

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

December 10, 2020  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:** Susan Freeburg – Parks  
Andy Heider – Parks  
Dane Waisanen – Fire  
Mike Shovlin – Police  
Joseph Nault – Police  
Ben Wright – Transportation  
Rick Logwood – Transportation  
Reilly Pittman – Parks  
Glenn Bartolome – Metro Transit  
Mike Ogliore – Business Representative Downtown

**OTHERS PRESENT:** Brad Bennett, Imane Elmesbahi, Parks; Councilmember Barksdale

**RECORDING SECRETARY:** Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:32 a.m. by Chair Freeburg who presided.

**2. COMMUNICATIONS: Written and Oral – None**

**3. APPROVAL OF AGENDA**

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

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the October 8, 2020, meeting minutes as submitted was made by Mr. Waisanen. The motion was seconded by Councilmember Barksdale and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report – None

**6. OLD BUSINESS – None**

**6. NEW BUSINESS**

❖ Applications of Intent – None

### ❖ Holiday Events Status

Chair Freeburg announced that Snowflake Lane was up and running. Additionally, she noted that the light installation in Downtown Park by the Bellevue Downtown Association had also been completed.

Mr. Ogliore noted his appreciation for the willingness of the city and especially the parks department to be flexible and creative in working with the Bellevue Downtown Association to see something accomplished in Downtown Park. He said he was proud to see something unique happening.

### ❖ Update on Progress on Manual

Chair Freeburg allowed that the manual had been a topic of discussion at the last several Committee meetings. She said the deeper the digging into the manual has gone, the more has been found in need of review. Good progress has been made to date with input from several departments. Mr. Pittman offered some good suggestions for possibly changing the permitting practices and his points are being reviewed. She said the work has included a review of the fee schedule in conjunction with the different departments.

Mr. Bennett said he and Chair Freeburg had been working on dissecting the manual and gearing the focus of the administrative manual on Special Events Committee rules and responsibilities, aligning it with what is in the city code and clarifying the procedures for how the Committee operates on an ongoing basis. He said he was working to exclude the information that is really geared toward event organizers. For her part, Chair Freeburg is working on the information specific to event organizers. The overall goal is to reduce the size of the document. He said his draft will be ready for the Committee to review at a subsequent meeting. It will include some updated terminologies but will not change the relative the Special Events Committee procedures from the older version. The special events processes will also remain the same, though they will be clarified for ease of use. The appendices will include definitions of the Special Events Committee members and the Routing and Location Subcommittee members; that section will need to be updated on a regular basis. Another key appendix will be the definitions where particular attention will be given to synching the terms used by the various departments and selecting the most commonly used terms. One of the recommendations will be not to embed the fee structure in the code and house it instead in Appendix 3 of the special events administrative manual, making it easier to update more regularly. Examples of possible conditions will also be provided in an appendix. That appendix will also clarify what each department is responsible for. The final appendix will house all the forms used in the special event process.

Mr. Bennett allowed that there is still work to be done on the manual before it is presented to the Committee, which hopefully will be in January 2021.

Councilmember Barksdale asked how the updates to the manual will be pared with the updates to the code. Mr. Bennett said he would first seek input from the Committee as to what things should be changed and moved forward before working with the parks department attorney to develop recommended code revisions. The biggest change will be removing the fee schedule from the code, which was adopted by the Council in 1993 or 1994 and which was last updated in 2015.

Chair Freeburg said there will also be a few other recommendations for revising the code, including the issue of collection of unpaid fees and the associated ramifications.

## ❖ Co-Chair Nominations

Chair Freeburg said the current Special Events Committee manual states that the Committee is to have both a Chair and a Co-Chair. The purpose of the Co-Chair is to step in when the Chair is not available.

Mr. Bennett asked if those who have been Committee members for some time could remember ever having a Co-Chair. Mr. Bartolome said he has been a member of the Committee for 15 years and had not during that time had a Co-Chair. He said he also did not recall the Committee members ever taking a deep look at the details of the manual.

Mr. Wright suggested the Committee should discuss whether or not there even should be a Co-Chair. If there is to be a Co-Chair, there should be a process outlined for rotating through the position, and the position should be memorialized in the code.

Mr. Bartolome said his work with King County Metro includes sitting on a number of special events committees for other jurisdictions. He said none of them have Co-Chairs.

Chair Freeburg said she has had conversations with past members of the Committee, none of which could remember having a Co-Chair. Several of them, however, indicated a belief that it would often have been a good idea to have one.

Councilmember Barksdale said he could see the value of having a Co-Chair.

Mr. Bennett pointed out that when the code was adopted in the early to mid-90s, special events were quite a bit different from what they have become. There were a couple of carnival-type events and a couple of road runs. The number and scale of events has increased over time as has their complexity. He said he would encourage the Committee to consider having a Co-Chair to have in place a designated backup should the Chair for some reason not be available.

Mr. Wright agreed that during the transition from former Chair Jon Wilson to Chair Freeburg it would have been good to have a backup defined. He reiterated that if the Committee determines there should be a Co-Chair, it should be written into the code.

Chair Freeburg thanked the Committee members for their comments. She said she would be bringing the matter back for additional discussion at a future meeting.

## ❖ Post-Event Evaluations – None

## ❖ Comments/Follow-Up

Mr. Ogliore said the Bellevue Downtown Association is in communication with the Bellevue Arts Museum about the 2021 arts fair weekend. He said as things stand, the museum is leaning toward having another virtual experience, but will keep the door open to the possibility of having an in-person event the last weekend in July. If the museum does not move forward, the Bellevue Downtown Association is still considering a push-back or delay until Labor Day weekend.

Mr. Wright suggested the Committee may want to consider a process by which events would not lose their calendar spots even absent applications of intent. Chair Freeburg suggested bring the issue to the table at the next meeting after which some applications of intent may be in hand.

Mr. Waisanen wished everyone a happy and healthy holiday season.

**7. NEXT MEETING**

❖ January 14, 2021

**8. ADJOURNMENT**

A motion to adjourn was made by Mr. Waisanen. The motion was seconded by Mr. Ogliore and the motion carried unanimously.

Chair Freeburg adjourned the meeting at 9:01 a.m.