DATE: February 27, 2009

TO: Interested Persons

FROM: Office of the City Clerk

SUBJECT: NOTICE OF EXPIRED FILE STATUS

In 2005, the Council approved a policy wherein all Council files pending before the City Council, which have not been placed on a Council or Committee agenda for consideration for a period of two years or more, are deemed "received and filed." The City Clerk is responsible for the administration of this process.

Quarterly, on the last day of March, June, September and December of each year, the City Clerk administratively closes all received and filed Council files. This letter provides notice that this Council file, and its subject matter, is no longer active as of January 1, 2009. This Council File is deemed closed.

PLACE IN FILES

FEB 2 7 2009

DEPUTY EGG

From: Laura Mclennan
To: Helen Ginsburg
Date: 10/07/2004 10:13:36 AM
Subject: Special Events

Can you send these files/motions over to T- Committee? THANKS

Laura L. McLennan
Legislative Deputy
Councilmember Alex Padilla
213/473.5772

OFFICE OF THE CITY ATTORNEY
ROCKARD J. DELGADILLO
CITY ATTORNEY

REPORT NO. R05-0116

APR 0 4 2005

REPORT RE:

DISCUSSION DRAFT OF SPECIAL EVENTS ORDINANCE

Honorable Budget and Finance Committee
of the City Council of the City of Los Angeles
Room 395, City Hall
200 N. Spring Street
Los Angeles, California 90012

Council Files Nos. 99-1582 and 02-0088

Honorable Committee Members:

Pursuant to the directions of your Honorable Committee we have prepared and transmit a Discussion Draft of an ordinance that would establish a centralized Special Event Permitting process, including waivers of fees and charges for qualifying Non-commercial events. The Draft ordinance was prepared with the assistance of the Chief Legislative Analyst's Office and the Office of the City Administrative Officer, and reflects the various actions that have been taken by other Council Committees. We note that this is a Draft for Discussion purposes and we are still reviewing it for the purpose of making minor technical corrections and other non-substantive changes that might be necessary. In addition, on some points contained in this Draft, further direction from your Committee is necessary.

There is some question about the direction given by your Committee as to the waiver of fees for Certified Farmers' Markets that are sponsored by a non-profit entity or a government agency. The Discussion Draft provides for waiver of fees for up to two events per sponsor, per year. During your most recent discussion of this matter, there were comments made that for those events, a waiver of fees and charges for up to one year be provided. It is unclear whether that was the direction of the Committee. Clarification of that point is necessary in order to proceed with the drafting of the ordinance.

PUBLIC WORKS

BUDGET AND FINANCE
APR - 5 2005

Recyclable and made from recycled waste.

The Discussion Draft currently does not provide for a time in which the One Stop Special Event Permit Center must respond to a Special Event Permit Application. Direction on that point is also necessary.

Los Angeles Municipal Code Section 62.203 addresses the coordination, evaluation and issuance of certain Special Event Permits for Westwood Village. Specifically, it makes the EIDC responsible for coordinating and assisting in the evaluation of permit applications for those types of events, including movie premieres. However, subsection (B) provides that those provisions "shall remain in effect until such time as the City Council has adopted a City wide special Events Process that encompasses movie premieres and other Special Events and such process is formalized and properly adopted and codified in the Los Angeles Municipal Code." Direction is need as to the desired impact of the Discussion Draft ordinance on that provision of the Code. In order to clarify its impact, the proposed ordinance should either repeal Section 62.203 or expressly exclude it from its application.

If you have any questions, please contact Chief Assistant City Attorney Pete Echeverria at (213) 978-8748. Either he or another member of this office will be available when you consider this Discussion Draft to review its provisions in more detail and answer any questions you might have.

Sincerely,

ROCKARD J. DELGADILLO, City Attorney

By
TERREE A. BOWERS
Chief Deputy City Attorney

TAB:PBE:ac(111201)
Attachment

cc: James K. Hahn, Mayor
William Fujioka, City Administrative Officer
Gerry Miller, Acting Chief Legislative Analyst

ORDINANCE NO. _____

An Ordinance amending Section 41.20 and adding Section 41.20.1 to the Los Angeles Municipal Code to establish a Special Events Permit Procedure.

WHEREAS, the Los Angeles City Council recognizes that many special events constitute good public policy, especially those events open to the general public for their benefit; and

WHEREAS, special events occur periodically, and provide unique social, cultural, economic, and educational benefits to the City as a whole, and provide visibility for charities and charitable causes; and

WHEREAS, special events help to promote goodwill and a sense of pride in the community and the City; and

WHEREAS, the Los Angeles City Council finds that there is a need to streamline the existing special events process through centralization, improved interagency communication and coordination of special events and a uniform system for obtaining permits for special events.

NOW THEREFORE,

THE PEOPLE OF THE CITY OF LOS ANGELES DO ORDAIN AS FOLLOWS:

Section 1. Subsection (a) of Section 41.20 of the Los Angeles Municipal Code is amended to read as follows:

(a) **Street Closures and One-Stop Special Events Permit Office.** The Director of the Bureau of Street Services may temporarily close any local street, including collector streets, or major or secondary highway, or lane(s) thereof, after receiving a recommendation from the Department of Transportation, when such closing is necessary for the safety and protection of persons who are to use that portion of the street or highway during the temporary closing. The Board of Public Works shall establish a One-Stop Special Events Permit Office in the Bureau of Street Services for the issuance of all Special Event permits, other than permits for Parades and Assemblies as defined in Section 103.111 (b) of this Code, which are to be issued by the Los Angeles Police Department. The Director of the Bureau of Street Services shall have authority to waive fees and costs for Special Events in accordance with the provisions of this Section and Section 41.20.1 upon approval of an application that includes a request for such a waiver and qualifies therefor; provided, however, that the requirement set forth in Section 41.20.1, subsection (b), that General Liability Insurance be provided shall not be waived. The Bureau of Street Services, through the One-Stop

Special Events Permit Office, shall be the permitting office for all Special Events, including Athletic Events. The Police Department shall remain the permitting entity for Parades and Assemblies, as defined in Section 103.111 (b) of this Code. The provisions of this Section and of Section 41.20.1 shall not apply to the issuance of permits or waivers of fees and costs for events on property controlled by the departments of Recreation and Parks, Library, Water & Power, Harbor and Airports, nor shall they negate any requirements to obtain permits from those departments or any other departments, and pay the applicable fees and costs, for events on property under their respective control or subject to their regulatory powers.

Sec. 2. Subsection (b) of Section 41.20 of the Los Angeles Municipal Code is hereby amended to read as follows:

(b) **Application for Permit.** Applications for street closures of local streets, including collector streets, and of major and secondary highways, or lane(s) thereof, for Special Events shall be filed with the One-Stop Special Events Permit Office in the Bureau of Street Services at least forty-five (45) days prior to the expected first day of a Special Event. Beginning on January 1, 2006, and thereafter, there shall be a non-refundable administrative late fee of $312 for all applications submitted within twenty-one days of an event. The Bureau of Street Services shall establish notification procedures to immediately notify all affected City departments and offices and affected non-City government agencies, if known, as well as the respective Council office, the Los Angeles Police Department, the appropriate Neighborhood Council, if any, and the Business Improvement District, if any, in which a proposed event is to be held, whenever a Special Event application is submitted to the Bureau for processing. Special Event Permits shall be issued for the dates of the event and necessary days for setup and take-down. Special Event Permits issued for recurring Certified Farmers' Markets sponsored by a nonprofit organization or a local government agency may be issued for all events on the days specified for up to one year. Applications for special event permits may be filed directly at the One-Stop Special Events Permit Office or may be completed and submitted on-line through the City's web-based Special Events Permit Application. Any changes made by the applicant to the initial Special Event Application or Site Plans for the event will require payment of a $100, non-refundable, processing fee. Decisions to deny or to condition the issuance of a Special Event Permit which are contested by the applicant shall be reviewed as set forth in Section 41.20.1. Decisions regarding the commercial or non-commercial nature of an event that are contested by the applicant shall be referred to the Special Events Governance Committee as provided in Section 41.20.1. The Police Department shall remain the permitting entity for Parades and Assemblies, as defined in Section 103.111 (b) of this Code.

The Bureau of Street Services shall develop a "How to Obtain a Special Event Permit Application" informational brochure with updates, as appropriate, and make the information available on the City's web site, at public counters, and through Neighborhood Councils.

If the Special Event is designed to be held by and on behalf of or for any organization other than the applicant, the applicant for the permit shall file a communication in writing from the organization authorizing the applicant to apply for the permit on its behalf. The Bureau of Street Services shall take reasonable steps to verify that information.

No persons shall conduct, manage or sponsor any Special Event without a written permit from the Bureau of Street Services. No person shall participate in any Special Event with the knowledge that its sponsor has not been issued the required permit. No person shall knowingly join or participate in any Special Event conducted under permit from the Bureau of Street Services in violation of any of the terms of the permit, or knowingly join or participate in any permitted Special Event without the consent, and over the objection, of the permittee, or in any manner interfere with the progress or orderly conduct of a permitted event.

Sec. 3. Subsection (c) of Section 41.20 of the Los Angeles Municipal Code is hereby amended to read as follows:

(c) **Permit Fees and Charges.** Issuance of all Special Event Permits shall be subject to advance payment of all applicable fees and charges, including salary costs, for required City services, equipment and materials. Upon request made in a written application and supported by the necessary information and documentation, including proof of nonprofit or charitable status, fees and charges, including salary costs, shall be waived for no more than two non-commercial events, as defined in Subsection 41.20.1 (a) 7, per event sponsor per year **[,including recurring Certified Farmers' Markets sponsored by a non-profit organization or a local government agency].** The City shall not waive fees or charges, including salary costs, for Commercial Events (as defined in Subsection 41.20.1(a)5, except to the extent provided for by contract approved by the City Council. The issuance of a permit for Commercial Events shall be subject to the payment of all fees and charges, including salary costs. Except as expressly provided in this Section, Section 41.20.1 or by ordinance, no other fees or charges shall be waived by the City for City permits, equipment, materials or services. If the actual fees and charges for the event are less than the estimated amount, the permittee shall be refunded the difference. If the actual fees and charges for the event are greater than the estimated amount, the permittee shall be billed for and required to pay the difference within fifteen (15) calendar days of receipt of an invoice therefor.

Sec. 4. Subsection (d) of Section 41.20 of the Los Angeles Municipal Code is amended to read as follows:

(d) **Conditions for Granting Permits.**

1. The Board of Public Works shall approve the forms for Special Event Permit applications and Special Event Permits and shall adopt written procedures and requirements to be applied by the Bureau of Street Services for

the granting of permits, including but not limited to the requirement of adequate barricades, lights and warning devices to be provided and maintained during a street closure, other traffic control measures, cleaning deposit, charges for sanitary units and barricades, insurance and other fees and charges. In addition to any other information as determined by the Board, the Special Event Permit application shall require, as applicable, the following information:

A. The date(s) and time(s) of the event,

B. The assembly area, or event area, as applicable,

C. The start time(s),

D. The minimum and maximum speed(s) for the event, if applicable,

E. The exact route of the event, if applicable,

F. The portions of streets to be traversed by the event, if applicable,

G. The disbanding area and disbanding time, or ending time, as applicable

H. The number of persons required to officiate or monitor the event,

I. The number and types of vehicles, if any, and

J. The material and maximum size and dimensions of all signs, banners, placards, or carrying device(s) therefor,

2. The following criteria shall be used in reviewing applications for Special Event Permits:

A. Location and surrounding area at which the event is to take place;

B. Dates, number of hours, time(s) of day, the number of days an event will be held and the impact on the public and the community;

C. Inclusion of information on the Special Events Permit Application as to whether the event provides a social, economic, cultural, or educational benefit to the community;

D. Consideration of traffic in the area where the proposed event will be held, and the impact of the event on residential and business access in the area;

E. Anticipated impacts of the event on activity and noise levels in residential and business areas;

F. Availability of personnel and other resources needed from the Police, Building and Safety, Fire, Transportation, General Services, and Cultural Affairs departments and from the Bureaus of Street Services, Street Lighting and Sanitation;

G. Number of participants expected to attend the event;

H. The number and nature of other events occurring at approximately the same time, and in the same area of the proposed event;

I. Conditions existing within the surrounding area that when occurring in conjunction with the event or with a proposed street closure, may create a severe hardship or an unnecessary inconvenience to the general public;

J. The history and experience of the applicant and organizer in conducting special events of the type proposed;

K. The results of required petitions in residential and commercial areas;

L. Construction activities in the proposed area of the event;

3. The sponsor of a Special Event, including a Certified Farmers' Market, must ensure that a City Business Tax Registration Certificate is obtained by all event participants as required by applicable law.

4. Any unresolved issues regarding the issuance of a permit shall be resolved as set forth in Section 41.20.1.

5. Following approval of a Special Event Permit, but prior to the start date for the event, the Department of Transportation, through the Bureau of Street Services, shall provide the permittee with a statement of the estimated costs of providing traffic control services for the event, unless fees and charges have been waived pursuant to Section 41.20 (c). The permittee shall pay the traffic control costs prior to the event. Traffic control services consist of clearing the event route or area of unauthorized vehicles, posting any parking restrictions

necessary for the event, diverting traffic around the event, and directing pedestrian and vehicular traffic along the route of the event. The traffic control costs shall be computed by determining the number of Department of Transportation personnel that will be required for traffic control beyond that which would otherwise be required at that time multiplied by the number of hours for which those additional services are to be rendered at the rate of the City's full cost of providing personnel at the respective classifications on an hourly basis. If the actual costs for traffic control for the event are less than the estimated costs, the permittee shall be refunded the difference. If the actual costs for traffic control for the event are greater than the estimated costs, the permittee shall be billed for and required to pay the additional costs within fifteen (15) calendar days of receipt of an invoice therefor.

6. Following approval of a Special Event Permit, but ten (10) days prior to the start date for the event, the permittee shall provide a cleanup deposit in an amount established in a cleanup fee schedule adopted by the Board of Public Works, unless fees and charges have been waived pursuant to Section 41.20 (c). The cleanup deposit shall be returned to the permittee after the event if the area used for the event has been cleaned and restored to the same condition as existed prior to the event, as determined by a representative of the Bureau of Street Services. If the property used for the event has not been cleaned and restored to the condition that existed prior to the event, the permittee shall be billed for and required to pay the actual cost of the cleanup and restoration, and the cleanup deposit shall be applied toward the total amount of those costs. If there is a balance remaining in the cleanup deposit after the cleanup and restoration costs are paid, the balance shall be refunded to, or credited to the account of, the permittee. If the permittee disputes the amount of the charges for cleanup and restoration, the applicant may appeal to the Board of Public Works within five (5) days after receipt of the bill. The decision of the Board on such appeals shall be final.

Sec. 5. Subsection (e) of Section 41.20 is repealed.

Sec. 6. Section 41.20.1 is added to the Los Angeles Municipal Code to read as follows:

Sec. 41.20.1. SPECIAL EVENT APPLICATION PROCESS AND DEFINITIONS.

(a) **Definitions**. For purposes of Sections 41.20 and 41.20.1 the following terms and phrases shall have the meanings set forth herein:

1. **Athletic Event** means an event, not involving as a primary component, Expressive Activity, as that term is defined in Section 103.111 (b), in which a group of people collectively engage in a sport or form of physical exercise

including, but not limited to, jogging, bicycling, walking, roller skating, or running, upon any public street, sidewalk, alley or other public place, that does not comply with normal and usual traffic regulations and controls.

2. **Certified Farmers' Market** shall have the same meaning as set forth in California Code of Regulations (Title III, Division 3, Chapter 1, Subchapter 4, Article 6.5, Direct Marketing) Section 1392.2 (a) as a location approved by the County Agricultural Commissioner of that county where agricultural products are sold by producers or certified producers directly to consumers. A Certified Farmers' Market may be operated by one or more certified producers, a nonprofit organization, or a local government agency. For purposes of this Code, a Certified Farmers' Market shall mean the direct marketing, as that term is used in the California Code of Regulations, of agricultural products by certified producers to consumers in accordance with the applicable provisions of the California Code of Regulations.

3. **Charitable Event** means an event, or a series of related events, involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles and where the proceeds, if any, will directly benefit a charitable organization which maintains its charitable status pursuant to Internal Revenue Code Section 501(C)(3).

4. **City of Los Angeles Special Event** means an event, or series of related events, involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles, which is also an event sponsored by the City of Los Angeles, its operating departments, boards, commissions or bureaus, and which has been approved by the City Council as a special event and a Non-Commercial Event.

5. **Commercial Event** means an event that does not qualify as a "non-commercial" event as defined herein.

6. **Community Event** means an event, or a series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles that promotes civic pride in the City or in a local community within the City, that is not a commercial event, and where the proceeds, if any, will directly benefit either a charitable or non-profit organization.

7. **Non-Commercial Event** means Special Events that are open to the public, or in the case of block parties to all residents living within the block party area, free of charge and without restriction, sponsored and produced by a charitable or non-profit organization, and from which no individual or other entity receives any proceeds, or benefits from those proceeds either directly or indirectly. At such events, advertising, sponsorship, and food and merchandise sales shall be permitted, provided net proceeds, if any, from such activities are

used for the benefit of a non-profit or charitable organization or of the charitable or non-profit sponsoring organization. The sponsor(s) of Non-commercial events must comply with all legal requirements, including all applicable requirements regarding registering with the Police Commission for charitable solicitations. Non-Commercial Events include, but are not limited to, Charitable Events, Community Events and City of Los Angeles Special Events.

8. **Special Event** means an event, or series of related events, of cultural, economic, social, or educational nature, including athletic events, held by a non-profit community group, charitable organization or for-profit organization or group, that is: (1) held wholly or partially on property owned or maintained by the City; or (2) held on any other property, and that requires for its successful execution, the provision and coordination of municipal services to a degree over and above that which the City routinely provides. Religious events are not considered Special Events. Motion picture and television filming and still photography shoots are not considered Special Events. The Police Department shall remain the permitting entity for Parades and Assemblies, as defined in Section 103.111 (b) of this Code.

(b) **Special Events Permit Application Evaluation.**

1. Each application for a Special Event Permit shall be reviewed and evaluated by the One-Stop Special Event Permit Office, which shall make a determination to grant the permit, to impose conditions on the permit that may be granted, or to deny the permit. Upon approval of the Special Event Permit Application and General Liability Insurance requirements being met, a permit for a street or lane closure shall be issued by the Bureau of Street Services, within one (1) business day. All affected City departments and offices, and affected non-City government agencies, if known, shall be provided a copy of the permit. No insurance form or certificate other than those approved by the City Risk Manager shall be acceptable, and the evaluation of an application may be delayed until such documentation is submitted. General Liability insurance is required and shall not be waived. If a determination is made to condition or to deny the permit and that determination is contested by the applicant, the One-Stop Special Event Permit Office shall consult, as necessary and appropriate, with representatives of the Department of Public Works, Bureaus of Street Services, Street Lighting, Engineering, and Sanitation, the Police and Fire Departments, and the Departments of Building and Safety, Transportation, General Services, and Recreation and Parks as well as the Mayor's Office, the Chief Legislative Analyst, and the City Administrative Officer, in an effort to resolve the matter. The One Stop Special Event Permit Office shall conclude its consultation with those other departments and offices and make a determination regarding the application within ten (10) City business days. If after such consultation the matter is not resolved, the Director of the Bureau of Street Services, within two (2) business days, shall report on the matter in writing to the

Board of Public Works and recommend a course of action. Copies of the Director's report shall be provided to the applicant and to the respective Council office. The Board shall agendize the matter of the Special Event Permit Application at the earliest possible time, but not more than five (5) regular meetings following the referral by the Director, consistent with applicable notice requirements for public meetings. After considering the matter and all information that it deems necessary at that meeting, or at some subsequent meeting as determined by the Board, the Board of Public Works shall take action to grant the permit, grant the permit with conditions, or deny the permit.

