

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 1st 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 21st 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: 2nd 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: 3rd Tuesday of each month

Term: 3 years

Compensation: none

Structure: 2 co-chairs elected by committee 1st 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: 1st 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: 3rd 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: 1st & 3rd 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

Advises 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: 2nd 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