

# MEMO

**To:** City Council Boards & Commissions Committee Members

**From:** Jordan Roberts, Deputy City Clerk

**Subject: Board & Commission Applicant Interviews**

**Date:** February 7, 2024

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## **MEETING DETAILS**

Interviews will be held on Monday, February 12, in Room 2108 before the City Council study session. Please join the meeting no later than 4:50 p.m. to ensure interviews begin promptly at 5:00 p.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 12**

Each applicant will have approx. 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.

One applicant has elected to come and interview in person. They can either stay in the room until their interview time, or they can wait in the lobby, and I can get them when you all are ready.

**MEMO CONTINUED**

<b>Time</b>	<b>Applicant</b>	<b>Desired Board</b>
5:00 PM	Cynthia Montes	Cultural Council Diversity, Equity, & Inclusion Commission
5:15 PM	Desiree J Kennison	Youth Commission*
5:30 PM	Ana Le Scoezec	Diversity, Equity, & Inclusion Commission Planning Commission
6:00 PM	END	* - Applying for Reappointment

**BOARD & COMMISSION VACANCIES**

There are a total of 50 vacancies.

<b>Board Name</b>	<b>Positions Available</b>	<b>Applicant List</b>
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 Longsolider
EPAC	1 Regular Member 1 Alternate Members	Steven S Vanheusen
Housing Authority*	1 Regular 1 Alternate Member	N/A



**MEMO CONTINUED**

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
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?**

Cultural Council: Submitted  
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.**

Cynthia \_\_\_\_\_ Montes \_\_\_\_\_  
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**

4

Montes Trucking Inc \_\_\_\_\_ Bookkeeper \_\_\_\_\_  
Employer Job Title

**Number of Years Employed in the City.**

0

**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.**

Very Comfortable

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## **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 not received specific training, but I can say that I am passionate about watching this community improve.

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

- Commerce City Youth Commission - Church Treasurer for the Youth Group - President of the Youth Group

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

As someone who went to Adams City High School and was a part of the Commerce City youth commission back then, I would like to get involved with my community again. I would love to make Commerce City better for my family, my neighbors and all those who are around me. I am very passionate about making a change in this community and watching it grow!

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## 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:

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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:

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No

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

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Yes  No

If yes, please explain:

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## Emergency Contact

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## 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

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### Gender

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Date of Birth

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## Certification

Are interested in serving on any other board or commission?

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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.**

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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.**

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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.**

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Yes  No

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

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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.**

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Yes  No

# CULTURAL COUNCIL

## INTERVIEW QUESTIONS

APPLICANT: \_\_\_\_\_

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

- |  | <b>RATING</b> |
|--|---------------|
| 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:** \_\_\_\_\_

# 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?**

Youth 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.**

Desiree

First Name

J

Middle Initial

Kennison

Last Name

Question applies to Youth Commission

**Age**

15

Question applies to Youth Commission

**Grade**

9th grade

Question applies to Youth Commission

**School Name**

[Redacted School Name]

[Redacted Email Address]

Email Address

[Redacted Home Address]

Home Address

[Redacted Suite or Apt]

Suite or Apt

Commerce City

City

CO

State

80022

Postal Code

**What Ward do you live in? \***

[Redacted Ward Name]

[Ward Map](#)

[Redacted Primary Phone]

Primary Phone

[Redacted Alternate Phone]

Alternate Phone

**Do you currently reside within the City of Commerce City?**

Yes  No

**Number of years residing in Commerce City**

10

Student

Employer

Student

Job Title

**Number of Years Employed in the City.**

N/A

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

Current Commission Member

**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.**

Youth Commisonn

**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

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## **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:**

Commerce City Youth Commission, LaTeena Leadership Summer and Annual Programs, Yearbook Club, Cooking Club, Brighton Image Summit, Cherry Creek Diversity Program, Brave Space, Homecoming Princess Nominee, and Sources of Strength Peer Leader.

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

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I have been an active member of the Youth Commission throughout my first term. In my first year as a Youth Commission member, I received recognition for being the 2nd highest in participation. I actively volunteer for as many events as I am able to, and attend meetings regularly. As my first term comes to a close, I can reflect on the knowledge I have gained on how the Commission meetings operate, the various leadership roles within the Commission, and Roberts Rules of Order. In August, I was voted to the position of Board Secretary and I would love the opportunity to continue to serve in that capacity. As an experienced commission member, I feel that I can continue to have meaningful involvement in my community and act as a role model for new Youth Commission Members to help onboard them and learn, just as I did.

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

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Attended the National League of Cities Conference in 2023 which enhanced my understanding of how local government works, the laws and legislation that impacts our cities, and how we as youth can advocate for our communities. At the Cherry Creek Diversity Program, I had an opportunity to learn more about suicide prevention, neurodiversity, and how to advocate for equitable outcomes for individuals with disabilities. As a Sources of Strength Peer Leader, I completed training on mental health and suicide prevention. I have been very fortunate to be exposed to a variety of different learning opportunities whether that was through my formal education or through the opportunities I have had through the Youth Commission and other Youth development programs which has provided me with many different skills that have proven valuable in the Youth Commission. For example, in 2022 I attended every Music at the Park event to help recruit new members to the Youth Commission. I am outgoing, friendly and not afraid to attend the various events that the Youth Commission participates in. I am emotionally intelligent, empathetic, kind, and reliable.

