



Special Events Committee Meeting Minutes

December 14, 2023  
 10:00 AM – 12:00 PM  
 VIA WebEx Meeting

**Member and Partner Representatives in Attendance:**

<b>Agency</b>	<b>Representatives</b>	<b>Noted in Minutes As</b>
Department of Neighborhoods	NA	DON
Finance and Administrative Services	Toner Eren	FAS
Mayor’s Office	NA	MAYOR
King County Metro Transit	Jonathan Rose Eric Stewart	METRO
Parks and Recreation	Sandra Fukuhara Carl Bergquist	PARKS
Seattle Police Department	Lt. Brian Clenna	SPD Traffic
Seattle Police Department SPOC unit	NA	SPOC
Seattle Center	Gretchen Lenihan Kiah Patzkowsky	SC
Seattle-King County Health Department	NA	Health
Seattle Department of Transportation	Jack Bighorse Trevor Partap	SDOT
Department of Construction & Inspections	Dean Greenleaf	SDCI Structures
Seattle Dept. of Construction & Inspections - Noise Abatement	Dan Powers	SDCI Noise Abatement
Seattle Fire Department	Keith Wyatt	SFD
Seattle Police Department	Deanna Nollette Sgt. Gregory Fliegel Lt. Douglas Raguso	SPD
Seattle Public Utilities / Waste	Sheryl Anayas	SPU
WA State Liquor & Cannabis Board	Lt. Robert Reider	WSLCB
Office of Economic Development	Chris Swenson	OED

Special Events Office	Carol Nordin	Chair
	Hannah Tyo	SE Permit Spec
	Leslie Kodish	SE Admin Spec II

Additional Attendees:

- ◆ Bonnie Lackey, Alexander Party Rentals, member of the public
- ◆ Polar Plunge Seattle – S24FE018 -Dacia Strong and Maggie Moffat with Special Olympics and Ryan Reiter, Eric Balderas, Jerry Brooks with NW Marketplaces
- ◆ Wing Luke Museum 2024 Lunar NY Lion Dance Blessing – S24FE013 - Vivian Chan with WLM
- ◆ Reed Juenger with Foreign Family

*Note: As always, these are "raw minutes notes" based on the discussion of the 12/14/2023 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.*

**Announcements**

OED: We have hired a Special Events Program Manager. Welcome Kiah Patzkowsky, from the Seattle Center who will be starting in January. Welcome.

Patzkowsky: Thrilled to join OED, been working at Seattle Center for 10 years, shared her work history with the team, Bumbershoot, Folklife, Christmas Market, Capitol Hill Block Party.

CHAIR: Any roundtable announcements?

SC: Yes, would like to ask for time on future agenda, ideally in the January meeting to discuss July 2025, Torchlight, Bite of Seattle, dates for 2025.

CHAIR: I will put on our Agenda for a future meeting. Next item is Public Comment, we have a member of the public here with us today.

SPD: Lt. Douglas Raguso here, this is my last day in SPOC. My replacement will be Lauren Truscott.

CHAIR: Any public comment? Moving on to next item on agenda.

**Review Previous Meeting Minutes**

- Not needed to vote to approve edited July minutes, as they were already done in October. Was on Agenda in error.

**Vote on the 2024 permit fees**

CHAIR: This is an annual duty for this committee to review the pricing structure and vote on the fees.

Option 1: Adjust fee structure according to the CPI, or Option 2 to adjust fees up to 10% over the prior year's fees. As it is the end of the year it is time to vote. Any questions?

SDOT: If I wanted yes for option 2 and no for option 2, how do I vote?

SE: We are requesting people to vote between option 1 or option 2 or abstain.

PARKS: When was our last raise?

CHAIR: The first increase was 2023 and went up 10% which was our last raise.

PARKS: Prior to 2023 we hadnt raised fees since?

SE: Since 2016. [Showed Slides of the year comparison]

PARKS: So we are still behind in fee increases even if we went to 10%.

SE: Yes

METRO: Do these funds go back to OED?

CHAIR: No, into the General Fund for the City of Seattle.

METRO: What slice of the pie does this account for?

CHAIR: We do not have an answer to that. Do we have a motion to make the vote?

SDOT: I make the motion to present the vote to the committee.

SC: I second the vote.

SE: We have a quorum. One representative from each agency can vote. Option one or two or abstain.

