

LAST THURSDAY ON ALBERTA: EVENT PRODUCTION BOOK



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EVENT PRODUCTION

CONTACTS

AGENCY RESPONSIBILITIES

- PBOT: Street Closure and Parking Removal; Street Re-opening with Police
- BDS: Noise Officers: Enforce noise regulations. Outreach and education efforts to obtain voluntary compliance
- Police: Enforce all applicable state and local laws as needed to ensure public safety during event. Crowd control during events; assist with street reopening; monitor public alcohol consumption.
- County Health: Enforce health and safety regulations related to food service vendors
- OLCC: Enforce state laws and rules related to establishments that have permits to sell alcohol.
- Fire Marshal: Enforce Fire Marshal’s Office guidelines for Last Thursday
- Coordinating Organization (FoLT) and Event Coordinator:
 - Overall event planning, management, and coordination of services
 - Coordinate with City and agency representatives on event planning and logistics
 - Vendor communication, outreach, and education
 - Business outreach and liaison
 - Volunteer management
 - Public messaging and media response, including website management
 - Event revenue development and budget management
 - Primary responsibility for public sanitation (toilets, hand washing, recycling and garbage)
 - First aid

EVENT CONTACT LIST:

		Event Coordinator		
FRIENDS OF LAST THURSDAY				
Rochelle Saliba	FoLT	Ambassadors/ vendor outreach	503-888-2934	rochelle.saliba@gmail.com
Donald Wear	FoLT	Waste Management/ Street Ops	503-351-8909	donaldwear@yahoo.com
Maquette Reeverts	FoLT		503-867-3599	maquette7@yahoo.com
SECURITY/POLICING				
Shana Anderson	Coast to Coast	Security supervisor	503-793-8150	shana.anderson@coastto coastevents.com
Rod Shulley	Coast to Coast	Security supervisor	503.544.9080	rod.shulley@coasttocoast events.com

NAME	AGENCY	RESPONSIBILITY	MOBILE	EMAIL
Lt. Art Nakamura	Police	Law enforcement	503-793-3785	art.nakamura@portlandoregon.gov
Lt. Brian Ossenkop	Police	Law enforcement	503-793-9648	brian.ossenkop@portlandoregon.gov
CODE COMPLIANCE				
Erin Janssens	Fire Marshal	right-of-way, occupancy, fire	503-793-5763	erin.janssens@portlandoregon.gov
Kari Schimel	Fire Inspector	right-of-way, occupancy, fire	503.209.5967	
Paul Van Orden	Noise (BDS)	Noise compliance	503-793-5160	paul.vanorden@portlandoregon.gov
Carl Lewis	OLCC	Alcohol infractions and compliance	503-380-2012	carl.lewis@state.or.us
OLCC Dispatch	OLCC	Alcohol infractions and compliance	503-572-8949	
Parking dispatch	Police	Parking Enforcement	503-823-3333	
Parking enforcement	PBOT	Parking Enforcement vehicles	503-823-5195	
COUNTY HEALTH				
Sombra Forrest	MultCo Health	Temporary Restaurant Lead	971.253.9401	
Christie Sweitz	MultCo Health	EHS Senior	503.793.6429	
Cindy Gaines	MultCo Health	EHS	503.519.0809	
Shelli Rushing	MultCo Health	EHS	503.764.6808	
TRAFFIC CONTROL				
Matthew Machado	PBOT	Traffic engineer, closure	408.569.5715	matthew.machado@portlandoregon.gov
Rob Burchfield	PBOT Engineer	Traffic engineer, closure		
Duncan Hamilton	COAT Flagging	Traffic control materials and staff	503-766-4371	duncan@chickofalltrades.com
SITE SERVICES				
Monique Redding	United Site Services	Portopotties	253-405-7896	monique.redding@unitedsiteservices.com
Cathy	United Site Dispatch	Portopotties	503-656-9415 x4531	
Dori Larson	MultCo	Neighborhood Cleanup	503-803-4033	dori.a.larson@multco.us
Gerard Welch	MultCo	Neighborhood Cleanup	503-988-4628	gerard.a.welch@multco.us

