



**To:** City Council Boards & Commissions Committee

**From:** Kim Adame, Assistant City Clerk

**Subject:** Q1 2026 Boards & Commissions Applicant Interviews

**Date:** February 04, 2026

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## MEETING DETAILS

Interviews will be held on Saturday, February 07 2026, virtually via Zoom. Please join the Zoom meeting no later than 9:30 a.m. to ensure interviews begin promptly at 10:00 a.m. and to go over the framework of the session. Please practice standard council conduct during the interviews (webcams on, mute yourself when not speaking, etc).

## PACKET ORGANIZATION

For your review, applications are ordered based on the interview schedule. The score sheets are also attached for each respective applicant. Council Policy #3 is attached for reference.

## INTERVIEW PROCESS

This electronic packet is provided for use during the interview process along with applications. Please let me know how you wish to proceed regarding final nominations.

## INTERVIEW SCHEDULE FOR February 07

Each applicant will have 15 minutes to interview and has been instructed to join at their scheduled interview time. Applicants applying to multiple boards will have extra time allotted for multiple interviews. I will announce when the next applicant has joined the meeting and move applicants from attendee to panelist so they can speak and enable their webcam if applicable.

TIME	APPLICANT	DESIRED BOARD
10:00	Russell Brown	Parks, Recreation, and Golf Commission
10:15	Ronna L Sanchez	Parks, Recreation, and Golf Commission
10:30	Manuel E Guardiola-Rodriguez*	Youth Commission
10:45	Robert S Hogg	Veterans Commission
11:00	William René Bullock	Housing Authority Commission
11:15	Antonia Dell	Veterans Commission
11:30	Narcisse De Souza	Citizens Public Safety Advisory Board
11:45	Tramaine Mitchell	Veterans Commission
Noon	ASSIGNED BREAK	
12:15	Troy J Younger	Cultural Council
12:30	Faviola Castillo	Diversity, Equity, & Inclusion Commission
12:45	Faviola Castillo	Parks, Recreation, and Golf Commission
1:00	Araya S Suazo	Youth Commission
1:15	Liam Dadlani	Youth Commission
1:30	Valerie E Dionicio-Castillo	Youth Commission
1:45	Alex Anaya	Citizens Public Safety Advisory Board
2:00	END OF INTERVIEWS	
* - Applying for reappointment		

## BOARD & COMMISSION VACANCIES

There are a total of 50 vacancies

BOARD NAME	POSITIONS AVAILABLE	APPLICANT LIST
Building Code Board of Appeals (new)	4 Regular Members 2 Alternate Members	None
Citizens Public Safety Advisory Board	3 Regular Members	Narcisse De Souza Alex Anaya
Cultural Council	2 Regular Members	Troy J Younger
Derby Review Board	1 Design Professional 1 Regular Member 2 Alternate Members	None
Diversity, Equity & Inclusion Commission	2 Regular Members	Faviola Castillo
Environmental Policy Advisory Committee	All Positions Filled	None
Parks, Recreation & Golf Advisory Committee	1 Regular Member 2 Alternate Members	Russell Brown Ronna L Sanchez Faviola Castillo
Planning Commission	1 Regular Member	None

Quality Community Foundation	6 Regular Members	None
Senior Commission	2 Regular Members 2 Ex Officio	None
Veterans Commission	2 Regular Members 1 Alternate Members 3 Ex-Officio Members	Robert S Hogg Antonia Dell Tramaine Mitchell
Youth Commission	2 Adult Member 09 Youth Members	Araya S Suazo - Youth Liam Dadlani – Youth Valerie E Dionicio-Castillo – Youth Manuel E Guardiola-Rodriguez* - Youth
Zoning Board of Adjustment	2 Alternate Members	None
* - Applying for reappointment		

**ATTACHMENTS**

- Applications
- Score Sheets
- Council Policy #CP-3

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Parks, Recreation, and Golf Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Russell \_\_\_\_\_ Brown \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Commerce City \_\_\_\_\_  
City

CO \_\_\_\_\_  
State

80022 \_\_\_\_\_  
Postal Code

**What Ward do you live in? \***

\_\_\_\_\_

[Ward Map](#)

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

5

Travelers Insurance \_\_\_\_\_  
Employer

Assistant Vice President \_\_\_\_\_  
Job Title

**Number of Years Employed in the City.**

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**Where did you hear about the vacancy for which you are applying?**

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Connected newsletter

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**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

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No

**Are you applying for reappointment to a board or commission?**

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Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

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Intermediate and can readily access online information

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**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

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30+ years insurance underwriting experience 20+ years team leadership and management  
2022 Commerce City Civic Academy graduate

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

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2022 Commerce City Civic Academy Twice weekly golf enthusiast Hiker, backpacker,  
hunter/fisherman - life long

**Please briefly state why you are interested in serving on this board or commission.**

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I would like to be more civically engaged and feel this board is a good starting point given my outdoor proclivities and Civic Academy training

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**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

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No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

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No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

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Yes  No

**If yes, please explain:**

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**Do you plan or are you already running for office in the 2025 municipal election?**

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Yes  No

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## **Emergency Contact**

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## **Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### **Ethnicity**

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### **Gender**

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Date of Birth

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## Certification

Are interested in serving on any other board or commission?

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No

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

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Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

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Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

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Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

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Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

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Yes  No

# PARKS, RECREATION, & GOLF ADVISORY COMMITTEE

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. What does a “Quality Community for a Lifetime” mean to you?   | _____         |
| 2. Please tell us your favorite Commerce City Park, Recreation, and Golf amenity/program that you currently use or have used in the past.  | _____         |
| 3. The Parks, Recreation, and Golf Advisory Committee holds monthly meetings in addition to hosting or participating in community events. Are you able to commit to attending meetings and volunteering during events? | _____         |
| 4. Please describe your comfort level with doing public outreach.  | _____         |
| 5. What most interests you about being an active member of the committee?  | _____         |

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Parks, Recreation, and Golf Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Ronna \_\_\_\_\_ L \_\_\_\_\_ Sanchez \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Commerce City \_\_\_\_\_  
City

CO \_\_\_\_\_  
State

80022 \_\_\_\_\_  
Postal Code

**What Ward do you live in? \***

\_\_\_\_\_

[Ward Map](#)

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

7

Salida del Sol Academy \_\_\_\_\_ Director of Communications and Development \_\_\_\_\_  
Employer Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

website

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

EPAC and Cultural Council

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

Extremely comfortable

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**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

Would like to serve on the Parks and Rec Board to continue my service to the community in a different capacity. I have worked with Parks and Rec on Music in the Park as a member of the Cultural Council and I enjoyed working with them. I have a background in coordinating events and summer camps when I worked at UNC and also coordinated the Denver Broncos training camp when they were at UNC.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

Commerce City Cultural Council Commerce City Environmental Policy & Innovation Commission Blood Cancer United (formerly Leukemia and Lymphoma Society) NMDP (formerly Be the Match)

**Please briefly state why you are interested in serving on this board or commission.**

I am interested in serving on the Parks and Rec Board because I think I possess the skills, abilities and knowledge to be an asset to this organization.

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**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

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No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

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No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

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Yes  No

**If yes, please explain:**

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**Do you plan or are you already running for office in the 2025 municipal election?**

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Yes  No

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## **Emergency Contact**

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## **Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### **Ethnicity**

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### **Gender**

---

Date of Birth

---

## Certification

Are interested in serving on any other board or commission?

