



City Council Communication

AGENDA DATE: November 17, 2025 **LEGISTAR ITEM #:** Ord 2711

PRESENTER: Kim Adame

DEPARTMENT: City Clerk's Office

☒ Ordinance	☐ Resolution	☐ Public Hearing
---	-------------------------------------	---

REQUEST

Adopt an ordinance amending the Commerce City Revised Municipal Code to codify certain expectations and provisions of board and commission members.

BACKGROUND

Commerce City Charter Chapter 11 grants City Council the power to create boards and commissions and to have such powers and duties as the City Council requires. City Council has created numerous boards and commissions, which are codified in Article III of Chapter 2 of the Commerce City Revised Municipal Code. Those boards and commissions are:

- Board of Building Code Appeals
- Citizen Public Safety Advisory Board
- Derby Review Board
- Diversity, Equity, and Inclusion Commission
- Environmental Policy and Innovation Commission
- Parks, Recreation & Golf Advisory Commission
- Planning Commission
- Senior Commission
- Veterans Commission
- Youth Commission
- Zoning Board of Adjustment

Over the years, City Council has requested boards and commissions perform certain duties related to their mission such as provide annual updates to City Council and adopt annual work plans and budgets. Additionally, Charter requires that compensation for the Planning Commission and Zoning Board of Adjustment members be adopted by

CITY COUNCIL COMMUNICATION CONTINUED

ordinance by the City Council. To staff's knowledge, no such ordinance exists.

Lastly, in order to align current Council expectations for board and commission members related to attendance, adherence to law and council policies, and transparency of meetings and minutes, staff is recommending City Council codify these and the other expectations mentioned previously into the Commerce City Revised Municipal Code.

JUSTIFICATION

☐ Council Goal	☐ Strategic Plan	☐ Work Plan	☒ Legal
Citation	Commerce City Charter Sec. 11.1(1)(b)		

BOARDS & COMMISSIONS ASSIGNED

Board or Commission	City Council Boards and Commissions Committee
Recommendation	Approval
Date of Recommendation	October 25, 2025

AVAILABLE ACTIONS

- Available Action #1. Approve as submitted.
- Available Action #2. Amend the ordinance as desired.
- Available Action #3. Continue the ordinance to a date certain.
- Available Action #4. Deny the ordinance.

STAFF RECOMMENDATION

e.g. Staff recommends action #1, approval of the item.