

RESOLUTION No. 30340

CW

RESOLUTION acknowledging the importance to Seattle of major events such as regional, national, and international meetings, conferences and conventions, and adopting a review process designed to identify major events, to timely obtain and share within the City information about such events, and to include both the Executive and the City Council in the planning process for such events.

*Table Change*

Introduction:	7/7/01	By:	DRAGO
Reference:	JUG 11 2001	Title:	Finance, Budget & Economic Development Committee
Author:		Vice:	
Number:	612501	Subject:	Full Criminal Jobs \$-0 (wills out)
Version:	6125101	Report:	7-2-01
Date:	7-3-01	Publication:	7-5-01 title 900 presented to Mayor 6/25/01

*Law Department*

*Dotless as amended 4-0, JD, ec, f*

*9/20/01  
amended update  
to Mayor  
6/25/01*

Sponsored by:  
*Jan Page*

CW

*Table Change*

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*Amended  
Presented  
6/25/01*  
Attachments A, B, C, D

**RESOLUTION** 30340

1  
2  
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4  
5 A RESOLUTION acknowledging the importance to Seattle of major events such as regional,  
6 national, and international meetings, conferences and conventions; and adopting a  
7 review process designed to identify major events which the City is asked to solicit or  
8 attract, to timely obtain and share within the City information about such events, and  
9 to include both the Executive and the City Council in the planning process for such  
10 events.

11  
12 WHEREAS, selection of Seattle as a location for major events such as regional, national, and  
13 international meetings, conferences and conventions adds to the stature, diversity and  
14 economic vitality of Seattle and the state of Washington; and

15  
16 WHEREAS, selection of Seattle as a location for a particular major event may result in  
17 considerable financial impact on the City of Seattle and may require considerable  
18 advance planning on the part of the City; and

19  
20 WHEREAS, the City's ability to attract and plan for such events would be enhanced by  
21 having a review process designed to timely identify potential events, to obtain and  
22 share within the City information about such potential events, and to include both the  
23 Executive and the City Council in the review process; and

24  
25 WHEREAS, the goal of a review process is to improve the way the City manages its  
26 involvement in identifying and planning for major events, particularly those events  
27 that may not be identified and planned for through present City procedures such as  
28 the Special Events process; and

29  
30 WHEREAS, at the direction of the City Council, the Office of Intergovernmental Relations  
31 (OIR) convened several interdepartmental staff meetings to identify options and  
32 worked with the City Council and Council staff to prepare a draft recommended  
33 process to review major events; and

34  
35 WHEREAS, OIR and the City Council have developed and refined draft recommendations;  
36 and,

37  
38 WHEREAS, the process detailed in this Resolution will not create a new permit  
39 requirement, and is separate from and does not alter or change the City's Special  
40 Events Ordinance (SMD 15.52, et. seq.) or the City's process for administering that  
41 ordinance; and;

42  
43 WHEREAS, the City Council wants to state its support for creation of a review process as  
44 detailed in this resolution;



1 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
2 SEATTLE, THE MAYOR CONCURRING, THAT:  
3

4 **Section 1. The Importance of Major Events and the Need for an Event Review**

5 **Process.**

6 The City hereby adopts an event review process for major events which the City is asked to  
7 solicit or attract, as described in this resolution. The process described in this resolution  
8 does not alter or change the City's Special Events Ordinance (SMC 15.52 et. seq.) or the  
9 City's process for administering that ordinance. The review process reflects an appreciation  
10 for the importance of meetings, conventions, conferences and other events to the stature and  
11 economic dynamism of the City and region. The City should be a willing partner in actively  
12 seeking meetings, conferences and events that will make a positive contribution to the  
13 cultural richness, economic diversity and educational and recreational opportunities  
14 available to the members of this community.  
15

16 **Section 2. Events Covered by the Event Review Process.**

17 The goal of this new process is to provide information on major events so that the City can  
18 purposefully plan for their fiscal impacts. It applies only to major events the City has been  
19 asked to solicit or attract. The review process is separate from and does not alter or change  
20 the City's Special Events Ordinance (SMC 15.52 et. seq.) or the City's process for  
21 administering that ordinance. Therefore, there may be events that will be covered by both  
22 this event process, because the City has been asked to solicit or attract the event, and the  
23 Special Events Ordinance because they need a permit(s) required under that ordinance.  
24  
25



1 The event review process applies only to major events the City has been asked to solicit or  
2 attract. A "major event " for purposes of this process is defined as an event where:

- 3 1. City resources will be required for planning and/or security, or
- 4 2. City participation requires legislative action by the City Council, or
- 5 3. The City is asked to indemnify any costs associated with the event, or
- 6 4. City Council member(s) or the Mayor is asked to serve on the steering or host  
7 committee, or
- 8 5. The Executive or City Council Member(s) are co-chairs of the event, or
- 9 6. The City is the hosting entity.