---

No

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

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Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

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Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

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Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# PARKS, RECREATION, & GOLF ADVISORY COMMITTEE

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. What does a “Quality Community for a Lifetime” mean to you?   | _____         |
| 2. Please tell us your favorite Commerce City Park, Recreation, and Golf amenity/program that you currently use or have used in the past.  | _____         |
| 3. The Parks, Recreation, and Golf Advisory Committee holds monthly meetings in addition to hosting or participating in community events. Are you able to commit to attending meetings and volunteering during events? | _____         |
| 4. Please describe your comfort level with doing public outreach.  | _____         |
| 5. What most interests you about being an active member of the committee?  | _____         |

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Youth Commission: Appointed

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Manuel

First Name

E

Middle Initial

Guardiola-rodriuez

Last Name

Question applies to Youth Commission

**Age**

16

Question applies to Youth Commission

**Grade**

11th

Question applies to Youth Commission

**School Name**

Email Address

Home Address

Suite or Apt

Commerce City

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

16

Employer

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

Yes, Youth Commission

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

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## **Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

Question applies to Youth Commission

**List any school, non-school and community activities you're involved in:**

Activities I am involved in are sports (football, soccer, wrestling, baseball, basketball), AIRE, WEB, NJHS, gave interview for Washington Post, Full Circle Future

Question applies to Youth Commission

**Explain why you should be considered for appointment to the Commerce City Youth Commission:**

I should be considered for appointment to the Commerce City Youth Commission because I feel the need to be involved around my city and get to know what is happening in this city that I don't already know. Additionally, the experience I have gained from being in the commission would be helpful.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

2 years on youth commission Good communication skills gained from team sports

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

ACHS sports(football, soccer, wrestling, baseball) AIRE, WEB, NJHS, Full Circle Future youth program

**Please briefly state why you are interested in serving on this board or commission.**

I am interested in serving on the commission because I have gained a lot from this program and wish to finish it out for my last year of highschool. Being in this program has helped me out in numerous ways like getting uncomfortable and talking to people from different states on trips, budgeting, discussions, service projects, and learning new things.

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### **Conflict of Interest Statement**

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**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

Yes  No

**If yes, please explain:**

Jose-Luis Guardiola, Brother

**Do you plan or are you already running for office in the 2025 municipal election?**

Yes  No

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### **Emergency Contact**

Question applies to Youth Commission

**First and Last Name**

Maria Rodriguez

Question applies to Youth Commission

**Phone Number**

Question applies to Youth Commission

**Secondary Phone Number**

Question applies to Youth Commission

**Email**

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**Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

**Ethnicity**

**Gender**

Date of Birth

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**Certification**

**Are interested in serving on any other board or commission?**

Question applies to Youth Commission

**Meetings are the first and third Thursday of each month at 6:30 p.m. If appointed as a youth commissioner, can you commit to attending two meetings a month?**

Yes  No

Question applies to Youth Commission

**This section is only to be filled out by those applying for an adult member position on the Youth Commission. If you are applying for a youth member position, please leave this section blank.**

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

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Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

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Yes  No

# REAPPOINTMENT CHECKLIST

REVIEWER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

BOARD/COMMISSION: \_\_\_\_\_

- |   | YES/NO |
|---|--------|
| 1. Did the member have regular attendance during their term?  | _____  |
| 2. Did the member actively participate in meetings and events?  | _____  |
| 3. Did the member regularly cause disruptions, side track discussions, or not treat their fellow board/commission members or staff with respect?  | _____  |
| 4. Did the member volunteer, participate, and attend board/commission sponsored events outside of regular meetings?   | _____  |
| 5. Did the member conduct themselves appropriately and communicate effectively as a representative of the city with other board and commission members, city council and staff, and residents at meetings and events? | _____  |
| 6. Do you recommend this member be reappointed for another term on the board/commission?  | _____  |

**Comments:**

# YOUTH COMMISSION – YOUTH INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. Why do you want to continue serving the Commerce City Youth Commission?   | _____         |
| 2. What skills and traits do you possess that will positively contribute to the youth commission?  | _____         |
| 3. Tell us your involvement in the community or other organizations that support our community?  | _____         |
| 4. The youth commission has meetings twice a month and also has activities outside of the meetings. How would you balance school, extracurricular activities, and serving on the youth commission? | _____         |
| 5. How do you see youth making changes that will impact Commerce City and make it a quality community for all?   | _____         |

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Veterans Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Robert \_\_\_\_\_ S \_\_\_\_\_ Hogg \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Commerce City \_\_\_\_\_ CO \_\_\_\_\_ 80022 \_\_\_\_\_  
City State Postal Code

**What Ward do you live in? \***

\_\_\_\_\_

[Ward Map](#)

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

Commerce City

UC Denver Anschutz \_\_\_\_\_ Student \_\_\_\_\_  
Employer Job Title

**Number of Years Employed in the City.**

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Commerce City

**Where did you hear about the vacancy for which you are applying?**

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Buffalo Ridge Rec Center

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**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

---

Commerce City

**Are you applying for reappointment to a board or commission?**

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Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

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Very comfortable

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**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

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• U.S. Army Ranger veteran with leadership experience in high-pressure operational environments • Experience working with diverse teams and populations, including veterans from varied backgrounds • Strong communication and collaboration skills developed through military service and civilian leadership roles • Familiarity with veteran transition challenges, including access to services, employment, and community reintegration • Experience evaluating problems, identifying solutions, and advising decision-makers • Commitment to ethical service, accountability, and long-term community engagement

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

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• Treasurer, University of Colorado Denver student organization (responsible for budgeting, financial oversight, and coordination with university administration) • Veteran-related community engagement and informal mentorship • Professional leadership roles involving team coordination and public interaction • Community engagement through local events and initiatives

**Please briefly state why you are interested in serving on this board or commission.**

I am a U.S. Army Ranger veteran and Commerce City resident with extensive experience serving in high-responsibility, team-based environments. My military service instilled a strong sense of accountability, problem-solving, and service to community, which I have continued to carry into my civilian and professional life. I am interested in serving on the Veterans Commission because I believe local government plays a critical role in ensuring veterans are visible, informed, and meaningfully connected to resources and opportunities within their own communities. I am particularly motivated to help bridge the gap between veterans and city services by improving communication, outreach, and engagement at the municipal level. I view this commission as an opportunity to contribute practical insight, represent veterans thoughtfully, and support Commerce City in building a community where veterans feel recognized, supported, and included.

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**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

No. I do not have any legal or equitable interest in any business that would constitute a conflict of interest with service on this commission. If a potential conflict were to arise in the future, I would disclose it promptly and recuse myself as appropriate.

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

No. I do not own any real property in Commerce City or Adams County that would constitute a conflict of interest.

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

Yes  No

**If yes, please explain:**

**Do you plan or are you already running for office in the 2025 municipal election?**

Yes  No

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**Emergency Contact**

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## Demographics

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### Ethnicity

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### Gender

---

Date of Birth

---

## Certification

**Are interested in serving on any other board or commission?**

---

No

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

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Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

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Yes  No

# VETERANS COMMISSION

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. Why do you want to join the veterans commission?  
\_\_\_\_\_
  2. What skills and traits do you possess that will positively contribute to the veterans commission?  
\_\_\_\_\_
  3. Tell us your involvement in the community or other organizations that support our community, specifically with veterans services?  
\_\_\_\_\_
  4. How will you balance work and other outside activities with serving on the veterans commission?  
\_\_\_\_\_
  5. How do you envision the role of veterans in a “Quality Community for a Lifetime?”  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Housing Authority: Appointed  
Youth Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

William

First Name

René

Middle Initial

Bullock

Last Name

Question applies to Youth Commission

**Age**

Question applies to Youth Commission

**Grade**

Question applies to Youth Commission

**School Name**

Email Address

Home Address

Suite or Apt

Commerce City

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

38 years

Commerce City Chamber of  
Commerce

Employer

Executive Director

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

City Manager Office

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

I'm comfortable with it.

---

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

Question applies to Youth Commission

**List any school, non-school and community activities you're involved in:**

Board member of the Water Board of South Adam's County

Question applies to Youth Commission

**Explain why you should be considered for appointment to the Commerce City Youth Commission:**

I have worked with the Youth Commission since it's inception, and I feel that I have/would be a great advocate and asset for the Youth Commission.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

I think that I have been and can continue to be an asset on the Housing Authority.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

Housing Authority, Youth Commission, Chamber of Commerce, Water Board of South Adam's County, the Commerce City Historical Society, and EPAC.

**Please briefly state why you are interested in serving on this board or commission.**

I have been on the Housing Authority for many years, making great decisions about the status of housing in Commerce City.

---

### **Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

Yes, I own a home in Commerce City.

