

CITY OF BELLEVUE
SPECIAL EVENTS COMMITTEE
MEETING MINUTES

August 8, 2024
8:30 a.m.

Bellevue City Hall
Virtual Meeting

MEMBERS PRESENT: Susan Freeburg – Parks
Chad Charbonneau – Parks
Andrew Oltman – Fire
Kyle Nelson – Fire
Casiano Atienza – Transportation
Christopher Rivera – Transportation
Jonathan Rose – King County Metro
Laurie Scott – Community Representative - Downtown
Mike Ogliore – Business Representative - Downtown
Meredith Langridge – Event Promoter, Position 1

OTHERS PRESENT: Emily Martella, Parks; Jera Gilmore, Parks;
Councilmember Stokes; Eric Stewart, King County Metro;
Lizzette Flores, Community Development; Lisa Siegman,
Development Services

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 Kyle Nelson. The motion was seconded by Jonathan Rose and the motion carried unanimously.

4. APPROVAL OF MEETING MINUTES

A motion to approve the July 11, 2024, 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 said following the July meeting the subcommittee met with representatives of the Ukrainian Festival, Downtown Movies in the Park, Crossroads Movies in the Park and the Children’s Business Fair. Most of the subcommittee’s attention has been focused on the India

Independence Day Festival which will be a big event.

Kyle Nelson said fire prevention had no concerns. All of the meetings to date with the event hosts have gone well.

Andrew Oltman said the same was true for Fire Operations.

6. OLD BUSINESS – None

6. NEW BUSINESS

❖ Post-Event Evaluations

A. Bellevue Family 4th

Jera Gilmore said the event went very well. There were far more wins than non-wins. Attendance was high at 71,000, with 50,000 of them in the park itself. There were no safety issues. The layout proved to be very successful. Ground Command was moved to the east side of the park, a much more welcoming and relaxing space. The stage was moved to the center of the park along with lost child and lost and found. There were 22 food vendors but there were still long food lines, though they were well managed. Quite a few people showed up at 9:30 p.m. expecting to still be able to buy food. The family fun activities included a number of options several people could join at the same time, reducing the stand-in-line time. In all there were 16 activities. That concept will be built on for the 2025 event.

Continuing, Jera Gilmore said people were pretty good about following the rules and there were no concerns. There were not many issues involving alcohol or barbeques. A vendor was paid to help manage parking and that proved to be successful. No major changes are anticipated for next year, except that transportation has a request in for a new street to have No Parking signs posted.

Kyle Nelson said it is a real plus that the event has been held so many times. All of the department representatives know what they are doing and work well together. That is largely due to the pre-coordination meeting held in May or June hosted by the City.

Casiano Atienza concurred with Jera Gilmore and Kyle Nelson about the event having gone well. There are always things that can be improved on, such as getting right-of-way inspectors on site, and having better communications between the police and National Barricade. Transportation will look into the request for additional No Parking signs.

Mike Ogliore said the event went as smooth as ever. The private-public partnership with Transportation, Police and Kemper Development Company on the release of the Bellevue Square parking was very positive. Pedestrian traffic across NE 4th Street was handled very efficiently, saving on the overall time. People had a good time, everyone was safe, and the event was positive overall.

Councilmember Stokes reported that the Council really enjoyed the event. Everyone was really excited about it. The event just keeps getting better all the time, and the coordination is of the highest level. To pull off such an event with so many attendees without having anything negative is fantastic.

Jera Gilmore said if possible the event could benefit from having another setup day. That would not necessarily mean closing the park. The extra day would facilitate having all the pedestrian panels delivered and set in place. The one-day setup approach is crazy with all the regular park users present.

Chair Freeburg noted that in past years setup did occur over two days. If an extra setup day is desired, it should be requested in the application for the 2025 event. Parks Scheduling will help to work out the details.

B. Shades of Brilliance Art Walk

Chair Freeburg reported the event had about 300 attendees, so unless the event grows it may not need to come before the Special Events Committee next year. The weather was bad which likely contributed to a lower attendance. Four of their tents broke due to the immense amount of rain. The program went off as scheduled, however. Looking ahead, event organizers want to look at a different and later date, in hopes of better weather. Promotion of the event will also be increased. Setup and parking all went well. The main challenge was the weather. There were no safety concerns encountered.

Casiano Atienza said Transportation had no feedback on the event. Kyle Nelson said the same was true for Fire.

❖ Lake to Lake Bike Ride

Chair Freeburg said the estimated number of attendees was between 500 and 550. Event organizers reported that the weather was ideal and the site was great. Load-in/load-out and all aspects of the event were successful. At future events, there will be some fine-tuning around how riders leave the park. There were some unanticipated tasks added to the event by the Routing and Location subcommittee, but going forward those tasks will be added to the list to help with planning. There were no safety concerns. The next iteration of the event may see the course in town to a north-south orientation to keep the event fresh and interesting.

Christopher Rivera with Transportation said no complaints about the event had been received.

Kyle Nelson said the fire inspector assigned to the event offered no constructive criticisms.

❖ Bellevue Downtown Arts Market

Mike Ogliore commented that coordination for the event with the Bellevue Art Museum started early. Load-in on Thursdays is always a juggle but when the dust settled everything happened the way it should. The road was closed about ten minutes after the scheduled time of 4:30 p.m. The 110 or so artists that needed to get in did get in. PACCAR has been good to allow the use of its Park Plaza lot on the west side of 106th Avenue NE., and many artists choose to park there and walk their goods in. The street was closed for good at about 8:00 p.m. through the event and until load-out on Sunday. The weather was good, and the event went very well. Overnight security was on-site for all three nights. The parking lot at the 116 Church was made available for use. There was live music and three food trucks on that lot. There were no safety issues, and the artists were all happy. Fire as always did a great job of providing a medic unit. Transportation did a great job of facilitating the load-in/load-out, and the police staffed the event as well.

Casiano Atienza said there were some new personnel assigned to the event but things went well

overall. There was one car towed. Mobile vehicle barriers were placed on NE 6th Street between Bellevue Way and 105th Avenue NE. Steps will be taken next year to make the event run even smoother.

Kyle Nelson also said the event went very well. The tents were well organized and inspections of the food trucks were easily facilitated.

❖ Chamber Music Concert Truck

Chair Freeburg remarked that the event went mostly according to plan. Event organizers reported that weather was amenable and the classical chamber music was well received. The layout was as shown in the application and there were no modifications made. There was a nice audience. There were some issues with load-in and setup as there was supposed to have been someone on-site to assist with connecting to power and the like. Parks Scheduling facilitated making connections with the right people. There was also an issue with getting the fountain turned off. For next year, it will be necessary to make sure there is a designated Parks contact person on-site.

Chad Charbonneau allowed that there had been some miscommunications resulting from someone being on vacation and confusion around who was to cover for them in their absence. That is not a normal thing and the anticipation is that it will not happen again in the future.

❖ Comments/Follow-Up

Councilmember Stokes took a moment to recognize the Police and Fire departments along with staff of other departments for doing a fantastic job of facilitating special events. The events thus far in the summer have been great. They have all contributed to making Bellevue a great place to be. The Council appreciates the work of the Special Events Committee for all the work it does.

Chair Freeburg remarked that the number of events slated for 2024 is almost double the previous year.

7. NEXT MEETING

❖ September 12, 2024

8. ADJOURNMENT

Chair Freeburg adjourned the meeting at 9:04 a.m.