

Special Events Committee Meeting
June 25, 2020
Video Conference Call

Member Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Citizen Representatives	Tom Anderson	Citizen Representative
	Lisa Fraser	Citizen Representative
Department of Construction & Inspections	Tony Jagow	DCI Noise Abatement
	Jessica McHegg	
Department of Neighborhoods	Angela Rae	DON
Finance and Administrative Services	Brenda Strickland	FAS
King County Metro Transit	Jami Kai	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	Mike Shea	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
	Meli Darby	SE
	Julie Borden	SE
	Jonelle Mogi	SE
WA State Liquor & Cannabis Board	Lt. Rob Rieder	WSLCB

Additional Attendees: Brady Winsten – SPU, Pat Kaufman – SPU, Domonique Stephens – Mayor’s Office

Note: As always, these are “raw minutes notes” based on the discussion of the 6/25/2020 meeting and do not include every word spoken—not a literal transcript—merely a summary of ideas.

Committee Roundtable Discussion

- Roundtable
- Review Minutes April and May
 - SEO have not received any written feedback; No additional changes proposed
 - Gretchen makes a motion to move, Angela seconds; With no objections, minutes are approved

Committee Business

Working Group Update

Meli Darby, Special Events Office

- Working group to implement COVID-19 management plan; Members include Gretchen Lenihan – Seattle Center, Rosemary Byrne – King County Public Health, Carl Bergquist – Parks, Tom Anderson – Citizen Representative, Oliver Little – Citizen Representative, Meli Darby – SEO, Julie Borden – SEO
- COVID-19 Health Action & Management Plan (CHAMP)
- 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
- CHAMP is not intended to require the Committee to review and approve health and social distancing requirements
- CHAMP is framed on Public Health’s “Three S” approach
 - Screen (temperature, other symptoms)
 - Separate (masks, distancing, shields)
 - Sanitize (cleaning, disinfecting)
- Sections of framework; Create a form similar to Public Space and Event Management Plan (PSEMP)
 - Step 1: Risk analysis form
 - Preliminarily to submitting application; Develop questions or tool to self-evaluate event exposure risk; Mid to moderate risk, move on to CHAMP planning
 - Section 1: Event Overview
 - Organizational chart so organizers designate health and safety coordinator; Defining roles and responsibilities as it relates to current health and safety guidelines
 - Section 2: Event Layout
 - Layout of event including entry and exits, queuing, recommended timed ticketing arrivals, signage and verbal messaging, physical indicators, directional movement, non-movement areas, sanitation station, vendor areas, beer garden area, and staging areas
 - How and if enforcing physical distancing plans
 - Sanitation Stations, including handwashing stations, need staff to disinfect and refill; Service schedule should be made for vendor areas, beer garden areas and staging areas
 - Section 3: Health screening
 - What health screening is required; Who, how and when do you check, and what is the producer responsible for
 - Contact tracing and producer responsibility
 - Section 4: PPE
 - Governor mandated masks be worn in public; Face shields if physical barriers are not available; Gloves and goggles for crowd management staff
 - Section 5: Crowd management
 - Including physical distancing plan, queuing, crowd flow and line management
 - Section 6: Communication
 - Pre-event – what sort of precaution and communication need to go out to staff, guests, audience
 - During event – signage, printed plans, and announcements
 - Post-event report - what happens if there is a confirmed exposure? What are producers plan for post event notification
 - Resources and references
 - Additional questions
 - Defining guidelines based on Phase 4; Do general guidelines apply to all events
 - Specific guidelines based on event categories e.g. athletic, open events, or

- controlled entry
- Encourage touchless events – identify and provide resources and references for organizers
- Additional Guidelines
 - If someone is ill, organizers need to section off event to sanitize during the event while it is going on
 - For contact tracing, info needs to be kept for 30 days and then destroyed
 - For crowd management looked timed ticketing event to help get a better idea how many people on site
 - For contact tracing, having the event organizer have a plan if an attendee contracted COVID-19 on the grounds, who do event organizers communicate with and what do you do with the individual
- Conversation began working on assumption, that we would be working on events starting in Phase 4; Most of the events dealing within Special Event process will fall strictly within Phase 4
- We can do the pre-planning, but we haven't received guidance from Governor for Phase 4; After guidelines become more specific, we can include a clause that event organizers need to follow Phase 4 guidelines in this document
- Built this off framework of risk assessment and looking at features, some unknown, to build a plan that is useful for event organizers manage own staff planning, schedules and operations as well as fit into framework in SEC permitting process; Risk management should identify organizers knowledge of local and global situation

