

Special Events Committee Meeting Minutes

August 11, 2022
Via Video Conference

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Construction & Inspections	Jessica McHegg	DCI
	Dean Greenleaf	DCI
	James Dasher	DCI Noise Abatement
	Dan Goodman	DCI Noise Abatement
	Anthony Jagow	DCI Noise Abatement
Department of Neighborhoods	Laura Jenkins	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	Jonathan Rose	Metro
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	Michael Minor	SDOT
	Sonia Palma	SDOT
	Joe Vinson	SDOT
Seattle Fire Department	Lt. Keith Wyatt	SFD
	Lt. Chris Cornett	SFD
Seattle Police Department	Lt. Daniel Raguso	SPD Operations
	Lt. Bryan Clenna	SPD Traffic
	Ryan Keith	SPD
Seattle Public Utilities	Pat Kaufman	SPU
Special Events Office	Randy Wiger	Chair
	Hannah Tyo	SE
	Tina Inay	OED
WA State Liquor & Cannabis Board	Beth Lehman	WSLCB
	Robert Rieder	WSLCB

Additional Attendees:

Cara Payne – Cascadia Consulting
Niel - Parking Enforcement

Note: As always, these are "raw minutes notes" based on the discussion of the 8/11/2022 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

- **ADDITIONAL ITEMS AND ANNOUNCEMENTS:**

- o Jessica McHegg will be leaving and Dean Greenleaf will be taking over the position for SDCI -

- Construction and Inspection. Stage height and structures questions will now go through Dean. Welcome Dean!
- SEATTLE CENTER: PokemonGo event. Thank you everyone for your support and help with this big event at the Seattle Center. So many people on this call were included in this effort! Well done.
 - CHAIR: Echo-ing the excellent professionalism shown by this Special Events Committee. Huge event of All Stars week coming up and while it may not come through our office, how we handle major events in Seattle comes across as positive.

Post-Event Evaluations/Comments:

Date	Event
July 15	Ballard FC Home Game (7.15)
July 15 - July 17	West Seattle Summer Fest
July 15 - July 17	Ballard SeafoodFest 2022
July 15 - July 17	Seafair Indian Days Powwow
July 16	Seattle to Portland Bicycle Classic
July 16	Fat Salmon Open Water Swim
July 16	Duwamish River People's Park Grand Opening Celebration
July 16	Edward Jones Centennial Celebration Tour
July 16	Reuben and Friends 2022
July 16	NEST Pickleball Event
July 16	Annual Church Celebration
July 16	98.9 THE BULL Kenny Chesney Pre-Party
July 16	South Lake Union Night Market
July 16	Reunion on Union
July 17	Rivkin Summer Run
July 17	Sundae Runday
July 17	Ballard FC Home Game (7.17)
July 20	Butler Valet - Frankie & Jo's Ice Cream
July 21 - July 24	Forest for the Trees
July 22 - July 24	Capitol Hill Block Party
July 22 - July 24	Alki Art Fair
July 23	Float Dodger 5K
July 23	West Seattle Grand Parade
July 24	St. James Cathedral Parish Picnic
July 24	Chinatown Seafair Parade
July 27	Butler Valet - AQUA Seattle
July 30	Seafair Torchlight Run
July 30	Alaska Airlines Seafair Torchlight Parade
July 30 - July 31	West Seattle Bridge Grand Reopening Festival
July 30	Da Grind
July 30	Seattle Summer Stage
July 30	CID Celebration
July 30	March-Rally: Russia is a Terroristic State
July 31	Emerald City Ride
July 31	Pista sa Nayon
July 31	Butler Valet - Wedding and Reception
August 2 - 30 (Tuesdays)	Brews and Tunes

- Ballard Seafood Fest:
 - WSLCB: ran well from their perspective.
- Seafair Torchlight Parade/Run/Hydroraces:
 - SEATTLE CENTER: some out-dated parking recommendations on Seafair website. Conferred with DON, will need improvement for next year
 - SC: used Thomas for route this year, next year there will be a Contruction project something

