



MEMO

City Manager's Office

To: Mayor, Mayor Pro Tem and City Council

CC: Sheryl Carstens, Deputy City Manager & Jim Tolbert, Assistant City Manager

From: Jason Rogers, City Manager

Subject: 2025 International Council of Shopping Centers (ICSC) Conference

Date: 12/19/2024

The purpose of this memo is to offer guidance and consideration regarding the potential participation of the entire City Council at the International Council of Shopping Centers (ICSC) conference scheduled for May 18-20, 2025 in Las Vegas, Nevada. This conference serves as an excellent platform to showcase Commerce City to site selectors and potential businesses in sectors such as retail and hospitality. However, it is essential to consider several factors to ensure that this initiative is in line with the City's legal, operational, and community responsibilities.

According to the City Charter, a minimum of five City Council members is necessary to conduct official City business. If the entire Council were to attend the conference, the absence of a quorum could impede the City's ability to address urgent matters. Furthermore, under the state's Open Meetings Law, no more than two council members may attend a meeting to discuss public business without prior public notice, which could conflict with the confidential discussions that may occur with potential business partners at the conference. Many prospective businesses regard their site selection criteria and growth strategies as sensitive information, and making these meetings public could discourage their participation. Additionally, the scheduling of our regular meeting and the potential lack of a quorum could result in postponing agenda items to the following week, which coincides with Memorial Day.

To navigate these challenges, I recommend forming a working group that includes a select number of Council members and staff from the Economic Development Department. This working group would not be a formal committee but rather a motion by the Council to create this group. Its purpose would be to develop a strategy for enhancing Commerce City's visibility at the ICSC conference while ensuring that the Council can meet its obligations. This strategy may involve appointing a smaller delegation to attend, concentrating on targeted interactions with prospective businesses while honoring their confidentiality requirements. This approach will help safeguard the City's strategic interests.