



To: City Council Boards & Commissions Committee

From: Dylan A. Gibson, City Clerk

Subject: Q1 2025 Boards & Commissions Applicant Interviews

Date: January 21, 2025

MEETING DETAILS

Interviews will be held on Saturday, January 25, 2025, virtually via Zoom. Please join the Zoom meeting no later than 9:45 a.m. 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 nominations.

INTERVIEW SCHEDULE FOR JANUARY 25

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

TIME	APPLICANT	DESIRED BOARD
10:00	Justin Sack	Parks, Recreation & Golf Advisory Committee
10:15	Garret Bilotft*	Planning Commission
10:30	Emily Perez	Cultural Council
10:45	Shawn Poe	Zoning Board of Adjustment
11:00	Jeff Turner	Citizens Public Safety Advisory Board
11:15	Remigio Arellano	Youth Commission – Youth
11:30	Ashley Roman	Diversity, Equity & Inclusion Commission
11:45	Carlos Jimenez	Cultural Council
Noon	BREAK	BREAK
12:15	Tim Skolyak	Veterans Commission
12:30	Michelle Sessions	Youth Commission - Adult
12:45	Maria Zubiata	Senior Commission
1:00	END	
* - Applying for reappointment		

BOARD & COMMISSION VACANCIES

There are a total of 54 vacancies

BOARD NAME	POSITIONS AVAILABLE	APPLICANT LIST
Building Code Board of Appeals (new)	5 Regular Members 2 Alternate Members	None
Citizens Public Safety Advisory Board	6 Regular Members	Jeff Turner
Cultural Council	4 Regular Members	Emily Perez Carlos Jimenez
Derby Review Board	1 Design Professional 1 Regular Member 2 Alternate Members	None
Diversity, Equity & Inclusion Commission	3 Regular Members	Ashley Roman
Environmental Policy Advisory Committee	3 Regular Members 1 Alternate Member	None
Housing Authority	1 Alternate Member	None
Parks, Recreation & Golf Advisory Committee	2 Regular Members	Justin Sack
Planning Commission	1 Alternate Member	Garret Bilotft*
Quality Community Foundation	4 Regular Members	None
Senior Commission	2 Regular Members 1 Alternate Member	Maria Zubiata

Veterans Commission	3 Regular Members 2 Alternate Members 3 Ex-Officio Members	Tim Skolyak
Youth Commission	2 Adult Members 2 Youth Members	Remigio Arellano – Y Michelle Sessions - A
Zoning Board of Adjustment	3 Alternate Members	Shawn Poe
* - Applying for reappointment		

ATTACHMENTS

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



Profile

Question applies to multiple boards

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

Which Boards would you like to apply for?

Parks, Recreation & 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.**

Justin _____ Sack _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Broomfield _____
City

CO _____
State

80023 _____
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

0

TruGreen _____
Employer

General Manager _____
Job Title

Number of Years Employed in the City.

20 years

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

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.

As the General Manager of TruGreen, I believe I would be a valuable resource for the city. I am licensed in pesticide applications and a lead a team that is actively engaged in the the community. Throughout my career, I have successfully managed a wide range of projects, including large-scale unit train rail construction and operations, the development of dry and liquid bulk facilities, and trucking operations, among others,

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

I am not been very active in the past few years but I'm looking forward to being more engaged.

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

I grew up in Brighton and have spent the majority of my career working in the Commerce city area. I was previously employed with L.G. Everist and Rocky Mountain transload. I've seen the community steadily grow and improve over the last 20 years. I would love to be a part of that continued progress.

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:

N/A

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?

Yes I would be

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?

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.**

Garret

First Name

L

Middle Initial

Biltoft

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

4

Pact Studios

Employer

Senior Project Architect

Job Title

Number of Years Employed in the City.

4

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

I am a current member of the board

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.

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 a licensed architect with 24 years of experience in the field. In addition, I am the chairperson of the Commerce City Planning Commission. I was also a member who participated in the acceptance of the current 2045 Commerce City Comprehensive Plan.

