



Special Events Advisory Committee (SEAC) Policies & Procedures

Purpose of SEAC

The Mayor and City Council appointed an advisory committee, to be referred to as the Special Events Advisory Committee (SEAC), to advise and make recommendations to City Council from a community perspective on Special Events being permitted within Park City. SEAC provides recommendations to the City Council regarding events that will create a diverse and well balanced offering to the local community. SEAC makes recommendations regarding city service fee reduction policy, as well as, makes recommendations regarding the review of events with regards to citywide carrying capacity threshold and prioritization, as well as overall event review and performance evaluation.

SEAC's purpose is to provide recommendations to City Council and staff on the following regarding the review of Special Events. SEAC does not have the authority to review proposed new events:

- Event Threshold/ Prioritization – Discuss, review and prioritize event threshold levels in regards to event types, venue guidelines, and total number of events, and prioritize events that fall on the same calendar day as well as event conflicts during the calendar year.
- City Service Fee Reduction Policy – Make recommendations regarding Special Event City Service fee reduction policy. SEAC will not make recommendations regarding fee reduction amounts, but will make recommendations regarding policy changes.
- Event Debrief – Provide feedback on event performance once the event is complete including both successes and challenges of the event

Recommendations made by SEAC will be brought by staff to either the City Manager or his/her designee or City Council for final approval. The City Council may refer particular matters regarding Special Events to the Committee for discussion, public input and recommendations.

The SPECIAL EVENTS ADVISORY COMMITTEE (SEAC) is created by Resolution 05-15, and amended by Resolution 16-22, attached as Exhibit A and incorporated herein. SEAC's role is advisory to City Council.

SEAC shall meet on a monthly basis throughout the year on the third Wednesday of each month. Meetings are held from noon to 2:00 p.m. at the Park City Library, Community Room. Special Meetings may be called.

SEAC Composition

Voting Members

SEAC is comprised of seven (7) voting members. Only voting members are allowed to make a motion and to vote on items as agenzized. Committee members are not to be compensated. Seven (7) At Large Community Members are appointed by the Mayor with the advice and consent of the City Council and must reside within the municipal boundaries of Park City.

At-Large Community Members

The seven (7) at-Community Members should represent a cross section of various neighborhood areas throughout Park City. Each Community Member shall be appointed to a three-year term, although for the initial term two (2) members will be appointed for two (2) years and two (2) members will be appointed for three (3) years in order to stagger the appointments. Members shall serve no more than two (2) consecutive terms. Terms begin on July 1 and end on June 30. Community Members shall continue to serve until their successors are appointed.

Staff & Council Members (Non-Voting)

Park City Council Liaison

- Communicate to the Committee regarding event issues brought to Council's attention, or acted on by Council.
- Notify Council of event issues brought to the Committee by citizens.
- Align Committee priorities with Council goals.

Park City Municipal Staff Member(s)

- Manage administrative needs of the Committee including, drafting, posting and distributing agendas for each meeting and bring agenda and minutes to be approved to meetings with necessary attachments or supporting documents.
- Communicate with Committee Members regarding Committee Business, including policies, research, outreach and event information.
- Provide input and serve as a resource for the Committee and provide input to the City related to, or at the request of the Committee.
- Prepare and present Staff Reports on recommendations to the City Manager or City Council.
- Coordinate Public Relations and Media or Communications Plans on behalf of the City and Special Events Advisory Committee.
- Coordinate communication with other City Departments on projects and assist in obtaining department approvals with regards to Events related activities.
- Provide feedback to the City Council on the work of the Committee.

Community Involvement

Meetings are open to the public subject to the State Open Public Meetings Act. Each monthly meeting shall provide time within the agenda for public input. The Special Events Advisory Committee (SEAC) supports holding public informational meetings to assess the community's vision for and periodic review of Special Events.

Expectations of SEAC

Meetings typically last two (2) hours. Members are expected to be timely. Agendas and any necessary meeting materials or packets are distributed several days in advance and members are expected to read the information prior to the meeting in order to facilitate a

shorter meeting. SEAC members should expect to participate in 5 to 10 hours of work each month outside of meetings.

