

Special Events Committee Meeting
July 23, 2020
Video Conference Call

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
	Lisa Fraser	Citizen Representative
	Oliver Little	Citizen Representative
Department of Construction & Inspections	Dan Powers	DCI Noise Abatement
	Jessica McHegg	SDCI
Department of Neighborhoods	Angela Rae	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	Glenn Bartolome	Metro
Mayor's Office	Dominique Stephens	MO
Parks and Recreation	Carl Bergquist	Parks
Seattle-King County Health Department	Rosemary Byrne	Health
Seattle Center	Gretchen Lenihan	Seattle Center
Seattle Department of Transportation	<i>Not present</i>	SDOT
Seattle Fire Department	Tom Heun	SFD
Seattle Police Department	Lt. Phil Hay	SPD
	Lt. Bryan Clenna	SPD
Seattle Public Utilities	Sheryl Anayas	SPU
Special Events Office	Chris Swenson	Chair
	Julie Borden	SE
	Meli Darby	SE
	Jonelle Mogi	SE
Special Events Committee		SEC

Additional Attendees: Pat Kaufman – SPU, Brady Winsten – SPU

Note: As always, these are “raw minutes notes” based on the discussion of the 7/23/2020 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.

Committee Business

Working Group Update – Covid-19 Health Action and Management Plan (CHAMP)

Meli Darby, Special Events Office and Gretchen Lenihan, Seattle Center

- Condensed to a 4-page form outlining required COVID Health and Safety plan including checklist and resources for organizers
- Process started with the subcommittee group to identifying resources and documents from different areas of the industry; Turned into a brainstorming session that created a longer document;

Deciding factor, outside the area of Public Health and specifically food, there is no regulation or enforcement happening through SEC

- Focus on questionnaire to help people create a plan, but not setting out guidelines for event organizers; We will be referring to other sources for guidelines for event producers
- Steered WFEA conversations to encourage their development for a detailed guideline document
- Streamline questionnaire aligning referencing with OFM and other industry questionnaire
- Document outlines what SEC wants to see in your health safety plan and here are places you can find more detailed guidelines or resources for additional information
- If there are ideas of additional documents, intent of this document is to provide a checklist for organizers while planning and adequate resources; Please send over suggestions to SEO
- Overview of draft
 - Event Overview
 - Written safety plan outlining how its workplace will prevent the spread of COVID-19
 - Contact information
 - Event organizers must review the established guidelines
 - Washington State’s Guidelines for Special Events
 - Washington State Department of Labor and Industries
 - Washington State Department of Health
 - Operations
 - Event layout
 - Occupied/program area, Movement area, Ingress and egress, Health and safety, and Sanitization
 - Crowd management – crowd management plan with consideration of current public health physical distancing requirements
 - Safety and Health Requirements
 - Safety and health planning for all areas of the event
 - Sanitation and PPE
 - Health Screening
 - Plan for how they will advise staff and volunteers prior to event; Encourage to stay home if exhibiting any symptoms
 - Resources to refer to establish guidelines for various areas of your event
 - Talent/performers, Production offices/professional services, Catering and Craft Services, Construction, etc.
 - Communications
 - Communication plan for staff and all volunteers for protocols
 - Pre event, during event and post event communication plan
 - Additional Resources – Additional resources for event organizers to stay up to date on guidance

Health – Closer to Phase 4, will have more specific guidelines from City, County and State; Will need to update when get closer to Phase 4; Available to help link guidelines once receive more resource information

Seattle Center – Hard to come up with a form without official guidance; Some of the things we will need to highlight as a draft until we have official guidance; Identify and link to most recent resources, providing the correct information rather than updating form

SPU – When the draft and/or final be shared? SEC sharing and public sharing

SE – Sharing current draft with SEC following the meeting

Chair – Internal working and planning document, if there is benefit for SPU team to take a look and advise, it should be included in the process; Internal sharing for now

Health – In terms of State guidelines, County and City can be stricter than the State guidelines when requirements are approved

Chair – Pre-work based on presumptions and projections that what may be asked or required as part of the

State's approval of large events, SEC will want to make sure we are asking the proper questions, but don't want this to be duplicate work; Next steps will be to create a timeline to when we can more broadly share internally and then reach out to external stakeholder groups that we can get feedback

Seattle Center – Prior to broadly sharing out, would like more formal formatting and filling in some of the links or references we want to make sure we are point to

