

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

January 11, 2018
8:30 a.m.

Bellevue City Hall
Conference Room 1E-112

MEMBERS PRESENT: Jon Wilson – Parks
Andy Heider – Parks
Derek Landis - Fire
Dean Harm, Fire
Dave Sanabria – Police
Jeanne Grote – Community Representative South
Joann deYoung – Community Representative Downtown
Chris Dunham – Business Representative Downtown
Mike Ogliore – Business Representative Downtown
Meredith Langridge – Special Event Promoter, Position 1

MEMBERS ABSENT: Mazen Wallaia – Transportation
Reilly Pittman – Development Services
Glenn Bartolome – Metro Transit
Neal Christiansen – Community Representative East
Roz Liming – Business Representative, Crossroads

OTHERS PRESENT: Cynthia Van, Parks

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:40 a.m. by Chair Wilson who presided.

2. COMMUNICATIONS: Written and Oral

Chair Wilson informed the Committee that a single complaint had been received regarding noise at the ice rink event. The complaint was made after 9:00 p.m. on New Year's Eve by a resident of Park 88 to the southeast of the park. He said he contacted Mr. Ogliore and some adjustments were made and no subsequent complaints have been made.

3. APPROVAL OF AGENDA

There was agreement to revise the agenda by adding to it a discussion of fire department cost recovery fees.

A motion to approve the agenda as amended was made by Ms. Grote. The motion was seconded by Ms. De Young and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the December 14, 2017, meeting minutes as submitted was made by Mr. Landis. The motion was seconded by Mr. Ogliore and it carried unanimously.

5. OLD BUSINESS

❖ Routing and Location Subcommittee Report

Sgt. Sanabria said the subcommittee had not yet had time to sit down with Fire to review Snowflake Lane but hoped to have something substantial to report at the February Special Events Committee meeting.

6. NEW BUSINESS

❖ Post-Event Evaluations – None

❖ Applications of Intent

Chair Wilson pointed out that no new events had applied for 2018.

- Festival of Colors, CRY Holi

Chair Wilson noted that the Festival of Colors and CRY Holi had been approved by the Committee at the December meeting. He said he was working with both groups to finalize their parking plans, and on making sure Festival of Colors contacts Crossroads Mall. Walk-throughs will be scheduled for each of the parks. Both events have said their setup will match what they did previously, which did not include any large tents or on-site cooking. Both events are slated for March 3, one at Crossroads park and one at Downtown Park.

- Arbor Day/Earth Day

Chair Wilson commented that Arbor Day/Earth Day Festival is a city event held annually at Lewis Creek. The event has not in the past required a special event permit. About 400 volunteers participate to plant trees.

Mr. Harm asked how they power their amplified sound. Chair Wilson said they plug into an electrical outlet at the visitors center.

- Kelsey Creek Sheep Shearing

It was stated that the returning city event has been occurring annually for many years.

- All In for Autism 5K/10K Family Run

Better known as the Rotary run, the ongoing event occurs on a Sunday. The organizer has contacted and is working with the routing and location subcommittee.

Sgt. Sanabria said the event may be impacted by construction on 112th Avenue NE.

Chair Wilson said the organizer had not yet sent in information about on-site setup at the park. He said they would like to use the parking lot for the race village. Parking has also been

approved by Bellevue Square. The event is partnered so all but the administration fee is waived. The food is not cooked on-site, and the generator is for the sound system.

- Evergreen Health 7 Hills of Kirkland

Chair Wilson noted that the route goes through only a very small portion of Bellevue near SR-520. He said the event has not previously been required to have a special event permit. It will be necessary just to make sure there will be no construction concerns.

- Lake to Lake Bike Ride

Chair Wilson said the family event mainly stays in parks and on trails and follows the rules of the road. Riders can start whenever they like to a point so there is not much massing. The ride starts and finishes at Lake Hills Park. A generator is used to run the sound system. A permit was not previously required for the event.

- Strawberry Festival

Chair Wilson informed the Committee that the person who previously coordinated the event took a job with another organization. A new person will be on board but unless a number of changes to the event are planned, it should be fairly straightforward.

Sgt. Sanabria pointed out the need to verify whether or not there will be an event at the Youth Theatre that weekend since the festival uses that turnaround as a bus drop off. Chair Wilson said he would reach out to both Crossroads Park and the Youth Theatre. He added that the community center traditionally has chosen that weekend to close down for annual maintenance. The event is large and there are a lot of tents, a lot of cooking and food trucks. Police and transportation will work with the coordinator on their parking plan, and the coordinator will also need to work with Crossroads Mall relative to parking issues. The city sponsors the event with Eastside Heritage.

- Bellevue Four on the 4th Dog Jog and Walk

Chair Wilson commented that no changes were anticipated for the event. Mr. Ogliore verified that the route would not be changed.

- Bellevue Family 4th

Chair Wilson said the configuration of the event is an ongoing thing, especially given the new park layout. The coordinating committee is large but is on top of things in working with the various city departments.

