



Special Event Advisory Committee Meeting Agenda

Date: Wednesday, April 19, 2017

Place: Park City Library – Community Room, third floor

Time: 12:00 p.m. to 2:00 p.m. (meeting estimated to run until 2:00 p.m.)

In attendance:

Absent: None expected other than as noted by Electronic Participation

Electronic Participation: Penn Kinsey by Skype

Meeting Facilitator: Special Events Staff – Jenny, Jason & Tommy

Meeting Minutes: Minda Stockdale

Next Meeting: Wednesday, May 17, 2017

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

Motion to Call Meeting to Order:

Time:

Topic #1: Approval of Minutes from March 15, 2017 Meeting (12:05 p.m.)

Person: Sarah Klingenstein

(1) Board to Approve Minutes from March 15, 2017 Meeting

Changes:

Motion to Approve:

(2) Confirm quorum, attendance, absence, and electronic participation for May 17, 2017 meeting.

Notes: DRAFT Minutes attached. Item is not scheduled to be opened for public comment.

Topic #2: Public Input – Any matter that is not on the agenda.

*Remind anyone who gives public input to sign in.

Notes:

Topic #3: Open Public Meetings Act Training (12:10 p.m.)

Person: Polly Samuels McLean –City Attorney’s Office

Purpose: To complete the annual OPMA Training.

Action: No action required, this is a required informational update.

(1) Presentation

(2) Committee Questions & Discussion

Allocated Time: 25 minutes

Notes: Item is not scheduled to be opened for public comment.

Topic #4: Staff & City Council Communications (12:35 p.m.)

Person: Jenny Diersen & Jason Glidden

Purpose: Update SEAC regarding City Council summary of decisions / upcoming discussions.

Action: No Action Required, this is an informational update.

(1) Presentation

(2) Committee Questions & Discussion

Allocated Time: 10 minutes

Past Council Meetings

Sundance Debrief [Work Session](#) - 3/9 & 3/16 - Jason

Fee Reduction Policy & Code [Approval](#) – 3/30 - Jenny

March for Science [Approval](#) – 3/30 - Tommy

Après with Council Discussion [Recap](#) from 3/28– Jason Glidden

Currently Scheduled Upcoming City Council discussions (dates subject to change)

April 27 – PSSM Supplemental 2017 Plan for Approval – Jenny

Fourth of July Contract for Event Planner Approval – Jenny

May 25 – SEAC Interviews

June 8 – SEAC Appointments

- Fourth of July Supplemental Plan

June 15 – Arts Festival Supplemental Plan

May SEAC Meeting Preview (items subject to change)

Transportation & Parking Mitigation Review – Alfred Knotts & Kenzie Coulson

Debrief of March for Science

Upcoming Permitted City Special Events before next meeting:

April 22 – March for Science – Tommy

May 1 – DEADLINE Fee Reduction for events July 1 through December 31, 2017 - Jenny

May 6 (Rain Date May 13)- Moose Tracks Kids Trail Run – Jenny

Notes: Item is not scheduled to be opened for public comment.

Topic #5: Vice Chair Nominations (12:45 p.m.)

Person: Jenny Diersen

Purpose: Select Vice Chair of SEAC Committee

Time: 5 minutes

Action Requested:

(1) Vice Chair Nomination Summary by Staff

(2) Board to make a motion regarding the appointment of Vice Chair for the SEAC Committee.

Allocated Time: 30 minutes

Notes: Item is not scheduled to be opened for public comment.

Topic #6: SEAC Community Engagement Discussion (12:50 p.m.)

Person: Jenny Diersen, Linda Jager, Lynn Ware-Peek

Purpose: The Community Engagement Team will present information about engagement opportunities as well as the role they play in the City and specifically with the Special Events Department.

Time: 25 minutes

Action Requested: Discussion regarding Community Engagement Role at the City, as well as Coordination & Opportunities for and with SEAC and Special Events.

(1) Presentation by Community Engagement Team

(2) Board Discussion & Questions

(3) Open Item for Public Comment

(4) Final Committee Discussion and Summary. No action or motion recommendation required

Allocated Time: 20 minutes

Notes:

Topic #7: SEAC Community Perspective, Involvement & Shadow Opportunities (1:10 p.m.)

Person: Sarah Klingenstein & Jenny Diersen

Purpose: Discuss the role of SEAC in receiving diverse feedback regarding events, and opportunities to experience events both from community experience and perspective and with staff.

