

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA STAFF REPORT

AGENDA DATE: May 6, 2014

ACTION REQUESTED: Request to Approve a Special Event Application – 2014 Ellensburg Sprint Triathlon (July 26, 2014).

BACKGROUND: The Commissioners office received a Special Event application to hold the annual Ellensburg Sprint Triathlon on Saturday July 26, 2014.

INTERACTION: The applicant is also requesting a waiver to the following:

Kittitas County Code Chapter 5.20.100 – Penal Bond – Bond of Indemnity - The applicant has provided proof of insurance and believes that it should be adequate coverage, since their event has proven to have no effect on the roads in the past.

The applicant will also need a waiver to **Kittitas County Code Chapter 5.20.160 – Closing Hours** since their event is scheduled to begin set up at 6:00 a.m. and according to the County Code, events shall not be open to the public before the hour of 10:00 a.m.

The permit fee has been paid and staff has routed the application and received a recommendation of approval from the following departments: **Sheriff, Public Health, Public Works**, Solid Waste, Prosecutor, Fire Marshal, Treasurer and Auditor.

RECOMMENDATION:

Approve the Special Event Application to hold the 2014 annual Ellensburg Sprint Triathlon on Saturday July 26, 2014, and to grant their request for a waiver to Kittitas County Code Chapter 5.20.100 Penal Bond – Bond of Indemnity and Kittitas County Code Chapter 5.20.160 Closing Hours .

Public Health (Erin Moore) stated the following:

“Ellensburg Sprint Triathlon Event applicant, Deanna Muller, will need to complete a temporary food permit application for the date of the event. If the information stated in the application submitted is true and accurate and the applicant obtains the above mentioned permit at least two weeks prior to the event to avoid late penalties, then she didn’t foresee any issue arising that would otherwise cause or prevent the applicant from being able to obtain approval prior to the date of the event.”

Public Works (Ryan Berge) recommended: “Local advertisement in the Daily Record, Radio and physical postings at least two weeks in advance to inform the public and allow them time to plan an alternate route. He stressed that all County Roads must remain open for all local traffic.

Sheriff's Office (Gene Dana) recommended: approval, noting that the Sheriff's office will be providing Reserve Deputies and regular Patrol Deputies to assist. Therefore, they will need to contact the Sheriff's Office to complete an off duty contract form for traffic control.

HANDLING: BOCC staff to send letter to applicant of the Board's decision.

ATTACHMENTS: Special Event Application
Certificate of Liability Insurance
Memos from County Departments with recommendations

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board