Mr. Ogliore added that discussions have been under way relative to where the main stage should be sited. It could be in the same location as before or moved to the new plaza.

- Live at Lunch

It was noted that the concert series takes place in different plazas and rights-of-way in the downtown area. The concerts are planned to be held on Tuesdays, Wednesdays and Thursdays from July 10 to September 13.

- Downtown Movies in the Park

The event will occur every Tuesday night in Downtown Park beginning on July 10 and running through August 29. The location in the park is yet to be determined. There are anchors for the screen in the traditional northern location. Mr. Heider noted that anchors may also be located on the plaza.

Sgt. Sanabria suggested the organizer should be called on to submit a site plan.

- 6th Street Fair/A Taste of the Arts

Chair Wilson said no changes are planned relative to the arts fairs. There will be meetings with fire, police and transportation given the impacts on the downtown.

- Festival of the Arts

The event, which occurs in the northwest corner of Bellevue Way and NE 8th Street on the old Cost Plus site, is not planning for any changes. The site is likely to redevelop in the coming years.

- Bellevue Arts Museum Arts Fair

Ms. Langridge noted that she had not included information about a possible beer garden because the planning for it was not yet far enough along. She said she is working with Kemper Development Company on event details. The balance of the event will be the same as before.

Chair Wilson said 105th Avenue NE will be closed at NE 6th Street between the Kemper Development Company property and the California Pizza Kitchen. That will need to be addressed by the routing and location committee.

Sgt. Sanabria said it will be necessary to talk with Kemper Development Company about how to control 105th Avenue NE. He added that from a traffic control and security standpoint, it would be better to have the roadway closed. Ms. Langridge said one condition outlined by Kemper Development Company was to keep the street open if there is to be a beer garden.

- Crossroads Movies in the Park

Chair Wilson said the movies are to be shown in Crossroads Park on Thursday nights. He noted that a site plan had been submitted.

- Northwest Ukrainian International Festival

Chair Wilson commented that the festival organizer has requested being allowed to continue using Crossroads Park. The event has grown substantially over the last two years.

Mr. Harm said fire would want to have a presence during the event given the number of spectators.

Sgt. Sanabria pointed out that the request was for a two-day event, Saturday and Sunday, which marks a change from previous years.

Chair Wilson allowed that parks would prefer to avoid having events on back-to-back weekends, and as requested Flavors of India would be the next weekend. He suggested tabling the event while additional details are worked out.

- Jubilee REACH/Celebration in the Park

Chair Wilson said the event has moved from site to site over the years, from Downtown Park to Crossroads Park to Newport High School where it has been the last two year. The school site does not, however, fit their needs and they have requested returning to Downtown Park and setting up in the new area. The event includes a stage which is set up on Saturday night ahead of the one-hour event on Sunday from 10:00 a.m. to 11:00 a.m. The event, which celebrates volunteerism, has been granted permission to park at Bellevue Square.

Sgt. Sanabria noted that when previously located at Downtown Park the event always generated complaints about noise. He suggested that with the new seating area that should not be a problem given that the noise will be aimed in another direction. They do need to carefully monitor their volumes.

Mr. Heider said the organizer has been good to work with.

Mr. Harm asked how many people can occupy Crossroads Park. Chair Wilson said festivals in the past have seen 10,000 to 15,000 per day. He said he did not know how many could be present at any given time.

Chair Wilson said any event at Crossroads Park needs to have a solid parking plan. He also said he was not opposed to approving the event. If the Ukrainian event is approved it should be either a one-day event or kept at Crossroads. Another option would be to ask Flavors of India to move to Downtown Park. He suggested tabling the Ukrainian Festival, Jubilee REACH and Flavors of India to allow time for working out the details.

- Flavors of India

Chair Wilson noted that after years of making the suggestion, the event is planned for only a single day. In the past that event has seen about 2000 people, 1000 each day, usually the same people. However, the organizer wants to do the parade again.

Sgt. Sanabria said the route previously used for the parade simply will not work on a Saturday afternoon. He agreed the event should be tabled until the details can be worked out.

Chair Wilson commented that the event was one that was opposed to being moved to Crossroads Park, but once they held their event there, they liked it, as did their participants. He said he did not know if they would be willing to move back to Downtown Park but would raise the issue with the event coordinator.

- Lighthouse Christian Church Labor Day Picnic

Chair Wilson explained that the event was new in 2017 as far as being a special event, though the event has been held for many years at Lake Hills Park. Their numbers grew to the point where there were concerns. A permit was not required in 2017 but the coordinator was asked for information and was supplied with information about compliance with fire department permits. The event uses local schools for parking.

- Komen Seattle 3-Day

Chair Wilson said the event sees some 500 participants, all of whom follow the rules of the road. The event comes through Bellevue on Friday with a stops at Enatai Park, Downtown Park and Highland Park.

Sgt. Sanabria suggested the event should be required to have a permit even though their numbers have fallen. There is still a great deal of coordination required by parks and police.