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

Yes  No

**If yes, please explain:**

**Do you plan or are you already running for office in the 2025 municipal election?**

Yes  No

Question applies to Housing Authority

**Do you own, or have an interest in, any property or business that receives funds or participates in a program administered by the Commerce City Housing Authority, or any HUD-backed program?**

Yes  No

---

## Emergency Contact

Question applies to Youth Commission

### First and Last Name

Debra Bullock

Question applies to Youth Commission

### Phone Number

Question applies to Youth Commission

### Secondary Phone Number

Question applies to Youth Commission

### Email

---

## Demographics

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### Ethnicity

### Gender

Date of Birth

---

## Certification

### Are interested in serving on any other board or commission?

No, Just the Housing Board.

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

Question applies to Youth Commission

**Meetings are the first and third Thursday of each month at 6:30 p.m. If appointed as a youth commissioner, can you commit to attending two meetings a month?**

---

Yes  No

Question applies to Youth Commission

**This section is only to be filled out by those applying for an adult member position on the Youth Commission. If you are applying for a youth member position, please leave this section blank.**

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# HOUSING AUTHORITY

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. What does a “quality community for a lifetime” mean to you?   | _____         |
| 2. What is your reason for wanting to serve on one of the city’s boards and commissions? Explain your interest in the Housing Authority. | _____         |
| 3. What do you hope to accomplish by serving on the Housing Authority?   | _____         |
| 4. What do you see as the most pressing housing needs within the community?  | _____         |
| 5. With the current growth in Commerce City, please tell us how you see the community evolving over time.                                | _____         |
| 6. How do you view the relationship between the City Council and the Housing Authority.  | _____         |

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Veterans Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Antonia

First Name

Dell

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Commerce City

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

6

Employer

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

Members of Veterans Commission

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

Yes. Senior Commission

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

Very comfortable using technology

---

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

Prior to retiring in 2022 I worked for The North Face as Senior Operations Manager for retail stores. In that capacity I managed operational controls and documentation, implementing a new point of sale technology (moving from legacy registers to tablet/phone technology), scheduling, budget management, opening new stores, organizing yearly store manager meetings, and, supply management,

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

Select activities as are offered through the Commerce City Recreation Activity Guide, e.g., archery, hiking, river rafting and line dancing.

**Please briefly state why you are interested in serving on this board or commission.**

I'm interested in serving on the Veterans Commission to support veterans, particularly to increase visibility of veterans and their issues within the city, learn about what issues are important to veterans and to advocate for those issues, and, learn about and advocate for the available services, programs and resources.

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

---

Yes  No

---

## **Emergency Contact**

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## **Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### **Ethnicity**

---

### **Gender**

---

Date of Birth

---

## Certification

Are interested in serving on any other board or commission?

---

No

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# VETERANS COMMISSION

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. Why do you want to join the veterans commission?  
\_\_\_\_\_
  2. What skills and traits do you possess that will positively contribute to the veterans commission?  
\_\_\_\_\_
  3. Tell us your involvement in the community or other organizations that support our community, specifically with veterans services?  
\_\_\_\_\_
  4. How will you balance work and other outside activities with serving on the veterans commission?  
\_\_\_\_\_
  5. How do you envision the role of veterans in a “Quality Community for a Lifetime?”  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Citizens Public Safety Advisory Board: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Narcisse

First Name

De Souza

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Commerce City

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

7

DPS SECURITY

Employer

Manager

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

Online

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

Very comfortable with technology

---

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

Majority experience acquired in a corrections setting/ jailer. Emergency response teams and special operations response team. Helped started a security company. And a real estate company. NRA INSTRUCTOR .reason I want to serve on the city board is learning how my city is run and also a goal of mine is running for office in the next 3 to 4 year by understanding how regulations works and get involve by learning

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

reason I want to serve on the city board is learning how my city is run and also a goal of mine is running for an office position in the next 3 to 4 year by understanding how regulations works and get involve by learning

**Please briefly state why you are interested in serving on this board or commission.**

reason I want to serve on the city board is learning how my city is run and also a goal of mine is running for an office position in the next 3 to 4 year by understanding how regulations works and get involve by learning

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

---

Yes  No

---

## Emergency Contact

---

## Demographics

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### Ethnicity

---

### Gender

---

Date of Birth

---

## Certification

Are interested in serving on any other board or commission?

---

No

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# CITIZENS PUBLIC SAFETY ADVISORY BOARD

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. What does a “quality community for a lifetime” mean to you?  
\_\_\_\_\_
  2. What is your reason for wanting to serve on one of the city’s boards and commissions? Explain your interest in the citizens public safety advisory board.  
\_\_\_\_\_
  3. What do you hope to accomplish by serving on the Board?  
\_\_\_\_\_
  4. How would you contribute to the police department’s continued improvement?  
\_\_\_\_\_
  5. Please tell us about a time when you became aware of a problem and how you provided advice that assisted in either improving the situation or solving the problem.  
\_\_\_\_\_
  6. This board meets every fourth Thursday of the month at 4:00 PM and regularly hosts and participates in community events. How would you balance work, extracurricular activities, and serving on the Board?  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Veterans Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Tramaine

First Name

Mitchell

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

commerce city

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

7 years

City and County of Denver

Employer

IT Systems Administration Staff

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

Veteran Booth

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

very comfortable

---

## **Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

Student Body Vice President Student Body President Section Leader in the Army First Line in Army Dorm President

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

**Please briefly state why you are interested in serving on this board or commission.**

I am interested in serving on the board of veterans because civil service is a passion of mines and helping my community is important to me.

---

## **Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

---

Yes  No

---

## **Emergency Contact**

---

## **Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### **Ethnicity**

---

None Selected

### **Gender**

---

Date of Birth

---

## **Certification**

**Are interested in serving on any other board or commission?**

---

Cultural Council, Youth Commission,

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# VETERANS COMMISSION

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. Why do you want to join the veterans commission?  
\_\_\_\_\_
  2. What skills and traits do you possess that will positively contribute to the veterans commission?  
\_\_\_\_\_
  3. Tell us your involvement in the community or other organizations that support our community, specifically with veterans services?  
\_\_\_\_\_
  4. How will you balance work and other outside activities with serving on the veterans commission?  
\_\_\_\_\_
  5. How do you envision the role of veterans in a “Quality Community for a Lifetime?”  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Cultural Council: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Troy \_\_\_\_\_ J \_\_\_\_\_ Younger \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Commerce City \_\_\_\_\_  
City

CO \_\_\_\_\_  
State

80022 \_\_\_\_\_  
Postal Code

**What Ward do you live in? \***

\_\_\_\_\_

[Ward Map](#)

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

57

Nationwide Fab \_\_\_\_\_  
Employer

Cad Designer \_\_\_\_\_  
Job Title

**Number of Years Employed in the City.**

---

NA

**Where did you hear about the vacancy for which you are applying?**

---

C3Gov Website

---

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

---

No

**Are you applying for reappointment to a board or commission?**

---

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

---

somewhat comfortable

---

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

---

For all intents and purposes, I'm a lifelong resident. Artist. Primary medium is Acrylics on Hardboard. Served on Cultural Council 15ish years ago.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

---

New member of the Westminster Palleteers.

**Please briefly state why you are interested in serving on this board or commission.**

---

I would like to see art used as a way to help bring the Northern Tier and Core City together.

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

No. However, I have a very large extended family. There might be a 2nd or 3rd cousin hidden in the mix somewhere.

**Do you plan or are you already running for office in the 2025 municipal election?**

---

Yes  No

---

## Emergency Contact

---

## Demographics

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### Ethnicity

---

### Gender

---

Date of Birth

---

## Certification

**Are interested in serving on any other board or commission?**

---

Not at this time.

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# CULTURAL COUNCIL

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. What does a “quality community for a lifetime” mean to you?   | _____         |
| 2. Please explain your interest in serving on the city’s boards and commissions and why you chose to apply to serve on the Cultural Council.   | _____         |
| 3. How do you feel you can contribute to the mission of the Cultural Council?  | _____         |
| 4. The Cultural Council meets on the second Tuesday of every month at 6:00 PM and hosts and or participates in additional events in the community throughout the year. Are you able to commit to attending these events? | _____         |
| 5. What do you feel are the most significant cultural needs within the community that the Cultural Council can or should address?  | _____         |
| 6. What do you wish to get from joining the Cultural Council?  | _____         |

**TOTAL:** \_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Diversity, Equity, & Inclusion Commission: Submitted  
Parks, Recreation, and Golf Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Faviola

First Name

Castillo

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Commerce City

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

4

Employer

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

Facebook

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

I'm very comfortable using technology.

