

Special Events Committee Meeting
August 6, 2020
Video Conference Call

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Construction & Inspections	James Dasher	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	Mike Shea	SDOT
Seattle Fire Department	Tom Heun	SFD
	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
WA State Liquor & Cannabis Board	Lt. Rob Rieder	WSLCB
Special Events Committee		SEC

Additional Attendees: Meghan Sebold – OED

Note: As always, these are “raw minutes notes” based on the discussion of the 8/6/2020 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.

Committee Discussion

- Roundtable
- Vote on Minutes – June 11, June 25, and July 9
 - Seattle Center makes motion to approve minutes, Parks seconds
 - With no SEC objections; Meeting minutes are approved and will be distributed and posted to the website
- Review Meeting Schedule through the end of August
 - Current schedule SEC meeting twice monthly and subcommittee meetings on opposite weeks

- Subcommittee meetings were focused on CHAMP working group; With no events to review, we do not need to review new applications
- What would be the new meeting cadence from August – December; Minimum monthly meetings are required
- If reducing SEC from every other week to monthly in the current setting, it will work if works for the group
- Based on SEC comments - Keep a monthly SEC meeting, keep bi-weekly subcommittee times, and create a schedule to cancel tentative holds a week in advance

Seattle Center – Monthly seems just fine, but changes rapidly; Second meeting as tentative, so if there are no urgent issues, we can cancel

Metro – Monthly meeting without the tentative; Do not like holds on calendars, but if something does develop, we can easily pull the needed parties of a subcommittee

Chair – Can be more complicated administratively because the standing meetings on Thursday; Reducing SEC to monthly at this time, pending subcommittee meetings

SE – Preference keeping subcommittee on the calendar and scheduling as needed; Work to give a week in advance to cancel subcommittees

Committee Business

Special Event Race and Social Justice Initiative

Chris Swenson, Chair Special Events Committee, Meli Darby, Special Events Office

- The vision of the Seattle Race and Social Justice Initiative is established to eliminate racial inequity in City policies and practices
- Rethink and reapprove process for BIPOC and community events using a RSJI lens instead of using time, place, and manner as the approval process
- Thinking and talking about ways we can do this as a committee due to a new and emerging priority; Agencies pivoting to lead with RSJI for policies, collecting support, programs, and regulation
- The City of Seattle offers a Racial Equity Toolkit that the SEC is able to use to assess and identify potential barriers within the current special events application and review process
- The Racial Equity Toolkit lays out a process and a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts on racial equity
- The Toolkit requires analysis to be inclusive in participation and engagement with community and requires a six-step process.
 - Step 1: Set Outcomes; Committee determines key community outcomes for racial equity to guide analysis.
 - Step 2: Involve Stakeholders + Analyze Data; Gather information from community and committee on how the issue benefits or burdens the community in terms of racial equity.
 - Step 3: Determine Benefits and/or Burden; Analyze issue for impacts and alignment with racial equity outcomes
 - Step 4: Advance Opportunity or Minimize Harm; Develop strategies to create greater racial equity or minimize unintended consequences.
 - Step 5: Evaluate. Raise Racial Awareness. Be Accountable; Track impacts on communities of color overtime. Continue to communicate with and involve stakeholders. Document unresolved issues.
 - Step 6: Report Back; Share information learned from analysis and unresolved issues.
- Example questions to consider
 - What factors produce or perpetuate racial inequity related to the current special events application and review process?
 - What current policies or budget issue increase or decrease racial equity?
 - How has the committee involved and engaged with community members and diverse stakeholders?

- Is there an opportunity or need to implement a community assessment process or research to: identify barriers to racial equity and improved race relations, understand a community's awareness of racial and ethnic issues, and establish baseline data in different disparity areas ?
- What data has been, or should be, collected during the application process that can help us in this work?
- What are the greatest opportunities for creating change in the next year?
- What do Special Event Committee member departments define as the most important racially equitable community outcomes related to the special events application and review process?
- What strengths does the committee have that it can build on?
- SEO is interested to know the experiences departments have faced implementing the toolkit, what are some initiatives departments are already doing, and what else are departments doing to address race and social justice
- Implementing a path forward and a roadmap; Report back at the next SEC meeting next month, continue communicating with the committee in the interim
- Based on SEC comments - SEO will follow up with the committee to ask those questions (How to we identify impacts on neighborhoods, communities, etc. How do we hear about what types of events will have date conflicts? How can we look at historical dates in an equitable way support? SEO will seek support from the Change Team, City experts, and continue conversations with Dominique to align with the Mayor's Office

