

Special Events Committee Meeting Minutes

December 8, 2022

Via virtual Webex meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Construction & Inspections	Dean Greenleaf	DCI
	Dan Powers	DCI Noise Abatement
Department of Neighborhoods	Osbaldo Hernandez - Sahagun	DON
Finance and Administrative Services	Brenda Strickland	FAS
	Christopher Lopez	FAS
King County Metro Transit	Jonathan Rose	Metro
Parks and Recreation	Carl Bergquist	Parks
	Orlando Carter	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Michael Minor	SDOT
Seattle Fire Department	Lt. Keith Wyatt	SFD
	Shata Stephens	SFD
Seattle Police Department	Diane Lalor	SPOC
	Carma Clark	SPOC
	Lt. Bryan Clenna	SPD Traffic
Special Events Office	Randy Wiger	Chair
	Hannah Tyo	SE
WA State Liquor & Cannabis Board	Robert Reider	WSLCB

Additional Attendees:

Note: As always, these are "raw minutes notes" based on the discussion of the 12/8/22 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Meeting Minute Approval

- Vote to approve October minutes
- No changes or edits to the minutes – if changes, list changes; Also add any emailed changes received from Committee
- Meeting minutes approved; All in favor, none opposed

- Vote to approve November minutes
- Change in language from Seattle Center via email
- Meeting minutes approved; All in favor, none opposed

Committee Business –

Proposal to no longer accept applications with less than 30 days notice.

Presented by Randy Wiger

- Our office is experiencing short staffing and will likely continue to experience low staffing for at least 90 days – 6 months.
 - SEO had several occasions over the last year when we received applications with less than 30 days notice. This is challenging as it causes stress on the program and is insufficient time to process applications.
 - Randy proposes a 1 “get out of jail free card” ie. In 2023, we may allow a one-time pass to ease people into this harder deadline.

- Committee Member Comments
 - SDOT: Would it also be helpful to not accept incomplete applications
 - CHAIR: Yes, we are working on this internally already.
 - WSLCB: Will this be for event holders or per event?
 - CHAIR: Considering doing it event by event rather than by event organizer, but open to others thoughts.
 - SPD Traffic: 45 days would be better for SPD.
 - PARKS: 45 days might be better for us in the current climate as well. Something to keep in mind is that event organizers and event producers are different, in regards to the “get out of jail free card”
 - CHAIR: the hope is that this would give people some leniency and gently create enough buzz over the next year to get us closer to the 30 day. In regards to incomplete applications, we are just enforcing the wording on the application. It’s a way to set some boundaries.
 - SDOT: is there a way to get the word out on this change to past permit holders?
 - CHAIR: yes, we will be able to send this information out to past event permit holders.
 - SDCI: How will these exceptions be tracked?
 - CHAIR: likely a spreadsheet for 2023
 - METRO: KC Metro agrees with 45 days being better than 30. A sani-can permit alone can take 5-6 weeks. For larger, more impactful events, we really need 45 days or more.
 - PARKS: Anything that is going to have a drastic impact should be more than 45 days (street use, impacting right of way, SPD). And then those with just alcohol could be 30
 - SEATTLE CENTER: A 2 tier plan might be the best option (30 days AND 45 days)
 - PARKS: If they miss that 45-day window maybe they can rethink their event.
 - SFD: What is the permit increase this year?
 - CHAIR: We are actually down this year, at about 300. In 2019, we had more like 400.
 - SFD: worth considering that there is going to be an increase in Special Events.
 - CHAIR: any more thoughts or comments on a 2 tier system vs. a 45 day limit.
 - SFD: Having a 2 tier system sounds like a more equitable plan as these events are different.
 - SPD: Back to the “get out of jail free card”. Is giving people a freebie really going to help with holding people to these deadlines?
 - CHAIR: I am kind of thinking that it could provide a warning. That won’t necessarily help with “serial offenders”, but it would give organizations some leeway and build awareness. We are hoping to avoid being punitive and want to be mindful of a rule that could prevent people from getting a permit from us. I do think it will have an effect.
 - CHAIR: I do think there is potential in the 2-tier system cut off system. I do not think we are ready to vote on this today, but lets make time for further discussion
 - SEATTLE CENTER: The simpler the message can be, the clearer it will be for everyone.

Example – if your event includes street use, application deadline is 45 days. Keeping it clean and easy to remember is helpful.

- PARKS: “if your event will potentially impact the use of streets you will need to submit at least 45 days”
- WSLCB: Alcohol and street use tend to go hand in hand.
- FIRE: It might be helpful to find out the parameters between 30 and 45 days for each agency.
- FIRE: Size of event has a big impact on us and the big geographical events require more work.
- CHAIR: If you can provide us a threshold/Parameter. We are happy to flag that.
- Next steps:
 - SEO will right up something and send it out based on the feedback today and any feedback we get in the coming weeks.
 - Will continue discussion on this at January SEC meeting.