10  
11 **Section 3. Timely Notice to the City Council and Mayor.**

12 The City Council and Mayor shall be informed before the City agrees to help solicit or  
13 attract a major event. Major event is defined in Section 2 of this Resolution. Events such as  
14 a bid for the Summer Olympics, a World Trade Organization Meeting, a Group of  
15 Seven/Eight Meeting, a World Bank Annual Meeting, or even a smaller event such as the  
16 Asia Pacific Cities Summit, are not likely to come to Seattle without some level of City  
17 participation in attracting the event. This might take the form of a request from community  
18 organizations for a letter from the Mayor or City Council suggesting that Seattle would be a  
19 great place to hold the event, a request that City officials meet with an advance team  
20 evaluating the appropriateness of Seattle, or a request for City staff to serve on a host or  
21 steering committee. The City participated at all three of these levels in the case of the 1999  
22 WTO Ministerial Conference in Seattle.

- 23 1. Before the City participates in any way in soliciting or attracting a major  
24 event (as defined in this Resolution) to Seattle, notification shall be sent (in a timely manner



1 under the circumstances of that particular event) to the Council's Legislative Department and  
2 Intergovernmental Affairs Committee, Council briefings meeting or other appropriate  
3 Council committee as determined by the Council President, clarifying as well as possible the  
4 likely extent of City involvement and potential need for City resources such as police and  
5 fire services.

6 2. If the City is asked to help solicit or attract a major event, staff of the department  
7 in contact with event organizers (such as Parks or OED) shall gather information about the  
8 proposed event, including: the likely financial exposure, if any, for the City; agreements  
9 with event organizers or other entities regarding reimbursement to the City for security or  
10 other costs; and other issues listed in Attachment A. Staff of the relevant department shall  
11 make a preliminary risk assessment regarding potential security costs to the City. If further  
12 analysis of security costs is needed, information about the event shall be referred to the  
13 Special Deployment Unit of the Seattle Police Department for a more comprehensive  
14 assessment of potential security costs associated with the event.

15 3. Relevant City staff in the department where the request was initiated shall (in a  
16 timely manner under the circumstances of that particular event) present all information to  
17 the Council's Legislative Department and Intergovernmental Affairs Committee, Council  
18 briefings meeting or other appropriate Council committee as determined by the Council  
19 President, including the preliminary risk assessment made by staff, and shall inform the  
20 Council about whether or not the Seattle Police Department has been asked to provide a  
21 comprehensive evaluation of potential security costs for the event. The presumption is that  
22 most events will not require comprehensive analysis by the Special Deployment Unit of the  
23 Police Department.



1           4. The Council President shall notify the Executive and Mayor (also in a timely  
2 manner under the circumstances of the particular event) if the Council has any reservations  
3 about the City's financial exposure or resource commitment to the major event. If the  
4 Council has reservations about the City's financial exposure or resource commitment to the  
5 major event the Council can request additional information, set a timeline for providing  
6 additional specified information, and/or initiate the resolution process described below.

7           5. The above steps should be taken in a timely manner, since most requests for City  
8 participation in attracting an event will be very time-sensitive. A Police Department  
9 evaluation of an event shall be presented to Council, the Mayor and the Executive upon  
10 completion.

11  
12           **Section 4. A Council Resolution should be required under certain**  
13 **circumstances.**

14           It is the intent of the City Council that a resolution regarding major events which the  
15 City solicits or attracts should be required in the following situations:

16           1. If SPD determines that the security resources anticipated from the City for the  
17 event would require overtime expenditures exceeding 3 % of the police department's  
18 budgeted resources for overtime. The intent of the 3% figure is to gauge the size of a  
19 security response to an event about which Council might want more specific details and  
20 involvement through a resolution. The intent of the proposed language is not to presume  
21 whether the departments' budgets would need supplemental spending authority for them to  
22 manage through the year. What would determine the need for a supplemental appropriation  
23 is the departments' ability to manage all of its annual appropriation, including special  
24 events, with existing resources; or,



- 1           2. If the City is asked to indemnify any costs associated with the event; or,
- 2           3. If the City Council expresses reservations about the City's financial exposure or
- 3 resource commitment to the major event, or desires to formally welcome the major event.

#### 4           **Section 5. The Resolution Process**

5           The resolution should include a timetable, agreed upon by the Council and the  
6 Executive, for periodic progress reports or updates to the Council on pertinent issues. These  
7 include the City's financial exposure and resource commitment to the event, and  
8 identification of which department or office is responsible for providing updates and  
9 progress reports. The timetable should be customized consistent with the amount of lead-  
10 time before the event and the extent of the City's anticipated financial exposure. The  
11 Council should be provided information in a timely manner so that the resolution process  
12 allows City participation in attracting worthwhile major events to Seattle venues.

#### 13           **Section 6. The Asia Pacific Cities Summit as an Example**

14           The resolution process followed for the Asia Pacific Cities Summit held in Seattle in  
15 May 2001, set a useful example for major events which the City is asked to solicit or  
16 attract. This process can be summarized as follows:

17           1. Since the Asia Pacific Cities Summit was an international event in which the City  
18 itself (through OIR) was the host organization, at the Council's request, OIR took the lead in  
19 keeping Council informed about the event through briefings with individual Council  
20 members and presentations to the Legislative Department and Intergovernmental Affairs  
21 Committee. (Logically, the City department most involved in any given event would take  
22 the lead in communicating with Council.)

