



Special Event Advisory Committee Meeting Agenda

Date: Tuesday, July 12, 2016

Place: Park City Library – Meeting Room 201, Second Floor

Time: 12:00 a.m. to 2:00 p.m.

In attendance:

Absent:

Electronic Participation:

Meeting Facilitator: Jason Glidden

Meeting Minutes: Tommy Youngblood

Next Meeting: Tuesday, October 11th

Meeting Called To Order (estimated time – 12:00 p.m.)

Approval of Minutes from April 12th & 20th, 2016 Meetings

Public Comment: (Any items not included on agenda).

Topic #1: SEAC Policy Review (12:10 p.m.)

Purpose: Review SEAC draft policies. Nominate Chair positions for vote at October meeting.

Product: Review SEAC policies for Joint Session with City Council in the fall.

Joint Session with City Council is scheduled on Thursday, September 22.

Person: Jenny Diersen

Allocated Time: 20 Minutes

Notes:

Topic #2: Event Debrief (12:30 p.m.)

Purpose: Discuss event debrief for events with regards to challenges and successes for the 2016 year.

Product: Committee discussion and feedback

Allocated Time: 1 hour (~10-15 minutes each event)

Notes: Since last meeting we have had 30 permitted events, and 30 event days. Before October meeting, we will have an additional 31 permitted events, with 54 event days. Major events are listed below. Please refer to calendar attachment and advise if you have comments about other events or activities not listed.

2a: Ragnar Relay

Purpose: Discuss event debrief for event with regards to challenges and successes of the event.

Person: Jenny Diersen

Questions for Committee:

What do you think is working /What do you like and why?

What isn't working, where and how can the event improve, What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

2b. Savor the Summit

Purpose: Discuss event debrief for event with regards to challenges and successes of the event.

Person: Jenny Diersen

Questions for Committee:

What do you think is working /What do you like and why?

What isn't working, where and how can the event improve, What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

2c: 4th of July

Purpose: Discuss event debrief for 4th of July with regards to challenges and successes as we look to the 2016 year. Review Fee Reduction Application and final make recommendation regarding Fee Reduction.

Person: Jenny Diersen

Other Information: Fee Reduction Policy Attached.

Questions for Committee:

What do you think is working /What do you like and why?

What do you think isn't working/ where and how can the event improve/ What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

*Review how the recommendation fits in with the total Fee Reduction from the April 12th meeting.

Notes:

2d: Park Silly Market

Purpose: Discuss event debrief for the event through mid-season with regards to challenges and successes of the event.

Person: Jenny Diersen

Questions for Committee:

What do you think is working /What do you like and why?

What isn't working, where and how can the event improve, What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

2e: Any other event that has occurred between May and July 11th.

Purpose: Discuss event debrief for event with regards to challenges and successes of the event.

Person: Jenny Diersen, Tommy Youngblood & Jason Glidden

Questions for Committee:

What do you think is working /What do you like and why?

What isn't working, where and how can the event improve, What don't you like and why?

What feedback have you heard either from community members or from organizations? How many people are giving you this feedback and how are the comments coming to you or being solicited?

Notes:

3: Fee Reduction Update regarding the Tour of Utah (1:30 p.m.)

Purpose: Evaluate Fee Reduction Requests

Person: Jenny Diersen

Allocated Time: 15 minutes

Notes: Tour of Utah has received a fee reduction of \$35,000 for City Services for the event in 2016 as approved by City Council on May 5, 2016. Due to changes in this year's event, additional costs for Police Services and Building Department afterhours amount to \$9,600. Historically, both the Chamber and City have agreed to split the increase in cost. SEAC should advise on their position regarding the increased City Service fees of the event.

4: Prioritizing Events (1:45 p.m.)

Purpose: Discuss and begin to prioritize events based on their economic, community and cultural impacts (successes and challenges) of events.

Person: Jason Glidden

Allocated Time: 20 minutes

Notes:

4: October Meeting Preview (2:05 p.m.)

Purpose: Establish Agenda outline for October Meeting

Person: Jason Glidden, Jenny Diersen, Tommy Youngblood

Allocated Time: 10 minutes

Draft Agenda Topics:

Review Joint City Council Discussion

Fee Reduction Events January 1 through June 30

Event Debrief (July through October)

Winter Event Preview

Notes:

Meeting Adjourned (estimated time 2:15 p.m.)

Attachments:

April 12th DRAFT Meeting Minutes

April 20th DRAFT Meeting Minutes

DRAFT SEAC Policy

2016 Event Summer/Fall Event Calendar (May through October)

Debrief & Prioritization Sheets

Upcoming Meeting Reminders

Joint Council Session scheduled in the fall – Thursday, September 22nd