(c) **Special Events Governance Committee.** There is hereby established a Special Events Governance Committee to review Special Event Permit Applications whenever a dispute arises as to whether or not a proposed event qualifies for a waiver of applicable fees and charges based on its commercial or non-commercial nature. The Special Events Governance Committee shall be comprised of the Chief Legislative Analyst, the City Administrative Officer, and the Mayor, or their respective designees, with advice from the City Attorney. Whenever an applicant contests a determination by the Director of the Bureau of Street Services regarding the commercial or non-commercial nature of a Special Event, the matter shall be referred to the Special Events Governance Committee within one (1) City business day for consideration and final determination. The Chief Legislative Analyst shall act as Chair of the Committee and provide the necessary administrative support.

(d) **Special Events Coordination.**

1. All Parade and Assembly Permit Applications shall be submitted to the Los Angeles Police Department in accordance with applicable provisions of this Code. The Police Department shall coordinate evaluation and review of those applications with the One-Stop Special Events Permit Office as necessary.

2. The City may contract for permit coordination services for City-issued permits for entertainment industry-related activities, such as motion picture filming, television filming and fashion photography. The City's contractor, and not the One-Stop Special Events Permit Office, will coordinate the film permits the City issues for those types of events.

(e) **Events at Major Sports and Entertainment Venues.** The types and levels of municipal services provided for events at major venues, including but not limited to, the Staples Center, Coliseum, Dodger Stadium, Sports Arena, and Kodak Center, and for events such as the Emmy and Grammy Awards Shows and other similar events, shall be determined and provided solely within the discretion of the City. Applicable fees and charges for all such services shall not be waived unless otherwise provided by contract, or unless it is determined by the Special Events Governance Committee that such event is non-commercial in nature. If the City determines, in its own discretion, that traffic control measures or other services are not needed at particular venues or for

specific events, the City will not provide those services. Should a venue or event sponsor wish to ensure that certain types and levels of services will be provided for purposes of an event, the venue or event sponsor will be required to negotiate a contract with the City to clearly define the types and levels of services requested, and to provide for payment for all services beyond the normal level of services which the City in its sole discretion would have provided to meet public needs.

(f) **Tracking Special Event Expenditures.** The Bureau of Street Services shall track all funds expended for Special Events by all City departments. All City departments that incur costs and expenses for Special Events shall report on those costs and expenses on a quarterly basis to the Bureau of Street Services. The Bureau of Street Services shall report to the Board of Public Works and the City Council regarding all such expenditures within 45 days after the end of each calendar quarter.

(g) **City Equipment Cost Recovery.** Special Event permittees shall pay the City for the repair or replacement costs as determined by the Bureau of Street Services on behalf of the City, for traffic control devices or equipment not returned within 24 hours of an event, or returned in a damaged condition, excluding reasonable wear and tear. All payments for damaged or lost equipment shall be made in a manner as determined by the Bureau of Street Services.

Sec. 7. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located in the Main Street Lobby to City Hall; one copy on the bulletin board located on the ground level at the Los Angeles Street entrance to the Los Angeles Police Department; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that the foregoing ordinance was introduced at the meeting of the Council of the City of Los Angeles on _____ and was passed at its meeting of _____.

FRANK T. MARTINEZ, City Clerk

By _____
Deputy

Approved as to Form and Legality

_____
Mayor

ROCKARD J. DELGADILLO, City Attorney

By _____
JANET JACKSON
Deputy City Attorney

Date _____

File No. _____

From: Adena Tessler
To: Adrienne Bass
Date: 06/16/2004 9:58:25 AM
Subject: Fwd: Re: Special Events

if this is still in committee - please waive! thanks.

>>> Julie Pietroski 06/16/04 09:10AM >>>
okay... just fyi Roslyn told me Ron wants it to move forward but the CAO may not since they were the ones who asked that Public Safety hear it.

>>> Adena Tessler 6/16/2004 8:19:21 AM >>>
I e-mailed my CAo and CLA to make sure Deaton and Fujioka are okay with the most recent committee recomendations moving forward....Pat Canfield from CAO's office said she would get back to me. I'll let you know as soon as they tell me they are comfortable with current recomendations moving forward.

AT

>>> Julie Pietroski 06/15/04 02:09PM >>>
FYI- if your okay with waiving we should try and do this asap... if you need me to do anything, just let me know. (:

>>> Cindy Miscikowski 6/15/2004 12:57:20 PM >>>
Yes, absolutely.

>>> Julie Pietroski 06/15/2004 10:02:19 AM >>>
Cindy had suggested waiving the Special Events Ordinance out of Public Safety Committee, CLA would be grateful if we did so, since they want the ordinance to come to Council by July 1, apparently CAO was the one who wanted PSC originally and I think it was because of the Santa Monica Farmers Market mishap...

Do you want to waive?
Julie

CC: Julie Pietroski

On 6/29/04, Personnel Committee waived consideration.

From: Laura Mclennan
To: Helen Ginsburg
Date: 10/07/2004 10:13:36 AM
Subject: Special Events

Can you send these files/motions over to T- Committee? THANKS

Laura L. McLennan
Legislative Deputy
Councilmember Alex Padilla
213/473.5772

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

JAMES K. HAHN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 978-1043
General Information - (213) 978-1133
Fax: (213) 978-1040

HELEN GINSBURG
Chief, Council and Public Services Division

Council File Nos. 99-1582 and 02-0088
(files transmitted)

January 23, 2004

Councilmember Bernard C. Parks, Chair
Budget and Finance Committee
Attn: Lauraine Braithwaite

Greetings:

At a regular meeting on January 21, 2004, the Personnel Committee considered the above-referenced Council files relative to the City's Special Events Permit Process. At that time, the Personnel Committee concurred with the recommendations of the Public Works Committee of December 16, 2003, and added a limitation pertaining to the hiring of new personnel in the Bureau of Street Services to help administer the increased work load. The Personnel Committee recommended that the four positions listed in Recommendation No. 11 of the Chief Legislative Analyst and City Administrative Officer report be filled with intra- or inter-departmental transfers (as a General Fund savings). In addition to the amendment shown in the letter from the Public Works Committee, dated January 9, 2004, the Personnel Committee concurred with the Public Works Committee's recommendation to waive the $312 administrative late fee for one year.

Pursuant to the multiple referral of this matter, the subject Council files are transmitted to you for consideration by your Committee.

Very truly yours,

Ilene Shapiro

Ilene Shapiro, Legislative Assistant
Personnel Committee
213-978-1077
ishapiro@clerk.lacity.org

c: Dennis P. Zine, Chair, Personnel Committee; Attn: Bruce Whidden
Chief Legislative Analyst, Attn: Blayne Sutton-Wills
Greig Smith, Chair, Public Works Committee, Attn: Alan Alietti

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries relative to this matter refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

JAMES K. HAHN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 978-1043
General Information - (213) 978-1133
Fax: (213) 978-1040

HELEN GINSBURG
Chief, Council and Public Services Division

Council file Nos. 99-1582 & 02-0088
(file transmitted)

January 9, 2004

The Honorable Dennis Zine, Chair
Personnel Committee
c/o Ilene Shapiro
City Clerk's Office
Room 395 City Hall

Dear Councilmember Zine:

Please be advised that at a special meeting held December 16, 2003, the Public Works Committee considered the above referenced Council files relative to the City's Special Events Permit Process. At that time, the Committee recommended that Council approve the recommendations of the City Administrative Officer and the Chief Legislative Analyst, substantially as submitted in their joint report dated November 18, 2003, and amend Attachment A, "Policies, Criteria and Process for Special Events", (pursuant to Recommendation No. 2) as follows:

> 2(b) - Adopt a policy to require City departments, effective July 1, 2004, to waive all permit fees and salary costs for "non-commercial" special events; ***and to limit an individual applicant from receiving fee and salary waivers of up to $1,000 no more than two times per year*** .

Pursuant to the multiple referral of this matter, the subject Council files are hereby transmitted to you for consideration by your Committee.

Sincerely,

Alan Alietti, Legislative Assistant
Public Works Committee
213-978-1071
aalietti@clerk.lacity.org

cc: Bernard Parks, Chair, Budget and Finance Committee; attn: Noel Pallais

attachment

#032547.apha.wpd

Recyclable and made from recycled waste.

FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Council Districts: All
CAO File No. 0310-00281-0001
CLA WAS No. 01-03-156

Date: November 18, 2003

To: Public Works Committee
Information Technology & General Services Committee
Public Safety Committee
Budget & Finance Committee
Audits & Governmental Efficiency Committee

From: Ronald F. Deaton, Chief Legislative Analyst
William T Fujioka, City Administrative Officer WTF by m

Reference: Council File No. 98-0939, Motion (Ridley-Thomas – Wachs)
Council File No. 99-0397, Motion (Galanter – Miscikowski)
Council File No. 99-1582, Motion (Walters – Wachs)
Council File No. 02-0088, Motion (Weiss – Perry – Garcetti)

Subject: **SPECIAL EVENTS PERMIT PROCESS**

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SUMMARY

The City of Los Angeles, through the efforts of a number of City Departments and Bureaus, oversees the conduct of over 2,000 special events annually. Special events include a small neighborhood block party, an athletic event such as a walk or run, a parade, community and arts festival, awards shows such as the Grammy's or Academy Awards, or a citywide event such as the Los Angeles Marathon or Triathlon. Since 1998, four Council motions (referenced above) have been introduced regarding the City's "Special Events Permit Process." The motions directed a review of the special events permit process to help resolve some of the complexities associated with obtaining the necessary permits, street closures, fee waivers, and compliance with City regulations. There is a pressing need and desire to streamline the special events permit process and the following is a summary of the key directives contained in the motions:

- develop a centralized, One Stop Special Events Office to improve inter-agency coordination, operational standards, public awareness and public safety;
- determine the feasibility of using an electronic system capable of transmitting special events data among relevant departments;
- assure timely notification of special events to residents and businesses in the area;
- provide proper assessment of the impact of special events on the residential and business community;
- determine the special events fee waiver policies of other major cities;
- develop criteria for granting fee waivers and special event declarations;

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- develop a procedure to determine eligibility of sponsoring group for fee waiver;
- determine the amount spent each year on special events (including lost revenue and the cost of general, police and emergency services);
- determine the amount waived in fees;
- prepare a proposed comprehensive policy framework for City special events and fee waivers; and
- report on legal guidelines by which the City can choose to waive or not waive special event and Convention Center fees/costs.

A Citywide Task Force on Special Events Reform was established in March 2001 by the Chief Legislative Analyst (CLA) to address the 22 directives in the four motions. The Task Force is comprised of representatives from the Chief Legislative Analyst's Office, Office of the City Administrative Officer, City Attorney's Office, Los Angeles Police Department, Los Angeles Fire Department, Department of Transportation, Bureau of Street Services and the Bureau of Engineering. The Board of Public Works, Bureau of Sanitation, Bureau of Street Lighting, Department of Building and Safety, Department of General Services, Department of Recreation & Parks, as well as the Entertainment Industry Development Corporation (EIDC) were also contacted for input.

TASK FORCE CONCLUSIONS

The Task Force recognizes that many special events constitute good public policy, especially those events open to the general public for their benefit. In general, special events provide unique social, cultural, economic and educational benefits to the City as a whole and provide visibility for charities. Following numerous meetings to address the concerns raised in the Council motions, the Task Force arrived at a number of conclusions and recommendations to improve the special events process, including:

- Streamline the City's special event process by developing a centralized, One-Stop Special Events Permit Office in the Bureau of Street Services to improve inter-agency coordination, operational standards, public awareness, and public safety.

- Coordinate with the Bureau of Engineering to develop a centralized, one-stop, special events link on the City's web page using a Geographical Information System (GIS) indicating all street closure activities in the City in real time. This would build on the existing GIS showing other street closures as a result of construction, sewer, street repairs, etc., and be expanded to include not only special events, but filming locations as well.

- Refer all requests for special events to the newly-created One-Stop Special Events Permit Office for processing, and develop an electronic Special Events Permit Application through the City's web page for immediate inclusion on a GIS for street closures.

- Recognize the role of the Entertainment Industry Development Corporation (EIDC), or successor organization, in the coordination of filming permits for entertainment industry related activities, such as motion picture filming and fashion photography, and expand EIDC's role to include coordination of movie premieres and awards shows. Assure and facilitate the processing of these permits through the One-Stop Special Event Permit Office.

- Request City departments that issue special events-related permits, or departments required to collect fees or funds for special event-related services, to report to the City Council within 120 days on proposed adjustments to their fee schedule to include all staff costs. This is necessary since adjustments to fee schedules for many departments have not been requested in several years.

- Develop criteria for evaluating requests for special events substantially in accordance with the attached "Policies, Criteria and Process for Special Events" (Attachment A). In regards to fee waivers, the recommendation is to waive all permit fees and up to $1,000 in salary costs, until June 30, 2004, pending adoption of an ordinance by the City Council that formally establishes a special events process. Effective July 1, 2004, the recommendation is to waive all permit fees and salary costs for "non-commercial" events, and waive no fees or salary costs for "commercial" events. Attachment A also contains a standard model for the assessment of the impact of a special event on the neighboring community, as well as a process of notification to affected City entities to be used for all special events in the City.

  It should be noted that events at certain venues, such as Dodger Stadium, Staples Center and the Los Angeles Coliseum, frequently require traffic control and other municipal services. These venues are not holding "special events" per se, in that they are not necessarily required to obtain permits to operate, and street closures and other public right-of-way access are not required. Consequently, there is no mechanism under which permits would be issued or fees would be collected. In addition, these venues do not fall under either the current or proposed Special Events policies and procedures. However, because it is in the City's best interest to provide certain services, such as traffic control and increased police presence, services are provided and significant resources are expended. That notwithstanding, it should be made clear that, going forward, the extent to which municipal services are provided in connection with events at these and other similar venues is solely within the discretion of the City. If the City determines that traffic control measures or other services are not needed at particular venues or for specific events, the City will not provide those services. Should these venues wish to ensure that certain services will be provided for purposes of their operations, the venues will be required to negotiate with the City to clearly define the services which will be necessary, and payment for all services beyond which the City would have provided as a matter of course will be required.

- Based upon a survey of 11 U.S. cities, including Los Angeles, to determine, among other things, whether staff costs and/or permit fees were waived for special events, it was found that 10 of the cities absorbed some, or all, of the staff costs associated with special events, while six cities do not waive permit fees, two cities waive permit fees, and three cities do not charge permit fees. As such, the Task Force concluded that the past policy of the City to waive staff costs and/or permit fees for special events is somewhat consistent with other major U.S. cities. The only city that requires total cost recovery for staffing is the City of San Jose. A more detailed discussion of these special event requirements in other major U.S. cities can be found on Attachment B.

- Create a Special Events Evaluation Committee comprised of representatives from the Board of Public Works, Bureaus of Street Services, Street Lighting, Engineering and Sanitation, Police and Fire Departments, and the Departments of Building & Safety, Transportation, General Services, Recreation & Parks, the Mayor's Office, Chief Legislative Analyst, City Administrative Officer, and the EIDC (or successor organization), with the

Bureau of Street Services as Chairperson. Charge the Committee with the responsibility for analyzing proposed events, determining special requirements and conditions, and, if a consensus cannot be reached with an event sponsor, submitting any recommended requirements and conditions to the Board of Public Works or the Board of Police Commissioners for final disposition. Such information to the respective Boards should include, but is not limited to: (1) whether City resources are available to safely and successfully facilitate an event, if it is determined that the number of events being held in the City on the same day as a proposed event far exceeds the number of employees available to effectively manage such an event, without jeopardizing public safety and the well-being of employees, residents and visitors; and (2) whether the event sponsor is willing to select a different date, time or location for a proposed event, to help ensure its successful implementation. The Committee would improve inter-agency coordination, streamline the special event process, establish a community forum to identify issues and concerns specific to a given event, and reduce City liability.

- Create a Special Events Governance Committee, comprised of a representative of the Chief Legislative Analyst, City Administrative Officer and the Mayor's Office, with the advice of the City Attorney to review all permit applications in which there is a dispute as to whether a special event is either "non-commercial" or "commercial" in nature.

- Develop a Special Events and Street Closure Manual establishing specific guidelines for the special events permit and street closure processes, and authorize the Bureau of Street Services to enforce all time constraints and requirements therein. Development of the manual would improve operational standards by establishing specific guidelines, reduce confusion for both event sponsors and City entities by providing specific agency contacts and duties, improve inter-agency communication and coordination, and eliminate confusion and redundancy in services.

- Separate First Amendment events such as parades, processions, demonstrations and marches from athletic events such as walks, races and runs. All these activities are currently governed by the same Police Permit. This separation can be accomplished by amending Los Angeles Municipal Code Section 103.111 (parade permits), to allow the issuance of a permit for First Amendment events by the Los Angeles Police Department and for athletic events by the Bureau of Street Services.

- Amend Los Angeles Municipal Code Section 41.20 (street closures), to allow the full closure of major and secondary highways by the Bureau of Street Services, with the concurrence of the Department of Transportation. Currently, the Bureau of Street Services has the authority to approve single lane closures on major and secondary highways and full closures on local streets only. This amendment will help the Bureau of Street Services to expedite the approval of full street closures on major and secondary highways and improve interagency coordination of events.

Proposed Special Events Fee Waiver Policy and Process

Effective July 1, 2004, the following Special Events process and Fee Waiver policies are proposed:

- The One Stop Special Events Permit Office in the Bureau of Street Services shall be responsible for issuing permits for all special events other than First Amendment event permits issued by LAPD.
- All fees for non-commercial special events shall be waived.
- Non-commercial events are defined as events that are open to the public (in the event of block parties, all residents living within the block party area), free of charge and without restriction, and from which no individual or commercial entity receives any profits, either directly or indirectly, through participation in the event. Advertising, sponsorships, and food and merchandise sales shall be permitted, provided all net proceeds from such activities are used for the benefit of the not-for-profit sponsoring organization.
- Fees shall not be waived for commercial special events unless otherwise provided for by separate contract or agreement.
- All special events permits shall require insurance and indemnifications sufficient to protect the City from any liability in connection with holding the event.
- Questions relative to the permit requirements, including but not limited to street closures and barricades, traffic officers, security, restrooms, etc., shall be resolved by an evaluation committee as detailed above. If the event sponsor continues to dispute permit conditions following a determination by the evaluation committee, the event sponsor may appeal to the Police Commission for first amendment events and the Board of Public Works for all other events. The determination of the Police Commission or the Board of Public Works shall be final.
- Questions relative to whether an event is commercial or non-commercial shall be resolved by the Special Events Governance Committee.
- All special events permit applications shall be submitted to the One Stop Special Events unit at least 45 days prior to the event date. Permit applications (whether commercial or non-commercial) submitted within 25 days of the event date shall be subject to a $312 non-waivable permit expediting fee.

RECOMMENDATIONS

That the Council:

1. Approve the waiver of all permits fees, and salary costs up to $1,000 for special events held in the City, through June 30, 2004.

