



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council
DATE: December 10, 2009
SUBJECT: Briefing and Post-City Council Briefing Agenda for December 14, 2009
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 (Note earlier time)	5:30 P.M.
Council Briefing (<i>The public is welcome to attend.</i>)	6:00 P.M.
Reception for Microtek	6:30 P.M.
CITY COUNCIL MEETING	7:00 P.M.

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

PRESENTATIONS

1. City Council Outreach Program Initial Planning for 2010 (Attachment)

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. Monthly Residential Development Report (Attachment)

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



Staff Report

City Council Study Session Meeting
December 14, 2009



SUBJECT: City Council Outreach Program Initial Planning for 2010

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator
Barbara Opie, Budget & Special Projects Coordinator

Recommended City Council Action

- Provide Staff with direction on when City Council might want to conduct an outreach event, select a date and potential location to be held in January or February 2010.
- Provide preferred dates for Mayor & Council Breakfasts for 2010 so that Staff may confirm locations for these events and commence advertising as appropriate.
- Provide direction on a proposed letter to be sent to homeowner's associations, schools, churches, etc.

Summary Statement

Staff is currently working on a comprehensive review of the City Council Community Outreach Program that will be ready for Council discussion at the beginning of the second quarter 2010. However, Staff wanted to touch base with City Council to determine if the desire existed for another community outreach event similar to the Forza Coffee event that was held last year, for January or February 2010. Also, City Council is requested to provide preferred dates for Mayor & Council Breakfasts/Dessert for 2010 so that Staff may work on locations for these events and commence advertising.

Staff asks that Council bring their calendars to this meeting so that potential event dates may be identified during this meeting should Council desire to host an event in January or February 2010 as well as to select Mayor and Council Breakfast/Dessert dates for 2010.

Staff is also proposing a new component to City Council outreach that includes a letter signed by all of City Council to be sent to homeowner's associations, schools, churches, etc. encouraging participation in the community. Staff is seeking direction from City Council on this proposed new outreach concept.

Expenditure Required: \$1,700 (estimated)

Source of Funds: General Fund – 2010 Central Charges, Outreach Program Budget

Policy Issues

- Does City Council desire to host an outreach event in January or February 2010?
- Does City Council want to host three Mayor and City Council Breakfasts and one dessert in 2010?
- Does City Council want to send the letter out to community members as proposed?

Alternatives

City Council could direct Staff to delay scheduling any outreach events for 2010 and/or sending the proposed letter until a more comprehensive review is conducted and discussed with Council at the beginning of the second quarter 2010.

Background Information

Community Conversation – In January 2009, City Council hosted a City Council “Community Conversation” at Forza Coffee. This event hosted approximately 65 residents who conversed with City Council about their concerns, suggestions and questions about the Westminster community. This meeting utilized a local retail business on a weeknight providing a different opportunity for residents who might not participate in one of the other traditional venues to interact with City Council. This weeknight evening conversation was chosen to encourage and support casual conversations between City Council and Westminster residents in a relaxed environment.

The City Manager’s Office is currently reviewing the successes and challenges of the City Council Community Outreach Program over the last 1.5 years since its inception. Public Information staff will be assisting in this review and incorporating some questions into their bi-annual Communications Plan interviews with City Council to obtain more feedback on the program. We anticipate utilizing this information in our review and returning to City Council at the beginning of the second quarter 2010 with recommendations for potential changes for 2010.

In the meantime, rather than waiting for the outreach program review with City Council at the beginning of the second quarter, Staff is seeking direction from City Council on whether another similar community conversation is desirable for 2010. Staff is investigating meeting location options. If City Council has any suggestions on other potential meeting locations, please provide them to Staff at Monday’s meeting. One possible location would be to host it at Panera Bread in the Shops at Walnut Creek. This would provide a different geographic location than Forza Coffee did in 2009 and will provide more space for residents and Council to interact. Staff has discussed this possibility with Panera Bread management and if City Council is interested, the following dates are available:

- Tuesday, January 12, 19, or 26
- Wednesday, January 13, 20, or 27

Mayor & City Council Breakfasts/Dessert – In addition, Staff recommends scheduling dates for the upcoming year for the Mayor and City Council breakfasts/desserts. During 2009, the Mayor and City Council hosted three breakfasts and one dessert.