Review June 11, 2020, Special Event Permit Administrative Decision

Chris Swenson – Chair Special Events Committee

Background on June 11th Vote

- On June 11th, SEC voted to suspend issuance of Special Event permits through Sept. 7th due to the timeline needed to review and issue major event permits and permissions and the uncertainty of where the City, County and State would be in the Phased Approach
- 90-days from now (end of July) will be the end of October; SEC review and consider should the Special Event permit ban be extended and if so, how far should it be extended?
- The administrative decision made in June is specific only to Special Event permit issuances, and does not include stadium games, Seattle Center campus contracts, or any other events that are not included in Special Event permit process; even with that determination, some organizers and organizations made cancellation decisions for their events that mirrored the Special Event Committee timeline; Recommend that if the Committee decides to extend the permit ban, that the Committee consider how to be more explicit that this is only related to Special Event Permits

Seattle Center – From an event standpoint, it would affect a few of the remaining events on the calendar; Seattle Center basing return of events on the Phases, looking at Phase 3 and Phase 4; Policies working with clients for refunds, etc. confirms anything that involves street closures will be taken off the table; Seattle Centers will work with smaller resident organizers on campus that do not require Special Event Permits

Parks – Permitting process that is singular outside of Special Event Permit; Do not see any time in the near future that large events will happen, there are a number of small events that are moving forward, they are small events right now; Similar to Seattle Center going forward with Parks permitting

Additional Considerations

- One additional piece SEC needs to keep in mind is that there are discussions happening now at City Council regarding of the budget process that may impact SPD staffing and support in the short term (2020) and long term (2021 and beyond) for major special events
- Next Wednesday the budget committee will make recommendations to the full committee, vote is on Aug. 3rd (for the rest of 2020 budget)
- SPD staffing/budget important and critical for projecting and supporting events through the Committee process, notwithstanding the current issue that committee needs 90-days to consider and process Special Event Permit, and State and Public Health have not given guidance on what requirements will look like in the current 90 day planning period

Parks – Consideration to require event organizers to pay full SPD cost if they need to use SPD

Chair – SEC has has not considered charging full cost of SPD; may be a part of the City Council discussion; Likely would require legislation; City ordinance allows SEC to adjust the hourly rate SPD is billed to be billed, and that billing is not a reimbursement or direct invoice for SPD services; Per City code, if SEC were to increase fees, we can't increase police fees to a specific event by more than 10% year to year; The 10% will not cover full cost recovery for staffing; Billing for SPD cost recovery for services is currently out of SEC purview

Seattle Center – Understanding what is happening with SPD and ability to staff or not Special events is pretty impactful outside the 90-day application process; Understanding where and how we can support events, or if there is a system we need to change to support events

SE – From SEO office, if the determination is that events don't have SPD resources to allocate to Special

Events, one of the common triggers for a Special Event permit is the need for SPD resources; How does this affect our process to determine what events require Special Event permits?

SPD (Clenna) – Extension is a good idea; For events later in the year, SPD will not assign staffing until after the Aug. 3rd council vote for the budget for the rest of the year; Any cuts will affect overtime opportunities for SPD due to cost recovery due and how budget works; There is a deficit when it comes to events; Unsure what chain of command will say about large Special Event staffing

Chair – Considering the 90 day turn around, it would behoove the committee to extend the ban, but the extenuating circumstances are significant with the Council vote; Engage SEC in the budget conversations with Council and potentially offer feedback and input to Council in consideration of the budget decisions and convene SEC after the City Council budget vote on Aug. 3rd

Citizen Representative – A few variables that make it hard to decide on a date, as we move into the Phases, the new changes to the number of people allowed to gather make it hard to predict; Until the Aug. 3rd budget meeting, unsure the support from SPD; Unsure of next date, but maybe now it is 90-days from Aug. 3rd following budget conversations

Citizen Representative – Important for event organizers who might ask, why can't I do this without SPD resources, why that won't work; This may come up a lot

Chair – While there is opportunity to re-imagine SPD support, review is needed on the requirement on code, law, and historic process; If SPD uniformed officers' availability will be restricted or changed; This is a part of longer conversation

Citizen Representative – Looking at alternatives, if can use flaggers or trained personnel; The cost for a trained flagger is lower than uniformed officer, this process has not been clarified to event organizers to replace uniformed police officers to help budget on event organizers and SPD budget

MO – Helpful to give SEC presentation on SPD function and where it's going; Work with SEC to have deeper conversation with the right representation of SPD

Chair – SPD staffing/budget important and critical for projecting and supporting events through SEC process, that does not withstand the current issue that committee needs 90-days to consider and process Special Event Permit, and State and Public Health have not given guidance on what requirements will look like in 90 day period

Citizen Representative – Looking at the list of 14 events that are still on list, earlier we can let event organizers that without proper guidelines from State and availability of resources, it makes sense to extend and will be helpful that event organizers are aware

Citizen Representative – Without better guidance from the State, the permit pan will be extended for a month since no guidance from State or County; Outside of budget conversations, should we say, unless something changes, no permits until the end of the year – or is that too drastic? For event organizers rather know there is no chance rather than going month to month

