

MEMORANDUM

To: Mayor Murphy, City Council

From: Margy Greer, City Clerk
Teri Colvin, ACIC Coordinator

Date: 04/21/2011

Re: 2011 First Quarter Report - Status of Assignments and Recommendations from the Advisory Commission for an Inclusive Community (ACIC)

The following is a review of the progress of the Advisory Commission for an Inclusive Community (ACIC) during the first quarter of 2011. The review contains updates on assignments and/or recommendations that were made, completed, or are still in the working stages of committees during the first quarter of 2011 and where, if appropriate, those recommendations are in the implementation stage.

ORGANIZATIONAL UPDATE

This year started off with a lot of changes to the ACIC. As of January 1, the ACIC became the responsibility of the City Clerk's Office. City Clerk Margy Greer is the new ACIC Advisor. In late January, Teri Colvin was hired as the ACIC Coordinator.

At the Annual Meeting on January 21, 2011, the ACIC brainstormed project/assignment ideas, elected new officers and drafted several resolutions for future consideration. Allen Cyr was elected Chair; Gay Dugan, Vice-Chair; and Shelly Giroir-Johnson, Secretary.

In the last three months the ACIC adopted five resolutions regarding election procedures for the executive committee members; recommending reducing the total number of ACIC members from 45 to 43; requiring that ACIC elected officers not be members of any particular ACIC committee; defining a quorum; and adopting the Commissioner's Guide. Also in the first quarter of 2011, the ACIC drafted two additional resolutions defining attendance requirements and detailing how ad-hoc committees are formed. These resolutions are expected to go before the Full Commission for approval in the second quarter of 2011.

Four new ACIC members were appointed by City Council to the ACIC: Richard Bryant, James Downing, Joel Leventhal, and Darrell Mead. City Council also re-appointed John Weston. A new member orientation was held in March and all new and existing ACIC members were invited to attend.

ACIC members are being urged to learn more about City of Lakewood programs, policies, facilities, and day-to-day operations. Commissioners are encouraged to learn about what the City of Lakewood and neighboring communities are working on. This will help ACIC members make educated recommendations to City Council, without duplicating efforts that are already in place or ideas that have been considered in the recent past.

2011 PROJECT/ASSIGNMENT UPDATE

ACIC Assignment 2011-01 - Naming/Renaming of City-Owned Parks, Recreational and Cultural Facilities and Major Features: The Parks, Trails, and Open Space Committee and the Neighborhoods Committee worked on a joint project helping the City of Lakewood Community Resources Department review a draft and make policy recommendations regarding the naming/renaming of City-owned parks, recreational and cultural facilities, and major features.

The committees presented their recommendations to the Executive Committee on March 9, 2011, the Full Commission on March 16, 2011 and at the City Council Officers' Meeting held on March 28, 2011. City Council accepted the joint committee's recommendations regarding the draft policy and encouraged the Community Resource Director, Kit Botkins, to finalize a policy on naming/renaming of City-owned parks, recreational and cultural facilities and major features.

Status: Completed

Colorado Municipal League (CML) Annual "If I Were Mayor" Essay Contest Promotion: In late 2010, the Neighborhoods Committee assisted in promoting the Colorado Municipal League (CML) Annual "If I Were Mayor" Essay Contest by visiting middle schools in Lakewood and talking to principals and staff members to encourage students to enter the contest. Essay submissions were due on April 12, 2011, and the ACIC is pleased to report that 67 essays were submitted from Lakewood students this year.

Status: Completed

"Friends of Bear Creek Lake Park" Program Recommendation: Early in 2010, the Seniors Committee considered a recommendation to create a volunteer "Friends of Bear Creek Lake Park" program, similar to that of other parks in the state. The Neighborhoods Committee also provided feedback on the recommendation. This project was eventually handed off to the Parks, Trails, and Open Space Committee late in 2010.

The Parks, Trails, and Open Space Committee presented its recommendation to the Executive Committee and the Full Commission in mid-March. The recommendation was presented at the City Council Officers' Meeting on March 28, 2011. City Council officers accepted the recommendations regarding the formation of a "Friends of Bear Creek Lake Park" program. The City of Lakewood Community Resources Department will move forward with the creation of such a program, working with other volunteer efforts already underway in the park.

Status: Completed

Jeffco Action Center: Early in 2010, the Business Committee was asked to study the needs of the Jeffco Action Center and explore possibilities for further support of the Center from the City of Lakewood.

It is anticipated that the committee will present its recommendations to the Executive Commission and Full Commission during the second quarter of 2011.

Status: In Progress

Single -Use Trails Study on William Frederick Hayden Park on Green Mountain: In early 2010, the Parks, Trails, and Open Space Committee was given the task of making a recommendation to City Council as to whether single-use trails would be beneficial in managing the uses of trails in William Frederick Hayden Park on Green Mountain.

The Executive Committee and the Full Commission recommended approval late in 2010. On January 10, 2011, the Parks, Trails, and Open Space Committee presented their recommendations at the City Council Officers' Meeting. The recommendation presented by the Committee was accepted and the decision was made to leave the trails at Hayden Park on Green Mountain as they are, multi-use trails.

Status: Completed

Translation Assignment: In early 2010, the Business Committee and the Diversity Education Committee evaluated routine City forms to determine if foreign language translation is necessary and cost effective. As a second part of the assignment, the Committees were also asked to review the City's routine communication tools and recommend whether any of these should be available in alternative language formats and, if so, research the costs.

After approval of the recommendation by the Executive Committee and the Full Commission, the recommendation was presented at the City Council Officers' Meeting on January 10, 2011. It was decided at this meeting that the City of Lakewood would add a translation assistance feature on the website when the planned website upgrade happens later in 2011; that the need for translated applications/forms would be considered when new forms are ordered; and that currently it is cost prohibitive to air foreign language programming or have foreign language subtitles on KLTN Channel 8, Lakewood's Government Access Channel.

Status: Completed

If you have any questions related to this report, feel free to contact the ACIC Advisory or Coordinator at 303-987-7080 or by email at acic@lakewood.org.