



## COMMITTEE GUIDELINES CENTRAL WATERFRONT OVERSIGHT COMMITTEE

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The Central Waterfront Oversight Committee (CWOC) was established in 2019 by Ordinance 125761. Its role is to advise and provide feedback to the City and Friends of Waterfront Seattle on maintenance, public safety, outreach, communications, partnerships, and programming and activation of the Waterfront Park and Public Spaces. In addition, the Committee helps to ensure there is clear planning, coordination, and delivery of high-quality, public space management services, broad, inclusive programming and activation and a safe and inviting environment for pedestrians and visitors.

### Initial Scope of Work

In the first year the CWOC will:

- Track progress on the two-year O&M pilot agreement between Friends of Waterfront Seattle and Parks for the new Pier 62 and Waterfront Park (Pier 58).
- Review metrics and reports by both SPR and Friends.
- With the support of Office of the Waterfront and Civic Projects, develop a “Performance Standard,” which shall serve as a benchmark for whether the two piers, and eventually the new parks and public spaces along the waterfront, are successful public spaces.

### Ground Rules

To ensure the committee’s meetings are productive and well-run, committee members, chairs and the City staff agree to abide by the following ground rules.

- *We are here to talk about how the new waterfront parks are managed and operated.* The committee’s work will focus on management, operating partnerships and helping ensure the City and its partners are working to create a safe, vibrant and inclusive public experience on the waterfront. While other issues will inevitably come up in the course of the work, the Committee will stay focused on those topics.
- *The committee is advisory to the Mayor and Council.* We are here to recommend the best approaches and make recommendations. The Mayor and Council will ultimately decide on how to respond to those recommendations.
- *Established city policy will shape our work.* The City has established a range of policy, through legislation and other formal actions, that will serve as a foundation for our work.
- *Keep an open mind and be constructive.* There are many tough issues related to this work – issues around how we respond to homelessness and accessibility to name a few. City staff and its partners will work to provide quality information on park operations, and provide real, empirical information on any issues raised by the Committee. We ask that you bring an open mind to looking at what’s happening “on the ground” and focus on where we can find constructive solutions.

### **Meeting Time and Place**

- Quarterly. Thursdays 3:00 – 5:00, location TBD. We are considering options to meet on the waterfront, or in the Office of the Waterfront, 800 5<sup>th</sup> Avenue.
- Working Group meetings will be determined by the members.

### **City Staff / Getting Additional Information**

- The City's Office of the Waterfront and Civic Projects will facilitate the committee. Your point of contact will be Tiffani Melake, at (206) 615-1427 or [tiffani.melake@seattle.gov](mailto:tiffani.melake@seattle.gov). You may also contact Marshall Foster, OWCP Director, at (206) 684-8413 or [marshall.foster@seattle.gov](mailto:marshall.foster@seattle.gov)
- Directors from, SDOT and Seattle Parks and Recreation and the Police Chief are ex officio committee members. They will be active participants and will inform our thinking on how the committee's recommendations interface with the ongoing work of their departments.
- We included leadership from our long-standing community partners who have expertise in public space operations – Pike Place Market, the Aquarium, Pioneer Square, and the Downtown Seattle Association. They will be a key resource to bring hands-on perspective.
- Don't hesitate to ask questions or to let the City staff know if there is a particular idea or issue you believe needs to be addressed in more detail.

### **Discussions and Decision-making**

- Discussion will be in a roundtable format. We encourage committee members to share their opinions openly with the group to improve everyone's understanding of varying perspectives.
- Please keep the discussion respectful and constructive. Help us keep the discussion on topic and on track. Share observations, keep an open mind and avoid personal attacks. Listen to other committee members when they are speaking and please avoid side conversations.
- Because the committee is advisory, we do not expect it will vote formally on items. Where there are strong differences of opinion, the group may use a minority report to reflect those differences in committee work products.
- A summary of each committee meeting will be kept and made available for the group to review prior to each meeting.
- We will seek to resolve differences of opinion through discussion.
- Meetings will be open for the public to observe and offer written comments for the committee to consider at the next meeting. The Committee will have a website where all meeting materials will be published at <https://waterfrontseattle.org/>

### **Chairs**

- Committee chairs will be confirmed by the full committee. Gerry Johnson and Maiko Winkler-Chin have agreed to serve as Interim Co—Chairs.
- Once in place, the co-chairs will run the Committee meetings. The chairs' role will be to keep discussion on track, ensure that all perspectives are heard, and that no individual voice dominates the discussion. In representing the committee to outside groups, the Chairs will move forward the ideas and recommendations of the committee as a whole.
- The co-chairs will be responsible for briefing the Mayor and making reports to the City Council.

### **Membership Requirements**

- Those serving on the committee agree to make consistent attendance at committee meetings a priority. Continued absenteeism may result in a member being removed and replaced.

- In addition to committee meetings, members are expected to participate in informal working groups, site tours and other events the committee chooses to organize.
- We expect committee members will not speak publicly or to the media on behalf of the committee without prior agreement.

### **Ethics Requirements**

- Members of this committee are subject to the City's ethics rules for advisory committees. They can be viewed at: <http://www.seattle.gov/ethics/ethics/ethics-code-and-rules>  
In its role advising the City on park operations, the Committee may address issues relate to how the City or its partners contract for services or events. To avoid either real or perceived conflicts of interest, any committee member who participates in work related to the waterfront should recuse herself from discussions that relate to contracting, consultant selection, etc. This applies to any member who could benefit financially from future contracts, whether directly or indirectly involved.