



City Council Communication

AGENDA DATE: May 7, 2025

LEGISTAR ITEM #: NO. 2025-070

SUBMITTED BY: Kimberly Adame

DEPARTMENT: City Clerk's Office

☐ Ordinance	☒ Resolution	☐ Presentation
☐ Admin Business	☐ Public Hearing	☐ Other

REQUEST

Approve a resolution appointing members for designated Boards and Commissions to the City of Commerce City.

BACKGROUND

The Commerce City Charter, Section 11.1, gives the City Council the power to create boards and commissions and the authority to appoint the members of the boards and commissions. Advisory boards and commissions are created by motion or Resolution and all others are created by Ordinance. Most of the boards and commissions are codified in the Commerce City Revised Municipal Code Chapter 2 Article III. The Code provides for member qualifications, term limits, and duties and powers afforded to them by the City Council. City Council has adopted Council Policy #CP-2, which established the Boards and Commissions Committee of the City Council ("The Committee"). The Committee is responsible for reviewing applications, interviewing applicants, and making recommendations for appointment by the full City Council in compliance with Charter. Council Policy #CP-3 sets the guidelines for appointment, reappointment, and qualifications of members in addition to the Code. The Community Relations division, together with the City Clerk's office, conducts a quarterly advertising campaign to solicit interest and applications to the city's boards and commissions. Following that campaign, and after review of all application materials by the Committee, the Committee has made recommendations to the full City Council to appoint persons to the designated boards and commissions. In adopting the recommendations, the City Council is also choosing not to appoint or reappoint applicants to certain boards or commissions. Despite the

CITY COUNCIL COMMUNICATION CONTINUED

appointments being made by this resolution, vacancies among certain boards and commissions are being created or will continue

FINANCIAL IMPACT

Contractor	N/A
Amount of Request/Contract	N/A
Amount Not To Exceed	N/A
Amount Budgeted	N/A
Budget Year	N/A
Funding Source	N/A
Additional Funds Needed	N/A
Funding Source (if funds needed)	N/A

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
N/A	N/A
Years and Months of Contract	Number of Times Renewable
N/A	N/A

JUSTIFICATION

☐ Council Goal	☐ Strategic Plan	☐ Work Plan	☐ Legal
Citation			

BOARDS & COMMISSIONS ASSIGNED

Board or Commission	
Recommendation	
Date of Recommendation	

PUBLIC OUTREACH

N/A

AVAILABLE ACTIONS

N/A

STAFF RECOMMENDATION

CITY COUNCIL COMMUNICATION CONTINUED

N/A