23           2. Under the guidance of the Council committee, OIR drafted a resolution to serve  
24 the following functions:



- 1 a. Welcome the event and participants to Seattle;
- 2 b. Clarify the City's role and the City's relationship to the event organizer or host
- 3 organization(s), when applicable;
- 4 c. Identify any commitments, contracts, or other potential costs to or financial
- 5 exposure of the City of Seattle and its respective departments;
- 6 d. Identify potential sources of or agreements for reimbursement or revenue
- 7 associated with the event from event organizers or other entities; and
- 8 e. Identify economic, cultural and educational benefits to the community associated
- 9 with the event.

10 3. The City Council approved a resolution that included the following actions:

- 11 a. The Council extended a welcome to event participants;
- 12 b. Approved the organizational and contractual commitments that involved the City;
- 13 c. Directed OIR to work with the Seattle Police Department to develop a security
- 14 plan to be presented to Council as a future Addendum to the resolution;
- 15 d. Required OIR to present to the Executive and City Council a budget review to
- 16 determine City, SPD and Seattle Fire Department expenditures and budget implications
- 17

18 **Section 7. Obtaining Information About Future Events**

19 Many events held in Seattle do not involve City officials or staff in a bid process or  
20 in soliciting or attracting the event to the City. If these events do not require a City permit  
21 (for example the Special Events process), the City might have little advance warning  
22 regarding events that could significantly affect the budget. Therefore, the City shall create  
23 the following mechanisms for voluntary information sharing among organizations that might  
24 know of major future events.





1                   **1. Information Sharing through ASSET**

2                   One way to gather information is through the Sports and Events Council of  
3                   Seattle/King County and ASSET (A Seattle Special Event Team - a group aligned with the  
4                   Sports and Events Council of Seattle/King County). The City of Seattle's Special Event  
5                   Committee Chair will work closely with ASSET to identify in advance events that have the  
6                   greatest potential for imposing security and other costs upon the City.

7                   **2. Annual Survey of Venues and Organizations**

8                   Since some venues and organizations that are not members of ASSET might also  
9                   bring events to Seattle, an annual survey of relevant venues and organizations would provide  
10                  helpful information. The City's Office of Economic Development and City of Seattle's  
11                  Special Events Committee representative will send an annual letter to the organizations  
12                  listed in Attachment B asking about future events that might require unusual City security or  
13                  other City resources. (See Attachment B.)

14                  **Section 8. Resources for Implementation**

15                  Implementing this major event review process may require appropriation of  
16                  additional resources. Researching the "Checklist of Questions" on an event could be very  
17                  time consuming, particularly if the City has no direct role in organizing the event and no  
18                  direct access to information. Additional staff might be required to perform and manage this  
19                  research. Police might also need additional staff or budget if frequently asked to compile  
20                  security cost estimates for future events. If a City department determines that implementing  
21                  this event review process will require an additional appropriation, the department should  
22                  seek that appropriation through the regular budget process.

23  
24



1            Adopted by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2001, and signed by  
2 me in open session in authentication of its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

3  
4            Margaret C. Pappas  
5 President of the City Council

6  
7 THE MAYOR CONCURRING:

8            Paul Schell  
9 Paul Schell, Mayor

10  
11  
12            Filed by me this 3 day of July, 2001.

13  
14            Judith E. Pappas  
15 City Clerk

16 (Seal)

17  
18  
19  
20  
21 Attachment A

22 Attachment B

23 Attachment C

24 Attachment D

25 Checklist of Questions for Council to Use in  
26 Evaluating Events  
27 Voluntary Information Sharing  
2002 Olympic Torch Relay  
Ball Ships Challenge Race Series





**City of Seattle**  
Paul Schell, Mayor  
Office of the Mayor



June 12, 2001

The Honorable Margaret Pageler  
Seattle City Council  
600 Fourth Avenue, 11<sup>th</sup> floor  
Seattle, WA 98104

Dear Councilmember Pageler:

I am pleased to forward a resolution for the City Council's consideration that would create a process to review events that might require city resources.

After many months of hard work by an interdepartmental staff team convened by the City's Office of Intergovernmental Relations, I am confident that the recommendations set forth in this resolution will be helpful to the City in evaluating and managing City involvement in major events in the future.

I look forward to working with the Council in support of this important resolution.

Very truly yours,

  
Paul Schell

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600 Fourth Avenue, 12th Floor, Seattle, WA 98104-1873

Tel: (206) 684-4000, TDD: (206) 684-8811, Fax: (206) 684-5360, E-mail: [mayors.office@ci.seattle.wa.us](mailto:mayors.office@ci.seattle.wa.us)

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ATTACHMENT A

**Checklist of Questions for Council to Use in Evaluating Events**

**1. Nature of the event.**

Clarify the purpose and focus of the event, identify issues related to the event, organizations involved, and other organizations that might have strong opinions on issues related to the event.

**2. Confirm other details, such as:**

Name(s) of key contact person(s) and contact numbers  
Date of the event?  
Expected attendance?  
VIPs expected?  
Conference meetings, social events?  
Main venues?  
Official hosting entity?  
Representatives of the official hosting entity?  
When was the event awarded to Seattle and by whom?  
When was this event last held, where and what is its track record?

**3. City's role**

What is the City's role in this event?  
What verbal or written commitments have been made on behalf of the City and by whom?  
Are there any contracts between the City and the hosting entities? If yes, please attach a copy.  
Who has been representing the City in discussions with the hosting entities?  
Are there any City permits required for the event? If yes, identify the required permit(s).