NEIGHBORHOOD CONTACTS

RESOURCE	GROUP	CONTACT
Neighborhood Organizations		
	Alberta Main Street	Sara Wittenberg sarawittenberg@me.com
	Vernon Neighborhood Association	vernon@necoalition.org
	Concordia Neighborhood Association	Jeff Hilber prbyzm@comcast.net
	Boise-Elliot Neighborhood Association	Angela Kremer, chair angelahkremer@gmail.com Julie Woelfer, vice chair juliewol2@hotmail.com
	Sabin Neighborhood Association	Austin Peterson, President sabinpresident@gmail.com 503-519-6447
	King Neighborhood Association	info@kingneighborhood.org 503-823-4575
	Alberta Business Association	Diane Coward dcoward@fuelcafe.biz
	Northeast Coalition of Neighborhoods (NECN)	Paige Coleman 503.823.4575
Local Churches		
	Corner Stone Community	503.281.4581
	Genesis Community Fellowship	503.281.9472
	Redeemer Lutheran Church	Pastor Maul 503.702.5453

EVENT PRODUCTION

Hours and operations

The Last Thursday Event (and street closure, when applicable) begins at 6pm and ends at 10pm.

EVENT SCHEDULE

Wednesday

7am — **FoLT** Street Ops volunteers or **PBOT** workers place No Parking Signs at assigned portopottie locations in order to have parking validated

4:30pm — **FoLT** Street Ops volunteers meet at Fuel Cafe, begin to place No Parking signs/materials inside closure, specifying hours of event and parking enforcement along Alberta Street.

Thursday

7am — **United Site Services** drops off restrooms/handwashing stations throughout event

12pm — **FoLT** ambassadors, **Coast to Coast** personnel, and **BDS** noise compliance officer onsite to direct vendors/performers in proper set-up and conduct general education and outreach

2pm — **Coast to Coast** supervisor arrives on site

3:30 — Traffic Closure Materials are dropped off by **COAT Flagging**, Event Coordinator unlocks restrooms

4pm — Roll Call at North Precinct, including: **Police**, **Coast to Coast**, **BDS**, **PBOT**, **Fire Marshal**, **Multnomah County Health**, **OLCC**.

— **FoLT** Street Ops volunteers meet at Fuel Cafe, begin to place trash/recycling containers throughout event site

5pm — Parking restrictions take effect according to signage on No Parking Barricades, Vendors may begin setting up materials in the parking lanes ONLY, **FoLT** ambassadors continue pre-event outreach to prevent vending. **FoLT** Street Ops pull “Leave No Trace” stations into parking strip.

5:30pm — **FoLT** ambassadors receive debriefing and block assignments; begin “No parking” enforcement effort along Alberta, vendor coordination and Outreach; Food vendor inspection begins with **Multnomah County** Health Inspectors and assigned **Coast to Coast** personnel

5:45pm — **Coast to Coast** and **PBOT** workers meet at **NE 24th & Alberta** bus stop to begin closing side streets. Two teams of four will work in opposite directions, placing the barricades that have been dropped by **COAT Flagging**. **PBOT** will provide additional details to personnel on-site. **Coast to Coast** personnel begin bike patrols of surrounding neighborhood.

- 6pm** — **Event begins:** **TriMet** reroutes are in effect; all agency operations are underway using guidelines established in “**Last Thursday Management Protocols**”; vending begins after street closure is in place. **FoLT** Street Ops will collect NPBs for easy storage after assisting with closure materials.
- 7pm** — **Coast to Coast** personnel begin roving duties throughout event; **FoLT** Street Ops volunteers remove No Parking signs along Alberta and store for later pick-up
- 9pm** — **Coast to Coast** and **FoLT** personnel begin advising vendor tear-down, **Multnomah County** Health Inspectors finish operations
- 9:45pm** — **Coast to Coast** and **FoLT** volunteers assigned to help with street reopening should meet at 9:45 pm at NE 15th & Alberta. The main task will be to reopen the side streets along Alberta by moving the barricades off to the side and into the parking lane, where they will be retrieved by **COAT Flagging** as they make their way down Alberta. **FoLT** ambassadors begin assisting vendor break-down and notice of imminent street opening
- 10pm** — **Event ends:** Street Opening Process begins, in this order: **Coast toCoast**, **Police**, **COAT Flagging**, **FoLT** Street Ops, **Cloudburst Recycling**
- 11:00pm** — **Coast to Coast** personnel leave event, **FoLT** ambassadors/volunteers conduct second garbage sweep westbound on Alberta; agencies debrief and break for the night.
- 2:00am** — **FoLT** volunteers and business owners lock restrooms and do final trash sweep

Friday

- 8:00am** — **Multnomah County** Alternative Community service volunteers conduct neighborhood cleanup; **United Site Services** picks up restrooms/handwashing stations
- 10:00am** — **Cloudburst Recycling** picks up remaining trash/recycling

VENDORS

Vendors will be allowed to set up in the street only during closure hours, and may not block sidewalks prior to the closure. They may set up popup tents in the sidewalk, provided they are kept clear for pedestrian use, and may begin set-up in the parking strip beginning at 5pm. They may not move completely into the street until 6pm, and must be completely off the street no later than 10pm.

