

MEMO

CITY CLERK'S
OFFICE

To: City Council Boards & Commissions Committee Members

From: Jordan Roberts, Deputy City Clerk

Subject: Board & Commission Applicant Interviews

Date: January 31, 2024

MEETING DETAILS

Interviews will be held on Saturday, February 3rd, via Zoom. Please join the meeting no later than 9:30 a.m. for a brief orientation and to ensure interviews begin promptly at 10:00 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 recommendations.

INTERVIEW SCHEDULE FOR FEBRUARY 3

Each applicant will have 15 minutes to interview and has been instructed to join at their scheduled interview time. 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.



MEMO CONTINUED

Time	Applicant	Desired Board
10:00 AM	Andrew Amador*	Planning Commission
10:15 AM	Omar Lozano	Cultural Council
10:30 AM	Timothy Hoskens	Zoning Board of Adjustment Planning Commission
10:45 AM	Dave Bierwiler*	Citizens Public Safety Advisory Board
11:00 AM	Bianca Gonzalez-de La Rosa*	Diversity, Equity, & Inclusion Commission
11:15 AM	Tyler Vitello	Cultural Council
11:30 AM	Anna M Saia	Youth Commission
11:45 AM	Steven S Vanheusen	Environmental Policy Advisory Committee
12:00 PM	Vanina Capitaine*	Diversity, Equity, & Inclusion Commission
12:15 PM	Iona Longsoldier*	Diversity, Equity, & Inclusion Commission
12:30 PM	Karl Zimmerman	Park, Recreation, and Golf Advisory Committee
12:45 PM	Break	Break
1:00 PM	Maria M Marentes	Youth Commission
1:15 PM	America Carbajal	Diversity, Equity, & Inclusion Commission
1:30 PM	END	* - Applying for Reappointment

MEMO CONTINUED**BOARD & COMMISSION VACANCIES**

There are a total of 50 vacancies.

Board Name	Positions Available	Applicant List
Citizens Public Safety Advisory Board	4 Regular Member	Dave Bierwiler*
Cultural Council	2 Regular Members 1 Alternate Member	Tyler Vitello Omar Lozano Cynthia Montes
Derby Review Board	2 Alternate Members	N/A
Diversity, Equity, & Inclusion Commission	8 Regular Members	Bianca Gonzalez-de La Rosa* Vanina Capitaine* Ana Le Scoezec Cynthia Montes America Carbajal Iona Longsolidier
EPAC	1 Regular Member 1 Alternate Members	Steven S Vanheusen
Housing Authority*	1 Regular 1 Alternate Member	N/A
Parks, Recreation & Golf Advisory Board	1 Regular	Karl Zimmerman
Planning Commission	1 Regular 1 Alternate Members	Andrew Amador* Timothy Hoskens Ana Le Scoezec
Quality Community Foundation	5 Regular Members	N/A
Senior Commission	3 Regular Members	N/A
Veterans Commission	5 Regular Members 3 Ex Officio Members	Stacy Knight

MEMO CONTINUED

Youth Commission	7 Youth Members 2 Adult Members	Desiree J Kennison* Anna M Saia Maria M Marentes
Zoning Board of Adjustment	2 Alternate Member	Timothy Hoskens
* - 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?

Planning 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.**

Andrew

First Name

Amador

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

49

A4rchitectre

Employer

Principal Architect

Job Title

Number of Years Employed in the City.

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

Reappointment

Are you a registered voter?

☒ Yes ☐ No

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

Planning 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.

10 of 10

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.