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

Commerce City Planning Commission - Chairperson, AIA Colorado Local Advisory Committee - Committee Member, Cleworth Architectural Legacy Project - Volunteer, Step-Up For Down Syndrome Walk - Team Member for the past 8 years.

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

I strongly believe in serving my community. This was learned as I earned my Eagle Scout badge and reinforced by my time in the Armed Forces. I have been involved with the Planning Commission since 2021. I feel that serving on the planning commission is a way for me to serve my whole community with my skills as an Architect. I am also a parent of a person with special needs. I believe in advocating for people in this community whose voices are not in this process.

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 am an architect licensed in the state of Colorado who works locally in the Denver Metro area. I work on commercial projects, primarily in the healthcare market To date, I have not worked on any projects or pursuits within Commerce City.

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?

Not at at this time

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

REAPPOINTMENT CHECKLIST

REVIEWER: _____

APPLICANT: _____

BOARD/COMMISSION: _____

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

Comments:

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: 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.**

Emily _____
First Name

Ja _____
Middle Initial

Perez _____
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

Capital Lumber _____
Employer

Business Manager _____
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.

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.

Extremely 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.

-Producer and Director in the theatre industry for 15 years, with experience in youth theatre, community theatre and professional theatre. 2016-2020 : Founder and owner of Bub Comedy, a comedy production comedy based out of Longmont CO that designed comedy shows (stand-up, sketch, and variety) for local and small businesses, including the annual Longmont Laugh Fest which brought in national comics to do multiple shows over multiple venues over a single week, culminating in a showcase event and beer festival. 2017-2018 President of Longmont Artwalk, a non-profit that provided local street art festivals in Longmont, CO 2017-2020 : Worked as Executive Director of The Butte Theatre, a regional professional theatre based in Cripple Creek with a focus on building community and youth programming 2021-current : Literary Manager at Athena Arts Project, a Denver-based nonprofit focused on building opportunities for women and nonbinary artists. Currently, owner of UnLeashed Theatre Company, a theatre company that performs through the Denver area.

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 care deeply about how the arts can build community. I would love to find opportunities where my experience can help foster more of this 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

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Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or commission?

No

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

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?

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.**

Shawn _____ E _____ Poe _____
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

2

WSB _____ Director of Municipal Services _____
Employer Job Title

Number of Years Employed in the City.

2

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

Instagram

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 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 have been a proud resident of Commerce City for just over two years. I was employed as City Engineer for the City from 2022-2024 until I made a career move to work in the civil engineering private sector. I have been a civil engineer for over 30 years, mostly serving in the public sector working for municipalities. I have worked as a Building Official in my career and know and understand the International Building Code (IBC) along with the other codes associated with the IBC. I also know and understand the City's Land Development Code. I have a construction background and understand the complexities that can occur with developing in a City. I have a BS in Civil Engineering with a Masters in Engineering Management. I am a licensed professional engineer in CO. I am interested in serving the City and being apart of the civic environment.

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

I am active in the Colorado Cherokee Circle, which is a satellite community of Cherokee citizens in CO. I have participated in the City's Parks & Recreation softball league the past two years. I regularly attend city events such as music in the park, the Memorial Day Parade, public meetings for construction projects, and seasonal activities. I keep in touch with City Council proceedings.

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

I believe my experience as a civil engineer and previous municipal engineer makes me a great candidate for this board. I have a technical background with a common sense approach to making decisions.

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:

N/A

Emergency Contact

Demographics

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

Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or commission?

Not at this time

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

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:
_____ |

Profile

Question applies to multiple boards

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

Which Boards would you like to apply for?

Citizens Public Safety Advisory Board: Submitted

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

Jeffrey _____ S _____ Turner _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Commerce City _____
City

CO _____
State

80022 _____
Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

8

Asphalt Specialties _____
Employer

Safety and Risk Manager _____
Job Title

Number of Years Employed in the City.

4

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

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.

Former Deputy Sheriff, Former Volunteer Firefighter, US Army Vet

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

Church Security

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

Ive always loved giving to the community, this seems to hit home.

Conflict of Interest Statement

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No

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

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?

Not at this time

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

CITIZENS PUBLIC SAFETY ADVISORY BOARD

INTERVIEW QUESTIONS

APPLICANT: _____

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

- RATING**
1. What does a “quality community for a lifetime” mean to you?