Chair – Disassociated with any budget conversations, SEO pointing to the 90-day application processing timeline since discussed in June and what we have been using as a benchmark; Benefit to keeping close to the 90 day turn around since a function of the committee, but if too arbitrary would like to hear feedback

SE – 90-days apart of our process and justifiable and concerns about extending farther; Since apart of the process, administratively, SEC can point to the 90-day timeline

Health – 90-days make sense, a lot unpredictable; There could be another spike in the fall with flu season; Extend to 90-days and within the timeframe, look to see what it looks like in the future

Seattle Center – Would it be reasonable to state, if King County does not reach Phase 3 within 90-days of the proposed event date, the ban will be extended; If we are not in Phase 3 and it is Aug 30th, we can presume that the ban will be extended another 30 days past the 90 day mark

SDCI – Important to emphatically determine what starts the 90-days, people will think they are ok or in the right position, but often there is something else that determining where they are in that line and can create a lot of frustration; There could be a rush of applicants in the change of guidelines, with the rush, will applicants be treated equally or in a queue that is fair

Chair – Articulation of the decision will be key in the messaging out

SEC Administrative Vote

- Chair makes a movement for SEC to take a vote on the following – Approving an administrative decision to extend the Special Event permit ban from September 7th through November 1st and for detail of the ban expressed during this meeting be built into the communication of the formal movement
- Seattle Center seconds
- Voting as follows: In Favor - SFD, SPD, Parks, OED, SDCI, FAS, Seattle Center, SPU, Metro, Health, Citizen Representative (Anderson), Citizen Representative (Little), None opposed
- Quorum met; Unanimously vote in agreement

Chair – SEO will draft language and share with SEC for review before issuing; Will need to wrap by EOD tomorrow or EOD Monday to get word out to event organizers in official capacity; Ban will include August 1st; no permits will be considered for the 1st

SPD – Since we are extending, does it mean that applications in process need to reapply?

Chair – Event organizers if they want to re-schedule or schedule an event, need to get an application at least 90-days in advance, but SEC can’t guarantee a date until we know from State and Council that events can happen; Submit an updated application for another date down the road, but SEC will need to consider based on the process

SE – SEC will continue to process applications to dates beyond the ban and will continue to do so following this vote

Chair – SEC will need to address Special Event permitting each month, SEO will share with event organizer about extension, and will message that organizers can plan for event in November, but may need to adjust if administrative vote extends month by month

Fall Event Request Review

Chris Swenson – Chair Special Events Committee

Start	End	Event	Notes
9/12	9/12	Van Haven	Annual event, usual date; Georgetown
9/12	9/12	St. Jude Walk/Run Seattle	First time for permit; Seward Park
9/12	9/13	PrideFest Capitol Hill	Annual event, rescheduled date
9/13	9/13	Magnolia Village Car Show	Annual event, rescheduled date
9/18	9/20	Fremont Oktoberfest	Annual event, usual date
9/18	9/20	Jimi Hendrix 50 th Anniversary Memorial	One-time event; Jimi Hendrix & Sam Smith Parks
9/19	9/20	The Orca Half	Annual event, usual date, extended to two days
9/22	9/25	UW Student Move-In	Annual “event”, usual date
9/25	11/1	Georgetown Morgue Haunted House	Annual event, usual dates
9/26	9/26	Gold Rush Rally/Throttle	One-time event; SODO
10/4	10/4	Tail of the Lake Regatta	Annual event, usual date
10/4	10/4	University of Washington Dawg Dash	Annual event, usual date
10/24	10/24	Making Strides Against Breast Cancer	Annual event, usual date
11/1	11/1	NFL Sponsor Appreciation Event	Annual event, usual date
11/2	11/26	Seattle Turkey Trot	Annual event, usual date, Ballard

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11/28	11/28	Seattle Kids Marathon	Annual event, usual date
11/29	11/29	Seattle Marathon	Annual event, usual date
12/12	12/12	Chet Gibson Memorial Lighted Boat Parade	Annual event, usual date

- SEO will notify events through 11/1 about the administrative ban on Special Event Permits
- Current events in process
 - Seattle Turkey Trot
 - Seattle Kids Marathon
 - Seattle Marathon
 - Chet Gibson Memorial Lighted Boat Parade
- Conversation will need to develop after we learn about SPD and council vote

Next Steps

- Council consideration and vote on Aug. 3; Aug. 6th subcommittee date should be updated to SEC Full Committee meeting to dive deep into results of Council vote
- Chair will touch base with MO to get information to SEC ahead of the vote for SEC to participate or get involved with the budget conversation
- Next subcommittee meeting will be Aug. 13