Commerce City Planning Commission – Chairman 2018 – Present Commerce City Councilman Ward I 2013 – 2017 Adams 14 Educational Foundation 2013 – 2017 Commerce City Housing Authority 2013 – 2017 Urban Renewal Board Member – Commerce City 2013 – 2017 E-470 Residential Area General Improvement District Board 2013 – 2017 E-470 Commercial Area General Improvement District Board 2013 – 2017 Stapleton Citizens Advisory Board 2013 – 2017 DIA Noise Coordinating Committee – Alternate 2013 – 2017 Commerce City Zoning Board of Adjustments 2008 – 2017 Waste No More Executive Committee Denver 12/2022 – 12/2024 Interdepartmental Real Estate Space Executive Committee 12/2022 – 12/2024 Elevate/Rise Bond Executive Committee – Advisory Member 12/2022 – 12/2024 Board of Tax Equalization – Voting member 12/2022 – 12/2024 Logistic Section Chief in the Denver Emergency Operation Center 6/2021 – Present

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

American Institute of Architects - AIA International Facilities Management Association - IFMA Westminster Kickball league University of Colorado Alumni Association

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

Currently I am the chair of the Commerce City Planning Commission for the last 2 years and have served for the last 6 years. I feel we have good commissioners and would like to remain on the board to keep the institutional knowledge of what is going on in the 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:

I have no conflict of interest.

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:

I have no 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:

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?

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

REAPPOINTMENT CHECKLIST

REVIEWER: Jennifer Jones, Planning Manager

APPLICANT: Andrew Amador

BOARD/COMMISSION: Planning Commission

- | | YES/NO |
|---|------------|
| 1. Did the member have regular attendance during their term? | YES |
| 2. Did the member actively participate in meetings and events? | <u>YES</u> |
| 3. Did the member regularly cause disruptions, side track discussions, or not treat their fellow board/commission members or staff with respect? | <u>NO</u> |
| 4. Did the member volunteer, participate, and attend board/commission sponsored events outside of regular meetings? | <u>YES</u> |
| 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? | <u>YES</u> |
| 6. Do you recommend this member be reappointed for another term on the board/commission? | <u>YES</u> |

Comments:

PLANNING COMMISSION

REAPPOINTMENT 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. Please explain your interest in continuing to serve on the Planning Commission.

3. What aspects of the city’s Comprehensive Plan, the document that lays out the long-term growth scenarios of the city, do you like or dislike?

4. What are your views on the growth that is currently taking place in Commerce City? Are you familiar with the Council’s goals regarding growth and development?

5. What are your thoughts on the relationship between the Historic City and the Northern Range? How do you envision the two areas interrelating over time?

6. Explain how you see the role between the Planning Commission and the City 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?

Cultural Council: On Agenda

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.**

Omar

First Name

Lozano

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

27

Fedex Freight

Employer

Operations supervisor

Job Title

Number of Years Employed in the City.

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

Commerce city connected

Are you a registered voter?

☒ Yes ☐ No

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.

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 am a motivated individual with the thrive to become a better person everyday and I want to help people in my community be happy and improve their lifestyle . I have been in operations for over 14 years and enjoy helping people achieve their goals . I am also a bilingual speaker , I speak both Spanish and English and I enjoy translating and communicating to people .

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

Been in operations for 14 years . I help dispatch and supervise logistics .

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

I am a motivated individual and I want to help commerce city improve in every aspect .

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:

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

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

- | | RATING |
|--|---------------|
| 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?

Planning Commission: Submitted

Zoning Board of Adjustment: 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.**

Timothy

First Name

Hoskens

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

1

Total Concrete Services, Inc.

Employer

Safety Manager

Job Title

Number of Years Employed in the City.

0

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

City Website

Are you a registered voter?

☒ Yes ☐ No

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.

15 years As a Concrete Construction Project Manager/ Estimator. Plan reading ability and knowledge of land use and development process. Planning Commissioner training.

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

City of Fort Lupton Planning Commission 02/13/2012-02/02/2014 Alternate Member to Planning Commission. 02/2/2014-04/01/2016 Regular Member to Planning Commission. Did serve as vice-chair to Planning Commission for a time. City of Fort Lupton Utility Advisory Committee 01/01/2012/12/31/2013 City of Fort Lupton Finance/Utility Advisory Committee 05/04/2015-04/01/2016 Fort Lupton Urban Renewal Authority 01/01/2016-04/01/2016 vice-chair

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

To gain the knowledge of city operations and to serve my community.