Seattle Center – Toolkit was used for Cultural Programs/ programs several years ago and it made a difference; Considering RET (Racial Equity Toolkit) process for Seattle Center bookings

Parks – One of original adopters of RSJI committee, used toolkit on various aspects over the past 10 years; Helpful if SEC had hands on toolkit, it makes you think on all the aspects and if there are any unintended consequences; Tried to implement RET across different programs in Parks and there have been different outcomes and challenge on both ends; Overall great to implement

FAS – Department used the toolkit for some time, recently they taken a deeper dive on the subject; Looking at systemic racism issue, makes everyone look at why and reasons for the toolkit, toolkit is kind of the cart before the horse; It is up to each individual to be honest with themselves if they want to educate themselves for the need of the toolkit; Helps develop toolkit and thinking even better and look inside at the whole issue

Chair – Toolkit isn't a fix, it is a way to address the issues – cart before the horse idea; Toolkit is available, but where in the chronology does this fit in to the broader SEC work to address equity, inclusivity, and institutional racism

MO – Structural racism and internal work is why we have RSJI toolkit in the first palace; Disappointing we are having this conversation now to address how we are doing the work within the department, when RSJI should be the lead for our work; If this is not apart of everyday conversation in our department and if we need to address how we are going to address RSJI in community and programs, this is why the City is sorely hurting; The City is behind, not black and brown communities, we should be broader when we think about this issue, but as we are removing police from events, how does this relate to community? How does BIPOC communities work with security? If we can't give the updates on how we are supporting RSJI then we are behind the curve

SPU – Department is also a leader in leading with equity and, in addition to ongoing application of equity tool kits we're also conducting racial caucusing

DON – Chronically lead with race, looking at a way to up lead community; Need to get everyone to the level, being intention on the work of race and social justice; Currently working on a RET in regard to the notification process for Special Events

SDCI – SDCI, formally DPD has recognized RSJI for about 10 year; The Building dept has historically been a harbor for institutional racism that has caused harm over time and the dept recognizes it; Dept uses the toolkit over time for many meetings, also involves the Change Team within their department; Change team is invited to every dept meeting to address the mission and uphold the dept accountable; Lead with RSJI,

weather or not it manifests itself, but know personally it is on the forefront of the work I do

Chair – Prioritizing we are leading with RSJI, many depts have Change Teams who are and are leaders in this and the City has experts in this process as well; Propose next steps are to engage with experts and plan; talk with DS with MO to align

SE – Thinking about some good questions when we think about our process; Looking to identify impacts on neighborhoods, communities, hear about what types of events will be helpful dates – how can we look at historical dates in an equitable way support from change team and others

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

Meli Darby, Special Events Office

- Intention is to develop a Seattle Special Event permit application tool that provides
 - Event organizers a format to share specifics on their health and social distancing plans
 - Committee ability to ensure organizers are making efforts to meet State and County health requirements
- Unintentionally created more barriers to community organizers at the beginning of process due to large document created; Refocused to how to condense and create a guide to provide resources and up to date information
- 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
- CHAMP is not intended to require the Committee to review and approve health and social distancing requirements
- Document outlines what SEC wants to see in your health and safety plan and points to places organizers 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
- Draft document will be sent to SEC after meeting for review and feedback
- Event Overview
 - According to Washington State “Safe Start” Plan requirements, each business or entity must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry found [here](#). This plan must be submitted with the Seattle Special Event Permit application, must be retained on the premises of the event, and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection. Businesses will be required to follow the State’s industry-specific guidance, once provided.
 - Links include Washington State Department of Labor and Industries, Washington State Department of Health, King County Public Health and when available Washington State’s Guidelines for Special Events
 - Event organizers must adhere to the L&I COVID-19 Requirements; Including identify a site-specific COVID-19 Supervisor to monitor the health of event staff, volunteers, and guests, and to enforce the COVID-19 Safety Plan.
- Operations
 - Operational elements are considered in organizers COVID-19 Health and Action Management Plan
 - Event layout – occupied/program areas, movement areas, entries and exits, health and safety, sanitation
 - Crowd Management
- Health and Safety Requirements
 - demonstrate safety and health planning for all areas of event including sanitation and PPE
- Health Screening

- Screen staff/volunteers for COVID-19 symptoms prior to the event. Don't allow staff/volunteers or customers to attend if they have COVID-19 symptoms or if they have been in close contact with someone with COVID-19 symptoms.
- Communication
 - Communication plan for pre-event, during the event and post-event for the staff, volunteers, performers, vendors, suppliers, contractors, participants, and guests
- Additional Resources
 - Opportunity to share industry specific guidance i.e. Washington Festival and Event Association (WFEA), International Festival and Event Association (IFEA), and other resources including risk assessment tools made available by industry leaders
- If thinking from your department, is there a need for your specific department to review CHAMP plan? Are there additional questions that we should be asking, or event organizers should include in their plans?

