



To: City Council Boards & Commissions Committee

From: Kim Adame, Assistant City Clerk

Subject: Q2 2025 Boards & Commissions Applicant Interviews

Date: April 22, 2025

MEETING DETAILS

Interviews will be held on Saturday, April 26, 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 APRIL 26

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	Fredda Dampier	Planning Commission
10:15	Jaeger Luke	Building Code of Appeals
10:30	Jeff Turner	Citizens Public Safety Advisory Board
10:45	Sara Peppers	Environmental Policy Advisory Committee
11:00	Sara Peppers	Parks, Recreation & Golf Advisory Committee
11:15	Michelle P Curry	Diversity, Equity, & Inclusion Commission
11:30	Michelle P Curry	Youth Commission
11:45	Shawn Poe	Zoning Board of Adjustment
Noon	Adan Ramos*	Derby Review Board
12:15	Renata Trisilawati	Environmental Policy Advisory Committee
12:30	END	END
* - Applying for reappointment		

BOARD & COMMISSION VACANCIES

There are a total of 52 vacancies

BOARD NAME	POSITIONS AVAILABLE	APPLICANT LIST
Building Code Board of Appeals (new)	5 Regular Members 2 Alternate Members	Jaeger Luke
Citizens Public Safety Advisory Board	6 Regular Members	Jeff Turner
Cultural Council	2 Regular Members	None
Derby Review Board	1 Design Professional 1 Regular Member 2 Alternate Members	Adan Ramos*
Diversity, Equity & Inclusion Commission	3 Regular Members	Michelle P Curry
Environmental Policy Advisory Committee	3 Regular Members 1 Alternate Member	Sara Peppers Renata Trisilawati
Parks, Recreation & Golf Advisory Committee	1 Regular Member 3 Youth Members	Sara Peppers
Planning Commission	1 Alternate Member	Fredda Dampier
Quality Community Foundation	5 Regular Members	None
Senior Commission	2 Regular Members 1 Alternate Member	None
Veterans Commission	2 Regular Members 2 Alternate Members 3 Ex-Officio Members	None
Youth Commission	1 Adult Member 2 Youth Members	Michelle P Curry – Adult

Zoning Board of Adjustment	1 Regular Member 2 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?

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.**

Fredda

First Name

Middle Initial

Dampier

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

Closing Connection Title

Employer

Accounts Payable and Receivable Assistant

Job Title

Number of Years Employed in the City.

11

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

On the 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.

I am extremely comfortable using various tech tools.

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 spirit of collegiality and will strive for consensus on all issues. With an extensive background in commercial and residential property management, I can provide financial management, strategic planning, regulatory compliance, risk management, human resources, homeowner association governance, industry knowledge, and communication.

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

Food Bank of the Rockies, Family Homestead, and Habitat for Humanity.

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

I am interested in serving on this commission because I am passionate about my community and my city and believe my passion and skills can contribute significantly to achieving the goals set for our community.

Conflict of Interest Statement

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

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

No.

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?

Senior Commission and Citizens Public Safety Advisory Board

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

PLANNING COMMISSION

INTERVIEW QUESTIONS

APPLICANT: _____

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

RATING

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

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

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

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

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

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

TOTAL:

Profile**Which Boards would you like to apply for?**

Building Code Board of Appeals: 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.**

Jaeger

First Name

M

Middle
Initial

Luke

Last Name

Email Address

Home Address

Suite or Apt

Erie

City

CO

State

80516

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

The South Adams County
Fire Department

Employer

Fire Prevention Lieutenant

Job Title

Number of Years Employed in the City.

2 years 5 months

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

Tiffany Long

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.

N/A

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

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.

Lieutenant of construction for the South Adams County Fire Department. Extensive knowledge of building code, fire code, and NFPA standards. Bachelor's degree in construction management from Rowan University, currently working on my master's at Regis University in Leadership and Project Management. Have spent 10 years as a contractor and 2 plus years as a code official.

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

Belle Creek Metro District No. 1 Assistant Secretary - 2 years NFPA 200 Hangers and Bracing Committee - Less than 1 year SME for the National Institute for Certification in Engineering Technologies - ITM of Water based systems Levels I-III

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

I want to serve on this board because I will soon be moving back into the community March 27, 2025 and I want to do my best to help serve a community that has already given me so much! While living in Belle Creek and working for the Metro District I was able to truly engage and help the community, however, with this position I will also be able to use my perspective and skills to help the community to a greater extent. Being both a code official and contractor should allow me to look at problems fairly and without bias one way or another.