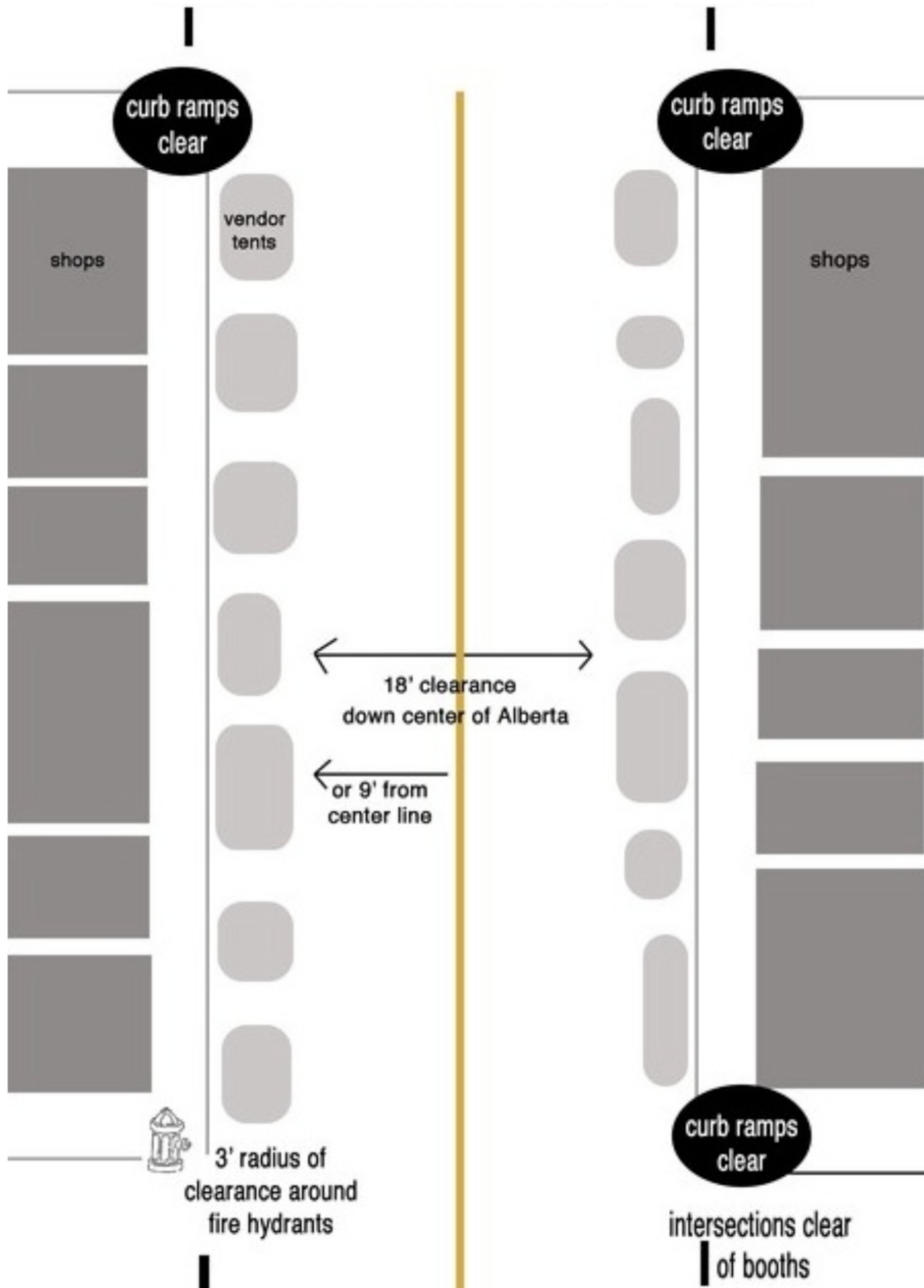
Vendor Protocols

- Vendors may not block access to businesses.
- Vendors must request and receive approval from businesses to set up on the sidewalk or parking strip in front of that business.
- Vendors and performers will not set up equipment that blocks intersections on Alberta.
- Vendors must comply with Fire Marshal's Office guidelines, maintaining a minimum 18' street width on Alberta.
- Within the closure on Alberta, parking will be reserved (and signed) for allowed event uses only starting at 5pm. Allowed event uses include:
 - o Vendor load-in and load-out
 - o Active vending from vehicle
 - o Performance support from vehicle
- Vehicles violating fire code restrictions will be cited.
- Within the street closure, Fire Marshal clearance rules will be enforced:
 - o No obstructions (including tables, booths, vending carts, vehicles or barricades) in intersections on Alberta (clear zone extends to the building frontage line on each side of the cross street)
 - o No obstructions for a 3' radius around fire hydrants and Fire Department Connections
 - o A minimum of 18' street clearance shall be maintained without obstructions on Alberta
- Fire Marshal rules for all establishments on Alberta will be enforced (including occupancy, tent/canopy rules, open flame restrictions and permitting as required).

Food Vendors

- Food vendors must comply with Oregon Health Authority Food Service rules as required by law.
- All food services (unless exempt; see list below) must be licensed to ensure safe food and proper food safety practices.
 - Temporary Restaurant license applications will be available and payable on site at the FoLT information booth (South side of Alberta St. between 19th & 20th Aves.). Upon receipt and payment of application, the licenses will be available directly on site from Multnomah County Health Department staff.
- The following food items are exempt from licensing therefore can be served without a Food Service license:
 - Cookies, confections, cotton candy, popcorn, nuts, or candied apples
 - Commercially packaged ice-cream, frozen desserts, potato chips, pretzels and crackers
 - Commercially processed pickles and jerky
 - Coffee (not espresso) and tea with non-potentially hazardous ingredients
 - Canned or bottled pop, alcoholic beverages or other non-perishable beverages served in their original container (not with ice)
 - Bottled water served with packaged drink mix
 - A food product promotion where only a sample (two to three ounce portion) of a food or beverage is offered to demonstrate the characteristics of the food product
- Food vendors must comply with Fire Marshal's Office guidelines, including permit restrictions on propane use.
- Food vendors must comply with City of Portland noise ordinance requirement (including generators used to power equipment and mobile units).