2. Approve and adopt Attachment A, "Policies, Criteria and Process for Special Events," and request the City Attorney to prepare and present an ordinance, substantially in conformance as to form and content with Attachment A, as follows:

   a. Definitions for special events (special event, City-sponsored, commercial, non-commercial, community, and charitable events); and
   b. Policies, Criteria and Process (summarized):

1. Waive all permit fees and salary costs for non-commercial special events, effective July 1, 2004.
2. Waive no permit fees and salary costs for commercial special events effective July 1, 2004, unless otherwise provided for by separate contract or agreement.
3. Utilize a standard model for assessing the impact of a special event on the neighboring community.
4. Require all event sponsors, without exception, to obtain General Liability Insurance and indemnifications sufficient to protect the City from any liability in connection with holding an event (City-sponsored events are excluded).
5. Continue providing fee and cost waivers for First Amendment events and City-sponsored special events, with the understanding that municipal services provided to venues that include the Staples Center, Coliseum, Dodger Stadium, Sports Arena, Kodak Center, Emmy and Grammy Awards Shows, and other entertainment-related events shall be provided solely within the discretion of the City, unless otherwise stated in an agreement or contract, or determined by the Special Events Governance Committee to be a non-commercial event.
6. Require a Special Events Permit Application to be submitted to the Bureau of Street Services at least forty-five (45) days prior to the expected first day of a special event, with a $312 administrative late fee for all applications submitted within twenty-five (25) days of an event.
7. Establish an appeal process for special events that do not meet certain established criteria.
8. Require event sponsors to pay the City for the repair and/or replacement costs for traffic control devices or equipment not returned within 24 hours of an event, or returned in an unacceptable condition (with reasonable wear and tear excepted).

3. Instruct the Board of Public Works to create a One-Stop Special Events Permit Office within the Bureau of Street Services (approximately $130,237 additional funding for staffing costs through the end of FY 03-04), which will serve as the first point of contact for all event organizers desiring to conduct a special event in the City of Los Angeles, with the following exceptions:

    a. The Los Angeles Police Department will serve as the first point of contact on all First Amendment activities and coordinate the scheduling of these events through the One-Stop Special Events Permit Office, as necessary; and
    b. The Entertainment Industry Development Corporation (or successor organization) will coordinate through the One-Stop Special Events Permit Office the processing of permits for all entertainment industry related activities including motion picture filming, fashion photography, movie premieres and awards shows.

4. Authorize an electronic Special Events Permit Application through the City's web page, and instruct the Bureau of Engineering to develop a centralized, one-stop special events permit process onto the current Geographical Information System (GIS) for street closures.

5. Establish a "Special Events Evaluation Committee" comprised of representatives from the Board of Public Works, Bureaus of Street Services, Street Lighting, Engineering and Sanitation, Police and Fire Departments, and the Departments of Building & Safety, Transportation, General Services and Recreation and Parks, the Mayor's Office, Chief

Legislative Analyst and the City Administrative Officer, with the Bureau of Street Services as Chair. The newly-created Committee will:

a. evaluate and make recommendations to the Board of Public Works or the Board of Police Commissioners for disposition and resolution of outstanding issues or concerns on special event permit applications with special circumstances, with such referral made by the One-Stop Special Events Permit Office within twenty-four (24) hours.
b. provide information to the Board of Public Works or the Board of Police Commissioners concerning (1) whether City resources are available to safely and successfully facilitate an event, if it is determined that the number of events being held in the City on the same day as a proposed event far exceeds the number of employees available to effectively manage such an event, without jeopardizing public safety and the well-being of employees, residents and visitors; and (2) whether the event sponsor is willing to select a different date, time or location for a proposed event, to help ensure its successful implementation.
c. provide a copy of the appeals process to all Event Sponsors for Special Event Permit Applications that are submitted to the Board of Public Works or the Board of Police Commissioners with a recommendation of denial, with such information reflecting that the final level of appeal will be the Board of Public Works or the Board of Police Commissioners.
d. develop a "How To Obtain a Special Event Permit Application" informational brochure; provide the brochure to all prior Special Events Permit applicants and make it available on the City's web site and at public counters throughout the City.
e. develop a "Special Events & Street Closure Manual" which clearly outlines the new special events permit application process for distribution to the public, Council offices, for-profit and non-profit organizations, the EIDC, and all affected City Departments.
f. hold public information meetings on an as-needed basis, to provide information regarding the Special Events Permit Process, and address concerns/complaints raised by event sponsors, businesses and/or residents.
g. provide a status report to the City Council every six months, for the first two years after establishment of the "One Stop Center", on the operation of the Special Event Permit Process, with an annual report thereafter.

6. Establish a "Special Events Governance Committee" comprised of a representative of the Chief Legislative Analyst, City Administrative Officer, and the Mayor's Office, with advice from the City Attorney, to review permit applications in which there is a dispute as to whether a special event is "commercial" or "non-commercial" in nature.

7. Authorize the separation of First Amendment events and Athletic events, by authorizing the Police Department to remain as the permitting agency on First Amendment event (demonstrations, marches and parades) permits only and authorizing the Bureau of Street Services to be the permitting agency for all other special events (including athletic events), thereby allowing LAPD to concentrate its efforts on First Amendment activities requiring more immediate attention.

8. Require all City departments that issue special events-related permits, or departments required to collect fees or funds for special event-related services, to report to the City

Council within 120 days on proposed adjustments to their fee schedule to include all costs associated with the various types of special events.

9. Request the City Attorney to:

   a. provide the status of an ordinance to amend Los Angeles Municipal Code Section 103.111 to revise the process and procedures for issuing parade permits, in order to comply with the U.S. District Court Ruling (**SIEU, et. al. v. City of Los Angeles, et. al.**), at the time this matter is submitted to the City Council.
   b. prepare and present an ordinance to amend Los Angeles Municipal Code Section 41.20 (Closure of Street) to authorize the Bureau of Street Services to close major and secondary streets, in addition to single lane closures on major and secondary highways and full closure on local streets, within 30 days of adoption by the City Council.
   c. prepare and present an ordinance to rescind Ordinance No. 174401, within 30 days of adoption by the City Council, of a new special events permit process. Said Ordinance established an interim special event permit procedure for a Westwood Village Movie Premiere Permit in Westwood Village coordinated by the EIDC. EIDC (or successor organization) will continue to provide coordinating services for entertainment industry related events through the One-Stop Special Events Permit Office.

10. Require City departments responsible for providing services for special events to report to the Special Events Evaluation Committee annually by August 1st for the prior fiscal year regarding expenditures for providing services for special events. Each department's report shall include the number of events supported, the number and amount (cost) of permits issued, the amount of permit fees waived and/or collected, the cost of support services (staffing) provided, and the amount of support services waived and/or recovered. The list shall be broken down by major venues, First Amendment events, City-sponsored events, and all other special events, and shall indicate whether each event is "for profit" or "non profit," and submit it to the Board of Public Works for transmission to the City Council.

11. Subject to the approval of the Mayor, authorize by Resolution the employment of the following new positions in the Bureau of Street Services, subject to the approval of the Personnel Department as to classification and review by the Employee Relations Division of the City Administrative Office as to paygrade determination:

No.	Class Code	Title
1	1358	Clerk Typist
1	1368	Senior Clerk Typist
1	4283	Street Use Inspector
1	4285-3	Senior Street Use Inspector III

These positions are being proposed to help administer the increased work load in processing not only special events permit applications for block parties, festivals, and other community events (nearly 1,000 annually), but also for processing permit applications (69+) for athletic events that have been proposed for transfer from the Los Angeles Police

Department to the Bureau of Street Services, so that the Police Department can focus its attention on First Amendment events. The Bureau would also be responsible for administering all aspects of the One Stop Special Events Permit Office, including the coordination of all meetings held by the Special Events Evaluation Committee.

12. Approve a one-time exemption from the hiring freeze for the above listed positions.

13. Instruct the Bureau of Street Services to include in its 2004-05 Budget, their existing and future staffing needs to effectively administer the One-Stop Special Events Permit Office, and provide current and proposed organization charts, and position descriptions for current and proposed new positions.

14. Instruct the City Administrative Officer, with the assistance of the City Attorney, to negotiate and execute an amendment to Contract No. 92010 with the Entertainment Industry Development Corporation (or prepare a new contract with a successor organization) to expand their role in the coordination of filming permits to include coordination of all entertainment industry related special events, including movie location filmings, fashion photography, movie premieres, and awards shows.

FISCAL IMPACT STATEMENT

In 2001-02, the City waived $410,000 in permit fees and $5 million in salary costs, not including City-sponsored special events, First Amendment events and costs associated with events at major venues such as the Staples Center, Dodger Stadium and the Coliseum. For 2003-04, the recommendations of this report could be expected to result in similar amounts waived. However, for 2004-05 and beyond, increased fees resulting from departmental reviews of current fee schedules and the potential for increased collection of costs for commercial events should result in additional revenues to offset General Fund costs. The full extent of this increase will not be known until the increased fees and the new Special Events Permit Process have been in place for at least a year.

The General Fund cost of providing positions in the Bureau of Street Services for the remainder of the Fiscal Year (eight months) is approximately $130,237.

FINDINGS

Basis for Report

Over the past several years, a number of Council motions have been introduced expressing concern over the special events permit process. These motions and their respective directives are as follows:

Council File No. 98-0939 (Ridley-Thomas/Wachs)
- Determine number of departments involved in the process;
- Identify each department's permit or paperwork requirements;
- Determine amount spent each year on special events;
- Determine amount of fees waived;
- Determine the feasibility of using an electronic system transmitting special events data between involved departments;
- Recommend changes to improve the process;
- Consider a One Stop Shop/Special Events Ombudsperson/centralized system.

Council File No. 99-0397 (Galanter/Miscikowski)
- Determine the number and legality of special events;
- Determine the criteria used to approve events;
- Establish new guidelines/streamline permit process;
- Involve each Council office;
- Provide the method used to determine impact on residential and business community;
- Analyze the process used to notify constituents of a special event in their area;
- Develop a detailed plan to incorporate input from Council offices when determining effects of special events on the community.

Council File No. 99-1582 (Walters/Wachs)
- Establish a policy regarding special events declarations;
- Develop a procedure to accurately and in detail enumerate within Council motions all costs to be waived (including all fees, City costs, in-kind contributions) before a declaration can be approved;
- Develop a set of criteria for granting fee waivers and declarations;
- Develop a procedure to determine eligibility of sponsoring group for fee waiver (including, but not limited to, consideration of the size of the organization, whether the event is private, civic, public, free, or cultural).

Council File No. 02-0088 (Weiss/Perry/Garcetti)
- Determine fee waiver policies of other major cities;
- Determine annual cost to the City (lost revenue and cost of general, police and emergency services) and related event fee waivers by category;
- Develop a proposed comprehensive policy framework for City special events and waivers;
- Report on legal guidelines by which the City can waive/not waive special event and Convention Center fees/costs.

Current Special Event Permit Process

In an effort to address the multiple issues of citywide special events raised by the above Council motions, in March 2001, a Citywide Task Force on Special Events Reform was created by the CLA. This Task Force is comprised of representatives from the Chief Legislative Analyst's Office, Office of the City Administrative Officer, City Attorney's Office, Los Angeles Police Department, Los Angeles Fire Department, Department of Transportation, and the Bureaus of Street Services and Engineering. Other departments and agencies contacted for input include the Board of Public Works, Bureaus of Sanitation and Street Lighting, Department of Building and Safety, Department of General Services and the Department of Recreation & Parks. The Entertainment Industry Development Corporation was also contacted for input. The Task Force identified specific concerns with the existing special events permitting process, and arrived at several recommendations aimed at streamlining it. (See "Concerns with Current Process" below).

The City of Los Angeles oversees the conduct of over 2,000 special events annually. Special events can take a number of different forms – from a small neighborhood block party to a citywide event such as the Los Angeles Marathon. As the second largest city in the United States, Los Angeles has become one of the focal points of public interest with the advent of new facilities such as the Staples Center, the Kodak Theater, and the Disney Concert Hall. As a result, the City will be hosting an increasing number of special events. For example, in 2002, the National Figure Skating Championships and the National Hockey League All-Star weekend were held at the Staples Center and the Academy Awards were presented at the new Kodak Theater in Hollywood.

The City does not currently provide a uniform system for obtaining a permit to conduct a special event. Event organizers currently have a number of options available by which to obtain authority to conduct a special event:

- A Police Permit must be obtained for First Amendment events (such as marches, parades and rallies) and athletic events (such as walks, runs and races) which interfere with the normal flow of traffic;
- A Department of Recreation and Parks permit must be obtained for events occurring in parks or at recreation centers;
- A Public Works Permit must be obtained for all other special events;
- Some special events also require permits from the Los Angeles Fire Department (for tents, fireworks, carnivals, etc.) and/or the Department of Building & Safety (for stages/platforms, grandstands/bleachers, sound structures, etc.), as well as support services from the Department of Transportation, and the Bureaus of Sanitation and Street Lighting;
- The Entertainment Industry Development Corporation (EIDC) is the first point of contact for all movie filmings and premieres, and coordinates obtaining the necessary City permits and services. EIDC is currently also responsible for an interim Special Event Permit Procedure for Westwood Village, until the City Council adopts a centralized special events permit process that encompasses all special events, including entertainment industry related activities, such as motion picture, fashion photography, movie premieres and award shows.
- Due to issues involving event timing and other unknown circumstances, many event organizers do not utilize the current permitting process but obtain authorization to conduct their special event through a Council Motion via contact with the concerned Council Office.

Concerns with the Current Process Identified by the Task Force

The Task Force identified the following concerns and issues:

Lawsuit and Court Injunction

The American Civil Liberties Union (ACLU) sued the City of Los Angeles in July 2000, naming the Los Angeles Police Department and the Department of Recreation and Parks as defendants. The suit alleged unequal treatment in the City's process for granting parade and park use permits and, by authority of a Federal Court injunction, required the development of a new process which significantly reduces the number of days within which LAPD must process permit applications and severely impacts the City's ability to effectively evaluate an event before acting to issue or deny a permit application.

Problems/Deficiencies of the Existing Process

1. With the growing number of new venues in the City of Los Angeles (i.e., Staples Center, Kodak Theater, Disney Concert Hall), it is anticipated that the total number of special events will continue to increase. The current system does not effectively allow departments to review or comment on the impact of special events due to time constraints related to the short notification of an event or limited resources to evaluate and staff the event.

2. The current special event permit process is confusing for both event sponsors and City agencies due to the number of possible agencies an event sponsor must contact in order to obtain the necessary permits.

3. The City does not currently provide a uniform system for obtaining a permit to conduct a special event, and inter-agency coordination is poor and inefficient. Often there is no communication and/or coordination between departments leading to both confusion and redundancy in services provided.

4. Of the 2,000+ special events held annually, approximately 60% bypass existing departmental policies and procedures by obtaining approval to conduct the special event through the Council motion, special event declaration process.

5. Many event sponsors do not coordinate their events in a timely manner, and so seek Council motions to waive fees and close City streets that may otherwise not be recommended for closure by City departments.

6. The existing notification procedure, advising businesses and residents of street closures and adverse impacts, has become ineffective due to the limited amount of time available between Council granting a motion for a special event and the event itself. In some instances, the events take place with only a single day's notice, or no notice at all, eliminating the possibility of notification to businesses and residents altogether.

7. While there are policies and procedures in place to notify businesses and residents of special events being planned in the City, the Council motion process may enable some event sponsors to avoid these policies, procedures, and insurance requirements. Using a Council motion instead of the established process delays notification to surrounding businesses and residents, impedes affected entities from requiring safeguards built into

existing permit procedures, and does not allow for proper assessment of the impact of the special event on the community.

8. Some Council motions authorize full street closure of major arterial streets with less than 24 hours notification to affected residents and businesses. Some parade permits are retroactively approved by the Board of Police Commissioners due to insufficient lead time given to process applications before the date of the events.

Departmental Involvement in Current Special Event Permit Process

Depending upon the type of event to be held, the involvement of a number of departments is necessary. The next section provides information regarding the involvement of the various City Departments in the special events permitting process. This information is not meant to be exhaustive, as not all departments maintain records to monitor the various costs associated with special events. It is based on information provided to the Task Force by representatives of each of the Departments/Bureaus.

It should also be pointed out that most City departments that issue special events-related permits, or Departments required to collect fees or funds for special events-related services, have not requested a fee schedule adjustment to cover salary costs in many years. In view of this, the Task Force recommends that all City departments that facilitate special events be requested to report to the City Council, within 120 days, proposed adjustments to their respective Department's fee schedule to include all staff costs.

Chief Legislative Analyst Office – Coordination of Special Events Motions

The Chief Legislative Analyst Office prepares many, but not all, Special Events Motions with recommendations to waive fees and salary costs, and close City streets for special events, based upon requests for Special Event Motions from Council offices.

Police Department

Special events governed by the Police Department permit process include events defined as "parades" by LAMC Section 103.111. These events involve movement along streets or public areas requiring street closures and/or traffic and crowd management measures (e.g., athletic events, local fund raisers, walk-a-thons, holiday parades and major annual events such as the L.A. Marathon, Kingdom Day Parade, L.A. Triathlon, etc.). In addition to serving as the permitting agency on special events described above, the LAPD also provides public safety services at special events such as festivals, carnivals, block parties, cultural events or other events which may be subject to a different City permit.

In fiscal year 2001-02, the Los Angeles Police Department processed 192 special event permits (parades and athletic events approved by the Board of Police Commissioners). Policing costs for these special events totaled $4,114,847 (this figure includes coverage for the Los Angeles Lakers Victory Parade and championship games leading up to it). First Amendment events do not require a permit. However, when a march or procession does not comply with normal and usual traffic regulations and controls, a parade permit is required. There is no fee charged for First Amendment events such as demonstrations, although the cost of staffing/policing such events can be high ($2.1 million in FY01-02). Furthermore, as of

August 2000, the application fee of $300 per event is no longer collected for any "parade" permit (including athletic events) due to the U.S. District Court ruling discussed below which enjoined the Department from enforcing LAMC Section 103.111.

On June 19, 2000, U.S. District Judge Gary A. Feess held a hearing on plaintiffs' motion for preliminary injunction in *SEIU, et al v. City of Los Angeles, et al.* The injunction was sought to challenge the constitutionality of the Los Angeles Municipal Code Section 103.111 pertaining to parade permits. The plaintiffs, represented by the American Civil Liberties Union, challenged restrictions placed upon expressive activities before, during, and after the Democratic National Convention in August 2000.

On June 20, 2000, Judge Feess enjoined the City from "enforcing the LAMC Section 103.111...." due to insufficient First Amendment provisions (i.e., unlawful application/notification deadlines, inappropriate application fees, notary requirements and various "time, place and manner" restrictions). This Court ruling imposes stringent time constraints within which parade applications/permits must be processed. As a result, on August 8, 2000, the Board of Police Commissioners adopted interim permit procedures. The new process requires the Police Commission to act upon parade permits within 5 days. This often allows the Special Events Planning Unit (SEPU) of LAPD only 24 hours from the time of receipt of the application within which to process the application. This short amount of time does not sufficiently allow City entities the ability to properly review routes, identify issues/concerns, and respond to the LAPD within the specified time period. As a result, the Task Force recommends that First Amendment events be separate from Athletic events, with the Police Department retaining jurisdiction over First Amendment events and the Bureau of Street Services assuming responsibility for athletic events (in addition to all other special events involving lane and/or street closures).

In Fiscal Year 2001-02, approximately 35 percent, or 69 of 192, of special event applications processed by the LAPD was for athletic event permits. Currently, the Los Angeles Municipal Code Section 103.111 governing "parades" includes both First Amendment events and athletic events. The LAMC Section is being revised by the City Attorney's Office to more clearly distinguish First Amendment events from athletic events. With this change, the LAPD will only be responsible for processing First Amendment permits. The Task Force recommends that the processing of athletic event permit applications be transferred to the Bureau of Street Services. This will allow the LAPD to focus their efforts on true First Amendment events which now require a very short period of time within which to conduct the appropriate City notifications, responses, deployment planning and other necessary pre-event activities. However, while the Task Force proposes the transfer of the permit process for athletic events from LAPD to Bureau of Street Services, LAPD's responsibility to assist City entities and plan for the public safety at these events will not change. The LAPD estimates that staffing costs in support of Citywide non-Police Department permitted special events, which may be subject to a different City permit, total $1.5 million annually.

