

Special Events Task Force Meeting Notes

10/21/2019 | 2pm – 4pm

Items for potential recommendations to Council ([SETF Potential Recommendations Tracker](#))

- Data collection and sharing of ACE records

Meeting Notes

- Discussion and possible action of Task Force strategic planning for recommendations
 - 5 meetings remaining (without extension)
 - Potential recommendations tracker – not comprehensive notes of entire meeting, rather identifies what staff heard SETF might want to recommend to council and general discussion around that idea
 - Staff recommended actions for SETF:
 - Identify priority areas/topics for recommendations --> est. meeting discussion timeline to share with public
 - Est. deadline for draft recommendations for review/possible action
 - Est. deadline for final recommendations for council consideration
 - Request for SETF extension through at least September
- Discussion and possible action on key priorities for recommendations (ex: load, tiers, notifications, etc.)
 - **Key priority areas identified:** load/capacity, tiers (2 meetings), notifications, post event reporting, data collection, application
 - **Needs future discussion but not entire meeting:** sound
 - **Future meetings:**
 - *Nov 2019:* AMANDA system/application process (CTM), Tiers (deadlines, etc.)
 - *Dec 2019:* Tiers (deadlines, etc.)
 - *Jan 2020:* Load/capacity (fire code - AFD, DSD)
 - *Feb 2020:* Notifications
 - *Mar 2020:* NO MEETING
 - *Apr 2020:* Post-event reporting
 - *May 2020:* Data collection & sharing (ACE records)
 - *June 2020:* Draft report
 - *July 2020:* Revise report
 - *Aug/Sept 2020:* Submit report to council
 - **Motion to approve timeline by Cindy Lo was seconded by Jeff Smith.**
- Discussion and possible action on Facilitation process
 - ACE staff to help SETF plan for/navigate future meetings
- Discussion and possible action on Tiers 3 & 4
 - Chris - Fable Fest
 - Issues with communication with ACE depts.
 - Once application is submitted, not sure of next steps (i.e. checklist, schedule, point of contact, etc.)
 - Inspection, sound, change of use, etc.
 - Application formatting off – question and answer alignment
 - Certain Medical/Fire information* hard to collect that far in advance

- *Note: Information not required at time of application submittal
 - Post-event reporting – what to do?
 - Christian – High Beam Events
 - Need for broader signage/projections section in ACE application
 - ACE staff confirmed changes to be implemented in ACE application soon
 - Dan Carroll - SETF
 - Positive experience with new notification requirements
 - Further comments/discussion at Feb. 2020 meeting
 - Mandi Thomas - SETF
 - Issue with new notification requirements – based off of previous year’s timeline --> not prepared for new timeline

Non-agenda items discussed

- Clarification of language around [Spring Festival waiver deadline for Tier 2 & 3](#)
 - Discussed logistics of “case-by-case” language vs. standing waiver
 - ACE staff chose language for legal protection, will stay as-is
 - Future [Spring Festival information can be found here](#)
- AMANDA funding and future support
 - Presentation from CTM to SETF regarding AMANDA system and application process at Nov. 2019 meeting