

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA STAFF REPORT**

AGENDA DATE: March 21, 2017

ACTION REQUESTED: Consider a Special Event Application request to hold the Gran Fondo Ellensburg (88 mile bicycle ride).

BACKGROUND: The Commissioner's office received a Special Event application to hold the Gran Fondo Ellensburg on Saturday June 11th, 2017.

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

Kittitas County Code Chapter 5.20.100 – Penal Bond – Bond of Indemnity - The applicant WILL provide proof of insurance upon the Board's contingent approval of the event.

The applicant **does not** need a waiver to the following:

Kittitas County Code Chapter 5.20.160 – Closing Hours since their event is scheduled to begin at 8:00 a.m. and according to the County Code, events shall not be open to the public before the hour of 7:00 a.m. so they will not need a waiver.

The permit fee has been paid and Staff has routed the application and received a recommendation of approval or **contingent approval** from the following departments: **Sheriff, Public Health, Public Works**, and Fire Marshal & Solid Waste. The **County Prosecutor** cannot make a recommendation until the County has received the Certificate of Liability Insurance & Endorsements.

The **Public Health Department** stated that if it is determined that food vendors will serve at this event, each vendor is required to obtain a temporary food event through Kittitas County Public Health Department at least 2 weeks prior to the event. Food vendors can call (509)962-7515 or go online to Kittitas County Public Health webpage to obtain temporary food event applications.

The **County Sheriff's Office** asked that approval from the State Department of Transportation and Washington State Patrol be obtained for any requirements for the legs of the race occurring on State Highways. Also note that for emergencies they call Kittcom Dispatch and for non-emergencies they can call the KCSO.

The **Public Works** See memo attached.

- 1) Local advertisement in the Daily Record/Radio/physical posting two weeks in advance to inform the traveling public of upcoming event in order to give them the choice to plan a different route during this time period.

County Prosecutor: Certificate of Liability Ins. must be submitted no later than 5-19-2017 @ 5:00 p.m.

RECOMMENDATION: Approve the Event Application to hold the Gran Fondo Ellensburg (88 mile bicycle ride), contingent upon Mr. Maedke (applicant), complying with the Public Works, Sheriff and Public Health (if needed) recommendations. Approve a request to waive the Penal Bond-Bond of Indemnity and continue to comply with the reporting and remitting requirements for the County Admissions Tax.

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

ATTACHMENTS: Special Event Application w/additional information
Memos from County Departments with recommendations
Treasurer's Receipt for Event Permit Fee

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board II