Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	CCOB Federal Grant Guidance Clarifications	4a2	Location of Federal Procurement Guidance - CCOB federal grants procurement guidance is currently located in both the Grants Policy and the Procurement Manual. This a duplication of effort and there is a risk that future updates in one source may not be made in the other source, which could result in conflicting guidance.	The CCOB federal procurement grants guidance should be comprehensively covered in either the Grants Policy or the Procurement Manual. Regardless of the location, the other source should simply reference the guidance along with a hyperlink so that staff can efficiently locate the information. This will simplify maintenance when the source guidance is updated at the federal level, ensure the guidance in a central location for staff to access, and eliminate any potential discrepancies between the two policy documents.	Medium	Closed 6/2026	The updated Procurement Policy continues to include grant related guidance, some of which is also covered in the Grants Policy. While no discrepancies between the two policies were noted, a disconnect could develop over time. Future audits of procurement and grant related content will take this into consideration.

Performance and Internal Audit Status Update - Attachment 2								
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Grants Admin & Compliance (1/28/2026)	Finance	CCOB Federal Grant Guidance Clarifications	4a3	Procurements Using Grant Funding - The Grants Policy states the "Grant Award Letter and documentation form of the award agreement must be attached to each federal purchase order tied to a Grant." Considering this documentation already resides in the Grant Management folders, this can result in several duplications of effort considering most grants will have multiple purchase orders. There are also other types of purchase transactions (e.g. purchasing cards) that warrant additional attention on the part of Procurement staff when departments make purchases with grant funding.	Rather than requiring departmental staff to attach the Grant Award Letter and award agreement documentation to every federal purchase order, this should only be necessary on the initial purchase order on the grant and the first purchase order after a change order is received. Otherwise, the departmental staff should simply reference the federal project code when processing purchases on federal projects so that Procurement staff can reference the grant folders for this information if needed. This will eliminate multiple touch points and duplications of effort.	Medium	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	CCOB Federal Grant Guidance Clarifications	4a4	Suspension and Debarment - The Grants Policy or Procurement Manual does not indicate where the suspension/debarment documentation should be maintained in the CCOB financial system. As a result, there will likely be operational inconsistencies. Since there are no documented procedures on how staff should consistently archive this information, it makes it difficult to monitor whether this compliance activity is occurring on a consistent basis.	CCOB federal procurement guidance should clearly specify how suspension/debarment checks are to be performed and where this documentation should be consistently archived.	Medium	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy. Note - the suspension and debarment documentation will be added as an attachment in the ERP as part of the RFP process.
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4b	New Awards Kick-Off Meeting - The purpose of the grants kick-off meeting is currently optional for departments, which could result in overlooked compliance items.	Update the Grants Policy to clearly state the Finance Grants Administrator shall schedule a kick-off meeting with the Departmental Grant Designees for all new awards, regardless of the funding source, to ensure all grant requirements / deliverables have been identified and a responsible person has been assigned to each relevant compliance item.	Medium	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4c	Final Reconciliation Process - Since the cash receipt transaction does not include the project code due to how the current financial system records the transaction, it is not practical for the Departmental Grant Designees to perform step ii) "recorded revenue equals cash receipts." Also, Grant Designees may find a template useful for documenting the final reconciliation.	Update the Grants Policy to: 1) remove the step ii) "recorded revenue equals cash receipts" of the reconciliation process since the required information (i.e. project code on the cash receipts transaction) is not available, and 2) develop a template that can be used by Departmental Grant Designees to document the final reconciliation.	Medium	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4d	Pre-Award (Grants) SOP - The SOP makes reference to a Program Manager, as well as a Departmental Grant Designee. However, these roles have the same definition, which is somewhat confusing. Also, the Departmental Grant Designee is defined in the CCOB Grants Policy, but the Program Manager is not defined.	To avoid confusion with the Departmental Grant Designee and Program Manager terms, recommend simply using the term Departmental Grant Designee since it is clearly defined in the CCOB Grants Policy.	Low	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.

Performance and Internal Audit Status Update - Attachment 2								
Audit & Special Reviews Issue Date	Dept / Division	Topic	#	Finding	Recommendation	Priority Ranking	Revised & Original Estimated Complete Date(s)	August 2026 Audit Status Update or Management Responses in Recently Issued Audit Report
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4e	SEFA Preparation SOP - The Schedule of Expenditures of Federal Awards (SEFA) Report SOP does not address all the necessary steps. If employee turnover were to impact the SEFA preparation process, it would be difficult for other staff to understand some of these complexities and errors could result (this has occurred in recent years).	The SEFA Preparation SOP should be updated to include the following: Clarify how the Finance Department collaborates with grant recipient departmental staff to arrive at final SEFA figures for certain types of federal grants and clarify why this extra effort is necessary (i.e. commingled funds within the grant project code). Include a grant recipient departmental staff review requirement for all of the federal grants that appear on the SEFA and clarify how this will be documented. Require a comparison of the prior year federal grants that appeared on the SEFA to the current year federal grants that appear on the draft SEFA. This extra control step could help identify any grants that may have been inadvertently omitted.	Medium	12/2026	Additional time is necessary to sufficiently address this item.
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4f1	Grants Management Drive/Report Archiving - The Grants Policy states that "the Departmental Grant Designee(s) shall also save a final submitted cost of the quarterly financial and program report in the Post Award subfolder titled 'Reports' in the CCOB Grant Management Drive." This quarterly requirement is confusing since the quarterly timeframe may not coincide with the Grantor reporting schedule.	Update the Grants Policy to coincide with the reporting period required by the grant award document and eliminate the obscure reference to the quarterly reports. Basically, a copy of all Grantor reporting should be saved in the CCOB Grant Management Drive.	Low	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4f2	Procurement Records - A copy of all CCOB procurement records resides within the CCOB financial system. Any requirements to save additional copies of these documents in the Grants Management Drive are a duplication of effort.	All sections of the Grants Policy that require copies of procurement documentation to be saved in the Grants Management Folders should be removed because the documentation has already been archived in the CCOB financial system.	Low	12/2026 6/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.
Grants Admin & Compliance (1/28/2026)	Finance	Other Grants Guidance Clarifications	4f3	Reconciliations - The CCOB Grant Documentation Requirements: Starting 2024 SOP (section 3b) states "Periodic Financial reconciliation showing invoicing, expenses, and revenues received." These requirements are vague because "periodic" is not defined and a template has not been provided.	Consider removing section 3b of the CCOB Grant Documentation Requirements: Starting 2024 SOP. Rather than requiring an obscure "periodic" financial reconciliation, efforts should be placed on the Grantor billing process since an informal reconciliation should be essentially performed each time the Grantor is billed.	Low	Implemented	
Grants Admin & Compliance (1/28/2026)	Finance	Streamlining Grants Guidance	5	The Finance Department released several resources (i.e. Grants Policy, SOPs, Forms, and Checklists) in late 2024 to assist CCOB staff with the grants administration process. While helpful, these various resources can at times feel overwhelming and make it difficult to navigate the guidelines. There are opportunities to consolidate the content so there are fewer documents to navigate. There is also redundant and extraneous information, an excessive number of hyperlinks, and inconsistent formatting throughout the documents. Finally, the Grants Policy Table of Contents is too brief, which makes it more difficult to navigate the document.	Streamline, consolidate, and consistently format grant resources to make the guidelines easier to navigate. Redundancies, outdated, and extraneous information should be removed and the number of hyperlinks should be reduced. Expand the Grants Policy Table of Contents, particularly section V. (The Policy), so it is easier to locate needed information in the policy. Finally, expand the Post-Award Form so that it collects all the necessary information to establish a UTB account number for MAR purposes during the initial grant project set-up.	Low	12/2026	The current draft of the updated Grants Policy addresses this item, but management needs additional time to review, approve, and communicated the Grants Policy.

Performance and Internal Audit Status Update - Attachment 2								
Audit & Special Reviews Issue Date	**Dept / Division**	**Topic**	**#**	**Finding**	**Recommendation**	**Priority Ranking**	**Revised & Original Estimated Complete Date(s)**	**August 2026 Audit Status Update or Management Responses in Recently Issued Audit Report**
Grants Admin & Compliance (1/28/2026)	Finance	Project (Grant) Code Naming Convention	6	The standard data elements in the project code do not include a consistent number of characters, which limits functionality and it can make subsequent data analysis more challenging.	Revisit the project code naming convention to make the data elements consistent and to make more effective use of the limited character string. Allowing the department to assist with the description element could also provide benefits for departmental analysis and reporting purposes.	Low	12/2027 12/2026	The process of assigning project codes will change in the new ERP system. Until related SOPs have completed and operational practices have been evaluated, this item will remain open.
Grants Admin & Compliance (1/28/2026)	Finance	Standard Method for Documenting and Reporting Cost Share Expenses	7	CCOB cost sharing practices have not been adequately documented and vary in practice.	Clearly document, either in the Grants Policy or a supporting SOP, the standard method that should be used to distinguish and report grant cost sharing expenses. If a specific grant requires a more stringent method, such as a separate project code, then the funding agency requirements should be used.	Low	12/2026	The new ERP system will have mechanism for tracking matching expenses in the general ledger.
Grants Admin & Compliance (1/28/2026)	Finance	Grants Users Group	8	The Grants Users Group had only one meeting during 2025, which is insufficient to ensure standard procedures are understood and followed for grant administration. Also, there are four separate lists for the Grant Users Group, which increases administrative efforts.	Grants Users Group meetings should take place on a routine, periodic basis. Until standard procedures are being followed by the Departmental Grant Designees, a quarterly meeting is recommended. Once standard practices have been adopted, a bi-annual (twice per year) meeting would likely be sufficient unless there were new developments impacting grants. Also, to reduce maintenance efforts, consolidate the various Grants Users Group listings.	Low	Implemented	Grants User Group meetings are now being held on a more consistent basis. Also, the Grants User Group listings have been consolidated.

Minutes for the City Council Regular Meeting

One DesCombes Drive, Broomfield, CO 80020

August 3, 2026, 6:02 PM - August 3, 2026, 6:09 PM

Roll Call: *(The following members were in attendance)*

- **Guyleen Castriotta,** Mayor
- **Katie Peterson,** Ward 1
- **Julie Twiss,** Ward 1
- **Paloma Delgadillo,** Ward 2
- **Austin Ward,** Ward 2 (Remote)
- **Jean Lim,** Ward 3
- **Sarah Braun,** Ward 3 (Remote)
- **Laurie Anderson,** Ward 4
- **Sean McKenzie,** Ward 4
- **Todd Cohen,** Ward 5
- **Lori Goldstein,** BURA Member

Not Present:

- **Heidi Henkel,** Ward 5
- **Liz Law-Evans,** BURA Member

Also Present:

- Jennifer Hoffman, City and County Manager
- Anna Bertenzetti, Deputy City and County Manager
- Dan Casey, Deputy City and County Manager
- Nancy Rodgers, City and County Attorney
- Michelle Parker, Deputy City and County Clerk & Recorder
- And various staff members

1. Meeting Commencement

1.A. Pledge of Allegiance

1.B. Review and Approval of Agenda

Councilmember Ward requested items 7A - 7D be moved to the consent agenda.

2. Petitions and Communications

3. Councilmember Reports

4. Public Comment

5. Reports

6. Consent Items

Mayor Pro Tem Lim moved to approve Consent Items 7A - 7C. The motion was seconded by Councilmember Anderson, and passed 9-0.

Vice Chair Lim moved to approve BURA Consent Item 7D. The motion was seconded by Authority Member Delgadillo, and passed 10-0.

7. Action Items

7.A. Approval of Hearing Officer Recommendations on Abatement Petitions (Resolution No. 2026-97-BOE)
(Board of Equalization - BOE)

7.B. Approval of Administrative Denials and Hearing Officer Recommendations on Protest Petitions (Resolution No. 2026-100-BOE)
(Board of Equalization - BOE)

7.C. Request for Council Executive Session Regarding Broomfield Town Square

7.D. Request for BURA Executive Session Regarding Broomfield Town Square
(Broomfield Urban Renewal Authority - BURA)

8. Mayor and Councilmember Requests for Future Action

9. Adjournment

City Council held a Study Session after the conclusion of the Regular City Council Meeting. Following adjournment of the Study Session, Council convened for Executive Session.

APPROVED:

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Mayor Castriotta

Office of the City and County Clerk

Minutes for the City Council Regular Meeting

One DesCombes Drive, Broomfield, CO 80020

August 11, 2026, 6:03 PM - August 11, 2026, 8:45 PM

View Correspondence
View Presentations

Roll Call: *(The following members were in attendance)*

- **Guyleen Castriotta,** Mayor
- **Katie Peterson,** Ward 1
- **Julie Twiss,** Ward 1
- **Paloma Delgadillo,** Ward 2
- **Austin Ward,** Ward 2
- **Jean Lim,** Ward 3
- **Sarah Braun,** Ward 3
- **Laurie Anderson,** Ward 4
- **Sean McKenzie,** Ward 4 (remote)
- **Heidi Henkel,** Ward 5
- **Todd Cohen,** Ward 5

Also Present:

- Jennifer Hoffman, City and County Manager
- Anna Bertenzetti, Deputy City and County Manager
- Dan Casey, Deputy City and County Manager
- Nancy Rodgers, City and County Attorney
- Tasha Reynolds, City and County Clerk Administrator
- And various staff members

The Mayor called a recess at 7:46 p.m. The meeting reconvened at 7:57 p.m.

1. Meeting Commencement

1.A. Pledge of Allegiance- 6:03 PM

1.B. Review and Approval of Agenda- 6:04 PM

2. Petitions and Communications

2.A. Proclamation - National Nonprofit Day- 6:04 PM

2.B. Proclamation - SMART Week- 6:17 PM

2.C. Presentation and Invitation to the 2026 NatureFest- 6:21 PM

3. Councilmember Reports

4. Public Comment

5. Reports

5.A. Master Services Agreement Quarterly Report - June 2026- 6:38 PM

6. Consent Items

Councilmember Henkel moved to approve Consent Items 6A-6D. The motion was seconded by Councilmember Ward, and passed 10-0.

6.A. Minutes for Approval- 6:40 PM

6.B. Markel Wottge Open Space Plan Implementation Agreement (Resolution 2026-39)- 6:40 PM

6.C. Agreement Regarding City Park Channel & Main St Improvements (Resolution No. 2026-84)- 6:40 PM

6.D. Establishing an Electric Vehicle (EV) Charging Stations Fee Structure for Stations on Broomfield Property (Resolution No. 2026-98)- 6:40 PM

7. Action Items

7.A. Approving Changes to the Broomfield Code Related to Expired Registrations (Public Hearing and Second Reading for Ordinance No. 2300)- 6:52 PM
Public Hearing was opened at 6:52 PM and closed at 6:56 PM

Councilmember Ward moved to approve on second reading and order published by title Ordinance No. 2300 to update the requirement of up to date vehicle registration as a condition of driving a vehicle in Broomfield to allow for accountability on either the driver or the registered owner. The motion was seconded by Councilmember Delgadillo, and passed 10-0.

7.B. District Attorney's Proposed Resolution for a Potential Ballot Question Regarding the 17th Judicial District DA Term Limits (Resolution No. 2026-85)- 6:58 PM

Councilmember Henkel moved to approve Resolution No. 2026-85 directing the City and County Clerk to place a question on the November 2026 ballot relating to the modification of term limits for the District Attorney in the Seventeenth Judicial District. The motion was seconded by Councilmember Ward, and passed 10-0.

7.C. Considering a Rail District Station Narrative for Joint Service and Front Range Passenger Rail (Resolutions 2026-86 and 2026-101)- 7:11 PM

Councilmember Ward moved to approve Resolution No. 2026-86 supporting the Front Range Passenger Rail District's Narrative Summary for a Proposed Broomfield Rail Station at 116th Avenue and the Development of Joint Service Rail and Passenger Rail Service Along the Front Range. The motion was seconded by Councilmember Delgadillo, and passed 10-0.

FLATIRON – Resolution No. 2026-101 supporting the Front Range Passenger Rail District's Narrative Summary for a Proposed Broomfield Rail Station at Flatiron and the Development of Joint Service Rail and Passenger Rail Service Along the Front Range was not considered.

7.D. Referring a Lodging Tax Ballot Question to the November 3, 2026 Election (Resolution No. 2026-105)- 7:57 PM

Councilmember Henkel moved to approve Resolution No. 2026-105 referring a ballot question to the registered electors at the November 3, 2026 election seeking authorization for the City and County of Broomfield to raise the current lodging tax from 1.6% to 6%, with all future revenues to be dedicated for use by the Housing Authority for the City and County of Broomfield. The motion was seconded by Councilmember Twiss, and passed 10-0.

8. Mayor and Councilmember Requests for Future Action

9. Adjournment

APPROVED:

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Mayor Castriotta

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Office of the City and County Clerk

Memo for the Parks, Recreation, and Senior Services Fee Schedule 2026
Prepared by: Clay Shuck, Director of Operations, Parks, Recreation & Senior Services and Matthew Gulley, Superintendent (Recreation)

Summary

View Correspondence
View Presentation

Proposed Resolution No. 2026-92 would approve the recommendations presented by the Parks, Recreation, and Senior Services (PRSS) Department to adopt a new fee schedule and structure for all PRSS offerings, including programs, passes, daily admissions, and facility/venue rentals for resident and non-resident rates. The first year of implementation would begin on January 1, 2027.

Per Broomfield Municipal Code section 12-28-150, the fee structure for use of parks, recreational facilities, and recreational programs are submitted to Council for approval by resolution. CCOB's current fee schedule was last updated in 2014. Since that time, the department has experienced significant increases in operational costs, including personnel, utilities, maintenance, and supplies. Furthermore, a comprehensive market analysis was recently conducted to benchmark our current fees against comparable regional municipalities.

Analysis indicates that many of the department's current fees are below the market average. This impacts the department's ability to achieve its consistent cost allocation goals of 60% for Recreation Services and 50% for Senior Services, which relate to the balance between revenue and expenses. Capital Improvement Projects (CIP), encompassing Asset Replacement schedules and major park/facility developments, are not included in these cost recovery levels. Nationally, cost recovery ranges from 20% to 50%, a variability stemming from how agencies are structured and how CIP costs are incorporated into their cost allocation models.

PRSS staff proposes implementing incremental annual adjustments to the fee structure, along with a market rate comparison every two years. This approach aims to keep the fees at or near the market average.

The proposed fee schedule structure for 2027 is attached in Exhibit A. After the first year of implementation, PRSS staff recommend completing a thorough market survey in 2027 for the 2028 budget cycle. In future years, the cycle would be surveying for implementation of fees in even years, with a 3% increase for odd year budgets.

2027 - Increase as stated on the chart below/Exhibit A.
2028 - Percentage based on 2027 Completed Market Survey
2029 - 3% Increase
2030 - Percentage based on 2029 Completed Market Survey
2031 - 3% Increase

This fee schedule structure, reflected in proposed Resolution No. 2026-92, would continue until modified by Council via resolution.

Broomfield's Parks, Recreation, and Senior Services fees are typically positioned below the average compared to nearby municipalities. We benchmark our fees against ten to twelve external agencies when researching the market. These surveyed jurisdictions typically implement annual fee increases of 3% to 3.5%.

The chart below presents the proposed daily admission fees and pass fees. Please note that the pass structure has been reorganized to better integrate with our current registration system's capabilities. The complete fee schedule is detailed in the attached spreadsheet (Exhibit A).

PDRC & BCC Daily Admission Fees

Type	Current Fee	2027 Fee	2028 Fee*	2029 Fee**
Youth/Teen Resident	$3.50	$4.00	$4.75	$5.00
Youth/Teen Non-Resident	$6.25	$7.00	$7.75	$8.00
Adult Resident	$5.00	$5.75	$6.50	$6.75
Adult Non-Resident	$7.75	$9.00	$9.75	$10.00
Senior Resident	$4.00	$4.00	$4.75	$5.00
Senior Non-Resident	$6.25	$7.00	$7.75	$8.00

Bay Daily Admission Fees

Type	Current Fee	2027 Fee	2028 Fee*	2029 Fee**
Resident***	$5.00	$6.00	$7.00	$7.00
Non-Resident***	$9.00	$10.00	$11.00	$12.00

20 Punch Passes

Type	Current Fee	2027 Fee	2028 Fee*	2029 Fee**
Youth/Teen Resident	$60.00	$70.00	$82.00	$90.00
Youth/Teen Non-Resident	$106.00	$122.00	$135.00	$144.00
Adult Resident	$85.00	$100.00	$114	$122.00
Adult Non-Resident	$132.00	$157.00	$170.00	$180.00
Senior Resident	$68.00	$70.00	$82.00	$90.00
Senior Non-Resident	$106.00	$122.00	$135.00	$144.00

All Facility Passes

Type	Current Fee	2027 Fee	2028 Fee*	2029 Fee**
Youth/Teen Resident (Monthly)	$18.00	$15.00	$17.00	$18.00
Youth/Teen Resident (Annually)	$216.00	$180.00	$204.00	$216.00
Youth/Teen Non-Resident (Monthly)	$33.00	$27.00	$30.00	$31.00
Youth/Teen Non-Resident (Annually)	$396.00	$324.00	$360.00	$372.00
Adult Resident (Monthly)	$33.00	$35.00	$40.00	$41.00
Adult Resident (Annually)	$396.00	$420.00	$480.00	$492.00
Adult Non-Resident (Monthly)	$51.00	$53.00	$58.00	$60.00
Adult Non-Resident (Annually)	$612.00	$636.00	$696.00	$720.00
Senior Resident (Monthly)	$21.00	$23.00	$25.00	$26.00
Senior Resident (Annually)	$252.00	$276.00	$300.00	$312.00
Senior Non-Resident (Monthly)	$33.00	$35.00	$37.00	$38.00
Senior Non-Resident (Annually)	$396.00	$420.00	$444.00	$456.00
Family Pass Resident (Monthly)	$75.00	$80.00	$85.00	$90.00
Family Pass Resident (Annually)	$900.00	$960.00	$1020.00	$1080.00
Family Pass Non-Resident (Monthly)	$120.00	$120.00	$120.00	$125.00
Family Pass Non-Resident (Annually)	$1440.00	$1440.00	$1440.00	$1500.00

* This is an estimate based on current survey data, which is subject to change; it could increase or decrease based on the results of the final market survey.
** This represents an approximate 3% increase.

Financial Considerations

Increased revenue will assist in the continued balance between revenue and expenses, and the subsidy level of approximately 50% - 60%.

Prior Council or Other Entity Actions

March 18, 2014 - Study Session to discuss changes to the fee structure.

June 10, 2014 - Council approved Resolution 2014-87 adopting fee adjustments for various facility and rental usage and services.

May 7, 2026 - Study Session to discuss changes to the fee structure.

Boards and Commissions Prior Actions and Recommendations

The Parks, Recreation, and Senior Services Advisory Committee received these recommendations, along with direction from the Council, at the April 15, 2026 meeting.

Proposed Actions / Recommendations

If Council desires to proceed with staff's recommended fee increases, the appropriate motion is:

That Resolution No. 2026-92 be adopted

Alternatives

Do not make any changes in the current fee schedule.

Exhibit A

Daily Fee and Pass Fee Schedule

(See the spreadsheet linked as Exhibit A for all the programs and services)

RESOLUTION NO. 2026-92

A Resolution adopting an updated fee schedule for the Parks, Recreation, and Senior Services Department

Recitals

Where, pursuant to B.M.C. 12-28-150, Council adopted any fee structure for parks and recreation; and

Whereas, the fee schedule was last updated and adopted by Council in 2014; and

Whereas, since 2014, the City and County of Broomfield's Parks, Recreation, and Senior Services (PRSS) Department has experienced significant increases in operational costs, including personnel, utilities, maintenance, and supplies; and

Whereas, a comprehensive market analysis benchmarking CCOB's fees against ten to twelve regional municipalities indicated that many current fees are below the market average; and

Whereas, the current fee structure impacts the department's ability to achieve consistent cost allocation goals for Recreation Services and for Senior Services; and

Whereas, Council finds it is appropriate to adopt the proposed fee structure and adjustments as outlined in Exhibit A; and

Whereas, Council also finds it is appropriate to approve a multi-year, incremental adjustment to fees to maintain alignment with market rates and ensure long-term fiscal sustainability.

