

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

April 11, 2019
8:30 a.m.

Bellevue City Hall
Conference Room 1E-112

MEMBERS PRESENT: Jon Wilson – Parks
Dean Harm – Fire
Glen Albright – Fire
Michelle Kinberg – Fire
Ben Wright – Transportation
Chris Dunham – Business Representative West
Laurie Scott – Downtown Resident Representative
Claude Iosso – City Manager’s Office

OTHERS PRESENT: Imane Elmesbahi, Parks
Valeriy Goloborodko, Consulate of Ukraine in Seattle

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:38 a.m. by Chair Wilson who presided.

2. COMMUNICATIONS: Written and Oral

Chair Wilson said he received a new proposal that came in on April 10 aimed at celebrating the 50th anniversary of Sesame Street. Celebrations are being held around the country and they asked about both Hidden Valley Park and Downtown Park for the last weekend in July, which is arts fair weekend. City resources are spread very thin on that weekend. He said he encouraged the organizers to check with other cities. In the past the city has hosted more than one event on the same day, but only smaller events.

Michelle Kinberg introduced herself as the duty officer for fire’s office of emergency management assigned to work on the Fourth of July event and the arts festival. She said she would be attending Special Events Committee meetings through the summer months.

3. APPROVAL OF AGENDA

A motion to approve the agenda was made by Mr. Albright. The motion was seconded by Mr. Harm and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the March 14, 2019, meeting minutes as submitted was made by Mr. Harm. The motion was seconded by Ms. Scott and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report

Chair Wilson said the subcommittee met on April 2 and discussed the arts fairs and the 4th of July events. As returning events, only minor tweaks are needed. The event organizers and city staff are all in agreement regarding those events.

6. OLD BUSINESS

❖ Tabled Events

A. Ascend Prime Steak & Sushi

Chair Wilson said at the May R&L sub-committee meeting there will be a discussion of the proposed New Year's Eve event, including addressing the drop zone footprint. He noted that the organizer continues to say the event will be private and not open to the public, but said it is difficult to keep fireworks private and it will therefore be public. He said he could not see a reason to bring the organizer in, and he said staff will continue to do the necessary research.

Mr. Harm said code requires having fire department standing by for a fireworks shows.

❖ 5-50K Run at Lake Hills Greenbelt

Chair Wilson said there was a meeting with the race organizers, transportation and police at which the concerns about street crossing at lake Hills Blvd. that were voiced by the Committee in March were discussed. The race is intended as a relay rather than a single 50K, which is some 30 miles. At any event, there will be runners spread out along the entire route. The agreement reached involves having police at the crossing of Lake Hills Boulevard near the old Lake Hills library for six hours, paid for by the event. Signage of possible delays will be posted in both directions leading up to race day.

Mr. Albright noted that there will be food services and tents associated with the event. Chair Wilson said that will be set up in the parking lot of the Kelsey Creek Plaza. The parking lot will be closed off for the event. The food is all packaged and only a few 10x10 tents will be erected. The number of participants is not expected to exceed 100.

Answering a question asked by Ms. Kinberg, Chair Wilson said the start and finish line is by the stores in Kelsey Creek Plaza and the event participants primarily use the restrooms in the stores. There are restrooms along the route, including sanicans in some locations.

6. NEW BUSINESS

❖ Post-Event Evaluations

- A. CRY Holi 2019
- B. Festival of Colors

Chair Wilson said the weather was fairly good for the event. There were almost 1500 attendees at Downtown Park and nearly 700 at Crossroads Park. Parks was happy with the cleanup done by both events and there was no damage to the parks. It was fortunate that the park was dry and firm and without muddy spots. Parking was an issue at Downtown Park and that issue will need to be

carefully considered for the next iteration of the event. There were no major issues during the event other than people showing up late. No complaints were received from either Crossroads Mall or Bellevue Square.

❖ Ukrainian Festival

Chair Wilson introduced Valeriy Goloborodko with the Ukrainian consulate's office in Seattle, noting that he was the event organizer for the Ukrainian festival scheduled for September 7.

Mr. Goloborodko thanked the Committee for helping the Ukrainian community feel welcome in the United States and in Washington state. He said the Ukrainian festival one of the largest cultural events for the Ukrainian community on the West Coast of the United States and Canada. The upcoming September event will be the fourth year in Bellevue. It draws anywhere from 7000 to 14,000 people. People coming to the event are told to use public transportation and to carpool, but not everyone does. The event begins at 10:00 a.m. and goes until 8:00 p.m. In previous years there were issues of running late and about sound levels being too loud. The stage and sound people will be new to the event this year, and more program directors are being added to make sure the event ends on time.