---

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

Non profit accountant Colorado Notary Public Tax Preparer Volunteer Small Business Accountant Bilingual: Spanish and English

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

Metro Caring Finance Committee 2022-2025

**Please briefly state why you are interested in serving on this board or commission.**

I am interested in serving on either commission to contribute ideas. One area I'd hope to help are small businesses owned by minorities in my community to become knowledgeable about their fiscal responsibilities. The other is to have a say in programs offered to the youth in my city. I hope to help contribute and model to my children that community engagement is one of our core values.

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No.

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No.

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

---

Yes  No

---

## **Emergency Contact**

---

## **Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### **Ethnicity**

---

### **Gender**

---

Date of Birth

---

## **Certification**

**Are interested in serving on any other board or commission?**

---

Not right now.

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# DIVERSITY, EQUITY, & INCLUSION COMMISSION

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |   | RATING |
|---|--------|
| 1. Why do you want to join the Diversity, Equity, & Inclusion Commission?   | _____  |
| 2. What skills and traits do you possess that will positively contribute to the Diversity, Equity, & Inclusion Commission?                                    | _____  |
| 3. Tell us your involvement in the community or other organizations that support our community, specifically with diversity, equity and/or inclusion efforts? | _____  |
| 4. How will you balance work and other outside activities with serving on the Diversity, Equity & Inclusion Commission?                                       | _____  |
| 5. How do you envision the role of ensuring diversity, equity and/or inclusion in a “Quality Community for a Lifetime?”                                       | _____  |

Total: \_\_\_\_\_

# PARKS, RECREATION, & GOLF ADVISORY COMMITTEE

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. What does a “Quality Community for a Lifetime” mean to you?   | _____         |
| 2. Please tell us your favorite Commerce City Park, Recreation, and Golf amenity/program that you currently use or have used in the past.  | _____         |
| 3. The Parks, Recreation, and Golf Advisory Committee holds monthly meetings in addition to hosting or participating in community events. Are you able to commit to attending meetings and volunteering during events? | _____         |
| 4. Please describe your comfort level with doing public outreach.  | _____         |
| 5. What most interests you about being an active member of the committee?  | _____         |

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Youth Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Araya  
First Name

S  
Middle Initial

Suazo  
Last Name

Question applies to Youth Commission

**Age**

14

Question applies to Youth Commission

**Grade**

9

Question applies to Youth Commission

**School Name**

Email Address

Home Address

Suite or Apt

Commerce City  
City

CO  
State

80022  
Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

Commerce City

Employer

Job Title

**Number of Years Employed in the City.**

Commerce City

**Where did you hear about the vacancy for which you are applying?**

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

Commerce City

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

Question applies to Youth Commission

**List any school, non-school and community activities you're involved in:**

I'm actively involved in several activities, including wrestling, softball, and track and field. Each sport has helped me build discipline, teamwork, and leadership skills both on and off the field. In addition to athletics, I'm also involved in my church, where I participate regularly and enjoy contributing to my community.

Question applies to Youth Commission

**Explain why you should be considered for appointment to the Commerce City Youth Commission:**

I believe I should be considered for the Commerce City Youth Commission because I'm responsible, hardworking, and care about helping others. I like being involved in my community and finding ways to make it better for everyone. I'm also good at listening to different opinions and working with others to come up with ideas that can actually make a difference.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

---

Through my involvement in wrestling, softball, and track, I've learned the importance of hard work, teamwork, and staying dedicated to my goals. These sports have taught me leadership, time management, and how to push through challenges—skills that would help me contribute to the Youth Commission. I've also learned how to communicate and work well with different people, which I believe is important when making decisions that impact our community.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

---

Over the past five years, I have been involved in wrestling, softball, and track. I've also been an active member of my church and participate in youth group activities. These experiences have helped me build teamwork, leadership, and communication skills.

**Please briefly state why you are interested in serving on this board or commission.**

---

I'm interested in serving on this board because I want to make a positive impact in my community and help represent the voices of young people. I enjoy working with others to come up with new ideas and solutions that can benefit everyone. Being part of this commission would give me the opportunity to learn, lead, and make a difference.

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

Yes  No

---

**Emergency Contact**

Question applies to Youth Commission

**First and Last Name**

Tricia Suazo

Question applies to Youth Commission

**Phone Number**

Question applies to Youth Commission

**Secondary Phone Number**

Question applies to Youth Commission

**Email**

---

**Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

**Ethnicity**

**Gender**

Date of Birth

---

**Certification**

**Are interested in serving on any other board or commission?**

No

Question applies to Youth Commission

**Meetings are the first and third Thursday of each month at 6:30 p.m. If appointed as a youth commissioner, can you commit to attending two meetings a month?**

---

Yes  No

Question applies to Youth Commission

**This section is only to be filled out by those applying for an adult member position on the Youth Commission. If you are applying for a youth member position, please leave this section blank.**

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

# YOUTH COMMISSION – YOUTH INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. Why do you want to join the Commerce City Youth Commission?  
\_\_\_\_\_
  2. What skills and traits do you possess that will positively contribute to the youth commission?  
\_\_\_\_\_
  3. Tell us your involvement in the community or other organizations that support our community?  
\_\_\_\_\_
  4. The youth commission has meetings twice a month and also has activities outside of the meetings. How would you balance school, extracurricular activities, and serving on the youth commission?  
\_\_\_\_\_
  5. How do you see youth making changes that will impact Commerce City and make it a quality community for all?  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Youth Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Liam  
First Name

Middle Initial

Dadlani  
Last Name

Question applies to Youth Commission

**Age**

15

Question applies to Youth Commission

**Grade**

10

Question applies to Youth Commission

**School Name**

Email Address

Home Address

Suite or Apt

Commerce City  
City

CO  
State

80640  
Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

5

Employer

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

Online

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

Very comfortable

---

## **Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

Question applies to Youth Commission

**List any school, non-school and community activities you're involved in:**

I am a homeschool student who also attends concurrent enrollment courses at Front Range Community College in order to eventually graduate high school with an associate's degree as well. I also play varsity soccer for Prairie View High School and plan to continue for the rest of my high school career. I am very involved in the local homeschool community and regularly participate in activities and volunteer programs and hope to find more opportunities to engage with Commerce City in the future.

Question applies to Youth Commission

**Explain why you should be considered for appointment to the Commerce City Youth Commission:**

I believe I should be considered for appointment to the Youth Commission because I bring a new and unique perspective to the board. Homeschoolers are a diverse and growing group and I would like to represent their view points as well as all of the youth of our community.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

---

My training, experience, education, and skills that would enhance the commission include my time at Front Range College where I have the opportunity to interact with people of all ages and backgrounds. I also play competitive soccer which has given me time management and leadership skills. I think my abilities would enhance or improve the youth board and am excited to get to work if given the opportunity.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

---

I have participated in a wide variety of sports and civic activities. I play competitive soccer and have been a part of I9, Rapids, Rush and Rapids Elite Futsal, as well as Prairie View High School Soccer. I have also helped start a teen homeschool meetup group, been a part of a D&D group at Bison Ridge Rec center as well as a gymnastics class and swim team, played tennis at Denver Tennis Club, was a part of the Denver Curling Club, took archery lessons, was part of First Tee golf club and homeschool chess and math club. I also volunteered regularly with our local homeschool group.

**Please briefly state why you are interested in serving on this board or commission.**

---

I am interested in serving on this commission because I want to make Commerce City a better place for kids and teens. I love living here and want to make a difference.