**4. Event planning**

What is the City's role/responsibility in event planning?  
Who is in charge of event planning?  
Which City departments are involved and who is the lead for the City?  
What planning mechanism is in place - IDT, written planning documents, memorandums of agreements?  
Who is coordinating with other City events planned for this time such as SEAFAIR?  
Has there been an assessment of City, State, Federal resources and availability?  
What role does SPD have in planning (What concerns has SPD raised about the event? Who is the lead planner at SPD and what is the status of their plan?)

**5. Costs to the City of Seattle**

What are the overall costs/budget for the event?  
Who prepared the budget?  
Is there a budget of projected costs to the city by City department?  
Who in the City has approved those costs?  
Has the City made any commitments regarding financial contributions, including city staffing for this event? If yes, who made the commitment?  
Who developed the city's budget, i.e. did Seattle Police Department prepare the security budget?  
Have the costs for this event, held in previous years and different cities, been reviewed? If yes, who reviewed the costs? Attach a copy of the documents reviewed.

**6. Educational, Cultural and Economic Benefits to the City and its Citizens**

What is the potential tax revenue this event will generate?  
What are the potential economic benefits for the City, state and region?  
What educational, cultural, recreational or other benefits are provided to the community by this event?

**7. Guarantees**

What guarantees are in place regarding the city's liability for costs for this event?  
Has a memorandum of agreement been developed, written and executed. If not when?  
Council should review and approve the MOA regarding costs and get a firm date from the event organizers or event representatives on when this will be presented to Council.



ATTACHMENT B

**Voluntary Information Sharing:**

**Community Organizations for Annual Survey**

**Government/ Agencies/Organizations**

Chamber of Commerce  
City of Seattle  
Downtown Seattle Association  
King County Office of Economic Development  
Maritime Heritage Foundation  
Port of Seattle  
Seattle King County Convention Visitor's Bureau  
Sports and Events Council of Seattle-King County/Assett  
The Trade Development Alliance of Greater Seattle  
Washington State Tourist Office  
Washington State Trade Office  
Washington Council on International Trade  
World Affairs Council

**Event Planners and Production Companies**

Columbia Resource Center (Bell Harbor)  
One Reel  
Seattle V.I.P. Services  
The Production Network  
The Workshop  
Bob Walsh and Associates

**Venue/ Locations**

Benaroya Hall  
Center for Wooden Boats  
Experience Music Project (EMP)  
First & Goal for New Football/Soccer Stadium (Seahawks)  
Hotels  
Key Arena (Seattle Center)  
Memorial Stadium (Seattle School District)  
Pacific Science Center  
Safeco Field (Seattle Mariners)  
Seattle Art Museum and Asian Art Museum  
Seattle Center  
Seattle Pacific University  
Seattle University  
Space Needle Corporation  
Stadium Exhibition Center  
Town Hall  
University of Washington (Husky Stadium)  
Washington Convention Center



## ATTACHMENT C

### **2002 Olympic Torch Relay**

The Olympic Torch Relay will pass through Seattle on January 23, 2002. The torch will start in Atlanta on December 1<sup>st</sup> 2001 and after traveling around the United States arrive in Salt Lake City in time to open the Winter Olympics in February, 2002.

The torch will arrive in Seattle at 5:00 PM on January 23<sup>rd</sup> and travel through the city until approximately 8:00 PM when it will arrive at the Seattle Center for a celebration. The next morning the torch will leave Seattle by air and travel to Alaska. The SeaFair organization is coordinating the entire event working with Olympic officials, the Seattle Police Department, Seattle Center Staff and the City Special Events Committee.

The Torch Relay event organizers will pay the Special Events Fee as well as the Seattle Police Department direct costs for escorting the torch along the route. The route is being determined by the Seattle Police Department and Olympic Officials. There will be approximately 30 torch bearers running the Seattle route.

The Torch passed through Seattle just before the 1996 Atlanta Olympics. It was a very popular local event. Many local people carried the torch as they will this time. Applications for local torch bearers have been collected and a local committee will review them choosing the torch bearers who will run through Seattle in January.

Revised June 2001



ATTACHMENT D

**Tall Ships Challenge Race Series      2002 Pacific Coast**

The Tall Ships Challenge Race Series is an annual series of tall ships races and port festivals designed to celebrate the rich maritime heritage and traditions of North America. It was developed by the American Sail Training Association (ASTA) to promote sail training for youth, foster international understanding and goodwill among participating countries, and provide opportunities for education under sail and adventure travel for participants of all ages. Ship races, tied together with port festivals present an exciting display of sail, cultural exchange among nations and local and regional family fun.

Magnificent Class A tall ships (over 200') from all over the globe have been invited to participate in the largest gathering of tall ships and sail training vessels assembled on the North American Pacific Coast in over 100 years. We anticipate approximately 6 Class A tall ships, 6-10 Class B tall ships and 14-18 Class C tall ships to visit Seattle on the waterfront area downtown. Other national sailing vessels, including many popular local vessels from the United States and Canada will join this international fleet. Over 200,000 square feet of sail is expected to arrive in Seattle.