Vote Recorded log

<b>Agency</b>	<b>Representatives</b>	<b>VOTED</b>
Department of Neighborhoods DON	NA	
Finance and Administrative Services FAZ	Toner Eren	Option 2
King County Metro Transit	Jonathan Rose	Option 2
Major's Office	NA	
Seattle Police Department SPD	Lt. Brian Clenna	Option 2
Seattle Center	Gretchen Lenihan	Option 2
Parks and Recreation	Carl Bergquist	Option 2
Seattle-King County Health Department	NA	
WA State Liquor & Cannabis Board WSLCB	Lt. Robert Reider	Abstain
Seattle Department of Transportation	Jack Bighorse	Option 2
Department of Construction & Inspections and SDCI Structures / SDCI Noise Abatement	Dean Greenleaf Dan Powers	Option 2
Seattle Public Utilities SPU	Sheryl Anayas	Option 1
Seattle Fire Department	NA	SFD

Special Events Office	Carol Nordin	Option 1
-----------------------	--------------	----------

CHAIR: Option 2 has passed with a majority. Seven for option 2 and two for option 1. Majority rules.

SC: My intention is to make up time as we minimized impact for so long. For 2025 hope we can return to the CPI model. We want to make producing events in the city affordable. It is not our intention to get costs fully reimbursed, we just have ground to make up.

SPD: Next time, can you have some data to show us what the organizers are charging participants year over year, that could help us make a decision. Should we raise fees or not raise fees.

CHAIR: We don't have a mechanism to capture revenue the events realize. Discussion on fees and showing costs. On ticketed events, the info is on the application.

METRO: Need to understand the general health of the general fund, and impact.

**Polar Plunge Seattle – S24FE018**

- EVENT: Dacia Strong and Maggie Moffat with Special Olympics and Ryan Reiter, Eric Balderas, Jerry Brooks with NW Marketplaces. It will be a similar layout plan for this year. NW Marketplaces handle the food festival, vendor management and beer garden, and this is our sixth year helping on the event.

CHAIR: Seattle Fire here? No. Seattle Police Department?

SPD: The SW precinct handles logistics, and they aren't here, but if everything is the same should be fine.

CHAIR: Any tents?

EVENT: Yes 60 X 30 banquet canopy in beer garden from Alexander Rentals. Homeland Security provides heating tents on the beach for participants who go in the water to warm up afterwards.

CHAIR: FIRE and Dept of Neighborhoods not here. METRO?

METRO: No concerns from King County Metro.

CHAIR: SDOT?

SDOT: No questions on street closures.

PARKS: Event has agreed to cap registration at 2,000. Is registration capped at 2,000? A concern would be more.

EVENT: This must be a typo, last year we had 300 people attend. Hoping for more this year.

CHAIR: On application notes as up to 650 participants, with 150 spectators and a ticketed event.

WSLCB: Is there a caterer for the beer garden? It says TBD for alcohol.

EVENT: For beer garden, we provide licensed staff to facility the requests, 100% of proceeds go back to event. Kegs are donated, we provide staff and security of staff. Space will be fenced. We are not caterers.

WSLCB: Apply for the special occasion license 45 days out.

SFD: For the Beer Garden, how many people do you anticipate being there?

EVENT: Sold 800 tickets over 6 hours. est. 500 people at a time, plan on fourth egress point.

SFD: Will have standard exit sites. What is the route that the runners take?

EVENT: No run, just a plunge to show up to jump in.

SFD: Is the tent heated with propane heaters?

EVENT: Yes, we will get permits for the heaters. In the past we have two changing tents with heaters, are those all one permits? Three separate tents, do we need three permits or one?

SFD: One permit.

CHAIR: Send in info on insurance and vendor lists in advance so these departments can assist in getting that permit issued for you.

### **Wing Luke Museum 2024 Lunar NY Lion Dance Blessing – S24FE013**

- Event, Vivian Chan, 2013-2019, close S. King Street for the Lion Dance. This year will be a dragon as it is a year of the dragon. We have our line dance team connect with the fire department on the firecrackers and connect on the permits. We might have more popup tents for the library. The King County Library wants unheated promo tents. We are asking the Mayor to attend. No food vendors. We will have a DJ in our balcony inside the building and two speakers on the sidewalk. Volunteers, giant sandbags, and crowd barriers to keep kids away from the lions and firecrackers. Activities inside the museum. Open the streets by 1:00 p.m.

