ERC MEETING MINUTES
MAY 29, 2014

Attendance: Dave Gustafson, Brian Henry, Holly Lundgren, Johnette Isham, Gary Kinder, Mindy Piantanida, Rene' Raymond, Curtis Johnson and Kenny Simunovic.

Guest Attendance: Tom Orehowsky, Amy Wick Mavis and Justin James (Quickest Quacky 5K). Mark Young (Bradenton Herald).

Meeting officially opened at 9:05 am

I. Post Event Review
   a. Quickest Quacky 5K: (Tom, Justin & Amy)
      i. The Police Department developed a new policy for the runs. Every intersection will require an Officer in attendance strictly for safety reasons. The Quickest Quacky 5k did not have the volunteers at all intersections previously promised for the run. Additionally, volunteers at intersections needed to be over the age of 18.
      ii. The neighbors need to have notice of the runs coming through and the impact of the restrictions on their community. Signage to the community is recommended.
      iii. Dogs are a liability for Runners with the exception of licensed service dogs.
      iv. ERC suggested making a barrier to make it easier to keep the ducks in a confined space.
      v. ERC recommended a 6 month planning timeframe to properly execute this type of event in an effort for it to be successful.
   b. Main St Live: The event was successfully executed.
   c. BAMFF: The event was successfully executed.
   d. Pickin' Picnic: There was an issue with the irrigation system not being shut off; however, all issues were resolved within a proper time frame.

II. Pirates and Princesses 5K: (Tom) June 13th at 7 pm. All partners have been contacted. The Pirates contacted Pier 22 and Tarpon Pointe Grille. Tom shared his course with the team. ERC discussed the scheduled maintenance of Riverwalk Park beginning June 2nd to make Tom aware of any impact to his course. Tom will talk to Rick Parks directly regarding cones and barricades. They are planning 8 Officers 6:30 – 8:30 pm, 6 volunteers from Tom, plus 15 volunteers from the Pirates to provide a safe running route.

III. Collaboration
   a. Pirates and Princesses: Kelly from PD will contact Rene regarding event needs. Rene will confirm the final details of the event and provide the team with more information.
   b. Gulf Coast Dragon Boat: ERC discussed the logistics of safety of both on and off the water. BPD has been contacted regarding fees for the boat.
   c. Lifherd-Eggleton Family Gathering will be accommodated on the front lawn over near the clock tower. The team discussed that they should contact nearby businesses. No services from PD or Public Works & Utilities are required.

IV. Future Event Review from Rene

a. Curtis will send a reminder to all Officers that tents or beach umbrellas with stakes are not permitted at Riverwalk.
b. The run course from the Quickest Quacky is not a recommended course for future events. Courses for runs will be further discussed in the June 19th meeting.

V. Event Process from Realize Bradenton: Johnette provided an overview of our history of the event manual and process and they have met with the Website creators. The event process goals and proposed steps were reviewed with the team. We received an overview of the analysis completed by Realize Bradenton and plan to thoroughly review the details at the June 12, 2014 meeting. It was suggested that Road Runners Club of America be a link for Race Directors to view prior to the event.

VI. Public Works Updates: There will be scheduled maintenance of Riverwalk beginning June 2nd. The splash pad and playground will not be closed as long as previously anticipated. The pressure washing has begun.

VII. Police Department Updates:

a. The cameras are working effectively. The storage issue has been worked out.
b. A suggestion of ladders placed on the day dock was discussed. This idea will be presented to Risk Safety.

VIII. Miscellaneous

a. The Bay News 9 camera was approved.
b. Event notification. A suggestion was made for the website to send an email notification to local businesses when an event is populated. However, the email will not give enough information regarding the impact to their business. This will be further discussed at the June 12th meeting.
c. Agenda and minutes are placed on the website.
d. Open Items: Bounce Houses are being researched

10:45 am. Meeting Adjourned

Event Process Goals and Proposed Steps

GOAL #1: Provide a user friendly event approval process for the public

Proposed steps:

- Develop a detailed "Steps to Follow" document for event planners with updated information and specific details. Visually communicate steps with a flow chart showing steps and approval processes.
    - Draft document will be shared at next meeting
- Simplify and clarify manual
    - Proposed manual changes will be shared at next meeting
- Update and simplify application
    - Proposed application changes will be shared at next meeting
- Consider an orientation planned and conducted by Realize Bradenton walking event planners through process and providing specialized tools for planning, (i.e. run sheet, gant chart) as well as one on one follow up as needed.
- Launch website reflecting above changes by October 1st.
    - Steps for website launch will be shared at next meeting.

GOAL #2: Create an effective and efficient internal event approval process

Proposed steps:

- Clarify the role of the ERC and other approval mechanisms (City Council and DDA).
- Determine the most efficient internal process for event review and approval.
- Develop guiding principles for COB event approval to be used internally.

GOAL #3: Strengthen internal communication and coordination (COB, DDA, BPD, RB) as well as community knowledge.

Proposed steps:

- Develop a document outlining the step by step internal process for event review, approval, and evaluation. Share this document with all involved (COB, DDA, BPD, RB).
- Develop an "agreement to notify businesses affected" to be either included in the application or provided as a separate document requiring signature by event planner.
- Create a required form for event planners to complete once their event is approved that will be routed to Realize Bradenton for calendar posting.
- Require event planners of approved large, complex, or high risk events to attend ERC meeting and present final event details. Establish a set of required details and communicate them to event planner prior to meeting.

GOAL #4: Improve the safety and success of runs

Proposed steps:

- Establish approved routes, cones/barricades needed, and security requirements for both large (over 200 runners) and small (under 200 runners) morning and evening runs.
- Develop guidelines, damage deposits, and rental fees for runs.