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:

Currently, I am not a business owner within the confines of the city. I only work for South Adams County Fire Department.

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:

Currently, I own a home on 11285 Kenton St. I will be moving into the home March 27, 2025 and this will be my permanent residence.

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

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

Building Code Board of Appeals

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 serving on the Building Code Board of Appeals. | _____ |
| 3. What aspects of the city’s Building Safety Code, the requirements to safeguard the public health, safety, and general welfare, do you like or dislike? | _____ |
| 4. Do you have any experience reviewing the city’s Building Safety Code? | _____ |
| 5. 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

First Name

S

Middle Initial

Turner

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

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?

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:

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.

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.

Profile

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

Which Boards would you like to apply for?

Environmental Policy Advisory Committee: Submitted
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.**

Sara N Peppers
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

Dig Studio Associate Landscape Architect
Employer Job Title

Number of Years Employed in the City.

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

at a PRG Committee meeting

Are you a registered voter?

☒ Yes ☐ No

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

no

Are you applying for reappointment to a board or commission?

☐ Yes ☒ No

Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.

very comfortable

Experience and Civic Activities

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

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

I'm a licensed landscape architect and urban planner / designer (6 years post graduate) with a passion for the environment, the built environment, public spaces, and social equity. My education is from Mississippi State University where I graduated cum laude with my BLA, also with minors in sustainability, architecture, and sociology.

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

American Alpine Club - general member Colorado Mountain Club - general member (and 14er finisher!) Alpha Rho Chi - professional fraternity for architecture and the allied arts. As a young professional, I served as a regional director and oversaw 3 university chapters. While in school, I served on the executive board, including 2 years as chapter president. American Society of Landscape Architects - affiliated with this organization professionally, though not a current member. Served as chapter president while in college.

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

Currently, my career is focusing on public spaces, parks, and urban connections. This directly relates to my personal ethos of what I want out of where I live, particularly when it comes to the well-being of myself, the environment, my neighbors, and the overall community at large. I'm a very hard worker and have been working on my personal home here in Commerce City to be an ecological asset. I'd love to continue improving the areas around me through building community and educating others, as well as having a voice for parks, open spaces, trails, and sustainability efforts within the City.

Question applies to Environmental Policy Advisory Committee

Are you a member of a community organization or nonprofit?

☒ Yes ☐ No

Question applies to Environmental Policy Advisory Committee

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

American Alpine Club

Question applies to Environmental Policy Advisory Committee

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

I've owned a home here for 3 years, which sat on a terribly underutilized lot with bad soils. As a homeowner, I obviously wanted to see this improved for multiple reasons - but I have been working very hard to improve the quality of the soil, provide pollinators a source of food, and use low-water native plants to enrich the environment for myself and my neighbors. I see a lot of my neighbors, who consist mostly of hard-working families, and loads of them either have subpar landscaping that offer no ecological benefit or have the generic American vision of non-functional turf, heavy water use plants, along with massive carts full of trash every Monday. As someone who is very environmentally conscious, I compost in my backyard but I'd love to see this encouraged throughout the City, as well. Living near the Rocky Mountain Arsenal is something that I see as an asset to the community - yes, there are environmental issues buried underground, but its open space that can be utilized to bring awareness and teach others about the importance of our actions. Lastly, I occasionally bike to work (downtown Denver) and have a 20+ mile commute through more industrial parts of NE Denver / SW Commerce City...passing Suncor, inhaling pollutants, dodging debris on roads and trails.

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:

Unsure. I work as a landscape architect at a firm in Denver, but I don't know if that would be a conflict of interest.

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

Unsure - I own a home in Commerce City, and anything that the Board/Commission would do would have a positive impact on my property...as well as all of my neighbors.

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?

Yes

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

ENVIRONMENTAL POLICY ADVISORY COMMITTEE

INTERVIEW QUESTIONS

APPLICANT: _____

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

RATING

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

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

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

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

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

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

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

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

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

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

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

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

Extra room for notes is provided on the second page

TOTAL: _____

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?