Now, therefore, be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1. Adoption of 2027 Fee Schedule

The Council adopts the updated fee schedule for Parks, Recreation, and Senior Services as detailed in "Exhibit A", including but not limited to daily admissions, punch passes, and facility passes. This fee schedule will commence on January 1, 2027.

Section 2. Authorization for Future Adjustments

To ensure fees remain at or near the market average, Council adopts the following fee schedule structure for future adjustments:

- **Market Surveys:** A thorough market survey shall be completed in 2027 (for the 2028 budget cycle) and every two years thereafter.
- **Odd-Year Incremental Increases:** In odd-numbered years, a 3% increase from the previous year will be applied to fees.
- **Even Year Increase:** In even-numbered years, starting in 2028, fee increases will be based on the previous year's completed market survey.

Section 3.

This resolution is effective on the date of approval by the City Council.

Approved on August 25, 2026.

The City and County of Broomfield, Colorado

____
Mayor

Attest:

____
Office of the City and County Clerk

Approved as to form:

NCR

____
City and County Attorney

Recreation and Senior Services Comprehensive Fee Philosophy
The overall fee philosophy is for the department to be 55% cost recovery which will entail some programs being more heavily subsidized (TR, Special Events) and some being less.

PROGRAMS
The Current Resident vs Non-Resident Split Should be 120-125% difference, except for specific exceptions to keep within Market Value.
The goal should be to get the Resident vs Non-Resident Split to be 120-125% difference where possible particularly for those programs that are in high demand and have long waitlists.
Every year there should be a 3% increase for programs due to escalating salaries and supplies.
Every two years a fee survey should be done of like services to determine what everyone else is doing to see what the market can bear and if we need to reset fees higher OR lower.

FACILITY PASSES
The Resident vs Non-Resident Split should be 150% difference in cost, except for specific exceptions to keep within Market Value.
Current surveys will direct fee increases in 2026. See Staff Recommendations.
Every year there should be an increase of 3% for passes due to escalating salaries and supplies.
Every two years a fee survey should be done of like services to determine what everyone else is doing to see what the market can bear and if we need to reset fees higher OR lower.

RENTALS
The Resident vs Non-Resident Split should be 150% differnce in cost, except for specific exceptions to keep within Market Value.
Current surveys will direct fee increases in 2026. See Staff Recommendations.
Every year there should be an increase of 3%for rentals due to escalating salaries and supplies.
Every two years a fee survey should be done of like services to determine what everyone else is doing to see what the market can bear and if we need to reset fees higher OR lower.

FIELDS
The Resident vs Non-Resident Split should be 150% differnce in cost, except for specific exceptions to keep within Market Value.
Current surveys will direct fee increases in 2026. See Staff Recommendations.
Every year there should be an increase of 3% for fields due to escalating salaries and supplies.
Every two years a fee survey should be done of like services to determine what everyone else is doing to see what the market can bear and if we need to reset fees higher OR lower.

CEMETERY FEES
The Resident vs Non-Resident Split should be 200% differnce in cost, except for specific exceptions to keep within Market Value.
Current surveys will direct fee increases in 2026. See Staff Recommendations.
Every two years a fee survey should be done of like services to determine what everyone else is doing to see what the market can bear and if we need to reset fees higher OR lower.

Facility Pass and Daily Fees

Fee/Service	Current Fees	Average of Surveys	Proposed Fees	Actual $ Increase	Percentage Increase	
Daily Pass Fees						
Youth Resident	$3.50	$5.75	$4.00	$0.50	14.29%	
Youth Non-Resident	$6.25	$7.75	$7.00	$0.75	12.00%	
Teen Resident	$3.50	$5.80	$4.00	$0.50	14.29%	
Teen Non-Resident	$6.25	$7.80	$7.00	$0.75	12.00%	
Adult Resident	$5.00	$7.68	$5.75	$0.75	15.00%	
Adult Non-Resident	$7.75	$9.88	$9.00	$1.25	16.13%	
Senior Resident	$4.00	$6.00	$4.00	$0.00	0.00%	
Senior Non-Resident	$6.25	$8.00	$7.00	$0.75	12.00%	
Bay Daily Pass Fees						
Youth/Teen Resident	$5.00	$5.92	$6.00	$1.00	20.00%	
Youth/Teen Non-Resident	$9.00	$7.25	$10.00	$1.00	11.11%	
Adult Resident	$5.00	$8.00	$6.00	$1.00	20.00%	
Adult Non-Resident	$9.00	$9.58	$10.00	$1.00	11.11%	
Senior Resident	$5.00	$6.21	$6.00	$1.00	20.00%	
Senior Non-Resident	$9.00	$7.54	$10.00	$1.00	11.11%	
20 Punch Passes						
Youth Resident	$60.00	$83.40	$70.00	$10.00	16.67%	
Youth Non-Resident	$106.00	$121.10	$122.00	$16.00	15.09%	
Teen Resident	$60.00	$92.40	$70.00	$10.00	16.67%	
Teen Non-Resident	$106.00	$121.10	$122.00	$16.00	15.09%	
Adult Resident	$85.00	$110.63	$100.00	$15.00	17.65%	
Adult Non-Resident	$132.00	$152.23	$157.00	$25.00	18.94%	
Senior Resident	$68.00	$86.30	$70.00	$2.00	2.94%	
Senior Non-Resident	$106.00	$123.70	$122.00	$16.00	15.09%	
All Facility Passes						
Youth Resident (Monthly)	$18.00	$30.00	$15.00	-$3.00	-16.67%	***
Youth Resident (Annual)	$216.00	$309.50	$180.00	-$36.00	-16.67%	**/***
Youth Non-Resident (Monthly)	$33.00	$39.47	$27.00	-$6.00	-18.18%	***
Youth Non-Resident (Annual)	$396.00	$408.95	$324.00	-$72.00	-18.18%	**/***
Teen Resident (Monthly)	$18.00	$31.00	$15.00	-$3.00	-16.67%	***
Teen Resident (Annual)	$216.00	$319.05	$180.00	-$36.00	-16.67%	**/***
Teen Non-Resident (Monthly)	$33.00	$40.72	$27.00	-$6.00	-18.18%	***
Teen Non-Resident (Annual)	$396.00	$420.83	$324.00	-$72.00	-18.18%	**/***
Adult Resident (Monthly)	$33.00	$45.23	$35.00	$2.00	6.06%	***
Adult Resident (Annual)	$396.00	$470.40	$420.00	$24.00	6.06%	**/***
Adult Non-Resident (Monthly)	$51.00	$58.83	$53.00	$2.00	3.92%	***

DAILY PASS AVG INCREASE	
Resident	10.89%
Non-Resident	13.03%

BAY DAILY AVG INCREASE	
Resident	20.00%
Non-Resident	11.11%

PUNCH PASS AVG INCREASE	
Resident	13.48%
Non-Resident	16.06%

Facility Pass and Daily Fees Continued

Adult Non-Resident (Annual)	$612.00	$608.85	$636.00	$24.00	3.92%	**/***
Senior Resident (Monthly)	$21.00	$32.10	$23.00	$2.00	9.52%	***
Senior Resident (Annual)	$252.00	$330.45	$276.00	$24.00	9.52%	**/***
Senior Non-Resident (Monthly)	$33.00	$42.02	$35.00	$2.00	6.06%	***
Senior Non-Resident (Annual)	$396.00	$434.03	$420.00	$24.00	6.06%	**/***
Family Pass Resident (Monthly) (2 Adults & 2 Kids)	$75.00	$88.83	$80.00	$5.00	6.67%	***
Family Pass Resident (Annual) (2 Adults & 2 Kids)	$900.00	$912.20	$960.00	$60.00	6.67%	**/***
Family Pass Non-Resident (Monthly) (2 Adults & 2 Kids)	$120.00	$112.53	$120.00	$0.00	0.00%	***
Family Pass Non-Resident (Annual) (2 Adults & 2 Kids)	$1,440.00	$1,172.57	$1,440.00	$0.00	0.00%	**/***

*The current family pass does not work well within the system so we are shifting to a household pass where the billing is tied to one person and not tied to each person in the house. Thus, the $80 Household Pass for 2 adults and 2 youth is a better deal than 2 individual adult passes and 2 individual youth passes combined. For every person above the four people on the household pass it will simply be $10 per person per month.

**5% Discount on all passes if Paid in Full instead of Monthly.

***5% Discount when using ACH Payment method instead of a Credit Card.

FACILITY PASS AVG INCREASE	
Resident	**-2.22%**
Non-Resident	**-5.28%**

Room Rental Fee Increases

Fee/Service	Current Fees	Average of Surveys	Proposed Fees	Actual $ Increase	Percentage Increase
Party Room/Packages					
Room 1 Resident	$93.00	$183.56	$107.00	$14.00	15.05%
Room 2 Resident	$123.00	$227.57	$141.00	$18.00	14.63%
Additional Guests Resident	$3.50	$6.67	$4.00	$0.50	14.29%
Party Add On 1 Resident	$75.00	$109.67	$85.00	$10.00	13.33%
Party Add On 1 Non-Resident	$75.00	$115.00	$85.00	$10.00	13.33%
Meeting Rooms					
Meeting Room 1 Resident	$22.00	$46.30	$27.00	$5.00	22.73%
Meeting Room 1 Non-Resident	$40.00	$57.30	$41.00	$1.00	2.50%
Meeting Room 2 Resident	$42.00	$64.50	$48.00	$6.00	14.29%
Meeting Room 2 Non-Resident	$63.00	$78.80	$72.00	$9.00	14.29%
Meeting Room 5 Non-Resident	$37.50	$51.75	$41.00	$3.50	9.33%
Facility Support Fees	$25.00	N/A	$30.00	$5.00	20.00%
After Hours Fees	$50.00	$81.67	$60.00	$10.00	20.00%
Banquet Rooms					
Kitchen Rental 2 Resident	$285.00	N/A	$290.00	$5.00	1.75%
Kitchen Rental 2 Non-Resident	$428.00	N/A	$435.00	$7.00	1.64%
Facility Support Fees	$25.00	N/A	$30.00	$5.00	20.00%
After Hours Fees	$50.00	$80.00	$60.00	$10.00	20.00%
Add On Space Resident	$64.00	$45.00	$65.00	$1.00	1.56%
Add On Space Non-Resident	$96.00	$45.00	$98.00	$2.00	2.08%

FEE/SVC AVG INCREASE	
Resident	**14.33%**
Non-Resident	**13.33%**

MEETING ROOM AVG INCREASE	
Resident	**18.51%**
Non-Resident	**8.71%**

BANQUET ROOM AVG INCREASE	
Resident	**1.66%**
Non-Resident	**1.86%**

Shelters/Park Rental Fee Increases

Fee/Service	Current Fees	Average of Surveys*	Proposed Fees	Actual $ Increase	Percentage Increase
Shelter and Park Rentals (# of Users)	**Per Hour**				
50 & Under Park Resident	$15.00	N/A	$17	$2.00	13.33%
51-100 Park Resident	$23.00	N/A	$26	$3.00	13.04%
101-200 Park Resident	$38.00	N/A	$43	$5.00	13.16%
201-300 Park Resident	$60.00	N/A	$68	$8.00	13.33%
301-400 Park Resident	$83.00	N/A	$94	$11.00	13.25%
401-500 Park Resident	$106.00	N/A	$120	$14.00	13.21%
50 & Under Shelter Resident	$15.00	N/A	$17	$2.00	13.33%
51-100 Shelter Resident	$23.00	N/A	$26	$3.00	13.04%
101-200 Shelter Resident	$38.00	N/A	$43	$5.00	13.16%
201-300 Shelter Resident	$60.00	N/A	$68	$8.00	13.33%
301-400 Shelter Resident	$83.00	N/A	$94	$11.00	13.25%
401-500 Shelter Resident	$106.00	N/A	$120	$14.00	13.21%
50 & Under Premium Shelter Resident	$19.00	N/A	$22	$3.00	15.79%
51-100 Premium Shelter Resident	$30.00	N/A	$34	$4.00	13.33%
101-200 Premium Shelter Resident	$48.00	N/A	$55	$7.00	14.58%
201-300 Premium Shelter Resident	$75.00	N/A	$86	$11.00	14.67%
301-400 Premium Shelter Resident	$95.00	N/A	$109	$14.00	14.74%
401-500 Premium Shelter Resident	$114.00	N/A	$131	$17.00	14.91%
501-600 Premium Shelter Resident	$133.00	N/A	$153	$20.00	15.04%
601-700 Premium Shelter Resident	$165.00	N/A	$190	$25.00	15.15%
701-800 Premium Shelter Resident	$195.00	N/A	$225	$30.00	15.38%

* The majority of the cities surveyed handle their fees in a different manner, not by the hour so the data is not comparable.

MEETING ROOM AVG INCREASE	
Resident	14.00%

Cemetery Fees

Fee/Service	Current Fees	Average of Surveys	Proposed Fees	Actual $ Increase	Percentage Increase
Full Basket Burial Fees					
Full Casket Individual Upright Space - Resident	$2,000	$2,533	$2,050	$50.00	2.50%
Full Casket Individual Upright Space - Non-Resident	$4,000	$2,952	$4,100	$100.00	2.50%
Full Casket Individual Flush Space - Resident	$1,300	$2,496	$1,300	$0.00	0.00%
Full Casket Individual Flush Space - Non-Resident	$2,600	$2,915	$2,600	$0.00	0.00%
Full Casket Companion Upright Space - Resident	$2,500	$3,510	$2,575	$75.00	3.00%
Full Casket Companion Upright Space - Non-Resident	$5,000	$4,026	$5,150	$150.00	3.00%
Full Casket Companion Flush Space - Resident	$2,000	$3,510	$2,000	$0.00	0.00%
Full Casket Companion Flush Space - Non-Resident	$4,000	$4,026	$4,000	$0.00	0.00%
Full Casket Space Perpetual Care - Resident	$500	$600	$550	$50.00	10.00%
Full Casket Space Perpetual Care - Non-Resident	$1,000	$719	$1,100	$100.00	10.00%
Full Casket Open/Close - Resident	$1,200	$1,699	$1,250	$50.00	4.17%
Full Casket Open/Close - Non-Resident	$2,400	$1,751	$2,500	$100.00	4.17%
Full Casket Vault - Resident	$800	$1,037	$825	$25.00	3.13%
Full Casket Vault - Non-Resident	$800	$1,037	$825	$25.00	3.13%
Infant Burial Space - Resident	$800	$849	$825	$25.00	3.13%
Infant Burial Space - Non-Resident	$1,600	$956	$1,650	$50.00	3.13%
Infant Open/Close - Resident	$600	$644	$625	$25.00	4.17%
Infant Open/Close - Non-Resident	$1,200	$672	$1,250	$50.00	4.17%
Infant Perpetual Care - Resident	$400	$314	$425	$25.00	6.25%
Infant Perpetual Care - Non-Resident	$800	$361	$850	$50.00	6.25%
Columbarium (Niche Wall) Fees					
Niche Wall Individual Spaces (8x8) - Resident	$1,100	$2,483	$1,150	$50.00	4.55%
Niche Wall Individual Spaces (8x8) - Non-Resident	$2,200	$2,701	$2,300	$100.00	4.55%
Niche Wall Individual Spaces (10x10) - Resident	$1,500	$2,483	$1,550	$50.00	3.33%
Niche Wall Individual Spaces (10x10) - Non-Resident	$3,000	$2,701	$3,100	$100.00	3.33%
Lakeview Niche Wall Individual Spaces (10x10) - Resident	$950	N/A	$1,000	$50.00	5.26%
Lakeview Niche Wall Individual Spaces (10x10) - Non-Resident	$1,900	N/A	$2,000	$100.00	5.26%
Niche Wall Companion Spaces (10x10) - Resident	$2,400	$3,549	$2,500	$100.00	4.17%

Cemetery Fees Continued

Niche Wall Companion Spaces (10x10) - Non-Resident	$4,800	$4,197	$5,000	$200.00	4.17%
Lakeview Niche Wall Companion Spaces (10x10) - Resident	$1,700	N/A	$1,750	$50.00	2.94%
Lakeview Niche Wall Companion Spaces (10x10) - Non-Resident	$3,400	N/A	$3,500	$100.00	2.94%
Niche Wall Individual Perpetual Care - Resident	$300	$448	$325	$25.00	8.33%
Niche Wall Individual Perpetual Care - Non-Resident	$600	$521	$650	$50.00	8.33%
Niche Wall Companion Perpetual Care - Resident	$300	$551	$325	$25.00	8.33%
Niche Wall Companion Perpetual Care - Non-Resident	$600	$641	$650	$50.00	8.33%
Niche Wall Open/Close - Resident	$400	$617	$425	$25.00	6.25%
Niche Wall Open/Close - Non-Resident	$800	$617	$850	$50.00	6.25%
Niche Wall Engraving At-Need - Resident	$450	N/A	$475	$25.00	5.56%
Niche Wall Engraving At-Need - Non-Resident	$450	N/A	$475	$25.00	5.56%
Niche Wall Engraving Pre-Need - Resident	$650	N/A	$675	$25.00	3.85%
Niche Wall Engraving Pre-Need - Non-Resident	$650	N/A	$675	$25.00	3.85%
In Ground Cremation Fees					
Cremation Individual Space - Resident	$800	$1,567	$850	$50.00	6.25%
Cremation Individual Space - Non-Resident	$1,600	$1,825	$1,700	$100.00	6.25%
Cremation Companion Space - Resident	$1,200	$2,782	$1,250	$50.00	4.17%
Cremation Companion Space - Non-Resident	$2,400	$3,162	$2,500	$100.00	4.17%
Cremation Individual Space Perpetual Care - Resident	$400	$404	$425	$25.00	6.25%
Cremation Individual Space Perpetual Care - Non-Resident	$800	$469	$850	$50.00	6.25%
Cremation Companion Space Perpetual Care - Resident	$400	$520	$425	$25.00	6.25%
Cremation Companion Space Perpetual Care - Non-Resident	$800	$616	$850	$50.00	6.25%
Cremation Open/Close - Resident	$600	$769	$625	$25.00	4.17%
Cremation Open/Close - Non-Resident	$1,200	$793	$1,250	$50.00	4.17%
Cremation Individual Vault - Resident	$300	$414	$325	$25.00	8.33%
Cremation Individual Vault - Non-Resident	$300	$414	$325	$25.00	8.33%
Cremation Cremation Vault - Resident	$350	$414	$375	$25.00	7.14%
Cremation CremationVault - Non-Resident	$350	$414	$375	$25.00	7.14%
Miscellaneous Fees					
VA Memorial Installation	$150	$100	$155	$5.00	3.33%
Monument Relocation Fee	$120	N/A	$125	$5.00	4.17%

Cemetery Fees Continued

Disinterment - Full Burial - Resident	$1,500	$2,661	$1,550	$50.00	3.33%
Disinterment - Full Burial - Non-Resident	$3,000	$2,661	$3,100	$100.00	3.33%
Disinterment - Cremation - Resident	$700	$817	$750	$50.00	7.14%
Disinterment - Cremation - Non-Resident	$1,400	$817	$1,500	$100.00	7.14%
Transfer/Admin/Document Fee	$50	$89	$50	$0.00	0.00%
Services on Saturday - Resident	$400	$830	$425	$25.00	6.25%
Services on Saturday - Non-Resident	$800	$836	$825	$25.00	3.13%
Niche Wall Vase	$40	$218	$40	$0.00	0.00%
Cenotaph - Memorial Only	$425	N/A	$450	$25.00	5.88%
Cenotaph - Combined Cost (Memorial/Interment) - Resident	$600	N/A	$625	$25.00	4.17%
Cenotaph - Combined Cost (Memorial/Interment) - Non-Resident	$1,200	N/A	$1,250	$50.00	4.17%
Cenotaph Vault Option: Standard	$300	N/A	$325	$25.00	8.33%
Cenotaph Vault Option: Companion/XL	$350	N/A	$375	$25.00	7.14%
					4.79%

Field Fee Increases

Fee/Service	Current Fees	Average of Surveys	Proposed Fees	Actual $ Increase	Percentage Increase
Multipurpose Fields					
Multipurpose Field - Rectangle					
Outlying (non-complex) single field weekday - Resident	$16	$24	$22	$6.00	37.50%
Outlying (non-complex) single field weekday - Non-Resident	$32	$33	$33	$1.00	3.13%
Outlying (non-complex) single field weekend - Resident	$16	$26	$22	$6.00	37.50%
Outlying (non-complex) single field weekend - Non-Resident	$32	$35	$33	$1.00	3.13%
Outlying (non-complex) single field - full day - Resident	$127	$167	$165	$38.00	29.92%
Multipurpose Field - Synthetic					
Outlying (non-complex) single field weekday - Resident	$32	$54	$44	$12.00	37.50%
Outlying (non-complex) single field weekday - Non-Resident	$64	$77	$76	$12.00	18.75%
Outlying (non-complex) single field weekend - Resident	$32	$66	$44	$12.00	37.50%
Outlying (non-complex) single field weekend - Non-Resident	$64	$82	$76	$12.00	18.75%
Multipurpose Field - Complex					
Weekday - Resident	$16	$29	$22	$6.00	37.50%
Weekday - Non-Resident	$32	$39	$33	$1.00	3.13%
Weekend - Resident	$16	$29	$22	$6.00	37.50%
Weekend - Non-Resident	$32	$39	$33	$1.00	3.13%
Full day - Resident	$127	$273	$165	$38.00	29.92%
Full day Weekend - Resident	$127	$384	$165	$38.00	29.92%
Diamond Fields					
Ball Field - Diamond					
Outlying (non-complex) single field weekday - Resident	$16	$24	$22	$6.00	37.50%
Outlying (non-complex) single field weekday - Non-Resident	$32	$33	$33	$1.00	3.13%
Outlying (non-complex) single field weekend - Resident	$16	$25	$22	$6.00	37.50%
Outlying (non-complex) single field weekend - Non-Resident	$32	$34	$33	$1.00	3.13%
Outlying (non-complex) single field - full day - Resident	$127	$171	$165	$38.00	29.92%
Ball Field - Diamond - Complex					
Weekday - Resident	$16	$35	$22	$6.00	37.50%
Weekday - Non-Resident	$32	$43	$33	$1.00	3.13%
Weekend - Resident	$16	$35	$22	$6.00	37.50%
Weekend - Non-Resident	$32	$43	$33	$1.00	3.13%
Full day- Resident	$127	$187	$165	$38.00	29.92%
Full day Weekend - Resident	$127	$212	$165	$38.00	29.92%
Miscellaneous Fees					

RECT FIELD AVG INCREASE	
Resident	34.97%
Non-Resident	3.13%

SYNTH FIELD AVG INCREASE	
Resident	37.50%
Non-Resident	18.75%

COMPLEX AVG INCREASE	
Resident	34.97%
Non-Resident	12.06%

DIAM FIELD AVG INCREASE	
Resident	34.97%
Non-Resident	3.13%

DIA COMPLEX AVG INCREASE	
Resident	34.97%
Non-Resident	12.06%

Field Fees Continued

Per Player Fee - Resident (Recocognized user groups)	$10	$13	$15	$5.00	50.00%		
Field Prep - Resident (non-diamond)	$54	$73	$64	$10.00	18.52%		
Dragging/Lining Field - Non-Resident	$35	$35	$41	$6.00	17.14%		
Fence Install	$100	N/A	$136	$36.00	36.00%		
Tennis Courts - Resident	$6	N/A	$8	$2.00	33.33%		