Mr. Goloborodko explained that the event includes performances and a children's area. A live trout fishing pond is set up on site with the help of the fire department. The city's involvement in terms of support and sponsorship is greatly appreciated. The event is also sponsored by the Ukrainian government through the embassy. Moving the event from August to September will be good for the event in that it will facilitate having more people attend, including those who otherwise would be traveling prior to the start of the school season, and those coming from the Ukraine who prefer to remain home for Ukrainian independence day celebrations in August. In the past the Ukrainian ambassador has attended as have members of the Ukrainian parliament, all of which helps to put Bellevue on the map of the world.

Chair Wilson asked about shuttles to and from the event site and Mr. Goloborodko said there will be a shuttle drop-off site in front of the theater, which was also done last year. Shuttles operate from the Westminster Chapel parking lot.

Chair Wilson said the late start in 2018 was due to inclement weather. Many people, including children, practice all year to participate in the event and no one wanted to tell anyone they could not go on as planned, so the event ran well beyond its stop time of 8:00 p.m. That generated a number of complaints. He stressed the need to do a better job of programming the event so that it ends on time. Going to a two-day event is something to think about as attendance at the event continues to grow.

Mr. Albright asked at the highest point of the festival how many participants and guests are on site at the same time. Mr. Goloborodko said the numbers grow. From 10:00 a.m. to 1:00 p.m. attendance increases from 200 to 300 to 2000 to 3000. After 1:00 p.m. to 8:00 there are at least 2000 to 3000 people at any given time.

Mr. Albright asked Mr. Goloborodko to be provided with a map of where the tents will be set up and which of them will be food vendors. He said he also needed to know where generators would be located. He said he would work with Mr. Goloborodko on having three to six people to serve as crowd managers keeping an eye on things to assure the safety of the crowd. Mr. Goloborodko said last year plans were drawn up ahead of the event addressing what should be done in case of an emergency. Mr. Albright said he would want to go over those details with Mr. Goloborodko.

Mr. Harm said fire will require having an aid unit on standby at the event beginning at about 10:00 a.m. He stressed that the cost of the aid unit will have to be paid by the event. Police will also want to have officers on site, the cost of which will also need to be covered by the event. Mr. Goloborodko said safety is a very high priority, and he agreed that where there are large numbers of people there are also some risks. One advantage of the Crossroads Park location is the nearby fire station. Having a fire truck at the festival is also a good idea so kids can explore it; in the past a fire truck has been on site for a couple of hours. A first aid tent will be erected on site manned by medical persons from the Ukrainian community. The tent also offers information and serves as a headquarters in case kids get lost.

Mr. Albright said a little better planning is needed in regard to filling the trout pond. In particular the organizer needs to work with the city's water department. Mr. Harm agreed and noted that the water department guards its water resources very closely and may in fact want to charge for the water used to fill the pond.

Chair Wilson said he would work with Mr. Goloborodko on any extra costs for the event as part of the special event fee. He added that even though there is a firehouse next door to the park, if they get a call they have to leave. A dedicated unit remains on site and does not get called out.

Mr. Goloborodko said the new sound folks will need to work with parks about getting power. Chair Wilson said he would let Mr. Heider know that a walk-through will be needed sooner rather than later.

Ms. Kinberg said the Office of Emergency Management always has a duty officer on call. She said she would make sure the officer on call during the event is aware of the event, and would also make sure the event organizer has the number of the emergency management office.

Ms. Scott asked what plans are in place for avoiding issues regarding noise and going beyond the scheduled end time for the event. Mr. Goloborodko said the schedule for the 2019 event has built-in breaks between acts. While there will still be activities going on during the breaks, there will not be anything on the stage. If it is necessary to delay the start time for the event, the stage activities can be squeezed together by reducing the break times in between them. He said the event will end on time.

Chair Wilson said police will as usual assign two or three officers to the event.

❖ Comments/Follow-up

Chair Wilson said the Sheep Shearing event at Kelsey Creek Park is on the calendar for April 27. The All In For Autism will occur the next day, April 28. The 5K-10K has its start and finish in Downtown Park. He said the final traffic control plan is in place, though a walk through on site has yet to occur.

Chair Wilson said the Committee has always set a high criteria for determining if events should be required to have a special event permit. One reason for that was to reduce the number of events reviewed. In other jurisdictions, events with even 100 attendees are considered special events in need of being approved by their special events committees. Seattle does not look at attendance, rather they look at whether or not an event will effect three or more departments in deciding if a special event permit is required.

Mr. Albright pointed out that the current code dictates having a crowd manager for events with 1000 or more attendees, with one manager for every 500 people. The will likely be loosened to one per thousand under the next iteration of the code.

Chair Wilson said 1000 has traditionally been the Committee's cutoff for events in parks. The festival of colors saw 700 attendees this year but saw over a thousand one year when the weather was perfect. The question is whether an event with 700 attendees should be classified a special event or treated as a park event addressed through a separate application process.

7. NEXT MEETING

❖ May 9, 2019

8. ADJOURNMENT

Chair Wilson adjourned the meeting at 9:38 a.m.