Time: 10 minutes

Action Requested:

- (1) Discuss Event Perspective, Involvement and Shadow Opportunities
- (2) Board Discussion & Questions
- (3) Board Chair to Summarize Follow Up

Allocated Time: 20 minutes

Notes: Item is not scheduled to be opened for public comment.

Topic #8: Event Debrief (1:20 p.m.)

Purpose: Discuss event debrief for events with regards to challenges and successes from a community perspective.

Allocated Time: 35 minutes

Notes: Major events to be discussed are listed below. Comments about events that are not listed below should be made during Public Comment at the beginning of the meeting – these events would include NAC’s Ability Snow Challenge.

8A: Spring Gruv (1:20 p.m.)

Level of Event: Level Three Special Event. Applicant is Park City Mountain.

Main Contact at City: Tommy Youngblood

Approval Authority: Staff Approval - this event had minimal changes from previous years.

Description of Event: Spring Gruv is the name given for the combined on-mountain activities that Vail hosts at Park City Base and Canyons Village during this time of year. This concert is the key show of the series featuring the band Crystal Fighters, the anticipated crowd was 2000 people.

- The weather caused crowds to be far less than anticipated; about 100 people were in attendance
- The traffic plan did not have to be implemented
- Public safety officers were dismissed at 7:30pm

Purpose: Summarize Debrief of the Spring Gruv Concert.

Person: Tommy Youngblood

Allocated Time: 15 minutes

Questions for Committee: Please use Debrief Form provided in packet.

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

Action: SEAC will discuss review of the Spring Gruv Event that was held on 3/25/2017.

(1) Event Summary by Tommy Youngblood

(2) Committee Discussion

(3) Open for Public Comment/Input

(4) Committee final discussion and motion for summary recommendation regarding the event.

Notes: Item will be opened for public comment.

8B: Thin Air Innovation Festival (1:35 p.m.)

Level of Event: Level Three Special Event. Applicant is the Park City Chamber.

Main Contact at the City: Jenny Diersen

Approval Authority: Staff Approval – this event had minimal changes from previous year.

Description of the Event:

This is the second year of the event which is organized by the Park City Chamber / Bureau. The event kicks off with an opening night program featuring a keynote speaker and live music performances (at DeJoria Center in Kamas), followed on day two and three by panel discussions and experience opportunities which allow attendees to get outdoors to experience all that Park City has to offer. The event concludes with a free community concert on the third day of the event. This event receives no Fee Reduction in City Service Fees, and offers numerous economic and community benefits.

- to draw corporate groups to Park City and increase hotel stays, restaurant and retail visitation specifically targeted at the end of the ski season when business begins to slow.
- to offer a series of panel discussions featuring leaders in a variety of tech based industries and world-class athletes.
- Park City Mountain and Deer Valley co-sponsor the free community concert (March Fourth & Magic!) to celebrate and thank the community (residents, employees, businesses and visitors) for a great ski season. Outcomes – Weather played a role in keeping crowd sizes down – it is estimated that roughly 1,000 people attended the concert.

Purpose: Summarize debrief of Thin Air Innovation Festival.

Person: Jenny Diersen

Allocated Time: 20 minutes

Questions for Committee: Please use Debrief Form provided in packet.

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

Action: Staff will summarize the Thin Air Innovation Festival Event that was held 4/5 – 7/2017.

(1) Event Summary by Jenny Diersen

(2) Committee Discussion

(3) Open for Public Comment/Input

(4) Committee final discussion and motion for summary recommendation regarding the event.

Notes:

Topic #9: Recap Recommendations (1:55 p.m.)

Purpose: Summarize recommendations made during the meeting.

Person: Sarah Klingenstein

Allocated Time: 5 minutes

Action:

(1) Board Chair to provide high Level Meeting Summary of outcomes and recommendations from the meeting.

Notes: Item is not scheduled to be opened for public comment.

Meeting Adjourned (estimated time 2:00 p.m.)

Next SEAC meeting is currently scheduled on Wednesday, May 17, 2017 at noon in at the Park City Library Community Room.

Upcoming Meetings/Reminders

- Upcoming Events before the next SEAC meeting include:
 - April 22 – March for SCIENCE - New Level Three First Amendment Event – Tommy
 - May 1 – DEADLINE Fee Reduction Application for Events July 1 through December 31, 2017.
 - May 6 – Moose Tracks Kids Trail Run – New Level 2 Special Event at Quinn's Junction – Jenny

Attachments:

- March DRAFT SEAC Minutes
- OPMA Training Slide Show
- Community Engagement Presentation
- Debrief Form
- 2017 City Special Event Calendar DRAFT