Health – There will be changes when the Governor announces guidelines for Phase 4, Rosemary will send over updated documents as she sees it

SE – Stay abreast to be ahead, but if any resources Public Health comes in contact with, SEO can make changes to this document

Chair – SEO will distribute to SEC; SEC please provide feedback

City Council and SPD Budget Recap

Chris Swenson – Chair Special Events Committee

- Projected that we would know more today, but understanding some votes have happened and some will happen in the upcoming days
- MO looking to get one-pager on what council voted to remove from budget; City Council vote is different than what MO is proposing
- Suggestion to invite have SPD presentation at next meeting when we have more information; Also invite CBO representative

Fall Event Request Review

Chris Swenson – Chair Special Events Committee

Start	End	Event	Notes
11/26	11/26	Seattle Turkey Trot	Annual event, usual date, Ballard
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

- Seattle Turkey Trot on 11/26 announced will be going virtual for 2020
- 3 active applications
 - Seattle Kids Marathon
 - Seattle Marathon
 - Chet Gibson Memorial Lighted Boat Parade
- Additionally, SEO compiled a list of annual events that will not happen this year and will share prior to next meeting

SDOT – Is Seattle Center prepared to have Seattle Kids Marathon and Marathon in November

Seattle Center – Currently Seattle Center has a shelter set up in the exhibition hall and until that shelter is deactivated, Seattle Center is not prepared; There is space booked for event, but it is a question mark as we enter into the fall and understand how and if those shelters will be demobilized; May need to accommodate

their finish line and structure elsewhere, currently standing by and waiting, but in general having event on campus at Phase 4, no reason why we couldn't support; Looking to have more discussion about the Kids Marathon and lane closures due to the number of lanes used last year and what is ideal from a safety standpoint

SDOT – Trying to wrap conversation about SPD support into events, question is if SPD will be supplying officers for events or what are our expectations? What are the organizers expectations if SPD is not supplying officers? Unsure how organizers can have event without proper planning

Chair – Subcommittee discussions which will affect the decision and ability for SPD support and use for roadways; Committee will review next month the current restrictions of Special Event Permits; If a change in restrictions are voted upon, that could affect the status of this run and if they are able to obtain a permit; Keep in back of mind the potential that these events may be proposed as a reimagined events. i.e. Parks are granting permission as run as your own events

SPD – No update from SPD, City Council voted yesterday and will vote on the remaining items on Monday; Preparation for events are done ahead of time to coordinate and find staffing; Things to consider officers who volunteered for events may not be there themselves; Vote happening now is for the rest of 2020, City Council will vote for 2021 coming up; We won't know about the rest of 2021 until the end of September

Chair – Helpful to get SPD at next SEC meeting to think about SPD support at events and use as a starting point looking at events and considerations

SDOT – From perspective it is not about policy, but all policy affects the planning; Trying to find out where we are in the planning; Committee works on events months in advance, the planning is the hardest part for SDOT and organizers

Next Steps

- SEC and Subcommittee schedule will be revised

Additional Items

- SDCI met with Public Health, SDCI will be taking over the number of plumbing facilities required for permanent structures, for a number of years it has been a part of King County, but that sparked the question - who determines how many port-a-potties are required at Special Events? King County did not have any insight, Public Health regulates for food vendors, but not the customers or attendees
- SE handbook, include guidance based on industry standards on the suggested requirements; No regulations or requirements that Chair knows, but would like to take a look at how this can be built into the process; Chair will follow up with an email to get the conversation started
- Parks – Port-a-potty restroom calculator online, will send SEO link
- SDOT – Working with MO for several initiative – Seattle Safe Streets, Temporary Outdoor Cafes, Merchandise Display, Vending, and Temporary Street Closure Permits; Temporary permits going through SDOT Public Space Management (PSM), Mike working on them now, for the larger street closures and may see that happening on the street; Working with applicants through SDOT PSM and MO
- Public Health – Working with MO for Farmers Market, recently, some of the restaurants have requested outdoor cafes in the same footprint as the Farmers Market; SDOT working on issue
- Chair – SEO in conversation with SDOT for potential assistance for higher impact locations; Intention it is not a public gathering, but a space for business to extend; Follow up by email to restart conversations with SDOT PSM re temporary street closure permit; See how SEC or members could be involved in the process and how to loop in parks to the process if involves parks property