

**Executive Order No. 117**

**TO: All Agencies Under the Mayor**

**FROM: Wellington E. Webb, Mayor**

**DATE: March 31, 2003**

**SUBJECT: Interagency Events Task Force**

- 1.0 **Purpose:** This Executive Order establishes the Interagency Events Task Force as an advisory body to the Mayor and defines its organization, duties and membership.
- 2.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order 13 is found in Section 2.2.10 of the 2002 Revised Charter.
- 3.0 **Responsibilities:** The Task Force shall advise and assist the Mayor in encouraging and enabling local, national and international events in Denver. The Task Force shall be responsible for:
  - a. Developing consistent criteria for City sponsorship of, including financial or other support of, public event activities including:
  - b. Coordinating and communicating policies among all affected or responsible City agencies;
  - c. Improving and simplifying permitting procedures; and
  - d. Maintaining current, centralized information from all City agencies regarding public event funding opportunities and criteria.
  - e. Developing guidelines and standards for production of public events in which the City will participate as a sponsor and/or financial contributor.
  - f. Recommending promotional opportunities to benefit Denver.
  - g. Recommending appropriate use of public spaces for events and activities.
  - h. Evaluating City-sponsored or supported public events using criteria developed by the Task Force for this purpose.
  - i. Such related matters as the Mayor may from time to time assign to the Task Force.

4.0 As used in this Executive Order, the term "public event" means an event, whether sponsored by a private or public entity, to which admission may be free or paid, which all members of the public are given an opportunity to attend. The relative scarcity of admission tickets to a public event, shall not remove the event from this definition if it other wise meets the definition. Events that involve only one agency are excluded from Task Force involvement.

5.0 The Task Force shall consist of twelve voting members as follows:

a. One representative of each of the following City agencies will serve as a member of the Task Force:

- (1) Mayor's Office of Economic Development and International Trade;
- (2) Mayor's Office of Art, Culture and Film;
- (3) Department of Public Works;
- (4) Department of Parks and Recreation;
- (5) Office of Budget and Management
- (6) Department of Environmental Health
- (7) Department of Safety; and
- (8) Office of Excise and Licenses
- (9) Two persons from the Department of General Services will serve as members of the Task Force, as least one of whom shall be employed in the Division of Theatres and Arenas.
- (10) A City Council member named by the President of City Council and approved by the Mayor, to serve as a member of the Task Force.
- (11) A person named by the City Auditor or his designee and approved by the Mayor, to serve as a member of the Task Force.

6.0 The Task Force shall be organized as follows:

a. The Director of Theaters and Arenas will serve as Chairperson of the Task Force. The Chairperson shall preside at all Task Force meetings, shall appoint subcommittee members, shall report to the Mayor at such times as the Mayor requests, shall report to the City Council on the Task Force activities at such times as may be appropriate, and shall be responsible for the preparation of Task Force reports as required.

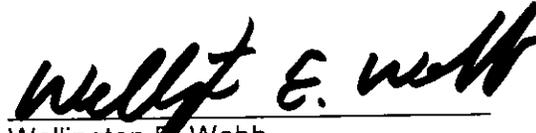
b. The Task Force shall from time to time establish subcommittees as it deems appropriate for the accomplishment of its duties.

- 7.0 Staff support for the Task Force shall be provided by the position now known as Special Events Coordinator in the Office of Art, Culture and Film. The Mayor may designate additional or different staff support positions for the Task Force by written directive; no changes in the staff support designated in this Executive Order may be made in any other fashion or by any other City employee or officer.
- 8.0 The Task Force's recommendations may include, as appropriate, recommendations for revision or adoption of ordinances, and such administrative matters as City agency organization, procedures and budgeting.
- 9.0 Agencies may appeal any Task Force decisions directly to the Chief of Staff or the Mayor.
- 10.0 **MEMORANDUM ATTACHMENTS:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the Director of Theaters and Arenas who is responsible for the content of this Executive Order, shall have the authority to issue procedural Memorandum attachments relative to this Executive Order.

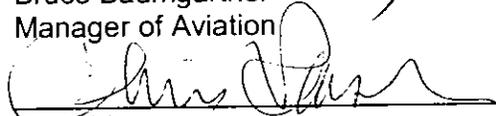
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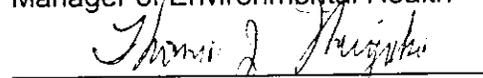
  
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J. Wallace Wortham, Jr.  
City Attorney for the City and County  
Of Denver

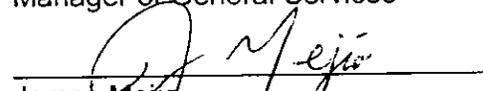
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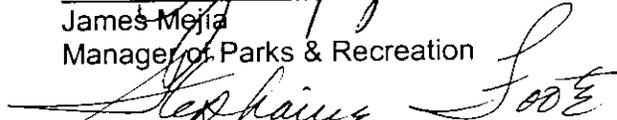
  
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Wellington F. Webb  
MAYOR

  
\_\_\_\_\_  
Bruce Baumgartner  
Manager of Aviation

  
\_\_\_\_\_  
Chris Veasey  
Manager of Environmental Health

  
\_\_\_\_\_  
Thomas J. Migaki  
Manager of General Services

  
\_\_\_\_\_  
James Mejia  
Manager of Parks & Recreation

  
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Stephanie Foote  
Manager of Public Works

  
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*Deputy* Cheryl D. Cohen-Vader *Steven E. Hutt*  
Manager of Revenue

  
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Tracy Howard  
Manager of Safety

  
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Donna Good  
Manager of Human Services