



City Council Communication

AGENDA DATE: September 15, 2025 **LEGISTAR ITEM #:** Res 2025-147

PRESENTER: Lee Zarzecki
Office

DEPARTMENT: City Attorney's

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Public Hearing
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REQUEST

Approve the resolution making the revisions to Council Policy #CP – 3, Section A4 regarding attendance policy for Commerce City Board and Commission members.

BACKGROUND

On Monday, August 04, 2025, Mayor Pro-Tem Noble made a Council Notice request to revise the Council Policy #CP – 3, Section A4 as currently there is no attendance policy, which has created issues with meeting quorum for our board and commissions. The proposed motion to revise the Council Policy #CP – 3 to read “After two (2) unexcused absences, the appointee will be notified by the City Clerk office that unless the board or commission chair is contacted directly within thirty (30) days with a reasonable explanation, the appointment will be automatically rescinded at the next regular council meeting on the Consent Agenda. The former appointee may reapply for future vacancies.”

Council Policy #CP – 3 sets the guidelines for appointment, reappointment, and qualifications of members in addition to the Code. The Community Relations division, together with the City Clerk’s office, conducts a quarterly advertising campaign to solicit interest and applications to the city's boards and commissions. Following that campaign, and after review of all application materials by the Committee, the Committee has made recommendations to the full City Council to appoint persons to the designated boards and commissions. In adopting the recommendations, the City Council is also choosing not to appoint or reappoint applicants to certain boards or commissions.

CITY COUNCIL COMMUNICATION CONTINUED

JUSTIFICATION

<input type="checkbox"/> Council Goal	<input checked="" type="checkbox"/> Strategic Plan	<input type="checkbox"/> Work Plan	<input type="checkbox"/> Legal
Citation	<p>On August 04, 2025, Mayor Pro-Tem Noble directed staff to amend the Council Policy #CP – 3, Section A4 to add a section for unexcused absences for board and commission members.</p> <p>Adding this will help both the board and commission structure as well as better our recruitment to fill a vacancy with those who are more willing and available.</p>		

AVAILABLE ACTIONS

- Action #1 Adopt Resolution as presented.
- Action #2 Continue Resolution to later date.
- Action #3 To deny the Resolution.

STAFF RECOMMENDATION

Staff recommends action #1, adopt the resolution as presented.