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:

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:

Emergency Contact

Demographics

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Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or 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

ZONING BOARD OF ADJUSTMENT

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 Board of Adjustment. | _____ |
| 3. Are you familiar with the purpose of the Board of Adjustment? | _____ |
| 4. Do you have any past experiences reviewing the city’s Land Development Code? | _____ |
| 5. With the current growth in Commerce City, please tell us how you see the community evolving over time. | _____ |
| 6. Describe a situation where you had to make a decision based on facts as presented rather than personal feelings or opinions. | _____ |

TOTAL: _____

PLANNING COMMISSION

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. Please explain your interests in serving on the Planning Commission and any past experiences with development, construction, and land and zoning use issues.

3. What aspects of the city’s Comprehensive Plan, the document that lays out the long-term growth scenarios of the city, do you like or dislike?

4. What are your views on the growth that is currently taking place in Commerce City? Are you familiar with the Council’s goals regarding growth and development?

5. What are your thoughts on the relationship between the Historic City and the Northern Range? How do you envision the two areas interrelating over time?

6. Explain how you see the role between the Planning Commission and the City 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?

Citizens Public Safety Advisory Board: Submitted
Comprehensive Plan Citizen's Advisory Committee: 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.**

Dave

First Name

Bierwiler

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

10

Retired

Employer

Fire Chief

Job Title

Number of Years Employed in the City.

0

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

currently serving

Are you a registered voter?

☒ Yes ☐ No

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

Public Safety Advisory Board, Comprehensive Plan Citizens Board

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.

good

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.

47 years fire experience (30 as fire chief in 2 states), 24 years working for similar sized community, degree in criminal justice., currently serving as Chairperson of Public Safety Advisory Committee

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

Public Safety Citizens Advisory Board, Buckley Ranch Metro District

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

I am currently chair of the Public Safety Advisory Committee. We have developed a strategy for 2024 to expand our interaction and coordination with the police department and citizens. We are excited about the potential presented by the new police chief. For example, we will be meeting with two churches in Commerce City(one northside and one south side) in January to collaborate and enhance their interactions with the police department.

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:

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:

Emergency Contact

Demographics

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Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or 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

REAPPOINTMENT CHECKLIST

REVIEWER: Kiana Jodell

APPLICANT: Dave Bierwiler

BOARD/COMMISSION: Citizens Public Safety Advisory Board

- | | YES/NO |
|---|------------|
| 1. Did the member have regular attendance during their term? | YES |
| 2. Did the member actively participate in meetings and events? | <u>YES</u> |
| 3. Did the member regularly cause disruptions, side track discussions, or not treat their fellow board/commission members or staff with respect? | <u>NO</u> |
| 4. Did the member volunteer, participate, and attend board/commission sponsored events outside of regular meetings? | <u>YES</u> |
| 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? | <u>YES</u> |
| 6. Do you recommend this member be reappointed for another term on the board/commission? | <u>YES</u> |

Comments:

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 continue serving 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?

Diversity, Equity, & Inclusion 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.**

Bianca

First Name

Middle Initial

Gonzalez-de La Rosa

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

25

OMNI Institute

Employer

Researcher

Job Title

Number of Years Employed in the City.

N/A

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

Connect Newsletter

Are you a registered voter?

☒ Yes ☐ No

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

DEI 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.

I am 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.

-Master of Social Work -Piton Fellowship program

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

-Commerce City DEI commission

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

I have lived in Commerce City most of my life and am passionate about DEI topics. My interests are around the LGBTQ+ community and accessibility. I would like to continue the progress that this commission has made these past few years.

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 conflict of interest.

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 conflict of interest. Home owner of 10676 E 96th Pl, Commerce City, CO.