Review and possible vote on Permit fees

Presented by Randy Wiger

- We have provided a document that shows the fee increases based on CPI for Seattle Area – June 2022.
- Committee Discussion:
 - SEATTLE CENTER: What is an example of a 5k race fees for example?
 - CHAIR: There are 7 event categories. Primarily the race and athletic events pay the highest fees as they use a lot of street use and police services, but there are other events that may be impacted.
 - SEATTLE CENTER: When was the last time your Administrative fees (application, alcohol area, etc) were increased?
 - CHAIR: In our research we have found that there hasn’t been an increase on application fees since 2016 when the program was formed.
 - SEATTLE CENTER: A 10 % fee increase this year seems appropriate since the Administrative fees haven’t increased since 2015.
- SEATTLE CENTER: Make a motion to vote on the fee increases as outlined in the recommendation sheet.
 - 10% fee increase approved; All in favor, none opposed, none abstained

Making the Workload meet the Capacity

Presented by Randy Wiger

- We have met with our director regarding this issue.

Post-Event Evaluations/Comments:

Freakout Festival:

- SFD: After we figured out the fencing it went well. One issue with a food truck in the fencing that was not indicated in the map, but I communicated with the event organizer and we worked it out.

Downtown Seattle Tree Lighting & Fireworks:

- SFD – only issue was a performing musician with a flaming trumpet that we would not allow.
- SDCI: How did the Stage look?
- SFD: it was under 4 ft and looked alright

Seattle Marathon:

- SPD: Shorter in duration than we thought. Not necessarily a bad thing. All 6 3rd party UPO's showed up, it went well but was over quite quickly.
- CHAIR: Do you have any idea if the option of combining 3rd party UPO's and SPD officers in the future is a viable option?
- SPD Traffic: I cannot say at this time as people higher up than me are having those discussions and no determination has been made at this time.
- CHAIR: It does seem to be of great interest to some event organizers if possible.

SPECIAL EVENT PERMIT FEE ADJUSTMENT FOR 2023 - Approved

SMC 15.52.070

G. Fee Adjustments. The hourly rates described in subsections 1 [Street/Bridge Use] and 2 [Arterials Intersected] of subsection 15.52.070.B shall be revised by the Special Events Committee annually based on changes in the purchasing power of the dollar during the preceding year shown by the Consumer Price Index for Urban Wage Earners and Clerical Workers for Seattle-Tacoma-Bremerton, WA, First Six Months, published in or about August of each year by the U.S. Department of Labor Bureau of Labor Statistics. The first adjustment shall apply in 2018. Adjustments shall use 2017 as the base year but fee components shall not increase by more than ten percent from one year to the next.*

** Since 2016 the SEO has used the Consumer Price Index for Seattle Area US Bureau of Labor and Statistics report - [Consumer Price Index for Seattle Area, WA](#) - This is the June 2022 report.*

Description	2022	10% in 2023 (Raised only 10%, as dictated by Municipal Code. 10.1% increase was reported in June 2022 CPI for Seattle Area)
Closure - Street Segment - Principal Arterial	\$26.88	\$29.57
Closure - Street Segment - Minor Arterial	\$21.04	\$23.14
Closure - Street Segment - Collector Arterial	\$14.03	\$15.43
Closure - Street Segment - Access Street	\$9.35	\$10.29
Closure - Highway/Freeway Ramp	\$35.07	\$38.58
Closure - Bridge	\$350.66	\$385.73
Arterial Intersected - Principal	\$26.88	\$29.57
Arterial Intersected - Minor	\$21.04	\$23.14
Arterial Intersected - Collector	\$14.03	\$15.43

The Special Events Committee may determine whether to adjust the application fee, vendor fee, alcohol area fee, or police department fee, but it may only do so once per year in conjunction with the administrative fee adjustment and shall not increase by more than ten percent from one year to the next.

Description	2022 Fee	2023 Fee Increase (10% increase to all administrative fees EXCEPT Permit Application fee increasing by only \$5 and Police Staff fees rounded down to the nearest dollar amount for ease of billing)
Permit Application	\$75.00	\$80.00
Administrative Fee Minimum	\$200.00	\$220.00
Alcohol Area - First	\$200.00	\$220.00
Alcohol Area - Additional	\$100.00	\$110.00
Vendor	\$20.00	\$22.00
Police Officer Staff (minimum 2 hours/officer)	\$67.00	\$73.00