SPD – Is there a liability form where event organizers would sign, so the City would not be liable if an attendee contracts COVID-19 since the City is authorizing event organizer to host event

Chair – A part of the CHAMP planning process is the risk analysis form to self-evaluate, risk analysis is part of planning and consideration that any municipality needs to take while approving any event; Major events and gatherings at the back end of phase approach, there are industries that are opening right now such as restaurants, etc. and there are risk assessments there on who is liable for what; Liability is not addressed in this process, but needs to be addressed later on when we consider major events

Seattle Center – As facilities, Parks and Seattle Center, will needs to dive into deeper with Risk Management and Law; Question come up include who is fulfilling which parts of the process, who is responsible for what and where the liability lies

Citizen Representative – Reasons looking at building outline of questions is to identify some of the responsibilities of event organizer and processes that needs to be covered to reduce risk; If we can come up with the right questions and have responsibility identified in the outline can be helpful

Chair – Development of this tool is not for SEC to say event is good to go, but is to collect information that can show that event organizers is taking steps to meet the conditions, yet to be determined, by the State; SEC is not in position to approve CHAMP but to collect information to ensure event organizers are taking the steps to meet the conditions

SE – Will follow up with SEC with the framework of CHAMP and will share list of references that are tracking

Chair – There will be occasion where event organizers and public cross paths or interact with city employees, but is there a way to ask questions how they will plan to do that? E.g. Run/walk event and traffic commander need to meet with event lead – how does that happen and what precautions need to take place?

Seattle Center – Seattle Center is undergoing reopening and phase to work planning as a city department, as colleges in other city depts are doing similar planning, encourage colleges to pass on any information if it will dovetail in this plan then it will be useful to know

Special Events Committee Planning

Chris Swenson – Chair Special Events Committee

- Fall event request review process
- Building process and planning for an unknown, but we need to build in advance for when

permissions are allowed; As we do the work to plan for an event, understanding moratorium until Labor Day

- Committee is not obligated to issue permits, because we don't know if we can be issued while we are considering and we are planning for events could allowed, but that is out of our control unless we get guidance from State
- As we communicate with event organizers, we cannot guarantee your event – date, location, or if it is possible to issue an permit; We can gather information and prepare for your event, but it is dependent on County and State Public Health; Looking to mitigating expectations from event organizers
- COVID-19 plan (CHAMP) would be required to be submitted 60-days in advance of event
- Intake
 - Maintain 90-day application deadline; During this time, don't expect can do things more quickly and it could even take longer to approve; We want to be careful and intentional with deadline
 - Difficult since uncertain for dates can approve yet, but we are asking organizers to submit applications at least 90-days in advance
 - For September events, we are extending deadline for them to submit applications to July 15th
 - SEO is communicating with any event organizers for annual events in September
- Distribution
 - Maintain establish schedule – Monday distribution
 - For September events, all applications will be distributed by July 20th
 - Committee meeting scheduled on July 23, so use that opportunity to look at conflicts or any overlap, if there are any
- Evaluation Plan
 - Date selection
 - Historical events take precedence, then first come, first serve; If there are conflicts, then can work with event organizers to find another date, location, or another process
 - Until we know when events can be allowed, we can't confirm any dates; Communicating with event organizers that they are taking it on at their own risk
 - Historic events still taking precedence; A rescheduled or new event can't be prioritized
 - **SPD** – everyone's situation will be different throughout the year, as we receive them, we should consider them; First come, first serve, and use usual process to work through conflicts
 - **Seattle Center** – Discussion to prioritize local event producers over national corporations if we come to an issue with conflict of resources or conflict of dates; Mindfulness on when we evaluate some of these issues; Touching on role SEC plays on supporting local community
 - **SE** – Is this an opportunity to consider what it is what communities impacted by events need? Understand there is an equity and accessibility issue with the application process, is it the responsibility of SEC to think of prioritizing community events or getting community buy in or feedback on what the community needs
 - **DON** – Don't think you can ever go wrong going to the community asking what they need or what
 - How to prioritize request in particular there is conflict? Historic events and a reschedule comes in and there is conflict? We are setting the precedent that we are prioritizing historic events
 - **Chair** – Committee bound by legal structure within the ordinance what can/can't do when considering events; Lead way to prioritize community events as a reopening

strategies for major events -community, cultural, business districts over non-local event organizers