**Festival Dates:** August 15-19, 2002

**Host Organization:** The Maritime Heritage Foundation  
Robert A. Sittig, Executive Director  
1000 Valley Street  
Seattle, WA 98109-4468  
206-447-2622

**Economic Impact:** The economic impact for a city that hosts Tall Ships festivals can be significant. Listed below are the results of several host ports in 2000:

Miami - \$42 million  
Chicago - \$37 million  
Boston - expected 4 million visitors, more than 7 million attended with an impact of \$120 million  
Halifax, Nova Scotia - \$30 million with 1 million visitors

Attachment



May 31, 2001

The Honorable Margaret Pageler  
Seattle City Council  
600 Fourth Avenue, 11<sup>th</sup> floor  
Seattle, WA 98104

Dear Councilmember Pageler:

I am pleased to forward a resolution for the City Council's consideration that would create a process to review events that might require city resources.

After many months of hard work by an interdepartmental staff team convened by the City's Office of Intergovernmental Relations, I am confident that the recommendations set forth in this resolution will be helpful to the City in evaluating and managing City involvement in major events in the future.

I look forward to working with the Council in support of this important resolution.

Very truly yours,

PAUL SCHELL

By Maud Smith Daudon  
Chief of Staff and Deputy Mayor





**RESOLUTION** 30340

A RESOLUTION acknowledging the importance to Seattle of major events such as regional, national, and international meetings, conferences and conventions; and adopting a review process designed to identify major events, to timely obtain and share within the City information about such events, and to include both the Executive and the City Council in the planning process for such events.

WHEREAS, selection of Seattle as a location for major events such as regional, national, and international meetings, conferences and conventions adds to the stature, diversity and economic vitality of Seattle and the state of Washington; and

WHEREAS, selection of Seattle as a location for a particular major event may result in considerable financial impact on the City of Seattle and may require considerable advance planning on the part of the City; and

WHEREAS, the City's ability to attract and plan for such events would be enhanced by having a review process designed to timely identify potential events, to obtain and share within the City information about such potential events, and to include both the Executive and the City Council in the review process; and

WHEREAS, the goal of a review process is to improve the way the City manages its involvement in identifying and planning for major events, particularly those events that may not be identified and planned for through present City procedures such as the Special Events process; and

WHEREAS, at the direction of the City Council, the Office of Intergovernmental Relations (OIR) convened several interdepartmental staff meetings to identify options and worked with the City Council and Council staff to prepare a draft recommended process to review potential events; and

WHEREAS, OIR and the City Council have developed and refined draft recommendations; and,

WHEREAS, the City Council wants to state its support for creation of a review process as detailed in this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR CONCURRING, THAT:

**Section 1. The Importance of Major Events and the Need for an Event Review Process**

The City hereby adopts an event review process, as described in this resolution. The process described in this resolution does not alter or change the City's special events ordinance



IT IS DUE TO THE QUALITY OF THE DOCUMENT.

1 (SMC 15.52 et. seq.) or the City's process for administering that ordinance. The review  
2 process reflects an appreciation for the importance of meetings, conventions, conferences  
3 and other events to the stature and economic dynamism of the City and region. The City  
4 should be a willing partner in actively seeking meetings, conferences and events that will  
5 make a positive contribution to the cultural richness, economic diversity and educational and  
6 recreational opportunities available to the members of this community.

## 7 **Section 2. Timely Notice to the City Council**

8 The City Council should be informed before the City agrees to help solicit a major event.  
9 Events such as a bid for the Summer Olympics, a World Trade Organization Meeting, a  
10 Group of Seven/Eight Meeting, a World Bank Annual Meeting, or even a smaller event such  
11 as the Asia Pacific Cities Summit, are not likely to come to Seattle without some level of  
12 City participation in attracting the event. This might take the form of a request from  
13 community organizations for a letter from the Mayor or City Council suggesting that Seattle  
14 would be a great place to hold the event, a request that City officials meet with an advance  
15 team evaluating the appropriateness of Seattle, or a request for City staff to serve on a host  
16 or steering committee. The City participated at all three of these levels in the case of the  
17 WTO.

18 1. Before the City participates in any way in attracting an event to Seattle,  
19 notification should be sent (in a timely manner under the circumstances of that particular  
20 event) to the Council's legislative committee, Council briefings meeting or other appropriate  
21 Council committee as determined by the Council President, clarifying as well as possible the  
22 likely extent of City involvement and potential need for City resources, such as police and  
23 fire services.



1           2. If the City is asked to help attract an event, staff of the department in contact with  
2 event organizers (such as Parks or OED) shall gather information about the proposed event,  
3 including: the likely financial exposure, if any, for the City; agreements with event  
4 organizers or other entities regarding reimbursement to the City for security or other costs;  
5 and other issues listed in Attachment A. Staff of the relevant department shall make a  
6 preliminary risk assessment regarding potential security costs to the City. If further analysis  
7 of security costs is needed, information about the event shall be referred to the Special  
8 Deployment Unit of the Seattle Police Department for a more comprehensive assessment of  
9 potential security costs associated with the event.

