

## **BOARD, COMMISSION, AND COMMITTEE DESCRIPTORS**

### **Board, Commission, Committee: Capital Improvement Project Citizen Advisory**

**Enabling Legislation:** Resolution 2014-72

**Membership:** 11 members, comprised of 2 representatives from each of the four city wards and 3 at-large representative

**Terms:** 3 years or until a replacement is named, shall serve no more than 2 consecutive terms.

**Meetings:** Quarterly or as needed

**Compensation:** none

**Structure:** 2 co-chairs elected by committee 1<sup>st</sup> meeting of the calendar year

**Guidelines:** Committee Outline

**Duties:** To receive staff reports on the progress of each approved CIP project in relationship to established schedules, budget allocations, project goals, and quality management guidelines.

To provide advice to the City Council on opportunities and issues related to the implementation of the five approved CIP projects, specifically relating to the three key program elements of:

- **Accountability** – Demonstrating effective stewardship of taxpayer dollars
- **Engagement** – Provide tangible opportunities for community members to engage
- **Potential** – Leverage civic support and progress beyond the initial five projects

To review and provide comment on public engagement and public information plans. To promote public awareness and understanding of the voter-approved CIP projects and the implementation of each.

**Staff Liaison:** Michelle Halstead

### **Board, Commission, Committee: Citizen Advisory Board Public Safety**

**Enabling Legislation:** Ordinance 2083 & Resolution 2016-43

**Membership:** 11 members

**Terms:** 3 years or until a replacement is named

**Meetings:**

**Compensation:** none

**Structure:**

**Guidelines:**

**Duties:** To analyze and evaluate implementation of public safety best practice recommendations from the 21<sup>st</sup> Century Task Force Report.

**Staff Liaison:** Annette Peters

**Board, Commission, Committee: Cultural Council**

**Enabling Legislation:** Title 7 of the Colorado Revised Statutes

**Membership:** 7 to 15 (At least 1 Council member, and 14 residents, business owners or employee, or city employee) plus at least 1 alternate (citizen, business owner or employee, or city employee)

**Terms:** 3 years or until a replacement is named

**Meetings:** 2<sup>nd</sup> Tuesday of each month @ 6pm Civic Center 2108

**Compensation:** none

**Structure:** officers elected by board of directors biannually

**Guidelines:** Articles of Incorporation and By-Laws

**Duties:** Charitable and educational purposes, advancement and preservation of art, music, theater, and dance. Make and enter into contracts and make application for and accept funding for cultural purposes.

**Staff Liaison:** Daniela Villarreal

**Board, Commission, Committee: Derby Review Board**

**Enabling Legislation:** Derby Review Board Policies/Procedures

**Membership:** 5 (1 Council member, 2 design professionals, and 2 members for the Derby neighborhood)

**Terms:** 3 years or until a replacement is named

**Meetings:** The board shall meet on the third Tuesday of each month from 5:30-7:30 p.m. at the Derby Resource Center, 7270 Monaco.

**Compensation:** none

**Structure:** City Council shall appoint a Chair. The Board shall appoint a Vice-Chair and Secretary, each to serve one-year terms.

**Guidelines:** Articles of Incorporation and By-Laws

**Duties:** The Derby Review Board is responsible (jointly with the Community Development) for reviewing applications and making qualitative assessments of applications and complaints of violation under the Design Guidelines. The Derby Review Board may approve variances to Principles contained in the Guidelines that otherwise satisfy the intent of the Guidelines. The Board shall be granted the ability to deny a proposal if it does not meet expected elements of the Design Guidelines. Any appeals to the Board shall be heard by City Council.