SEAC members shall:

- Participate in and adhere to the annual Open Meetings Training provided by the Legal Department, review the Park City Officials Handbook, sign oath of office and disclosure statement.
- Attend City Council meetings or community functions as appropriate discussions or occasions arise.
- Annually appoint a Chair and Vice Chair. The Chair is responsible for running meetings, including keeping the board focused on agenda items, and summarizing motions or consensus that the committee makes for minutes. Additionally the Chairs may assist the staff liaison in setting meeting agendas and presenting at City Council or community events. At times when the Chair cannot perform these duties, the Vice Chair will be asked to fill in.
- All voting members shall make efforts to adhere to the attendance policy. Two (2) absences in a total year are allowed. The members who are absent more than the allowed limit may be reviewed by the Special Events Advisory Committee. Should the Special Events Advisory Committee find reason to recommend removal of the member that does not uphold the attendance policy, City Council shall review the matter and confirm or deny the recommendation.

The committee shall not solely represent their own individual viewpoints. In order to best represent the community, SEAC must endeavor to communicate with – and seek input from – the community. SEAC seeks input from the community including residents and locals and should make effort to receive input from various perspectives and inclusive perspectives. Once a recommendation or consensus has been made by the committee, the committee speaks with one voice when representing the opinion of the Committee.

Once a committee decision has been made (rather by vote or consensus), regardless of their personal viewpoint, committee members shall not speak against, or in any way undermine the committee solidarity.

Committee members' contributions to discussions and decision-making shall be constructive. Interactions in meetings shall be courteous and respectful.

All voting members are expected to be in attendance of meetings, as meeting dates and times are published a year in advance. If members cannot attend, they should contact the City Staff Liaison no later than three days in advance, or as soon as they are aware they cannot attend the meeting.

Prior to initiating staff time or resources on a new program or policy, the Committee shall vote on a recommendation to proceed. Special Task Forces for the study of particular issues with regards to Special Events may be created by staff. The City Manager or the City Council shall provide final decision on whether to proceed or not. Task Force members may include members of the Special Events Advisory Committee, but a quorum of the Special Events Advisory

Committee cannot be held during such meetings. The taskforce will serve until they have completed the work for which they were appointed or until their successors are appointed.

The Committee may request background information from the Special Events staff, but such requests shall typically occur at meetings and information shall be requested by the Committee as a whole, and all members of the Committee shall receive a copy of the information.

Committee members shall use reasonable efforts to communicate independent research material and ex parte information received from the public with record to all other Committee members.

The Committee shall meet annually with the City Council as part of the Council's visioning workshop or through a combined meeting, or as otherwise directed by the Council, to receive updated City goals and direction from the City Council.

If appropriate, the Committee may provide recommended revisions to this policy, though City Council shall have final approval authority regarding such policies.

Conducting Business

The Committee shall not conduct any business at a meeting unless the meeting is noticed and quorum is present at the site of the meeting. A quorum shall consist of a simple majority of the voting members, which for SEAC is no less than 4 (four) voting members at the site of a meeting.

Committee members are responsible for disclosing any conflicts of interests with regards to their association with particular Special Events or businesses.

Electronic Participation is allowed and shall be counted as attendance, however, in order to participate electronically, there must be a quorum at the meeting site (for SEAC, this is 4 members at the site of meeting).

- Committee members are responsible for notifying the City Staff Liaison regarding Electronic Participation no later than three (3) business days in advance of their absence so that electronic connections and necessary documents can be acquired.
- No more than one (1) form of electronic voice or video participation shall be permitted at a meeting.
- Committee members may not participate electronically through electronic mail (email) or text message.
- Committee members are not permitted to send text messages or electronic mail (email) regarding committee business to other committee members or members of the public during meetings.

Closed meetings may only be held for purposes authorized by U.C.A. 54-4-5, as amended. A quorum for the transaction of business shall be a simple majority of the Committee Members.

Minutes and recordings shall be kept at all meetings.