 2. What is your reason for wanting to serve on one of the city’s boards and commissions? Explain your interest in the citizens public safety advisory board.

 3. What do you hope to accomplish by serving on the Board?

 4. How would you contribute to the police department’s continued improvement?

 5. Please tell us about a time when you became aware of a problem and how you provided advice that assisted in either improving the situation or solving the problem.

 6. This board meets every fourth Thursday of the month at 4:00 PM and regularly hosts and participates in community events. How would you balance work, extracurricular activities, and serving on the Board?

TOTAL:

Profile

Question applies to multiple boards

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

Which Boards would you like to apply for?

Youth Commission: Submitted

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

Remigio Arellano
First Name

E
Middle Initial

Arellano
Last Name

Question applies to Youth Commission

Age

14

Question applies to Youth Commission

Grade

9

Question applies to Youth Commission

School Name

Email Address

Home Address

Suite or Apt

Commerce city
City

CO
State

80022
Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

14

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:

None

Question applies to Youth Commission

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

I can help make changes to the community for the better, and I can provide community service

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

Dj, fitness, hard labor,

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 want to be apart of the movement and the voice of the commerce city youth

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

Remigio arellano

Question applies to Youth Commission

Phone Number

Question applies to Youth Commission

Secondary Phone Number

Question applies to Youth Commission

Email

Demographics

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

Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or commission?

Yes

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: 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.**

Ashley _____ Roman _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Commerce City _____
City

CO _____
State

80022 _____
Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

2

Veterans affairs _____
Employer

Social worker _____
Job Title

Number of Years Employed in the City.

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

Newspaper

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.

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

I am a social worker who works with vulnerable populations and helps advocates for their needs to be met. Training in health inequities

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 would love to give back to my community. I grew up in aurora and recently moved to commerce city and would love to be more active in the 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:

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

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

Yes No

If yes, please explain:

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?

Possibly

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: _____

Profile

Question applies to multiple boards

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

Which Boards would you like to apply for?

Cultural Council: Submitted

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

Carlos _____ Jimenez _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Commerce City _____
City

CO _____
State

80022 _____
Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

6

27J Schools _____
Employer

Art Instructor _____
Job Title

Number of Years Employed in the City.

5

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

Spouse

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.

Adams County Cultural Arts 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.

Highly comfortable and 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 an art teacher with experience in educating and inspiring students of all ages. As a resident of Commerce City, I am connected to the community and passionate about contributing to its growth and development. Additionally, I am currently serving on the Adams County Art and Cultural Committee, where I actively participate in initiatives that promote arts and culture in the region. My background in both education and community service, combined with my commitment to the arts, would allow me to bring valuable insights and a strong dedication to this board/commission.

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

Over the past few years, I have actively participated in the following civic and professional organizations and activities: Adams County Art and Cultural Committee - As a current member, I help guide initiatives that support and promote arts and culture within the community. Commerce City Resident - I am actively involved in community events and local initiatives that contribute to the growth and development of Commerce City. Art Education - As an art teacher, I have contributed to local schools and educational programs, encouraging creativity and engagement among students. Additionally, I have attended various professional development workshops and conferences related to art education and community engagement, continuously seeking ways to enhance my impact on the local community and the arts sector.

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

I am interested in serving on this board because I believe that Commerce City has a unique and vibrant arts scene that deserves dedicated attention. While the Adams County Arts and Culture Committee serves the entire county, I feel that the needs and opportunities in Commerce City are distinct. By focusing on the arts within our city, I can contribute to building a stronger cultural identity and support for local artists in a more targeted and meaningful way. I would love the opportunity to serve my community more closely and help enhance the cultural landscape of Commerce City.

Conflict of Interest Statement

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

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

no

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

no

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

Yes No

If yes, please explain:

but... My partner is Darci Martinez, she is on the Environmental Policy Advisory Committee

Emergency Contact

Demographics

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Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or commission?

Not at this time.

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

CULTURAL COUNCIL

INTERVIEW QUESTIONS

APPLICANT: _____

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

- | | 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?