PROPER VENDOR SET-UP



PERFORMERS

Street performers will be allowed to set up in the street only during closure hours, and may not block sidewalks prior to the closure. If setting up in the middle of the street or at intersections, performers must obey a “30 second rule” (i.e. Any instruments, props, or other materials must be able to be completely removed from the right-of-way within 30 seconds. All street performance must end promptly at 10pm.

Performer Protocols

- Performers and fire dancers must comply with Fire Marshal rules to ensure public safety.
- Fire performers must obtain a permit in advance of the event from the Fire Marshal's Office; 1135 SE Gideon; 503.823.3700.
- If fire performance occurs in a venue, both the performer and the venue must obtain permits in advance of the event.
- Sound volume levels (including both music and generators) must conform to City noise ordinance requirements; no noise variance will be applied.
- In the public right of way, sound shall not be audible more than 100 feet (approximately half a city block) from the source of sound.
- Starting in the morning on the day of each event, the City Noise Officer will visit Alberta throughout the day to educate bands with large sound systems or setups that there is no noise variance and they will likely have difficulty complying with the city's noise ordinance requirements.
 - o The Noise Officer will alert the band that if they exceed noise ordinance requirements, each musician will be individually cited.
- Event volunteers will work with the City Noise Officer to help communicate about noise challenges and educate musicians and other noise makers about the 100-foot code requirement, and the 10pm outdoor music cutoff.
- Bars and other private property owners will maintain their properties in compliance with the existing decibel levels established in City Code, Title 1810.010 (Land Use Zones).
- Any establishment with open doors, excessive amplified sounds on a patio, or any other violation after 10pm will be cited.

SECURITY

AGENCIES

The Portland Police Bureau has contracted Coast to Coast Events to provide security for Last Thursday on Alberta. Coast to Coast (C2C) are responsible for primary security at the event, in addition to providing some support for traffic control operations and neighborhood patrols before and during the event. In addition, Friends of Last Thursday has designed an Ambassador Program to facilitate direct contact with vendors and attendees, as part of a community stewardship program for the event. These two agencies have separate and overlapping areas of responsibility, and use the established protocols to guide their efforts—though final enforcement of the law resides with the Portland Police Bureau.