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

Yes  No

---

**Emergency Contact**

Question applies to Youth Commission

**First and Last Name**

Robyn Howard

Question applies to Youth Commission

**Phone Number**

Question applies to Youth Commission

**Secondary Phone Number**

Question applies to Youth Commission

**Email**

---

**Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

**Ethnicity**

None Selected

**Gender**

None Selected

Date of Birth

---

**Certification**

**Are interested in serving on any other board or commission?**

Maybe in the future

Question applies to Youth Commission

**Meetings are the first and third Thursday of each month at 6:30 p.m. If appointed as a youth commissioner, can you commit to attending two meetings a month?**

---

Yes  No

Question applies to Youth Commission

**This section is only to be filled out by those applying for an adult member position on the Youth Commission. If you are applying for a youth member position, please leave this section blank.**

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

# YOUTH COMMISSION – YOUTH INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. Why do you want to join the Commerce City Youth Commission?  
\_\_\_\_\_
  2. What skills and traits do you possess that will positively contribute to the youth commission?  
\_\_\_\_\_
  3. Tell us your involvement in the community or other organizations that support our community?  
\_\_\_\_\_
  4. The youth commission has meetings twice a month and also has activities outside of the meetings. How would you balance school, extracurricular activities, and serving on the youth commission?  
\_\_\_\_\_
  5. How do you see youth making changes that will impact Commerce City and make it a quality community for all?  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Youth Commission: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Valerie  
First Name

E  
Middle Initial

Dionicio-castillo  
Last Name

Question applies to Youth Commission

**Age**

14

Question applies to Youth Commission

**Grade**

9

Question applies to Youth Commission

**School Name**

Email Address

Home Address

Suite or Apt

Commerce City  
City

CO  
State

80022  
Postal Code

**What Ward do you live in? \***

[Ward Map](#)

Primary Phone

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

4

Employer

Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

Facebook

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

I'm very comfortable using technology.

---

## **Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

Question applies to Youth Commission

**List any school, non-school and community activities you're involved in:**

I've been playing softball, since I've been 6 years old and I played for the high school team. I've been playing tennis since I was five years old, I will be signing up for the high school team this spring. I've participated at the commerce city rec center youth camp for the past three years. I sign up for classes at the commerce city rec center frequently. I've done boxing, paddle boarding, horse back-riding, and indoor rock climbing. I'll take any opportunity I can to stay active and more so if it is in my community.

**Explain why you should be considered for appointment to the Commerce City Youth Commission:**

---

I should be considered for appointment to the Commerce City Youth Commission because I would like to see a few changes. The biggest being that the activities and classes offered to kids around my age are no longer relevant. I paused joining activities and classes offered by the city because they were no longer fun and there were less kids for me to talk to. There are rarely kids that look like me. I would like to work with others to see what we can do to get engagement up especially engagement from my fellow hispanic peers.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

---

i'm comfortable approaching anyone and striking a conversation. I do well advocating for myself and I'm not afraid to try new things. These are skills I have gained through my years in sports.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

---

Competitive Softball, 2022-2025 Prairie View High School Varsity Fall Season, 2025 CARA Tennis team, 2024 and 2025

**Please briefly state why you are interested in serving on this board or commission.**

---

I believe this would be a great opportunity for me to grow and play a bigger role in my community.

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

---

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

---

No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

If yes, please explain:

---

**Do you plan or are you already running for office in the 2025 municipal election?**

---

Yes  No

---

## Emergency Contact

Question applies to Youth Commission

**First and Last Name**

---

Faviola Castillo

Question applies to Youth Commission

**Phone Number**

---

Question applies to Youth Commission

**Secondary Phone Number**

---

Question applies to Youth Commission

**Email**

---

---

## Demographics

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

**Ethnicity**

---

**Gender**

---

Date of Birth

---

## Certification

**Are interested in serving on any other board or commission?**

---

Not right now.

Question applies to Youth Commission

**Meetings are the first and third Thursday of each month at 6:30 p.m. If appointed as a youth commissioner, can you commit to attending two meetings a month?**

---

Yes  No

Question applies to Youth Commission

**This section is only to be filled out by those applying for an adult member position on the Youth Commission. If you are applying for a youth member position, please leave this section blank.**

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

# YOUTH COMMISSION – YOUTH INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. Why do you want to join the Commerce City Youth Commission?  
\_\_\_\_\_
  2. What skills and traits do you possess that will positively contribute to the youth commission?  
\_\_\_\_\_
  3. Tell us your involvement in the community or other organizations that support our community?  
\_\_\_\_\_
  4. The youth commission has meetings twice a month and also has activities outside of the meetings. How would you balance school, extracurricular activities, and serving on the youth commission?  
\_\_\_\_\_
  5. How do you see youth making changes that will impact Commerce City and make it a quality community for all?  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Citizens Public Safety Advisory Board: Submitted  
Civic Academy: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Alex \_\_\_\_\_ Anaya \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Commerce City \_\_\_\_\_  
City

CO \_\_\_\_\_  
State

80640 \_\_\_\_\_  
Postal Code

**What Ward do you live in? \***

\_\_\_\_\_

[Ward Map](#)

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

5

\_\_\_\_\_  
Employer Job Title

**Number of Years Employed in the City.**

\_\_\_\_\_

**Where did you hear about the vacancy for which you are applying?**

Question applies to Civic Academy

**Shirt Size**

Large

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

Highly Comfortable

Question applies to Civic Academy

**Will you need any special accommodations or translation services during the session? If so, what accommodation or language translation do you need?**

No

---

**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

I participated in student government in high school and college, and I feel like I learned leadership skills during that time.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

I haven't participated in any organizations in the past five years.

**Please briefly state why you are interested in serving on this board or commission.**

I'm interested in serving on this board because I'd like to give back to my community and would also like to understand how our local government affects and benefits its citizens.

Question applies to Civic Academy

**What community issues, concerns or questions would you like addressed during the Academy?**

There aren't specific issues I'd like addressed, but I would like to understand how the city educates and raises awareness around issues.

Question applies to Civic Academy

**What do you hope to achieve by attending this Academy?**

I would hope to achieve a better understanding of "how the sausage is made" regarding my local government and community,

---

**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

Yes, I own the home I live in in Commerce City.

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

Yes  No

**If yes, please explain:**

**Do you plan or are you already running for office in the 2025 municipal election?**

Yes  No

---

**Emergency Contact**

---

**Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### Ethnicity

---

### Gender

---

Date of Birth

---

### Certification

**Are interested in serving on any other board or commission?**

---

Citizens Public Safety Advisory Board

Question applies to Civic Academy

**Have you reviewed the Academy's 9-week Schedule?**

---

Yes  No

Question applies to Civic Academy

**Can you commit to attending at least 8 of the 9 sessions required to complete the program?**

---

Yes  No

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

---

Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# CITIZENS PUBLIC SAFETY ADVISORY BOARD

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- RATING**
1. What does a “quality community for a lifetime” mean to you?  
\_\_\_\_\_
  2. What is your reason for wanting to serve on one of the city’s boards and commissions? Explain your interest in the citizens public safety advisory board.  
\_\_\_\_\_
  3. What do you hope to accomplish by serving on the Board?  
\_\_\_\_\_
  4. How would you contribute to the police department’s continued improvement?  
\_\_\_\_\_
  5. Please tell us about a time when you became aware of a problem and how you provided advice that assisted in either improving the situation or solving the problem.  
\_\_\_\_\_
  6. This board meets every fourth Thursday of the month at 4:00 PM and regularly hosts and participates in community events. How would you balance work, extracurricular activities, and serving on the Board?  
\_\_\_\_\_

**TOTAL:**  
\_\_\_\_\_

## Council Policy #CP-3

SUBJECT: Boards and Commissions

POLICY STATEMENT: It is the policy of the Council to obtain quality representation on City boards and commissions, to encourage all members of the community to volunteer on boards and commissions and to establish guidelines to govern City boards and commissions.

