

2020 Seattle City Council Budget Action

Agenda

Tab	Action	Option	Version
OED	8	A	1

Budget Action Title: Add \$116,291 admissions tax (ongoing) to OED for 1.0 FTE Special Events Program Lead

Ongoing: Yes Has Budget Proviso: No

Has CIP Amendment: No

Primary Sponsor: Lisa Herbold

Council Members:

Staff Analyst: Yolanda Ho

Council Bill or Resolution:

Date	Total	LH	BH	KS	AP	DJ	MO	SB	TM	LG
	Yes	0								
	No	0								
	Abstain	0								
	Absent	0								

Summary of Dollar Effect

See the following pages for detailed technical information

	2020 Increase (Decrease)	2021 Increase (Decrease)
General Fund		
General Fund Revenues	\$0	
General Fund Expenditures	\$0	
Net Balance Effect	\$0	
Other Funds		
Arts and Culture Fund (12400)		
Revenues	\$0	
Expenditures	\$116,291	
Net Balance Effect	\$(116,291)	
Total Budget Balance Effect	\$(116,291)	

Budget Action Description:

This Budget Action adds \$116,291 in ongoing admissions tax revenue to the Office of Economic Development (OED) for a Special Events Program Lead (Strategic Advisor 1, exempt) to focus on managing special events program functions. Since 2012, management of the film and special events functions has been undertaken by a Film and Special Events Program Lead (1.0 FTE Strategic Advisor

2020 Seattle City Council Budget Action

Agenda

Tab	Action	Option	Version
OED	8	A	1

1). OED has found this dual film and special events managerial role to be inadequate for each of the programs, with the position allocating about 85 percent of its time to special events and 15 percent to film. Separating the duties into two assignments gives OED greater staff capacity to focus on both the film industry as well as the special events industry.

The responsibility of the Special Events Program Lead position includes, but is not be limited to:

1. Overseeing coordination of over 500 special event permits annually;
2. Providing leadership to interdepartmental teams as an authoritative representative of OED and the Special Events Committee to achieve important City objectives related to the special event permitting program and services;
3. Influencing the restructuring and scope of the special event permitting processes;
4. Serving as a technical expert in special event production to provide direct economic, cultural, and community development impact to the City;
5. Assisting in the development of policies affecting the City's ability to fund and deliver permitting programs and services to drive economic, cultural, and community growth for Seattle;
6. Advising the OED Director, the Special Events Committee, and manager on policies which may involve long-term impacts to the City, City services, partners, or the public;
7. Providing policy direction related to the Creative Economy and Special Events, including representing the Special Events Office, and participating in or leading and interdepartmental team, task force, and other public or internal-facing groups or processes; and
8. Leading one administrative staff member in the day-to-day aspects of processing and approving permit applications, such as collecting payment for permits and events, issuing materials, receipts, and deposit returns.

The addition of this Special Events Program Lead allows OED to convert the existing Film and Special Events Program Lead to a Film and Music Program Lead. In addition to the film industry duties already assigned, the Film and Music Program Lead position should also include the following duties:

1. Dedicated permitting support for both film and music events;
2. Creating a system for alerting people who may be impacted by filming activities, such as an email or United States Postal Service mail program;
3. Creating City-issued identification badges for location scouting;
4. Providing assistance with obtaining Occupational Safety and Health Administration safety passports when required by federal law; and
5. Creating pre-approved signage and documentation communicating the planned timing for film shoots that may be posted in the vicinity of the filming location.

2020 Seattle City Council Budget Action

Agenda

Tab	Action	Option	Version
OED	8	A	1

Budget Action Transactions

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BSL	Fund	Year	Revenue Amount	Expenditure Amount
1	Pocket Adjustments		0	0	OED - ED000	OED - BO-ED-X1D00 - Business Services	12400 - Arts and Culture Fund	2020	\$0	\$116,291
2	Pocket Adjustments	StratAdvsr1,Exempt	1	1	OED - ED000	OED - BO-ED-X1D00 - Business Services	12400 - Arts and Culture Fund	2020	\$0	\$0