Veterans Commission: Submitted

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

Tim _____ S _____ Skolyak _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

COMMERCE CITY _____
City

CO _____
State

80022 _____
Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

3

FedEx Express _____
Employer

Sr. Talent Acquisition Specialist _____
Job Title

Number of Years Employed in the City.

5

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

Commerce 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.

Expert

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 purple heart veteran that helped build and then ran a Veterans club at Southern Utah University. I have experience working with Veterans after separation in school and in finding their professional careers.

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 enjoy working with and helping veterans and I am looking to help improve the area that I live in.

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 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:

I do not.

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?

I am interested, please let me know where I can help.

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

VETERANS COMMISSION

INTERVIEW QUESTIONS

APPLICANT: _____

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

- RATING**
1. Why do you want to join the veterans commission?

 2. What skills and traits do you possess that will positively contribute to the veterans commission?

 3. Tell us your involvement in the community or other organizations that support our community, specifically with veterans services?

 4. How will you balance work and other outside activities with serving on the veterans commission?

 5. How do you envision the role of veterans in a “Quality Community for a Lifetime?”

TOTAL:

Profile

Question applies to multiple boards

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

Which Boards would you like to apply for?

Youth Commission: Submitted

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

Michelle

First Name

Sessions

Last Name

Middle Initial

Question applies to Youth Commission

Age

Question applies to Youth Commission

Grade

Question applies to Youth Commission

School Name

Email Address

Home Address

Suite or Apt

Commerce City

City

CO

State

80640

Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

10

Booz Allen

Employer

Subcontracts

Job Title

Number of Years Employed in the City.

0

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

Belle Creek/HOA

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.

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:

None

Question applies to Youth Commission

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

Want to be more involved as i have fostered for 5 years and do DEI with my work and working with a small business who is working with youth

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

I have been fostering for about 5 years and in involved with the DEI at my employer and work with youth and would like to expand and help more

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

DEI and other fun activities for my company and for the neighborhood that I live in. I kayak, go lots of art, DIY, archery, go to farmers markets etc

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

I'm interested in learning and seeing how I can help the community, with my background in subcontracts I can review and go and answers and follow regulations but at the same time make change and get my voice heard

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

Wade warden

Question applies to Youth Commission

Phone Number

Question applies to Youth Commission

Secondary Phone Number

Question applies to Youth Commission

Email

Demographics

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

Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or commission?

Maybe

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 – ADULT

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 work, extracurricular activities, and serving on the youth commission?

 5. How do you envision the role of youth 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?

Senior Commission: Submitted

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

Maria _____ Zubiata _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Commerce City _____
City

CO _____
State

80022 _____
Postal Code

What Ward do you live in? *

[Ward Map](#)

Primary Phone

Alternate Phone

Do you currently reside within the City of Commerce City?

Yes No

Number of years residing in Commerce City

28 years

Cultivando _____
Employer

Promotora _____
Job Title

Number of Years Employed in the City.

10 Years

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

My Friend, Matilde Villareal

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.

Somewhat comfortable

Experience and Civic Activities

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

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

Currently serving in the Active Adult Advisor Committee since 2023 and the Church.

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

- Cultivando, non-profit organization helping the Spanish-speaking community with their emotional well-being for 10 years - Peer mentor for mothers with postpartum depression in Aurora Mental Health Center for 3 years - Collaborated with VIVE Wellness, non-profit org. promoting an active lifestyle within the Hispanic community for 3 years

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

I am interested in serving on this commission because of my ongoing commitment to supporting and empowering the community. Through my work with the Active Adult Advisor Committee, Cultivando, Aurora Mental Health Center, and VIVE Wellness, I have gained valuable experience in advocating for the well-being of diverse groups, particularly within the Spanish-speaking and Hispanic communities. I am passionate about contributing to the development of Commerce City by leveraging my background in mental health, wellness, and community engagement.

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?

No

Question applies to multiple boards

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

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

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

Yes No

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

Yes No

Question applies to multiple boards

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

Yes No

SENIOR 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 Senior Commission?