- **Portland Police Bureau** has a temporary HQ at 23rd and Sumner, acting as support for between 16 - 18 officers, 2 sergeants and one lieutenant allocated to the event
- **Coast to Coast Events** must have between 40 and 50 personnel at the event in a combined effort including roving security inside the closure, bike patrols in the surrounding neighborhood, and supervisors. They will patrol in groups of 2 at 3-block intervals.
- **Friends of Last Thursday** anticipates 20 Ambassadors each month, stationed in groups of 2 at 2-block intervals. They should be provided clearly identifiable clothing, often a colorful vest or colored t-shirt, both with the word “Ambassador” written on it.

AREAS OF RESPONSIBILITY

Coast to Coast Events:

- Open containers of alcohol
- Public intoxication
- End-of-event sweep/vendor shutdown
- Vendor set-up protocols

Friends of Last Thursday Ambassadors:

- Noise enforcement/complaints
- Vendor set-up protocols
- Food booth certification
- Participant Outreach and Education

Shared areas of enforcement:

- Vendor/attendee education and outreach
- Fire safety/occupancy/right-of-way enforcement

SITE SERVICES

FACILITIES

RESTROOMS: For months when street closures occur, the following facilities must be provided:

- 12 deluxe restroom units
- 6 ADA restroom units
- 6 Handwashing stations

=24 units total

- **These will be split up into six "clusters" consisting of: 2 deluxe restroom units, one ADA restroom unit, and one handwashing station (4 units in each cluster)**
- **Event Coordinator will be given a key to the units, and will unlock all the units between 5 and 6pm, and re-lock post-event at 2am (this will be facilitated through FoLT)**

WASTE MANAGEMENT: Adequate trash and recycling receptacles "Leave No Trace stations" must consist of the following:

- 1 trash box with a bag liner
- 1 recycling bag supported by a blue metal frame
- 1 bucket for glass bottles

LOCATIONS

Restroom clusters will be located at the following locations, directly outside closure barriers:

- 29th and Alberta (SW Corner — next to Black United Fund)**
- 26th and Alberta (SE Corner — next to blue metal building)**
- 24th and Alberta (SE Corner — in front of white residential house)**
- 22nd and Alberta (SE Corner — next to Pine State Biscuit)**
- 20th and Alberta (SE Corner — next to Don Pancho Mercado)**
- 16th and Alberta (NW Corner — next to Rose City Cab Company)**

Leave No Trace Stations will be placed near the SE corner of each intersection on Alberta, as well as a station at the middle of each block on the north side of the street, near the curb.

WASTE MANAGEMENT PLAN

- FoLT provides 4-6 volunteers on site as their Street Ops Team, whose event duties include waste management. The goal of the Street Ops Team is to implement a “Leave No Trace” plan for the event.
- The Street Ops team will begin laying out trash receptacles and recycling containers at 4pm on the day of the event.
- During the event (6-10pm), Street Ops team members will remove, set aside and replace the bags in receptacles which are filled.
- At 9:45, Street Ops team members and Cloudburst Recycling truck will gather at 15th Avenue. At 10pm, they will take part in the street opening, emptying, folding, and storing all receptacles and recycling in the Leave No Trace truck, and loading trash bags into the Cloudburst truck.
- If FoLT Street Ops team members will be part of the street closure opening at 10pm, they must have no fewer than 4 workers on hand to coordinate trash and recycling pick-up.
- A second garbage sweep will occur in the other direction shortly after the street reopening is complete, and a final, smaller garbage detail will walk through the closure area at around 2am.
- The following morning, Multnomah County Alternative Community Service crews will conduct a general cleanup of the neighborhood between Wygant and Emerson, extending from 15th Avenue to 30th Avenue. The cleanup should ideally occur around 8am, before Alberta Street shops open for business.
- Cloudburst Recycling must remove any additional bags of trash generated after the event, either through FoLT actions or the clean up conducted by Multnomah County Community Service crews.