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

☐ Yes ☒ No

If yes, please explain:

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?

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

REAPPOINTMENT CHECKLIST

REVIEWER: Eva LaBonte

APPLICANT: Bianca Gonzalez-De Lay Rosa

BOARD/COMMISSION: Diversity, Equity, and Inclusion

- | | YES/NO |
|---|--------------------------------------|
| 1. Did the member have regular attendance during their term? | YES <input type="button" value="v"/> |
| 2. Did the member actively participate in meetings and events? | YES <input type="button" value="v"/> |
| 3. Did the member regularly cause disruptions, side track discussions, or not treat their fellow board/commission members or staff with respect? | NO <input type="button" value="v"/> |
| 4. Did the member volunteer, participate, and attend board/commission sponsored events outside of regular meetings? | YES <input type="button" value="v"/> |
| 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? | YES <input type="button" value="v"/> |
| 6. Do you recommend this member be reappointed for another term on the board/commission? | YES <input type="button" value="v"/> |

Comments:
I have enjoyed working with Bianca

DIVERSITY, EQUITY, & INCLUSION COMMISSION

INTERVIEW QUESTIONS

APPLICANT: _____

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

1. Why do you want to continue serving on the Diversity, Equity, & Inclusion Commission?

RATING

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: _____

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: Archived

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.**

Tyler

First Name

Vitello

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

2

Dittlo Digital

Employer

Owner

Job Title

Number of Years Employed in the City.

3

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

Commerce City Connected Paper

Are you a registered voter?

☒ Yes ☐ No

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.

proficient

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 am wanting to serve because I am interested in giving back to my community and getting involved to make a difference. I have been working and creating in the creative industry for over 10 Years. I have also worked as a kindergarten teacher, sports instructor and love working with the youth, sharing my knowledge and making a difference. I want to get more involved in bringing art and creative programming to the Commerce City area as I know there is a need for it. I work with several other districts including RiNo arts district and the Boulder art community and want to bring what I have learned here to the area I live in!

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

I have worked with: RiNo arts district North Boulder arts district Latino Cultural Arts Center Golden Foothills Art Center Denver Walls Mural Festival Denver Public Arts commission Various Art and culture programs

Tyler Vitello

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

I feel like I can bring a fresh new perspective and ideas to the table. I want to be more involved 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 I do not.

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 just own my house

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

☐ Yes ☒ No

If yes, please explain:

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

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

Tyler Vitello

CULTURAL COUNCIL
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. 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?

Youth Commission: On Agenda

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.**

Anna

First Name

M

Middle Initial

Saia

Last Name

Question applies to Youth Commission

Age

13

Question applies to Youth Commission

Grade

8th grade

Question applies to Youth Commission

School Name

[Redacted]

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

Commerce city

City

CO

State

80022

Postal Code

What Ward do you live in? *

☒ Ward 4

[Ward Map](#)

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Do you currently reside within the City of Commerce City?

☒ Yes ☐ No

Number of years residing in Commerce City

13

Employer

Job Title

Number of Years Employed in the City.

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

Are you a registered voter?

☐ Yes ☒ No

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

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:

Volunteer, Web (student council), Choir, Yearbook.

Question applies to Youth Commission

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

I would like to be part of the Youth Commission because I like to help out, I like to take leadership roles, and I enjoy planning event and program's for people my age.

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

Im good at managing my time and staying organized. Not to mention Im a great team leader and I am very creative

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

None and this time.

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

I enjoy planning events for people my age and working together with different mindsets that other people can experience.

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:

N/A

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:

N/A

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

☐ Yes ☒ No

If yes, please explain:

Emergency Contact

Question applies to Youth Commission

First and Last Name

Brittany Saia

Question applies to Youth Commission

Phone Number

[REDACTED]

Question applies to Youth Commission

Secondary Phone Number

[REDACTED]

Question applies to Youth Commission

Email

[REDACTED]

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

[REDACTED]

Date of Birth

Certification

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.