10           3. Relevant City staff in the department where the request was initiated shall (in a  
11 timely manner under the circumstances of that particular event) present all information to  
12 the Council's legislative committee, Council briefings meeting or other appropriate Council  
13 committee as determined by the Council President, including the preliminary risk  
14 assessment made by staff, and shall inform the Council about whether or not the Seattle  
15 Police Department has been asked to provide a comprehensive evaluation of potential  
16 security costs for the event. The presumption is that most events will not require  
17 comprehensive analysis by the Special Deployment Unit of the Police Department.

18           4. The Council President shall notify the Executive (also in a timely manner under  
19 the circumstances of the particular event) if the Council has any reservations or objections to  
20 the Executive assisting in attracting the event to Seattle. If the Council has reservations or  
21 objections, the Council can request additional information, set a timeline for providing  
22 additional specified information, and/or initiate the resolution process described below.



1           5. The above steps should be taken in a timely manner, since most requests for City  
2 participation in attracting an event will be very time-sensitive. A Police Department  
3 evaluation of an event shall be presented to Council and the Executive upon completion.

4           Section 3. A Council Resolution should be required under certain circumstances.

5           It is the intent of the City Council that a resolution should be required in the  
6 following situations:

7           1. If SPD determines that the security resources anticipated from the City for the  
8 event would require overtime expenditures exceeding 3 % of the police or fire department's  
9 budgeted resources for overtime. The intent of the 3% figure is to gauge the size of a  
10 security response to an event about which Council might want more specific details and  
11 involvement through a resolution. The intent of the proposed language is not to presume  
12 whether the departments' budgets would need supplemental spending authority for them to  
13 manage through the year. What would determine the need for a supplemental appropriation  
14 is the departments' ability to manage all of its annual appropriation, including special  
15 events, with existing resources.

16           2. If the City is asked to indemnify any costs associated with the event; or,

17           3. If the City Council expresses reservations about or objections to City participation  
18 in attracting the event, or desires to formally welcome the event.

19           **Section 4. The Resolution Process**

20           The resolution should include a timetable, agreed upon by the Council and the  
21 Executive, for periodic progress reports or updates to the Council on pertinent issues. These  
22 include the City's financial exposure and resource commitment to the event, and  
23 identification of which department or office is responsible for providing updates and  
24 progress reports. The timetable should be customized consistent with the amount of lead-



1 time before the event and the extent of the City's anticipated financial exposure. The  
2 Council should expedite the resolution process to allow City participation in attracting  
3 worthwhile events to Seattle venues.

4 **Section 5. The Asia Pacific Cities Summit as an example**

5 The resolution process followed for the Asia Pacific Cities Summit set a useful  
6 example for future special events. This process can be summarized as follows:

7 1. Since the Asia Pacific Cities Summit is an international event in which the City  
8 itself (through OIR) is the host organization, at the Council's request, OIR took the lead in  
9 keeping Council informed about the event through briefings with individual Council  
10 members and presentations to the Legislative Department and Intergovernmental Affairs  
11 Committee. (Logically, the City department most involved in any given event would take  
12 the lead in communicating with Council.)

13 2. Under the guidance of the Council committee, OIR drafted a resolution to serve  
14 the following functions:

- 15 a. Welcome the event and participants to Seattle;
- 16 b. Clarify the City's role and the City's relationship to the event organizer or host  
17 organization(s), when applicable;
- 18 c. Identify any commitments, contracts, or other potential costs to or financial  
19 exposure of the City of Seattle and its respective departments;
- 20 d. Identify potential sources of or agreements for reimbursement or revenue  
21 associated with the event from event organizers or other entities; and
- 22 e. Identify economic, cultural and educational benefits to the community associated  
23 with the event.

24 3. The City Council approved a resolution that included the following actions:



- 1 a. The Council extended a welcome to event participants;
- 2 b. Approved the organizational and contractual commitments that involve the City;
- 3 c. Directed OIR to work with the Seattle Police Department to develop a security
- 4 plan to be presented to Council as a future Addendum to the resolution;
- 5 d. Required OIR to present to the Executive and City Council a budget review to
- 6 determine City, SPD and Seattle Fire Department expenditures and budget
- 7 implications

## 8 **Section 6. Obtaining Information About Future Events**

9 Many events held in Seattle do not involve City officials or staff in a bid process or  
10 in attracting the event to the City. If these events do not require a City permit (for example  
11 the Special Events process), the City might have little advance warning regarding events that  
12 could significantly affect the budget. Therefore, the City shall create the following  
13 mechanisms for voluntary information sharing among organizations that might know of  
14 major future events.

### 15 **1. Information Sharing through ASSET**

16 One way to gather information is through the Sports and Events Council of  
17 Seattle/King County and ASSET (A Seattle Special Event Team - a group aligned with the  
18 Sports and Events Council of Seattle/King County). The Seattle Special Event Committee  
19 Chair will work closely with ASSET to identify in advance events that have the greatest  
20 potential for imposing security and other costs upon the City.

### 21 **2. Annual Survey of Venues and Organizations**

22 Since some venues and organizations that are not members of ASSET might also  
23 bring events to Seattle, an annual survey of relevant venues and organizations would provide  
24 helpful information. The City's Office of Economic Development and Special Events



1 Committee representative will send an annual letter to the organizations listed in Attachment  
2 B asking about future events that might require unusual City security or other City  
3 resources. See Attachment B, below.

