

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

September 12, 2024  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:** Susan Freeburg – Parks  
Chad Charbonneau – Parks  
Landon Barnwell – Police  
Casiano Atienza – Transportation  
Christopher Rivera – Transportation  
Jonathan Rose – King County Metro  
Laurie Scott – Community Representative - Downtown  
Mike Ogliore – Business Representative - Downtown

**OTHERS PRESENT:** Emily Martella, Parks; Maggie Whittemore, Fire; Robert Spingler, Police; Lisa Siegman, Development Services; Mark Heilman, Neighborhood Outreach; Lizzette Flores, Community Development; Eric Stewart, King County Metro; Ellen Montanana – Fire EMS; Vincent Stroud, Fire

**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 Laurie Scott. The motion was seconded by Casiano Atienza and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the August 8, 2024, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Maggie Whittemore and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Casiano Atienza said the subcommittee had met to discuss various events, including Snowflake Lane. Coming up soon the focus will be on the Night Market and Garden d’Lights events.

**6. OLD BUSINESS – None**

## 7. NEW BUSINESS

### ❖ Post-Event Evaluations

#### A. Beats and Bites

Mike Ogliore said the event is the lunchtime concert series, which has been doing with food trucks for the last couple of years. It continues to go very well. June 5 was the actual start date instead of June 4 due to weather. The event ran for 11 weeks, skipping the July 4 week. There were no major complaints and the performances were low-key from noon to one each day. The venues included Compass Plaza and the Spring District, which hosted four shows, and the events were well-attended. No big changes are anticipated for next year, though the Spring District might want a later happy hour slot. Overall, it was very successful.

Chair Freeburg reported having not received any noise complaints in regard to the event.

#### A. PNW Youth Entrepreneur Expo

Chair Freeburg reported the event happened on June 23 at Downtown Park with 75 entrepreneurs, 260 performers, and about 500 attendees. It went well, though they faced challenges with the payment process and would like an online option for next year. There were no security concerns. The promoter is looking to extend the event hours next year from 11:00 a.m. to 8:00 p.m. instead of from 11:00 a.m. to 5:00 p.m.

Chad Charbonneau noted that there had been a communication issue related to trash bins. Chair Freeburg recalled there was a misunderstanding with Scott about their needs in regard to additional trash bins. The need was not clearly communicated.

Casiano Atienza said transportation had no concerns regarding the event.

#### A. Downtown Movies in the Park

Chair Freeburg said the event was held from July 16 to August 20. The estimated attendance was 18,000, there were more vendors than ever, and there was live music. The event organizer noted the lack of bathrooms and plans to add more portable toilets next year.

Landon Barnwell said the officers assigned to the event registered no concerns. Everything went smoothly.

Transportation, Fire and Parks had no concerns according to Casiano Atienza, Maggie Whittemore and Chad Charbonneau.

#### A. BAM Arts Fair

Chair Freeburg said the event reported having 100,000 daily attendees and 289 artists. Everything went well, though there were challenges with volunteer shortages and a woman who had a minor fall received immediate attention. Load-in and load-out as well as setup and take down went well. The layout provided for good pedestrian flow. The need for additional security and crowd control near the main stage will be reviewed for next year.

Landon Barnwell said no officers were assigned to the Arts Fair event.

Casiano Atienza reported that from the standpoint of transportation, everything went well. There was a slight issue with road closures that was not communicated, but nothing major. The organizers were available during the day of setup.

Maggie Whittemore said fire heard no concerns about the event.

Chair Freeburg said there were some administrative challenges encountered in terms of getting contact with the organizer ahead of the event to finalize the paperwork.

#### A. Bellevue Children's Business Fair

Chair Freeburg said the event was organized by a 14-year-old. The event had 125 participants and around 700 spectators. The weather was good. The pedestrian flow was good and setup/take-down went well. The only issue was that one of the power outlets was waterlogged. The size of the event will likely be larger next year. The intent is to hold the next event toward the end of July.

No concerns were reported by any of the departments.

#### A. Pakistan Independence Day

Chair Freeburg noted the event held on August 18 in Downtown Park had around 1,000 attendees. There was wind and some rain in the afternoon, otherwise the weather was good. There were food vendors, live music, clothing and other stalls with vendor canopies and a main stage. The event went well, though there was a space issue in the parking lot to complete unloading in a seamless manner. The organizer had not requested to reserve any parking stalls. There were no safety concerns. The organizer would prefer to be allowed to hire their own security rather than having to hire police officers. Next year's event, planned for August 16, will not be any different.

Landon Barnwell said two officers were assigned to the event and they encountered no issues. If there are security concerns other issues raised by the organizer, they can be addressed for next year. Other community groups over the years who have put on cultural events have also asked about being able to provide their own security. That is also something that will need to be discussed with the organizer for next year.

Chair Freeburg said the organizer brings up the security issue annually, likely because they do

not see or are not aware of all the impacts.

Chad Charbonneau remarked that the event went much better than in past years. There were no personal vehicles driven into the park, which is a huge improvement.

Casiano Atienza said transportation had no concerns with the event.

Maggie Whittemore said fire heard no concerns about the event.

#### A. Arts in the Garden

Chair Freeburg said the event was held between August 23 and 25. There were an estimated 4000 attendees. The event suffered from a large amount of rain the first day, but attendance was still strong. Having the parking lot managed made the event much easier and less stressful. There have been no significant challenges since implementing the parking solution with a vendor. No significant changes are planned for next year.

There was no feedback from any of the departments regarding the event.

#### A. Jubilee REACH Celebration in the Park

Chair Freeburg said the August 25 event in Downtown Park had an estimated attendance of 1100. The weather was cooperative and all went well with load-in, setup and takedown, and parking. There were no challenges or safety concerns. For next year, the organizer would like to have an earlier setup time on Saturday, so that will need to be discussed.

Landon Barnwell said one officer was assigned to the event who did not note any issues or concerns.

Chad Charbonneau said there were no concerns from parks. The same was true for transportation and fire according to Casiano Atienza and Maggie Whittemore.

Chair Freeburg remarked that for the first time ever, no sound complaints were received regarding the event.

#### I. IACS Night Market

Chair Freeburg said the event took place on June 22 at Crossroads Park. With the event in its third year, setup was much easier. Fire was onsite and the inspections went smoothly. The weather was good. Parks did a great job of giving access to the space, and everything was ready for the day. Parking was the biggest issue, has it has been in previous years. While the shuttle service helped with traffic, they still ran into some problems. Police officers were assigned to the event and the organizer also provided some security personnel, though apparently, a backup generator was stolen which was not noticed until after the event. For next year, the organizer plans to better advertise the shuttle service since not many people noticed it. The plan for next

year is to hold the event in June.

Chad Charbonneau said all went smoothly and parks had no complaints.

Maggie Whittemore said fire had no concerns or issues. Casiano Atienza said the same was true for transportation.

Landon Barnwell said police had no concerns and allowed not having been made aware that a generator had been stolen.

❖ Comments/Follow-up

Chair Freeburg reported the approval contract has been signed and meetings with the department representatives will be set up soon to start discussing the information needed for the system. The hope is that things will be more efficient for staff moving forward.

❖ Next Meeting – October 10, 2024

❖ ADJOURNMENT

Chair Freeburg adjourned the meeting at 9:06 p.m.