



## Agenda Memorandum

Agenda Item 9.A.

City Council Meeting  
January 23, 2023



### **Strategic Priority 3: Shared Sense of Community**

Foster equitable opportunities that help residents feel at home and connected in their community and empowered to live their best lives.



### **Strategic Priority 4: Quality of Life**

Ensure that Westminster offers a diverse range of amenities and activities for residents, businesses and visitors that honor the city's history and support the arts, parks, recreation, open spaces, and libraries.

**Subject:** Resolution No. 2 Reappointing Members and Appointing New and Alternate Members to Boards and Commissions

**Prepared By:** Kathryn Schroeder, City Clerk Coordinator  
Abby Fitch, City Clerk

### **Recommended City Council Action:**

Adopt Resolution No. 2 reappointing members and appointing new and alternate members to the Environmental Advisory Board; Historic Landmark Board; Human Services Board; Inclusivity Board; Parks, Recreation, Libraries, and Open Space Advisory Board; Personnel Board; Planning Commission; and Special Permit and License Board respectively.

### **Summary Statement:**

- City Council action is requested to reappoint members to Boards and Commissions and appoint residents to serve as regular and alternate members on established City of Westminster Boards and Commissions where vacancies exist.
- Beginning in January 2018, members appointed or reappointed to a Board or Commission are term-limited to four two-year terms.
- In the Fall of 2022, current members of the City's Boards and Commissions whose terms expire on December 31, 2022, were contacted by the City Clerk's Office to gauge interest and willingness to continue serving. Reappointment requests were received from 26 of the 32 board members with expiring terms. Six resignations were received.

- City Council held interviews with applicants interested in serving on Boards and Commissions with vacancies on January 7, 2023.

**Fiscal Impact:**

\$0 in expenditures

**Source of Funds:**

Not applicable

**Policy Issue(s):**

Does City Council wish to reappoint members and appoint new individuals to serve as regular and alternate members on Boards and Commissions to fill vacancies, where applicable?

**Alternative(s):**

City Council could choose not to reappoint members and appoint new members to Boards and Commissions. This is not recommended as these board members are volunteers who provide valuable service to the City.

**Background Information:**

Each year, City Council is requested to review Board and Commission membership that are at the end of their terms for consideration of reappointment. City Council also works to fill any vacancies that may have occurred with current members resigning from the Board or Commission on which they are serving. Beginning in January 2018, members appointed or reappointed to a Board or Commission are term-limited to four two-year terms, which was also considered during these interviews.

Last fall, the City Clerk's Office contacted current Boards and Commissions members whose terms expired on December 31, 2022, to gauge interest and willingness to continue serving. Reappointment requests were received from 26 of the 32 board members with expiring terms. Six resignations were received. On January 7, 2023, City Council conducted interviews with volunteers interested in serving on the City's Boards and Commissions.

Westminster Municipal Code (W.M.C.) 2-1-1(E)(1) requires that within five-member boards or commissions, three members shall have terms that expire on even-numbered years and two members shall have terms that expire on odd-numbered years. W.M.C. 2-1-1(E)(2) requires that within seven-member boards or commissions, four members shall have terms that expire on even-numbered years and three members shall have terms that expire on odd-numbered years. W.M.C. 2-1-1(E)(5) requires that alternates shall have terms that expire on odd-numbered years. Based on these requirements of the W.M.C., several of the new appointments and re-appointments for existing Board or Commission members are recommended to adjust their term expiration to properly align with these requirements and noted as such in the paragraphs that follow.

City Council action is requested to reappoint members to Boards and Commissions and appoint residents to serve as regular and alternate members on established City of Westminster Boards and Commissions where vacancies exist.

Three of the Environmental Advisory Board members, Linda Allison, Nathan Christianson, and Maria Rotunda wish to be reappointed. Current regular member, Clelia McVay's expiration on her term has

been adjusted from December 31, 2023, to December 31, 2024, to align board membership with the W.M.C. 2-1-1(E)(2) requirement related to the staggering of seven-member boards or commissions term expirations. Current Alternate Member, Jennifer Braun Paliszewski, is pending promotion to full membership. Jennifer Fugita, from the 2022 waitlist, is pending appointment as a new alternate member if the attached Resolution is approved.

One of the Historic Landmark Board members with an expiring term, Mary Oswell, wishes to be reappointed. Kaaren Hardy and Tennille Wood submitted their resignations with regrets. There was an additional vacancy created by the resignation of Sarah Lorek at the beginning of December 2022. New board members Kathy Pascoe and Shirley Garcia will be appointed to regular members and Kristy Lynn Padilla Gotham will be appointed as an alternate member with the adoption of this Resolution. Current Alternate Member Keith Teeter is pending promotion to full membership.

One member of the Human Services Board with an expiring term, Katie Ruske, wishes to be reappointed. Current Members Jessica Mazzant and Karen Zimmerman submitted their resignations. Current regular member, Christine Geerts' expiration on her term has been adjusted from December 31, 2023, to December 31, 2024, to align board membership with the W.M.C. 2-1-1(E)(2) requirement related to the staggering of seven-member boards or commissions term expirations. Alternate member Kathy Busby is pending promotion to a regular membership. Lori Sanchez will be appointed as the new alternate member.

Six members of the Inclusivity Board with expiring terms, Richard Chamberlain, Seth McGinnis, Miguel Mendoza-Hall, Megan Peters, Douglas Pfeiffer, and Michelle Pfeiffer Zajic wish to be reappointed. Beverly Bishop submitted her resignation with regrets. As a result of Ordinance No. 4169 (Councillor's Bill No. 60, series 2022) to reduce the number of Inclusivity Board memberships from 13 regular members and two alternates to nine regular members, vacancies will not be filled.

All five members of the Parks, Recreation, Libraries, and Open Space Advisory Board with expiring terms indicated they wished to serve another term: Stephanie Bingham, Mark Harris, Mary Litwiler, Marley Steele-Inama, and Tonya Yost.

One member of the Personnel Board, Betty Whorton, would like to return for another term. Current regular member, Stephen Pischke's expiration on her term has been adjusted from December 31, 2023, or December 31, 2024, to align board membership with the W.M.C. 2-1-1(E)(1) requirement related to the staggering of five-member boards or commissions expirations. Adam McCoy will be promoted to full membership pending adoption of the attached resolution. Current member Darrell Fuller submitted his resignation. Marc Sisler will be appointed as a new alternate member for this Board.

On the Planning Commission, current members who wish to be reappointed are David Carpenter, Lawrence Dunn, Joe McConnell, and David Tomecek. Current regular member, Tracy Colling's expiration on her renewed term will be December 31, 2023, to align board membership with W.M.C. 2-1-1(E)(2) requirement related to the staggering of seven-member boards or commissions term expirations.

The current members of the Special Permit and License Board who wish to be reappointed to serve another two-year term include the following: David Amin, Parker Brown, Caroline Hatfield, and Martin McCullough.

Reappointing current and appointing new members to the City's Boards and Commissions represent significant volunteer contributions to the City by community members and supports the City's Strategic Plan goals of Shared Sense of Community and Quality of Life by encouraging public engagement with the City and including public in conversations and decisions regarding citywide

amenities and services.

Respectfully Submitted,

*Mark A Freitag*

Mark A. Freitag  
City Manager

**Attachments:**

Resolution No. 2 - Board and Commission Appointments 2023