### A. APPOINTMENT, REAPPOINTMENT AND VACANCIES

#### 1. Appointment

a. Citizens interested in serving on a board or commission shall submit an application to the City Clerk.

b. The City Clerk will submit the respective application materials to Council for their consideration.

c. All new candidates for any board or commission vacancy shall be subject to an interview process as required by Council.

d. Due to the nature of responsibilities of the City's various boards and commissions, applicants may be required to undergo background checks prior to appointment. The City Manager will review any background information on applicants and provide Council the information on the candidates. All background information is confidential and should only be used for the purposes above. No person with official access to this information shall utilize it for any other purpose nor share with any other individuals not authorized, including the applicant.

e. Applicants for City boards and commissions will be notified of the Council's decision made at a regularly scheduled council meeting.

f. Council members' or department directors' family members, as defined by the nepotism policy, shall not be allowed to fill a seat on a board or commission.

#### 2. Reappointment

a. The City Clerk's Office is responsible for monitoring the terms of members of the various boards and commissions and will notify each member of his/her expiring term. If the member wishes to be reappointed, the member shall fill out an application and submit it to the City Clerk for Council consideration.

b. City staff will document past participation of each member who desires to be reappointed and submit the same to the Council along with the application by the member wishing reappointment.

c. All existing board or commission members and alternates can be subject to an interview process as required by Council.

d. Applicants for reappointment on boards and commissions will be notified of the Council's decision made at a regularly scheduled council meeting.

3. Criteria for appointment and reappointment

a. No conflicts.

b. Regular attendance (not missing more than two (2) meetings without a valid excuse).

c. Participation.

d. Preparation.

e. Support of community.

f. Respect for staff and public.

g. Working for community versus personal purposes.

h. Indication of a desire to promote and act in accord with established policies of the City and Council's vision for the City.

4. Vacancies

a. In addition to the provisions established by the City Charter and/or Municipal Code, a vacancy is identified by (1) newly-created seat on a board or commission, or (2) an expired term after a successor has been duly appointed.

b. Solicitations to fill vacancies may be in the form of (1) press releases to the local media, (2) posting a notice at the officially-designated posting locations, (3) City website, (4) City newsletter, and (5) cable television.

5. Needs of members

a. To know Council's vision; once board and commission members are seated, they will meet with Council members; they will receive orientation and training by staff.

- b. To understand their roles, authority and prohibitions.
- c. To know annual priorities of Council.
- d. To know the process and parameters within which to work, including citizen involvement.
- e. To know what to do when board or commission members and Council members disagree.
- f. Chairs and vice-chairs shall receive support training from staff.

**B. TERMS OF OFFICE**

- 1. Terms established
  - a. The length of the terms of office for boards and commissions is defined in the City Charter, the Municipal Code or by-laws.
  - b. The terms will begin and expire as determined by the City Council.

**C. ROLES AND RESPONSIBILITIES**

- 1. The roles and responsibilities for each board and commission are set by the City Charter, ordinance, enabling legislation or by Council.
- 2. In absence of other by-laws, meetings will be conducted using Robert's Rules of Order.

**D. ORIENTATION, TRAINING AND DECISION MAKING – CITY BOARDS AND COMMISSIONS**

- 1. All newly appointed members of City boards and commissions will be provided an orientation as to their roles and responsibilities as a member of that board or commission. This orientation shall be provided by the City department responsible for staffing said board or commission, and shall be provided as soon as possible following the new member's appointment.
- 2. On an annual basis, on-going training may be provided to all board and commission members.
- 3. As determined by the Council, the Council shall schedule a meeting(s) to meet with all board and commission members for the purpose of providing additional orientation to board and commission members on City issues impacting their responsibility, and to enhance communication and coordination of Council and board and commission activities and responsibilities. The Council may call other meetings with any

or all of the boards and commissions whenever deemed appropriate or necessary to provide additional training or to facilitate Council/board and commission communication.

4. City staff will make available, on a periodic basis, additional in-house and outside training that would enhance the ability of board and commission members to perform their roles and responsibilities. Board and commission members will be encouraged to participate in such training when it is made available. The City department staffing the respective board or commission will have primary responsibility to identify and make available this training.

5. Members of the City boards and commissions are expected to comply with Council adopted policies which may include policies related to conflict of interest, ethics, discrimination and sexual harassment. Board and commission members will be provided with a copy of these policies for their guidance.

6. Board and commission chairs shall meet as necessary with the Mayor and/or Council to provide feedback and to be kept informed.

7. If an issue arises during a board or commission meeting and the appointed Council member is unsure of the City's position, the Council member shall endeavor to delay a decision until the Council can be consulted. If a delay is not possible, the Council member shall endeavor to contact the City Manager or City Attorney and, in their absence, other staff, to confirm whether the City has adopted a position. If a position has been adopted, the Council member shall vote according to the position adopted by the City.

**E. APPOINTMENT OF COUNCIL MEMBERS TO NON-CITY BOARDS AND COMMISSIONS**

1. The City Council, at their reorganization meeting, shall designate Council members to serve at will on the various boards and commissions where Council appointment is in order, including the designation of alternates. Appointment of Council members to Council committees shall also be done during the reorganization meeting. The biennial reorganization meeting shall be held the second Monday following the regular municipal election in November unless otherwise determined by the City Council.

2. If the appointed Council member is not available or is not able to continue service for whatever reason on the board or commission to which the Council member was appointed, or if the City Council in its sole discretion desires to appoint a replacement, the City Council shall appoint a replacement from the Council.

3. If an issue arises during a board or commission meeting and the appointed Council member or seated alternate is unsure of the City's position, the Council member will diligently seek to learn of the City's position from the City Manager or City Attorney and, in their absence, from other staff, to confirm whether the City has adopted a

position. If a position has been adopted, the Council member shall vote according to the position adopted by the City. If no position has been adopted, the Council member shall exercise his/her best judgment to vote in a manner that best reflects the goals and visions of the City.



**To:** City Council Boards & Commissions Committee

**From:** Kim Adame, Assistant City Clerk

**Subject:** Q1 2026 Boards & Commissions Applicant Interviews

**Date:** February 12, 2026

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## MEETING DETAILS

Interviews will be held on Saturday, February 14, 2026, virtually via Zoom. Please join the Zoom meeting no later than 10:15 a.m. to ensure interviews begin promptly at 10:30 a.m. Please practice standard council conduct during the interviews (webcams on, mute yourself when not speaking, etc).

## PACKET ORGANIZATION

For your review, applications are ordered based on the interview schedule. The score sheets are also attached for each respective applicant. Council Policy #3 is attached for reference.

## INTERVIEW PROCESS

This electronic packet is provided for use during the interview process along with applications. Please let me know how you wish to proceed regarding final nominations.

## INTERVIEW SCHEDULE FOR February 14

Each applicant will have 15 minutes to interview and has been instructed to join at their scheduled interview time. Applicants applying to multiple boards will have extra time allotted for multiple interviews. I will announce when the next applicant has joined the meeting and move applicants from attendee to panelist so they can speak and enable their webcam if applicable.

<b>TIME</b>	<b>APPLICANT</b>	<b>DESIRED BOARD</b>
10:30	Araya Suazo	Youth Commission
10:45	Tracy Wilson-Harris	Quality Community Foundation
11:00	END OF INTERVIEWS	
* - Applying for reappointment		

## BOARD & COMMISSION VACANCIES

There are a total of 50 vacancies

<b>BOARD NAME</b>	<b>POSITIONS AVAILABLE</b>	<b>APPLICANT LIST</b>
Building Code Board of Appeals (new)	4 Regular Members 2 Alternate Members	None
Citizens Public Safety Advisory Board	3 Regular Members	None
Cultural Council	2 Regular Members	None
Derby Review Board	1 Design Professional 1 Regular Member 2 Alternate Members	None
Diversity, Equity & Inclusion Commission	2 Regular Members	None
Environmental Policy Advisory Committee	All Positions Filled	None
Parks, Recreation & Golf Advisory Committee	1 Regular Member 2 Alternate Members	None
Planning Commission	1 Regular Member	None

Quality Community Foundation	6 Regular Members	Tracy Wilson-Harris
Senior Commission	2 Regular Members 2 Ex Officio	None
Veterans Commission	2 Regular Members 1 Alternate Members 3 Ex-Officio Members	None
Youth Commission	2 Adult Member 09 Youth Members	Araya S Suazo - Youth
Zoning Board of Adjustment	2 Alternate Members	None
* - Applying for reappointment		

**ATTACHMENTS**

- Applications
- Score Sheets
- Council Policy #CP-3

**Profile**

Question applies to multiple boards

If you need additional resources or assistance filling out the application in another language, please reach out to the Clerk's Office at 303-289-3676.