Staff has contacted the following facilities and these times/locations are available should City Council desire to host an event as proposed. Please provide Staff direction on these proposed meeting dates, times and locations:

- First Quarter Breakfast – Proposed at The MAC on Thursday, February 11 or 18 at 7 am
- Second Quarter Breakfast – Proposed at the Reclaimed Water Treatment Facility on Thursday, April 8 or 15 at 7 am
- Third Quarter Breakfast or Dessert – Proposed at City Park Recreation Center on Thursday, August 12 or 19 at 7 am or 7 pm
- Fourth Quarter Breakfast – Proposed at the Covenant Village on Thursday, October 7 or 14 at 7 am

City Council Outreach Letter – New in 2010, Staff is proposing that City Council send the attached letter signed by all of City Council to homeowner’s associations, schools, churches, etc., encouraging participation in the community. Included within this letter is proposed a small credit card-sized envelope that will include each member of City Council’s business card as a reference for recipients to keep. The envelope will include the City’s logo, website address and main telephone number. It is like the card envelopes one might receive when checking into a hotel with their room card key. Staff believes this letter signed by City Council might encourage some residents to become more involved and having the business cards of all Council members in one convenient packet may make it easier to keep track of for future contacts. Staff is seeking direction on whether City Council would like to pursue this idea of the attached letter with the business card inserts.

Staff will be in attendance at Monday’s Post City Council Meeting to discuss these items and receive direction. Staff requests that City Council bring their calendars as well to select potential dates for 2010.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER

DRAFT

January 1, 2010

Greetings,

We hope you have had a good holiday season and we wish you a prosperous New Year! You may be wondering why the members of Westminster City Council are writing to you; well, here is the reason: we are asking for your input for the future of our community. We are trying something new this year and we are asking you try it along with us.

City of Westminster
Office of the
Council

4800 West 92nd Avenue
Westminster, Colorado
80031

303-658-2400
FAX 303-706-3921

Nancy McNally
Mayor

Chris Dittman
Mayor Pro Tem

Bob Briggs
Councillor

Mark Kaiser
Councillor

Mary Lindsey
Councillor

Scott Major
Councillor

Faith Winter
Councillor

What we ask you to do in 2010 is to call a Westminster City Council member (our contact information is enclosed), attend a Westminster City Council meeting or Study Session, Mayor and City Council Breakfast or We're All Ears event at least once in 2010. We are not asking for a commitment or for you to speak publicly, although we would welcome that if you are interested in doing so.

If you would like to volunteer for your community, we have a menu of projects at a variety of commitment levels designed to suit your needs available through our Volunteer Services Office at 303-658-2159. In addition, we have a variety of Boards and Commissions that provide assistance and report to the City, and we are always looking for interested citizens to serve on these. Please contact the City Clerk's Office at 303-658-2161 if you are interested in serving.

Yes, this approach takes all of us out of our comfort zone and is a bit unusual. Rest assured that we are not going to ask you to participate or commit to anything beyond just checking out what we are doing as we work for Westminster's continued success as a community. We value your comments and observations as they give us insight to what you experience within our community. Please realize that all requests or suggestions may not be integrated or carried out, nonetheless all comments are respected and valuable to us as we plan our future.

As your elected officials, we feel a responsibility to keep you informed and involved in Westminster. We ask that you fulfill your part as a Westminster resident to be in touch with us at least once in 2010.

Thank you for your time and we look forward to hearing from you soon!

Nancy McNally, Mayor

Chris Dittman, Mayor Pro Tem

Bob Briggs, Councillor

Mark Kaiser, Councillor

Mary Lindsey, Councillor

Scott Major, Councillor

Faith Winter, Councillor



WESTMINSTER

Staff Report

Information Only Staff Report
December 14, 2009



SUBJECT: Monthly Residential Development Report

PREPARED BY: Walter G. Patrick, Planner I

Summary Statement:

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

- The following report updates 2009 residential development activity by subdivision (please see attachment) and compares 2009 year-to-date (November) totals with 2008 year-to-date (November) figures.
• The table below shows an overall decrease (-58.3%) in new residential construction for 2009 year-to-date when compared to 2008 year-to-date totals.
• Residential development activity for the month of November 2009 reflects an increase in single-family detached (3 in 2009 versus 1 in 2008), an increase in single-family attached (1 in 2009 versus 0 in 2008), an increase in multi-family development (7 in 2009 versus 0 in 2008), and no change in senior housing development (0 for both years).