Program Fee Cost Recovey Goals		
Fee/Service	**Cost Recovery Goal**	Cost Recovery Service Category
Aquatics		
Swim Lessons	45-55%	Lesson/Level Based Activities
CARA Swim-Dive	55-65%	Team/League Based Activities
Masters Team	55-65%	Team/League Based Activities
Red Cross	65-80%	Skill Based Activities
Contractual Programs		
Amazing Athletes	100-150%	Specialized Business Services
Chirp and Moo	100-150%	Specialized Business Services
Create and Learn	100-150%	Specialized Business Services
Financial Literacy	100-150%	Specialized Business Services
Gallery on the Go	100-150%	Specialized Business Services
Incrediflix	100-150%	Specialized Business Services
Jazzercise	100-150%	Specialized Business Services
Kidcreate	100-150%	Specialized Business Services
Kindermusik	100-150%	Specialized Business Services
Play-Well	100-150%	Specialized Business Services
Shinkendo	100-150%	Specialized Business Services
Skate Start	100-150%	Specialized Business Services
Snapology	100-150%	Specialized Business Services
Tae Kwon Do	100-150%	Specialized Business Services
Twirling	100-150%	Specialized Business Services
Two Left Boots	100-150%	Specialized Business Services
Youth Golf Program (TGA)	100-150%	Specialized Business Services
Youth Dance	100-150%	Specialized Business Services
Youth Jewelery Classes	100-150%	Specialized Business Services
Youth Medical	100-150%	Specialized Business Services
Youth Theatre Classes	100-150%	Specialized Business Services
Fitness & Wellness		
Boot Camp	85-95%	Private/Semi-Private Activities
Dietary Analysis	100-150%	Specialized Business Services
Fitness Intro Classes	45-55%	Lesson/Level Based Activities
Group Challenges	65-80%	Skill Based Activities
Parkinsons Classes	20-35%	Education & Enrichment Activities
Personal Training	85-95%	Private/Semi-Private Activities
Pilates Reformer Classes	85-95%	Private/Semi-Private Activities
Pilates Reformer Individual	85-95%	Private/Semi-Private Activities
Running Program	65-80%	Skill Based Activities
Silver & Fit	100-150%	Specialized Business Services
SilverSneakers	100-150%	Specialized Business Services
Weight Training for Active Adults	85-95%	Private/Semi-Private Activities
Wellness Programming	100-150%	Specialized Business Services
Yoga Programming	65-80%	Skill Based Activities

Service Category Descriptions
Non-Monitored or Open Access Activities - 0% Cost Recovery Goal
Self-directed activity in parks and park areas which do not include supervision or oversight by staff and/or volunteers.
[Examples: parks, playgrounds, dog parks, trails, fishing ponds, disc golf, outdoor sports courts, public art, skate parks, bike parks]
Community Events - 5-15% Cost Recovery Goal
Large-scale events that appeal to a broad portion of the community regardless of age, ability/skill, family composition, etc. These events are highly intensive and typically occur on an annual basis and include additional support from many other departments.
[Examples: Fourth of July, Memorial Day, Broomfield Days, Tree Lighting Ceremony, National Night Out, Jingle Bell Market, Brewhaha]
Human Services - 5-15% Cost Recovery Goal
Prevention and remediation of life challenges. Services designed to assist in maintaining independence and connection to the community by linking and/or providing resources for those in need which includes leisure opportunities.
[Examples: home visits, transportation services, Lakeshore Lunches, case management, information assistance, referrals, emergency natural disaster shelter, Hearing Clinic, Respite Care, Medical Foot Care, DME Loan Closet, Meals on Wheels program, therapeutic recreation programs]
Education & Enrichment Activities - 20-35% Cost Recovery Goal
Classes, clinics, workshops, and other led and/or instructed activities designed to enhance self-sufficiency, personal development, and enjoyment through education.
[Examples: pre-school program, day camps, support groups, general older adult education classes]
Drop-In Activities - 35-45% Cost Recovery Goal
Activities which may or may not require registration or instruction but include supervision or oversight by staff and/or volunteers.
[Examples: lap swim, open gym, fitness room, pickleball, batting cages, Bridge, woodworking]
Lesson/Level Based Activities - 45-55% Cost Recovery Goal
Programs and activities that are based on age and/or skill with the purpose of advancing to the next level.
[Examples: group fitness classes, swim lessons, gymnastic lessons, tennis lessons, youth basketball, youth volleyball]
Team/League Based Activities - 55-65% Cost Recovery Goal
Programs and activities for participants of all ages. These activities are leagues and teams where scoring may or may not be kept.
[Examples: team gymnastics, adult league softball, men's basketball league, softball league, CARA Swim Team, Masters Swim Team, active adult golf]
Skill-Based Activities - 65-80% Cost Recovery Goal
Programs and activities designed to develop, maintain, and advance physical skills. These would be specialized or short term (i.e., one day to six weeks) programs.
[Examples: basketball clinic, TRX 101, Hike 14'er, yoga tune-up, Red Cross classes, youth sport camps]
Special Interest Events - 75-85% Cost Recovery Goal
Events designed for a target market, market niche', or a specific interest where pre-registration may

Program Fee Cost Recovery Goals Continued

Youth Sports Performance	65-80%	Skill Based Activities
Special Events		
BrewHaha	5-15%	Community Events
Broomfield Days	5-15%	Community Events
Dog Daze	5-15%	Community Events
Easter Event	5-15%	Community Events
Fall Fest	5-15%	Community Events
Great American Picnic	5-15%	Community Events
Jingle Bell Market	5-15%	Community Events
Memorial Day Event	5-15%	Community Events
MiniHaha	5-15%	Community Events
MiniMini Haha	5-15%	Community Events
Spring Spectacular	5-15%	Community Events
Student Art Show	5-15%	Community Events
Tree Lighting	5-15%	Community Events
General Programming		
Pottery	100-150%	Specialized Business Services
Woodshop	35-45%	Drop In Activities
Early Explorers Plus	20-35%	Education & Enrichment Activities
Journey Into Kindergarten	20-35%	Education & Enrichment Activities
Little Learners	20-35%	Education & Enrichment Activities
Little Learners Plus	20-35%	Education & Enrichment Activities
Lunch Brigade	20-35%	Education & Enrichment Activities
Athletics Programming		
Adult Basketball	55-65%	Team/League Based Activities
Adult Softball	55-65%	Team/League Based Activities
Adult Volleyball	55-65%	Team/League Based Activities
Athletic Field Rentals	75-85%	Special Interest Events
Baseball	45-55%	Lesson/Level Based Activities
CARA Track	45-55%	Lesson/Level Based Activities
Girl's Softball/T-ball	45-55%	Lesson/Level Based Activities
Golf Programs	55-65%	Team/League Based Activities
Gymnastics Program - Lessons	45-55%	Lesson/Level Based Activities
Gymnastics Program - Flyers	55-65%	Team/League Based Activities
IDT Softball Tournament	75-85%	Special Interest Events
Little Dribblers	45-55%	Lesson/Level Based Activities
Pickleball	85-95%	Private/Semi-Private Activities
Tennis Programs	45-55%	Lesson/Level Based Activities
Youth Assn. Fields	90-100%	Facility Reservations
Youth Basketball	45-55%	Lesson/Level Based Activities
Youth Volleyball	45-55%	Lesson/Level Based Activities
Youth & Teen Programming		
Explorers Outdoors	20-35%	Education & Enrichment Activities
Fall Camp	20-35%	Education & Enrichment Activities

be required.
[Examples: Blackhawk Casino trip, Summer Adult Softball Tournament, MiniHaha Triathlon, Dog Days, Living in Balance, Bridge tournament, senior dances]
Private/Semi-Private Activities - 85-95% Cost Recovery Goal
Individualized classes, clinics, workshops, and other led and/or instructed activities offered in a private setting to meet the unique needs, interests, and/or skill sets of individuals and small groups.
[Examples: personal training, private lessons, Pilates reformer, private yoga]
Facility Reservations - 90-100% Cost Recovery Goal
Rentals for exclusive use by an individual or group.
[Examples: sport field rentals, recreation facility rentals, picnic shelter rentals, synchronized swimming, Cuda reservations]
Specialized Business Services - 100-150% Cost Recovery Goal
Services that are commercial in nature and whose operations align most with those offered by the non-profit and/or private sectors.
[Examples: cemetery, Memorial Bench, Memorial Tree program, massage, acupuncture]
Retail Sales - 100-150% Cost Recovery Goal
Consumable goods and non-consumable goods for purchase at various parks and/or recreation facilities.
[Examples: vending, ballfield and pool concessions, Reindeer Café, Pro Shop, uniforms, tree sale]

Program Fee Cost Recovery Goals Continued

Spring Break	20-35%	Education & Enrichment Activities
Summer Camp	20-35%	Education & Enrichment Activities
Winter Camp	20-35%	Education & Enrichment Activities
Pre-Teen Palooza	20-35%	Education & Enrichment Activities
Therapeutic Recreation Programming		
Special Olympics	5-15%	Human Services
General Programming	5-15%	Human Services
Community Programming	5-15%	Human Services
Aquatics Programming	5-15%	Human Services
Fitness Programming	5-15%	Human Services
88 catgories of fees		

Division	Program	Fee Type	Current RES Fee	Current NON-RES Fee	Proposed RES Fee	Proposed NON-RES Fee	RES Difference	NON-RES Difference	RES Percentage Increase	NON-RES Percentage Increase
PDRC (66200)	Child Watch	Daily Fees	$1.50	$1.75	$2.00	$2.50	$0.50	$0.75	33.33%	42.86%
Aquatics (66410)	CARA Swim-Dive	Average Program Fee	$60	$70	$70	$88	$10.00	$18.00	16.67%	25.71%
	Red Cross	Average Program Fee	$140	$155	$175	$225	$35.00	$70.00	25.00%	45.16%
	Swim Lessons	Average Program Fee	$40	$51	$50	$63	$10.00	$12.00	25.00%	23.53%
					AVERAGE OF INCREASES		**$18**	**$33**	**22.22%**	**31.47%**
Fitness & Well (66430)	Group Challenges	Spring Challenge 2 days/week	$125	$180	$129	$190	$4	$10	3.20%	5.56%
		Holiday Challenge 2 days/week	$70	$110	$88	$155	$18	$45	25.71%	40.91%
	Personal Training	Specialty Training Classes	$44	$58	$58	$75	$14	$17	31.82%	29.31%
		Orientations	$25	$25	$30	$30	$5	$5	20.00%	20.00%
		Private Sessions	$41	$55	$43	$57	$2	$2	4.24%	3.64%
		Private - 3 sessions	$119	$159	$123	$164	$4	$5	3.14%	3.14%
		Private - 5 sessions	$195	$260	$202	$270	$7	$10	3.59%	3.85%
		Private - 10 sessions	$375	$500	$386	$515	$11	$15	2.93%	3.00%
		Semi-Private - 3 sessions	$83	$111	$86	$115	$3	$4	3.30%	3.60%
		Semi-Private - 5 sessions	$135	$180	$139	$185	$4	$5	2.96%	2.78%
		Semi-Private - 10 sessions	$263	$350	$270	$360	$8	$10	2.86%	2.86%
		Group - 5 sessions	$83	$100	$85	$103	$3	$3	3.03%	3.00%
		Group - 10 sessions	$155	$192.50	$160	$200	$5	$7.50	3.23%	3.90%
	Private Pilates Reformer	Private Lesson	$41.25	$55	$43	$57	$1.75	$2	4.24%	3.64%
	Weight Training for Active Adults	Spring/Summer (2)	$50	$60	$52	$64	$2	$4	4.00%	6.67%
		Fall/Winter (2)	$50	$60	$52	$64	$2	$4	4.00%	6.67%
	Wellness Programming	Massage		$65		$70		$5		7.69%
	Yoga Programming	Yoga Workshop - Active Adult	$8	$10	$10	$14	$2	$4	25.00%	40.00%
		Yoga Workshop - Quarterly	$35	$50	$40	$56	$5	$6	14.29%	12.00%
					AVERAGE OF INCREASES		**$6**	**$9**	**8.98%**	**10.64%**
Special Events (66440)	BrewHaha	Food Vendor	$100	$110	$110	$135	$10	$25	10.00%	22.73%
		Non Food Vendor	$50	$55	$80	$100	$30	$45	60.00%	81.82%
	Broomfield Days	Arts & Crafts Vendor	$65	$80	$80	$100	$15	$20	23.08%	25.00%
		Purchase for Resale Vendor	$90	$105	$105	$125	$15	$20	16.67%	19.05%
		Food & Activity Vendors	$105	$125	$120	$145	$15	$20	14.29%	16.00%
		Non-Profit Vendors	$70	$90	$80	$100	$10	$10	14.29%	11.11%
	Dog Daze	Registrant Fee Per Session	$5	$6	$6	$8	$1	$2	20.00%	33.33%
	Great American Picnic	Food Vendor		$130		$135		$5		3.85%
	Jingle Bell Market	Vendor Single Space	$50		$60		$10		20.00%	
		Vendor Double Space	$60		$75		$15		25.00%	
					AVERAGE OF INCREASES		**$13**	**$18**	**22.59%**	**26.61%**
General (66450)	Pottery	Youth Pottery Class	$110	$125	$150	$180	$40	$55	36.36%	44.00%
		Adult Pottery Class	$147	$167	$185	$230	$38	$63	25.85%	37.72%
	Early Explorers Plus	(PDRC MWF AM) Aug-Dec 5 hours	$2,236	$2,627	$2,415	$2,898	$179	$271	8.01%	10.32%
		(PDRC T/Th AM) Aug-Dec 5 hours	$1,530	$1,797	$1,774	$2,129	$244	$332	15.95%	18.48%
		(BCC Mon-Fri) Aug-Dec 3 hours	$1,817	$2,135	$2,133	$2,560	$316	$425	17.39%	19.91%
		(PDRC MWF AM) Jan-May (2028)	$2,743	$3,223	$2,743	$3,223	$0	$0	0.00%	0.00%

Division	Program	Fee Type	Current RES Fee	Current NON-RES Fee	Proposed RES Fee	Proposed NON-RES Fee	RES Difference	NON-RES Difference	RES Percentage Increase	NON-RES Percentage Increase
		(PDRC T/Th) Jan-May (2028)	$1,862	$2,188	$1,862	$2,188	$0	$0	0.00%	0.00%
		(BCC Mon-Fri) Jan-May (2028)	$2,208	$2,594	$2,208	$2,594	$0	$0	0.00%	0.00%
		June PDRC 3 hours	$288	$360	$324	$389	$36	$29	12.50%	8.06%
		July PDRC 3 hours	$264	$360	$297	$356	$33	-$4	12.50%	-1.11%
	Journey Into Kindergarten	Aug-Dec - BCC Five Days	$1,817	$2,135	$2,133	$2,560	$316	$425	17.39%	19.91%
		Jan-May - BCC Five Days (2028)	$2,280	$2,679	$2,484	$2,981	$204	$302	8.95%	11.27%
	Little Learners	Aug- Dec (BCC)	$661	$776	$825	$990	$164	$214	24.81%	27.58%
		Jan- May (BCC) (2028)	$864	$1,015	$950	$1,140	$86	$125	9.95%	12.32%
	Little Learners Plus	Pre-School (BCC MWF 2.5 hr) Aug-Dec	$858	$1,009	$1,208	$1,450	$350	$441	40.79%	43.71%
		Pre-School (PDRC T/Th 2.5) Aug-Dec	$858	$1,009	$1,007	$1,450	$149	$441	17.37%	43.71%
		MWF 2.5 hours Aug-Dec	$989	$1,162	$1,208	$1,450	$219	$288	22.14%	24.78%
		June PDRC	$190	$237	$200	$240	$10	$3	5.26%	1.27%
		July PDRC	$166	$237	$200	$240	$34	$3	20.48%	1.27%
		Pre-School (BCC MWF 2.5 hr) Jan-May (2028)	$1,041	$1,223	$1,181	$1,388	$140	$165	13.45%	13.49%
		Pre-School (PDRC T/Th 2.5)Jan-May (2028)	$1,041	$1,223	$1,015	$1,192	-$26	-$31	-2.50%	-2.53%
		MWF Jan-May (2028)	$1,225	$1,439	$1,181	$1,388	-$44	-$51	-3.59%	-3.54%
					AVERAGE OF INCREASES		**$113**	**$159**	**13.78%**	**15.03%**
Athletics (66460)	Adult Basketball	Spring/Fall (8 game)	$500	$550	$535	$585	$35	$35	7.00%	6.36%
		Summer (6 game)	$375	$405	$400	$450	$25	$45	6.67%	11.11%
		Mens 40+ Spring/Fall (8 game)	$500	$550	$535	$585	$35	$35	7.00%	6.36%
		Wms 3 vs 3 Spring / Fall (8 game)	$236	$256	$250	$300	$14	$44	5.93%	17.19%
	Adult Volleyball	Spring Volleyball (10 games)	$290	$325	$305	$340	$15	$15	5.17%	4.62%
		Outdoor Volleyball (8 game)	$160	$190	$190	$215	$30	$25	18.75%	13.16%
		Fall Volleyball (10 games)	$290	$325	$305	$340	$15	$15	5.17%	4.62%
	Youth Baseball	June - July (Sluggers)	$40	$46	$45	$55	$5	$9	12.50%	19.57%
		May - July (Tball)	$52	$60	$54	$65	$2	$5	3.85%	8.33%
		May-July (baseball 7-12)	$87	$102	$90	$108	$3	$6	3.45%	5.88%
		May-July (baseball 13-15)		$115		$120		$5		4.35%
	CARA Track	Summer - AM	$93	$103	$96	$107	$3	$4	3.23%	3.88%
		Summer - PM	$71	$81	$73	$85	$2	$4	2.82%	4.94%
	Girls Softball/TBall	May - July (GSB 7-12)	$87	$102	$90	$108	$3	$6	3.45%	5.88%
		May - July (GSB 12-15)		$115		$120		$5		4.35%
		June - July (GTB)	$52	$60	$54	$65	$2	$5	3.85%	8.33%
	Golf Programs	Spring League	$35	$40	$36	$43	$1	$3	2.86%	7.50%
	Gymnastics Program	Monthly Per Session (Classes)	$13	$15.50	$14	$17	$1	$1.50	7.69%	9.68%
		Monthly Per Session (Flyers Team	$30	$37	$32	$39	$2	$2	6.67%	5.41%
		Invitational Fee	$100		$125		$25		25.00%	
		Flyer Leotard Short Sleeve	$80		$90		$10		12.50%	
		Flyers Leotard Long Sleeve	$175		$210		$35		20.00%	
		Guest Meet Participant Fees	$19		$22		$3		15.79%	
		Private Lessons	$20		$22		$2		10.00%	
		Open Gym	$6	$6	$7	$9	$1	$3	16.67%	50.00%
	Little Dribblers	January - February	$62		$64		$2		3.23%	
	Tennis Programs	Youth (7-15)	$54	$64	$56	$67	$2	$3	3.70%	4.69%
		Adult	$58	$68	$60	$72	$2	$4	3.45%	5.88%

Division	Program	Fee Type	Current RES Fee	Current NON-RES Fee	Proposed RES Fee	Proposed NON-RES Fee	RES Difference	NON-RES Difference	RES Percentage Increase	NON-RES Percentage Increase
	Youth Basketball	January - February	$95	$115	$100	$120	$5	$5	5.26%	4.35%
	Youth Volleyball	Fall	$56	$76	$66	$86	$10	$10	17.86%	13.16%
					AVERAGE OF INCREASES		**$10**	**$12**	**8.55%**	**9.57%**
Youth & Teen (66470)	Explorers Outdoors	Registration Fee	$70	$70	$75	$75	$5	$5	7.14%	7.14%
		Sessions	$540	$676	$600	$720	$60	$44	11.11%	6.51%
	Fall Camp	Per Day Fee	$50	$60	$55	$66	$5	$6	10.00%	10.00%
	Spring Break	Per Day Fee	$50	$60	$55	$66	$5	$6	10.00%	10.00%
	Summer Camp	Registration Fee	$70	$70	$75	$75	$5	$5	7.14%	7.14%
		Per Day Fee for Camp	$45	$54	$50	$60	$5	$6	11.11%	11.11%
	Winter Camp	Per Day Fee	$50	$60	$55	$66	$5	$6	10.00%	10.00%
	Pre-Teen Palooza	Preteen Palooza Camps	$15	$18	$18	$22	$3	$4	20.00%	22.22%
		Parents Night Out	$15	$18	$20	$24	$5	$6	33.33%	33.33%
					AVERAGE OF INCREASES		**$11**	**$10**	**13.32%**	**13.05%**
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Batting Cages	Broomfield Fees	Average of Surveys	Staff Fee Recommendations, Market Value	Actual $ Increase	Percentage Increase
Fees					
Per Round Resident	$1.00 [1]	$1.63	**$1.50 [2]**	**$0.50**	**50.00%**
Rental Option Per Half Hour	$15.00	$26.67	**$20.00**	**$5.00**	**33.33%**
Rental Option Per Hour	$25.00	$40.83	**$30.00**	**$5.00**	**20.00%**

Senior Services Fees	Broomfield Fees	Average of Surveys	Staff Fee Recommendations, Market Value	Actual $ Increase	Percentage Increase		
Fees							
Drop In Programs (Mexican Train, Bridge, etc) - Non Resident	$1.00	#DIV/0!	**$2.00**	**$1.00**	**100.00%**		
Lakeshore Lunch (In Person) - Resident	$4.50	$6.27	**$5.50**	**$1.00**	**22.22%**		
Lakeshore Lunch (In Person) - Non-Resident	$5.00	$6.36	**$7.00**	**$2.00**	**40.00%**		
Special Event Lunches (In Person) - Resident	$6.00	$16.50	**$7.50**	**$1.50**	**25.00%**		
Special Event Lunches (In Person) - Non-Resident	$7.50	$19.00	**$9.00**	**$1.50**	**20.00%**	**COMPLEX AVG INCREASE**	
Frozen Lunches (In Person or Delivery) - Resident ONLY	$2.00	$3.00	**$3.00**	**$1.00**	**50.00%**	**Resident**	**30.56%**
Meals On Wheels - Resident ONLY	$4.00	$2.63	**$5.00**	**$1.00**	**25.00%**	**Non-Resident**	**53.33%**

CITY AND COUNTY OF BROOMFIELD *Staff Memorandum*

Meeting Date: August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Nancy Rodgers, City and County Attorney

Memo Title/Subject: Amendment to the Adopted Flag Policy (Resolution No. 2026-103)

View Correspondence
View Presentation

Council Action Needed on Item

If Council desires to approve the proposed changes to the flag policy resolution, the appropriate motion is…

- **That Resolution 2026-103 be adopted.**

Alternatives

- Make no changes to the adopted flag policy
- Make changes to the adopted flag policy as directed by Council.

Summary

On January 28, 2025, Council adopted Resolution No. 2025-02, adopting a policy for the display of flags on flagpoles and other property owned, leased, or operated by the City and County of Broomfield (CCOB).

Following a request for future action, Council desires to amend the flag policy to increase the ability to allow for the flying of military branch flags and POW/MIA flags both on CCOB flagpoles as well as the flagpoles along Midway. This resolution is not intended to and does not regulate flags on private homes, private businesses, or on other property not owned or controlled by CCOB; such flags and other signs are governed by the regulations in the Broomfield Municipal Code.

Financial Considerations

If the amendments are approved, staff intends to acquire branch-specific military flags, "Fallen Heroes" flags, POW/MIA flags, and United States flags. A total of $1,938.00 is required to accommodate the purchase of the flags. The expenditure represents a one-time operational cost and can be absorbed within the existing approved Fiscal Year 2026 operating budget without requiring a supplemental appropriation or budget amendment. Future recurring costs are limited to standard replacement due to wear and weather exposure, anticipated on an as-needed basis every 1-3 years depending on condition.

Prior Council or Other Entity Actions

July 14, 2026 Request for Future Action regarding modifications of Council's Flag Policy

January 28, 2025 Council approved Resolution No 2025-02, A resolution adopting a flag policy on property owned or controlled by the City and County of Broomfield

June 11, 2024 Request for Future Action regarding a Formal Flag Policy

Boards and Commissions Prior Actions and Recommendations

N/A

RESOLUTION NO. 2026-103

A resolution adopting an amendment to the flag policy on property owned or controlled by the City and County of Broomfield

Recitals.

Whereas, in January 2025, Council adopted Resolution No. 2025-02, adopting a policy for the display of flags on flagpoles and other property owned, leased, or operated by the City and County of Broomfield (CCOB).

Whereas, Council desires to amend the flag policy to increase the ability to allow for the flying of military branch flags, POW/MIA flags both on CCOB flagpoles as well as the flagpoles along Midway.