Department of Public Works, Bureau of Street Services

The Bureau of Street Services (BOSS), Street Use Inspection Division, processes permit applications for all stationary special events requiring the closure of a street. In fiscal year 2001-2002, BOSS was involved in 860 special events requiring street closures. The permit fee for a street closure is $312, which would have resulted in fee revenue of $268,320 (plus an additional $4,685 in barricades costs). However, permit application fees were waived

in 86 percent of special events representing $234,312 in lost revenue -- only $38,693 was collected. In FY00-01, BOSS issued permits for 738 special events requiring street closures, which would have resulted in permit fees of $229,968. However, permit application fees were again waived in 96 percent of special events representing $219,648 in waived permit fees. Examples of events requiring a Street/Lane Closure Permit include festivals, carnivals, block parties, street fairs, celebrations, charitable events, ceremonies and other similar events. As discussed in the previous paragraph, the Task Force recommends that athletic events be separated from the LAMC Section 103.111 governing "parades", and be transferred for processing from the LAPD to the Bureau of Street Services.

Currently, the Bureau of Street Services has the authority to approve single lane closures on major and secondary highways and full closure of local streets only. However, full closure of secondary and major streets requires the approval of the Board of Public Works as well as Council action. The Task Force recommends amending Los Angeles Municipal Code Section 41.20 (street closures), to allow the closure of major and secondary highways by the Bureau of Street Services, in consultation with the Department of Transportation. This amendment will help to expedite the approval of street closures and improve interagency coordination of events.

Closures requiring Board and Council approval must currently be submitted at least 45 days in advance of the event, while closures of lanes and local streets require a 15 days advance notice to the Bureau. Only 40 percent of permit applications requiring street closures are received in a timely manner, thereby allowing them to be fully processed within the guidelines established by the Street Use Inspection Division. In 60 percent of the cases, the proposed event is scheduled within less than 15 days notice. In some instances, an event organizer obtains a Council motion from the concerned Council office which mandates the Bureau of Street Services to conduct the street closure. In these instances, all the routine petition and notification requirements are by-passed due to the short notice, which is often only a day or two.

While the Street Use Inspection Division processes the permit applications for street closures, the Street Maintenance Division provides barricades, cleaning and other services at special events.

The Street Use Inspection Division, Street Closures Unit, is budgeted for one (1) Street Use Inspector. However, a Senior Street Use Inspector who is currently assigned to another program of the Division, has been splitting her time between special events and the other assigned programs in order to accomplish the necessary street closure workload. A Clerk Typist position assigned to the clerical pool assists with data entry and telephone relief on an intermittent basis. This situation results in inadequate staff coverage and severely compromises the efficiency and integrity of the street closure permitting process. Because of the staff shortages identified above, the additional workload associated with reassignment of permitting authority for athletic events from the LAPD, and primary responsibility for the newly proposed One Stop Special Events Permit Office, the Task Force recommends a total of four new resolution positions to develop and bring operational the proposed One Stop Special Events Permit Office, as follows: one Senior Street Use Inspector, one Street Use Inspector, one Senior Clerk Typist, and one Clerk Typist.

Department of Transportation

The Department of Transportation (DOT), although not a permitting agency, provides operational support services for over 2,000 special events annually. Approximately 28 percent of these events are at major venues such as Dodger Stadium, Staples Center, Greek Theater, Hollywood Bowl and Shrine Auditorium. DOT performs these services with an annual overtime budget of $3.1 million, of which $2.8 million is dedicated to providing traffic management services to facilitate the activities at special events. These services include the planning, design and implementation of traffic management plans, providing traffic control and enforcement, posting temporary parking restrictions, and coordinating with all affected entities such as public transportation agencies, CALTRANS, event sponsors, council offices, and other private and governmental agencies. Oftentimes, DOT is required to perform these activities with very little advance notice. Staffing costs for fiscal year 2001-02 totaled $3,686,030, with only $95,462 recovered.

Los Angeles Fire Department

The Public Assemblage Section of the Los Angeles Fire Department, in addition to responsibility for inspection of all public assemblages in the City of Los Angeles, is responsible for issuing permits for tents ($218 - $436), fireworks ($218), and carnivals ($327). They review and approve plans for these items/activities, and provide inspection services before and during special events. They participate in approximately 1,000 street parties, community and arts festivals and awards shows each year, assuring public safety where large assemblages, filming, cabling, placement of cameras, cooking booths and other potentially dangerous activities occur. Staffing costs in support of these special events, funded through the Fire Department's overtime budget, totaled $1,494,764 in FY01-02, with $354,769 waived. Permit fees totaled $348,051, with $76,409 waived. Permit fees and salary costs collected were $271,642 and $1,049,296 respectively. An additional $58,263 is currently in City Attorney collections.

Department of Building and Safety

The Special Events Section of the Department of Building and Safety requires an application for the inspection of the structural integrity of all tents, stages/platforms, grandstands/bleachers, and sound structures used for temporary special events. The fee for these inspections is $130 for each item, with additional charges for inspections made between the hours of 3:30 p.m. and 7:00 a.m., and on City holidays or weekends. Staffing costs in support of these special events totaled $236,634 in fiscal year 2001-2002. Permit fees totaled $265,760 in FY01-02 with $41,423 waived and $224,337 collected.

Department of Public Works, Bureau of Sanitation

The Bureau of Sanitation also provides support for special events, although it is not a permitting agency. Their role varies depending on the type of event. Generally, their role is to deliver and pick up bins and trash containers, and to provide refuse collection truck operators and their collection vehicles for the purpose of refuse collection activities at special events. Staffing costs in support of these special events totaled $55,550 in fiscal year 2001-02.

Department of Public Works, Bureau of Street Lighting

The Bureau of Street Lighting is not a permitting agency. This Bureau provides support for two annual special events: the Latino Heritage Project and the El Grito Celebration. Their involvement includes providing lighting and stage area lanterns, removing street lighting poles where necessary, and re-installing the poles following the event. Staffing costs in support of these special events totaled $3,067 in fiscal year 2000-01; they did not provide support for special events in fiscal year 2001-02.

Coordination of "Filming" Permits Citywide and Movie Premieres in Westwood Village

Entertainment Industry Development Corporation (EIDC)

EIDC is an economic development corporation that helps promote Los Angeles to the entertainment industry. EIDC is currently under contract with the City for the coordination of all filming permits throughout the City. In the past three fiscal years, EIDC has collected approximately $11.6 million in fees and salary costs for the City.

On January 8, 2002, the City Council adopted an "Interim Special Event Permit Procedure for Westwood Village" which authorized EIDC to coordinate special events and movie premieres for the Westwood Village area (bounded by Le Conte Avenue, Hilgard Avenue, Wilshire Boulevard, and Gayley Street).

On March 20, 2002, EIDC submitted a proposal to coordinate special event scheduling and permitting on a citywide basis. EIDC proposes to "maintain an event schedule, address Council or Mayoral concerns, mitigate community impact whenever possible, and coordinate proposed activities with all involved City Departments. The permits would be approved and issued by the Board of Public Works based upon completion of the coordination process by EIDC and then released by EIDC to the event producer."

In view of the fact that EIDC is currently coordinating, managing, facilitating and processing location filming permits for all motion pictures and fashion photography production in the City under Contract No. 92010, as well as coordinating movie premieres in the Westwood Village area under Ordinance No. 174401, the Task Force recommends that EIDC (or a successor organization) be authorized to coordinate all entertainment industry related activities, including motion picture filming, fashion photography, movie premieres, and awards shows, throughout the City. This can be accomplished by executing a contract amendment, and reaffirming that in accordance with Charter Section 1022, it is more feasible and more economical to contract out Citywide entertainment industry related permit coordination.

City Staffing Costs & Fee Waivers

Reports to the Task Force from various departments/bureaus revealed that fee waivers are granted for some special events and not for others. Additionally, some event coordinators request Council motions to waive fees for City staff to provide certain services (e.g., deliver and pick up traffic control devices and clean city streets prior to and after an event). Many "for-profit" organizations request, and are granted, fee waivers for their events.

While many Council motions authorizing special events reflect the fees and salary costs to be absorbed by the City, a large number of these cost projections are underestimated due to time constraints involved in obtaining the estimates.

In Fiscal Year 2001-2002, the City incurred $10,021,516 in staffing costs, and waived approximately $409,744 in permit fees, $4,922,749 in staffing costs for general venue events and $3,632,716 in staffing costs for major venue events. While some permit fees were collected, only 14 percent, or $1,407,788, of staffing costs was recovered, as there was no specific policy to do so or event sponsors obtained Council motions to waive costs. The breakdown of permit fees and staffing costs by department is as follows:

Department	Permit Fees Billed	Permit Fees Collected	Permit Fees Waived	Percent of Permit Fees Waived	Salary Costs Billed	Salary Costs Collected	Salary Costs Waived/Gen. Venues	Salary Costs Waived/Major Venues	Percent of Salary Costs Waived
Building & Safety	$ 265,760	$ 224,337	$ 41,423	16%	$ 236,634	$ 224,337	$ 12,297		5%
LAFD	$ 348,051	$ 271,642	$ 76,409	22%	$ 1,462,328	$ 1,049,296	$ 322,333	$ 32,436	24%
LAPD	$ 57,600	$ -	$ 57,600	100%	$ 4,114,847	$ -	$ 2,030,735	$ 2,084,112	100%
Sanitation	$ -	$ -	$ -		$ 55,550	$ -	$ 55,550		100%
Street Lighting	$ -	$ -	$ -		$ -	$ -	$ -		
Street Services	$ 273,005	$ 38,693	$ 234,312	86%	$ 466,127	$ 38,693	$ 427,434		92%
Transportation	$ -	$ -	$ -		$ 3,686,030	$ 95,462	$ 2,074,400	$ 1,516,168	97%
Total	**$ 944,416**	**$ 534,672**	**$ 409,744**	**43%**	**$ 10,021,516**	**$ 1,407,788**	**$ 4,922,749**	**$ 3,632,716**	**85%**

Total Salary Costs Waived: **$8,555,465** (General Venues & Major Venues)
Total Fees & Salary Costs Waived: **$8,965,209**

The table above includes staffing costs for all special events, including City-sponsored events, First Amendment events and events at general and major venues. Not all departments had their staffing costs broken down by these categories. Only the LAPD was able to breakout First Amendment-related staffing costs, and only DOT was able to breakout staffing costs for major venues. Because departments do not currently maintain this breakdown, it is not known the amount of staffing costs that may be associated with City-sponsored events, First Amendment events or events at general and major venues, other than as listed above. One of the recommendations contained in this report will require all City departments responsible for providing services for special events to annually report expenditures for providing services for special events broken down by general and major venues, First Amendment events, and City-sponsored events.

Attachment C provides a detailed breakdown of the permit fees and salary costs billed, collected and waived for general and major special event venues for Fiscal Years 2000-01 and 2001-02.

Special Event Permit Requirements in Major U.S. Cities

The Task Force surveyed the special event permit requirements of 10 major U.S. Cities, in addition to the City of Los Angeles. The following is a summary of the results of the survey:

- All cities require a permit to hold a special event.
- Six cities do not waive permit fees (55 percent), two cities (18 percent) waive permit fees, and three cities (27 percent) do not charge permit fees.
- The six cities that do not waive permit fees include New York, Chicago, Dallas, Philadelphia, San Antonio, and San Francisco. The two cities that waive permit fees include Los Angeles and San Diego. The three remaining cities that do not charge permit fees are Houston, Phoenix and San Jose.
- All cities require advance notification of an event that ranges from 30 days to 90 days.
- Ten cities absorb some staff costs, and one city, San Jose, does not absorb staff costs. This finding is consistent with the past policy of the City to absorb staff costs for special events.
- The number of special events held annually range from 137 events to 5,000 events (in New York).
- Residential notification is required in all cities.
- Business notification is required by all cities.
- Special event permitting/coordination is handled by a single city agency in six of the 11 cities (i.e., New York, Chicago, Houston, San Diego, Dallas, and San Jose). Special event permitting/coordination is handled by multiple departments in the remaining five cities (i.e., Los Angeles, Philadelphia, Phoenix, San Antonio, and San Francisco).

A more detailed discussion of these special events requirements for major U.S. cities can be found on Attachment B.

Improving Interdepartmental Coordination of Special Events Permitting Process

The Task Force recommends the establishment of a One-Stop Special Events Permit Office under the Bureau of Street Services. The central feature of this One-Stop Center will be a Special Events Geographic Information System as described below. This system will streamline and centralize all special events conducted in the City whether the event is a First Amendment event coordinated through the Los Angeles Police Department, an entertainment industry related event coordinated through the Entertainment Industry Development Corporation (or successor organization), or all other special events coordinated through the Bureau of Street Services. Additionally, this system will track and monitor the services of all departments necessary for the successful conduct of the event. This can include special event permits by the Los Angeles Police Department or Fire Department, Bureau of Street Services and Department of Building and Safety, as well as support services provided by the Department of Transportation, Bureau of Sanitation and Street Lighting, or any other department providing services.

Another feature of the proposed centralized system is the adoption, by all departments, of a standard model, as reflected on Pages 20-22 for assessing special events and notification to affected City entities. Any special event that does not meet the standard criteria will be forwarded to the Special Events Evaluation Committee for review and recommendation to the Board of Public Works or the Board of Police Commissioners for appeal and final disposition, if a consensus between the Special Events Evaluation Committee and the event sponsor cannot be reached.

The Task Force also recommends that the City Council adopt a series of policies, criteria and a process which encompass the findings and recommendations of the Citywide Task Force on Special Events Reform as summarized below and contained in Attachment A. One of the recommendations to require, effective July 1, 2004, City departments to waive all permit fees and salary costs for "non-commercial" events would help to expedite the approval process of special events (i.e., block parties, small community dedications, etc.), once the One-Stop Special Events Permit Office has authorized an approved, non-commercial, event to take place. Also, effective July 1, 2004, no permit fees and salary costs will be waived for "commercial" events.

Bureau of Engineering – Geographic Information System

The Bureau of Engineering has developed a comprehensive Geographic Information System (GIS) contained on their Bureau's homepage at eng.lacity.org. The Bureau of Engineering is currently in the process of developing an electronic, web-based application for special events which can be hosted on the Bureau of Engineering's server and accessed on the City's directory home page, Council District home page, or at City public counters, with a link to the Board of Public Works' home page. This automated system will have the capability of tracking on the GIS system all permits issued.

The public would have the option to apply for a special events permit on-line. A "general information" page explaining the process and providing answers to "frequently asked questions" will be a feature of the site. Depending on the type of permit, the application would be queued to the appropriate Department for processing. Each Bureau/Department would have access to special events permit applications under their jurisdiction only. A link providing e-mail capability between the event organizer and the City will also facilitate the special events permit process. Citizens without internet access can phone the One-Stop Center, mail or walk-in a paper form for City staff to enter into the automated system.

Special event locations will be geocoded (displayed graphically) using the new Special Events Geographic Information System, along with street construction activities by all departments of the City and private construction projects under permit. This will simplify coordination of all activities within the public right of way, including special events, and provide a comprehensive view of special events/street closures and blockages occurring throughout the City. The system will also be capable of preparing a number of ad hoc reports by area (i.e., council district, neighborhood council or Citywide), date, or number of events.

Proposed Assessment Process for Special Events and Notification to Affected City Entities

The Task Force reviewed the special events assessment process used by the Los Angeles Police Department as detailed below. The Task Force's analysis of the criteria used by the LAPD in evaluating special events that fall under their jurisdiction reveals that it is sufficiently thorough and should be applied as a model for all special events conducted Citywide. In assessing an event, the following areas should be evaluated:

- Traffic in the area;
- Residential and business access in the area;
- Activity levels and noise in residential and business areas;

- The nature of the location at which the event is to take place;
- Availability of Police Department personnel resources;
- Availability of Department of Transportation (traffic and parking control) resources;
- The number of other events occurring at approximately the same time and in the same area of the proposed event;
- The applicant's/organizer's experience, and the history and experience of the organization, in conducting special events;
- Results of any petition circulated to affected areas.

The Task Force recommends the addition of the following points to those listed above when assessing the benefit and potential impact of a special event on the neighboring community, as well as the personnel resources required of other City departments:

- Inclusion of information on a Special Events Permit Application of the social, cultural, economic and/or educational benefit that the proposed event provides to the community;
- Number of hours, the time of day, and the number of days that an event will be held;
- Number of participants expected to attend the event;
- Availability of Fire Department personnel resources;
- Availability of Building and Safety personnel resources;
- Availability of Bureaus of Street Services, Street Lighting and Sanitation personnel resources;
- Availability of General Services, Recreation and Parks, and Cultural Affairs personnel resources;
- Conditions existing within the surrounding area that when occurring in conjunction with a proposed street closure, may create a severe hardship or an unnecessary inconvenience to the general public;
- Construction activities in the proposed area of the event;
- Insurance requirements; and
- Ensure continual compliance of an applicant/organizer with existing policies and procedures of the Bureau of Street Services to help protect the interests of the City, and the peace and safety of its residents and visitors.

The Task Force also reviewed the notification process used by the Los Angeles Police Department as detailed below, and found that their process is comprehensive and should be used as a standard model for all special events. The LAPD provides faxed and mailed notifications to the following City departments and outside agencies for special events scheduled to take place throughout the City.

- Affected Council Office(s);
- Area police station(s) and corresponding bureau(s);
- Los Angeles Fire Department, Public Safety Section;
- Metropolitan Transit Authority;
- Los Angeles Department of Transportation, Special Traffic Operations & Traffic Action Team;
- Bureau of Street Services, Street Use Inspection Division;
- Cal-Trans;
- Department of General Services;
- Department of Recreation & Parks (as needed);

- Downtown Business Improvement District (as needed);
- Department of Beaches and Harbors (as needed).

Notification consists of a copy of the permit application itself, any applicable map, and a form letter offering the recipient the opportunity to voice concerns or objections about the applicant's proposed event. This notification process, which was used by the LAPD prior to the July 2000 lawsuit (and described above) is workable and should be applied to all special events Citywide.

Because each event is unique, the LAPD relies on the input and response of notified City entities for recommendations regarding any of the above-described circumstances that are crucial to the event's permit approval and success. All objections, issues or concerns are addressed and often resolved through follow-up contact with the applicant/organizer and/or involved City representatives. Affected Council Districts are always notified upon receipt of the application and advice is sought regarding local impacts and/or concerns. The Task Force recommends the assessment and notification process used by the LAPD as a standard for all special events in the City.

Any special event that cannot be resolved using the above process will be forwarded by the permitting entity to the proposed "Special Events Evaluation Committee" for review and recommendation. If the Special Events Evaluation Committee cannot reach a consensus with an event sponsor regarding special requirements and conditions recommended for an event, the event sponsor/organizer may appeal the Committee's recommendation of denial of the application to the Board of Public Works or the Board of Police Commissioners. The reports of the involved permitting entity and the Evaluation Committee will also be submitted to the Board of Public Works or the Board of Police Commissioners for review, consideration, and final disposition.

The decision of the Board of Public Works or the Board of Police Commissioners will be the final determinant as to whether the special event will take place or not. The Bureau of Street Services shall notify the event organizer of the Board of Public Works or the Board of Police Commissioners' denial decision, or the appropriate permitting entity to process an approved special event application, within twenty-four (24) hours. The Task Force acknowledges that in a majority of special event requests, most issues or concerns are resolved at the Departmental level. The appeals process described herein is proposed to resolve any outstanding issues in which agreement cannot be reached. It is recognized that additional time will be required to process an application through the appeals process. The Special Events Evaluation Committee will assure that these time limits are adhered to in order to ensure the timely resolution of concerns through the appeals process, which will result in a special event that is safe and secure for the residents of Los Angeles.

Proposed Policies, Criteria and Process for Special Events

Attachment A is a proposal containing policies, criteria and the process for evaluating requests for special events. It is recommended that this proposal be adopted and used in evaluating applications for the conduct of special events in the City. The proposal contains:

- Definitions relative to special events (special event, City-sponsored, non-commercial, commercial, and community events, etc.).