4 **Section 7. Resources for Implementation**

5 Implementing this event review process may require appropriation of additional  
6 resources. Researching the "Checklist of Questions" on an event could be very time  
7 consuming, particularly if the City has no direct role in organizing the event and no direct  
8 access to information. Additional staff might be required to perform and manage this  
9 research. Police might also need additional staff or budget if frequently asked to compile  
10 security cost estimates for future events. If a City department determines that implementing  
11 this event review process will require an additional appropriation; the department should  
12 seek that appropriation through the regular budget process.

13  
14  
15 Adopted by the City Council the \_\_\_\_ day of \_\_\_\_\_, 2001, and signed by  
16 me in open session in authentication of its adoption this \_\_\_\_ day of \_\_\_\_\_, 2001.

17  
18 \_\_\_\_\_  
19 President of the City Council

20  
21 THE MAYOR CONCURRING:

22  
23 \_\_\_\_\_  
24 Paul Schell, Mayor

25  
26 Filed by me this \_\_\_\_ day of \_\_\_\_\_, 2001.  
27  
28 \_\_\_\_\_



City Clerk

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(Seal)

Attachment A

Attachment B

Checklist of Questions for Council to Use in  
Evaluating Events  
Voluntary Information Sharing





ATTACHMENT A

**Checklist of Questions for Council to Use  
in Evaluating Events**

**1. Nature of the event.**

Clarify the purpose and focus of the event, identify issues related to the event, organizations involved, and other organizations that might have strong opinions on issues related to the event.

**2. Confirm other details, such as:**

- Date of the event?
- Expected attendance?
- VIPs expected?
- Conference meetings, social events?
- Main venues?
- Official hosting entity?
- Representatives of the official hosting entity?
- When was the event awarded to Seattle and by whom?
- When was this event last held, where and what is its track record?

**3. City's role**

- What is the City's role in this event?
- What verbal or written commitments have been made on behalf of the City?
- Are there any contracts between the City and the hosting entities?
- Who has been representing the City in discussions with the hosting entities?
- Are there any City permits required for the event?

**4. Event planning**

- What is the City's role/responsibility in event planning?
- Who is in charge of event planning?
- Which City departments are involved and who is the lead for the City?
- What planning mechanism is in place - IDT, written planning documents, memorandums of agreements?
- Who is coordinating with other City events planned for this time such as SEAFAIR?
- Has there been an assessment of City, State, Federal resources and availability?
- What role does SPD have in planning (What concerns has SPD raised about the event? Who is the lead planner at SPD and what is the status of their plan?)

**5. Costs to the City of Seattle**

- What are the overall costs/budget for the event?
- Who prepared the budget?
- Is there a budget of projected costs to the city by City department?
- Who in the City has approved those costs?
- Has the City made any commitments regarding financial contributions, including city staffing for this event?
- Who developed the city's budget, i.e. did Seattle Police Department prepare the security budget?
- Have the costs for this event, held in previous years and different cities, been reviewed?

**6. Educational, Cultural and Economic Benefits to the City and its Citizens**

- What is the potential tax revenue this event will generate?
- What are the potential economic benefits for the City, state and region?
- What educational, cultural, recreational or other benefits are provided to the community by this event?

**7. Guarantees**

- What guarantees are in place regarding the city's liability for costs for this event?
- Has a memorandum of agreement been developed, written and executed. If not when?
- Council should review and approve the MOA regarding costs and get a firm date from the event organizers or event representatives on when this will be presented to Council.



ATTACHMENT B

**Voluntary Information Sharing:**

**Community Organizations for Annual Survey**

**Government/Agencies/Organizations**

Chamber of Commerce  
City of Seattle  
Downtown Seattle Association  
King County Office of Economic Development  
Maritime Heritage Foundation  
Port of Seattle  
Seattle King County Convention Visitor's Bureau  
Sports and Events Council of Seattle-King County/Assett  
The Trade Development Alliance of Greater Seattle  
Washington State Tourist Office  
Washington State Trade Office

**Event Planners and Production Companies**

Columbia Resource Center (Bell Harbor)  
One Reel  
Seattle V.I.P. Services  
The Production Network  
The Workshop  
Bob Walsh and Associates

**Venue/ Locations**

Benaroya Hall  
Center for Wooden Boats  
Experience Music Project (EMP)  
First & Goal for New Football/Soccer Stadium (Seahawks)  
Hotels  
Key Arena (Seattle Center)  
Memorial Stadium (Seattle School District)  
Pacific Science Center  
Safeco Field (Seattle Mariners)  
Seattle Art Museum and Asian Art Museum  
Seattle Center  
Seattle Pacific University  
Seattle University  
Space Needle Corporation  
Stadium Exhibition Center  
Town Hall  
University of Washington (Husky Stadium)  
Washington Convention Center



## **2002 Olympic Torch Relay**

The Olympic Torch Relay will pass through Seattle on January 23, 2002. The torch will start in Atlanta on December 1 2001 and after traveling around the United States arrive in Salt Lake City in time to open the Winter Olympics in February, 2002.

