



Special Event Advisory Committee Meeting Agenda

Date: Wednesday, December 13, 2017

Place: 1255 Park Avenue, Park City Library, 3rd Floor - Community Room

Time: 12:00 p.m. to 2:00 p.m. (meeting estimated to run until 1:00 p.m.)

In attendance:

Absent: None expected

Electronic Participation: None expected

Meeting Facilitator: Special Events Staff – Jenny Diersen

Meeting Minutes: Chris Phinney

Next Meeting: ** January meeting scheduled for January 17 (cancel due to proximity to Sundance), next meeting is currently scheduled on February 21

Topic #1: Meeting Called to Order & Staff Introduction (estimated time – 12:00 p.m.)

Motion to Call Meeting to Order:

Time:

Topic #2: Approval of Minutes from October and November Meetings (12:10 p.m.)

Person: Sarah Klingenstein

(1) Board to Approve Minutes from October and November Meetings

Changes:

Motion to Approve:

(2) Confirm quorum, attendance, absence, and electronic participation for February 21 meeting. This meeting is currently scheduled over Park City School District Presidents Week Break. Does SEAC want to hold the meeting on February 14th or 28th?

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

Topic #3: Public Input – Any matter that is not on the agenda (12:15 p.m.)

*Remind anyone who gives public input to sign in. If there is public comment about any events that are not scheduled for debrief below on the agenda, comments should be given during this time of public input.

Notes:

Topic #4: Staff & City Council Communications (12:20 p.m.)

Person: Staff & Council

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

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

(1) Committee Questions & Discussion

Allocated Time: 20 minutes

Past Council Meetings

[November 16](#)

- New Level Three Community Opening Celebration at Park City Base –Page 256
- Approval of Triple Crown Sports City Services Agreement – page 204
- Approve Noise Ordinance Amendments – page 238

November 30

- Top Priority Discussion Arts and Culture page 3

December 7

- Proposed Level Three Special Event - Avalanche Invitational Soccer Showcase, June 14-18, 2018 – Page 185
- 2018 Sundance Film Festival Supplemental Plan t January 18 through 28, 2018 – Page 343

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

December 14

- Project ABC Update (page 29)
- Arts and Culture District Recommendations by Webb Mgmt (page 67)
- Pedestrian and Traffic Management Contract with Kane Security for the Sundance Film Festival Time Period (page 203)

December 21

- Old Business Sundance Supplemental Plan Lyft Operations

January 3 at 5 p.m. Park City Library – swearing in of elected officials

January 11 - TBD

TUESDAY, January 23 - TBD

February 1 - TBD

February 8 – 9 City Council Annual Retreat

February 15 - TBD

Board Business

Board Vacancy Update

February SEAC Meeting Preview (items subject to change)

- 2018 Event Calendar Preview
- Community Survey Follow Up
- Event Debrief
 - World Cup – January 10 through 12; No Main Street Concert this year
 - Sundance Film Festival – January 18 through 28
 - Team USA Winterfest – February 10 - New One Time Level Three Event

Public Comment received through seac@parkcity.org listed below

- No comments received.

Special Event Calendar Attached (review upcoming events)

- Santa at Town Lift – December 16 – Level 2 Event
- Grand Menorah Lighting, Miners Park – December 16 – Level 1 Event
- World Cup – January 10 through 12; No Main Street Concert this year – Level 3 Event
- Sundance Film Festival – January 18 through 28 – Level 3 Event
- Team USA Winterfest – February 10 - New One Time Level Three Event – Level 3 Event

Topic #5: Community Survey (12:40 p.m.)

Person: Jonathan Weidenhamer and Jenny Diersen

Purpose: Update SEAC regarding Community Survey Scope

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

(1) Event Summary by Jonathan Weidenhamer

(2) Committee Discussion

(3) Open for Public Comment/Input

(4) Committee final discussion and recommendation regarding Community Survey.