Anna M Saia

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?

Environmental Policy Advisory Committee: On Agenda

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.**

Steven

S

Vanheusen

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

25

American Baptist Homes of the Midwest

MDS Nurse

Employer

Job Title

Number of Years Employed in the City.

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

City website

Are you a registered voter?

☒ Yes ☐ No

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.

Basic

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.

Founding member of Wyman Historic District, Denver. Former member of CHUN, Denver. Former officer on board of Uptown on the Hill, Denver.

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

Current member of Parasol Patrol Colorado. Volunteer and supporter of Golden Nugget Sisters of Perpetual Indulgence Abbey of the Rocky Mountain Cloysters.

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

For the past 25 years I have felt unwelcome and in danger in Commerce City. I have decided that I will not tolerate hate or intimidation in my city any longer. This vow applies to any marginalized or under-represented community or person.

Question applies to Environmental Policy Advisory Committee

Are you a member of a community organization or nonprofit?

☒ Yes ☐ No

Question applies to Environmental Policy Advisory Committee

If yes, list names of organizations and/or nonprofits:

Diversity, Equity and Inclusion Commission of Commerce City

Question applies to Environmental Policy Advisory Committee

What is your personal lived experience or relationship to environmental issues within Commerce City?

I have lived in Commerce City for 25 years. I have been exposed to many industrial toxins related to large under regulated industry but have also seen local clean up and mitigation projects occur.

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:

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.

Steven S Vanheusen

Ethnicity

Gender

Date of Birth

Certification

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

Steven S Vanheusen

ENVIRONMENTAL POLICY ADVISORY COMMITTEE

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?

- Qué significa para usted “una comunidad de calidad para toda la vida”?

2. Can you describe your vision for what a sustainable Commerce City would look like in the future?

- Puede describir su visión de cómo sería una Ciudad Comercio sostenible en el futuro?

3. What does the term “equity” mean to you? How should the City incorporate equity into its efforts to improve environmental quality in the community?

- Qué significa para usted el término “equidad”? Cómo debería la Ciudad incorporar la equidad en sus esfuerzos para mejorar la calidad ambiental en la comunidad?

4. What do you believe is currently the City’s largest environmental challenge? What obstacles or limitations do you think are preventing this challenge from being addressed?

-Cuál cree que es actualmente el mayor desafío ambiental de la ciudad? Qué obstáculos o limitaciones cree que están impidiendo abordar este desafío?

5. What environmental challenges do you think Commerce City may face in the future as it continues to grow? What are some potential strategies and methods to reduce those impacts?

- Qué desafíos ambientales crees que Commerce City puede enfrentar en el futuro a medida que continúa creciendo? Cuáles son algunas estrategias y métodos potenciales para reducir esos impactos?

6. If selected for this committee, what steps would you see yourself taking (or do you already take) to help facilitate conversations in the community around sustainability and environmental justice efforts?

- Si es seleccionado para este comité, ¿qué pasos se vería tomando (o ya está tomando) para ayudar a facilitar las conversaciones en la comunidad sobre los esfuerzos de sostenibilidad y justicia ambiental?

Extra room for notes is provided on the second page

TOTAL: _____

Page 1 of 4

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

Trenten Robinson

Are you a registered voter?

☐ Yes ☒ No

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

DEI 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

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.

Spanish translator DEI Commission Food banks Immigration Proclamations

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

DEI Commission

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

Knowledge of all the commerce city areas, I think is gonna be extremely helpful with my DEI work . I wanna learn how the city get involved and ways to better understand our community and how the ideas are managed .It helps to know where one is stands and what resources the city has. I would like to learn how the community is protected and better understand what can I offer to this wonderful 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:

No

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

☐ Yes ☒ No

If yes, please explain:

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?