Whereas, this policy, as amended, shall remain in effect until amended or rescinded by Council by resolution.

Now, therefore, be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

A. Applicability and Definitions

1. This policy applies to flags physically attached to any flagpole or other property owned, leased, or operated by the City and County of Broomfield.
2. Only CCOB staff can, within the course and scope of their employment, fly flags on CCOB flagpoles or other permitted property. CCOB does not permit outside groups or individuals to fly flags on CCOB flagpoles or other permitted property.
3. *Flag* means any fabric, banner, or bunting containing distinctive colors, patterns, or symbols that is attached to a flagpole or other property for display.

B. The City and County Manager or designee may display any of the following flags on flagpoles owned or controlled by CCOB:

1. The United States flag.
2. The Colorado State flag.
3. The City and County of Broomfield flag.
4. A flag associated with an official proclamation or order of the President of the United States, during the period of time associated with the proclamation or order.

5. A flag associated with an official proclamation or order of the Governor of the State of Colorado during the period of the proclamation or order.
6. A POW/MIA (Prisoner of War/Missing in Action) flag, at any time.
7. **A flag associated with any military branch of the United States Armed Forces.**
8. A "Fallen Heroes" or similar flag, recognizing a deceased member of the United States Armed Forces or a first responder, at any time.
9. The Inclusivity flag or other recognized flag acknowledging the LGBTQIA2S+ community.
10. A flag associated with a CCOB event or official proclamation by the Mayor.

C. The City and County Manager or designee shall determine the placement of flags and the duration of the placement; provided that, on any flagpole, the United States flag shall always be highest, followed by the State of Colorado flag (if flying), followed by the other flags in any order.

D. Half-staff: The Governor of the State of Colorado is authorized to order that the United States flag and the Colorado State flag be lowered to half-staff at federal and state buildings in Colorado, and in such case, CCOB will lower all flags on its flagpoles accordingly.

E. The flying of the United States flag and the State of Colorado flag shall comply with all other applicable regulations. All flags shall comply with the Broomfield Municipal Code.

F. The City and County Manager or designee shall install flags along the street lights poles on Midway Boulevard in accordance with the following schedule, except when there are issues with weather, staffing issues, structural problems with the poles or other issues raised by Public Service Company of Colo (Xcel), supply chain issues, or other similar conditions impacting installation:

1. United States flags - Week before and after President's Day (Feb)
2. United States flags **and/or Military Branch Flags** - ~~Week before Memorial Day (May) and until June 1~~ **- May - all month**
3. Inclusivity flags - June - all month
4. United States flags - July - all month
5. United States flags - September, October~~, and until November 16 (5 days after Veteran's Day)~~
6. **United States flags and/or Military Branch Flags - November - all month**
7. Other time periods as determined by the City and County Manager that do not conflict with the above dates.

Section 2.

This resolution is effective upon its approval by the City Council.

Approved on August 25, 2026.

The City and County of Broomfield, Colorado

____

Mayor

Attest:

____

Office of the City and County Clerk

Approved as to form:

NCR

____

City and County Attorney

Meeting Date: August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Crystal Clemens, City and County Clerk and Recorder

Memo Title/Subject: November 2026 General Election IGAs

View Correspondence
View Presentation

Council Action Needed on Item

If Council desires to approve the IGAs, the appropriate motion is…

That Resolution 2026-106 be adopted.

Summary

Staff is seeking Council approval for legally required Intergovernmental Agreements (IGAs) with school districts within the City and County of Broomfield that desire to have a question on the ballot in the November 3, 2026 General Election.

Financial Considerations

The participating jurisdictions reimburse Broomfield for a proportional share of the election expenses. The charges to the entities will be $1.50 per voter to participate in the election. The minimum amount charged to a coordinating jurisdiction with voters is $200. The current voter count per district is shown in the table below.

Sources and Uses of Funds	Amount
Weld County School District RE-8 (11 current voters)	$200.00
Jefferson County School District No. R-1 (5,096 current voters)	$7,644.00

Prior Council or Other Entity Actions

The council has approved intergovernmental agreements for election services annually.

Boards and Commissions Prior Actions and Recommendations

N/A

Detailed Background/Additional Information/Project Details

C.R.S. §1-7-116(2) requires that jurisdictions wishing to place contests or questions on a ballot being coordinated by the county clerk enter into an IGA with that county that allocates responsibilities between the county clerk and the jurisdictions.

Notification of "intent to coordinate" has been received from Jefferson County School District No. R-1, and Weld County School District RE-8.

The noted school districts notified the Election Division of their intent to participate in the upcoming election ahead of the July 24, 2026 deadline set by C.R.S. §1-7-116(5). Ballot content certification is due September 4, 2026, per C.R.S. §1-5-203(3)(a).

IGAs have been issued to the districts and are due back to the Election Division by August 25, 2026, per C.R.S. §1-7-116(2). The statutory timeline and varied meeting schedules of the district boards prevent the Elections Division from being able to provide jurisdiction-signed IGAs from all the school districts for Council consideration and approval in a combined packet. These are standard IGAs and the Election Division and CIty and County Attorney's office do not expect any substantial changes to the form of the agreements included in this packet.

RESOLUTION NO. 2026-106

A Resolution authorizing Intergovernmental Agreements for Election Services between the City and County of Broomfield and the Jefferson County School District No. R-1, and Weld County School District RE-8

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

Section 1.

The Intergovernmental Agreements between the City and County of Broomfield and the Jefferson County School District No. R-1 and Weld County School District RE-8 for election services for the November 2026 election, are approved.

Section 2.

The Mayor or Mayor Pro Tem is authorized to sign and the Office of the City and County Clerk to attest the Intergovernmental Agreements, in substantially the form attached hereto and in final form approved by the City and County Attorney's Office.

Section 3.

This resolution is effective upon its approval by the City Council.

Approved on August 25, 2026.

The City and County of Broomfield, Colorado

____

Mayor

Attest:

____

Office of the City and County Clerk

Approved as to form:

NCR

____

City and County Attorney

INTERGOVERNMENTAL AGREEMENT

BETWEEN

CITY AND COUNTY OF BROOMFIELD

AND

<u>Weld County School District RE-8</u>

REGARDING THE CONDUCT AND ADMINISTRATION OF

THE NOVEMBER 3, 2026

GENERAL ELECTION

PREPARED BY:

BROOMFIELD COUNTY CLERK AND RECORDER

ELECTIONS DIVISION

ONE DESCOMBES DRIVE

BROOMFIELD, COLORADO

80020

303-464-5857

THIS AGREEMENT is made by and between the City and County of Broomfield Council, on behalf of the Broomfield County Clerk and Recorder (hereinafter referred to as the "City and County") and Weld County School District RE-8, (hereinafter referred to as the “Jurisdiction") (hereinafter collectively referred to as the “Parties”); and

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.) as amended, governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, pursuant to section 1-7-116, C.R.S. if more than one jurisdiction holds an election on the same day in November and the eligible electors for each such election are the same or the boundaries overlap, the County Clerk and Recorder is the coordinated election official and, pursuant to section 1–5–401, C.R.S. shall conduct the elections on behalf of all jurisdictions whose elections are part of the General election utilizing the mail ballot procedures set forth in article 7.5 of title 1; and

WHEREAS, the City and County and Jurisdiction have determined that section 1-7-116, C.R.S. applies and it is in the best interest of the taxpayers and the electors to enter into this Agreement to conduct the November 3, 2026 General Election; and

WHEREAS, such agreements are authorized by State law.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

This election shall be conducted as a General Election in accordance with the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.). The election participants will execute agreements with the City and County of Broomfield for this purpose and may include municipalities, school districts, and special districts within the Broomfield City and County limits and the State of Colorado.

The Broomfield Clerk and Recorder shall be designated as the Coordinated Election Official (hereinafter “CEO”) and the Jurisdiction hereby identifies Debra Smith as its Designated Election Official (hereafter “DEO”).

Further, the Parties agree as follows:

SECTION I.
PURPOSE AND GENERAL MATTERS

1.1 DEFINITIONS.

A. “**Address Library Report**” means the address report from the Secretary of State's voter registration system that defines street addresses and precincts within the jurisdiction.

B. “**Coordinated Election Official**” (hereinafter “CEO”) shall mean the Clerk and Recorder who shall act as the “coordinated election official,” as defined within the Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.

C. "**Colorado Election Code**" or “Code” means any part of the Uniform Election Code of 1992, (Articles 1- 13 of Title 1, C.R.S.) or any other Title of C.R.S governing participating Jurisdiction's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.

D. “**Coordinated Election**" means an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk is the Coordinated Election Official for the jurisdiction.

E. “**Contact Officer**” means the individual who shall act as the primary liaison or contact between the Jurisdiction and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for the coordination of the election for the Jurisdiction and the procedures to be completed by the County Clerk hereunder. The CEO designates Penny Norman, or her designee, (Phone: 303-325-1093; Email: pnorman@broomfield.org) as the contact person to act as the primary liaison between the CEO and the Jurisdiction.

F. “**Designated Election Official**" (hereinafter “DEO”) means the individual who shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Officer and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct the same.

G. “**IGA**” or **“Agreement”** means this Intergovernmental Agreement between the City and County and the Jurisdiction for election coordination.

H. **“Jurisdiction”** means a political subdivision as defined in § 1-7.5-103(6), C.R.S. and referenced in the Code and, in this Agreement, is interpreted to refer to the Weld County School District RE-8.

I. “**Logic and Accuracy Test**” means a test of all electronic and electromagnetic voting equipment to test mail, provisional, and audio ballots, in accordance with § 1-7-509, C.R.S. by processing a pre-audited group of ballots.

J. “**Mail Ballot Packet**” means the packet of information provided by the CEO to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, and a return envelope. § 1-7.5-103(5), C.R.S.

K. “**Post Election Audit**” means such audit as set forth substantially in the Colorado Election Code.

L. **“Precinct”** means an area with established boundaries within a political jurisdiction used to establish election districts.

M. “**Proposed Jurisdiction**” means a jurisdiction that may be formed pursuant to this election that is not yet identified by a tax authority code in the County Assessor database. When the context of this Agreement so requires, a Proposed Jurisdiction will simply be referred to as a Jurisdiction.

N. “**SOS**” means the Colorado Secretary of State.

O. “**SOS Election Calendar**” means the most recent election calendar as published on the SOS website located at www.coloradosos.gov.

P. “**TABOR”** means a ballot issue that is governed by Article X, § 20 of the Colorado Constitution.

Q. **“UOCAVA voters”** means military personnel and overseas civilians who are registered to vote and receive services under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 and the Military and Overseas Voter Empowerment Act of 2009.

1.2 JURISDICTIONAL LIMITATION.

The Jurisdiction encompasses territory within the City and County of Broomfield. This Agreement shall be construed to apply only to that portion of the Jurisdiction within the City and County of Broomfield.

SECTION II.

2.1 JOINT RESPONSIBILITIES.

Nothing herein shall be deemed or construed to relieve the City and County or the Jurisdiction from their official responsibilities for the conduct of the election as generally outlined in the Colorado Election Code.

All parties shall:

A. Familiarize themselves and adhere to all applicable provisions and timelines of the Colorado Election Code while performing their official responsibilities for the conduct of the election unless superseded by other legal authority.

B. Enforce all applicable provisions of the Fair Campaign Practices Act.

C. Review and execute this IGA with all required signatures on or before the deadline outlined in

§ 1-7-116(2), C.R.S.

D. Confirm they have sufficient funds available and appropriated in an approved budget to pay their expenses for this election.

2.2 CITY AND COUNTY RESPONSIBILITIES.

The City and County shall perform the following duties:

A. Designate a Contact Officer to provide assistance and information to the DEO of the Jurisdiction on matters relating to the conduct of this election. Such information shall not include legal advice.

B. Maintain voter records and an address library for City and County of Broomfield voters within the Colorado SCORE voter registration database. Comply with Colorado Secretary of State and City and County of Broomfield cyber-security recommendations to protect confidential voter information.

C. Send a certified list of registered voters to the Jurisdiction via secure transfer.

D. To identify which addresses are eligible to receive and vote on the Jurisdiction's ballot question, the City and County shall perform the following duties for the Address Library:

    1. Use the Colorado SCORE voter registration database to produce an Address Library Report that indicates residential street ranges included within the boundaries of the Jurisdiction.

    2. Provide the Jurisdiction with the Address Library Report in an electronic format, along with an Acknowledgement Form that the Jurisdiction should use to confirm the accuracy of the ranges or note any errors, omissions, and/or corrections.

    3. Verify any errors, omissions, and/or corrections identified by the Jurisdiction against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Jurisdiction.

E. Prepare and deliver a proposed mail ballot plan and election contingency plan to the Secretary of State no later than 120 days before the Election.

F. Receive certified ballot content from the Jurisdiction in electronic format. Layout the text of the official ballot using the certified content without any modifications or formatting changes. Provide an electronic proof of the ballot to the Jurisdiction's DEO via email for written approval prior to final production. Post a sample ballot to www.votebroomfield.com

G. Determine the number and letter of each ballot issue and question for the Jurisdiction and any other coordinating jurisdictions participating in the election, in accordance with SOS Rule 4.5.2:

1. If the Jurisdiction is entirely contained within the City and County of Broomfield, the City and County has the authority to set the ballot measure order and number.

2. If the Jurisdiction includes territory in more than one county, the City and County will coordinate with the other applicable counties for the purpose of determining the controlling county and agreeing upon ballot measure numbers for shared issues and questions.

H. Conduct a Logic and Accuracy Test in accordance with § 1-7-509, C.R.S. Invite the Jurisdiction to participate along with the Testing Board to verify the accuracy of electronic vote tabulation equipment. Post a public notice of the Test seven (7) days in advance.

I. Provide a candidate hotline at 720-660-5670, which every candidate running for office in the Jurisdiction (if applicable) shall call to provide the phonetic pronunciation of their name as it appears on their Statement of Intent, title of the office, and Jurisdiction for which they are running.

J. Prepare an accessible audio ballot for the electronic ballot marking devices to be made available to voters upon request at any Voter Service and Polling Center.

K. Contract with a vendor acceptable to the SOS to print and send Mail Ballot Packets to every active registered voter and transmit ballots electronically to every active registered UOCAVA voter.

L. Publish and post the required legal notice of election pursuant to § 1-5-205(1), C.R.S. for the Jurisdiction's ballot issues, ballot questions, and/or candidates.

M. If the Jurisdiction's election includes a TABOR issue, the City and County shall perform the following duties relative to the TABOR Notice:

1. Provide a Microsoft Word document template for the TABOR Notice to the jurisdiction with instructions to submit its certified ballot language, pro/con statements and financial summary for each ballot question or issue governed by TABOR by the deadline listed in Attachment A.

2. Prepare the TABOR Notice using the certified content provided by the Jurisdiction, without revision.

3. Contract with a printing vendor to produce and mail one copy of the TABOR notice to every household where an active registered voter of the Jurisdiction resides at the least cost possible in the time frame as required by law. If the Jurisdiction is a special district, the TABOR notice also will be mailed to every eligible property owner who is not already a registered voter in the City and County of Broomfield. The City and County may send the TABOR Notice to persons other than electors of the Jurisdiction in an effort to mail the TABOR Notice package at the "least cost."

4. Post the TABOR Notice on www.votebroomfield.com

5. Keep an accounting of time, supplies, printing costs, and salaries attributable to the City and County's TABOR Notice services for the Jurisdiction. The Jurisdiction's proportional share of actual costs shall be based on the City and County's total expenditures relative to the TABOR Notice. The minimum cost to any jurisdiction to participate is $200.

N. Hire, instruct, and oversee election judges and temporary workers necessary for the conduct of the election.

O. Establish and maintain mail ballot drop-off locations, and designate and operate Voter Service and Polling Centers as required by the Code.

P. Provide trained personnel to pick up sealed ballot containers containing voted ballots from every drop-off location and Voter Service and Polling Center each business day. Provide a replacement sealed empty ballot container(s), except if the location is a stand-alone 24-hour drop-box.

Q. Provide the necessary equipment, the adequately trained personnel, and the secure facility, and conduct and oversee the process to receive, verify voter signatures, open, tabulate and store ballots.

R. Maintain a record of every eligible voter's registration and every ballot sent, received, voided and cast using the Colorado SCORE voter registration and election management system.

S. Send letters to voters whose mail ballots are missing a signature, missing identification, or have a signature discrepancy, and provide instructions and an affidavit to cure this issue within eight (8) days of Election Day for the ballot to be counted. Conduct the process to receive and verify voter affidavits and where appropriate, cure and count these ballots.

T. Maintain the following reports for all City and County of Broomfield eligible voters, and publish a public version (excluding confidential voters) on www.votebroomfield.com:

    1. A registered voter list, including the names of eligible electors;

    2. A turnout list, including the names of eligible electors, precinct number, and date mail ballot was sent, and the date ballot was issued at a Voter Service and Polling Center.

U. Accept public inquiries by phone at 303-464-5857 and by email at electionsdivision@broomfield.org Respond to all correspondence and calls within the City and County's expertise relating to election procedures. Refer members of the public and news media to the DEO for any matters pertaining to the Jurisdiction's race, questions, measures or operations.

    1. Post unofficial election results by ballot question after the polls close on Election Night at https://www.coloradosos.gov and regularly update the unofficial results as more eligible ballots are counted.

2. Conduct a recount of the ballots cast if required by law or if requested by the Jurisdiction. In either scenario, the cost of the recount will be charged to the Jurisdiction. If more than one Jurisdiction is involved in the recount, the cost will be pro-rated among the participating Jurisdictions equally.

3. Prepare and run the required Post Election Audit in accordance with the Code before certifying election results.

4. Appoint a Canvass board and conduct a canvass of the votes in order to certify the results of the Jurisdiction's election. Provide the Jurisdiction with a copy of all election statements and certificates which are to be created under the Code.

5. Keep an accounting of time, supplies, printing costs, and salaries attributable to the City and County's administration of the election.

6. Submit to the Jurisdiction an itemized invoice for all expenses incurred under this Agreement.

7. Store all election records as required by the Code for 25 months in such a manner that they may be accessed by the Jurisdiction, if necessary, to resolve any challenges or other legal questions that might arise regarding the election.

2.3 JURISDICTION RESPONSIBILITIES.

The Jurisdiction shall perform the following duties:

A. Identify a Designated Election Official to act as a liaison between the Jurisdiction and the City and County.

B. Notify the City and County prior to executing this IGA if the Jurisdiction's boundaries include property in any other county.

C. Review the Address Library Report provided by the City and County, which determines which residential addresses are within the jurisdiction. Confirm the residential addresses for all streets are correct and identify any errors, omissions, or deletions if necessary. Provide the City and County with certification of any annexations, inclusions, and/or exclusions to the Jurisdiction, including all supporting documents. Return via email a signed copy of the provided Acknowledgement Form to the City and County, including any corrections if necessary, by the date set forth in Attachment A.

    1. If the Jurisdiction is a Proposed Jurisdiction not already identified by a tax authority code in the County Assessor's records, the Jurisdiction shall provide the City and County with a certified legal description, map, and a list of residential addresses for all streets within the Proposed Jurisdiction on or before eighty (80) days prior to Election Day. If residential addresses are not available, provide a list of the land parcel numbers that are within the boundaries of the Proposed Jurisdiction.

D. For elections where owning property in the Jurisdiction is a requirement for voting in the election, the Jurisdiction must perform the following tasks relating to the property owners list:

1. Coordinate directly with the Broomfield County Assessor's Office to order and pay for an initial and a supplemental certified list of all recorded owners of taxable real and personal property within the Jurisdiction's boundaries in the City and County of Broomfield, in accordance with § 1-5-304, C.R.S. and by the deadlines in Attachment A.

2. Contact the Voter Registration Manager at the Colorado Secretary of State's Office to receive access to the DEO SCORE lookup. (855-428-3555 ext. 6332).

3. Using the list from the Assessor's Office:

    i. Remove from the list non-person entities and persons not living in the state of Colorado.

    ii. Look up the remaining names using the Secretary of State SCORE lookup tool to determine if each person is a registered voter. Remove from the list those individuals who are not registered to vote.

    iii. Remove from the list persons who reside in the district, as they will already receive a mail ballot.

    iv. Deliver to the City and County via email an initial and a supplemental list of property owners who are property owners in the district, registered to vote in the state of Colorado, and not physically residing in the district. Each list should be delivered by the deadline indicated in Attachment A. The list should be a Microsoft Excel spreadsheet and must contain no more than one (1) eligible elector's name per line. Each line must consist of the following separated fields, in the following order: eligible elector's voter identification number, last name, first name, middle name, mailing address, city, state, zip, parcel number, and phone number, if available.

E. Directly manage the responsibilities defined in § 1-4-901 to 912, C.R.S. for all candidate petitions for all local election races held by the Jurisdiction, including but not limited to: reviewing the petition format, receiving petitions that are filed, verifying voter validity, determining sufficiency, notifying candidates of sufficiency, accept affidavits of intent for write-in designation, responding to protest filings, and cures if applicable.

F. Determine the title and text of the Jurisdiction's ballot races, measures and/or issues using plain, non-technical language, worded with simplicity and clarity, in accordance with § 1-40-105(1), C.R.S. Determine the order of candidates in each race by lot drawing, or if applicable, city/town charter.

G. Defer to the City and County to determine the number and letter of each ballot issue and question, as outlined in Section 2.02. Abstain from communicating or publicizing a ballot issue or question in conjunction with a letter or number before it has been officially determined by the City and County.

H. Submit the Jurisdiction's certified ballot content, verbatim, as it should appear on the ballot for the Jurisdiction's races, questions, and issues to the City and County. Submit the ballot content via email to Broomfield Elections at electionsdivision@broomfield.org on or before the deadline as set forth within Attachment A. Format the ballot content in a Microsoft Word document in plain text; do not include bold, italic, underline, bullets, tables, strikethrough or indentation. Titles should indicate whether the question is a referred measure or an initiative from a citizen petition. TABOR issues must be in all caps. All other measures and races must be mixed cases. (Ballot content submitted to the City and County after the deadline will not appear on the ballot.)

I. Within 24 hours of receipt from the City and County, proofread the layout and the text of the Jurisdiction's portion of the official ballots and provide written notice of acceptance to the City and County via email to Broomfield Elections at electionsdivision@broomfield.org. If no response is received within 24 hours the layout and text will be deemed to be approved and will be printed accordingly.

J. If the Jurisdiction's election includes a race, contact all candidates on the ballot and ask them to call the City and County's candidate hotline at 720-660-5670 by the deadline indicated in Attachment A and record a voicemail with the phonetic pronunciation of their name, the title of the race and jurisdiction for which they are running.

K. If the Jurisdiction's election includes a TABOR issue, the Jurisdiction shall perform the following duties relative to the TABOR Notice:

1. Receive the petition representative's written summary of comments relating to ballot issues/ballot questions. Receive and compile community members' written summary of pro/con statements relating to ballot issues/ballot questions.

2. Prepare a financial summary for each ballot question or issue.

3. Prepare a Microsoft Word document using the template provided by the City and County for the TABOR Notice with the final and exact text of its certified ballot language, pro/con statements, and financial summary for each ballot question or issue governed by TABOR by the deadline in Attachment A.

4. Defend and resolve all challenges, as certified to the City and County, related to the candidates, ballot issues and/or ballot questions, or the TABOR Notice at the Jurisdiction's sole expense.

L. Publish and post any required legal notices for the Jurisdiction's candidates, ballot issues and/or ballot questions, other than the notice published by the City and County in conformance with § 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the City and County for its records.

M. Respond to all correspondence and calls for any matters pertaining to the Jurisdiction's race, question or measures, or operations. Refer members of the public and news media to the City and County for any matters outside of the DEO's expertise relating to election procedures. On Election Day, the Jurisdiction shall provide election support by phone and/or in person, as requested by the City and County.

N. Notify the CEO by the statutory deadline whether a recount is required or desired. The Jurisdiction shall reimburse the City and County for the full cost of the recount. If other Jurisdictions are included in the recount, the cost of the recount will be prorated among the participating Jurisdictions as per § 1-10.5- 101, C.R.S.

