

# MEMO

**To:** City Council Boards & Commissions Subcommittee Members

**From:** Michelle Halstead, director of external affairs

**Subject:** Current Vacancies & Expiring Terms for City Boards & Commissions

**Date:** January 3, 2017

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## Background

[Council Policy #CP-3](#) governs the appointment, reappointment, and vacancies associated with City Boards and Commissions. The city clerk's office administers the board and commission program on behalf of city council, which includes recruitment, interviews, appointments, and on-boarding. The subcommittee is responsible for interviewing applicants, recommending appointments to city council for action at a regularly scheduled meeting, reviewing the program, and advancing any changes to city council for consideration.

The following City Boards and Commissions have vacancies as of Dec. 29, 2017:

- Citizens Public Safety Advisory Board
- Cultural Council
- Derby Review Board
- Planning Commission
- Quality Community Foundation
- Youth Commission

Board recruitment is done at least quarterly. For the vacancies above, the city published information in the January issue of *Commerce City Connected*, as well as used the city website, earned media and social marketing channels to encourage participation.

The following boards have members whose terms expire in the first quarter of 2018:

Board	Member	Term Expiration
Capital Improvement Citizen Advisory Committee	Susan Carabajal	1/20/2018
Citizens Public Safety Advisory Board	Brian Carlson Leo Rodriguez Norman Union	2/01/2018
Derby Review Board	Angel Anderson Mary Younger	2/01/2018

## MEMO CONTINUED

Board	Member	Term Expiration
Parks, Recreation, & Golf Advisory Committee	Bruce Emery Aaron Frank Justin Maillet	2/01/2018
Planning Commission	Joe Dreiling L. Warren Jones	2/01/2018
Quality Community Foundation	Preston Martinez Teri Smith	2/01/2018
Zoning Board of Adjustment	David Pocs	2/01/2018

Consistent with council policy, the city clerk's office notified members of their expiring terms and requested submittal of an application if reappointment is desired. Documentation of past participation for those wishing reappointment will be provided with the completed application for subcommittee consideration.

### Policy Questions

1. Does the subcommittee want to conduct an interview process for individuals who desire reappointment?
2. When would the subcommittee like to hold applicant interviews?
3. Are there any changes to the current interview questions?

### Recommendations

1. Given the number of new council members, interview all applicants, including potential reappointments.
2. Conduct interviews in late January and February, recommending appointments for city council action during the March 5 regular meeting.
3. Consider adding new questions that align with the policy criteria for re/appointment.

### Attachments

- Summary of City Boards & Commissions, including vacancy types
- [Council Policy #CP-3](#) (page 13 of link)
- [September 2016 council presentation on board and commission program, including sample interview questions](#)



<b>Name:</b>	<b>CAPITAL IMPROVEMENT PROJECT CITIZEN ADVISORY COMMITTEE (CIPCAC)</b>
<b>Enabling Legislation:</b>	<a href="#"><u>Resolution 2014-72</u></a>
<b>Duties:</b>	<p>Receive staff reports on the progress of each approved CIP project in relationship to established schedules, budget allocations, project goals, and quality management guidelines.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Accountability – Demonstrating effective stewardship of taxpayer dollars</li> <li>• Engagement – Provide tangible opportunities for community members to engage</li> <li>• Potential – Leverage civic support and progress beyond the initial five projects</li> </ul> <p>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.</p>
<b>Membership:</b>	11 members, comprised of two representatives from each of the four city wards and three at-large representative
<b>Terms:</b>	Three years or until a replacement is named; shall serve no more than two consecutive terms.
<b>Meetings:</b>	3rd Thursday every other month, 6 p.m., Civic Center
<b>Compensation:</b>	None
<b>Structure:</b>	Two co-chairs elected by committee first meeting of the calendar year
<b>Guidelines:</b>	Committee Outline
<b>Staff Liaison:</b>	Michelle Halstead
<b>Vacancies:</b>	None

