



**Agenda Memorandum**

Agenda Item – 8.A.

City Council Meeting  
March 17, 2025



**Strategic Priority 2: Community Empowerment and Engagement**

Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.

**Subject:** Resolution No. 4 Promotion and Appointment of Members to the City's Boards and Commissions

**Prepared By:** Kathryn Schroeder, Deputy City Clerk

**Recommended City Council Action:**

Adopt Resolution No. 4 to appoint an alternate member to the Historic Landmark Board and promote two alternate members to regular members on the Inclusivity Board.

**Summary Statement:**

- There are currently four vacancies on the City's Boards and Commissions (Attachment 1).
- Two of these vacancies were carried over from previous resignations, while two new vacancies resulted from regular members of the Inclusivity Board resigning on June 12, 2024 and January 27, 2025 respectively.
- One resident interested in serving on the Historic Landmark Board has completed an application and video interview. The application materials have been forwarded to City Council for consideration.
- City Council action is requested to appoint a new alternate member to the Historic Landmark Board and to promote alternate members to regular positions on the Inclusivity Board, which would reduce the total number of vacancies across all City Boards and Commissions to one.

**Fiscal Impact:**

\$0 in expenditures

**Source of Funds:**

Not applicable

**Policy Issue(s):**

Does City Council wish to appoint and promote selected members to serve on the City's Boards and Commissions to fill vacancies where applicable?

**Alternative(s):**

City Council could choose not to appoint and promote members. This is not recommended, as the Westminster Municipal Code (W.M.C.) requires vacancies to be filled within 45 days after a vacancy occurs.

**Background Information:**

On January 13, 2025, City Council reappointed, appointed, and promoted members to various Boards and Commissions by Resolution, filling all but two existing vacancies. Since then, recruitment efforts have continued, however, the City Clerk's Office has also received notice of two additional resignations.

Following the January 13 Resolution, one alternate member vacancy remained on the Historic Landmark Board (HLB). On January 14, 2025, William Detweiler submitted an application expressing interest in serving on this board. The application was processed and has been sent to City Council for consideration. If appointed, Mr. Detweiler would fill the HLB alternate vacancy with a term set to expire on December 31, 2027, in accordance with W.M.C., which requires alternate terms to expire in odd-numbered years.

On January 27, 2025, Seth McGinnis, a regular member of the Inclusivity Board, submitted his resignation. Additionally, the City Clerk's Office was notified that Douglas Pfeiffer had resigned on June 12, 2024. Per standard procedure, it is recommended that first alternate Steve Brachman and the second alternate Alan Farb be promoted to regular members to complete the remainder of the vacant terms, which expire on December 31, 2026. These promotions do not create alternate vacancies, as the Inclusivity Board was previously reduced in size, and these promotions complete the nine-person roster.

The Human Services Board continues to have one alternate member vacancy, with no current applicants. However, recruitment efforts are ongoing.

Promoting and appointing members to the City's Boards and Commissions supports the City's Strategic Priority of Community Empowerment and Engagement through significant volunteer contributions by community members and by including the public in conversations and decisions regarding citywide amenities and services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jody L. Andrews", with a long horizontal flourish extending to the right.

Jody L. Andrews  
City Manager

**Attachments:**

Resolution No. 4: Board and Commission Appointments

Attachment 1: Current Board and Commission Vacancies