O. Remit to the City and County the total payment, as defined in the schedule of costs in Attachment D, for the Jurisdiction's prorated share of costs for the printing and mailing of ballots, TABOR Notice (if required), any additional or unique election costs resulting from Jurisdiction delays and/or special preparations or cancellations, and all other election expenses within sixty (60) days from the date of receipt of an invoice from the City and County.

SECTION III.
CANCELLATION OF ELECTIONS

3.01 CANCELLATION OF ELECTION BY THE JURISDICTION.

In the event that the Jurisdiction resolves not to hold the election, notice of such resolution shall be provided to the CEO immediately. The Jurisdiction shall be liable for the full actual costs of the activities of the CEO relating to the election incurred before receipt of such notice and activities of the CEO relating to canceling the election after the receipt of such notice. The Jurisdiction shall provide and post notice by publication as defined in the Code. In the event that the Jurisdiction resolves not to hold the election after the last day for the DEO to certify the ballot order and content to the CEO (see Attachment A), the text provided by the Jurisdiction cannot be removed from the ballot and/or the Ballot Issue notice (TABOR Notice).

SECTION IV.
MISCELLANEOUS

4.1 NOTICES.

Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an email or fax was received; to the address of a Party as set forth below or to such Party or addresses as may hereafter be designated in writing:

City and County: Anna Sheffield
City and County of Broomfield
Elections Division
One DesCombes Dr
Broomfield, Colorado 80020

Phone: (303) 464-5874
Fax: (303) 410-3815
Email: asheffield@broomfield.org

Jurisdiction Debra Smith
Designated Election Official
Weld County School District RE-8
200 S Fulton Avenue
Fort Lupton, CO 80621
Entity Phone: (303) 857-3203
Email: dsmith@weld8.org

4.2 TERM OF AGREEMENT.

The term of this Agreement shall continue until all statutory requirements concerning the conduct of the election and the creation, printing, and distribution of the TABOR Notice, if needed, are fulfilled.

4.3 AMENDMENT.

This Agreement may be amended only in writing, and following the same formality as the execution of the initial Agreement.

4.4 INTEGRATION.

The Parties acknowledge that this Agreement constitutes the sole and entire Agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

4.5 CONFLICT OF LAW.

In the event that any provision in this Agreement conflicts with the Code or other statute, this Agreement shall be modified to conform to such law.

4.6 TIME OF ESSENCE.

Time is of the essence for this Agreement. The time requirements of the Code shall apply to the completion of the tasks required by this Agreement. Failure to comply with the terms of this Agreement and/or the deadlines in Attachment A or the Code may result in consequences up to and including termination of this Agreement.

4.7 GOOD FAITH.

The parties shall implement this Agreement in good faith, including acting in good faith in all matters that require joint or General action.

4.8 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.

The Parties understand and agree that the City and County, its commissioners, officials, officers, directors, agents, and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities, protections or defenses provided by the Colorado Governmental Immunity Act (the "CGIA"), §§ 24-10-101 to 120, C.R.S., or otherwise available to the City and County or the Jurisdiction. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Jurisdiction and the City and County agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.

4.9 NO THIRD PARTY BENEFICIARIES.

The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the City and County and the Jurisdiction, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

4.10 GOVERNING LAW: JURISDICTION AND VENUE.

Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado. Venue for any and all legal actions arising under this IGA shall lie in the District Court in and for the City and County of Broomfield, State of Colorado.

4.11 SEVERABILITY.

Should any provision of this Agreement be determined by a court of competent jurisdiction to be unconstitutional or otherwise null and void, it is the intent of the parties hereto that the remaining provisions of this Agreement shall be of full force and effect.

4.12 ATTACHMENTS.

The following attachments are incorporated herein by reference.

Attachment A - Key Election Dates (subject to change)

Attachment B - Sample Candidate Ballot Layout

Attachment C - Sample Issue Notice Example Page

Attachment D – 2026 Cost Estimate

END OF PAGE

CITY AND COUNTY OF BROOMFIELD

DATED this ________ day of ____________________, 2026.

THE CITY AND COUNTY OF BROOMFIELD, COLORADO
A Colorado Municipal Corporation and County

____
Mayor Guyleen Castriotta
One DesCombes Drive
Broomfield, CO 80020

ATTEST:

____
Office of the City and County Clerk

APPROVED AS TO FORM:

____
City and County Attorney

NAME OF JURISDICTION

Weld County School District RE-8

BY:___________________________

(Title)__________________________

APPROVED AS TO FORM:

____
Attorney for Jurisdiction

ATTEST:

____
(Title)

Attachment A

IGA Attachment A - Key Election Dates (subject to change)

CRS 1-7-116(2) - Tuesday, August 25, 2026
Deadline for the county clerk and coordinating political subdivision to sign intergovernmental agreements for the 2026 General Election. (No later than 70 days before the election)

CRS 1-5-203(3)(a) - Friday, September 4, 2026
Last day for the DEO from each political subdivision, certification must be delivered to the county clerk and recorder. (No later than 60 days before the election)

CRS 1-5-203(1) - Monday, September 7, 2026
Last day for the Secretary of State to send notice and certification of the General Election to the county clerks. (No later than the 57th day before the General Election)

IGA Section 2.3 (J) - Monday, September 7, 2026
Last day for the jurisdiction's candidate to use the candidate hotline (720-660-5670) to record a voicemail with the phonetic pronunciation of their name, title of the race and jurisdiction for which they are running.

Art. X, Sect. 20(3)(b)(v) and CRS 1-7-901(4) - Friday, September 18, 2026
Last day to file pro/con comments pertaining to local ballot issues with the DEO in order to be included in the ballot issue notice. (By noon the Friday before the 45th day before the election)

CRS 1-8-3-110(1) - Saturday, September 19, 2026
Last day for the Elections Division to transmit ballots and ballot materials to overseas military voters for the 2026 General Election. (No later than 45 days before the election)

CRS 1-7-904 - Monday, September 21, 2026
Last day for the DEO to deliver ballot issue notices to the county clerk. (No later than 43 days before the election)

Logic and Accuracy Test (L&A) - Thursday, October 1, 2026

Ballots mailed to voters - Friday, October 9, 2026

General Election - Tuesday, November 3, 2026

Risk Limiting Audit (RLA) - Tuesday, November 17, 2026

Canvass Board and Final Certification of Election - Friday, November 20, 2026

Attachment B

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.

Sample Candidate Ballot Layout

YOUR SCHOOL DISTRICT NAME HERE

Name of Office here
Length of Term here
(Vote for not more than?)

Candidate's name
Candidate's name
Candidate's name

YOUR SCHOOL DISTRICT NAME HERE

Name of Office here
Length of Term here
(Vote for not more than?)

Candidate's name
Candidate's name
Candidate's name

Attachment C

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.

Ballot Issue Notice Example Page

NOTE: The information provided here is offered as a suggestion for the sake of uniformity and convenience to the voters based upon the Constitutional language of TABOR. Jurisdictions should consult with their legal counsel to determine if your data should be supplied as suggested.

<u>[DISTRICT NAME]</u>

<u>Designated Election Official:</u>
[Name]
[Title]
[Address]
[City, State, Zip]

NOTICE OF ELECTION [TO INCREASE TAXES] [TO INCREASE DEBT] [ON A CITIZEN PETITION] [ON A REFERRED MEASURE]
[DISTRICT NAME]
CITY AND COUNTY OF BROOMFIELD, STATE OF COLORADO

<u>Election Date:</u> [Insert Election Date]
<u>Election Hours:</u> [7:00 A.M. to 7:00 P.M.]

[Insert Question Number]

<u>Ballot Title and Text:</u>

[ALL TEXT IN UPPERCASE. This is the same language provided with original ballot certification.]

<u>Information:</u>

The below information is not required with your ballot certification on 9/04/26. It is required with your Ballot Issue Notice submission which is due on 9/18/26.

<u>Fiscal Year Spending Information:</u>

Year(Current fiscal year estimated)	[$0,000,000]
Year (Actual)	[$0,000,000]
Year (Actual)	[$0,000,000]
Year (Actual)	[$0,000,000]
Year (Actual)	[$0,000,000]

Overall percentage change in fiscal year spending:	[Insert % of overall change]
Overall dollar amount change:	[Insert $ amount of change]

Estimated maximum dollar amount of tax increase for [insert year]: [amount of increase]

Estimated [insert year] fiscal year spending without tax increase:[amount of spending]

Information on Current Bonded Debt:
Principal amount:
[$0,000,000]
Maximum annual repayment cost:
[$0,000,000]
Total repayment cost:
[$0,000,000]

Information on Proposed Bonded Debt:
Principal amount:
[$0,000,000]
Maximum annual repayment cost:
[$0,000,000] Total repayment cost:
[$0,000,000]

Summary of written comments for the proposal:

- [Summary statements or paragraphs for the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

Summary of written comments against the proposal:

- [Summary statements or paragraphs against the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

Attachment D

IGA Attachment D - Expected Reimbursement Range

The participating jurisdictions reimburse Broomfield for a proportional share of the election expense. The charges to the entities will be $1.50 per registered voter to participate in the election. The minimum amount charged to a coordinating jurisdiction is $200. The current voter count per district is shown in the table below.

District Name	Current Active Voter Count	Minimum Reimbursement	Maximum Reimbursement
Adams 12 Five Star Schools	28,435	$42,652.50	$44,785.13
Aims Community College	16	$200	$200
Boulder Valley RE-2	21,424	$32,136	$33,207.20
27J Schools	0	$0	$0
Jeffco Public Schools	5,292	$7,938	$8,202.60
St. Vrain Valley School District RE-1J	2,220	$3,330	$3,441
Weld County School District RE-8	15	$200	$200

INTERGOVERNMENTAL AGREEMENT

BETWEEN

CITY AND COUNTY OF BROOMFIELD

AND

Jefferson County School District No. R-1

REGARDING THE CONDUCT AND ADMINISTRATION OF

THE NOVEMBER 3, 2026

GENERAL ELECTION

PREPARED BY:

BROOMFIELD COUNTY CLERK AND RECORDER

ELECTIONS DIVISION

ONE DESCOMBES DRIVE

BROOMFIELD, COLORADO

80020

303-464-5857

THIS AGREEMENT is made by and between the City and County of Broomfield Council, on behalf of the Broomfield County Clerk and Recorder (hereinafter referred to as the "City and County") and Jefferson County School District No. R-1, (hereinafter referred to as the "Jurisdiction") (hereinafter collectively referred to as the "Parties"); and

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.) as amended, governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, pursuant to section 1-7-116, C.R.S. if more than one jurisdiction holds an election on the same day in November and the eligible electors for each such election are the same or the boundaries overlap, the County Clerk and Recorder is the General election official and, pursuant to section 1–5–401, C.R.S. shall conduct the elections on behalf of all jurisdictions whose elections are part of the General election utilizing the mail ballot procedures set forth in article 7.5 of title 1; and

WHEREAS, the City and County and Jurisdiction have determined that section 1-7-116, C.R.S. applies and it is in the best interest of the taxpayers and the electors to enter into this Agreement to conduct the November 3, 2026 General Election; and

WHEREAS, such agreements are authorized by State law.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

This election shall be conducted as a General Election in accordance with the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.). The election participants will execute agreements with the City and County of Broomfield for this purpose and may include municipalities, school districts, and special districts within the Broomfield City and County limits and the State of Colorado.

The Broomfield Clerk and Recorder shall be designated as the General Election Official (hereinafter "CEO") and the Jurisdiction hereby identifies Kristen Harper as its Designated Election Official (hereafter "DEO").

Further, the Parties agree as follows:

SECTION I.
PURPOSE AND GENERAL MATTERS

1.1 DEFINITIONS.

A. "**Address Library Report**" means the address report from the Secretary of State's voter registration system that defines street addresses and precincts within the jurisdiction.

B. "**Coordinated Election Official**" (hereinafter "CEO") shall mean the Clerk and Recorder who shall act as the "coordinated election official," as defined within the Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.

C. "**Colorado Election Code**" or "Code" means any part of the Uniform Election Code of 1992, (Articles 1- 13 of Title 1, C.R.S.) or any other Title of C.R.S governing participating Jurisdiction's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.

D. "**Coordinated Election**" means an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk is the Coordinated Election Official for the jurisdiction.

E. "**Contact Officer**" means the individual who shall act as the primary liaison or contact between the Jurisdiction and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for the coordination of the election for the Jurisdiction and the procedures to be completed by the County Clerk hereunder. The CEO designates Penny Norman, or her designee, (Phone: 303-325-1093; Email: pnorman@broomfield.org) as the contact person to act as the primary liaison between the CEO and the Jurisdiction.

F. "**Designated Election Official**" (hereinafter "DEO") means the individual who shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Officer and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct the same.

G. "**IGA**" or **"Agreement"** means this Intergovernmental Agreement between the City and County and the Jurisdiction for election coordination.

H. **"Jurisdiction"** means a political subdivision as defined in § 1-7.5-103(6), C.R.S. and referenced in the Code and, in this Agreement, is interpreted to refer to the Jefferson County School District No. R-1.

I. "**Logic and Accuracy Test**" means a test of all electronic and electromagnetic voting equipment to test mail, provisional, and audio ballots, in accordance with § 1-7-509, C.R.S. by processing a pre-audited group of ballots.

J. "**Mail Ballot Packet**" means the packet of information provided by the CEO to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, and a return envelope. § 1-7.5-103(5), C.R.S.

K. "**Post Election Audit**" means such audit as set forth substantially in the Colorado Election Code.

L. **"Precinct"** means an area with established boundaries within a political jurisdiction used to establish election districts.

M. "**Proposed Jurisdiction**" means a jurisdiction that may be formed pursuant to this election that is not yet identified by a tax authority code in the County Assessor database. When the context of this Agreement so requires, a Proposed Jurisdiction will simply be referred to as a Jurisdiction.

N. "**SOS**" means the Colorado Secretary of State.

O. "**SOS Election Calendar**" means the most recent election calendar as published on the SOS website located at www.coloradosos.gov.

P. "**TABOR"** means a ballot issue that is governed by Article X, § 20 of the Colorado Constitution.

Q. **"UOCAVA voters"** means military personnel and overseas civilians who are registered to vote and receive services under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 and the Military and Overseas Voter Empowerment Act of 2009.

1.2 JURISDICTIONAL LIMITATION.

The Jurisdiction encompasses territory within the City and County of Broomfield. This Agreement shall be construed to apply only to that portion of the Jurisdiction within the City and County of Broomfield.

SECTION II.

2.1 JOINT RESPONSIBILITIES.

Nothing herein shall be deemed or construed to relieve the City and County or the Jurisdiction from their official responsibilities for the conduct of the election as generally outlined in the Colorado Election Code.

All parties shall:

A. Familiarize themselves and adhere to all applicable provisions and timelines of the Colorado Election Code while performing their official responsibilities for the conduct of the election unless superseded by other legal authority.

B. Enforce all applicable provisions of the Fair Campaign Practices Act.

C. Review and execute this IGA with all required signatures on or before the deadline outlined in § 1-7-116(2), C.R.S.

D. Confirm they have sufficient funds available and appropriated in an approved budget to pay their expenses for this election.

2.2 CITY AND COUNTY RESPONSIBILITIES.

The City and County shall perform the following duties:

A. Designate a Contact Officer to provide assistance and information to the DEO of the Jurisdiction on matters relating to the conduct of this election. Such information shall not include legal advice.

B. Maintain voter records and an address library for City and County of Broomfield voters within the Colorado SCORE voter registration database. Comply with Colorado Secretary of State and City and County of Broomfield cyber-security recommendations to protect confidential voter information.

C. Send a certified list of registered voters to the Jurisdiction via secure transfer.

D. To identify which addresses are eligible to receive and vote on the Jurisdiction's ballot question, the City and County shall perform the following duties for the Address Library:

    1. Use the Colorado SCORE voter registration database to produce an Address Library Report that indicates residential street ranges included within the boundaries of the Jurisdiction.

    2. Provide the Jurisdiction with the Address Library Report in an electronic format, along with an Acknowledgement Form that the Jurisdiction should use to confirm the accuracy of the ranges or note any errors, omissions, and/or corrections.

    3. Verify any errors, omissions, and/or corrections identified by the Jurisdiction against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Jurisdiction.

E. Prepare and deliver a proposed mail ballot plan and election contingency plan to the Secretary of State no later than 120 days before the Election.

F. Receive certified ballot content from the Jurisdiction in electronic format. Layout the text of the official ballot using the certified content without any modifications or formatting changes. Provide an electronic proof of the ballot to the Jurisdiction's DEO via email for written approval prior to final production. Post a sample ballot to www.votebroomfield.com

G. Determine the number and letter of each ballot issue and question for the Jurisdiction and any other coordinating jurisdictions participating in the election, in accordance with SOS Rule 4.5.2:

    1. If the Jurisdiction is entirely contained within the City and County of Broomfield, the City and County has the authority to set the ballot measure order and number.

    2. If the Jurisdiction includes territory in more than one county, the City and County will coordinate with the other applicable counties for the purpose of determining the

controlling county and agreeing upon ballot measure numbers for shared issues and questions.

H. Conduct a Logic and Accuracy Test in accordance with § 1-7-509, C.R.S. Invite the Jurisdiction to participate along with the Testing Board to verify the accuracy of electronic vote tabulation equipment. Post a public notice of the Test seven (7) days in advance.

I. Provide a candidate hotline at 720-660-5670, which every candidate running for office in the Jurisdiction (if applicable) shall call to provide the phonetic pronunciation of their name as it appears on their Statement of Intent, title of the office, and Jurisdiction for which they are running.

J. Prepare an accessible audio ballot for the electronic ballot marking devices to be made available to voters upon request at any Voter Service and Polling Center.

K. Contract with a vendor acceptable to the SOS to print and send Mail Ballot Packets to every active registered voter and transmit ballots electronically to every active registered UOCAVA voter.

L. Publish and post the required legal notice of election pursuant to § 1-5-205(1), C.R.S. for the Jurisdiction's ballot issues, ballot questions, and/or candidates.

M. If the Jurisdiction's election includes a TABOR issue, the City and County shall perform the following duties relative to the TABOR Notice:

   1. Provide a Microsoft Word document template for the TABOR Notice to the jurisdiction with instructions to submit its certified ballot language, pro/con statements and financial summary for each ballot question or issue governed by TABOR by the deadline listed in Attachment A.

   2. Prepare the TABOR Notice using the certified content provided by the Jurisdiction, without revision.

   3. Contract with a printing vendor to produce and mail one copy of the TABOR notice to every household where an active registered voter of the Jurisdiction resides at the least cost possible in the time frame as required by law. If the Jurisdiction is a special district, the TABOR notice also will be mailed to every eligible property owner who is not already a registered voter in the City and County of Broomfield. The City and County may send the TABOR Notice to persons other than electors of the Jurisdiction in an effort to mail the TABOR Notice package at the "least cost."

   4. Post the TABOR Notice on www.votebroomfield.com

   5. Keep an accounting of time, supplies, printing costs, and salaries attributable to the City and County's TABOR Notice services for the Jurisdiction. The Jurisdiction's proportional share of actual costs shall be based on the City and County's total expenditures relative to the TABOR Notice. The minimum cost to any jurisdiction to participate is $200.

N. Hire, instruct, and oversee election judges and temporary workers necessary for the conduct of the election.

O. Establish and maintain mail ballot drop-off locations, and designate and operate Voter Service and Polling Centers as required by the Code.

P. Provide trained personnel to pick up sealed ballot containers containing voted ballots from every drop-off location and Voter Service and Polling Center each business day. Provide a replacement sealed empty ballot container(s), except if the location is a stand-alone 24-hour drop-box.

Q. Provide the necessary equipment, the adequately trained personnel, and the secure facility, and conduct and oversee the process to receive, verify voter signatures, open, tabulate and store ballots.

R. Maintain a record of every eligible voter's registration and every ballot sent, received, voided and cast using the Colorado SCORE voter registration and election management system.

S. Send letters to voters whose mail ballots are missing a signature, missing identification, or have a signature discrepancy, and provide instructions and an affidavit to cure this issue within eight (8) days of Election Day for the ballot to be counted. Conduct the process to receive and verify voter affidavits and where appropriate, cure and count these ballots.

T. Maintain the following reports for all City and County of Broomfield eligible voters, and publish a public version (excluding confidential voters) on www.votebroomfield.com:

   1. A registered voter list, including the names of eligible electors;

   2. A turnout list, including the names of eligible electors, precinct number, and date mail ballot was sent, and the date ballot was issued at a Voter Service and Polling Center.

U. Accept public inquiries by phone at 303-464-5857 and by email at electionsdivision@broomfield.org Respond to all correspondence and calls within the City and County's expertise relating to election procedures. Refer members of the public and news media to the DEO for any matters pertaining to the Jurisdiction's race, questions, measures or operations.

   1. Post unofficial election results by ballot question after the polls close on Election Night at https://www.coloradosos.gov and regularly update the unofficial results as more eligible ballots are counted.

   2. Conduct a recount of the ballots cast if required by law or if requested by the Jurisdiction. In either scenario, the cost of the recount will be charged to the Jurisdiction. If more than one Jurisdiction is involved in the recount, the cost will be pro-rated among the participating Jurisdictions equally.

   3. Prepare and run the required Post Election Audit in accordance with the Code before certifying election results.

4. Appoint a Canvass board and conduct a canvass of the votes in order to certify the results of the Jurisdiction's election. Provide the Jurisdiction with a copy of all election statements and certificates which are to be created under the Code.

5. Keep an accounting of time, supplies, printing costs, and salaries attributable to the City and County's administration of the election.

6. Submit to the Jurisdiction an itemized invoice for all expenses incurred under this Agreement.

7. Store all election records as required by the Code for 25 months in such a manner that they may be accessed by the Jurisdiction, if necessary, to resolve any challenges or other legal questions that might arise regarding the election.

2.3 JURISDICTION RESPONSIBILITIES.

The Jurisdiction shall perform the following duties:

A. Identify a Designated Election Official to act as a liaison between the Jurisdiction and the City and County.

B. Notify the City and County prior to executing this IGA if the Jurisdiction's boundaries include property in any other county.

C. Review the Address Library Report provided by the City and County, which determines which residential addresses are within the jurisdiction. Confirm the residential addresses for all streets are correct and identify any errors, omissions, or deletions if necessary. Provide the City and County with certification of any annexations, inclusions, and/or exclusions to the Jurisdiction, including all supporting documents. Return via email a signed copy of the provided Acknowledgement Form to the City and County, including any corrections if necessary, by the date set forth in Attachment A.

    1. If the Jurisdiction is a Proposed Jurisdiction not already identified by a tax authority code in the County Assessor's records, the Jurisdiction shall provide the City and County with a certified legal description, map, and a list of residential addresses for all streets within the Proposed Jurisdiction on or before eighty (80) days prior to Election Day. If residential addresses are not available, provide a list of the land parcel numbers that are within the boundaries of the Proposed Jurisdiction.

D. For elections where owning property in the Jurisdiction is a requirement for voting in the election, the Jurisdiction must perform the following tasks relating to the property owners list:

    1. Coordinate directly with the Broomfield County Assessor's Office to order and pay for an initial and a supplemental certified list of all recorded owners of taxable real and personal property within the Jurisdiction's boundaries in the City and County of Broomfield, in accordance with § 1-5-304, C.R.S. and by the deadlines in Attachment A.

2. Contact the Voter Registration Manager at the Colorado Secretary of State's Office to receive access to the DEO SCORE lookup. (855-428-3555 ext. 6332).

3. Using the list from the Assessor's Office:

   i. Remove from the list non-person entities and persons not living in the state of Colorado.

   ii. Look up the remaining names using the Secretary of State SCORE lookup tool to determine if each person is a registered voter. Remove from the list those individuals who are not registered to vote.

   iii. Remove from the list persons who reside in the district, as they will already receive a mail ballot.

   iv. Deliver to the City and County via email an initial and a supplemental list of property owners who are property owners in the district, registered to vote in the state of Colorado, and not physically residing in the district. Each list should be delivered by the deadline indicated in Attachment A. The list should be a Microsoft Excel spreadsheet and must contain no more than one (1) eligible elector's name per line. Each line must consist of the following separated fields, in the following order: eligible elector's voter identification number, last name, first name, middle name, mailing address, city, state, zip, parcel number, and phone number, if available.