- Policy for City departments to waive all permit fees and salary costs up to $1,000, until June 30, 2004, and effective July 1, 2004, all fees and salary costs will be waived for "non-commercial" events, and no permit fees or salary costs will be waived for "commercial" events.
- Policy for Application Deadline and Late Fee Penalty.
- Policy for City Equipment Cost Recovery.
- Criteria for Evaluating Special Events.
- Process to be used in evaluating special events.

The Task Force recommends approval of the "Proposed Policies, Criteria and Process for Special Events" contained in Attachment A to: (1) assist in the timely coordination and evaluation of special events; (2) provide the opportunity for the City to evaluate the social, economic, cultural, and educational benefits of special events; and, (3) provide for the equitable treatment of all event sponsors.

The Citywide Task Force on Special Events Reform submits the recommendations contained in this report to assist the City Council in addressing the issues of concern raised by Councilmembers in four Motions, containing 22 directives, for improving the Special Events Process in the City of Los Angeles. The recommendations will help to streamline the special events process, improve inter-agency coordination and efficiency, provide a step-by-step structure for accountability on the part of the event sponsor or organizer as well as City departments, provide for implementation of a web-based, electronic Special Event Permit Application, and provide a single point of contact, through the One-Stop Special Events Office, for event sponsors and organizers to help ensure the successful planning, coordination and execution of all special events in the City.

WTF/RFD:RNC/RCP

Attachments

ATTACHMENT A
Policies, Criteria and Process for Special Events

The Citywide Task Force on Special Events Reform recommends adoption of the following policies, criteria and process relative to special events:

That the City Council:

1. Approve the following definitions relative to Special Events held in the City of Los Angeles:

   a. "Special Event" shall be defined as an event, or series of related events, of cultural, economic, social, or educational nature, held by a non-profit community group, charitable organization or for-profit organization or group, that is:

      1. Located wholly, or partially on property owned or maintained by the City; or

      2. Located on any other property, and requires for its successful execution, the provision and coordination of municipal services to a degree over and above that which the City routinely provides.

   b. "Non-Commercial Event" shall be defined as events that are open to the public (in the event of block parties, all residents living within the block party area), free of charge and without restriction, and from which no individual or commercial entity receives any profits, either directly or indirectly, through participation in the event. Advertising, sponsorships, and food and merchandise sales shall be permitted, provided net proceeds from such activities are used for the benefit of the not-for-profit sponsoring organization.

   c. "Commercial Event" shall be defined as events that do not qualify as "non-commercial" events in No. 1(b) above.

   d. "City-Sponsored or City of Los Angeles Special Event" shall be defined as an event, or series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles, which is also an event sponsored by the City of Los Angeles, its operating departments, boards, any commissions or bureaus, and which has been approved by the City Council.

   e. "Community Event" shall be defined as an event, or a series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles which promotes civic pride in a local community within the City, as a whole, and which is not a purely commercial enterprise, and where the proceeds, if any, will directly benefit either a charitable or non-profit organization.

   f. "Charitable Event" shall be defined as an event, or a series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles and where the proceeds, if any, will directly benefit a charitable organization

which maintains its charitable status pursuant to Internal Revenue Code Section 501(C)(3).

2. Adopt a policy to:

   a. Require City departments to waive, until June 30, 2004, all permit fees and salary costs up to $1,000, for all special events.

   b. Require City departments, effective July 1, 2004, to waive all permit fees and salary costs for "non-commercial" special events.

   c. Require City departments, effective July 1, 2004, to waive no permit fees or salary costs for "commercial" special events, unless otherwise provided by contract.

3. Continue the current policy of providing fee and cost waivers to special events for First Amendment (freedom of speech) events and City-sponsored special events, with the understanding that municipal services provided to venues that include the Staples Center, Coliseum, Dodger Stadium, Sports Arena, Kodak Center, Emmy and Grammy Awards Shows and other entertainment-related events shall be provided solely within the discretion of the City, unless otherwise stated in an agreement or contract, or is determined by the Special Events Governance Committee that such event is non-commercial in nature. If the City determines that traffic control measures or other services are not needed at particular venues, or for specific events, the City will not provide those services. Should these venues wish to ensure that certain services will be provided for purposes of their operations, the venues will be required to negotiate with the City to clearly define the services which will be necessary, and payment for all services beyond which the City would have provided as a matter of course will be required.

4. Approve the following policy regarding the tracking of funds for special events:

   The Bureau of Street Services is instructed to track all funds expended for special events, on a quarterly basis, with a report to the Board of Public Works and the City Council within 45 days after the respective quarter ends.

5. Approve the following policy regarding Application Deadline and Late Fee Penalty:

   a. Applications for special events shall be submitted at least forty-five (45) days prior to the expected first day of a special event, along with a General Liability Special Endorsement Form (attached to the application) or a Certificate of Insurance from an insurance company approved by the City of Los Angeles, to ensure that insurance requirements of the City are met. No other insurance form or certificate shall be acceptable, and the evaluation of an application may be delayed until such information is submitted.

   b. An application submitted within twenty-five (25) days of the first day of a special event is considered to be "late" and must be accompanied by a late fee payment of $312,

payable to the City of Los Angeles. Late fees shall not be waived, and are due at the time an application is submitted. City departments are to reimburse the General Fund $312 for all late applications that are not submitted within twenty-five (25) days of the first day of the event. (Note: Applications for special events and permits can also be completed and submitted on-line through the newly created, web-based Special Events Permit Application).

c. Any changes to the initial Special Event Application, or Site Plans will require a $100, non-refundable Processing Fee payable to the City of Los Angeles.

d. Instruct the City Controller to establish an account within the General Fund to accept from City departments, late fees and processing fees for changes to the original application or site plans.

6. Approve the following policy regarding City Equipment Cost Recovery:

   a. All event sponsors shall pay the City for the repair and/or replacement costs (as determined by the Bureau of Street Services on behalf of the City), for traffic control devices or equipment not returned within 24 hours of an event, or returned in an unacceptable condition (with reasonable wear and tear excepted).

   b. All payments for damaged or lost equipment shall be made in a manner that is acceptable to the Bureau of Street Services.

7. Establish a Special Events Evaluation Committee comprised of a representative from each department/bureau involved in the special events process, as well as the Chief Legislative Analyst, City Administrative Officer and Mayor. Said Committee shall have responsibility for analyzing proposed events and determining special requirements and conditions, and providing information to the Board of Public Works or the Board of Police Commissioners regarding the availability of City resources to effectively facilitate an event, consistent with the following criteria to be used by the Bureau of Street Services and the Special Events Evaluation Committee when Special Event applications are evaluated:

   a. Inclusion of information on the Special Events Permit Application as to whether the event provides a social, economic, cultural, or educational benefit to the community;
   b. Traffic in the area where the proposed event will be held;
   c. Residential and business access in the area, and potential impacts;
   d. Activity and noise levels in residential and business areas;
   e. Availability of Police Department personnel resources needed;
   f. Availability of Fire Department, Street Lighting & Sanitation personnel resources needed;
   g. Availability of Department of Transportation (traffic/parking control) resources needed;
   h. Availability of Building and Safety personnel resources needed;
   i. Availability of Bureau of Street Services personnel resources needed;
   j. Availability of General Services, Recreation & Parks, and Cultural Affairs resources needed;

k. Number of hours, time of day, and the number of days an event will be held;
l. Number of participants expected to attend this event;
m. Location and surrounding area at which the event is to take place;
n. The number of other events occurring at approximately the same time, and in the same area of the proposed event;
o. Conditions existing within the surrounding area that when occurring in conjunction with a proposed street closure, may create a severe hardship or an unnecessary inconvenience to the general public;
p. The history/experience of the applicant/organizer in conducting special events;
q. The results of required petitions in residential and commercial areas;
r. Construction activities in the proposed area of the event;
s. Insurance requirements; and
t. Ensure continual compliance of an applicant/organizer with existing policies and procedures of the Bureau of Street Services to help protect the interests of the City, and the peace and safety of its residents and visitors.

8. Establish a Special Events Governance Committee, comprised of a representative of the Chief Legislative Analyst, City Administrative Officer, and the Mayor's Office, with advice from the City Attorney to serve as a review body for all permit applications in which there is a dispute as to whether a special event is either "non-commercial" or "commercial" in nature, upon request by an event sponsor.

9. Approve the following process for Special Events:

   a. The event sponsor/organizer shall submit an application to the Special Events One-Stop Center (Bureau of Street Services) for all community events, block parties, celebrations, street fairs, ceremonies, charitable events, athletic events (Marathon, 5K or 10K run, walk-a-thon, bike race, etc.), festivals, carnivals, and other similar events that require use of City streets. All First Amendment Special Event Permit Applications shall first be submitted to the Los Angeles Police Department for coordination with the One-Stop Center. All entertainment industry-related and movie premiere Special Event Permit Applications shall first be submitted to the Entertainment Industry Development Corporation (or successor organization) for coordination with the One-Stop Center. Upon approval of the Special Event Permit Application and general liability insurance requirements being met, a permit for a street or lane closure shall be issued by the Bureau of Street Services, within twenty-four (24) hours.

   b. The Bureau of Street Services shall establish a process to notify the respective Council Office in which the proposed special event is to be held.

   c. Depending on the type of event and/or activities, the Bureau of Street Services shall also refer the special events permit application, electronically, to the appropriate City departments for the necessary permits. (Examples: Fire Department - tents, fireworks, carnivals, festivals; Building and Safety - inspections of tents, stages, platforms,

grandstands, bleachers, sound structures, etc.; the respective Council Office to request General Services to provide tables, chairs, etc.).

d. If the application is not approved under established criteria and guidelines, the Bureau of Street Services shall, within two (2) working days, refer the application and the reasons for denial to the Special Events Evaluation Committee for review. The Committee shall make its recommendation regarding the application within ten (10) working days, or less. If the permit application is approved by the Special Events Evaluation Committee, notification shall be made to the event sponsor by the Bureau of Street Services, within twenty-four (24) hours of notification by the Committee, and the permit issued.

e. If the Special Events Evaluation Committee finds that special requirements and conditions are necessary to protect public safety and welfare and ensure the successful implementation of an event, and a consensus cannot be reached with the event sponsor, the Bureau of Street Services shall provide a copy of the appeals process to the event sponsor(s), and submit the permit application, findings, recommendations, and other appropriate documentation to the Board of Public Works or the Board of Police Commissioners for final disposition, within twenty-four (24) hours. The Board of Public Works shall make a decision as soon as possible, but not more than five (5) regular meetings following a referral by the Evaluation Committee. The Board of Police Commissioners shall make its decision regarding any matter referred by the Special Events Evaluation Committee at its next regularly-scheduled meeting provided, however, sufficient notice of the Brown Act has been complied with. If the permit application is approved by the Board of Public Works or the Board of Police Commissioners, notification shall be made to the event sponsor by the Bureau of Street Services, within twenty-four (24) hours, and the permit issued.

f. A denial by the Board of Public Works or the Board of Police Commissioners will constitute final disposition of the application, and the event sponsor shall be notified by the Bureau of Street Services within twenty-four (24) hours of the decision of the Board of Public Works or the Board of Police Commissioners.

10. Adopt a policy that, except as provided by this policy or by ordinance, no other fees or charges shall be waived by the City for City permits or services.

RCP/RNC

ATTACHMENT B

Special Event Permit Requirements in Major U.S. Cities

The following is a summary of the results of a survey of the special event permit requirements in eleven (11) major cities in the United States. The survey requested information in the following areas: (1) Permit Fee Requirements; (2) Fee Waivers; (3) Advanced Notification; (4) Absorption of Staff Costs; (5) Number of Events Held Annually; (6) Residential Notification Requirements; (7) Business Notification Requirements; and (8) City Entity Coordination of Special Events. (See next page for the "Detailed Summary of Special Event Permit Requirements in Major U.S. Cities").

1. **Permit and Fee Requirements:** All eleven cities surveyed require a permit to hold a special event.

2. **Fee Waivers:** Of the eleven cities, six cities do not waive permit fees (55%), two (2) cities waive permit fees (18%), and three cities do not charge permit fees (27%).

   The six cities that do not waive permit fees include: (1) New York; (2) Chicago; (3) Philadelphia; (4) Dallas; (5) San Antonio; and (6) San Francisco. Two cities that waive permit fees include: (1) Los Angeles; and (2) San Diego. The remaining three cities (Houston, Phoenix and San Jose) do not charge permit fees, therefore, there are no fee waivers.

3. **Advance Notification:** All eleven cities require advance notification of an event that ranges from 30 days to 90 days.

4. **Absorption of Staff Costs:** Ten cities (90%) absorb some, or all, of the staff costs associated with special events. Those cities include: New York; Los Angeles; Chicago; Houston, Philadelphia; San Diego; Dallas; San Antonio; Phoenix; and San Francisco. This finding is consistent with past policy of the City to waive staff costs for special events held in the City. Only one city (10%), San Jose, requires cost recovery for staffing, except City-sponsored events.

5. **Number of Events Held Annually:** The number of special events held annually in the cities surveyed ranges from 10 events to 5,000 events.

6. **Residential Notification:** Residential notification is required by all cities.

7. **Business Notification:** Business notification is required by all cities.

8. **City Entity Coordination of Special Events:** Special event permitting/coordination is handled by a single city agency in six (6) cities (i.e., New York, Chicago, Houston, San Diego, Dallas, and San Jose), and by multiple departments in the remaining five (5) cities (i.e., Los Angeles, Philadelphia, San Antonio, Phoenix, and San Francisco).

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
1. New York, NY	Yes, a permit is required, with an application processing fee of $15. There's no fee for a one block, one-day event, but a $35 fee for each day after the first day, for an event that lasts more than one day. Events that occupy more than one block, there's a fee equal to 20% of total fees paid by vendors that will be charged, except for non-profit organizations, as determined by Director of Street Activity Permit Office (SAPO).	No, except for events sponsored by a city, state or federal agency. The Community boards of a district are responsible for approving or disapproving applications w/in 60 days.	Yes, an application must be filed by March 1st of the preceding calendar year.	Yes, some City costs are absorbed for an indigenous, nonprofit, community-based interest.	5,000	Yes, petition must be signed by at least 50% of the residents and businesses.	Yes, petition must be signed by at least 50% of the residents and businesses.	Street Activity Permit Office - Mayor's Office.
2. Los Angeles, CA	Yes, application processing fee of $290 and $22 permit fee for street closures. Temporary Selling Activity Fee of $216 (when selling occurs on sidewalk only).	Yes, permit fees can be waived by City Council.	Yes, a 45-day notification for major and secondary street closures, and 15 days for local streets and lane closures.	Yes, City absorbs a majority of staffing costs, at the direction of the City Council.	2,000	Yes, with the submission of a petition of at least 51% of the residences within the block of the closure area, unless requirements are waived by the City Council.	Yes, with the submission of a petition of at least 51% of the residents within the block of the closure area, unless requirements are waived by the City Council.	Department of Public Works - Bureau of Street Services, Police Department, Department of Transportation, Fire Department.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
3. Chicago, Ill.	Yes, a permit is required. $125 for permits per week; $150 for liquor permits; $125 for booths; and $12 for cancellations.	Permit fees are waived only for city-sponsored events.	All events, except for First Amendment events, must be reported to the Mayor's Office of Special Events by October 21st of the previous year.	Yes, the City is the primary events sponsor, and fees are absorbed.	500	Yes	Yes	Mayor's Office of Special Events.
4. Houston, TX	Yes, a permit is required, and no permit fees are charged.	N/A because no permit fees are charged.	Yes, requires notification of 30 days or more.	No, except for First Amendment events, with all other events billed.	225-230	Yes	Yes	Department of Public Works and Engineering
5. Philadelphia, PA	Yes, a permit is required. Fees: $5 for street closures; $5 for religious events; and $50 for special events. There is no fee for parades unless there is a request for equipment, police escorts, etc.	Fees are rarely waived. No set criteria for waiving fees.	Yes, there is a 21-day advanced notification for a street closure; 21 days notification for religious events; 45 days for special events; and 2-3 weeks notification for parades.	Yes, City absorbs costs for all events.	4,600	75% signatures are required for street closures; no petition required for religious events; 75% signatures required for special events; and no petition required for parades.	75% signatures are required for street closures; no petition required for religious events; 75% signatures required for special events; and no petition required for parades.	Departments of Streets, Police, Managing Director's Office, and Licensing and Inspection.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
6. San Diego, CA	Yes, a permit is required for nonprofit organizations. Fees are charged for costs above and beyond initial $3,000. For commercial events, the Special Events Office negotiates individual contracts which usually include a flat fee, or "success threshold" which requires the remittance to the City of a negotiated share for every individual charged an admittance, or a percentage of revenue over a success threshold number. Contract can also include the cost of City services.	Yes, costs under $3,000 for non-profit organizations, with fees charged for costs over and beyond initial $3,000.	Yes; 60 days, and many are processed within 30 days.	City absorbs first $3,000 in costs for non-profit organizations. Individual contracts are negotiated for commercial events.	Over 1,000, and does not include indoor events or use of Recreation Centers or parks, which could number in the 1,000's.	Yes, notification to residents is recommended for major events, but there is no signed petition process. Often, event sponsors will obtain letters from community groups supporting their event, or obtain sign off from City Manager.	Yes, notification to residents is recommended for major events, but there is no signed petition process.	Office of Special Events - City Manager's Office.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
7. Dallas, TX	Yes, a permit and permit fees are required. (Agency was non-responsive regarding permit fees information).	No fees are waived.	Yes, advance notice is required.	Some costs are absorbed by City of Dallas. Event organizers pay for: security (off-duty police officers) if event warrants security coverage; portable toilets, and sanitation facilities. City collects fees for barricades and festival street banners.	700	Yes	Yes	Office of Special Events
8. San Antonio, TX	Yes, a permit and permit fees are required. (Agency was non-responsive regarding permit fees information).	No	Yes, 45 days in advance.	Yes, City Council can spend discretionary funds to offset event cost incurred by event organizers. Organizers obtain own security, clean-up crews, and sanitary facilities.	10	Yes, for events that go beyond 11:00 P.M.	Yes, for events that go beyond 11:00 P.M.	Public Works - Traffic Engineering Division and Parks & Recreation Department.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
9. Phoenix, AZ	Yes, a permit is required, and permit fees are not charged. However, there may be a cost for special services requested such as fire, police, ambulances, barricades, etc.	N/A because no permit fees are charged.	Yes, 30 days in advance for block parties; 90 days for special events; 90 days for major events.	Usually promoter pays for block parties. City secures financial sponsors for events. And, there is a 50% shared cost between the City and the promoter.	133 block parties, and 4 major events annually.	Yes, signatures are required (100%) for block parties. For special events, signs are posted for notification of pending closures. For parades and other stationary closures, signs are posted by the promoters as notification of pending closures.	Yes, signatures are required (100%) for block parties. For special events, signs are posted for notification of pending closures. For parades and other stationary closures, signs are posted by the promoters as notification of pending closures.	Neighborhood Traffic Management, Office of Special Events, Parks, Recreation and Library Department.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
10. San Jose, CA	Yes, a permit is required, but there is no permit fee for events on public property. Organizer pays for permits required by other departments and agencies. There is a $50 application fee for short-term events (3 days or less) on private property.	Yes, permit fees are waived by City Council for special events on private property.	Yes, 90 days preferable, but applications can be processed in 30 days.	No, City has a cost recovery policy for all events, except Mayoral and City Council-initiated events.	268	Yes, when ingress and egress are affected.	Yes, when ingress and egress are affected.	Office of Cultural Affairs.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
11. San Francisco, CA	Yes, a permit is required, and permit fees are charged. If fees are paid 60 days in advance of event the fee is $80.00 (and $80 for street fairs, if paid 90 days in advance); fewer than 60 days - $140; Fewer than 30 days - $180; or fewer than 7 days - $250. All fees are non-refundable. Once permit is approved, there are other fees for police, fire, public works, transportation, and public health.	No, fees are not waived in 99% of the cases. County Board of Supervisors has the authority to waive fees.	Yes, 90 days in advance, and a public hearing on special event requests.	There is cost recovery of the initial $2,500 in police costs for major events, with the city absorbing the difference. For other minor events, the City bills 40% of the costs to the event sponsor.	350+	Ordinance requires notification by event sponsor, however, staff of the Department of Traffic and Parking posts notices in community.	Ordinance requires notification by event sponsor, however, staff of the Department of Traffic and Parking posts notices in community.	Applications reviewed by Interdepartmental Staff Committee on Traffic and Transportation - Department of Parking and Traffic.

