



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: January 6, 2011

SUBJECT: Briefing and Post-City Council Briefing Agenda for January 10, 2011

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner 6:00 P.M.

Council Briefing (*The public is welcome to attend.*) 6:30 P.M.

CITY COUNCIL MEETING 7:00 P.M.

POST BRIEFING (*The public is welcome to attend.*)

PRESENTATIONS

1. Council Outreach Event Update

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

EXECUTIVE SESSION

None at this time

INFORMATION ONLY

1. Encroachments on City-owned Land and Easements
2. Centennial Celebration Update
3. Westminster Faire and Holy COW Stampede Date Change

WESTMINSTER HOUSING AUTHORITY

EXECUTIVE SESSION

1. Discuss strategy and progress on potential sale, acquisition, trade or exchange of certain Authority owned real property and the Authorities' position relative thereto, pursuant to CRS 24-6-402(4)(a).

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
January 10, 2011



SUBJECT: 2011 Community Outreach Events

PREPARED BY: Katie Harberg, Public Information Officer

Recommended City Council Action:

Review the suggested list of Community Outreach events and confirm that City Council wishes to proceed with these. In addition, choose dates for the February, March, April, August, and October events and provide input on the use of postcards for event notification.

Summary Statement:

- City Council has directed the Public Information staff to organize Community Outreach events based roughly upon the template followed in 2010.
- In 2010, nine outreach events were held, including four “We’re All Ears” at summer events sponsored by Parks, Recreation and Libraries.
- Following is a proposed lineup of 2011 events with rough timetables. The 2011 lineup includes ten events, as Council wished to add the Community Service Project back into the program.

Policy Issue: Is the planned scope of events in line with Council’s expectations for the 2011 Community Outreach program?

Alternative: City Council could change the date lineup or location for 2011 Community Outreach events. Staff has attempted to reflect previous direction received from City Council for 2011.

Background Information:

Please note there are two possible event locations for the spring event – the City’s greenhouse is replete with bedding plants in April and also has adequate space to host a Council Outreach event. The promise of spring might be an attraction, plus provide Council with the chance to showcase the City’s parks and recreation flower program. An alternative is Duke’s Auto Garage – a very interesting south Westminster business converting classic cars to electric power. Those events marked to be determined (td) have not yet been scheduled by Parks, Recreation and Libraries.

Suggested events:

		<u>Preferred Date</u>	<u>Second Choice</u>
Community Conversation – Butterfly Pavilion	February	9 or 10	23 or 24
Mayor/Council Breakfast – MAC	March	30 or 31	23 or 24
Community Conversation – City Greenhouse or Duke’s Garage	April	28	21
We’re All Ears/Summer Celebration	tbd		
We’re All Ears/Concert in the Park	tbd		
We’re All Ears/Movie in the Park	tbd		
Westminster Faire	July 30		
Community Conversation – Metro North Chamber	August	16 or 18	
Mayor/Council Breakfast – Covenant	October	13 or 20	12
Community Service Project	tbd		

Public Information staff is also seeking direction on the use of the personal invitations via postcards by City Council to some of these events. PIO printed postcards for the each of the conversation events for Council use in 2010, but received some citizen feedback that they are receiving many duplicates of these invites. Recognizing the personal note from Council is effective, does Council wish to continue sending personal postcards even if some individuals receive numerous cards in the mail for one event? Are there alternative notifications that should be considered?

Public Information staff will be present on January 10th with Council’s most current City calendar in hand. Please bring personal calendars in order to coordinate dates.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
January 10, 2011



SUBJECT: Encroachments on City-owned Land and Easements

PREPARED BY: Rich Dahl, Parks Services Manager
Lauren Schevets, Open Space Technician
John Burke, Senior Engineer

Summary Statement:

This report is for City Council information only and requires no action by City Council.

Several residents of the Cedar Bridge subdivision have been encroaching on City-owned Open Space along the Farmer's High Line Canal, as well as on a drainage easement held by the City located north of the Mushroom Pond Open Space. City Staff has notified these residents that they must remove any improvements by June 1st, 2011.

Background Information

In February, 2009, City Council reviewed and approved changes to the Westminster Municipal Code as well as policies regarding the use of Open Space lands, Parklands, and other City-owned lands. These were drafted in order to have a consistent and coordinated approach for determining when lands that are dedicated to a particular public use may be put to another use, without adversely affecting the public interest. The Westminster Municipal Code provides that lands acquired with open space funds shall be preserved and managed in a natural condition and, generally, will be open for passive public use and enjoyment. The use of public lands for private use or gain is not permitted and, generally, private use of Open Space properties should be discouraged.

Over the past few years, Staff has successfully worked with several landowners along Walnut Creek and Big Dry Creek to remove their personal property from City Open Space. Recently it has come to the attention of Staff that eight property owners in the Cedar Bridge subdivision have been utilizing the City-owned land along the Farmers' High Line Canal, just east of the Mushroom Pond Open Space, for their private landscaping, gardening, and dumping purposes. Staff wanted to make City Council aware that these eight property owners have been notified to cease all activities on the City-owned land and remove all of their belongings by June 1, 2011. The City will pursue enforcement actions after this date should the activities continue.

The Westminster Municipal Code (Section 13-5-12) recognizes that requests may be submitted to the City Open Space Coordinator for permanent or temporary use of or access rights across City Open Space Property; however, the situations the City is dealing with currently go well beyond what was contemplated by the City Code.