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

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Commerce City Youth Commission, LaTeena Leadership Summer and Annual Programs, Yearbook Club, Cooking Club, Brighton Image Summit, Cherry Creek Diversity Program, Brave Space, Sources of Strength Peer Leader, Jazz and Ballet Dance, Choir, Soccer, Ultimate Warriors, Outdoor Adventure Series at Commerce City Recreation Center, Water Activities Series at Commerce City Recreation Center, Northglenn Youth Theater, Aurora Youth Theater, Reunion Theater, Adams County Mayors and Commissioner's Award Winner. In the 2 years that I have been on the Youth Commission, I have only missed two meetings and I have never been tardy to a meeting.

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

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I have really enjoyed the last two years of serving on the commission. I enjoy working with all of the members on the commission, learning from the presenters that come to speak to us, volunteering in the various events, and planning events. Serving those in my community is important to me, I come from a family of public servants, my great grandfather was the Mayor of Commerce City and I hope to one day be able to follow in his footsteps. I see the work that I do in the Youth Commission as an opportunity to prepare me for that later in life. I think that the best way to improve our communities is to be an active and engaged resident. The Youth Commission allows me to do so and one day, when I am old enough, perhaps I can see what other commissions I can serve on and participate in.

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## 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:

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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:

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No.

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

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Yes  No

If yes, please explain:

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## Emergency Contact

Question applies to Youth Commission

**First and Last Name**

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Doreen and Saul Falcon

Question applies to Youth Commission

**Phone Number**

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[REDACTED]

Question applies to Youth Commission

**Secondary Phone Number**

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[REDACTED]

Question applies to Youth Commission

**Email**

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[REDACTED]

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## 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

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[Redacted]

### Gender

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[Redacted]

[Redacted]

Date of Birth

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### Certification

**Are interested in serving on any other board or commission?**

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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?**

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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.**

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Yes  No

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

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Yes  No

# REAPPOINTMENT CHECKLIST

REVIEWER: Leslie Yang & Jennifer Penoncello

APPLICANT: Desiree Kennison

BOARD/COMMISSION: Youth Commission

- |  | YES/NO                               |
|--|--------------------------------------|
| <b>1. Did the member have regular attendance during their term?</b>  | YES <input type="button" value="v"/> |
| <b>2. Did the member actively participate in meetings and events?</b>  | YES <input type="button" value="v"/> |
| <b>3. Did the member regularly cause disruptions, side track discussions, or not treat their fellow board/commission members or staff with respect?</b>  | YES <input type="button" value="v"/> |
| Sometimes at meetings, the Commissioner can cause disruptions and participate in off-topic conversations that distract other Commissioners.  |                                      |
| <b>4. Did the member volunteer, participate, and attend board/commission sponsored events outside of regular meetings?</b>   | YES <input type="button" value="v"/> |
| Desiree volunteers for multiple events and conferences outside of regular meetings.  |                                      |
| <b>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?</b> | NO _____                             |
| With appropriate support and mentorship, Desiree can continue to be a contributing member of the Youth Commission.   |                                      |
| <b>6. Do you recommend this member be reappointed for another term on the board/commission?</b>  | YES _____                            |

**Comments:**

# 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 continue serving 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  
Planning 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.**

Ana \_\_\_\_\_ Le Scoezec \_\_\_\_\_  
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**

3 years 9 months

City of Brighton \_\_\_\_\_ Revenue Manager \_\_\_\_\_  
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.

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

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## 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 a degree in economics and several years experience working in in the finance department for a local government. I speak English, Spanish and French and have have lived, worked and studied in multiple countries, an experience which brought me into contact with people from a wide range of backgrounds and exposed me to new ideas.

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

- Professional: Association of Certified Fraud Examiners: earned Certified Fraud Examiner (CFE) designation and continue to participate in continuing education. - Professional: Colorado Government Finance Officers Association (CGFO) - attended various events, trainings and conferences - Professional: CML Annual Conference - had opportunity to attend for first time in 2023

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

I enjoy my current work in local government and have a desire to serve in the city where I live. I am interested in the diversity, equity and inclusion commission because I am a US citizen born aboard and would like to use my experience and perspective to serve my community. I am also interested in the planning commission as my career in local government has provided me with the basic knowledge of planning and development and I would like to be involved in that process where I live.

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## 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:

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N/A - I do not own a business

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:

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N/A - only property I own is my home in commerce city

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

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Yes  No

If yes, please explain:

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## Emergency Contact

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## 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

# 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: \_\_\_\_\_

# 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:**  
\_\_\_\_\_

## 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.