



## Agenda Memorandum

Agenda Item – {{section.number}}.A.

City Council Meeting  
May 8, 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. 15 Appointing An Alternate Member and Promoting An Alternate Member to Regular Member to the Environmental Advisory Board

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

## **Recommended City Council Action:**

Adopt Resolution No. 15 appointing one alternate member and promoting one member from alternate to regular member to the Environmental Advisory Board.

## **Summary Statement:**

- City Council action is requested to appoint residents to serve as regular and alternate members on established City of Westminster Boards and Commissions where vacancies exist.
- City Council held interviews with applicants interested in serving on Boards and Commissions with vacancies on January 7, 2023.
- By Resolution, City Council appointed residents to fill all Board and Commission vacancies on January 23, 2023, and created a waitlist of two applicants who could not be placed at that time.
- In March of 2023, one member of the Environmental Advisory Board tendered her resignation, creating a regular member vacancy on the Board. The existing alternate member will be promoted to the regular member position and the next waitlisted applicant was contacted to confirm interest in filling the alternate member vacancy on the Board.

**Fiscal Impact:**

\$0 in expenditures.

**Source of Funds:**

Not applicable.

**Policy Issue(s):**

Does City Council wish to promote the alternate member to regular member and appoint a waitlisted member to the vacancy on the Environmental Advisory Board?

**Alternative(s):**

City Council could choose not to promote and appoint members to the Board. This is not recommended as board members are volunteers who provide valuable service to the City.

**Background Information:**

Each year, City Council works to fill vacancies that may occur from current members resigning from the Board or Commission on which they are serving. On January 7, 2023, City Council conducted interviews with volunteers interested in serving on the City's Boards and Commissions. Following interviews, approved candidates were appointed to fill all current vacant Board and Commission positions and two residents were placed on a waitlist.

On March 3, 2023, Clelia McVay, regular member of the Environmental Advisory Board tendered her resignation creating a new vacancy.

Westminster Municipal Code (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., the member being promoted from alternate to regular member is recommended to adjust their term expiration to properly align with these requirements and noted as such in the paragraph that follows.

The current alternate member, Jennifer Fugita, is recommended to be promoted from alternate member with a term expiring on December 31, 2023, to a regular member with a term expiring on December 31, 2024. Waitlisted applicant, Paul Thomas Farquhar, was contacted and confirmed that he is interested in serving as the alternate member with a term expiring on December 31, 2023.

Appointing new members and promoting existing alternate members to the City's Boards and Commissions represents 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. 15 Board and Commission Appointments