Allocated Time: 20 minutes

Topic #6: Tournament Event Prioritization (1:00 p.m.)**Person: Jonathan Weidenhamer and Jenny Diersen****Purpose:** Update SEAC regarding City Council's request for Committee recommendation on community impact of Tournament Events.**Action:**

- (1) Tournament Discussion by City Staff (Jonathan Weidenhamer, Jenny Diersen, Tommy Youngblood and Ken Fischer)
- (2) Committee Discussion
- (3) Open for Public Comment/Input
- (4) Committee final discussion and motion for summary recommendation regarding tournament events.

Allocated Time: 30 minutes

Topic #7: Event Debrief (1:30 p.m.)**Purpose:** Discuss event debrief for events with regards to challenges and successes from a community perspective.**Allocated Time:** 20 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. SEAC may wish to use their debrief form to help inform this discussion.**Questions for Committee:** Please use Debrief Form provided in packet.

1. What value does the event bring to the community? What do you think is working? What do you like and why?
 2. What challenges does the event bring to the community? What isn't working, where and how can the event improve? What don't you like and why?
 3. What changes would you recommend to increase the community value of the event?
 4. 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?
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7A: Resort Opening Celebration Concert (1:00 p.m.)**Description of Event:**

Park City Mountain resort had a Concert to celebrate the opening of the ski season. The band was Karl Denson's Tiny Universe.

- **Location, Day, Date and Time:** December 2, 2017; Park City Resort Base 3:00 p.m. to 5:00 p.m.
- **Level of Event:** Level Three Event (Expected attendance was 1,000)
- **Other events occurring on same day:** NONE
- **City Fee Summary:** \$2,260; applicant has requested 100% waiver of these fees. This is being done post event as the applicant was not aware of the event during the May 2017 Fee Reduction Deadline.
- **Estimated Total Attendance:** 300 at event
- **Main Contact at City:** Tommy Youngblood
- **Staff Summary of Event:**
 - Resort reported lower attendance than they expected.
 - Traffic Mitigation was planned for the event but was not necessary for the event due to low attendance numbers.
 - Traffic plan has changed at PCM, pushing traffic to Manor way instead of onto Silver King.

Action: SEAC will discuss review of the event.

- (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.
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7B: Electric Light Parade

- **Description of Event:**
The Electric Light Parade is an event that is organized by the HPCA. The event begins with the annual lighting of the Christmas Tree on Main Street, and then continues as electrified floats process down Main Street from City Park. The event generally attracts patrons from inside of restaurants and shops and rolls by quickly on Main Street. Total estimated time for the event is 1 hour.
- **Location, Day, Date and Time:** Main Street, Saturday, November 25, 2017 **6:00p.m.**
- **Level of Event:** Level 2
- **Other events occurring on same day:** NONE
- **City Fee Summary:** Total fees are \$1,915, and the event received a 50% Fee Reduction
- **Estimated Total Attendance:** 1,500
- **Main Contact at City:** Jenny Diersen and Chris Phinney
- **Staff Summary of Event:**
 - The event was successful overall and is a fun community event.
 - 13 decorated vehicles including the Main Street Trolley.
 - The rolling closure of Main Street, temporary nature and attendance of patrons from shops and restaurants qualify this event as a Level 2 event.
 - A small amount of parking is removed
 - Parade route: From Miners Hospital South on Park Ave to 9th Street, East on 9th Street and South on Main Street. At the top of Main head left on Swede Alley. Head North on Swede to Heber. West on Heber back to Park Ave. North on Park Ave and ending once again at the Miners Hospital.

Action: SEAC will discuss review of the event.

- (1) Event Summary by Jenny Diersen and Chris Phinney
 - (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.
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Topic #8: Recap Recommendations (1:30 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 1:35 p.m.)

Next SEAC meeting is currently scheduled on Wednesday, February 21, 2017 at noon in at the Park City Library Community Room.

Attachments:

- Debrief Form
- Event Prioritization Form
- 2017 City Special Event Calendar DRAFT
- Tournament Calendar and Information