E. Directly manage the responsibilities defined in § 1-4-901 to 912, C.R.S. for all candidate petitions for all local election races held by the Jurisdiction, including but not limited to: reviewing the petition format, receiving petitions that are filed, verifying voter validity, determining sufficiency, notifying candidates of sufficiency, accept affidavits of intent for write-in designation, responding to protest filings, and cures if applicable.

F. Determine the title and text of the Jurisdiction's ballot races, measures and/or issues using plain, non-technical language, worded with simplicity and clarity, in accordance with § 1-40-105(1), C.R.S. Determine the order of candidates in each race by lot drawing, or if applicable, city/town charter.

G. Defer to the City and County to determine the number and letter of each ballot issue and question, as outlined in Section 2.02. Abstain from communicating or publicizing a ballot issue or question in conjunction with a letter or number before it has been officially determined by the City and County.

H. Submit the Jurisdiction's certified ballot content, verbatim, as it should appear on the ballot for the Jurisdiction's races, questions, and issues to the City and County. Submit the ballot content via email to Broomfield Elections at electionsdivision@broomfield.org on or before the deadline as set forth within Attachment A. Format the ballot content in a Microsoft Word document in plain text; do not include bold, italic, underline, bullets, tables, strikethrough or indentation. Titles should indicate whether the question is a referred measure or an initiative from a citizen petition. TABOR issues must be in all caps. All other measures and races must be mixed cases. (Ballot content submitted to the City and County after the deadline will not appear on the ballot.)

I. Within 24 hours of receipt from the City and County, proofread the layout and the text of the Jurisdiction's portion of the official ballots and provide written notice of acceptance to the City and County via email to Broomfield Elections at electionsdivision@broomfield.org. If no response is received within 24 hours the layout and text will be deemed to be approved and will be printed accordingly.

J. If the Jurisdiction's election includes a race, contact all candidates on the ballot and ask them to call the City and County's candidate hotline at 720-660-5670 by the deadline indicated in Attachment A and record a voicemail with the phonetic pronunciation of their name, the title of the race and jurisdiction for which they are running.

K. If the Jurisdiction's election includes a TABOR issue, the Jurisdiction shall perform the following duties relative to the TABOR Notice:

1. Receive the petition representative's written summary of comments relating to ballot issues/ballot questions. Receive and compile community members' written summary of pro/con statements relating to ballot issues/ballot questions.

2. Prepare a financial summary for each ballot question or issue.

3. Prepare a Microsoft Word document using the template provided by the City and County for the TABOR Notice with the final and exact text of its certified ballot language, pro/con statements, and financial summary for each ballot question or issue governed by TABOR by the deadline in Attachment A.

4. Defend and resolve all challenges, as certified to the City and County, related to the candidates, ballot issues and/or ballot questions, or the TABOR Notice at the Jurisdiction's sole expense.

L. Publish and post any required legal notices for the Jurisdiction's candidates, ballot issues and/or ballot questions, other than the notice published by the City and County in conformance with § 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the City and County for its records.

M. Respond to all correspondence and calls for any matters pertaining to the Jurisdiction's race, question or measures, or operations. Refer members of the public and news media to the City and County for any matters outside of the DEO's expertise relating to election procedures. On Election Day, the Jurisdiction shall provide election support by phone and/or in person, as requested by the City and County.

N. Notify the CEO by the statutory deadline whether a recount is required or desired. The Jurisdiction shall reimburse the City and County for the full cost of the recount. If other Jurisdictions are included in the recount, the cost of the recount will be prorated among the participating Jurisdictions as per § 1-10.5- 101, C.R.S.

O. Remit to the City and County the total payment, as defined in the schedule of costs in

Attachment D, for the Jurisdiction's prorated share of costs for the printing and mailing of ballots, TABOR Notice (if required), any additional or unique election costs resulting from Jurisdiction delays and/or special preparations or cancellations, and all other election expenses within sixty (60) days from the date of receipt of an invoice from the City and County.

SECTION III.
CANCELLATION OF ELECTIONS

3.01 CANCELLATION OF ELECTION BY THE JURISDICTION.

In the event that the Jurisdiction resolves not to hold the election, notice of such resolution shall be provided to the CEO immediately. The Jurisdiction shall be liable for the full actual costs of the activities of the CEO relating to the election incurred before receipt of such notice and activities of the CEO relating to canceling the election after the receipt of such notice. The Jurisdiction shall provide and post notice by publication as defined in the Code. In the event that the Jurisdiction resolves not to hold the election after the last day for the DEO to certify the ballot order and content to the CEO (see Attachment A), the text provided by the Jurisdiction cannot be removed from the ballot and/or the Ballot Issue notice (TABOR Notice).

SECTION IV.
MISCELLANEOUS

4.1 NOTICES.

Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an email or fax was received; to the address of a Party as set forth below or to such Party or addresses as may hereafter be designated in writing:

City and County:

Anna Sheffield
City and County of Broomfield
Elections Division
One DesCombes Dr
Broomfield, Colorado 80020
Phone: (303) 464-5874
Fax: (303) 410-3815
Email: asheffield@broomfield.org

Jurisdiction

Kristen Harper
Designated Election Official
Jefferson County School District No. R-1
1829 Denver West Dr, Bldg 27, 4th Floor

Golden, CO 80401
Entity Phone: (303) 982-3649
Email: Kristen.Harper@jeffco.k12.co.us

4.2 TERM OF AGREEMENT.

The term of this Agreement shall continue until all statutory requirements concerning the conduct of the election and the creation, printing, and distribution of the TABOR Notice, if needed, are fulfilled.

4.3 AMENDMENT.

This Agreement may be amended only in writing, and following the same formality as the execution of the initial Agreement.

4.4 INTEGRATION.

The Parties acknowledge that this Agreement constitutes the sole and entire Agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

4.5 CONFLICT OF LAW.

In the event that any provision in this Agreement conflicts with the Code or other statute, this Agreement shall be modified to conform to such law.

4.6 TIME OF ESSENCE.

Time is of the essence for this Agreement. The time requirements of the Code shall apply to the completion of the tasks required by this Agreement. Failure to comply with the terms of this Agreement and/or the deadlines in Attachment A or the Code may result in consequences up to and including termination of this Agreement.

4.7 GOOD FAITH.

The parties shall implement this Agreement in good faith, including acting in good faith in all matters that require joint or general action.

4.8 NO WAIVER OF GOVERNMENTAL IMMUNITY ACT.

The Parties understand and agree that the City and County, its commissioners, officials, officers, directors, agents, and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities, protections or defenses provided by the Colorado Governmental Immunity Act (the “CGIA”), §§ 24-10-101 to 120, C.R.S., or otherwise available to the City and County or the Jurisdiction. To the extent the CGIA imposes varying obligations or contains different waivers for cities and counties, both the Jurisdiction and the City and

County agree that they will remain liable for their independent obligations under the CGIA, and neither party shall be the agent of the other or liable for the obligations of the other.

4.9 NO THIRD PARTY BENEFICIARIES.

The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the City and County and the Jurisdiction, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

4.10 GOVERNING LAW: JURISDICTION AND VENUE.

Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado. Venue for any and all legal actions arising under this IGA shall lie in the District Court in and for the City and County of Broomfield, State of Colorado.

4.11 SEVERABILITY.

Should any provision of this Agreement be determined by a court of competent jurisdiction to be unconstitutional or otherwise null and void, it is the intent of the parties hereto that the remaining provisions of this Agreement shall be of full force and effect.

4.12 ATTACHMENTS.

The following attachments are incorporated herein by reference.

Attachment A - Key Election Dates (subject to change)

Attachment B - Sample Candidate Ballot Layout

Attachment C - Sample Issue Notice Example Page

Attachment D – 2026 Cost Estimate

END OF PAGE

CITY AND COUNTY OF BROOMFIELD

DATED this ________ day of ____________________, 2026.

THE CITY AND COUNTY OF BROOMFIELD, COLORADO
A Colorado Municipal Corporation and County

____
Mayor Guyleen Castriotta
One DesCombes Drive
Broomfield, CO 80020

ATTEST:

____
Office of the City and County Clerk

APPROVED AS TO FORM:

____
City and County Attorney

NAME OF JURISDICTION

Jefferson County School District No. R-1

BY:___________________________

(Title)___________________________

APPROVED AS TO FORM:	ATTEST:
________________________________	_______________________________
Attorney for Jurisdiction	(Title)

Attachment A

IGA Attachment A - Key Election Dates (subject to change)

CRS 1-7-116(2) - Tuesday, August 25, 2026
Deadline for the county clerk and coordinating political subdivision to sign intergovernmental agreements for the 2026 General Election. (No later than 70 days before the election)

CRS 1-5-203(3)(a) - Friday, September 4, 2026
Last day for the DEO from each political subdivision, certification must be delivered to the county clerk and recorder. (No later than 60 days before the election)

CRS 1-5-203(1) - Monday, September 7, 2026
Last day for the Secretary of State to send notice and certification of the General Election to the county clerks. (No later than the 57th day before the General Election)

IGA Section 2.3 (J) - Monday, September 7, 2026
Last day for the jurisdiction's candidate to use the candidate hotline (720-660-5670) to record a voicemail with the phonetic pronunciation of their name, title of the race and jurisdiction for which they are running.

Art. X, Sect. 20(3)(b)(v) and CRS 1-7-901(4) - Friday, September 18, 2026
Last day to file pro/con comments pertaining to local ballot issues with the DEO in order to be included in the ballot issue notice. (By noon the Friday before the 45th day before the election)

CRS 1-8-3-110(1) - Saturday, September 19, 2026
Last day for the Elections Division to transmit ballots and ballot materials to overseas military voters for the 2026 General Election. (No later than 45 days before the election)

CRS 1-7-904 - Monday, September 21, 2026
Last day for the DEO to deliver ballot issue notices to the county clerk. (No later than 43 days before the election)

Logic and Accuracy Test (L&A) - Thursday, October 1, 2026

Ballots mailed to voters - Friday, October 9, 2026

General Election - Tuesday, November 3, 2026

Risk Limiting Audit (RLA) - Tuesday, November 17, 2026

Canvass Board and Final Certification of Election - Friday, November 20, 2026

Attachment B

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.

Sample Candidate Ballot Layout

YOUR SCHOOL DISTRICT NAME HERE
Name of Office here
Length of Term here
(Vote for not more than?)

Candidate's name
Candidate's name
Candidate's name

YOUR SCHOOL DISTRICT NAME HERE
Name of Office here
Length of Term here
(Vote for not more than?)

Candidate's name
Candidate's name
Candidate's name

Attachment C

This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.

Ballot Issue
Notice Example
Page

NOTE: The information provided here is offered as a suggestion for the sake of uniformity and convenience to the voters based upon the Constitutional language of TABOR. Jurisdictions should consult with their legal counsel to determine if your data should be supplied as suggested.

[DISTRICT NAME]

Designated Election
Official: [Name]
[Title]
[Address]
[City, State, Zip]

NOTICE OF ELECTION [TO INCREASE TAXES] [TO INCREASE DEBT] [ON A CITIZEN PETITION] [ON A REFERRED MEASURE]
[DISTRICT NAME]
CITY AND COUNTY OF BROOMFIELD, STATE OF COLORADO

Election Date: [Insert Election Date]
Election Hours: [7:00 A.M. to 7:00 P.M.]

[Insert Question

Number] Ballot Title

and Text:

[ALL TEXT IN UPPERCASE. This is the same language provided with original ballot certification.]

Information:

The below information is not required with your ballot certification on 9/04/26. It is required with your Ballot Issue Notice submission which is due on 9/18/26.

Fiscal Year Spending Information:

Year(Current fiscal year estimated)	[$0,000,000]
Year (Actual)	[$0,000,000]
Year (Actual)	[$0,000,000]

Year (Actual)	[$0,000,000]
Year (Actual)	[$0,000,000]

Overall percentage change in fiscal year spending: [Insert % of overall change]
Overall dollar amount change: [Insert $ amount of change]

Estimated maximum dollar amount of tax increase for [insert year]: [amount of increase]

Estimated [insert year] fiscal year spending without tax increase:[amount of spending]

<u>Information on Current Bonded Debt:</u>
Principal amount:
[$0,000,000]
Maximum annual repayment cost:
[$0,000,000]
Total repayment cost:
[$0,000,000]

<u>Information on Proposed Bonded Debt:</u>
Principal amount:
[$0,000,000]
Maximum annual repayment cost:
[$0,000,000] Total repayment cost:
[$0,000,000]

<u>Summary of written comments for the proposal:</u>

- [Summary statements or paragraphs for the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

<u>Summary of written comments against the proposal:</u>

- [Summary statements or paragraphs against the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

IGA Attachment D - Expected Reimbursement Range

The participating jurisdictions reimburse Broomfield for a proportional share of the election expense. The charges to the entities will be $1.50 per registered voter to participate in the election. The minimum amount charged to a coordinating jurisdiction is $200. The current voter count per district is shown in the table below.

District Name	Current Active Voter Count	Minimum Reimbursement	Maximum Reimbursement
Adams 12 Five Star Schools	28,435	$42,652.50	$44,785.13
Aims Community College	16	$200	$200
Boulder Valley RE-2	21,424	$32,136	$33,207.20
27J Schools	0	$0	$0
Jefferson County School District No. R-1	5,292	$7,938	$8,202.60
St. Vrain Valley School District RE-1J	2,220	$3,330	$3,441
Weld County School District RE-8	15	$200	$200

Meeting Date: August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Nancy Rodgers, City and County Attorney

Memo Title/Subject: Amendment to Council Rules and Procedures

View Correspondence
View Presentation

Council Action Needed on Item

If Council desires to amend Council Rules and Procedures, the appropriate motion is…

That Resolution 2026-112 be adopted.

Per Council Rules, the Resolution must be adopted by a two-thirds vote of the Councilmembers in office.

Summary

Pursuant to Section 5.1 of Broomfield's Charter, Council determines its own rules of procedure governing meetings. The current Council Rules can be found on the Broomfield's website.

In April 2024, Council amended its Rules by, among other changes, adding a new Section 10 on the Budget Process. This section requires three mandatory study sessions: one in late spring or early summer, and at least two in August or September for budget discussions and presentations.

Conducting budget study sessions is a long-standing CCOB practice. Prior to the 2024 Rules amendment, staff and Council routinely held two fall study sessions dedicated to budget presentations before Council's formal consideration and vote in October, along with earlier budget discussions during regular study sessions and Council Focus Sessions. Section 10 formalized and locked in these three required sessions.

The challenge is that Section 10 mandates that these sessions be "dedicated exclusively" to budget topics. Given the high volume of topics requiring time on the Council calendar, restricting these three sessions prevents the Mayor, Mayor Pro Tem, and Manager from adding other time-sensitive agenda items when needed.

To provide necessary scheduling flexibility, staff recommends removing the "dedicated exclusively" requirement while keeping all other provisions of Section 10 unchanged. The amendment would be as follows:

10.2 Annual Budget

(A) A study session shall be held in the late spring/early summer each year at which a draft budget for the upcoming year shall be discussed. This study session ~~shall be dedicated~~

~~exclusively to the budget discussion and~~ shall be scheduled at the discretion of the Mayor, with the assistance of the Mayor Pro Tem and the City and County Manager.

(B) A minimum of two study sessions shall be held each August/September, prior to formal Council action on the upcoming year's budget. They shall be scheduled at the discretion of the Mayor, with the assistance of the Mayor Pro Tem and the City and County Manager. These study sessions shall **include the** ~~be dedicated exclusively to~~ annual budget presentations and discussions.

Financial Considerations

N/A

Prior Council or Other Entity Actions

The Council Rules were initially approved in 1976, and have been amended many times over the years as shown on the first page of the Rules. The most recent amendment relevant to this change is listed below:

April 30, 2024: Council approved Resolution 2024-69 making multiple amendments to the Rules, including the addition of Section 10 on the Budget Process.

Boards and Commissions Prior Actions and Recommendations

N/A

RESOLUTION NO. 2026-112

A resolution approving amendments to Council Procedures and Rules of Order

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

Section 1.

The Council Procedures and Rules of Order as amended and attached hereto are hereby approved.

Section 2.

The Mayor or Mayor Pro Tem is authorized to sign and the Office of the City and County Clerk to attest the Rules, in form approved by the City and County Attorney.

Section 3.

This resolution is effective on the date of approval by the City Council.

Approved on August 25, 2026.

The City And County Of Broomfield, Colorado

____
Mayor

Attest:

____
Office of the City and County Clerk

Approved As To Form:

NCR

____
City and County Attorney

COUNCIL PROCEDURES AND RULES OF ORDER

BROOMFIELD COUNCIL

CITY AND COUNTY OF BROOMFIELD, COLORADO

Effective as of **August 25, 2026**

Adopted April 12, 1976
(Resolution 5-76)

Amended April 13, 1982
(Article III, 3.11)

Amended December 10, 1985
(Resolution 175-85)

Amended April 11, 1989
(Resolution 17-89)

Amended March 26, 1991
(Resolution 39-91)

Amended June 29, 1993
(By Motion)

Amended January 28, 1997
(Resolution 21-97)

Amended October 28, 2008
(Resolution 2008-197)

Amended June 10, 2014
(Resolution 2014-85)

Amended December 11, 2018
(Resolution 2018-219)

Amended March 17, 2020
(Resolution 2020-108)

Amended May 5, 2020
(Resolution 2020-128)

Amended June 22, 2021
(Resolution 2021-92)

Amended August 10, 2021
(Resolution 2021-135)

Amended December 12, 2023
(Resolution 2023-88)

Amended April 30, 2024
(Resolution 2024-69)

Amended June 11, 2024
(Resolution 2024-85)

Amended Aug. 25, 2026
(Resolution 2026-112)

COUNCIL PROCEDURES

I.
CHARTER

These Council Procedures are established in accordance with the Charter for the City and County of Broomfield ("Charter").

These Procedures and Rules of Order apply to the current Council in working with the City and County administration. As a living document, the Procedures and Rules of Order will be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to the Mayor, members of Council, and the City and County administration.

II.
COUNCIL MEETINGS

2.1 Presiding Officer

As provided in the Charter, the Mayor or the Mayor Pro-Tem shall be the presiding officer at Council meetings. If both the Mayor and Mayor Pro-Tem are absent from a meeting of Council, the City and County Clerk shall call the meeting to order and call roll. The majority of Councilmembers present shall then elect a Temporary Chair who shall be the presiding officer.

2.2 Regular Business Meetings

Regular business meetings are those meetings in which Council is expected to take formal action on a matter, either by ordinance, resolution, or motion. The Council shall hold regular business meetings on the second and fourth Tuesday of each month at 6:00 p.m. in the Council Chambers at the Municipal Building, unless the approved Council calendar establishes a different schedule. The Mayor and/or a Councilmember(s) may attend regular business meetings electronically as provided for in Section VII. The Council may reschedule regular business meetings, upon a majority vote of the entire Council. With the consent of a majority of the entire Council at a regular business meeting, study session, or by email, and with full and timely notice to the public, individual Council meetings may be scheduled for an early start to begin at 5:00 p.m. Business meetings shall be recorded and electronically broadcasted/live-streamed.

2.3 Special Meetings

Special meetings of the Council may be called in accordance with sections 5.2 and 5.3 of the Charter. The Mayor and/or a Councilmember(s) may attend special meetings electronically as provided for in Section VII.

2.4 Study Sessions Meetings

Study session meetings are those meetings in which Council will not be taking formal action on a matter, either by ordinance, resolution, or motion. Study session meetings can be held concurrently with a regular business meeting or special meeting so long as the agenda is clear on the subject matter and items for consideration.

Study sessions may be held on days established by the approved Council calendar and may be called by the Mayor at any time or by the majority vote of the Councilmembers present at any regular business meeting or Special meeting. Council declares that study sessions shall be held to allow Council to investigate and study issues and topics that may come before it and shall serve as a means by which Council may engage with staff and each other related to these particular topics. The City and County Manager may schedule study sessions upon notice to Council. The City and County Clerk shall use diligent effort to give advance notice to each Councilmember of the time and purpose of the meeting, provided that notice will not be necessary for a study session called at a regular business or special meeting at which a quorum is present. The Mayor and/or a Councilmember(s) may attend study session meetings electronically as provided for in Section VII. Study sessions shall be recorded and electronically broadcasted/live-streamed.

The parliamentary rules and other rules governing meetings of the Council shall be relaxed during Study Session, subject to the discretion of the Presiding Officer.

2.5 City and County Clerk - Minutes

(A) The City and County Clerk, or the Clerk's designee, shall attend and shall keep the minutes of each regular business or special meeting of the Council in accordance with the Charter.

(B) Before each regular meeting of the Council, the City and County Clerk shall cause to be delivered to each Councilmember a copy of the minutes of the preceding regular business and/or special meeting.

(C) Minutes will not be read if each Councilmember has been provided with a copy of the minutes in advance of the meeting at which they are to be approved.

(D) Minutes shall be signed by the Presiding Officer and by the Clerk of the meeting for which the minutes are approved.

2.6 Order of Business – Agenda – Regular Business Meetings

(A) The order of business for regular business meetings of the Council will generally be:

(1) Meeting Commencement, Petitions, and Communications, Mayor and Councilmember Reports
(2) Public Comment
(3) Reports
(4) Consent Items

(5) Action Items, which will include the Legislative Report as the last item
(6) Councilmember and Mayor Requests for Future Action
(7) Adjournment

(B) The Presiding Officer may vary from the order of business if the majority of Councilmembers present approve varying the order of business. This would be expected to be done upon the Review and Approval of Agenda.

(C) Preceding each regular business meeting of the Council, the Mayor, with the assistance of the Mayor Pro Tem and the City and County Manager, shall prepare a written Agenda showing the order of business. The City and County Clerk shall cause the Agenda to be delivered to the Mayor and to each Councilmember on or before 5:00 p.m. on the Wednesday prior to the meeting, and shall post the Agenda in accordance with the Colorado Open Meetings Act.

(D) The Mayor and Councilmembers are encouraged to prepare and submit questions for staff about a matter in advance of the meeting. Responses sent to Council by staff prior to the meeting shall be added to the correspondence folder on that matter, with the exception of questions and responses that are privileged and confidential.

(E) During Council's consideration of any matter, Councilmembers should refrain from speaking more than twice on a matter, and should not speak a second time until all Councilmembers have had an opportunity to speak once. The Presiding Officer may speak once and last on a matter.

(1) When possible, Councilmember comments/communications should be limited to five minutes per individual, per item.

(2) If Councilmembers are given an opportunity to speak for a second time on an item, they should limit their comments/communication to two minutes.

(F) With regard to requests from Councilmembers and the Mayor for future action, requests should be submitted to the Mayor, Councilmembers, and City and County Manager's office by noon the Wednesday before the meeting, so that appropriate public notice can be posted, as required by law. Members wanting to submit a request are encouraged to vet their idea and talk to staff and other members individually prior to bringing a request forward. A member or members making a request will have 5 minutes to present on their request. If a majority of Councilmembers support a motion to move the matter forward, then the matter will be either put on the next available study session or business meeting depending on the direction from Council.

2.7 Reasonable Accommodation

Upon request of the Mayor or a Councilmember, the City and County will provide reasonable accommodations for the Mayor or Councilmember to continue performing their official duties while they are disabled, as defined in the Americans with Disabilities Act and Colorado Civil Rights Act, as amended, or when a situation arises that would qualify for accommodation under the federal Family Medical Leave Act, Colorado's Pregnant Workers Fairness Act, Colorado's Workplace Accommodations for Nursing Mothers Act, or other applicable laws, as amended, unless such accommodation would constitute an undue hardship or direct threat to the City and County. Such accommodations may include temporary modification of these Rules without the need for Council approval to allow for the continuation of the performance of duties, including participation in and voting in Business Meetings, Special Meetings, Study Sessions, and Executive Sessions.

III.
PARLIAMENTARY PROCEDURE

3.1 Parliamentary Authority

Robert's Rules of Order, Revised shall be the parliamentary authority for all meetings of the Council and the rules contained therein shall govern the procedures utilized at such meetings where not inconsistent with the Charter or these Procedures.