<b>Name:</b>	<b>CITIZENS PUBLIC SAFETY ADVISORY BOARD</b>
<b>Enabling Legislation:</b>	<a href="#">Ordinance 2083</a> & <a href="#">Resolution 2016-43</a>
<b>Duties:</b>	<p>The mission is to improve police and public safety service delivery, increase opportunities for community dialogue and involvement in public safety, increase police responsiveness and accountability, align police service delivery with citizen expectations, and improve citizen/police relationships and equitable treatment by the police.</p> <p>The Board shall have the following goals:</p> <ul style="list-style-type: none"> <li>• To work in collaboration with the Chief of Police to analyze and evaluate community expectations of police service delivery.</li> <li>• To increase citizen awareness by communicating with residents regarding police policy, operations and procedure.</li> <li>• To serve as a communication conduit for the community to the City Council and the Chief of Police on public safety matters.</li> <li>• To assist the Chief of Police in assessing new strategies to improve public safety.</li> <li>• To analyze and evaluate implementation of public safety best practice recommendations from the 21st century task force report.</li> <li>• To review police policy and procedure and recommend changes to the Chief of Police to achieve alignment with citizen expectations.</li> <li>• To identify and advocate for needed resources to achieve public safety objectives.</li> <li>• To educate community members of the complexities associated with public safety service delivery.</li> <li>• Based upon their unique knowledge, to serve as a calming factor and an additional resource for citizen communication during crisis.</li> <li>• To assist the City Council and the Chief of Police in increasing trust and transparency with the community.</li> <li>• To assist the City Council and the Chief of Police in building community support for its police department and officers.</li> <li>• To assist the City Council and the Chief of Police with strategic planning.</li> <li>• To act as liaison between the community and the Chief of Police, keeping the chief informed of safety concerns and neighborhood problems.</li> </ul>

<b>Name:</b>	<b>CITIZENS PUBLIC SAFETY ADVISORY BOARD</b>
<b>Membership:</b>	11 members
<b>Terms:</b>	Three years or until a replacement is named; shall serve no more than two consecutive terms.
<b>Meetings:</b>	4th Thursday of each month, 6 p.m., Civic Center
<b>Compensation:</b>	None
<b>Structure:</b>	Co-chairs elected by members annually
<b>Guidelines:</b>	Bylaws
<b>Staff Liaison:</b>	Annette Peters
<b>Vacancies:</b>	Five regular members

<b>Name:</b>	<b>CULTURAL COUNCIL</b>
<b>Enabling Legislation:</b>	<a href="#"><u>Title 7 of the Colorado Revised Statutes</u></a>
<b>Duties:</b>	Charitable and educational purposes to advancement and preservation of art, music, theater, and dance. Make and enter into contracts and make application for and accept funding.
<b>Membership:</b>	7 to 15 (At least one 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)
<b>Terms:</b>	Three years or until a replacement is named.
<b>Meetings:</b>	2nd Tuesday of each month, 6 p.m., Civic Center
<b>Compensation:</b>	None
<b>Structure:</b>	Officers elected by board of directors biannually
<b>Guidelines:</b>	Articles of Incorporation and By-Laws
<b>Staff Liaison:</b>	Daniela Villarreal
<b>Vacancies:</b>	Four regular members and one alternate

## Boards Commission & Committee Descriptors

<b>Name:</b>	<b>DERBY REVIEW BOARD</b>
<b>Enabling Legislation:</b>	<a href="#">Derby Review Board Policies/Procedures</a>
<b>Duties:</b>	<p>The Board is responsible for reviewing applications and making qualitative assessments and decisions relating to new exterior development or exterior changes to buildings within the Derby District.</p> <p>The Board may approve catalyst funds to projects that that 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.</p> <p>Any appeals to the Board shall be heard by City Council.</p>
<b>Membership:</b>	5 (one council member, two design professionals, and two neighborhood members)
<b>Terms:</b>	3 years or until a replacement is named
<b>Meetings:</b>	3rd Tuesday of month, 5:30 p.m., Civic Center
<b>Compensation:</b>	None
<b>Structure:</b>	Board appoints chair and vice chair who each serve one-year terms.
<b>Guidelines:</b>	Articles of Incorporation and By-Laws
<b>Staff Liaison:</b>	Candice Alexander
<b>Vacancies:</b>	One design professional