**Staff Liaison:** Kelly Farmer

**Board, Commission, Committee: Housing Authority**

**Enabling Legislation:** Title 29 of the Colorado Revised Statutes

**Membership:** 5 members (1 Councilmember and 4 citizen/business owner) + 3 alternates (1 Councilmember)

**Meetings:** 5 required

**Term:** 5 years or until a successor is named

**Compensation:** none

**Structure:** Chairperson, Vice-Chairperson, Secretary (elected annually)

**Guidelines:** By-Laws

**Duties:** Administers Section 8 housing regulations

Improve housing stock

Provide safe, quality, and attainable housing for Commerce City residents

**Staff Liaison:** Tracy Jones

**Board, Commission, Committee: Parks, Recreation and Golf**

**Enabling Legislation:** Resolution 2016-12

**Membership:** 13 members (8 adults, 3 youth, and 2 council)

**Meetings:** 3<sup>rd</sup> Tuesday of each month

**Term:** 3 years

**Compensation:** none

**Structure:** 2 co-chairs elected by committee 1<sup>st</sup> meeting of the calendar year

**Guidelines:** Committee Charter

**Duties:** Advise council and staff on issues related to the planning, construction, maintenance, repair, and operation of city owned and/or controlled parks, golf and recreation amenities and facilities, open spaces, programs and services.

**Staff Liaison:** Karen O'Donnell

**Board, Commission, Committee: Planning Commission**

**Enabling Legislation:** Charter (Chapter X)

**Membership:** 5 residents + 3 citizen alternates

**Meetings:** 1<sup>st</sup> Tuesday of each month

**Term:** 3 years

**Compensation:** \$50 per meeting and \$10 per special meeting

**Structure:** Chair (elected from the membership)

**Guidelines:** Rules of Procedure

**Duties:** Make, amend, and add to the master plan for the physical development of the city

Exercise control over platting and subdividing land within the city

Responsible for the existence of an official zoning ordinance and zoning map of the city

Conduct hearings and make recommendations to the Council regarding proposed rezoning in the city

To make and recommend plans for the clearing and rebuilding of slum districts and blighted areas within the city

Request the city manager to contract with city planners and other consultants for services

Make and adopt plans for the re-planning, improvement, and redevelopment of areas in the city

Responsible for a major street plan for the city, including the acceptance and vacation of rights-of way

**Staff Liaison:** Lorena Ruiz

**Board, Commission, Committee: Quality Community Foundation**

**Enabling Legislation:** Resolution 2008-55

**Membership:** 15 members (City Manager, Director of Finance, 13 citizen/business owner)

**Meetings:** 3<sup>rd</sup> Tuesday of every month

**Term:** City Manager and Director of Finance is indefinite, other members 3 year terms

**Compensation:** none

**Structure:** Chairperson, Vice-Chairperson, Secretary/treasurer (elected annually)

**Guidelines:** By-Laws

**Duties:** Obtain funding for post-secondary education and youth recreational program scholarships

Administer the non-city agency grant program

**Staff Liaison:** Leigh Ann Noell

**Board, Commission, Committee: Youth Commission**

**Enabling Legislation:** Ordinance 1934

**Membership:** 26 (20 youths between the ages 13 – 19, 2 Council members, 4 citizen representatives, 1 volunteer coordinator, and 1 city staff member)

**Meetings:** 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month (during school year)

**Term:** 2 years or until a replacement is named

**Compensation:** none

**Structure:** 16 youths between the ages 13 – 19, 2 Council members, 4 citizen representatives, 1 volunteer coordinator, and 1 city staff member

**Guidelines:** Commerce City Revised Municipal Code, Section 2-3005 Youth Commission Article III of Chapter 2

**Duties:** Plan and organize youth summits and neighborhood meetings

Develop and recommend the adoption of policies, programs and services that empower, support and inform youths in the city

Advise Council related to youths

Build partnerships with individuals, groups and organizations

**Staff Liaison:** Julia Emko

**Board, Commission, Committee: Zoning Board of Adjustment**

**Enabling Legislation:** Charter (Chapter X)

**Membership:** 5 citizens + 3 citizen alternates

**Meetings:** 2<sup>nd</sup> Tuesday of each month

**Term:** 3 years for citizen members

Organizational meeting for ex-officio members

**Compensation:** \$50 per meeting and \$10 per special meeting

**Structure:** Chairman (elected annually from membership)

**Guidelines:** Rules of Procedure mandated by Charter

**Duties:** To hear and determine appeals from refusals of building permits

To permit exceptions to or variations from the zoning ordinance

To issue special permits and make conditional grants for use of property

**Staff Liaison:** Lorena Ruiz