

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

August 10, 2023
8:30 a.m.

Bellevue City Hall
Virtual Meeting

MEMBERS PRESENT: Brad Bennett – Chair
Chad Charbonneau - Parks
Kyle Nelson – Fire
Mark Anderson – Fire
Mike Shovlin – Police
Landon Barnwell – Police
Christopher Rivera – Transportation
Casiano Atienza – Transportation
Claude Iosso – City Manager’s Office
Cayla Ji – Fire
Hazel Phillips – Office of Emergency Management
Neal Christiansen – Community Representative East
Laurie Scott – Downtown Resident Representative

OTHERS PRESENT: Madeline Groth, Emily Martella, Parks; Li Chao, CHIME

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 8:31 a.m. by Brad Bennett who presided.

2. COMMUNICATIONS: Written and Oral – None

3. APPROVAL OF AGENDA

A motion to approve the agenda was made by Laurie Scott. The motion was seconded by Kyle Nelson and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the July 13, 2023, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Kyle Nelson and the motion carried unanimously.

5. COMMITTEE REPORTS

❖ Routing and Location Subcommittee Report

Casiano Atienza reported that the committee’s most recent meeting focused on the Pakistan Independence Festival. It was also reported that the committee would be meeting later in the day

in regard to Flavors of India.

Kyle Nelson stated that there had been some resistance with the Pakistan Independence Day event organizers relative to permitting. They have been quite unhappy and mentioned to a team member that if Bellevue makes it this hard they might as well go somewhere else.

Brad Bennett asked if the organizer is upset about the process or the requirements they must comply with. Kyle Nelson said their issue appears to be with the requirements they must comply with as well as the monetary costs associated with them.

Chad Charbonneau said parks was getting similar pushback from the organizer as well.

Brad Bennett said the event will have to meet all requirements before the city can issue the permit in a timely manner and promised to work later in the day with the parks and fire representatives on what strategies will need to be implemented.

6. OLD BUSINESS

- ❖ Tabled Events – None

6. NEW BUSINESS

- ❖ Application of Intent: Sound Transit Emergency Responders Exercise

Brad Bennett said the actual name of the event is the East Link Starter Line Full-Scale Exercise.

Mark Anderson explained that the event is part of the conditions for the permit from fire. The event will involve fire personnel from Bellevue, Redmond and Mercer Island, as well as the police, Sound Transit, King County Metro, and multiple agencies. The event is a condition for the emergency response plan and is required by NFPA 130 in order to allow for running the full service. Billy Anderson is the person managing the event for Sound Transit.

A motion to approve the date, time and location for the event was made by Kyle Nelson. The motion was seconded by Mark Nelson and the motion carried unanimously.

Kyle Nelson asked how getting in and out of City Hall will be handled during the closures associated with the event. Mark Anderson explained that the event is on a Saturday afternoon/evening. There will still be access to City Hall through the parking garage.

Christopher Rivera noted that transportation was involved as well.

- ❖ Event Organizer Presentations – None
- ❖ Post-Event Evaluations

A. Indian American Community Services Shaam-e-Bazaar

Brad Bennett noted the event was held on June 24 at Crossroads Park and had an estimated attendance of 3500.

Chad Charbonneau said all feedback was good and parks experienced no problems. There were no complaints from custodial or anyone else.

Landon Barnwell said there were two officers assigned to the event and everything went very well.

Brad Bennett noted from the organizer's post-event write-up a need to start setup sooner next year and to generally have more manpower for setup, take-down and parking. The report also noted that parking for vendors during load-in and load-out experienced some problems.

B. Bellevue Family 4th

Brad Bennett said there were an estimated 40,000 people in the park itself for the event, and there were significantly more people surrounding the park, including 39,000 in the Bellevue Collection areas.

Landon Barnwell said the only significant thing that needs to be adjusted is the amount of people that were leaving just before the fireworks and who were standing out in the middle of NE 4th Street between Bellevue Way and 102nd Avenue NE. There were at least a couple thousand people in the roadway. There was an officer posted there to flag traffic, but consideration should be given to using barriers or possibly shut down the roadway to maintain a safety area.