In addition to the encroachments on City open space, several residents of Cedar Bridge have been encroaching on an easement held by the City for drainage purposes, located north of Mushroom Pond Open Space. The land is owned and maintained by the Cedar Bridge HOA and the City has a dedicated 40' drainage easement over this tract. Improvements within the drainage easement include:

timber retaining walls, bushes and trees, concrete rubble and flower gardens. City staff will be sending notification letters to three residents that are encroaching within this drainage easement, requesting that they remove their improvements by June 1, 2011.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
January 10, 2011



SUBJECT: Centennial Celebration

PREPARED BY: Katie Harberg, Public Information Officer

Summary Statement:

This report is for information only and requires no action by City Council. This report highlights details and anticipated expenditures for the 2011 observation of the City's centennial celebration.

Background Information:

On April 4, 2011 the City of Westminster will observe its 100th anniversary of a vote by 35 citizens that incorporated the municipality and gave it the name "Westminster." Council has previously been advised of the plan to maximize citizen exposure to this milestone anniversary through the use of a widespread branding program. To that end, a centennial logo was developed and is now beginning to appear on City stationery, the website, and various printed pieces. The logo will also be appearing throughout the year on bus kiosks, flags, and banners. In addition, departments are using the City's centennial as a theme idea for projects and programs that normally exist within their annual operating budgets. An invitation to various community organizations has been mailed providing access to the centennial logo and inviting others outside the City of Westminster organization to also join in the celebration. This letter included a request for letters or proclamations of congratulations to the City of Westminster to be used on April 4, 2011.

Details on the plans for the celebration are as follows:

April 4, 2011 – a photo history of the City's first 100 years, divided along a decade theme, will make its debut in the lobby of City Hall. This exhibit is designed to travel throughout the year to College Hill Library, Irving Street Library and the MAC. The photo history is being designed in conjunction with the Westminster Historical Society and will utilize images from their collection.

At noon on April 4, 2011, an appreciation lunch for employees will be sponsored by the Department of General Services. At that time, a "peal" of the belltower will be played by the City's carillon keyboardist, Robert Gift.

On the evening of April 4, 2011, a reception, open to the community, will be held in the lobby of City Hall. A portrait of living persons who either currently, or have in the past, served on the Westminster City Council will be unveiled. Also, the contents for a time capsule (the location as yet to be determined) will be disclosed. Birthday cake will be served, along with sparkling juice, as Council blows out a giant "100" candle and toasts the anniversary. Direct mail invitations will also be sent to a limited number of persons on the community.

Flags, Banners, Signs – Flags bearing the centennial logo have been ordered for flying at various City facility flagpole locations. Banners for year-long display in City recreation centers have also been ordered, along with “blade banners” to be used outdoors at events like We’re All Ears and the Westminster Faire. Flags and banners are already being installed for display throughout 2011.

Lapel Pins – Epoxy dome pins have been ordered and will be available for all City employees and for use at Community Outreach events, plus 100 each to be provided to each member of Council to distribute as they wish.

Website – The City’s website will have a calendar of all events, both City-sponsored and community-sponsored, that are themed or connected in any way to the centennial celebration.

Poster – Staff is meeting with a graphic designer to explore the concept of commissioning a centennial poster design - that meeting will happen in early January and a final decision about viability of the idea made then.

Some of the early, front-end expenses for the anniversary celebration have been absorbed in 2010 budget accounts. The estimate of expenditures from 2011 is \$20,000.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

Information Only Staff Report
January 10, 2011



SUBJECT: Westminster Faire and Holy COW Stampede Date Change

PREPARED BY: Peggy Boccard, Recreation Services Manager
Heather Hammerstrom, Recreation Specialist-Special Events

Summary Statement:

This report is for City Council information only and requires no formal action by City Council, unless Councillors wish to further discuss these changes with Staff.

In an effort to improve the Westminster Faire, Staff is proposing to change the date of the event from the third weekend in August to the fourth weekend in July. Therefore, the new date for 2011 will be Saturday, July 30th. Listed below are reasons behind the recommended change:

- Holding the Westminster Faire in July would allow Staff to expand the Faire onto the soccer fields. This will enable the event coordinator to be more creative in the layout and to utilize the space in a more inviting and functional manner, which will ultimately add to the quality of the event. Staff is unable to do this in August as it does not give the turf enough time to recover prior to soccer season.
- Seasonal parkworkers end their employment with the City just prior to the existing Westminster Faire date in August. Moving the event to July would reduce overtime costs and would allow a larger number of Parks staff to assist with the event.
- The existing August Westminster Faire schedule coincides with students returning to school. This makes it difficult to obtain staff/volunteers to assist with the event since many are parents and therefore have conflicting back-to-school commitments.
- Staff researched surrounding communities for potential conflicting events and determined there were no issues with the proposed new date.
- Staff believes it is beneficial to continue to hold the Holy COW Stampede on the same day as the Westminster Faire and is recommending the date for that event change as well.

Background Information

The Westminster Faire and the Holy COW Stampede have both been successful events for the City of Westminster. The Faire has been held since 1990 and this one-day festival in the park has now entertained and educated residents of Westminster and surrounding communities for over 20 years. Thanks to the help of many volunteers and local businesses, the Westminster Faire has evolved into one of the largest special events in Westminster with more than 10,000 people in attendance every year.

The Holy COW Stampede has been held for over 18 years and is a well-known and respected event that everyone from the serious runner to the recreational walker enjoys. Both events

encourage family participation and strive to promote local businesses as well as to stimulate activity and cultural awareness.

The Westminster Faire supports the City's Strategic Plan Goal of "Vibrant Neighborhoods in One Livable Community."

Respectfully submitted,

J. Brent McFall
City Manager