TRAFFIC CONTROL

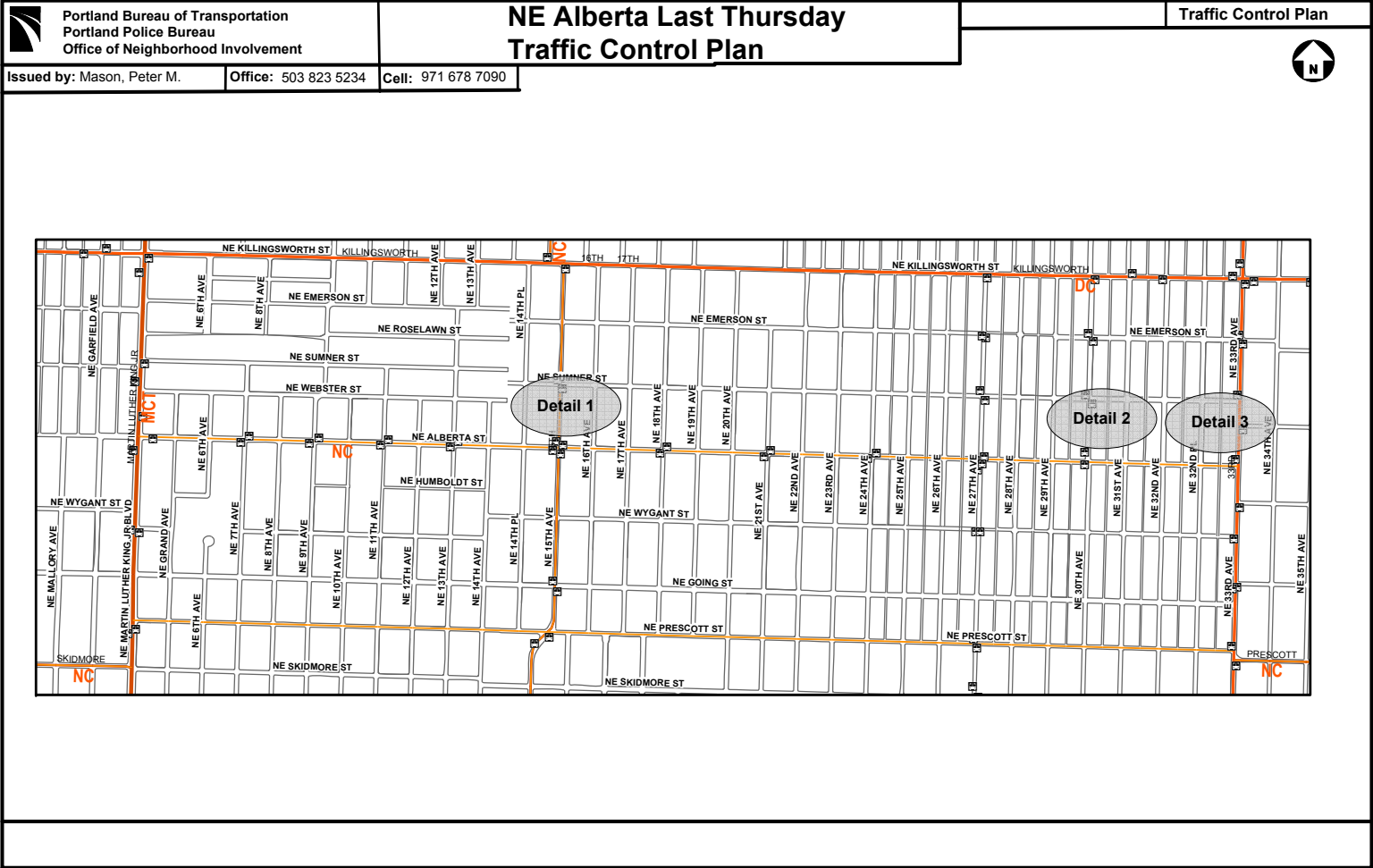
Agencies

Traffic control and street closure guidelines have been engineered by **Portland Bureau of Transportation** staff. Actual traffic control operations and staffing has been contracted with **C.O.A.T. Flagging** for the Last Thursday event.

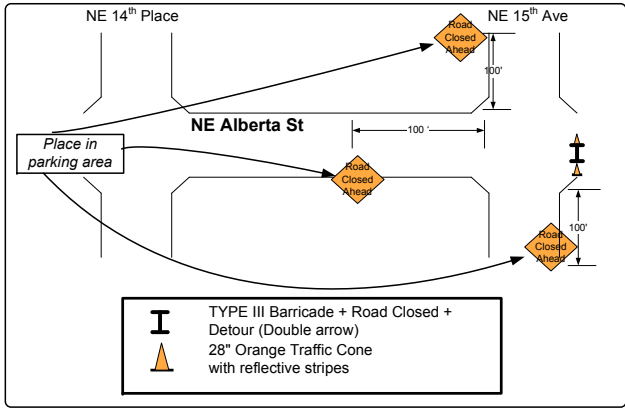
Protocols

- Bus bump-through access will be preserved at 15th and 27th Aves.; the alternative route for the #72 bus is on NE Killingsworth. (No portable toilets will block bus access on NE 27th)
- Parking violations outside the street closure (including fire hydrants, crosswalk access, no-parking zones and bus access) will be enforced.