Source: U.S. Census of Major Cities - April 1, 2000 **Prepared by CLA**

ATTACHMENT C
PERMIT FEES AND SALARY COSTS BILLED/COLLECTED/WAIVED
(General and Major Venues)

FY 00-01

Total Salary Costs Waived: **$9,995,164 (General and Major Venues)**
Total Fees + Salary Costs Waived: **$10,343,020**

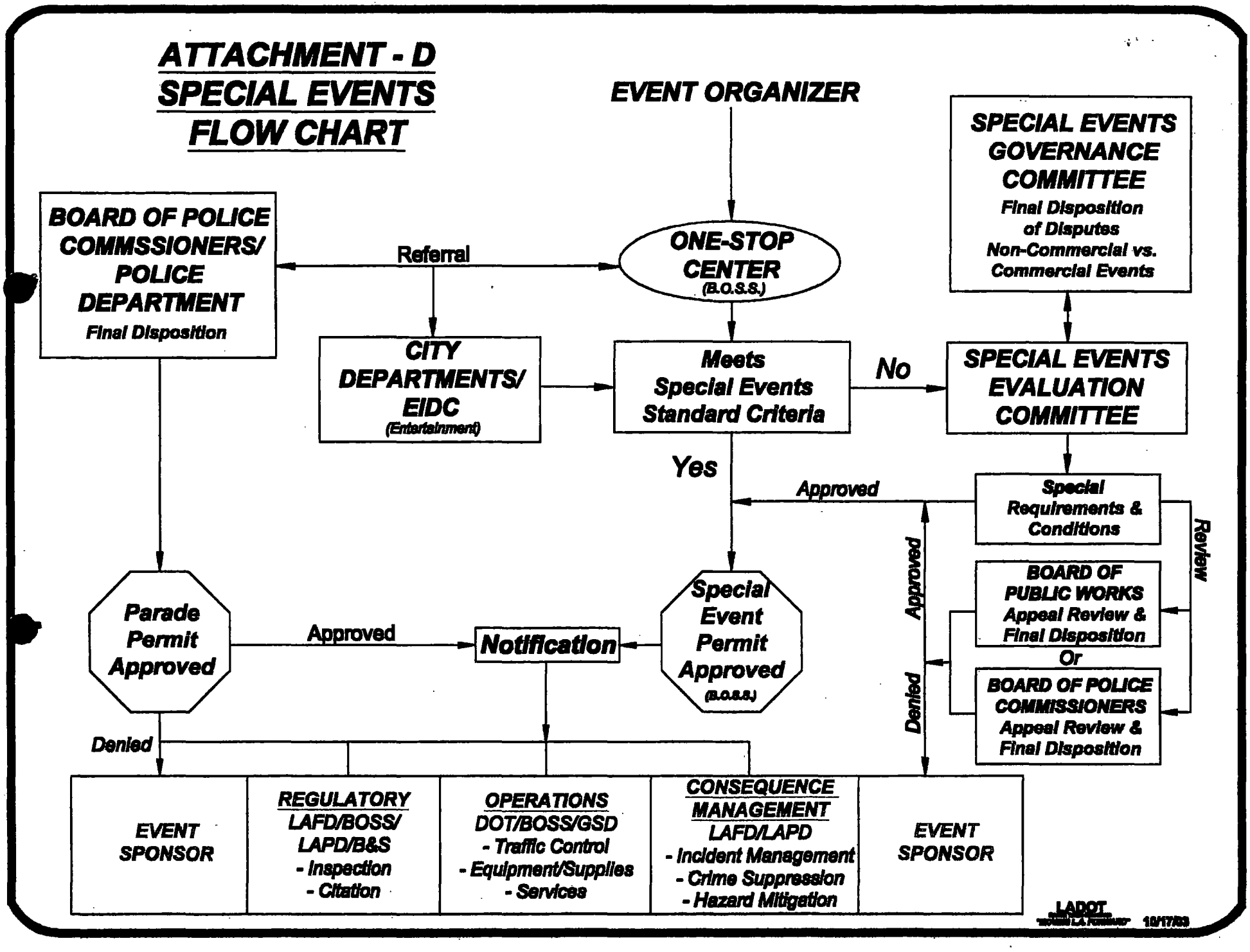
Department	Permit Fees/ Billed	Permit Fees/ Paid	Permit Fees Waived	Salary Costs/ Billed	Salary Costs/ Collected	Salary Costs Waived/ General Venues	Salary Costs Waived/ Major Venues
Building & Safety	$ 276,313	$ 255,595	$ 20,718	$ 303,706	$ 255,595	$ 48,111	$ -
Fire Department	$ 373,640	$ 318,050	$ 55,590	$ 1,109,940	$ 704,760	$ 258,815	$ 105,861
Police Department	$ 51,900	$ -	$ 51,900	$ 20,838,804	$ -	$ 2,117,442	$ 18,721,362
Sanitation	$ -	$ -	$ -	$ 52,268	$ -	$ 52,268	
Street Lighting	$ -	$ -	$ -	$ 3,067	$ -	$ 3,067	
Street Services*	$ 229,968	$ 10,320	$ 219,648	$ 459,822	$ 10,320	$ 449,502	$ -
Transportation	$ -	$ -	$ -	$ 6,021,800	$ 67,051	$ 3,046,386	$ 2,908,363
*Permit Fees/Paid represents only 6 mos.							
Subtotal	**$ 931,821**	**$ 583,965**	**$ 347,856**	**$ 28,789,407**	**$ 1,037,726**	**$ 5,975,591**	**$ 21,735,586**
Less one-time DNC Costs - LAPD				$ 16,300,000			$ 16,300,000
Less one-time DNC Costs - DOT				$ 1,416,013			$ 1,416,013
Subtotal				$ 17,716,013			$ 17,716,013
TOTAL	**$ 931,821**	**$ 583,965**	**$ 347,856**	**$ 11,073,394**	**$ 1,037,726**	**$ 5,975,591**	**$ 4,019,573**

FY 01-02

Total Salary Costs Waived: **$8,555,465 (General and Major Venues)**
Total Fees + Salary Costs Waived: **$8,965,209**

Department	Permit Fees/ Billed	Permit Fees Collected	Permit Fees Waived	Salary Costs/ Billed	Salary Costs/ Collected	Salary Costs Waived/ General Venues	Salary Costs Waived/ Major Venues
Building & Safety	$ 265,760	$ 224,337	$ 41,423	$ 236,634	$ 224,337	$ 12,297	
Fire Department	$ 348,051	$ 271,642	$ 76,409	$ 1,462,328	$ 1,049,296	$ 322,333	$ 32,436
Police	$ 57,600	$ -	$ 57,600	$ 4,114,847	$ -	$ 2,030,735	$ 2,084,112
Sanitation	$ -	$ -	$ -	$ 55,550	$ -	$ 55,550	
Street Lighting*	$ -	$ -	$ -	$ -	$ -	$ -	
Street Services	$ 273,005	$ 38,693	$ 234,312	$ 466,127	$ 38,693	$ 427,434	
Transportation	$ -	$ -	$ -	$ 3,686,030	$ 95,462	$ 2,074,400	$ 1,516,168
*No activities in FY01-02.							
Total	**$ 944,416**	**$534,672**	**$409,744**	**$10,021,516**	**$1,407,788**	**$4,922,749**	**$ 3,632,716**

ATTACHMENT - D
SPECIAL EVENTS FLOW CHART



CITY OF LOS ANGELES SPEAKER CARD # [redacted] 8

Date 10/22/03

Council File No., Agenda Item, or Case No.

I wish to speak before the PUBLIC WORKS CMTE
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal (X) General comments

Name: VICTOR FRANCO, JR.

Business or Organization Affiliation: CENTRAL CITY - ASSOC.

Address: 606 S. OLIVE ST STE 1000 (Street) (City) CA (State) 90014 (Zip)

Business phone: 624-1213 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: Phone #:

Client Address: (Street) (City) (State) (Zip)

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

FILE NO.	SUBJECT
	(5)
02-0320 CD 14	Communication from the BOE relative to vacating Lambie Street between San Pablo and Alcazar Streets. Fiscal Impact Statement Submitted: Yes, by the BOE. DISPOSITION
	(6) Continued from meeting held September 10, 2003
03-1547	City Administrative Officer (CAO) report relative to compliance with the City's insurance requirements by Special Event Sponsors. Fiscal Impact Statement Submitted: Yes, by the CAO. DISPOSITION
	(7)
02-0088	Communication from the City Attorney and Motion (Weiss - Perry - Garcetti) relative to the legal guidelines by which Special Event and Convention Center fees/costs can be waived. Fiscal Impact Statement Submitted: No. DISPOSITION
	(8)
99-1582	Motion (Walters - Wachs) relative to establishing a policy and a set of criteria for granting fee waivers and Special Event declarations. **(Also referred to the Budget and Finance Committee)** DISPOSITION

COMMENTS FROM THE PUBLIC ON ITEMS OF PUBLIC INTEREST
WITHIN THIS COMMITTEE'S SUBJECT MATTER JURISDICTION

pw1022.wpd

PUBLIC WORKS COMMITTEE, **SPECIAL MEETING**

WEDNESDAY, OCTOBER 22, 2003

ROOM 1050, CITY HALL - **8:30 AM**
200 NORTH SPRING STREET, LOS ANGELES, CA 90012

*****PLEASE NOTE START TIME CHANGE FOR THIS MEETING*****

MEMBERS: COUNCILMEMBER GREIG SMITH, CHAIR
COUNCILMEMBER TOM LABONGE
COUNCILMEMBER JAN PERRY

(Alan Alietti - Legislative Assistant I - 213-978-1071 or, email at aalietti@clerk.lacity.org)

Note: Assistive listening devices are available at the meeting. Upon 24 hour advance notice, other accommodations, such as sign language interpretation, and translation services will be provided. Contact the Legislative Assistant listed above for the needed services. TDD is available at (213) 978-1055.

FILE NO.	SUBJECT
	(1)
03-2232 CD 14	Communication from the Mayor relative to the appointment of Ms. Cynthia Ruiz to the Board of Public Works Commissioners for the term ending June 30, 2004 to replace Adriana Rubalcava. **(TIME LIMIT FILE - NOVEMBER 24, 2003. LAST DAY FOR COUNCIL ACTION - NOVEMBER 21, 2003.)**
	DISPOSITION_____
	(2)
03-1820	Motion (Greuel - Padilla) relative to creating accounts and transferring funds for slope repair and stabilization projects, and other roadway safety improvements.
	DISPOSITION_____
	(3)
02-0675 CD 15	Communication from the Bureau of Engineering (BOE) and Resolution relative to vacating an alley easterly of Banning Boulevard between F and G Streets.
	Fiscal Impact Statement Submitted: Yes, by the BOE.
	DISPOSITION_____
	(4)
02-0447 CD 15	Communications from the BOE relative to vacating an alley easterly of Banning Boulevard between E and F Streets.
	Fiscal Impact Statement Submitted: Yes, by the BOE.
	DISPOSITION_____

FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Council Districts: All
CAO File No. 0310-00281-0001
CLA WAS No. 01-03-156

Date: November 18, 2003

To: Public Works Committee
Information Technology & General Services Committee
Public Safety Committee
Budget & Finance Committee
Audits & Governmental Efficiency Committee

From: Ronald F. Deaton, Chief Legislative Analyst
William T Fujioka, City Administrative Officer WTF by mt

Reference: Council File No. 98-0939, Motion (Ridley-Thomas – Wachs)
Council File No. 99-0397, Motion (Galanter – Miscikowski)
Council File No. 99-1582, Motion (Walters – Wachs)
Council File No. 02-0088, Motion (Weiss – Perry – Garcetti)

Subject: **SPECIAL EVENTS PERMIT PROCESS**

RECEIVED
CITY CLERK'S OFFICE
2003 NOV 21 PM 1:30
CITY CLERK
BY _____ DEPUTY

SUMMARY

The City of Los Angeles, through the efforts of a number of City Departments and Bureaus, oversees the conduct of over 2,000 special events annually. Special events include a small neighborhood block party, an athletic event such as a walk or run, a parade, community and arts festival, awards shows such as the Grammy's or Academy Awards, or a citywide event such as the Los Angeles Marathon or Triathlon. Since 1998, four Council motions (referenced above) have been introduced regarding the City's "Special Events Permit Process." The motions directed a review of the special events permit process to help resolve some of the complexities associated with obtaining the necessary permits, street closures, fee waivers, and compliance with City regulations. There is a pressing need and desire to streamline the special events permit process and the following is a summary of the key directives contained in the motions:

- develop a centralized, One Stop Special Events Office to improve inter-agency coordination, operational standards, public awareness and public safety;
- determine the feasibility of using an electronic system capable of transmitting special events data among relevant departments;
- assure timely notification of special events to residents and businesses in the area;
- provide proper assessment of the impact of special events on the residential and business community;
- determine the special events fee waiver policies of other major cities;
- develop criteria for granting fee waivers and special event declarations;

PUBLIC SAFETY
PERSONNEL

NOV 24 2003

- develop a procedure to determine eligibility of sponsoring group for fee waiver;
- determine the amount spent each year on special events (including lost revenue and the cost of general, police and emergency services);
- determine the amount waived in fees;
- prepare a proposed comprehensive policy framework for City special events and fee waivers; and
- report on legal guidelines by which the City can choose to waive or not waive special event and Convention Center fees/costs.

A Citywide Task Force on Special Events Reform was established in March 2001 by the Chief Legislative Analyst (CLA) to address the 22 directives in the four motions. The Task Force is comprised of representatives from the Chief Legislative Analyst's Office, Office of the City Administrative Officer, City Attorney's Office, Los Angeles Police Department, Los Angeles Fire Department, Department of Transportation, Bureau of Street Services and the Bureau of Engineering. The Board of Public Works, Bureau of Sanitation, Bureau of Street Lighting, Department of Building and Safety, Department of General Services, Department of Recreation & Parks, as well as the Entertainment Industry Development Corporation (EIDC) were also contacted for input.

TASK FORCE CONCLUSIONS

The Task Force recognizes that many special events constitute good public policy, especially those events open to the general public for their benefit. In general, special events provide unique social, cultural, economic and educational benefits to the City as a whole and provide visibility for charities. Following numerous meetings to address the concerns raised in the Council motions, the Task Force arrived at a number of conclusions and recommendations to improve the special events process, including:

- Streamline the City's special event process by developing a centralized, One-Stop Special Events Permit Office in the Bureau of Street Services to improve inter-agency coordination, operational standards, public awareness, and public safety.

- Coordinate with the Bureau of Engineering to develop a centralized, one-stop, special events link on the City's web page using a Geographical Information System (GIS) indicating all street closure activities in the City in real time. This would build on the existing GIS showing other street closures as a result of construction, sewer, street repairs, etc., and be expanded to include not only special events, but filming locations as well.

- Refer all requests for special events to the newly-created One-Stop Special Events Permit Office for processing, and develop an electronic Special Events Permit Application through the City's web page for immediate inclusion on a GIS for street closures.

- Recognize the role of the Entertainment Industry Development Corporation (EIDC), or successor organization, in the coordination of filming permits for entertainment industry related activities, such as motion picture filming and fashion photography, and expand EIDC's role to include coordination of movie premieres and awards shows. Assure and facilitate the processing of these permits through the One-Stop Special Event Permit Office.

- Request City departments that issue special events-related permits, or departments required to collect fees or funds for special event-related services, to report to the City Council within 120 days on proposed adjustments to their fee schedule to include all staff costs. This is necessary since adjustments to fee schedules for many departments have not been requested in several years.

- Develop criteria for evaluating requests for special events substantially in accordance with the attached "Policies, Criteria and Process for Special Events" (Attachment A). In regards to fee waivers, the recommendation is to waive all permit fees and up to $1,000 in salary costs, until June 30, 2004, pending adoption of an ordinance by the City Council that formally establishes a special events process. Effective July 1, 2004, the recommendation is to waive all permit fees and salary costs for "non-commercial" events, and waive no fees or salary costs for "commercial" events. Attachment A also contains a standard model for the assessment of the impact of a special event on the neighboring community, as well as a process of notification to affected City entities to be used for all special events in the City.

  It should be noted that events at certain venues, such as Dodger Stadium, Staples Center and the Los Angeles Coliseum, frequently require traffic control and other municipal services. These venues are not holding "special events" per se, in that they are not necessarily required to obtain permits to operate, and street closures and other public right-of-way access are not required. Consequently, there is no mechanism under which permits would be issued or fees would be collected. In addition, these venues do not fall under either the current or proposed Special Events policies and procedures. However, because it is in the City's best interest to provide certain services, such as traffic control and increased police presence, services are provided and significant resources are expended. That notwithstanding, it should be made clear that, going forward, the extent to which municipal services are provided in connection with events at these and other similar venues is solely within the discretion of the City. If the City determines that traffic control measures or other services are not needed at particular venues or for specific events, the City will not provide those services. Should these venues wish to ensure that certain services will be provided for purposes of their operations, the venues will be required to negotiate with the City to clearly define the services which will be necessary, and payment for all services beyond which the City would have provided as a matter of course will be required.

- Based upon a survey of 11 U.S. cities, including Los Angeles, to determine, among other things, whether staff costs and/or permit fees were waived for special events, it was found that 10 of the cities absorbed some, or all, of the staff costs associated with special events, while six cities do not waive permit fees, two cities waive permit fees, and three cities do not charge permit fees. As such, the Task Force concluded that the past policy of the City to waive staff costs and/or permit fees for special events is somewhat consistent with other major U.S. cities. The only city that requires total cost recovery for staffing is the City of San Jose. A more detailed discussion of these special event requirements in other major U.S. cities can be found on Attachment B.

- Create a Special Events Evaluation Committee comprised of representatives from the Board of Public Works, Bureaus of Street Services, Street Lighting, Engineering and Sanitation, Police and Fire Departments, and the Departments of Building & Safety, Transportation, General Services, Recreation & Parks, the Mayor's Office, Chief Legislative Analyst, City Administrative Officer, and the EIDC (or successor organization), with the

Bureau of Street Services as Chairperson. Charge the Committee with the responsibility for analyzing proposed events, determining special requirements and conditions, and, if a consensus cannot be reached with an event sponsor, submitting any recommended requirements and conditions to the Board of Public Works or the Board of Police Commissioners for final disposition. Such information to the respective Boards should include, but is not limited to: (1) whether City resources are available to safely and successfully facilitate an event, if it is determined that the number of events being held in the City on the same day as a proposed event far exceeds the number of employees available to effectively manage such an event, without jeopardizing public safety and the well-being of employees, residents and visitors; and (2) whether the event sponsor is willing to select a different date, time or location for a proposed event, to help ensure its successful implementation. The Committee would improve inter-agency coordination, streamline the special event process, establish a community forum to identify issues and concerns specific to a given event, and reduce City liability.

- Create a Special Events Governance Committee, comprised of a representative of the Chief Legislative Analyst, City Administrative Officer and the Mayor's Office, with the advice of the City Attorney to review all permit applications in which there is a dispute as to whether a special event is either "non-commercial" or "commercial" in nature.