3.2 Voting

Every Councilmember present, when a question is put, shall vote either "Yes," or "No," unless excused from voting in accordance with Section 5.5(c) or Section 6.3 of the Charter.

3.3 Amendments to Resolutions and Ordinances - Non-Quasi Judicial

(A) Councilmembers are strongly encouraged to distribute any proposed amendments or the concept of a proposed amendment to Council and staff as far in advance as possible.

(B) A Councilmember intending to introduce an amendment to a proposed non quasi-judicial resolution or ordinance must send a notification about the amendment by email to all members of Council, with a copy to the City and County Manager and the City and County Attorney, no later than 12:00 p.m. (noon) on the day prior to the day of any Council meeting where the resolution or ordinance is scheduled for a vote (including second reading and reconsiderations). Councilmembers are encouraged to distribute specific amendment language, but this is not required to meet the requirements of this section.

(C) Councilmembers are discouraged from making amendments to the terms and conditions of a contract presented to Council, via resolution, for approval. Instead, Councilmembers are encouraged to either reject the proposed resolution or postpone the matter, providing staff with sufficient direction to renew negotiations with the vendor, if appropriate, and/or gather more information.

(D) An amendment distributed by the deadline stated in this section requires a motion and a second for introduction. An amendment that is not distributed by the deadline stated in this section may only be introduced by a two-thirds vote of the Councilmembers present at the meeting. If an amendment is not introduced because it failed to get the two-thirds vote required for introduction, the Councilmember is permitted to attempt to reintroduce the amendment at a future meeting, if applicable, in accordance with this section. All other matters related to amendment shall follow the procedures set forth in Robert's Rules of Order.

(E) On each motion to amend, the motion sponsor shall have no more than three minutes to present their motion. After which, the Mayor and Councilmembers shall have no more than one minute each to speak on the motion. The motion sponsor shall then be recognized for no more than one minute for final remarks on the motion.

(F) A non quasi-judicial ordinance that is amended in substance at the second reading shall not be ripe for final approval. The ordinance, as amended and approved on second reading, shall be published in full and the ordinance shall be introduced at Council a third time at a meeting with a public hearing no earlier than seven days after second reading for final approval, rejection, or other action taken by vote of the Council. The ordinance may not be further amended in substance during the third reading. What is a substantive amendment will be determined by the City and County Attorney.

(G) These advance notice deadlines do not apply to items on the agenda of a special meeting called with less than a week's notice to Council. This section does not apply to quasi-judicial items where conditions of approval for the action may arise from the hearing on the matter.

3.4 Reconsideration

After the decision on any question, any Councilmember who voted with the prevailing side may move for a reconsideration of any action at the same or at the next succeeding regular business meeting; provided, however, that an action of the Council authorizing or relating to any contract may be reconsidered at any time prior to the final execution thereof. A motion to reconsider may be seconded by any Councilmember and shall require a majority vote of the Councilmembers in office for adoption. After a motion to reconsider has been once voted on and lost, it shall not be introduced again except by unanimous consent of the Council.

3.5 Recess - During Meeting

The Presiding Officer may, at any point in the Agenda, declare a recess for a specified time.

3.6 Time of Adjournment

All Council meetings (including regular business meetings, special meetings, study sessions, and executive sessions) shall be adjourned by 11:00 p.m. and no new agenda item shall be introduced after 10:30 p.m. Any agenda items that haven't been addressed or that are still under discussion at 11:00 p.m. shall be continued to the next regularly scheduled meeting. Notwithstanding the above, prior to adjournment a majority of Councilmembers present may vote to extend the time for a current discussion or to address additional agenda items.

IV.
PUBLIC HEARING - PROCEDURES

4.1 Procedure

Public hearings will be conducted in accordance with the following procedures:

(A) The Presiding Officer will:

(1) Declare the public hearing open;

(2) Announce the public hearing procedures;

(3) With the consent of Council, establish reasonable time limits for the hearing and reasonable time allocations therein;

(4) Ask for an introductory presentation by the City Administration, if appropriate;

(5) Ask for the petitioner's or applicant's presentation, if appropriate;

(6) Ask for public comment on the item.

(B) For those matters that have an application or a petition, each side of an issue will be given an opportunity to be heard and to present their case.

(C) Any person speaking or presenting any information at the hearing may be questioned by the Council and by the administration.

(D) Following questions from Councilmembers, the Presiding Officer will declare the public hearing closed and the matter will be remanded to the Council for consideration.

V.
RULES OF DECORUM/ADDRESSING THE COUNCIL/PUBLIC COMMENT

5.1 COUNCIL'S INTENT FOR RULE OF DECORUM.

"Council meetings" means all business meetings, study sessions, focus sessions, and special meetings of Council. It can include legislative updates, committee meetings, and town halls that are noticed as a public meeting of the Council.

All Council meetings are open to the public. The public's participation is welcomed at Council meetings during the time and in the manner set forth in these rules. The intent of these rules is to:

(A) Provide a safe and secure setting for Council, the public, and staff to attend to Broomfield's business;

(B) Enable Council to conduct its deliberative process without interruption in a manner that can be heard and viewed by all in attendance and recorded for the simultaneous or later viewing by the public;

(C) Ensure that the public has a full opportunity to be heard during public hearings and public comment periods during Council meetings;

(D) Facilitate transparency in the conduct of Council meetings so that all persons have the opportunity to observe and hear all of the Council discussion and votes;

(E) Limit interruptions, unreasonable delay or duplication of comments, presentations or discussion;

(F) Develop an atmosphere of civility that is respectful of diverse opinions; and

(G) Balance the need for the Council to conduct effective meetings without the meetings extending late into the night or early morning with the need to give a full opportunity for the public to be heard.

5.2 PUBLIC COMMENT.

On all matters before Council during a regular business meeting, and special meeting, including those items subject to the Public Hearing provisions of these Procedures, members of the public may be allowed to speak, subject to reasonable time limits and sign up requirements imposed by the Presiding Officer. At regular and special meetings, individuals may comment on general items not on the agenda during the public comment period and individuals may comment on agenda items during the time for public comment on that agenda item. Individuals may be permitted to address Council during study session meetings with a public comment portion (eg: concept reviews). Each person addressing the Council may be asked to give their name and neighborhood or city/county of residence for the record, shall state the subject they wish to address, and shall limit the address to a reasonable time. The Presiding Officer, with the general consent of Council, may limit the time of any and all addresses.

5.3 DECORUM OF THE PUBLIC. During Council meetings, the following rules apply to the public:

(A) The speaker must introduce themselves and make all remarks to Council at the designated microphone and only after the Presiding Officer recognizes the speaker.

(B) An attendee at a Council meeting may not disrupt, disturb or otherwise impede the orderly conduct of the meeting, including failing to obey any lawful order of the Presiding Officer to be seated, to refrain from addressing Council or to leave the meeting room.

(C) An attendee at a Council meeting may not threaten or attempt to intimidate any other person present at the Council meeting.

(D) In accordance with the fire code occupancy limits and to allow for a safe exit, unless addressing the Council or entering or leaving the room, an attendee must remain seated in the seats provided for the audience or in wheelchairs or other assistive devices. Examples of safety or code violations include blocking, sitting, lying or standing in a manner that interferes with doors, aisles or ramps or entering the well of the Council Chambers without prior authorization. People speaking at the podium, police officers in the performance of their duties, and staff members in the performance of their duties may stand, but should not block doors or aisles.

(E) An attendee must silence their cell phone, pager, tablet, computer or any other electronic device so as to avoid disrupting the meeting.

(F) Animals are prohibited in Council chambers or meeting rooms. Service animals under the ADA are permitted. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.

(G) Signs and posters are not permitted during Council meetings.

5.4 ENFORCEMENT OF PUBLIC DECORUM. The Presiding Officer of Council is responsible for maintaining the order and decorum of meetings. These enforcement rules are in addition to the authority held by any other peace officer or fire marshal in attendance.

(A) If an attendee fails to follow the rules in this section, the Presiding Officer may announce that the attendee has failed to follow the decorum rules and order the attendee out of Council Chambers or the meeting room.

(B) The Presiding Officer may interrupt any speaker who is violating the rules of decorum or otherwise disrupting a meeting.

(C) The Presiding Officer should attempt to provide a verbal warning to any attendee that is violating the rules of decorum, but the verbal warning is not required as a condition of ordering the attendee from the Council Chambers or meeting room if there is imminent threat or danger.

(D) After leaving or being ordered to leave the Council Chambers or meeting room, the attendee may not attend any remaining portion of the meeting from which the attendee was ordered to leave without permission granted upon motion adopted by a majority vote of the Council members in attendance.

(E) In addition to any other authority of the Presiding Officer, the Presiding Officer may call a recess during which time the members of the Council may be instructed by the Presiding Officer to leave the Council Chambers or meeting room.

(F) If necessary for the safety of the Council and public, the Presiding Officer may order the Council Chambers or meeting room cleared of all attendees. The meeting may continue only if the proceedings are televised or otherwise recorded so that they are available to the public.

(G) Nothing in these Rules limits, prohibits, or alters that authority of a police officer to enforce any applicable laws, including but not limited to disturbing the peace, trespassing, harassment, and interference with public employees and officials.

VI.
ELECTIONS/ALTERNATES

6.1 Elections

Elections to fill vacancies on Council, to fill the position of Mayor Pro-Tem and to fill positions or vacancies with no available alternates on Boards and Commissions shall be by ballot. The City and County Clerk or designee will count the votes, and the Presiding Officer will announce the results. If none of the candidates receives the required number of votes to be elected on the first ballot, the candidate receiving the fewest votes will be dropped as a candidate unless the elimination of such name (or names in the cases of a tie vote) would leave only one candidate for the office. This process will continue until one candidate receives the required number of votes to be elected. If nominations are closed with no more candidates being nominated than there are positions to be filled, the candidates(s) so nominated shall thereby be appointed and no balloting shall be required. The City and County Clerk shall maintain a record of the vote for Boards and Commissions appointments.

6.2 Alternates

(A) When a regular resident member of a Board or Commission resigns or is removed prior to the end of their term, the alternate member, if any, shall automatically fill the vacancy for the remainder of the regular resident member's term. The alternate position shall remain vacant until such time as the Council elects to fill the vacancy.

(B) For those Boards and Commissions for which an alternate member has been appointed by the Council, the alternate member shall serve in the place of a regular resident member at a Board or Commission meeting when such regular resident member is absent from the meeting.

VII.
ELECTRONIC PARTICIPATION RULES OF PROCEDURE FOR COUNCIL MEETINGS

7.1 Purpose

These rules specify the circumstances under which the Mayor and Councilmembers may participate in regular business, special meetings, study sessions, and executive sessions by telephone or other electronic means of participation, such as video-conferencing ("Electronic Participation"). The Mayor or any Councilmember may participate in a meeting of the Council electronically only in accordance with these rules.

7.2 Emergency Situations for Full Remote Meeting

(A) If a quorum is unable to meet at the day, hour, and place fixed by the rules and procedures of the Council because meeting in-person is not practical or prudent due to a health, weather, or other emergency affecting the City and County, meetings may be conducted by telephone, webinar, electronically, or by other means of communication so as to provide maximum practical notice. Meetings may be held electronically if all of the following conditions are met:

(1) The City and County Manager or the Mayor determines that meeting in person is not practical or prudent, because of a health, weather, or other emergency affecting the City and County;

(2) The Mayor and all Councilmembers can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;

(3) If the regular meeting location is available, members of the public present at the regular meeting location can hear or read all discussion, testimony, and votes, unless not feasible due to the emergency;

(4) All votes are conducted by roll call or by a displayed vote;

(5) Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection;

(6) To the extent possible, full and timely notice is given to the public setting forth the time of the meeting, the fact that the Mayor and Councilmembers may participate virtually, and the right of the public to monitor the meeting from another location; and

(7) Members of the public shall be allowed to submit written comments and may be allowed to be heard virtually if feasible, subject to reasonable limits imposed by the Presiding Officer.

7.3 Individual Electronic Participation by the Mayor or a Councilmember.

(A) Electronic Participation by the Mayor and/or a Councilmember shall be allowed at a portion or the entirety of a regular meeting, special meeting, study session, and/or executive session. To arrange Electronic Participation, the Mayor or a Councilmember shall:

(1) Contact the Mayor (or, if the Mayor, the Mayor Pro Tem), City and County Manager, or City and County Clerk in advance of the meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. The Mayor and Councilmembers shall endeavor to advise these individuals of

their intent to participate via Electronic Participation at the earliest possible time and not less than twenty-four (24) hours prior to the requested participation unless due to illness or personal emergency.

(2) Staff and the Mayor/Councilmember attending electronically shall initiate the Electronic Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the staff shall make one attempt to re-initiate the connection. If the connection fails, then the Mayor/Councilmember attending electronically will be listed as "absent" that portion of the meeting.

7.4 Conditions for Electronic Participation at Meetings

(A) The Mayor/Councilmember attending electronically is in a physical location with good connectivity (telephone or internet) that is free from distractions.

(B) Video conferencing should be utilized as the first tool for Electronic Participation, with a telephone connection as a back-up.

(C) When using video conferencing for Electronic Participation, the camera should be turned on, especially during Council comments and votes. Members should communicate with the Mayor and staff when they are having issues with their camera, either technological or otherwise.

(D) If the Mayor is participating in a meeting by electronic means and the Mayor Pro Tem is participating in person, the Mayor Pro Tem shall preside over the meeting. If both the Mayor and the Mayor Pro Tem are absent or participating by electronic means, then the Council will select a temporary chair to preside over the meeting pursuant to Section 2.1 of these Rules.

(E) The Mayor/Councilmember participating in an executive session electronically shall have a secure telephone or electronic connection, and certify that they are the only person in the room and that no other person has access to the executive session.

(F) If any member of Council is appearing at a meeting electronically, all votes are conducted by roll call or by a displayed vote.

7.5. Public, if feasible, to be heard virtually.

Members of the public who wish to comment virtually and who do not wish to present photos, maps or other materials shall be allowed to do so in the manner provided on the agenda published for the meeting.

7.6 Quasi-Judicial Hearings by Virtual Participation.

(A) If the City and County decides to allow for a full virtual hearing of a quasi-judicial matter pursuant to 7.2 above, the City and County Manager or designee will advise the applicant of such circumstances and present the applicant with two options for proceeding with the application. The applicant shall authorize the City and County, in writing, to proceed with one of the following options.

(1) Conduct the public hearing under this policy with accommodations made for virtual public participation and waive any legal challenge to the hearing being conducted virtually; or

(2) Suspend scheduling of the applicant's public hearings until such time as the Council has a meeting at which a quorum will be physically present and at which the hearing can be added to the agenda.

(B) The City and County shall hold a full virtual quasi-judicial hearings only if all parties presenting to the Council or involved in the proceeding are able to participate virtually and members of the public are able to be heard virtually. Written evidence and comments shall also be accepted and made part of the record.

(C) Virtual Participation at in-person quasi-judicial hearings by the Mayor or an individual Councilmember(s) is permitted, consistent with these Rules, and does not require the process set forth in (A) and (B) above.

7.7 Effect of Virtual Participation.

The Mayor/Councilmember who participates in a meeting electronically consistent with these Rules shall be considered "present" at the meeting for purposes of establishing a quorum and entitled to vote on matters coming before the Council.

VIII.
RULES FOR THE CONDUCT OF COUNCIL

8.1 Be Prepared - Prepare for meetings. Ask questions before meetings to achieve clarity and if additional information is necessary, ask as early as possible to allow for questions to be addressed during the presentation.

8.2 Keep an Open Mind - Leave personal agendas out to achieve the best outcome for Broomfield and make non-partisan decisions. Do not intentionally surprise fellow Councilmembers or staff during meetings.

8.3 Deliberate on the Issues - Speak to the merits of the issue and refrain from attacking or questioning a person's motives.

8.4 Be Respectful - Treat fellow Councilmembers, staff and all persons appearing before the Council with respect.

8.5 Make Fair Council Decisions - Give unbiased consideration to all issues. Once a decision is made, support the work of the body. Do not undermine that decision.

8.6 Social and Traditional Media - When making public statements, it is appropriate for Councilmembers to use social media to explain their position. However, Councilmembers should refrain from using social media to undermine the body by criticizing other Councilmembers and staff for their position or votes on matters before Council.

8.7 Staff Direction - Except for the purpose of inquiry, the Council, its members, the Mayor and any Council committee shall deal with the administrative service solely through the City and County manager and neither the council, its members, the mayor, nor any council committee thereof shall give orders to any of the subordinates of the City and County manager.

IX.
PROCEDURES FOR REVIEW OF STATE LEGISLATION

9.1 Prior to each year's State Legislative Session:

(A) The Council will meet to determine legislative principles and areas of focus (ex: Transportation, Oil & Gas, Taxation).

(B) Council and staff will work with regional lobbyist organizations to guide partner created legislation on areas of focus.

(C) Council and staff will continue to build partnerships with local state house delegation, regional lobbyist organizations and local governments.

9.2 During the State Legislative Session:

(A) Council will partner with regional lobbyist organizations to take positions on legislation.

(B) Staff or our lobbyist will create regular emails to Council which includes:

(1) Legislation to watch (within our focus areas).

(2) Upcoming Committee Meetings.

(C) Staff or our lobbyist will discuss legislation at Council meetings, informal in-depth meetings as necessary, and when Council requests to consider a position on specific legislation.

(D) Staff, Councilmember(s), or our lobbyist will lobby for or against any piece of legislation that is aligned with Council's priorities in partnership with our lobbyist organizations.

9.3 Council's Process for taking positions on legislation:

(A) During regular Council meetings, legislative items listed in the agenda can be discussed.

(B) Via email, the Mayor and/or any councilmember can request a piece of legislation or ballot initiatives be considered for Council's support or opposition.

(1) Requests should be submitted to the City and County Manager and include the Mayor and all Councilmembers by noon the Wednesday prior to the meeting, in order to meet the agenda schedule.

(2) At a meeting, a two thirds majority of the members of the entire Council may direct a position of support, or opposition.

(C) A position directs staff to:

(1) Contact the Broomfield State Delegation to alert them of position.

(2) Engage with the bill sponsor to discuss position and lobby to ensure the best outcome for Broomfield.

(3) Notify the public and media.

(4) Coordinate with Council to testify at committee meetings and craft talking points.

X.

10.1 The Council hereby declares that the annual budgets of the City and County of Broomfield are policy documents

10.2 Annual Budget

(A) A study session shall be held in the late spring/early summer each year at which a draft budget for the upcoming year shall be discussed. This study session ~~shall be dedicated exclusively to the budget discussion and~~ shall be scheduled at the discretion of the Mayor, with the assistance of the Mayor Pro Tem and the City and County Manager.

(B) A minimum of two study sessions shall be held each August/September, prior to formal Council action on the upcoming year's budget. They shall be scheduled at the discretion of the Mayor, with the assistance of the Mayor Pro Tem and the City and County Manager. These study sessions shall **include the** ~~be dedicated exclusively to~~ annual budget presentations and discussions.

(C) Council shall establish, by ordinance or resolution, such budget content guidelines, requirements, and specification as it deems appropriate, consistent with Charter.

XI.
AMENDMENTS

These Rules of Procedure may be amended by a two-thirds vote of the Councilmembers in office.

Adopted the 11th day of April, 1989 and last amended on the **25th day of August, 2026**.

____
Mayor

ATTEST:

____
Office of the City and County Clerk

APPROVED AS TO FORM:

NCR

____
City and County Attorney

CITY AND COUNTY OF BROOMFIELD Staff Memorandum

Meeting Date: August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Kent Wichlacz, Police Commander, Larry Ottosen, Traffic Sergeant, and Cristina Peña Corchado, Senior Attorney

Memo Title/Subject: Proposed Ordinance No. 2311 Amending Sections of Chapter 10-16 of the Broomfield Municipal Code, regarding and related to the use of various electric bikes and other motorized vehicles

View Correspondence
View Presentation

Council Action Needed on Item

Staff is requesting approval of Ordinance No. 2311, an update to Broomfield Municipal Code Title 10-16 Off Road Vehicles and added language to 1402 Careless Driving of the Model Traffic Code.

If Council desires to proceed with Ordinance No. 2311, the appropriate motion is…

> That Ordinance No. 2311 be approved on first reading, published, and that a public hearing and second reading be held on September 22, 2026.

Summary

This item includes updated and added language to Chapter 10-16 Off Road Vehicles and Careless Driving 1402 of Model Traffic Code in Chapter 10-04 to establish definitions, regulations and enforcement mechanisms for various electric and other motorized vehicles. The current Code provisions on off-road vehicles, which were originally adopted in 1978, do not completely define or address these newer types of vehicles and where they can and cannot be ridden. The current Code also contradicts itself, making it confusing for residents to understand and difficult to take enforcement action. The proposed ordinance updates language to include the newer types of electric and other motorized vehicles and align the B.M.C. with Colorado state law and the Colorado Model Traffic Code regulating where these types of vehicles can be operated.

Prior Council or Other Entity Actions

No prior action since enacting Chapter 10-16 - Operation of Off-Road Motorized Vehicles in 1978 with Ordinance No. 332.

Detailed Background/Additional Information/Project Details

Over the past few years, the Denver metropolitan area, including the City and County of Broomfield, has experienced an increase in personal motorized vehicles, such as E-bicycles, low-powered scooters, and E-motorcycles. Since these vehicles range from human powered to electric powered vehicles that can exceed 40 MPH, there have been multiple conflicts with pedestrians, pets, and other vehicles on Broomfield sidewalks and trails. There have also been several accidents involving these vehicles on roadways, often resulting in injury.

Currently, the Municipal Code's provisions on careless driving, recreation vehicles, and restrictions on motorized vehicles do not clearly prohibit the concerning behavior seen with these vehicles, contradicts itself, and does not contain current and relevant definitions. The proposed ordinance would address these deficiencies.

To better address the careless driving behaviors, the proposed ordinance adds language to the recently adopted Model Traffic Code for 1402 Careless Driving. The new language of "*pedestrian traffic, users of trails, bike or pedestrian paths, unpaved surfaces and open lands not designated for wheeled travel*" will allow an enforcement capability that did not exist before.

The proposed ordinance also replaces a generic, outdated definition of "recreation vehicles" with multiple definitions to better describe and differentiate the various personal electric devices and off-highway vehicles that are currently in use by the community. Those definitions include electric-assisted bicycle (Class 1 through 3), electric scooter, low-power scooter, and low-speed electric vehicle, as well as motorcycle and off-highway vehicle.

Additionally, the ordinance updates the unlawful acts to clearly identify where personal electric vehicles are prohibited. The proposed ordinance makes clear that operating Class 3 electric-assisted bicycles, low-power scooters, low-speed electric vehicles, and motorcycles is prohibited in public areas other than public roadways and anywhere signage forbids it. It also makes clear that off-highway and toy vehicles are restricted to private property with owner consent and are prohibited on all public roadways, trails, and recreational areas. An operator must have a valid driver license, registration, and insurance to operate low-power scooters, low-speed electric vehicles, and motorcycles.

In the exceptions section, currently the code states "Nothing in this chapter is intended to prevent the lawful operation of any motor vehicles or recreational vehicle on any improved public street, highway, or alley in accordance with other applicable city ordinances or state statutes." This ordinance will remove this exception content to minimize confusion and contradictory language.

Proposed ordinance 2231 was prepared following multiple discussions and collaboration with Open Space and Trails, Transportation, and Parks and Recreation. Additionally, these changes are similar to Municipal Codes in other communities, including Northglenn, Thornton, Erie, Aurora, Windsor, and Douglas County.

ORDINANCE NO. 2311

An Ordinance amending Chapter 10, Vehicles and Traffic, of the Broomfield Municipal Code regarding and related to the operation of electronic bikes and other personal and off highway motorized vehicles

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

Section 1.