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

REAPPOINTMENT CHECKLIST

REVIEWER: Eva LaBonte

APPLICANT: Vanina Capitaine

BOARD/COMMISSION: Diversity, Equity, and Inclusion

- | | YES/NO |
|---|--------------------------------------|
| 1. Did the member have regular attendance during their term? | YES <input type="button" value="v"/> |
| 2. Did the member actively participate in meetings and events? | YES <input type="button" value="v"/> |
| 3. Did the member regularly cause disruptions, side track discussions, or not treat their fellow board/commission members or staff with respect? | NO <input type="button" value="v"/> |
| 4. Did the member volunteer, participate, and attend board/commission sponsored events outside of regular meetings? | YES <input type="button" value="v"/> |
| 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? | YES <input type="button" value="v"/> |
| 6. Do you recommend this member be reappointed for another term on the board/commission? | YES <input type="button" value="v"/> |

Comments:

I have enjoyed working with Vanina.

DIVERSITY, EQUITY, & INCLUSION COMMISSION

INTERVIEW QUESTIONS

APPLICANT: _____

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

1. Why do you want to continue serving on the Diversity, Equity, & Inclusion Commission?

RATING

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: _____

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: 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.**

Iona

First Name

Longsoldier

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

13

Colorado Department of Public Health and Environment

Employer

Training Specialist II

Job Title

Number of Years Employed in the City.

0

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

N/A

Are you a registered voter?

☒ Yes ☐ No

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

DEI Board

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 am 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.

I am currently a Training Specialist for the Office of STI/HIV/VH @ the CDPHE I train on sensitive topics related to social determinants of health and their direct correlation to health inequities both in Colorado, the nation, and Native American/ tribal communities. I am currently creating asynchronous courses for my department, contracted agencies, and anyone with access to COTrain to increase their knowledge of STI/HIV/VH prevention. Served as Co-Chair on Racial Justice Committee. Served on hiring committee to ensure DEI in all hiring practices. Served on Labor-Management Committee (LMC) as a Union Steward. Created and present original material and training curriculum for both in-person and virtual settings pertaining to UNE's local campaigns (Prop 118, Fair Taxes, Housing HB21-1117). Recruited diverse community members to fight for justice and equity in the public arena. Organized a listening process to uncover the most pressing issues facing the community. Codedeveloped with the Adams County Clerk and Records office to present training on the importance of voting and properly filling out a ballot. Built powerful organizing campaigns to win change and advance racial equity and economic justice in Commerce City.

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

DEI Board Member 2021-Present Community Organizer in Commerce City specifically from 2019-2021

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

I want to continue the work of our board. The first 2 years were spent creating rules and decorum and learning how to work within a budget Commerce City sets. We are finally at a place where we can focus on organizing events and get to know the other boards and how we can start to build relationships and share our 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:

N/A

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:

N/A

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

☐ Yes ☒ No

If yes, please explain:

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?

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

REVIEWER: _____

BOARD/COMMISSION: _____

1. Did the member have regular attendance during their term?

Comments:

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 continue serving on 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: _____

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 & Golf Advisory Committee: 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.**

Karl

First Name

Zimmermann

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

3

AlexanderJoseph Designs LLC

Employer

Designer / Planner / Builder

Job Title

Number of Years Employed in the City.

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

Mailer

Are you a registered voter?

☒ Yes ☐ No

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.

I am an engineer by education, an avid golfer and biker, and I have a passion for clean and efficient design. I am now running my third business which I would like to think has given me an ability to be empathetic, organized and all the other things life teaches you. I also have a sound understanding of mechanical systems which works hand in hand with planning, or should. Perhaps what makes me rather unique is that I prefer to be proactive rather than reactionary.

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

I am currently the President of the Buffalo Run HOA, and when I was racing was involved with both NASA and the SCCA in developing rules and scrutineering practices.