- Develop a Special Events and Street Closure Manual establishing specific guidelines for the special events permit and street closure processes, and authorize the Bureau of Street Services to enforce all time constraints and requirements therein. Development of the manual would improve operational standards by establishing specific guidelines, reduce confusion for both event sponsors and City entities by providing specific agency contacts and duties, improve inter-agency communication and coordination, and eliminate confusion and redundancy in services.

- Separate First Amendment events such as parades, processions, demonstrations and marches from athletic events such as walks, races and runs. All these activities are currently governed by the same Police Permit. This separation can be accomplished by amending Los Angeles Municipal Code Section 103.111 (parade permits), to allow the issuance of a permit for First Amendment events by the Los Angeles Police Department and for athletic events by the Bureau of Street Services.

- Amend Los Angeles Municipal Code Section 41.20 (street closures), to allow the full closure of major and secondary highways by the Bureau of Street Services, with the concurrence of the Department of Transportation. Currently, the Bureau of Street Services has the authority to approve single lane closures on major and secondary highways and full closures on local streets only. This amendment will help the Bureau of Street Services to expedite the approval of full street closures on major and secondary highways and improve interagency coordination of events.

Proposed Special Events Fee Waiver Policy and Process

Effective July 1, 2004, the following Special Events process and Fee Waiver policies are proposed:

- The One Stop Special Events Permit Office in the Bureau of Street Services shall be responsible for issuing permits for all special events other than First Amendment event permits issued by LAPD.
- All fees for non-commercial special events shall be waived.
- Non-commercial events are defined as events that are open to the public (in the event of block parties, all residents living within the block party area), free of charge and without restriction, and from which no individual or commercial entity receives any profits, either directly or indirectly, through participation in the event. Advertising, sponsorships, and food and merchandise sales shall be permitted, provided all net proceeds from such activities are used for the benefit of the not-for-profit sponsoring organization.
- Fees shall not be waived for commercial special events unless otherwise provided for by separate contract or agreement.
- All special events permits shall require insurance and indemnifications sufficient to protect the City from any liability in connection with holding the event.
- Questions relative to the permit requirements, including but not limited to street closures and barricades, traffic officers, security, restrooms, etc., shall be resolved by an evaluation committee as detailed above. If the event sponsor continues to dispute permit conditions following a determination by the evaluation committee, the event sponsor may appeal to the Police Commission for first amendment events and the Board of Public Works for all other events. The determination of the Police Commission or the Board of Public Works shall be final.
- Questions relative to whether an event is commercial or non-commercial shall be resolved by the Special Events Governance Committee.
- All special events permit applications shall be submitted to the One Stop Special Events unit at least 45 days prior to the event date. Permit applications (whether commercial or non-commercial) submitted within 25 days of the event date shall be subject to a $312 non-waivable permit expediting fee.

RECOMMENDATIONS

That the Council:

1. Approve the waiver of all permits fees, and salary costs up to $1,000 for special events held in the City, through June 30, 2004.

2. Approve and adopt Attachment A, "Policies, Criteria and Process for Special Events," and request the City Attorney to prepare and present an ordinance, substantially in conformance as to form and content with Attachment A, as follows:

   a. Definitions for special events (special event, City-sponsored, commercial, non-commercial, community, and charitable events); and
   b. Policies, Criteria and Process (summarized):

1. Waive all permit fees and salary costs for non-commercial special events, effective July 1, 2004.
2. Waive no permit fees and salary costs for commercial special events effective July 1, 2004, unless otherwise provided for by separate contract or agreement.
3. Utilize a standard model for assessing the impact of a special event on the neighboring community.
4. Require all event sponsors, without exception, to obtain General Liability Insurance and indemnifications sufficient to protect the City from any liability in connection with holding an event (City-sponsored events are excluded).
5. Continue providing fee and cost waivers for First Amendment events and City-sponsored special events, with the understanding that municipal services provided to venues that include the Staples Center, Coliseum, Dodger Stadium, Sports Arena, Kodak Center, Emmy and Grammy Awards Shows, and other entertainment-related events shall be provided solely within the discretion of the City, unless otherwise stated in an agreement or contract, or determined by the Special Events Governance Committee to be a non-commercial event.
6. Require a Special Events Permit Application to be submitted to the Bureau of Street Services at least forty-five (45) days prior to the expected first day of a special event, with a $312 administrative late fee for all applications submitted within twenty-five (25) days of an event.
7. Establish an appeal process for special events that do not meet certain established criteria.
8. Require event sponsors to pay the City for the repair and/or replacement costs for traffic control devices or equipment not returned within 24 hours of an event, or returned in an unacceptable condition (with reasonable wear and tear excepted).

3. Instruct the Board of Public Works to create a One-Stop Special Events Permit Office within the Bureau of Street Services (approximately $130,237 additional funding for staffing costs through the end of FY 03-04), which will serve as the first point of contact for all event organizers desiring to conduct a special event in the City of Los Angeles, with the following exceptions:

    a. The Los Angeles Police Department will serve as the first point of contact on all First Amendment activities and coordinate the scheduling of these events through the One-Stop Special Events Permit Office, as necessary; and
    b. The Entertainment Industry Development Corporation (or successor organization) will coordinate through the One-Stop Special Events Permit Office the processing of permits for all entertainment industry related activities including motion picture filming, fashion photography, movie premieres and awards shows.

4. Authorize an electronic Special Events Permit Application through the City's web page, and instruct the Bureau of Engineering to develop a centralized, one-stop special events permit process onto the current Geographical Information System (GIS) for street closures.

5. Establish a "Special Events Evaluation Committee" comprised of representatives from the Board of Public Works, Bureaus of Street Services, Street Lighting, Engineering and Sanitation, Police and Fire Departments, and the Departments of Building & Safety, Transportation, General Services and Recreation and Parks, the Mayor's Office, Chief

Legislative Analyst and the City Administrative Officer, with the Bureau of Street Services as Chair. The newly-created Committee will:

a. evaluate and make recommendations to the Board of Public Works or the Board of Police Commissioners for disposition and resolution of outstanding issues or concerns on special event permit applications with special circumstances, with such referral made by the One-Stop Special Events Permit Office within twenty-four (24) hours.
b. provide information to the Board of Public Works or the Board of Police Commissioners concerning (1) whether City resources are available to safely and successfully facilitate an event, if it is determined that the number of events being held in the City on the same day as a proposed event far exceeds the number of employees available to effectively manage such an event, without jeopardizing public safety and the well-being of employees, residents and visitors; and (2) whether the event sponsor is willing to select a different date, time or location for a proposed event, to help ensure its successful implementation.
c. provide a copy of the appeals process to all Event Sponsors for Special Event Permit Applications that are submitted to the Board of Public Works or the Board of Police Commissioners with a recommendation of denial, with such information reflecting that the final level of appeal will be the Board of Public Works or the Board of Police Commissioners.
d. develop a "How To Obtain a Special Event Permit Application" informational brochure; provide the brochure to all prior Special Events Permit applicants and make it available on the City's web site and at public counters throughout the City.
e. develop a "Special Events & Street Closure Manual" which clearly outlines the new special events permit application process for distribution to the public, Council offices, for-profit and non-profit organizations, the EIDC, and all affected City Departments.
f. hold public information meetings on an as-needed basis, to provide information regarding the Special Events Permit Process, and address concerns/complaints raised by event sponsors, businesses and/or residents.
g. provide a status report to the City Council every six months, for the first two years after establishment of the "One Stop Center", on the operation of the Special Event Permit Process, with an annual report thereafter.

6. Establish a "Special Events Governance Committee" comprised of a representative of the Chief Legislative Analyst, City Administrative Officer, and the Mayor's Office, with advice from the City Attorney, to review permit applications in which there is a dispute as to whether a special event is "commercial" or "non-commercial" in nature.

7. Authorize the separation of First Amendment events and Athletic events, by authorizing the Police Department to remain as the permitting agency on First Amendment event (demonstrations, marches and parades) permits only and authorizing the Bureau of Street Services to be the permitting agency for all other special events (including athletic events), thereby allowing LAPD to concentrate its efforts on First Amendment activities requiring more immediate attention.

8. Require all City departments that issue special events-related permits, or departments required to collect fees or funds for special event-related services, to report to the City

Council within 120 days on proposed adjustments to their fee schedule to include all costs associated with the various types of special events.

9. Request the City Attorney to:

   a. provide the status of an ordinance to amend Los Angeles Municipal Code Section 103.111 to revise the process and procedures for issuing parade permits, in order to comply with the U.S. District Court Ruling (**SIEU, et. al. v. City of Los Angeles, et. al.**), at the time this matter is submitted to the City Council.
   b. prepare and present an ordinance to amend Los Angeles Municipal Code Section 41.20 (Closure of Street) to authorize the Bureau of Street Services to close major and secondary streets, in addition to single lane closures on major and secondary highways and full closure on local streets, within 30 days of adoption by the City Council.
   c. prepare and present an ordinance to rescind Ordinance No. 174401, within 30 days of adoption by the City Council, of a new special events permit process. Said Ordinance established an interim special event permit procedure for a Westwood Village Movie Premiere Permit in Westwood Village coordinated by the EIDC. EIDC (or successor organization) will continue to provide coordinating services for entertainment industry related events through the One-Stop Special Events Permit Office.

10. Require City departments responsible for providing services for special events to report to the Special Events Evaluation Committee annually by August 1st for the prior fiscal year regarding expenditures for providing services for special events. Each department's report shall include the number of events supported, the number and amount (cost) of permits issued, the amount of permit fees waived and/or collected, the cost of support services (staffing) provided, and the amount of support services waived and/or recovered. The list shall be broken down by major venues, First Amendment events, City-sponsored events, and all other special events, and shall indicate whether each event is "for profit" or "non profit," and submit it to the Board of Public Works for transmission to the City Council.

11. Subject to the approval of the Mayor, authorize by Resolution the employment of the following new positions in the Bureau of Street Services, subject to the approval of the Personnel Department as to classification and review by the Employee Relations Division of the City Administrative Office as to paygrade determination:

No.	Class Code	Title
1	1358	Clerk Typist
1	1368	Senior Clerk Typist
1	4283	Street Use Inspector
1	4285-3	Senior Street Use Inspector III

These positions are being proposed to help administer the increased work load in processing not only special events permit applications for block parties, festivals, and other community events (nearly 1,000 annually), but also for processing permit applications (69+) for athletic events that have been proposed for transfer from the Los Angeles Police

Department to the Bureau of Street Services, so that the Police Department can focus its attention on First Amendment events. The Bureau would also be responsible for administering all aspects of the One Stop Special Events Permit Office, including the coordination of all meetings held by the Special Events Evaluation Committee.

12. Approve a one-time exemption from the hiring freeze for the above listed positions.

13. Instruct the Bureau of Street Services to include in its 2004-05 Budget, their existing and future staffing needs to effectively administer the One-Stop Special Events Permit Office, and provide current and proposed organization charts, and position descriptions for current and proposed new positions.

14. Instruct the City Administrative Officer, with the assistance of the City Attorney, to negotiate and execute an amendment to Contract No. 92010 with the Entertainment Industry Development Corporation (or prepare a new contract with a successor organization) to expand their role in the coordination of filming permits to include coordination of all entertainment industry related special events, including movie location filmings, fashion photography, movie premieres, and awards shows.

FISCAL IMPACT STATEMENT

In 2001-02, the City waived $410,000 in permit fees and $5 million in salary costs, not including City-sponsored special events, First Amendment events and costs associated with events at major venues such as the Staples Center, Dodger Stadium and the Coliseum. For 2003-04, the recommendations of this report could be expected to result in similar amounts waived. However, for 2004-05 and beyond, increased fees resulting from departmental reviews of current fee schedules and the potential for increased collection of costs for commercial events should result in additional revenues to offset General Fund costs. The full extent of this increase will not be known until the increased fees and the new Special Events Permit Process have been in place for at least a year.

The General Fund cost of providing positions in the Bureau of Street Services for the remainder of the Fiscal Year (eight months) is approximately $130,237.

FINDINGS

Basis for Report

Over the past several years, a number of Council motions have been introduced expressing concern over the special events permit process. These motions and their respective directives are as follows:

Council File No. 98-0939 (Ridley-Thomas/Wachs)
- Determine number of departments involved in the process;
- Identify each department's permit or paperwork requirements;
- Determine amount spent each year on special events;
- Determine amount of fees waived;
- Determine the feasibility of using an electronic system transmitting special events data between involved departments;
- Recommend changes to improve the process;
- Consider a One Stop Shop/Special Events Ombudsperson/centralized system.

Council File No. 99-0397 (Galanter/Miscikowski)
- Determine the number and legality of special events;
- Determine the criteria used to approve events;
- Establish new guidelines/streamline permit process;
- Involve each Council office;
- Provide the method used to determine impact on residential and business community;
- Analyze the process used to notify constituents of a special event in their area;
- Develop a detailed plan to incorporate input from Council offices when determining effects of special events on the community.

Council File No. 99-1582 (Walters/Wachs)
- Establish a policy regarding special events declarations;
- Develop a procedure to accurately and in detail enumerate within Council motions all costs to be waived (including all fees, City costs, in-kind contributions) before a declaration can be approved;
- Develop a set of criteria for granting fee waivers and declarations;
- Develop a procedure to determine eligibility of sponsoring group for fee waiver (including, but not limited to, consideration of the size of the organization, whether the event is private, civic, public, free, or cultural).

Council File No. 02-0088 (Weiss/Perry/Garcetti)
- Determine fee waiver policies of other major cities;
- Determine annual cost to the City (lost revenue and cost of general, police and emergency services) and related event fee waivers by category;
- Develop a proposed comprehensive policy framework for City special events and waivers;
- Report on legal guidelines by which the City can waive/not waive special event and Convention Center fees/costs.

Current Special Event Permit Process

In an effort to address the multiple issues of citywide special events raised by the above Council motions, in March 2001, a Citywide Task Force on Special Events Reform was created by the CLA. This Task Force is comprised of representatives from the Chief Legislative Analyst's Office, Office of the City Administrative Officer, City Attorney's Office, Los Angeles Police Department, Los Angeles Fire Department, Department of Transportation, and the Bureaus of Street Services and Engineering. Other departments and agencies contacted for input include the Board of Public Works, Bureaus of Sanitation and Street Lighting, Department of Building and Safety, Department of General Services and the Department of Recreation & Parks. The Entertainment Industry Development Corporation was also contacted for input. The Task Force identified specific concerns with the existing special events permitting process, and arrived at several recommendations aimed at streamlining it. (See "Concerns with Current Process" below).

The City of Los Angeles oversees the conduct of over 2,000 special events annually. Special events can take a number of different forms – from a small neighborhood block party to a citywide event such as the Los Angeles Marathon. As the second largest city in the United States, Los Angeles has become one of the focal points of public interest with the advent of new facilities such as the Staples Center, the Kodak Theater, and the Disney Concert Hall. As a result, the City will be hosting an increasing number of special events. For example, in 2002, the National Figure Skating Championships and the National Hockey League All-Star weekend were held at the Staples Center and the Academy Awards were presented at the new Kodak Theater in Hollywood.

The City does not currently provide a uniform system for obtaining a permit to conduct a special event. Event organizers currently have a number of options available by which to obtain authority to conduct a special event:

- A Police Permit must be obtained for First Amendment events (such as marches, parades and rallies) and athletic events (such as walks, runs and races) which interfere with the normal flow of traffic;
- A Department of Recreation and Parks permit must be obtained for events occurring in parks or at recreation centers;
- A Public Works Permit must be obtained for all other special events;
- Some special events also require permits from the Los Angeles Fire Department (for tents, fireworks, carnivals, etc.) and/or the Department of Building & Safety (for stages/platforms, grandstands/bleachers, sound structures, etc.), as well as support services from the Department of Transportation, and the Bureaus of Sanitation and Street Lighting;
- The Entertainment Industry Development Corporation (EIDC) is the first point of contact for all movie filmings and premieres, and coordinates obtaining the necessary City permits and services. EIDC is currently also responsible for an interim Special Event Permit Procedure for Westwood Village, until the City Council adopts a centralized special events permit process that encompasses all special events, including entertainment industry related activities, such as motion picture, fashion photography, movie premieres and award shows.
- Due to issues involving event timing and other unknown circumstances, many event organizers do not utilize the current permitting process but obtain authorization to conduct their special event through a Council Motion via contact with the concerned Council Office.

Concerns with the Current Process Identified by the Task Force

The Task Force identified the following concerns and issues:

Lawsuit and Court Injunction

The American Civil Liberties Union (ACLU) sued the City of Los Angeles in July 2000, naming the Los Angeles Police Department and the Department of Recreation and Parks as defendants. The suit alleged unequal treatment in the City's process for granting parade and park use permits and, by authority of a Federal Court injunction, required the development of a new process which significantly reduces the number of days within which LAPD must process permit applications and severely impacts the City's ability to effectively evaluate an event before acting to issue or deny a permit application.

Problems/Deficiencies of the Existing Process

1. With the growing number of new venues in the City of Los Angeles (i.e., Staples Center, Kodak Theater, Disney Concert Hall), it is anticipated that the total number of special events will continue to increase. The current system does not effectively allow departments to review or comment on the impact of special events due to time constraints related to the short notification of an event or limited resources to evaluate and staff the event.

2. The current special event permit process is confusing for both event sponsors and City agencies due to the number of possible agencies an event sponsor must contact in order to obtain the necessary permits.

3. The City does not currently provide a uniform system for obtaining a permit to conduct a special event, and inter-agency coordination is poor and inefficient. Often there is no communication and/or coordination between departments leading to both confusion and redundancy in services provided.

4. Of the 2,000+ special events held annually, approximately 60% bypass existing departmental policies and procedures by obtaining approval to conduct the special event through the Council motion, special event declaration process.

5. Many event sponsors do not coordinate their events in a timely manner, and so seek Council motions to waive fees and close City streets that may otherwise not be recommended for closure by City departments.

6. The existing notification procedure, advising businesses and residents of street closures and adverse impacts, has become ineffective due to the limited amount of time available between Council granting a motion for a special event and the event itself. In some instances, the events take place with only a single day's notice, or no notice at all, eliminating the possibility of notification to businesses and residents altogether.

7. While there are policies and procedures in place to notify businesses and residents of special events being planned in the City, the Council motion process may enable some event sponsors to avoid these policies, procedures, and insurance requirements. Using a Council motion instead of the established process delays notification to surrounding businesses and residents, impedes affected entities from requiring safeguards built into

existing permit procedures, and does not allow for proper assessment of the impact of the special event on the community.

8. Some Council motions authorize full street closure of major arterial streets with less than 24 hours notification to affected residents and businesses. Some parade permits are retroactively approved by the Board of Police Commissioners due to insufficient lead time given to process applications before the date of the events.

Departmental Involvement in Current Special Event Permit Process

Depending upon the type of event to be held, the involvement of a number of departments is necessary. The next section provides information regarding the involvement of the various City Departments in the special events permitting process. This information is not meant to be exhaustive, as not all departments maintain records to monitor the various costs associated with special events. It is based on information provided to the Task Force by representatives of each of the Departments/Bureaus.

It should also be pointed out that most City departments that issue special events-related permits, or Departments required to collect fees or funds for special events-related services, have not requested a fee schedule adjustment to cover salary costs in many years. In view of this, the Task Force recommends that all City departments that facilitate special events be requested to report to the City Council, within 120 days, proposed adjustments to their respective Department's fee schedule to include all staff costs.

Chief Legislative Analyst Office – Coordination of Special Events Motions

The Chief Legislative Analyst Office prepares many, but not all, Special Events Motions with recommendations to waive fees and salary costs, and close City streets for special events, based upon requests for Special Event Motions from Council offices.