NEW RESIDENTIAL UNITS (2008 AND 2009)

Table with 7 columns: UNIT TYPE, 2008, 2009, % CHG., 2008, 2009, % CHG. Rows include Single-Family Detached, Single-Family Attached, Multiple-Family, Senior Housing, and TOTAL.

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Background Information

In November 2009 there were eleven service commitments issued for new housing units.

The column labeled “# Rem.” on the attached table shows the number of approved units remaining to be built in each subdivision.

Total numbers in this column increase as new residential projects (awarded service commitments in the new residential competitions), Legacy Ridge projects, build-out developments, etc. receive Official Development Plan (ODP) approval and are added to the list.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

ACTIVE RESIDENTIAL DEVELOPMENT

Single-Family Detached Projects:

Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Country Club Highlands (120th & Zuni)
Countryside Vista (105th & Simms)
Huntington Trails (144th & Huron)
Hyland Village (96th & Sheridan)
Legacy Ridge West (104th & Leg. Ridge Pky.)
Lexington (140th & Huron)
Meadow View (107th & Simms)
Park Place (95th & Westminster Blvd.)
Ranch Reserve (114th & Federal)
Savory Farm Estates (109th & Federal Blvd.)
South Westminster (Shoenberg Farms)
Various Infill
Winters Property (111th & Wads. Blvd.)
Winters Property South (110th & Wads. Blvd.)

Oct-09	Nov-09	2008 YTD	2009 YTD	# Rem.*	2008 Total
0	1	16	10	52	17
0	0	1	0	4	1
0	0	2	0	99	2
0	0	0	0	9	0
0	1	15	4	127	15
0	0	4	0	107	4
0	0	1	1	4	1
0	0	0	1	3	0
0	0	2	0	2	2
0	0	7	0	40	7
0	0	2	0	0	2
0	0	0	0	24	0
0	0	5	0	47	5
0	1	1	4	3	2
0	0	0	0	8	0
0	0	0	0	10	0
0	3	56	20	539	58

Single-Family Attached Projects:

Alpine Vista (88th & Lowell)
Bradburn (120th & Tennyson)
CedarBridge (111th & Bryant)
Cottonwood Village (88th & Federal)
East Bradburn (120th & Lowell)
Eliot Street Duplexes (104th & Eliot)
Highlands at Westbury (112th & Pecos)
Hollypark (96th & Federal)
Hyland Village (96th & Sheridan)
Legacy Village (113th & Sheridan)
South Westminster (East Bay)
South Westminster (Shoenberg Farms)
Summit Pointe (W. of Zuni at 82nd Pl.)
Sunstream (93rd & Lark Bunting)

0	0	0	0	84	0
0	0	4	0	0	4
0	0	0	0	0	0
0	0	0	0	62	0
0	0	0	0	117	0
0	0	0	0	10	0
3	0	6	6	12	12
0	0	0	0	20	0
0	0	12	0	153	12
0	0	0	0	62	0
0	0	6	0	58	6
0	0	0	0	54	0
0	0	0	0	58	0
0	1	0	2	16	0
3	1	28	8	706	34

Multiple-Family Projects:

Bradburn (120th & Tennyson)
Hyland Village (96th & Sheridan)
Mountain Vista Village (87th & Yukon)
Prospector's Point (87th & Decatur)
South Westminster (East Bay)
South Westminster (Harris Park Sites I-IV)

0	0	0	0	233	0
0	0	0	0	54	0
0	0	0	0	144	0
0	0	0	0	24	0
0	1	0	1	28	0
0	6	0	6	6	0
0	7	0	7	489	0

Senior Housing Projects:

Covenant Retirement Village
Crystal Lakes (San Marino)
Legacy Ridge (112th & Federal)

0	0	0	0	0	0
0	0	0	0	7	0
0	0	0	0	168	0
0	0	0	0	175	0

TOTAL (all housing types)

3	11	84	35	1909	92
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* This column refers to the number of approved units remaining to be built in each subdivision.