



Seattle City Clerk's Online Information Resources

- All Resources
- **Legislative Records**
- Municipal Code
- City Charter
- Municipal Archives
- City Clerk Home

- - New/Recent
 - [Search Legislation](#)
 - Legislative Process
 - More Resources

- [Council Bills/Ordinances](#)

- **[City Council Resolutions](#)**

- [Comptroller/ Clerk Files](#)

- [Recent Legislation](#)

- [Combined Search](#)



City of Seattle Legislative Information Service

Information retrieved on January 12, 2012 4:02 PM

Resolution Number: 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.

Status: **Adopted as amended**

Date adopted by Full Council: **June 25, 2001**

Vote: **8-0 Wills out**

Date introduced/referred to committee: **June 11, 2001**
Committee: **Finance, Budget and Economic Development**
Sponsor: **DRAGO**

Index Terms: **EVENTS, MEETINGS, CONVENTIONS, PLANNING, ADMINISTRATIVE-PROCEDURES**

Text

RESOLUTION _____

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 which the City is asked to solicit or attract, 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 major events; and

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

WHEREAS, the process detailed in this Resolution will not create a new permit requirement, and is separate from and does not alter or change the City's Special Events Ordinance (SMD 15.52, et. seq.) or the City's process for administering that ordinance; 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 for major events which the City is asked to solicit or attract, as described in this resolution. The process described in this resolution does not alter or change the City's Special Events Ordinance (SMC 15.52 et. seq.) or the City's process for administering that ordinance. The review process reflects an appreciation for the importance of meetings, conventions, conferences and other events to the stature and economic dynamism of the City and region. The City should be a willing partner in actively seeking meetings, conferences and events that will make a positive contribution to the cultural richness, economic diversity and educational and recreational opportunities available to the members of this community.

Section 2. Events Covered by the Event Review Process

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

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

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

6. The City is the hosting entity.

Section 3. Timely Notice to the City Council and MayorThe City Council and Mayor shall be informed before the City agrees to help solicit or attract a major event. Major event is defined in Section 2 of this Resolution. Events such as a bid for the Summer Olympics, a World Trade Organization Meeting, a Group of Seven/Eight Meeting, a World Bank Annual Meeting, or even a smaller event such as the Asia Pacific Cities Summit, are not likely to come to Seattle without some level of City participation in attracting the event. This might take the form of a request from community organizations for a letter from the Mayor or City Council suggesting that Seattle would be a great place to hold the event, a request that City officials meet with an advance team evaluating the appropriateness of Seattle, or a request for City staff to serve on a host or steering committee. The City participated at all three of these levels in the case of the 1999 WTO Ministerial Conference in Seattle.

1. Before the City participates in any way in soliciting or attracting a major event (as defined in this Resolution) to Seattle, notification shall be sent (in a timely manner under the circumstances of that particular event) to the Council's Legislative Department and Intergovernmental Affairs Committee, Council briefings meeting or other appropriate Council committee as determined by the Council President, clarifying as well as possible the likely extent of City involvement and potential need for City resources such as police and fire services.

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

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

4. The Council President shall notify the Executive and Mayor (also in a timely manner under the circumstances of the particular event) if the Council has any reservations about the City's financial exposure or resource commitment to the major event. t

If the Council has reservations about the City's financial exposure or resource commitment to the major event the Council can request additional information, set a timeline for providing additional specified information, and/or initiate the resolution process described below.

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

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

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

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

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

3. If the City Council expresses reservations about the City's financial exposure or resource commitment to the major event, , or desires to formally welcome the major event.

Section 5. The Resolution Process

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

Section 6. The Asia Pacific Cities Summit as an example

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

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

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

a. Welcome the event and participants to Seattle;

b. Clarify the City's role and the City's relationship to the event organizer or host organization(s), when applicable;

c. Identify any commitments, contracts, or other potential costs to or financial exposure of the City of Seattle and its respective departments;

d. Identify potential sources of or agreements for reimbursement or revenue associated with the event from event organizers or other entities; and

e. Identify economic, cultural and educational benefits to the community associated with the event.

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

a. The Council extended a welcome to event participants;

b. Approved the organizational and contractual commitments that involve the City;

c. Directed OIR to work with the Seattle Police Department to develop a security plan to be presented to Council as a future Addendum to the resolution;

d. Required OIR to present to the Executive and City Council a budget review to determine City, SPD and Seattle Fire Department expenditures and budget implications

Section 7. Obtaining Information About Future Events

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

1. Information Sharing through ASSET

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

2. Annual Survey of Venues and Organizations

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

Section 8. Resources for Implementation

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

Adopted by the City Council the ____ day of _____, 2001, and signed by me in open session in authentication of its adoption this ____ day of _____, 2001.

President of the City Council

THE MAYOR CONCURRING:

Paul Schell, Mayor

Filed by me this ____ day of _____, 2001.

City Clerk

(Seal)

Attachment A Checklist of Questions for Council to Use in Evaluating Events

Attachment B Voluntary Information Sharing

Author/Patricia Leel

Amended reso

L:

6/20/01

V 4

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.

30340a amended

G:

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

30340b amended

L:

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 1st 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 23rd 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

30340c amended

6/18/2001

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

30340d

L:



- Home
- Legislative Records
- Municipal Code
- City Charter
- Municipal Archives
- All Resources
- Feedback