The torch will arrive in Seattle at 5:00 PM on January 23 and travel though the city until approximately 8:00 PM when it will arrive at the Seattle Center for a celebration. The next morning the torch will leave Seattle by air and travel to Alaska. The SeaFair organization is coordinating the entire event working with Olympic officials, the Seattle Police Department, Seattle Center Staff and the City Special Events Committee.

The Torch Relay event organizers will pay the Special Events Fee as well as the Seattle Police Department direct costs for escorting the torch along the route.

The Seattle Police Department and Olympic Officials are determining the route. The torch will most likely not travel through the downtown core because of its arrival at 5:00 PM during peak traffic time.

The Torch passed through Seattle just before the 1996 Atlanta Olympics. It was a very popular event. Many local people carried the torch as they will this time. Applications for local torchbearers have been collected and a local committee will review them choosing the torchbearers that will run through Seattle in January.



**Tall Ships Challenge Race Series 2002 Pacific Coast**

The Tall Ships Challenge Race Series is an annual series of tall ships races and port festivals designed to celebrate the rich maritime heritage and traditions of North America. It was developed by the American Sail Training Association (ASTA) to promote sail training for youth, foster international understanding and goodwill among participating countries, and provide opportunities for education under sail and adventure travel for participants of all ages. Ship races, tied together with port festivals present an exciting display of sail, cultural exchange among nations and local and regional family fun.

Magnificent Class A tall ships (over 200') from all over the globe have been invited to participate in the largest gathering of tall ships and sail training vessels assembled on the North American Pacific Coast in over 100 years. We anticipate approximately 6 Class A tall ships, 6-10 Class B tall ships and 14-18 Class C tall ships to visit Seattle on the waterfront area downtown. Other national sailing vessels, including many popular local vessels from the United States and Canada will join this international fleet. Over 200, 000 square feet of sail is expected to arrive in Seattle.

**Festival Dates:** August 15-19, 2002

**Host Organization:** The Maritime Heritage Foundation  
Robert A. Sittig, Executive Director  
1000 Valley Street  
Seattle, WA 98109-4468  
206-447-2622

**Economic Impact:** The economic impact for a city that hosts Tall Ships festivals can be significant. Listed below are the results of several host ports in 2000:

Miami - \$42 million  
Chicago - \$37 million  
Boston - expected 4 million visitors, more than 7 million attended with an impact of \$120 million  
Halifax, Nova Scotia - \$30 million with 1 million visitors

Attachment



Seattle City Council  
PLEASE PRINT

PUBLIC HEARING SIGN-UP SHEET

Major Event Protocol

INFORMATION ON THIS SIGN-UP SHEET IS PUBLIC RECORD

#	(PLEASE PRINT) NAME	ORGANIZATION	(OPTIONAL) ADDRESS	ZIP
1.	<del>Deborah L. Miller</del>			
2.	JERRY SHEEHAN	ACLU-Wa	705 Second Avenue #300 Sea	98119-1789
3.	Jim Gattler	—		
4.	Robert Hughes	—		
5.	<del>JONATHAN MOORE</del>			
6.	BOB SARNES	Rise Up! Production	ADN 36493	
7.				
8.				
9.				
10.				
11.				
12.				
13.				

**PUBLIC HEARING SIGN-UP SHEET**

Monday, June 18, 2001

Major Event Protocol

PUBLIC RECORD

ORGANIZATION	(OPTIONAL) ADDRESS	ZIP	(OPTIONAL) PHONE/FAX
ACLU-Wa	705 Second Ave #300 Sea	98119-1799	624-2184
—			360.644.5149
—			
Rise Up! <sup>ADN 364193</sup> Produced			

Seattle City Council  
**PLEASE PRINT**

**PUBLIC HEARING SIGN-UP SHEET**

Major Event Protocol

INFORMATION ON THIS SIGN-UP SHEET IS PUBLIC RECORD

#	(PLEASE PRINT) NAME	ORGANIZATION	(OPTIONAL) ADDRESS	ZIP
1.	Kathleen Kaur	Mary		
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Seattle City Council  
**PLEASE PRINT**

**PUBLIC HEARING SIGN-UP SHEET**

Major Event Protocol

INFORMATION ON THIS SIGN-UP SHEET IS PUBLIC RECORD

#	(PLEASE PRINT) NAME	ORGANIZATION	(OPTIONAL) ADDRESS	ZIP
1.	Steven P. Hadley	Seattle Hempfest / WA	shd NORML	98125
2.	Delila Leber	People's Coalition for Justice		
3.				
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# PUBLIC HEARING SIGN-UP SHEET

Monday, June 18, 2001

## Major Event Protocol

### IC RECORD

ORGANIZATION	(OPTIONAL) ADDRESS	ZIP	(OPTIONAL) PHONE/FAX
Seattle Hempfest / WA state Norm	.	98125	206/303 6718
People's Coalition for Justice			(206)5874009x115

**STATE OF WASHINGTON - KING COUNTY**

--SS.

133323  
City of Seattle, Clerk's Office

No. RESOLUTION TITLE ONLY

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CTRT:30340 RES. TITLE ONLY

was published on

07/09/01

*J. Hedman*

Subscribed and sworn to before me on

07/09/01

*Melvin J. Pascua*  
Notary public for the State of Washington  
residing in Seattle

Affidavit of Publication



**State of Washington, King County**