SPD: What day is the event?

EVENT: Saturday, February 23<sup>rd</sup>

SFD: Need enough people to maintain the exclusion zone for the pedestrians watching. Will the Location be the same as last year?

EVENT: yes

SFD: Need to move firecrackers away from the front entrance. Need 15 feet from where the main firecrackers are set up. Need 20 feet for when the firecrackers explode. Use of a plastic line tape to define the area and have a cone set up. Set up barrier better. Where are the fire extinguishers?

EVENT: Either side of our main door with a fire alarm and smoke detector.

SFD: We want to try to not set that off. Depending on the weather and wind direction might want to shut the front door so the smoke won't set off fire alarm in building. Need two people designated to use the fire extinguisher. Get a water pressurized fire extinguisher. vs. A dry chemical extinguisher. Will you apply for the firework permits?

EVENT: We will find out and check with our line dance team.

SFD: I see you have the fire lane established, so that is good. Does the dance troop go to other locations?

EVENT: Yes

SFD: Okay if they do have firecrackers, they need to get a permit from us. we can look at the map and exclusion zone.

CHAIR: New this year is request to close- the alley way.

EVENT: We want to bless the space in the alley way where we had vandalism in September.

SDOT: Is there access to Wing Luke or garbage cut off? Fire access?

EVENT: The garbage and parking lot is on the side. Our goal is to open the streets quickly.

SDOT: Just make sure we don't cut off egress or access for fire access.

CHAIR: Reminding you of the Department of Notification requirements

EVENT: We are connecting with Uncle Bob's Apartment building to make sure neighbors are aware.

CHAIR: Your start time is late enough, so I don't think we need a noise variance. If you have questions about vendors, insurance or anything please reach out.

## Foreign Family Council Presentation

- Reed Juenger (partner Kyle Kusanagi unable to attend today)  
Planning a new music festival using the parks. Hoping for August 17, 2024. 4:00 p.m. to 10:00 p.m. beer garden, food trucks, single day use and take down. Range 7,000 to 10,000 people. Reed background Capitol Hill Block Party and Seattle Band Odesza and record labels. We want to start the conversation about what is possible.

SFD: Having done many events at Gasworks Park, we are concerned with having people in a closed area, fenced off. Since a ticketed event, how would you limit access?

EVENT: We are thinking about access and limitations.

SFD: What about ride share service how they would come in without impacting emergency vehicles?

EVENT: We are committed to figure out the hurdles for the plan, limitations of parks, emergency vehicle and foot traffic.

SFD: Single main stage?

EVENT: yes, one stage and DJs. Audience and attendees see everything. quick and nibble experience.

SFD: Any pyrotechnics or open flames?

EVENTS: Yes, if possible. Depending on location, production costs. Would be a bonus for excitement.

SFD: Do you have a basic concept layout for Gasworks?

EVENT: Southeast lawn, best route in, flat surface and avoiding the huge hill.

SDCI Structures: Stages have video screens, if you have a screen on top with platform over 48 inches off ground, we need a structural engineer look at things. if under 48 inches might not need a structural permit. Please reach out to me with questions. Ground disturbance can be an issue. Links provided in the chat for the Event organizers.

WSLCB: Any experience with events with alcohol in Washington?

EVENT: Limited to work with Capital Hill Block Party, have been researching requirements. Excited to learn more.

WSLCB: Need a special occasion license and a non-profit. Links provided in the chat for the Event organizers, and we are available for questions. We need that application 45 days prior to the event, if minors involved, need 90 days prior.

SFD: What other events and cities have you handled?

EVENT: New York, Denver, San Francisco, Los Angeles, Mexico and worked with Lt. Cornet in your office. Learning ingress and egress for emergency access.

SFD: what is the biggest event you have handled?

EVENT: 1,000 at a music festival and under 5,000 in Mexico. 25,000 for Odesza shows.

PARKS: How many people are you planning? Any application yet?

EVENT: 7,000 to 10,000 people. Up for discussion. No application, this is exploratory.

PARKS: Submit a park use application for proposal so we can look at things. Depends on the capacity. Application will be the start point. I'll put info in the chat.

SC: Please plan early in your planning process, look at crowd and safety plan early, and a qualified

partner to help you with the process. It is a lot of people in a space without a lot of outlets.

FAS: Are you having more than 25 vendors or suppliers?