Diversity, Equity, & Inclusion Commission: Submitted
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	P	Curry
First Name	Middle Initial	Last Name

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

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

5

State of Colorado

Employer

JBC staff policy analyst

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.

Great!

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:

Question applies to Youth Commission

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

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

I am currently working toward a Masters degree in Public Policy. I have a background in research, especially related to social equity. I am also a former teacher, and would love the opportunity to work with youth again.

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

Girl Scouts Colorado People's Alliance CO Education Association

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

Working at the state government level has helped me to understand how impactful and important local government is. I would like to be a part of building a stronger community for my family and neighbors.

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

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?

I would be interested in any, but these most align to my skillset

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

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

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: _____

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?

Zoning Board of Adjustment: 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.**

Shawn

First Name

E

Middle Initial

Poe

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

WSB

Employer

Director of Municipal Services

Job Title

Number of Years Employed in the City.

2

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

City Staff

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.

Zoning Board of Adjustment as Alternate

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

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:

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?

Derby Review Board: 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.**

Adan

First Name

A

Middle
Initial

Ramos

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

0

Merrick & Company

Employer

Associate Architect

Job Title

Number of Years Employed in the City.

3

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

I am reapplying

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.

Derby Design Review Board

Are you applying for reappointment to a board or commission?

☒ Yes ☐ No

Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.

Superb

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 on the Board Design Professional Architect

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

Derby Design Review Board CU Denver Student Government

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

I have enjoyed my time in the derby review board and I believe we are in the midst of making great change in the board influence. The URA is working closely with the board to revitalize derby and so is City Council

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:

None

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 own property in commerce city

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

☐ Yes ☒ No

If yes, please explain:

Emergency Contact

Demographics

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

Ethnicity

Gender

Date of Birth

Certification

Are interested in serving on any other board or commission?

Question applies to multiple boards

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

Question applies to multiple boards

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

☒ Yes ☐ No

Question applies to multiple boards

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Question applies to multiple boards

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

☒ Yes ☐ No

DERBY REVIEW 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. Are you familiar with the purpose of the Derby Review Board and the Derby District? | _____ |
| 3. What aspects of the Derby Review Board interest you? | _____ |
| 4. What aspects of the Derby zoning, master plan, and design guidelines do you like or not like? | _____ |
| 5. Please tell us about your past experiences dealing with development, architecture, construction, and land and zoning use issues. | _____ |
| 6. What do you believe are factors that contribute to a healthy and vibrant commercial district? | _____ |

TOTAL: _____

Profile

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

Which Boards would you like to apply for?

Environmental Policy Advisory Committee: 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.**

Renata

First Name

Middle Initial

Trisilawati

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

Employer

Job Title

Number of Years Employed in the City.

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

Julia Newman

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.

Northglenn Sustainability Committee

Are you applying for reappointment to a board or commission?

☐ Yes ☒ No

Staff liaisons communicate with board and commission members via email and meeting agendas are distributed electronically online. Please describe your level of comfort with using technology.

I am highly comfortable with using technology, such as email, video conference, etc

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.

- Chair of the Northglenn Sustainability Committee - Environmental Justice Course - Graduate studies in International Social Policy - Undergraduate studies in International Relations - Policy analysis - Social and political research - Partner engagement - Community outreach and engagement

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

- Northglenn Sustainability Committee - Colorado Department of Public Health and Environment - Adams County Health Department - Colorado Environmental Health Association - Metro Denver Partnership for Health - Colorado Health Institute

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

I have a deep passion for climate policy and sustainability work, especially in the area where I live. I want to help make changes and contribute to the community where I live.

Question applies to Environmental Policy Advisory Committee

Are you a member of a community organization or nonprofit?

☐ Yes ☒ No

Question applies to Environmental Policy Advisory Committee

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

No

Question applies to Environmental Policy Advisory Committee

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

I have a deep concern about the DI communities in Commerce City, as well as the air quality issues.

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

None Selected

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

ENVIRONMENTAL POLICY ADVISORY COMMITTEE

INTERVIEW QUESTIONS

APPLICANT: _____

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

RATING

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

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

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

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

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

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

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

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

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

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

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

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

Extra room for notes is provided on the second page

TOTAL: _____

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.