- Spirit of Bellevue Community Run

The event is coordinated by the Chamber of Commerce. In 2017 the run was narrowed to a 5K only and it worked out well. The event starts and stops in Downtown Park and their numbers are pretty high.

- Cycle the Wave

Chair Wilson said the bike ride event starts and ends at Bellevue College. The event includes a four-mile walk that has a rest stop at Spiritridge Park. The event partners with the city and about 1000 participate.

- Kelsey Creek Farm Fair

Chair Wilson commented that the long-running farm fair event is held annually at Kelsey Creek Farm and is always well attended.

- Bellevue Magic Season
- Snowflake Lane
- Garden d'Lights

Chair Wilson allowed that the post-event evaluations for the three holiday events had not yet occurred. He said there are always tweaks to be made to make the events run smoother and safer.

Chair Wilson pointed out that the triathlon event around Lake Sammamish had not submitted an application, and said the food truck roundup event is under discussion.

Sgt. Sanabria asked if anything had been heard from Bellevue College regarding the StanceWars event. Chair Wilson said the organizer sent a email asking who he should talk to at the city. He said he responded and has heard nothing since but intends to follow up. The event will be required to apply for a special event permit. Even though the event takes place on the Bellevue College campus, there is a big impact on the right-of-way and the community that trigger the need to set conditions.

Chair Wilson also noted that little had been heard from many of the bike ride event organizers, including Flying Wheels, Century Ride and Obliteride.

A motion to approve the date and location for the events Festival of Colors, CRY Holi, Kelsey Creek Sheep Shearing, All In for Autism 5K/10K Family Run, Strawberry Festival, Bellevue Four on the 4th Dog Jog and Walk, Bellevue Family 4th, Live at Lunch, Downtown Movies in the Park, 6th Street Fair/A Taste of the Arts, Festival of the Arts, Bellevue Arts Museum Arts

Fair, Crossroads Movies in the Park, Komen Seattle 3-Day, Spirit of Bellevue Community Run, Cycle the Wave and Kelsey Creek Farm Fair was made by Sgt. Sanabria. The motion was seconded by Ms. Grote and the motion carried unanimously.

A motion to table approval of the date and location for the events Flavors of India, Jubilee REACH and Ukrainian Festival was made by Ms. de Young. The motion was seconded by Ms. Grote and the motion carried unanimously.

A motion not to require a special event permit for the events Arbor Day/Earth Day, Lake to Lake Bike Ride, Evergreen Health 7 Hills of Kirkland and Lighthouse Christian Church Labor Day Picnic was made by Sgt. Sanabria. The motion was seconded by Ms. Grote and the motion carried unanimously.

❖ Follow-Up – 2018 Special Event Fee List

Mr. Harm said fire has gotten to the point of no longer being able to absorb many of the costs associated with the events in which the department participates. The department needs to recover some of those costs, including the costs of staffing at overtime rates. Absorption of the costs equates to robbing the budget of things like training.

Chair Wilson pointed out that as part of the permit fee it is clearly stated that other fees might apply. Anytime special crews are brought in, or overtime is paid, the fees can be passed on to the event organizers, though there are some caveats. The Rotary Run, the Spirit of Bellevue Run and some of the festivals can be directed to pay those extra costs. Fire would need to work with the groups to let them know what those costs will be, which is what police does.

Mr. Harm commented that Fire have been able to bill Snowflake Lane for two people, but in light of recent national events, six people actually staffed the event every night even though the department billed only half the cost. Going forward the event is going to need to look at recouping all its costs.

Sgt. Sanabria explained that police has a special events budget for certain grandfathered events, including the Arts Fair and Family 4th of July. Other city events are covered with on-duty staff, including Sheep Shearing and Kelsey Creek Farm Fair. All private entity events that require traffic control or security are either required to contract out or be billed for overtime officers.

Sgt. Sanabria asked if parks charges for staff overtime. Mr. Heider said that is not done for city sponsored events. He added that parks staff is not really called out for 5K and bicycle events. Chair Wilson pointed out that there is a clause in place that says if staffing is needed at an event, the event must pay for it. Parks also has an overtime budget for major events. Events sometimes must pay inspection fees.

Sgt. Sanabria stressed the need to be careful in determining what is considered to be a city partnership when approving fees for individual events. Events that are partnered with the city usually have their fees waived, and those fees were put in place to cover things like staff time and inspections. Chair Wilson said Flavors of India is a good example. The city sponsors the event and thus the permit fees are waived. The event, however, usually requires inspections and fire permits. If there are fire permits and inspection fees, fire usually handles them. There may be another way to handle those costs.

Chair Wilson reported that in two weeks he would be traveling to Austin, Texas, to attend a special event conference that will be attended by representatives of many different cities. He said that will be a good opportunity to see what other cities charge for their special event permits.

Chair Wilson suggested that going forward the Committee should carefully review the special event fee list to clarify things like the difference between a fun run and a race.

❖ Comments/Follow-Up – None

7. NEXT MEETING

❖ February 8, 2018

8. ADJOURNMENT

Chair Wilson adjourned the meeting at 10:03 a.m.