 2. What skills and traits do you possess that will positively contribute to the senior commission?

 3. Tell us your involvement in the community or other organizations that support our community, specifically with senior services?

 4. The senior commission meets every second Thursday of each month at 3:00 PM at the Civic Center. How would you balance work, extracurricular activities, and serving on the senior commission?

 5. How do you envision the role of seniors in a “Quality Community for a Lifetime?”

TOTAL:

Council Policy #CP-3
Adopted 8/31/09 by Resolution 2009-31
Revised [] by Resolution []

SUBJECT: Boards and Commissions

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

A. **APPOINTMENT, REAPPOINTMENT AND VACANCIES**

1. **Appointment**

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

2. **Reappointment**

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

- b. City staff will document past participation of each member who desires to be reappointed and submit the same to the Council along with the application by the member wishing reappointment.
- c. All existing board or commission members and alternates can be subject to an interview process as required by Council.
- d. Applicants for reappointment on boards and commissions will be notified of the Council's decision made at a regularly scheduled council meeting.

3. Criteria for appointment and reappointment

- a. No conflicts.
- b. Regular attendance (not missing more than two (2) meetings without a valid excuse).
- c. Participation.
- d. Preparation.
- e. Support of community.
- f. Respect for staff and public.
- g. Working for community versus personal purposes.
- h. Indication of a desire to promote and act in accord with established policies of the City and Council's vision for the City.

4. Vacancies

- a. In addition to the provisions established by the City Charter and/or Municipal Code, a vacancy is identified by (1) newly-created seat on a board or commission, or an expired term after a successor has been duly appointed.
- b. Solicitations to fill vacancies may be in the form of (1) press releases to the local media, (2) posting a notice at the officially-designated posting locations, (3) City website, (4) City newsletter, and (5) cable television.

5. Needs of members

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

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

B. TERMS OF OFFICE

1. Terms established

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

C. ROLES AND RESPONSIBILITIES

The roles and responsibilities for each board and commission are set by the City Charter, ordinance, enabling legislation or by Council.

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.

F. **COMPLAINT SUBMISSION AND INVESTIGATIVE PROCESS**

1. *Complaints.*

- a. For any apparent violation by a non-councilmember¹, board or commission member of City Charter, the Commerce City Revised Municipal Code, Council Policies or any other applicable law or policy ("City Law"), the City may initiate an investigation or impose penalties under this section based on a verified complaint. Any member of the public, board or commission members, or City staff must follow this procedure for bringing any complaint regarding a board or commission member to the City's attention. Council members are encouraged to use this procedure, but are not required to do so.
- b. In some circumstances, such as a complaint involving allegations of harassment, anonymous complaints may be submitted. However, the complaint must include a statement providing a reasonable basis for requesting anonymity.
- c. Verified complaints of an alleged violation of City Law shall be submitted to the City Manager's Office. The City Manager or designee shall determine whether the complaint meets the requirements of this policy. If the complaint is determined to meet the requirements of this policy, the City Manager shall promptly forward the complaint to the entire Council, the City Manager, and the City Attorney including a designation of confidentiality and a copy of this policy. If the complaint is determined to not meet the requirements of this policy, the City Manager or designee shall return the complaint to the complainant, if known, with an explanation of the requirements of this policy.
- d. To meet the requirements of this policy, complaints must:
 - i. Be verified;
 - ii. With the exception of circumstances warranting anonymity, include the complainant's name and contact information;
 - iii. Identify the individual alleged to have violated policy;
 - iv. Provide specific and sufficient factual detail to identify a policy that is at issue and the specific conduct alleged to have occurred that was in violation of the policy;
 - v. Claims and suspicions unsupported by sufficient factual allegations shall be insufficient to meet the requirements of this policy.

¹ Councilmembers are subject to the process outlined in CP#26.

- e. Except in circumstances when the law prohibits sharing a complaint or when allegations concern minors or individuals whose identity the City has a legal basis to protect, the complaint will be shared with the subject of the complaint.
- f. Retaliation of any kind against a person who in good faith files a complaint, participates in an investigation, or is a witness in any investigation is strictly prohibited.

2. *Investigation and Resolution*

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

G. PROCEDURAL RULES

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