**Which Boards would you like to apply for?**

Parks, Recreation, and Golf Commission: Submitted  
Quality Community Foundation: Submitted

Only check the box of the boards or commissions you are currently applying for this recruitment cycle. **If you are currently serving on a board or commission the bodies you are currently serving on will automatically be checked. If you are not reapplying for a body make sure those boxes are not selected when submitting a new application.**

Tracy \_\_\_\_\_ Wilson-harris \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Denver \_\_\_\_\_  
City

CO \_\_\_\_\_  
State

80216 \_\_\_\_\_  
Postal Code

**What Ward do you live in? \***

\_\_\_\_\_

[Ward Map](#)

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

><1 Year

N/A \_\_\_\_\_  
Employer Job Title

**Number of Years Employed in the City.**

**Where did you hear about the vacancy for which you are applying?**

City Web Site

**Do you presently serve on a Commerce City, or any other governmental entity, Board or Commission? If yes, please list.**

No

**Are you applying for reappointment to a board or commission?**

Yes  No

**Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.**

Very Comfortable/ IT Expert

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**Experience and Civic Activities**

Please tell us about yourself and why you want to serve.

**List any training, experience, education, or skills that would enhance your ability to serve on this board/commission.**

Previous experience includes volunteering and organizing events, community events & organizing, organizing/chair for my own business advisory board, compliance committee for Head Start, Colorado Notary Public Training & exam completed, Colorado Board of Directors training, currently, and helping with various initiatives during my 30+ years career as a business owner.

**List all civic/professional/sports organizations and activities in which you have participated during the last five years.**

Mainly just keeping track of City work / concerns and departments as a new resident waiting to be able use my skills and experience to serve my community. I've always wanted to stay involved in public service.

**Please briefly state why you are interested in serving on this board or commission.**

I want to serve. I want to make a difference. I want to work alongside others to help make Commerce City a great City now and into the future.

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**Conflict of Interest Statement**

**Conflict of Interest is defined as the participation in any board/commission activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether direct or indirect.**

**In accordance with this definition, do you have legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:**

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No

**In accordance with this definition, do you own any real property located in Commerce City or Adams County in which you have a legal or equitable interest which could be construed as a conflict of interest? If yes, please explain:**

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No

**Are you related to any City of Commerce City employees or elected officials? If yes, please explain:**

---

Yes  No

**If yes, please explain:**

---

**Do you plan or are you already running for office in the 2025 municipal election?**

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Yes  No

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## **Emergency Contact**

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## **Demographics**

The following information helps track our recruitment and diversity efforts. None of the questions below are required, nor will they be used in anything other than data gathering to ensure every citizen is adequately engaged to represent their community.

### **Ethnicity**

---

### **Gender**

---

Date of Birth

---

## Certification

Are interested in serving on any other board or commission?

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Possibly Housing Authority

Question applies to multiple boards

**By checking the boxes below, I hereby certify and acknowledge, understand and agree to the following:**

Question applies to multiple boards

**The foregoing is true and correct to the best of my knowledge.**

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Yes  No

Question applies to multiple boards

**I expressly release and discharge the City of Commerce City and its agents and employees from any liability, claim or demand of any nature whatsoever; arising out of the dissemination of information I have provided herein.**

---

Yes  No

**To be considered for a position on a board or commission the City of Commerce City may need to conduct a criminal background check on me. I therefore authorize the City of Commerce City to conduct a criminal background investigation, including obtaining my criminal history from law enforcement agencies. I understand that information resulting from such an investigation may be subject to public scrutiny under the Colorado Open Records Act.**

---

Yes  No

**I understand that my application is a public records and can be requested at anytime under the Colorado Open Records Act.**

---

Yes  No

Question applies to multiple boards

**I have read and understand the qualifications and the responsibilities for the board or commission to which I have applied, and certify I meet the qualifications to serve on the board or commission.**

---

Yes  No

# QUALITY COMMUNITY FOUNDATION

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

<u>Rating Scale</u>				
1 = low	2 = below average	3 = average	4 = above average	5 = high

- |  | <b>RATING</b> |
|--|---------------|
| 1. What does a “quality community for a lifetime” mean to you?   | _____         |
| 2. Please explain your interest in serving on the city’s boards and commissions and why you chose to apply to serve on the Quality Community Foundation.   | _____         |
| 3. Please explain your experience working with other community-based organization within Commerce City and what experiences you have with fundraising, grants, and scholarships.                                   | _____         |
| 4. The Foundation meets on the fourth Tuesday of every month at 6:00 PM and hosts and or participates in additional events in the community throughout the year. Are you able to commit to attending these events? | _____         |
| 5. What do you feel are the most significant needs within the community that the Foundation can or should address?   | _____         |
| 6. What do you wish to get from joining the Foundation?  | _____         |

**TOTAL:**  
\_\_\_\_\_

**Council Policy #CP-3 Adopted 8/31/09 by Resolution 2009-31**

**Revised 9/18/23 by Resolution 2023-80**

**Revised 6/17/24 by Resolution 2024-074**

SUBJECT: Boards and Commissions

POLICY STATEMENT: It is the policy of the Council to obtain quality representation on City boards and commissions, to encourage all members of the community to volunteer on boards and commissions and to establish guidelines to govern City boards and commissions. The conduct of these City Council appointees is a matter of public integrity and as such is a matter of public importance. In this regard, City Council intends that complaints relative to the conduct of board and commission members be handled in a manner that is reflective of the values of the City. The handling of such complaints must occur in a fair and impartial manner while also protecting volunteer board and commission members from frivolous complaints that improperly exhaust public resources for otherwise improper purposes. The goal of this policy is to balance these interests.

**A. APPOINTMENT, REAPPOINTMENT AND VACANCIES**

1. Appointment

- a. Members of the public interested in serving on a board or commission shall submit an application to the City Clerk.
- b. The City Clerk will submit the respective application materials to Council for their consideration.
- c. All new candidates for any board or commission vacancy shall be subject to an interview process as required by Council.
- d. Due to the nature of responsibilities of the City's various boards and commissions, applicants may be required to undergo background checks prior to appointment. The City Manager will review any background information on applicants and provide Council the information on the candidates. All background information is confidential and should only be used for the purposes above. No person with official access to this information shall utilize it for any other purpose nor share it with any other individuals not authorized, including the applicant.
- e. Applicants for City boards and commissions will be notified of the Council's decision made at a regularly scheduled council meeting.
- f. Council members' or department directors' family members, as defined by the nepotism policy, shall not be allowed to fill a seat on a board or commission.

2. Reappointment

- a. The City Clerk's Office is responsible for monitoring the terms of members of the various boards and commissions and will notify each member of his/her expiring term. If the member wishes to be reappointed, the member shall fill out an application and submit it to the City Clerk for Council consideration.
  - b. City staff will document past participation of each member who desires to be reappointed and submit the same to the Council along with the application by the member wishing reappointment.
  - c. All existing board or commission members and alternates can be subject to an interview process as required by Council.
  - d. Applicants for reappointment on boards and commissions will be notified of the Council's decision made at a regularly scheduled council meeting.
3. Criteria for appointment and reappointment
- a. No conflicts.
  - b. Regular attendance (not missing more than two (2) meetings without a valid excuse).
  - c. Participation.
  - d. Preparation.
  - e. Support of community.
  - f. Respect for staff and public.
  - g. Working for community versus personal purposes.
  - h. Indication of a desire to promote and act in accord with established policies of the City and Council's vision for the City.
4. Vacancies
- a. In addition to the provisions established by the City Charter and/or Municipal Code, a vacancy is identified by (1) newly-created seat on a board or commission, or an expired term after a successor has been duly appointed.
  - b. Solicitations to fill vacancies may be in the form of (1) press releases to the local media, (2) posting a notice at the officially designated posting locations, (3) City website, (4) City newsletter, and (5) cable television.
5. Needs of members
- a. To know Council's vision; once board and commission members are seated,

they will meet with Council members; they will receive orientation and training by staff.