Brad Bennett said in 2021 when Bellevue was the only fireworks show in the entire area the fireworks show was delayed by some 20 minutes because of the issue of people trying to cross NE 4th Street to get into the park viewing area.

Landon Barnwell said some things have been discussed with Kemper Development Company on the topic of ways to work better together and possibly streamline clearing their garages. The clearing did occur within an hour and twenty minutes.

Neal Christiansen noted having attended the event and observing it to be very well managed. The fireworks were great and overall, it was very well done.

Brad Bennett said there were some 22 food venter booths. That resulted in shorter lines. There were some operating from carts spread around the park. Overall, it was a very good event.

Kyle Nelson commented that working with the Bellevue Downtown Association was super easy and everything was very well organized.

Chad Charbonneau said there were no issues of concern to parks.

****BREAK****

C. CHIME Night Fair

Brad Bennett noted the CHIME Night Fair event occurred on June 25 in Downtown Park.

Li Chao reported that overall, the event went very well thanks to the help and support of the staff. The turnout was good. There were challenges involved in getting the permits from the city, with the various departments not responding promptly. It would be helpful to have a single point of contact for all the departments instead of having to contact each department individually. The

process was somewhat confusing; it certainly would be for a first-time organizer. Obtaining the food permit was a challenge. The various department staff were helpful in answering questions and offering guidance. The police were very helpful, including on the day of the event.

Kyle Nelson asked if the food permit mentioned was the food truck regional fire permit or the permit from the county health department for food safety. Li Chao said it was the latter. Obtaining the fire prevention permit was not difficult.

Landon Barnwell noted having heard no issues from the officers assigned to the event. Everything was addressed before the event regarding security for the event.

Casiano Atienza said the only concern for transportation was the parking plan, but essentially the same plan used previously was put in place and all went well.

Chad Charbonneau mentioned a couple of challenges encountered. The organizer ordered the correct number of trash totes and porta potties, but only half of them got unlocked for the event; the only half remained zip-tied locked during the event. The number of the garbage and recycle cans got left in stacks and were not taken apart. Many of the park trash cans were overwhelmed by event trash and there was quite a bit on the ground around the stacked trash cans. For the next iteration of the event, those trash cans will need to be distributed around the event area. Li Chao said the event staff observed that not all the trash cans were full, which is why not all of them were unlocked. Once full cans were observed, additional cans were unlocked. Next year all the cans should be unlocked and distributed.

Chad Charbonneau also highlighted the fact that the electrical cords were left plugged in and the cabinet was left unlocked. The 240-volt electrical line was left live and out. A specific request had been made by staff for the cables to be disconnected and the cabinet locked at the end of the event. There were also two or three of the smaller cords in the lawn near the plaza were also left connected and laying in the grass instead of being stowed back into the vaults. Li Chao said the larger line was left out because it was not possible to get it back into the cabinet. Chad Charbonneau said the primary issue was that the cord was left live.

Emily Martella remarked having heard that event organizers were in the park until about 1:00 a.m., and sound was played past the curfew. Li Chao said the take-down crew left the park at 10:00 p.m. The police were also in the park until the crew left and could verify that everyone left the park on time. The event stopped at 9:00 p.m. and that is when cleanup began.

Landon Barnwell agreed to check with the officers assigned to the event to verify the time everyone left the park.

Brad Bennett said it is possible that those in the park after 10:00 p.m. were not associated with the event. The question asked was if the take-down crew played music while doing their work. Li Chao said they did not. The event music was stopped at about 8:45 p.m. Professionals were hired to play the music and they were charged with making sure the sound levels were always within the standard.

Li Chao thanked the Committee members for their feedback.

7. NEXT MEETING

❖ September 14, 2023

8. ADJOURNMENT

Brad Bennett adjourned the meeting at 9:18 a.m.