<b>Name:</b>	<b>HOUSING AUTHORITY</b>
<b>Enabling Legislation:</b>	<a href="#">Title 29 of Colorado Revised Statutes</a>
<b>Duties:</b>	<p>Provides housing opportunities and resources to help residents buy, rent or improve their homes across the income spectrum.</p> <p>Mission is to create and sustain housing in Commerce City for low-income residents.</p>
<b>Membership:</b>	5 (one council member and four citizen/business owners) + three alternates (one councilor)
<b>Terms:</b>	5 years or until a replacement is named
<b>Meetings:</b>	2nd Wednesday of month, 5:45 p.m., Civic Center
<b>Compensation:</b>	None

## Boards Commission & Committee Descriptors

<b>Name:</b>	<b>HOUSING AUTHORITY</b>
<b>Structure:</b>	Chairperson, Vice-Chairperson, Secretary (elected annually)
<b>Guidelines:</b>	By-Laws
<b>Staff Liaison:</b>	Tracy Jones
<b>Vacancies:</b>	None

<b>Name:</b>	<b>PARKS, RECREATION &amp; GOLF ADVISORY COMMITTEE</b>
<b>Enabling Legislation:</b>	<a href="#">Resolution 2016-12</a> and <a href="#">2016-117</a>
<b>Duties:</b>	The committee will serve as a voice of the public by advising the city on various issues related to recreation and golf programs, services and facilities along with parks, trails and open spaces owned and operated by the city.
<b>Membership:</b>	13 members (11 adults ages 13+ and 2 council)
<b>Terms:</b>	3 years or until a replacement is named
<b>Meetings:</b>	3rd Tuesday of month, 6 p.m., Eagle Pointe Recreation Center, Buffalo Run Golf Course
<b>Compensation:</b>	None
<b>Structure:</b>	Two co-chairs elected by committee first meeting of the calendar year
<b>Guidelines:</b>	Charter
<b>Staff Liaison:</b>	Karen O'Donnell
<b>Vacancies:</b>	None

<b>Name:</b>	<b>PLANNING COMMISSION</b>
<b>Enabling Legislation:</b>	<a href="#">City Charter</a> (Chapter X)
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Make, amend, and add to the master plan for the physical development of the city</li> <li>• Exercise control over platting and subdividing land within the city</li> <li>• Responsible for the existence of an official zoning ordinance and zoning map of the city</li> </ul>

## Boards Commission & Committee Descriptors

<b>Name:</b>	<b>PLANNING COMMISSION</b>
	<ul style="list-style-type: none"> <li>• Conduct hearings and make recommendations to the Council regarding proposed rezoning in the city</li> <li>• To make and recommend plans for the clearing and rebuilding of slum districts and blighted areas within the city</li> <li>• Request the city manager to contract with city planners and other consultants for services</li> <li>• Make and adopt plans for the re-planning, improvement, and redevelopment of areas in the city</li> <li>• Responsible for a major street plan for the city, including the acceptance and vacation of rights-of way</li> </ul>
<b>Membership:</b>	5 residents + three alternates
<b>Terms:</b>	3 years or until a replacement is named
<b>Meetings:</b>	1st Tuesday of month, 6 p.m., Civic Center
<b>Compensation:</b>	\$50/meeting, \$10/special meeting (by ordinance)/ \$25 for alternate members who do not vote
<b>Structure:</b>	Chair and Vice Chair (elected from membership)
<b>Guidelines:</b>	Rules of Procedure
<b>Staff Liaison:</b>	Lorena Ruiz
<b>Vacancies:</b>	One regular member and one alternate