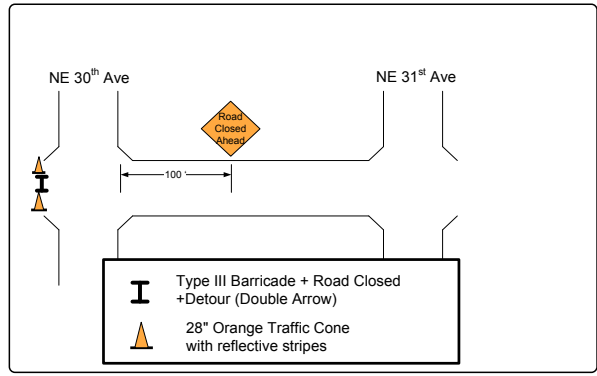
Traffic Control Plan (Street Closure Diagram)



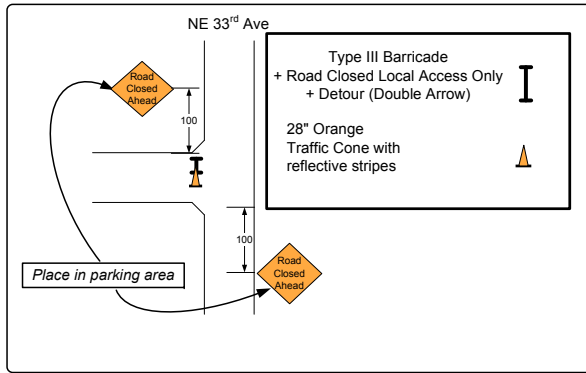
**Detail 1
NE Alberta Eastbound Hard
Closure at 15th Ave**



**Detail 2
NE Alberta Westbound Hard
Closure at 30th Avenue**



**Detail 3
NE Alberta/33rd Soft Closure**



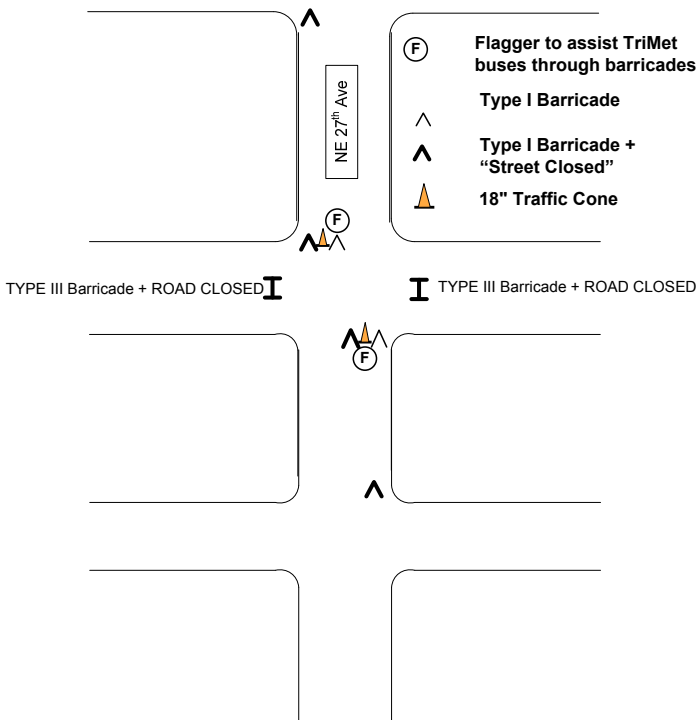
Portland Bureau of Transportation
Portland Police Bureau
Office of Neighborhood Involvement

BOM Priority: **NE Alberta Last Thursday
Traffic Control Plan**

Traffic Control Plan

Issued by: Mason, Peter M. Office: 503 823 5234 Cell: 971 678 7090

NE 27th Ave bus bump-through



**Typical Side Street Closures
NE 16th to NE 29th except NE 27th**

Do not include driveways in event area