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

We spent a month in Europe last summer including a good week in Denmark, where they have a mile of bike "road" for every standard road. While I don't necessarily want to push for the same here, it does seem like we could consider ways to link current bike routes as we continue to develop. That said, my main passion is golf. I am one of roughly 30 who paid for an annual pass. So, I know the course and staff at the golf course very well. While we are all hopeful that the new irrigation system will improve the appearance and playability of the course, it's only the first step. I would love to go into more detail when we are face to face.

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:

Am I allowed to struggle with this question? I assume many of those serving within the Commerce City Boards own homes in the area. If serving on a Board, which may lead to improvements in the area, is going to favorably impact property values, then how can any property owner in Commerce City serve? I am sure this question is meant much more specifically, in which case my answer is no, but I hope you see the possible issues here.

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

☐ Yes ☒ No

If yes, please explain:

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?

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

PARKS, RECREATION, & GOLF ADVISORY COMMITTEE

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. 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: On Agenda

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.**

Maria

M

Marentes

First Name

Middle Initial

Last Name

Question applies to Youth Commission

Age

14

Question applies to Youth Commission

Grade

9th

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

8

Employer

Job Title

Number of Years Employed in the City.

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

Aliyah Acevedo

Are you a registered voter?

☐ Yes ☒ No

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

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:

Adams City High School Student Council AVID Wellness Committee (kids first)

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

I believe I should be considered for appointment to the Commerce City Youth Commission because as a freshman in high school, I maintain the importance of the idea that growing leadership skills is impartial for every career and situation. I trust that by forming part of the Commerce City Commission I can give back to my community to grow my leadership skills.

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

I am bilingual. I speak fluent Spanish and English. I can read and write at a high level in both languages. I form part of the student council. In student council, we build on good teamwork skills and we learn how to solve problems under pressure. I am in the AVID program. AVID has taught me skills such as good note-taking, organization, and proper conversation and debating skills.

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 find high interest in forming part of the Commerce City Youth Commission because I want to begin to build on my stable leadership skills to expand my knowledge on how to become a better team leader for any given situation. I also am very interested in the contribution to our community and forming part of a young group of leaders that help the development of our communities every day would be amazing.

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:

Emergency Contact

Question applies to Youth Commission

First and Last Name

Tania

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

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?

Diversity, Equity, & Inclusion Commission: Eligible

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.**

AmericaCarbajal

First NameMiddle InitialLast Name

Email Address

Home Address

Suite or Apt

Commerce city

CO80022

CityStatePostal 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

Fuerza en Accion de Mujeres
Activas, Group

Director

EmployerJob Title

Number of Years Employed in the City.

3

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

web page

Are you a registered voter?

☐ Yes ☒ No

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

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 am familiar with the 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.

At this moment I am participating in specific training to be part of a commission with Protegete organization, I have taken others such as social action leadership, how to organize people, I am a trainer to form cooperatives, know rights, mental health, I have a degree in business administration. companies in my country Mexico, and I am finishing my law degree with a university also in my country, and I have two professional careers not relevant to justice, and a recent diploma in sustainability. I have been president of the board of directors of two organizations, the Humanitarian Center for Workers and interim in Colorado Immigrants Rights Coalition, Vice President of United Immigrants and more. Director of Organizing at the Humanitarian Center for workers and organizer for the National Alliance of Domestic Workers. and form the group that I am currently the director of.

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

Start to Movement Advancement Project (MAP), Humanitarian Center for workers of Denver, Colorado Immigrants Rights Coalition Nacional Domestic Workers Alliance, Red Nacional de Jornaleros, Fuerza en Accion de Mujeres Activas, Center for Community wealth building, Protegete organization. For 22 years I have participated in social justice actions, with others such as COLOR, 9&5 organizations,

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

I am convinced that I can contribute my experience as a community leader for 22 years, due to the needs that I have observed, our Hispanic community needs to be represented when agreements are reached or changes are made in our city, I know from experiences and coexistence the needs or problems that affect us or benefit, I have created community connections, and I want to be a liaison between this commission and the community to improve the lives of the people who live in Commerce City.

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:

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:

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

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: _____

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.