- b. To understand their roles, authority and prohibitions.
- c. To know annual priorities of Council.
- d. To know the process and parameters within which to work, including citizen involvement.
- e. To know what to do when board or commission members and Council members disagree.
- f. Chairs and vice-chairs shall receive support training from staff.

## **B. TERMS OF OFFICE**

### **1. Terms established**

- a. The length of the terms of office for boards and commissions is defined in the City Charter, the Municipal Code or by-laws.
- b. The terms will begin and expire as determined by the City Council.
- c. The terms of each respective council member appointed to a board or commission shall not exceed two (2) years plus the time necessary to reach the next council organizational meeting (if applicable), unless no other council member has volunteered by the end of the relevant term, is qualified to serve on such board or commission, or has been appointed to the respective commission within two months following a vacancy, as long as such process is consistent with Charter and City Code. This term limitation does not apply if the City Charter, Code or other law or regulation requires a particular council member or the Mayor to be appointed to such board or commission.

## **C. ROLES AND RESPONSIBILITIES**

- 1. The roles and responsibilities for each board and commission are set by the City Charter, ordinance, enabling legislation or by Council.
- 2. In the absence of other by-laws, meetings will be conducted using Robert's Rules of Order.

## **D. ORIENTATION, TRAINING AND DECISION MAKING – CITY BOARDS AND COMMISSIONS**

- 1. All newly appointed members of City boards and commissions will be provided with an orientation as to their roles and responsibilities as a member of that board or commission. This orientation shall be provided by the City department responsible for staffing said board or commission and shall be provided as soon as possible following the new member's appointment.

2. On an annual basis, on-going training may be provided to all board and commission members.
3. As determined by the Council, the Council shall schedule a meeting(s) to meet with all board and commission members for the purpose of providing additional orientation to board and commission members on City issues impacting their responsibility, and to enhance communication and coordination of Council and board and commission activities and responsibilities. The Council may call other meetings with any or all of the boards and commissions whenever deemed appropriate or necessary to provide additional training or to facilitate Council/board and commission communication.
4. City staff will make available, on a periodic basis, additional in-house and outside training that would enhance the ability of board and commission members to perform their roles and responsibilities. Board and commission members will be encouraged to participate in such training when it is made available. The City department staffing the respective board or commission will have primary responsibility to identify and make available this training.
5. Members of the City boards and commissions are expected to comply with Council adopted policies which may include policies related to conflict of interest, ethics, discrimination and sexual harassment. Board and commission members will be provided with a copy of these policies for their guidance.
6. Board and commission chairs shall meet as necessary with the Mayor and/or Council to provide feedback and to be kept informed.
7. If an issue arises during a board or commission meeting and the appointed Council member is unsure of the City's position, the Council member shall endeavor to delay a decision until the Council can be consulted. If a delay is not possible, the Council member shall endeavor to contact the City Manager or City Attorney and, in their absence, other staff, to confirm whether the City has adopted a position. If a position has been adopted, the Council member shall vote according to the position adopted by the City.

**E. APPOINTMENT OF COUNCIL MEMBERS TO NON-CITY BOARDS AND COMMISSIONS**

1. The City Council, at their reorganization meeting, shall designate Council members to serve at will on the various boards and commissions where Council appointment is in order, including the designation of alternates. Appointment of Council members to Council committees shall also be made during the reorganization meeting. The biennial reorganization meeting shall be held the second Monday following the regular municipal election in November unless otherwise determined by the City Council.
2. If the appointed Council member is not available or is not able to continue service for whatever reason on the board or commission to which the Council member was appointed, or if the City Council in its sole discretion desires to appoint a replacement, the City Council shall appoint a replacement from the Council.
3. If an issue arises during a board or commission meeting and the appointed Council member or seated alternate is unsure of the City's position, the Council member will diligently seek to learn of the City's position from the City Manager or City Attorney and, in his absence, from other staff, to confirm whether the City has adopted a position.

If a position has been adopted, the Council member shall vote according to the position adopted by the City. If no position has been adopted, the Council member shall exercise his/her best judgment to vote in a manner that best reflects the goals and visions of the City.

F. **COMPLAINT SUBMISSION AND INVESTIGATIVE PROCESS**

1. *Complaints.*

- a. For any apparent violation by a non-councilmember<sup>1</sup> board or commission member of City Charter, the Commerce City Revised Municipal Code, Council Policies or any other applicable law or policy (“City Law”), the City may initiate an investigation or impose penalties under this section based on a verified complaint. Any member of the public, board or commission members, or City staff must follow this procedure for bringing any complaint regarding a board or commission member to the City’s attention. Council members are encouraged to use this procedure but are not required to do so.
- b. In some circumstances, such as a complaint involving allegations of harassment, anonymous complaints may be submitted. However, the complaint must include a statement providing a reasonable basis for requesting anonymity.
- c. Verified complaints of an alleged violation of City Law shall be submitted to the City Manager’s Office. The City Manager or designee shall determine whether the complaint meets the requirements of this policy. If the complaint is determined to meet the requirements of this policy, the City Manager shall promptly forward the complaint to the entire Council, the City Manager, and the City Attorney including a designation of confidentiality and a copy of this policy. If the complaint is determined to not meet the requirements of this policy, the City Manager or designee shall return the complaint to the complainant, if known, with an explanation of the requirements of this policy.
- d. To meet the requirements of this policy, complaints must:
  - i. Be verified;
  - ii. With the exception of circumstances warranting anonymity, include the complainant’s name and contact information;
  - iii. Identify the individual alleged to have violated policy;
  - iv. Provide specific and sufficient factual detail to identify a policy that is at issue and the specific conduct alleged to have occurred that was in violation of the policy;
  - v. Claims and suspicions unsupported by sufficient factual allegations shall be insufficient to meet the requirements of this policy.
- e. Except in circumstances when the law prohibits sharing a complaint or when allegations concern minors or individuals whose identity the City has a legal

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<sup>1</sup> Councilmembers are subject to the process outlined in CP#26

basis to protect, the complaint will be shared with the subject of the complaint.

- f. Retaliation of any kind against a person who in good faith files a complaint, participates in an investigation, or is a witness in any investigation is strictly prohibited.

## 2. *Investigation and Resolution*

- a. The City Manager or designee is authorized to conduct an investigation of all complaints and to determine if a third party or outside investigator will be used to conduct the investigation.
- b. Following an investigation, any report containing conclusions concerning whether or not any law, regulation, policy, or other standard was violated will be immediately forwarded to City Council.
- c. If immediate suspension of any board or commission member is legally required, the City Manager is authorized to request the subject member to refrain from attending any relevant board or commission meeting until otherwise directed by Council; otherwise, only Council as a whole may suspend a board or commission member at a regular or special meeting. The City Manager will have the authority to recommend and carry out an alternative method to address the board or commission member's behavior, such as training.
- d. The City Manager may place a resolution for removal of the board or commission member on the consent agenda for an upcoming Council meeting. Prior to any such action, the subject of the investigation will be apprised of the grounds for any removal and have an opportunity to appear at the Council meeting during which the resolution for removal is presented and to provide comment on the same.
- e. Pursuant to City Charter Section 11.1(4), board and commission members serve at the pleasure of Council and may be removed with or without cause for any reason by a majority vote of the entire council. Council may choose to disregard or waive this policy, and take any action with respect to any board or commission member's appointment that is authorized by Charter or Code, including removal. If any of the steps outlined in this policy are not followed, that will not affect the propriety of Council's action with respect to any otherwise authorized action taken with respect to a board or commission member.

## G. PROCEDURAL RULES

*Bob's Rules of Order for Colorado Local Governments (2023)* is adopted as the rules of order for all City boards and commissions meetings, unless procedural rules are otherwise adopted in a board or commission's bylaws. In cases where the adopted edition of *Bob's Rules of Order* is inconsistent with the City Charter, City codes, and board or commission's bylaws, the City Charter, City codes, and board or commission's bylaws shall govern and control.