- to think about.
- METRO: Went smoothly for metro. Thank you to Bryan Clenna and SPD! One unexpected long closure on Denny and Third, but it was taken care of.
- SDOT: Will we cover the hydro races?
- CHAIR: yes, now
- Parking enforcement: Involved in TCP and parking enforcement was not involved this year. Normally this would be Lieutenant, but this year there was not enough guidance and post information regarding traffic flow. Would have liked to know the traffic control wouldn't be there. High learning curve Friday and Saturday, also challenging as officers changed day to day. Also didn't have a Seafair liaison, which they usually do. Seafair did not post user friendly instructions for paid parking/public parking. Traffic jams were created by this lack of communication. Were able to get readerboard out by Saturday. But Saturday Seafair opted to take same day payment creating an issue of full lot, where pre-paid parkers weren't able to park.
- Seattle Summerfest:
 - WSLCB: Had one outdoor liquor vendor that was not included. Would hope the proprietor would adjust in the future
- CHBP
 - WSLCB: Seemed like it went really well. Pleasantly surprised.
 - CHAIR: Some confusion over TNV and concert end times. There was a 2019 vote SEC that said no amplified noise after 11pm. Since this was a returning year, Chair made the decision to allow noise until Midnight, but next year will honor the 11pm end time.
- Emerald City Ride:
 - CHAIR: This event was cancelled. Issue with bridge re-opening and safety timeline in order to do these events.
- Pista Sa Nyson:
 - CHAIR: Withdrew application this year.
- C-ID Celebration:
 - CHAIR: Very last minute. Came in through SDOT Previously, should have come through our office. Thank you to everyone who helped get this event into the permit process. We were able to get the permit to them and we hope they will use the SE permit process again in the future as it is the proper path.

SHORT TURNAROUND EVENTS:

- Is it possible to turn these around with 15 working days notice. CHAIR has told them they may
- 14/48: theater event with beer garden. Fundamentally it is a park use permit, but with the beer garden it is a special event.
 - PARKS: They were told months ago to apply for Special Event permit and didn't
 - WSLCB: They have been issued a special occasion license.
 - FIRE: as long as they have the plan and proper measurements, we can approve.
 - CHAIR: looks like this could be issued since all the elements are prepared
- Bourbon Bonanza: closure of portion of Ballard NW to host a fundraiser with alcohol and food. Hosted by Ballard Cut restaurant and bar. Planned for months but did not apply to Special Events. Communications under 'Ballard FC' in email and communicated with council member Strauss
 - WSLCB: they cant use the restaurants alcohol since it won't work with Special occasion license. Ballard FC will have to apply not CLR academy. The office they need to go through for special occasion license is short staffed and requires 45 days notice. They can call and try
 - CHAIR: The unsure part is "who is hosting the event"? The application was submitted by the person who owns the Ballard Cut. Who is organizing and running the event and ask them to tell us who is handling the alcohol service.

- FAS: they need to know about the admission tax and they aren't licensed for this.
- CHAIR: need a better map and TCP.
- Seeking Cultura:
 - CHAIR: This is a SLU coffee house business that want's to do a street fair. Was going to go though SDOT, but want to expand and make it a large event.
 - DON: Talked with organizer about neighborhood notification. They asked if they need a special events permit at all and they asked which date it is for. Already touched base with her, but wanted to share these things.
 - CHAIR: SDOT permits are a single block and they want to do more with metro transit lines so they do have to use a Special events permit.
- General Comments:
 - FIRE: very difficult to do during this busy season. To be consistent and equitable we need to consider how we approach
 - Seattle Center: 2 weeks is very short. It's the shortest outside of Free Speech events that is possible to do. AND if we're going to be serious about lowering barriers to entry points. Theres getting to yes and then there's a very difficult challenge for these offices.
 - SDCI: Short turnarounds can become very difficult. If they do not get a permit, the result is the street cant be closed or their event can be shut down?
 - WSLCB: when we get emails from council members it can paint a bad picture. Something to consider as we talk about equity.
 - PARKS: Should consider at some point, but hand hold for folks who need that as their first effort into special events planning.

Meeting Minute Approval

- Vote to approve June minutes
- Meeting minutes approved; **NO OBJECTIONS** not a quorum
- Vote to approve July minutes
- Change for clarification from Seattle Center regarding SPKRBX – Seattle Center was not offered to SPKRBX event as Seattle Center did not have availability
- Meeting minutes approved; **NO OBJECTIONS** not a quorum

Committee Business –

- Regarding suspending acceptance of application for several weeks in the fall.
 - CHAIR: There are some glitches in our workflow that need addressing.

Committee Discussion: Process improvements

- a) Review of recent permit workflow challenges.
- b) Overview of possible SEO Office closure for several weeks this fall to re-tool/implement process improvements.
- c) Identification of needed cooperation from specific departments in the process improvements.
- d) Discussion of Fall schedule with specific department representatives regarding process improvements.