Section 10-04-060, Amendments to the Model Traffic Code, of the Broomfield Municipal Code is hereby amended, to read as follows:

(J) 1402. Careless driving - penalty, is hereby amended to read as follows:

(1) Any person who drives any motor vehicle, bicycle, electrical assisted bicycle, low-powered scooter, or low-speed electric vehicle in a careless and imprudent manner, without due regard for the width, grade, curves, corners, traffic, **pedestrian traffic, users of trails, bike or pedestrian paths, unpaved surfaces and open lands not designated for wheeled travel,** use of the streets and highways, and all other attendant circumstances, is guilty of careless driving. A person convicted of careless driving of a bicycle or electrical assisted bicycle shall not be subject to the provisions of 42-2-127, C.R.S.

Section 2.

The title of Chapter 10-16, Operation of Off-Road Motorized Vehicles, of the Broomfield Municipal Code and Section 10-16-010 - Definitions - is hereby amended, to read as follows:

Chapter 10-16 - Operation of ~~Off-Road~~ **Personal Motorized Vehicles and Off Highway Vehicles**

10-16-010 - Definitions ~~of recreational vehicles~~.

As used in this Chapter:

~~A self-propelled wheeled or tracked vehicle primarily designed to be operated for recreational purposes on land, or on land and water, other than roads or highways. This definition shall include but is not limited to motorcycles, motorbikes, motor scooters, mopeds, motor bicycles, trail bikes, tote-goats, dune buggies, go-carts, snowmobiles, and all-terrain vehicles.~~

(A) *Electric Assisted Bicycle* **shall mean a vehicle having two or three wheels, fully operable pedals, and an electric motor not exceeding seven hundred fifty (750) watts of power. Electric Assisted Bicycles shall conform to the three classes as defined in Article 1, Title 42 of the Colorado Revised Statutes.**

(1) **Class 1: Pedal-assist only. The motor only engages when the rider is pedaling and ceases to provide assistance at 20 mph.**

(2) **Class 2: Throttle or pedal-assist. The motor can be used exclusively to propel the bike, but stops providing assistance at 20 mph.**

(3) **Class 3: Pedal-assist only. The motor only engages when the rider is pedaling and ceases to provide assistance at 28 mph. Must be 16 years of age or older to ride.**

(B) *Electric Personal Assistive Mobility Device* **("EPAMD") shall mean a self-balancing, non-tandem two-wheeled device, designed to transport only one person that is powered solely by an electric propulsion system producing an average power output of no more than seven hundred fifty (750) watts.**

(C) *Electric Scooter* **shall mean a device (i) weighing less than one hundred (100) pounds; (ii) with handlebars and an electric motor; (iii) that is powered by an electric motor; and (iv) that has a maximum speed of twenty (20) miles per hour on a paved level surface when powered solely by an electric motor.**

(D) *Low-Power Scooter* **means a self-propelled vehicle designed primarily for use on the roadways with not more than three wheels, no manual clutch, and either of the following: (i) a cylinder capacity not exceeding fifty (50) cubic centimeters if powered by internal combustion or (ii) a wattage not exceeding four thousand four hundred seventy-six (4,476) watts if powered by electricity.**

(E) *Low-Speed Electric Vehicle* **means a vehicle that (i) is self-propelled utilizing electricity as its primary propulsion method; (ii) has at least three wheels in contact with the ground; (iii) does not use handlebars to steer; and (iv) exhibits the manufacturer's compliance with 49 CFR 565 or displays a seventeen-character vehicle identification number as provided in 49 CFR 565. Or**

(F) *Motorcycle* **means a motor vehicle that uses handlebars to steer and that is designed to travel on not more than three wheels in contact with the ground. This includes Electronic Motorcycles that exceed four thousand four hundred seventy-six (4,476) watts if powered by electricity.**

(G) *Off Highway Vehicles* **means any self-propelled vehicle which is designated to travel on wheels or tracks in contact with the ground, which is designed primarily for use off of the public highways, and which is generally and commonly used to transport persons for recreational purposes. It does not include vehicles designed for travel in or on the water, snowmobiles,**

military vehicles, golf carts, wheelchairs, or vehicles used for agriculture, logging or mining.

(H) ***Other Power Driven Mobility Device*** **("OPDMD") means any mobility device powered by batteries, fuel, or other engines whether or not designed primarily for use by individuals with mobility disabilities, that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility device ("EPAMDS"), such as a Segway®, or any other mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair.**

(I) ***Toy Vehicle*** **shall mean any vehicle that has wheels and is not designed for use on public highways or for off-road use. Toy vehicle includes, but is not limited to, gas-powered or electric-powered vehicles commonly known as mini bikes, "pocket" bikes, kamikaze boards, go-peds, and stand-up scooters. The term does not include electric scooters, off-highway vehicles, or snowmobiles.**

Section 3.

Section 10-16-020 - Motorized vehicles restricted is amended as follows:

10-16-020 - ~~Motorized vehicles restricted.~~ **Operation of Personal Motorized Vehicles and Off-Highway Vehicles**

~~It shall be unlawful for any person to operate any licensed or unlicensed motor vehicle or recreational vehicle, whether registered or unregistered, in any of the following places:~~

~~(A) On any public property, excluding improved public roadways or parking lots, within the corporate limits of the city, unless such operation is specifically authorized by the city council.~~

~~(B) On any property located within the city and owned or maintained by a school district or any other public school grounds or campus, except upon improved roadways and parking lots specifically designated for the operation of motor vehicles, unless such operation is specifically permitted by written order of the district superintendent of schools or his or her designated representative, or, in the case of a college or university, by the president thereof or his or her designated representative. This provision shall not apply to authorized school vehicles.~~

~~(C) On any railroad right-of-way, with the exception of authorized railroad vehicles.~~

~~(D) On any private property within the city, except improved driveways, roadways, and parking lots.~~

~~(E) On any other publicly or privately owned parks, ball fields, recreational areas, bike trails, horse trails, lake areas, easements, sidewalk, or other areas dedicated to or commonly used for pedestrian or bicycle traffic.~~

(A) It shall be unlawful for any person to operate a Class 3 Electric Assisted Bicycle, Low-Power Scooter, Low-Speed Electric Vehicle, or Motorcycle in any public area that is not a public roadway or in any other location prohibited by a sign.

(B) It shall be unlawful for any person to operate an Off-Highway Vehicle or Toy Vehicle on any public roadways, trails, parks, fields, recreational areas, or any other public area within the City and County of Broomfield. Off-Highway Vehicles and Toy Vehicles are permitted on private property with the property owner's consent.

(C) It shall be unlawful to operate a Low-Power Scooter, Low-Speed Electric Vehicle, or Motorcycle without a valid driver license, current registration, and valid insurance.

(D) It shall be unlawful for any individual to operate a motorized vehicle, as defined within this chapter, in violation of state law or the provisions of this section or where prohibited by a sign.

Section 4.

Section 10-16-020 - Exceptions is amended as follows:

10-16-030 - Exceptions.

(A) Motorized apparatus or vehicles used for maintenance of, construction on, or patrol of ~~the~~ properties **within the City and County of Broomfield** ~~delineated in section 10-16-020~~ shall not be prohibited or regulated by the provisions of this chapter; reasonable travel on the property by the owner of said property not generating noise or dust pollution, erosion, or fire hazards is likewise permitted.

(B) Operation of golf carts in areas maintained and zoned or approved for golf course use.

(C) Operation of motorized wheelchairs**, an OPDMD,** and similar ambulatory devices by **an individual with mobility disabilities** ~~by the handicapped,~~

~~infirm, or disabled~~. **These devices shall travel on sidewalks when provided or on a road shoulder when sidewalks are not provided.**

~~(D) Nothing in this chapter is intended to prevent the lawful operation of any motor vehicles or recreational vehicle on any improved public street, highway, or alley in accordance with other applicable city ordinances or state statutes.~~

Section 5.

Section 10-16-040 - Responsibility of adults for minors is amended as follows:

10-16-040 - Responsibility of adults for minors.

It shall be unlawful for any parent, guardian, or any adult to authorize, assist, permit, or encourage any minor to operate any **motorized vehicle as defined in this chapter** ~~motor vehicle or recreational vehicle~~ in violation of **state law or** the provisions of this chapter.

Section 6.

This ordinance shall be effective seven days after public notice following final passage.

Introduced and approved after first reading on August 25, 2026, and ordered published in full.

Introduced a second time and approved on September 22, 2026, and further ordered published.

The City and County of Broomfield, Colorado

____
Mayor

Attest:

____
Office of the City and County Clerk

Approved As To Form:

____
City and County Attorney

CITY AND COUNTY OF BROOMFIELD *Staff Memorandum*

Meeting Date: August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Ken Rutt, Director of Water Utilities and Mark Lorie, Deputy Director of Water Utilities

Memo Title/Subject: Drought Update

View Correspondence
View Presentation

Council Action Needed on Item

Staff recommends maintaining the current Drought Watch status for the potable and reuse water systems.

Summary

Potable (Drinking) Water System:
Recommendation: No change; remain on Drought Watch
Background: On February 9, 2026, Broomfield initiated a "Drought Watch" following record-low snowpack and unseasonably warm conditions. Potable water consumption remains within historical norms, and current supplies are sufficient to meet projected demand for the balance of the year while optimizing carryover storage for 2027.

Non-potable (Reuse) System:
Recommendation: No change; remain on Drought Watch.
Background: Non-potable water use tracked at or above record highs through early July, causing rapid storage depletion in the Great Western Reservoir (GWR)—a trend consistent with previous severe drought years. To prevent mandatory restrictions and protect water quality, the Water Utilities Department requested a voluntary 20% reduction in usage from all reuse customers on July 16, 2026. This conservation is critical because low reservoir levels pose a risk of sediment-related damage to infrastructure and irrigation systems.

Proactive measures include:
- Successfully securing usage reduction commitments from major customers.
- Coordinating with CCOB Parks to implement a 20% cut for non-athletic fields.

Results: Since July 16, total water usage has declined by approximately 10%, indicating a positive response to these conservation efforts and helping to stabilize GWR levels. Staff will continue engaging with reuse customers, including Parks, to sustain these reductions through the remainder of the irrigation season.

Financial Considerations

N/A

Prior Council or Other Entity Actions

On May 16, 2023, City Council held a study session, which introduced the updated Drought Response Plan and requested Council's direction on the associated code changes.

On July 11, 2023, staff presented Ordinance No. 2219 Amending Certain Sections of Title 13 of the Broomfield Municipal Code Regarding Drought Water Use Restrictions. The ordinance was not carried forward to second reading.

On February 20, 2024, City Council held a study session reintroducing the updated Drought Response Plan and requested for Council's direction on the associated code changes.

On April 23, 2024, staff presented Ordinance No. 2219 Amending Certain Sections of Title 13 of the Broomfield Municipal Code Regarding Drought Water Use Restrictions.

On May 28, 2024, staff presented Ordinance No. 2219 Amending Certain Sections of Title 13 of the Broomfield Municipal Code Regarding Drought Water Use Restrictions-2nd Reading.

On June 11, 2024, staff presented Ordinance No. 2219 Amending Certain Sections of Title 13 of the Broomfield Municipal Code Regarding Drought Water Use Restrictions-3rd Reading.

On January 27, 2026, staff presented Ordinance No. 2294 Amending Certain Sections of Title 13 of the Broomfield Municipal Code Regarding Drought Water Use Restrictions.

On March 10, 2026, staff presented Ordinance No. 2294 Amending Certain Sections of Title 13 of the Broomfield Municipal Code Regarding Drought Water Use Restrictions-2nd Reading.

On May 7, 2026, City Council held a study session, which included the 1st Quarter Enterprise Update and provided Council with an update on 2026 drought conditions.

On July 21, 2026, City Council held a study session, which included the 2nd Quarter Enterprise Update and provided Council with an update on 2026 drought conditions.

Boards and Commissions Prior Actions and Recommendations

N/A

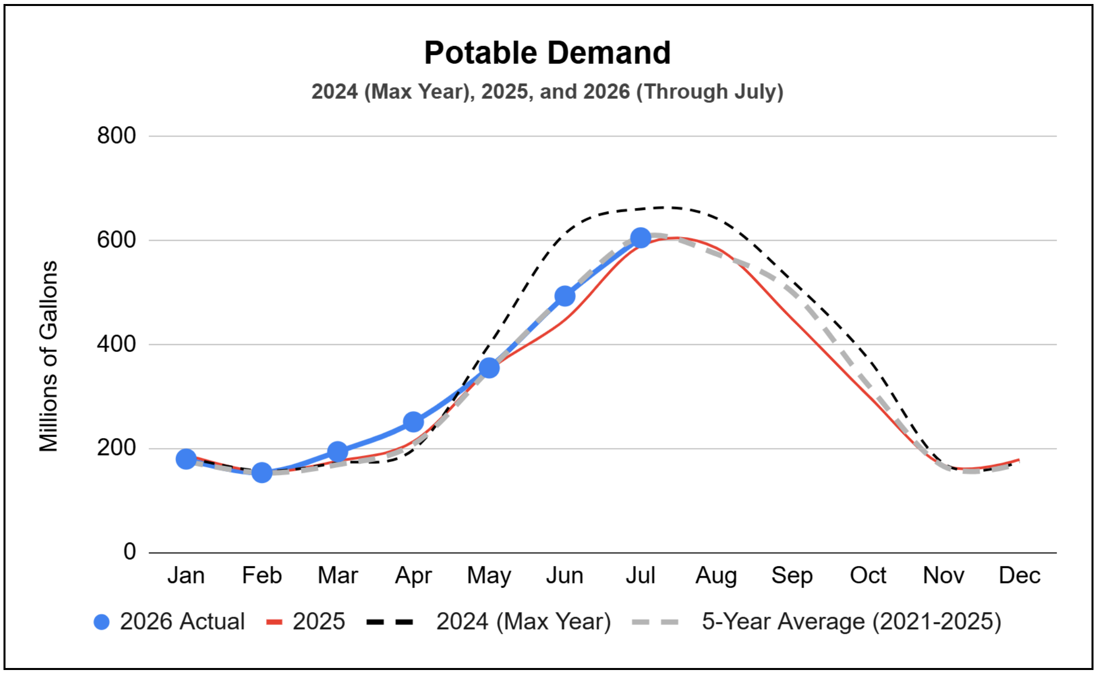
Detailed Background/Additional Information/Project Details

Potable System Drought Update

Potable Water Usage Summary for July and year to date. The potable water supply continues to be in good condition for this season.

- July Usage: 588.035 million gallons (MG), down 3.06% from the five-year average.
- Year-to-Date Usage: 2,214.829 million gallons, up 2.42% from the five-year average. The overall increase is mainly due to the early irrigation demands in March and April.
- July Precipitation: 0.80 inches, compared to the five-year average of 1.33 inches.

Water use this summer has been well below the all-time high from 2024. With water use falling within the historical normal range, water supply is more than sufficient to meet demand for the rest of 2026 while still allowing for maximum carryover water supply into 2027. Even if water use returns to record levels, the Potable Drought Index for the year would be approximately 1.12. As a result, staff recommends remaining in Drought Watch for the potable system.



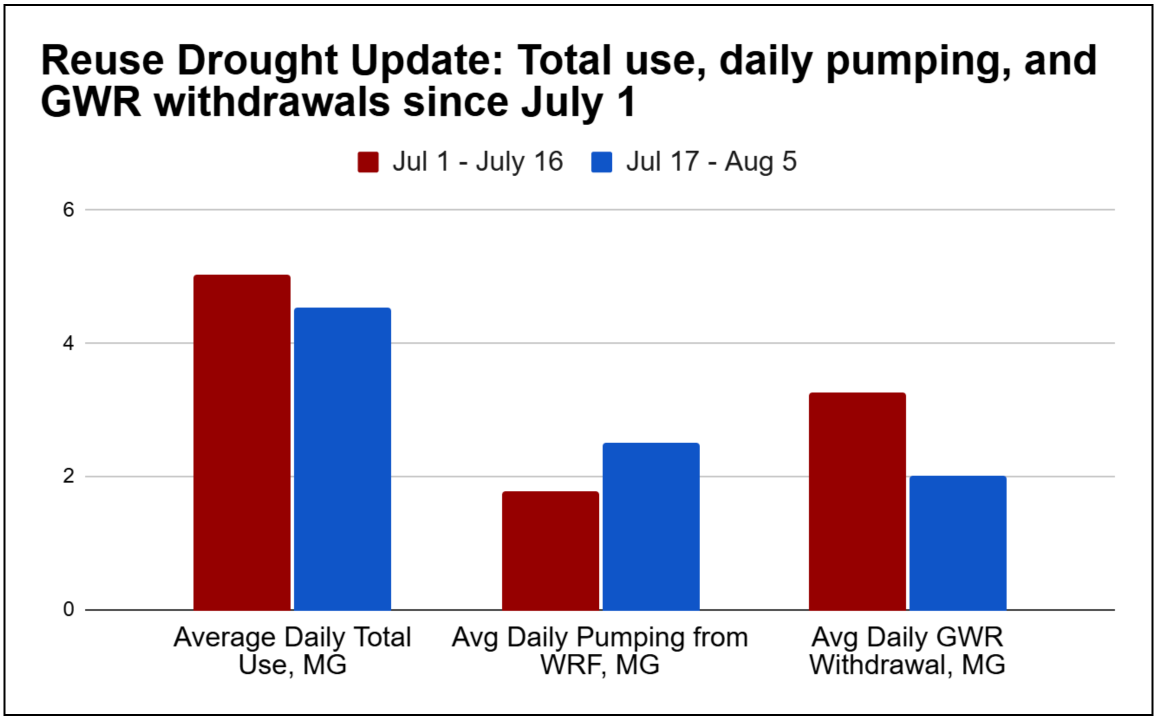
Reuse System Drought Update

During the 2nd Quarter Enterprise Update, staff noted reuse system water use was near record highs. Low deliveries from Church Ditch led to rapid depletion of Great Western Reservoir (GWR) storage. In response, staff implemented three primary actions:

- **Operational Optimization:** Increased reuse pumping from the Water Recovery Facility to reduce reliance on GWR storage.
- **Public Outreach:** Requested a voluntary 20% reduction in water use from all reuse customers.
- **Internal Collaboration:** Partnered with Parks staff to identify and implement conservation strategies for City and County fields.

Impact: These efforts have resulted in an approximate 10% decline in daily reuse system demand, helping stabilize GWR levels despite ongoing hot and dry conditions. Staff recommends remaining in Drought Watch for the reuse system while continuing conservation messaging.

Meeting Date: August 25, 2026
Drought Update
Prepared By: Ken Rutt, Director of Water Utilities and Mark Lorie, Deputy Director of Water Utilities



Meeting Date: Tuesday, August 25, 2026

To: Mayor and Council
From: Jennifer Hoffman, City and County Manager
Presented By: Anna Bertanzetti, Deputy City and County Manager

Memo Title/Subject: First Reading of Ordinance No. 2305 Regarding Review Criteria for Administrative Amendments to Site Development Plans

[View Correspondence]
[View Presentation]

Council Action Needed on Item

- If Council desires to proceed with an amendment to the Broomfield Municipal Code to modify the review criteria for administrative amendments to site development plans (SDPs), then the appropriate motion is…
  - That Ordinance No. 2305 be adopted on first reading and ordered published in full;
  - That a public hearing and second reading of the Ordinance be held on September 22, 2026, at 6 pm, as allowed by City Council Procedures and Rules of Order.

Summary

Ordinance No.2305 proposes an amendment to Section 17-38-230 Modification regarding the review criteria for administrative amendments to site development plans. The amendment is intended to ensure that residents who choose to purchase or rent a home in a residential development can rely on the outdoor recreation amenities shown on the approved site development plan. Under the proposed amendment, any modification that would reduce or eliminate a permanent outdoor recreation facility, such as a pool, playground or dog park, could not be processed administratively and would instead require consideration through a public hearing process.

The proposed finding would be added to the existing review criteria that must be satisfied for an administrative amendment to a site development plan. An applicant would still be required to meet all other applicable findings under Section 17-38-230, including that the modification does not reduce required landscaping or plantings and does not increase parking by more than ten percent. The new finding would apply in addition to, not in place of, those existing requirements.

Financial Considerations

The amendment is not anticipated to have a financial impact on Broomfield. The Planning Division processes all SDP administrative amendments and amendments requiring public hearings.

Proposed Code Amendment

The following is the new required finding to Section 17-38-230 as a condition that must be met for a modification to proceed administratively:

> *The location and size of permanent outdoor recreation facilities in residential developments—including pools, playgrounds, and dog parks—may be changed through the administrative modification process, provided that: (1) the size of the facilities is not reduced; and (2) the location and design of the facilities remain appropriate given the approved site development plan.*

If a proposed modification cannot satisfy the required findings for administrative review, the modification is subject to the same review process as the original site development plan, including review by the Land Use Review Commission and consideration by the Broomfield Council at a public meeting or Council call-up depending on size of the property. This process provides an opportunity for affected residents and other interested parties to offer public comment prior to a final determination, ensuring that changes to amenities residents may have relied upon when choosing to live in a development are not approved without meaningful public accountability and Council oversight.

Bold type indicates new material to be added to the Broomfield Municipal Code
~~Strikethrough type~~ indicates deletions from the Broomfield Municipal Code

ORDINANCE NO. 2305

An ordinance to amend Chapter 17-38-230 of the Broomfield Municipal Code regarding the Standards of Review for Modification of Site Development Plans

Recitals.

Whereas, the City and County of Broomfield has adopted site development plan review procedures in Chapter 17-38 of the Broomfield Municipal Code, including Section 17-38-230 governing modifications to approved site development plans; and

Whereas, Section 17-38-230 establishes review criteria pursuant to which certain modifications to an approved site development plan may be processed administratively without a public hearing; and

Whereas, residents who purchase or rent homes in residential developments often rely on the outdoor recreation amenities shown on the approved site development plan, such as pools, playgrounds, and dog parks, when making their housing decisions; and

Whereas, the City Council desires to amend Section 17-38-230 to add a required finding providing that the location and size of existing permanent outdoor recreation facilities in residential developments may be changed administratively only if the size of the facilities is not reduced and the location and design of the facilities remain appropriate given the approved site development plan; and

Whereas, any proposed modification that cannot satisfy the required findings for administrative review will remain subject to the same review process as the original site development plan, including review by the Land Use Review Commission and consideration by the City Council, providing affected residents and other interested parties an opportunity for public comment; and

WHEREAS, the City Council finds that adoption of this ordinance is in the best interest of the public health, safety, and welfare of the residents of the City and County of Broomfield.

Now, therefore, be it ordained by the City Council of the City and County of Broomfield, Colorado:

Section 1.

Chapter 17-38- Planned Unit Development is hereby amended as follows:

. . .

17-38-230 - Modification.

(A) The city **and county** manager or ~~his or her~~ **their** designee may approve modifications to the site development plan if **it is** ~~he or she~~ determine**d**~~s~~ the modifications are generally consistent with the approved PUD plan and site development plan. Such modifications are also restricted to the following categories and limits:

(1) Floor area ratios, number and density of dwelling units, building coverage, and overall exterior dimensions may be decreased by any amount or may be increased by not more than 10%.

(2) Minimum lot sizes and open area may be increased by any amount or may be decreased by not more than 10%.

(3) Parking and drive coverage may be changed by not more than 10%.

(4) Location, species, and size of new trees and shrubs, and location and type of turf, ground cover, planting areas, retaining and decorative walls, fences, and similar structures can be changed, provided that materials remain equivalent and locations remain appropriate.

(5) The grading plan may be changed, provided that the city engineer determines there is a sound engineering basis for such change.

(6) **The location and size of permanent outdoor recreation facilities in residential developments, including, but not limited to pools, playgrounds, and dog parks, may be changed through the administrative modification process, provided that: (1) the size of the facilities is not reduced; and (2) the location and design of the facilities remain appropriate given the approved site development plan.**

(7) Other modifications may be made if, in the opinion of the city **and county** manager or ~~his or her~~ **their** designee, they are minor in scope, will not have a detrimental effect on the neighborhood or the project, and satisfy the review standards of section 17-38-220.

Section 2.

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

Introduced and approved after first reading on August 25, 2026, and ordered published in full.

Introduced a second time and approved on September 22, 2026, and ordered published.

The City and County of Broomfield, Colorado

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Mayor

Attest:

Office of the City and County Clerk

Approved as to form:

KKH

City and County Attorney