EVENTS: yes, stage, waste port a potty, alcohol, food vendors, fencing. What is the benchmark?

FAS: 25 or more, Tradeshow license. Seattle based business need a license. Is your organization licensed with the State of Washington?

EVENT: We will set up a new business entity.

FAS: I put a link in for you to set up the new business in the chat. Less than 25 Vendors need to be license with the city. Exception for out of city vendors with less than \$2,000 annual revenue. There is a form on the special events website, please fill it out min of a month prior. I put my contact in the chat for any questions.

METRO: King County Metro is working on helping supporting events with a Transit Go ticket pass. They get a bus pass with the ticket. Still a work in progress so as you ramp up something to consider.

EVENT: We are looking at venues, like Gasworks Park and transportation options would be helpful.

SPD: Need robust security plan, how people will get in, how monitor, ingress, egress. We have a police shortage; we are spread thinly off multiple venues. We don't have Seahawks schedule. if they have a game on August 17, could be an issue as point of public safety issues. Hard to tell you unless we have a date. You need to come up with parking solutions. Need to have a plan in mind, people don't all take mass transit, UBER or Lyft. When you get things more solid, then can look to see the plan.

EVENT: We will get things more solidified.

FAS: As this is a ticketed event, lets touch base on City of Seattle Admission tax before you start advertising. Parks will have their own structure.

PARKS: All sales on site, there is a 10% ticketed fee for PARKS is explained in the application.

### **Review Recent Events**

<b>Event Start Date</b>	<b>Name of Event</b>
11/26/2023	<p><b>Seattle Marathon</b></p> <p>SE: What is the actual on the staffing so we can refund them on the balance?</p> <p>SPD: We will provide the numbers.</p> <p>Route was Greenlake to Downtown, 5<sup>th</sup> and Harrison, University Area, Campus along Mountlake, Lake Washington Blvd, Capitol Hill, Gasworks Park, Aurora. It was very large, and 50% UPO came from 3<sup>rd</sup> parties, had about the same numbers. Volunteers on street closures, not all of them. Went well, I didn't hear about any car accidents. What did Seattle Center think?</p> <p>SC: Did Neighborhood notification go out?</p> <p>SE: Yes, we were told it went out.</p> <p>SC: We never received a firm route. Information we had on their route was not accurate on their return. We had old information. the map wasn't professional. We would like to improve this. Campus was busy with Christmas Market and Nutcracker.</p>

	<p>Need to improve communication.</p> <p>SPD: They yelled at our guys for not being there at 6:00 a.m. but that wasn't our info. They started on time and got into memorial stadium. There was a lot of coordination going on.</p> <p>SC: Frustrating to talk to multiple people vs. Single point of contact. It could have gone better. Need a meeting in advance for this event. Route and closures need to discuss what it looks like. End of 2024 or 2025 will be construction with memorial stadium. The event is aware and has met with our team to strategize.</p> <p>SE: Two locations reached out to SE office regarding access to parking garages. Citizen using Green Lake bike path and her bike path was used by runners which is impacting the safety of the bikes. Note that the bike lane was an exception for the race.</p> <p>&lt;put in post event write up&gt;</p> <p>METRO: Was a complex event and route. Crossing supported by SPD went smooth. North side 20-minute hold, still made sense. Lots of reinvention of the wheel, when they realize 3<sup>rd</sup> party UPOs costs, back to drawing board. Let the committee create Predetermined marathon routes to suggest to marathon route planners. Suggestion for 2024 agenda.</p>
--	---

CHAIR: If you have input on any of these recent events, please email us so we can put in the post event reports.

SPD: Move to table

CHAIR: we will move to the next meeting the discussion of past events.

**Past event review**

12/2/2023	Our Lady of Guadalupe, Mother of the Americas Celebration
11/18/2023	Julefest
11/20/2023	Downtown Seattle Tree Lighting and Fireworks
12/10/2023	Jingle Bell Run / Walk
12/7/2023	South Lake Union Winter Market
12/9/2023	Equinox Studios Very Open House
11/23/2023	Montlake Turkey Trot
12/9/2023	GLOWS (Glorious Lights of West Seattle) Festival
12/1/2023	The Great Figgy Pudding Caroling Competition
12/7/2023	Menorah Lighting Celebration
12/10/2023	Rally In Support for Israel

**Meeting Adjourned NOON**