



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: August 6, 2009

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

<i>Dinner</i>	6:00 P.M.
Council Briefing (<i>The public is welcome to attend.</i>)	6:30 P.M.
CITY COUNCIL MEETING	7:00 P.M.
POST BRIEFING (<i>The public is welcome to attend.</i>)	

PRESENTATIONS

None at this time

CITY COUNCIL REPORTS

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

EXECUTIVE SESSION

None at this time

INFORMATION ONLY STAFF REPORTS – do not require City Council action

1. We're All Ears Outreach Event – Westminster Faire (Attachments)

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



W E S T M I N S T E R

Staff Report

Information Only Staff Report
August 10, 2009



SUBJECT: We're All Ears Outreach Event – Westminster Faire

PREPARED BY: James Mabry, Neighborhood Outreach Coordinator

Summary Statement:

This report is for City Council information only and requires no action by City Council. This report is to update City Council on the We're All Ears City Council event planned for August 15 at 10:00 am at the Westminster Faire at City Park.

This event is taking place during the Westminster Faire at City Park. The purpose of the event is to have Council interact with Westminster citizens in an informal environment while listening to and responding to citizen concerns.

Background Information

The “We’re All Ears” theme is will be utilized at the Westminster Faire to facilitate citizen interaction with City Council at City Park on August 15 at 10:00 am.

Staff will be on hand to assist Council with event logistics; however, this event is intended for Council interaction with the public. The event has been designed for Council to be approachable and accessible to Westminster residents and for everyone to have fun!

Pin wheels, pens, and hacky sacks along with other items will be given away as part of this event to encourage citizen interaction with City Council. Information about the City of Westminster and City programs including City maps, *City Edition*, We’re All Ears magnets, Guard Against Graffiti cards, Boards and Commissions applications, and Westminster mediation brochures will be available for distribution. We’re All Ears response cards will be available for and citizens to record their concerns for Staff response.

Event Timeline

Please note that the Westminster Faire on August 15 begins at 10:00 am.

The timeline for We’re All Ears at the Westminster Faire on August 15 at City Park is as follows:

8:30 am to 10:00 am	Staff will arrive at City Park to secure the event area
9:45 am to 10:00 am	City Council members arrive at City Park; Staff will be on location to assist Council at the event
10:00 am to 4:00 pm	We’re All Ears at the Westminster Faire commences; City Council interacts with residents
4:00 pm	Conclusion of Westminster Faire We’re All Ears event (actual timing of concluding the We’re All Ears event is at the discretion of City Council)

Enclosed is an attachment of the City of Westminster main tent and the planned table arrangement for City Departments. The location of the tent is shown on the attached site map. Staff from the City Manager’s Office will be on site to assist Council, on a rotating basis, throughout the day event in with giveaways and responding to Westminster resident’s questions and concerns.

In case of inclement weather, please call 303-412-8761, extension 428 for an update on event status. If inclement weather forces cancellation of this event, this event will not be rescheduled due to scheduling constraints of City facility availability during the summer months.

Staff asks that City Council members confirm their attendance with Jane Franzen, 303-658-2016 by Thursday, August 13.

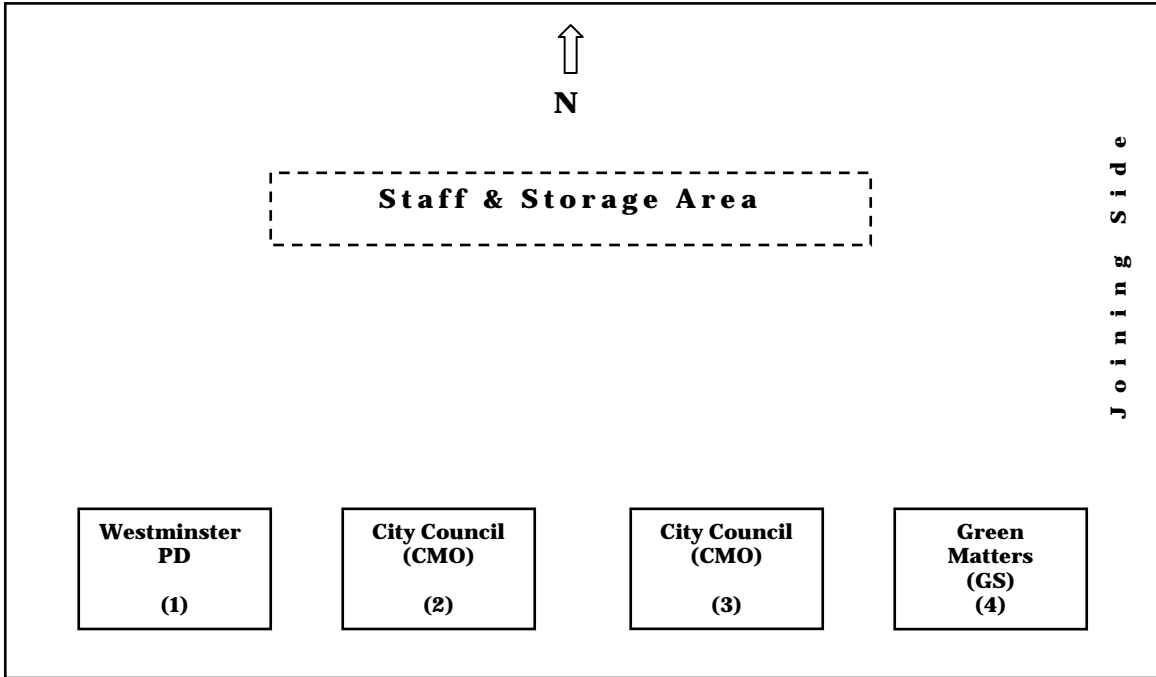
If you have any questions about this event, please contact James Mabry at 303-658-2011.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

Westminster Faire City of Westminster
Tent One (West) 2009



Westminster Faire City of Westminster
Tent Two (East) 2009