Summary of suspending new applications for 6 to 8 weeks

Problem:

The Special Events Office (SEO) permit process workflow is in need of significant adjustments. Currently several internal task areas are generating problems which require increased labor to address, and there are several external tasks which significantly delay the issuance of permits. In addition there are significant lapses and poor quality of customer service, which is unacceptable, which results in inequitable results (RSJI), and which also generate problems which require increased labor to

address. Lastly there are some processes which lack adequate quality controls for verification which results in liability exposure to the city.

The examination, adjustments and partial re-engineering of the SEO permit workflow will require considerable labor and which is continuous: staff will need several hours daily over a number of weeks to immerse themselves in the intricacies of the workflow to be able to identify key problem areas and design appropriate changes which solve those problems and which do not generate new ones. This will require staff labor to be diverted from the daily permit processing workflow.

Compounding problem.

Currently SEO labor is insufficient to perform required tasks for daily permit process workflow operation, let alone diverting labor to process improvements.

Optimum staffing is 4 permanent FTE to process 400 permits per year, an average of 33 permits per month with a staff to permit ratio of 1:100.

Staffing level as of June was 2.5 FTE for 240 permits so far this year (July), an average of 34 permits per month. If rate continues, this will be a 1:160 ratio: a 62% increase in workload.

Current staffing level as July is 2 FTE, which (if the rate continues) is a 1:200 ration: a full 100% increase in workload.

The decrease in staffing in July is due to long-time permit specialist Julie Borden leaving for new challenges. It is likely this position may not be filled until November.

The increased workload places the program at risk of failure, where some permits will be unable to be issued before the event takes place.

Solutions:

When the workload is so much greater than available labor, there are 2 options.

A) Increase staffing to reduce the ratio of staff to permits to manageable level. This would be the addition of a minimum of 1 FTE (which could be TES/Temp). Unfortunately it is unlikely this increase in labor will happen before November. The reasons for this are not clear, but this is the consistent message from department management.

B) Decrease the workload

A strategy to decrease the workload is to limit or suspend the intake of new applications. A suspension of new application for some weeks can relieve staff of the weekly tasks associated with processing new applications, though staff would still process already received applications. It would not be a complete cessation of all program tasks, but the suspension of new applications should result in the availability of a couple hours daily to be re-directed to the process improvement work.

This could work as follows: suspend accepting new applications for possibly 8 weeks. Announce widely in advance to inform prospective applicants and event organizers. If the suspension were October 1 to November 30, then announce that any events taking place between October 1 and January 30 should submit their application before October 1.

What do folks think:

- TRAFFIC: How will this affect the legacy permits?
- CHAIR: We accept permits a year in advance. To add nuance, we have 2023 events in the queue, but we don't immediately process. Shouldn't affect legacy events since they generally put in applications in advance.
- TRAFFIC: It seems like it will be a huge work pill once the office reopens. And a lot of these events that need police, they will need to say no.
- CHAIR: the idea is to push folks to get them in early. And the hope is it wouldn't be that bad considering the smaller number of applications we get
- FIRE: Every organization needs a reboot on occasion. Sometimes it takes a hard stop to analyze. It could be good for the office. If this time has the least amount of impact.
- CHAIR: a goal would be to send out the final permit 15 days before the event. Currently 24 hours. A

- closure could give members of committee to also create process improvements.
- SEATTLE CENTER: Can we do this at your lowest intake time (sounds like you've don't that). Closing during the holiday season can be potentially busy. Also, pay close attention to those first quarter events so they get the advance communication they need. Operational breathing room can be created by extending that minimum period of time before new events are sent in. Temporary lead time extension.
 - PARKS: Like the idea of a 15 day lead time, but customer has to complete their end of the work in order for Parks to send a permit.
 - FAS: Make it clear each department has their own requirements. Clarification needed to organizers of events.
 - CHAIR: Less than optimum clarity. We work through coordination and communication, but we need clarification for all.
 - TRAFFIC: Maybe Randy should step back with some of the other departments so that the customers go to the organization that they need.

To Summarize:

- CHAIR: We will do a clearer assessment of this closure time and do an analysis that will give us an ideal closure time.
- SEATTLE CENTER: Just want to mention that from an Operations standpoint this is a choice you can make for your office. Is that correct? Chair: yes