- **SE** – Next step is to reflect on the ordinance, see what committee is working on and how committee can prioritize community/local vs non-local and if it is possible; SEO will take a look and bring back a better framework to see how we can work through this process
- Other components
 - Neighborhood Notification
 - Notification process is equally important learning about street closures or parking reservations, but often times overlooked
 - Current process to notify community is clunky and difficult for organizers and community
 - Look at notification process through a RSJI lens and SEC process through an RSJI lens
 - DON is looking to create a working group with members from SEC, other departments, and community representatives
 - Something looking forward with change; In DON, (1) looking to elevate race and equity and (2) look to elevate community voices

Seattle Center –If people are interested in hosting event in September or the fall, currently going through usual booking process; Holding off from issuing actual contracts, but extended a lot of financial policies in palace at start of pandemic to lower risk as much as possible for event producers; Working under assumption that our processes in Phase 3 and 4 will be worked out in time for September events; Allowing people to start planning if in the right Phase to allow events

Parks – Currently doing self-cancellations or trying to notify 2 weeks in advance that we will cancel event if it doesn't meet current guidelines; Will support another 90-day concept if unsure what direction we are going; The 2 week in advance communication is complicated since there is give and take conversation; Parks have not cancelled July and August events, smaller events are hopeful can host events

Chair – Looking for the committee to pre-approve the process, in theory, asking committee to approve event 2 weeks in advance

SPD – Planning and organizing of event is the bulk of work, 2 weeks to cancel would be fine; The larger events that put in a more effort and labor from their side might have to consider; SPD unsure if can assign any staffing levels to events, will need to receive guidance

SDOT – 2 weeks are fine; Curious to see if will get a lot more applications for September, and if sporting events with attendees will be allowed

Overview of September Applications

Meli Darby, Special Events Office

Start	End	Event	Notes
9/12	9/12	Van Haven	Annual event, usual date; Georgetown
9/12	9/12	Tour de Pier	Annual event, usual date; Lake Union Park
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 50th 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; Alki

9/22	9/25	UW Student Move-In	Annual "event", usual date
9/26	9/26	Gold Rush Rally/Throttle	One-time event; SoDo

- SEC reviewed/previewed applications as they came in with event organizers
- Take a look at what is in process for sept
- Goal is to do a quick overview for applications in process and annual events that normally occur in September, we are not looking to make decisions today, but want to get in front of SEC for review
- One additional application received is for the Georgetown Morgue
- Some events have applied much earlier this year, but some event applications were received more recently
- Tour de Pier, Fremont Oktoberfest, Jimi Hendrix 50th Anniversary Memorial, The Orca Half – Older application that already had in process; SEO will reach out to determine status
- Feedback
 - 9/12 Van Haven and Tour de Pier – based on historic dates, both have occurred on the same day, don't expect conflicts
 - 9/20 The Orca Half – expanded to a two day event, would need SPD support; Same event happening on both Saturday and Sunday, SEO will reach out to organizers to see if still planning to hold event for both dates or one day; SW precinct handles staffing for this event
 - 9/22 – 9/25 UW Student Move-In – a few issues with the SDOT space reservations, will reserve the spaces today
 - 9/25 – 11/1 Georgetown Morgue Haunted House – SPD and SDOT involved in planning and event; Challenges with the event in 2019, will need to have a subcommittee meeting to dive deeper into plans to mitigate any issues from 2019
 - 9/26 Gold Rush Rally/Throttle – street closure in SODO; Planning will need to be done for street closure since 6th Ave S is a large freight and Metro route
- Sounders tournament in July and August in Florida; Mariners getting back to spring season, unknown if fans will be allowed in stadium, Seahawks and Husky football scheduled; All potential conflicts that will need to fold in
- SEO will reach out to Pride event organizers
- Planning calendar shows full picture of what we expect for September (annual events in blue); SEO will be reaching out to annual events to see if submitting application for this year; For annual events that have canceled, there is a strikethrough on the calendar

Next Steps

- 7/2 Subcommittee
 - CHAMP working group
- DON Neighborhood Notifications working group meeting