<b>Name:</b>	<b>QUALITY COMMUNITY FOUNDATION</b>
<b>Enabling Legislation:</b>	Resolution 2008-55
<b>Duties:</b>	The purpose of the Foundation is to support and obtain funding for post-secondary education and youth recreational program scholarships offered by and through the city. The Foundation also provides grants to fund various non-profit organizations which benefit Commerce City residents.
<b>Membership:</b>	Up to 11 citizen members and director of finance
<b>Terms:</b>	3 years or until a replacement is named; director of finance indefinite
<b>Meetings:</b>	3rd Tuesday of month, 6 p.m., Civic Center
<b>Compensation:</b>	None



## Boards Commission & Committee Descriptors

<b>Name:</b>	<b>QUALITY COMMUNITY FOUNDATION</b>
<b>Structure:</b>	Chair, Vice-Chairperson (elected annually) Director of Finance serves as Treasurer
<b>Guidelines:</b>	By-Laws
<b>Staff Liaison:</b>	Daniela Villarreal
<b>Vacancies:</b>	Four regular members

<b>Name:</b>	<b>SENIOR COMMISSION</b>
<b>Enabling Legislation:</b>	<a href="#">Ordinance 2128</a>
<b>Duties:</b>	To advise the City Council, foster greater understanding of senior citizens, encourage greater senior citizen participation in community issues, inform the community of available services, programs, and resources, and advocate for issues of importance of older adults.
<b>Membership:</b>	Up to sixteen commission members as follows: up to nine regular voting members and two alternates; two city council members; and three non-voting, ex officio members representing senior programs.
<b>Terms:</b>	2 years or until a replacement is named
<b>Meetings:</b>	2nd Thursday of month, 3 p.m., Civic Center
<b>Compensation:</b>	None
<b>Structure:</b>	Chair, Vice-Chairperson (elected annually)
<b>Guidelines:</b>	Operating Protocols
<b>Staff Liaison:</b>	Daniela Villarreal
<b>Vacancies:</b>	None

<b>Name:</b>	<b>YOUTH COMMISSION</b>
<b>Enabling Legislation:</b>	<a href="#">Ordinance 1934</a>
<b>Duties:</b>	To advise city council on issues affecting youth within the city. Mission is to serve as the voice of Commerce City youth by generating and acting on ideas to inspire a better community today and tomorrow.

## Boards Commission & Committee Descriptors

<b>Name:</b>	<b>YOUTH COMMISSION</b>
<b>Membership:</b>	26 (20 youth members ages 13-19, 4 adult members, and 2 council representatives).
<b>Terms:</b>	1 – 2 year staggered terms.
<b>Meetings:</b>	1st and 3rd Thursday of month, 6:30 p.m., Civic Center
<b>Compensation:</b>	None
<b>Structure:</b>	Chair, Vice-Chairperson (elected annually)
<b>Guidelines:</b>	Section 2-3005 of Commerce City Municipal Code
<b>Staff Liaison:</b>	Daniela Villarreal
<b>Vacancies:</b>	Four adult representatives

<b>Name:</b>	<b>ZONING BOARD OF ADJUSTMENT</b>
<b>Enabling Legislation:</b>	<a href="#">City Charter</a> (Chapter X)
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• To hear and determine appeals from refusals of building permits</li> <li>• To permit exceptions to or variations from the zoning ordinance</li> <li>• To issue special permits and make conditional grants for use of property</li> </ul>
<b>Membership:</b>	5 citizens + three alternates, city council ex-officio
<b>Terms:</b>	3 years or until a replacement is named
<b>Meetings:</b>	2nd Tuesday of month, 5:30 p.m., Civic Center
<b>Compensation:</b>	\$50/meeting, \$10/special meeting (by ordinance)/ \$25 for alternate members who do not vote
<b>Structure:</b>	Chairperson and Vice-Chair (elected annually from membership)
<b>Guidelines:</b>	Rules of Procedure
<b>Staff Liaison:</b>	Candace Alexander
<b>Vacancies:</b>	Two alternate members