Police Department

Special events governed by the Police Department permit process include events defined as "parades" by LAMC Section 103.111. These events involve movement along streets or public areas requiring street closures and/or traffic and crowd management measures (e.g., athletic events, local fund raisers, walk-a-thons, holiday parades and major annual events such as the L.A. Marathon, Kingdom Day Parade, L.A. Triathlon, etc.). In addition to serving as the permitting agency on special events described above, the LAPD also provides public safety services at special events such as festivals, carnivals, block parties, cultural events or other events which may be subject to a different City permit.

In fiscal year 2001-02, the Los Angeles Police Department processed 192 special event permits (parades and athletic events approved by the Board of Police Commissioners). Policing costs for these special events totaled $4,114,847 (this figure includes coverage for the Los Angeles Lakers Victory Parade and championship games leading up to it). First Amendment events do not require a permit. However, when a march or procession does not comply with normal and usual traffic regulations and controls, a parade permit is required. There is no fee charged for First Amendment events such as demonstrations, although the cost of staffing/policing such events can be high ($2.1 million in FY01-02). Furthermore, as of

August 2000, the application fee of $300 per event is no longer collected for any "parade" permit (including athletic events) due to the U.S. District Court ruling discussed below which enjoined the Department from enforcing LAMC Section 103.111.

On June 19, 2000, U.S. District Judge Gary A. Feess held a hearing on plaintiffs' motion for preliminary injunction in *SEIU, et al v. City of Los Angeles, et al.* The injunction was sought to challenge the constitutionality of the Los Angeles Municipal Code Section 103.111 pertaining to parade permits. The plaintiffs, represented by the American Civil Liberties Union, challenged restrictions placed upon expressive activities before, during, and after the Democratic National Convention in August 2000.

On June 20, 2000, Judge Feess enjoined the City from "enforcing the LAMC Section 103.111...." due to insufficient First Amendment provisions (i.e., unlawful application/notification deadlines, inappropriate application fees, notary requirements and various "time, place and manner" restrictions). This Court ruling imposes stringent time constraints within which parade applications/permits must be processed. As a result, on August 8, 2000, the Board of Police Commissioners adopted interim permit procedures. The new process requires the Police Commission to act upon parade permits within 5 days. This often allows the Special Events Planning Unit (SEPU) of LAPD only 24 hours from the time of receipt of the application within which to process the application. This short amount of time does not sufficiently allow City entities the ability to properly review routes, identify issues/concerns, and respond to the LAPD within the specified time period. As a result, the Task Force recommends that First Amendment events be separate from Athletic events, with the Police Department retaining jurisdiction over First Amendment events and the Bureau of Street Services assuming responsibility for athletic events (in addition to all other special events involving lane and/or street closures).

In Fiscal Year 2001-02, approximately 35 percent, or 69 of 192, of special event applications processed by the LAPD was for athletic event permits. Currently, the Los Angeles Municipal Code Section 103.111 governing "parades" includes both First Amendment events and athletic events. The LAMC Section is being revised by the City Attorney's Office to more clearly distinguish First Amendment events from athletic events. With this change, the LAPD will only be responsible for processing First Amendment permits. The Task Force recommends that the processing of athletic event permit applications be transferred to the Bureau of Street Services. This will allow the LAPD to focus their efforts on true First Amendment events which now require a very short period of time within which to conduct the appropriate City notifications, responses, deployment planning and other necessary pre-event activities. However, while the Task Force proposes the transfer of the permit process for athletic events from LAPD to Bureau of Street Services, LAPD's responsibility to assist City entities and plan for the public safety at these events will not change. The LAPD estimates that staffing costs in support of Citywide non-Police Department permitted special events, which may be subject to a different City permit, total $1.5 million annually.

Department of Public Works, Bureau of Street Services

The Bureau of Street Services (BOSS), Street Use Inspection Division, processes permit applications for all stationary special events requiring the closure of a street. In fiscal year 2001-2002, BOSS was involved in 860 special events requiring street closures. The permit fee for a street closure is $312, which would have resulted in fee revenue of $268,320 (plus an additional $4,685 in barricades costs). However, permit application fees were waived

in 86 percent of special events representing $234,312 in lost revenue -- only $38,693 was collected. In FY00-01, BOSS issued permits for 738 special events requiring street closures, which would have resulted in permit fees of $229,968. However, permit application fees were again waived in 96 percent of special events representing $219,648 in waived permit fees. Examples of events requiring a Street/Lane Closure Permit include festivals, carnivals, block parties, street fairs, celebrations, charitable events, ceremonies and other similar events. As discussed in the previous paragraph, the Task Force recommends that athletic events be separated from the LAMC Section 103.111 governing "parades", and be transferred for processing from the LAPD to the Bureau of Street Services.

Currently, the Bureau of Street Services has the authority to approve single lane closures on major and secondary highways and full closure of local streets only. However, full closure of secondary and major streets requires the approval of the Board of Public Works as well as Council action. The Task Force recommends amending Los Angeles Municipal Code Section 41.20 (street closures), to allow the closure of major and secondary highways by the Bureau of Street Services, in consultation with the Department of Transportation. This amendment will help to expedite the approval of street closures and improve interagency coordination of events.

Closures requiring Board and Council approval must currently be submitted at least 45 days in advance of the event, while closures of lanes and local streets require a 15 days advance notice to the Bureau. Only 40 percent of permit applications requiring street closures are received in a timely manner, thereby allowing them to be fully processed within the guidelines established by the Street Use Inspection Division. In 60 percent of the cases, the proposed event is scheduled within less than 15 days notice. In some instances, an event organizer obtains a Council motion from the concerned Council office which mandates the Bureau of Street Services to conduct the street closure. In these instances, all the routine petition and notification requirements are by-passed due to the short notice, which is often only a day or two.

While the Street Use Inspection Division processes the permit applications for street closures, the Street Maintenance Division provides barricades, cleaning and other services at special events.

The Street Use Inspection Division, Street Closures Unit, is budgeted for one (1) Street Use Inspector. However, a Senior Street Use Inspector who is currently assigned to another program of the Division, has been splitting her time between special events and the other assigned programs in order to accomplish the necessary street closure workload. A Clerk Typist position assigned to the clerical pool assists with data entry and telephone relief on an intermittent basis. This situation results in inadequate staff coverage and severely compromises the efficiency and integrity of the street closure permitting process. Because of the staff shortages identified above, the additional workload associated with reassignment of permitting authority for athletic events from the LAPD, and primary responsibility for the newly proposed One Stop Special Events Permit Office, the Task Force recommends a total of four new resolution positions to develop and bring operational the proposed One Stop Special Events Permit Office, as follows: one Senior Street Use Inspector, one Street Use Inspector, one Senior Clerk Typist, and one Clerk Typist.

Department of Transportation

The Department of Transportation (DOT), although not a permitting agency, provides operational support services for over 2,000 special events annually. Approximately 28 percent of these events are at major venues such as Dodger Stadium, Staples Center, Greek Theater, Hollywood Bowl and Shrine Auditorium. DOT performs these services with an annual overtime budget of $3.1 million, of which $2.8 million is dedicated to providing traffic management services to facilitate the activities at special events. These services include the planning, design and implementation of traffic management plans, providing traffic control and enforcement, posting temporary parking restrictions, and coordinating with all affected entities such as public transportation agencies, CALTRANS, event sponsors, council offices, and other private and governmental agencies. Oftentimes, DOT is required to perform these activities with very little advance notice. Staffing costs for fiscal year 2001-02 totaled $3,686,030, with only $95,462 recovered.

Los Angeles Fire Department

The Public Assemblage Section of the Los Angeles Fire Department, in addition to responsibility for inspection of all public assemblages in the City of Los Angeles, is responsible for issuing permits for tents ($218 - $436), fireworks ($218), and carnivals ($327). They review and approve plans for these items/activities, and provide inspection services before and during special events. They participate in approximately 1,000 street parties, community and arts festivals and awards shows each year, assuring public safety where large assemblages, filming, cabling, placement of cameras, cooking booths and other potentially dangerous activities occur. Staffing costs in support of these special events, funded through the Fire Department's overtime budget, totaled $1,494,764 in FY01-02, with $354,769 waived. Permit fees totaled $348,051, with $76,409 waived. Permit fees and salary costs collected were $271,642 and $1,049,296 respectively. An additional $58,263 is currently in City Attorney collections.

Department of Building and Safety

The Special Events Section of the Department of Building and Safety requires an application for the inspection of the structural integrity of all tents, stages/platforms, grandstands/bleachers, and sound structures used for temporary special events. The fee for these inspections is $130 for each item, with additional charges for inspections made between the hours of 3:30 p.m. and 7:00 a.m., and on City holidays or weekends. Staffing costs in support of these special events totaled $236,634 in fiscal year 2001-2002. Permit fees totaled $265,760 in FY01-02 with $41,423 waived and $224,337 collected.

Department of Public Works, Bureau of Sanitation

The Bureau of Sanitation also provides support for special events, although it is not a permitting agency. Their role varies depending on the type of event. Generally, their role is to deliver and pick up bins and trash containers, and to provide refuse collection truck operators and their collection vehicles for the purpose of refuse collection activities at special events. Staffing costs in support of these special events totaled $55,550 in fiscal year 2001-02.

Department of Public Works, Bureau of Street Lighting

The Bureau of Street Lighting is not a permitting agency. This Bureau provides support for two annual special events: the Latino Heritage Project and the El Grito Celebration. Their involvement includes providing lighting and stage area lanterns, removing street lighting poles where necessary, and re-installing the poles following the event. Staffing costs in support of these special events totaled $3,067 in fiscal year 2000-01; they did not provide support for special events in fiscal year 2001-02.

Coordination of "Filming" Permits Citywide and Movie Premieres in Westwood Village

Entertainment Industry Development Corporation (EIDC)

EIDC is an economic development corporation that helps promote Los Angeles to the entertainment industry. EIDC is currently under contract with the City for the coordination of all filming permits throughout the City. In the past three fiscal years, EIDC has collected approximately $11.6 million in fees and salary costs for the City.

On January 8, 2002, the City Council adopted an "Interim Special Event Permit Procedure for Westwood Village" which authorized EIDC to coordinate special events and movie premieres for the Westwood Village area (bounded by Le Conte Avenue, Hilgard Avenue, Wilshire Boulevard, and Gayley Street).

On March 20, 2002, EIDC submitted a proposal to coordinate special event scheduling and permitting on a citywide basis. EIDC proposes to "maintain an event schedule, address Council or Mayoral concerns, mitigate community impact whenever possible, and coordinate proposed activities with all involved City Departments. The permits would be approved and issued by the Board of Public Works based upon completion of the coordination process by EIDC and then released by EIDC to the event producer."

In view of the fact that EIDC is currently coordinating, managing, facilitating and processing location filming permits for all motion pictures and fashion photography production in the City under Contract No. 92010, as well as coordinating movie premieres in the Westwood Village area under Ordinance No. 174401, the Task Force recommends that EIDC (or a successor organization) be authorized to coordinate all entertainment industry related activities, including motion picture filming, fashion photography, movie premieres, and awards shows, throughout the City. This can be accomplished by executing a contract amendment, and reaffirming that in accordance with Charter Section 1022, it is more feasible and more economical to contract out Citywide entertainment industry related permit coordination.

City Staffing Costs & Fee Waivers

Reports to the Task Force from various departments/bureaus revealed that fee waivers are granted for some special events and not for others. Additionally, some event coordinators request Council motions to waive fees for City staff to provide certain services (e.g., deliver and pick up traffic control devices and clean city streets prior to and after an event). Many "for-profit" organizations request, and are granted, fee waivers for their events.

While many Council motions authorizing special events reflect the fees and salary costs to be absorbed by the City, a large number of these cost projections are underestimated due to time constraints involved in obtaining the estimates.

In Fiscal Year 2001-2002, the City incurred $10,021,516 in staffing costs, and waived approximately $409,744 in permit fees, $4,922,749 in staffing costs for general venue events and $3,632,716 in staffing costs for major venue events. While some permit fees were collected, only 14 percent, or $1,407,788, of staffing costs was recovered, as there was no specific policy to do so or event sponsors obtained Council motions to waive costs. The breakdown of permit fees and staffing costs by department is as follows:

Department	Permit Fees Billed	Permit Fees Collected	Permit Fees Waived	Percent of Permit Fees Waived	Salary Costs Billed	Salary Costs Collected	Salary Costs Waived/Gen. Venues	Salary Costs Waived/Major Venues	Percent of Salary Costs Waived
Building & Safety	$ 265,760	$ 224,337	$ 41,423	16%	$ 236,634	$ 224,337	$ 12,297		5%
LAFD	$ 348,051	$ 271,642	$ 76,409	22%	$ 1,462,328	$ 1,049,296	$ 322,333	$ 32,436	24%
LAPD	$ 57,600	$ -	$ 57,600	100%	$ 4,114,847	$ -	$ 2,030,735	$ 2,084,112	100%
Sanitation	$ -	$ -	$ -		$ 55,550	$ -	$ 55,550		100%
Street Lighting	$ -	$ -	$ -		$ -	$ -	$ -		
Street Services	$ 273,005	$ 38,693	$ 234,312	86%	$ 466,127	$ 38,693	$ 427,434		92%
Transportation	$ -	$ -	$ -		$ 3,686,030	$ 95,462	$ 2,074,400	$ 1,516,168	97%
Total	**$ 944,416**	**$ 534,672**	**$ 409,744**	**43%**	**$ 10,021,516**	**$ 1,407,788**	**$ 4,922,749**	**$ 3,632,716**	**85%**

Total Salary Costs Waived: **$8,555,465** (General Venues & Major Venues)
Total Fees & Salary Costs Waived: **$8,965,209**

The table above includes staffing costs for all special events, including City-sponsored events, First Amendment events and events at general and major venues. Not all departments had their staffing costs broken down by these categories. Only the LAPD was able to breakout First Amendment-related staffing costs, and only DOT was able to breakout staffing costs for major venues. Because departments do not currently maintain this breakdown, it is not known the amount of staffing costs that may be associated with City-sponsored events, First Amendment events or events at general and major venues, other than as listed above. One of the recommendations contained in this report will require all City departments responsible for providing services for special events to annually report expenditures for providing services for special events broken down by general and major venues, First Amendment events, and City-sponsored events.

Attachment C provides a detailed breakdown of the permit fees and salary costs billed, collected and waived for general and major special event venues for Fiscal Years 2000-01 and 2001-02.

Special Event Permit Requirements in Major U.S. Cities

The Task Force surveyed the special event permit requirements of 10 major U.S. Cities, in addition to the City of Los Angeles. The following is a summary of the results of the survey:

- All cities require a permit to hold a special event.
- Six cities do not waive permit fees (55 percent), two cities (18 percent) waive permit fees, and three cities (27 percent) do not charge permit fees.
- The six cities that do not waive permit fees include New York, Chicago, Dallas, Philadelphia, San Antonio, and San Francisco. The two cities that waive permit fees include Los Angeles and San Diego. The three remaining cities that do not charge permit fees are Houston, Phoenix and San Jose.
- All cities require advance notification of an event that ranges from 30 days to 90 days.
- Ten cities absorb some staff costs, and one city, San Jose, does not absorb staff costs. This finding is consistent with the past policy of the City to absorb staff costs for special events.
- The number of special events held annually range from 137 events to 5,000 events (in New York).
- Residential notification is required in all cities.
- Business notification is required by all cities.
- Special event permitting/coordination is handled by a single city agency in six of the 11 cities (i.e., New York, Chicago, Houston, San Diego, Dallas, and San Jose). Special event permitting/coordination is handled by multiple departments in the remaining five cities (i.e., Los Angeles, Philadelphia, Phoenix, San Antonio, and San Francisco).

A more detailed discussion of these special events requirements for major U.S. cities can be found on Attachment B.

Improving Interdepartmental Coordination of Special Events Permitting Process

The Task Force recommends the establishment of a One-Stop Special Events Permit Office under the Bureau of Street Services. The central feature of this One-Stop Center will be a Special Events Geographic Information System as described below. This system will streamline and centralize all special events conducted in the City whether the event is a First Amendment event coordinated through the Los Angeles Police Department, an entertainment industry related event coordinated through the Entertainment Industry Development Corporation (or successor organization), or all other special events coordinated through the Bureau of Street Services. Additionally, this system will track and monitor the services of all departments necessary for the successful conduct of the event. This can include special event permits by the Los Angeles Police Department or Fire Department, Bureau of Street Services and Department of Building and Safety, as well as support services provided by the Department of Transportation, Bureau of Sanitation and Street Lighting, or any other department providing services.

Another feature of the proposed centralized system is the adoption, by all departments, of a standard model, as reflected on Pages 20-22 for assessing special events and notification to affected City entities. Any special event that does not meet the standard criteria will be forwarded to the Special Events Evaluation Committee for review and recommendation to the Board of Public Works or the Board of Police Commissioners for appeal and final disposition, if a consensus between the Special Events Evaluation Committee and the event sponsor cannot be reached.

The Task Force also recommends that the City Council adopt a series of policies, criteria and a process which encompass the findings and recommendations of the Citywide Task Force on Special Events Reform as summarized below and contained in Attachment A. One of the recommendations to require, effective July 1, 2004, City departments to waive all permit fees and salary costs for "non-commercial" events would help to expedite the approval process of special events (i.e., block parties, small community dedications, etc.), once the One-Stop Special Events Permit Office has authorized an approved, non-commercial, event to take place. Also, effective July 1, 2004, no permit fees and salary costs will be waived for "commercial" events.

Bureau of Engineering – Geographic Information System

The Bureau of Engineering has developed a comprehensive Geographic Information System (GIS) contained on their Bureau's homepage at eng.lacity.org. The Bureau of Engineering is currently in the process of developing an electronic, web-based application for special events which can be hosted on the Bureau of Engineering's server and accessed on the City's directory home page, Council District home page, or at City public counters, with a link to the Board of Public Works' home page. This automated system will have the capability of tracking on the GIS system all permits issued.

The public would have the option to apply for a special events permit on-line. A "general information" page explaining the process and providing answers to "frequently asked questions" will be a feature of the site. Depending on the type of permit, the application would be queued to the appropriate Department for processing. Each Bureau/Department would have access to special events permit applications under their jurisdiction only. A link providing e-mail capability between the event organizer and the City will also facilitate the special events permit process. Citizens without internet access can phone the One-Stop Center, mail or walk-in a paper form for City staff to enter into the automated system.

Special event locations will be geocoded (displayed graphically) using the new Special Events Geographic Information System, along with street construction activities by all departments of the City and private construction projects under permit. This will simplify coordination of all activities within the public right of way, including special events, and provide a comprehensive view of special events/street closures and blockages occurring throughout the City. The system will also be capable of preparing a number of ad hoc reports by area (i.e., council district, neighborhood council or Citywide), date, or number of events.

Proposed Assessment Process for Special Events and Notification to Affected City Entities

The Task Force reviewed the special events assessment process used by the Los Angeles Police Department as detailed below. The Task Force's analysis of the criteria used by the LAPD in evaluating special events that fall under their jurisdiction reveals that it is sufficiently thorough and should be applied as a model for all special events conducted Citywide. In assessing an event, the following areas should be evaluated:

- Traffic in the area;
- Residential and business access in the area;
- Activity levels and noise in residential and business areas;

- The nature of the location at which the event is to take place;
- Availability of Police Department personnel resources;
- Availability of Department of Transportation (traffic and parking control) resources;
- The number of other events occurring at approximately the same time and in the same area of the proposed event;
- The applicant's/organizer's experience, and the history and experience of the organization, in conducting special events;
- Results of any petition circulated to affected areas.

The Task Force recommends the addition of the following points to those listed above when assessing the benefit and potential impact of a special event on the neighboring community, as well as the personnel resources required of other City departments:

- Inclusion of information on a Special Events Permit Application of the social, cultural, economic and/or educational benefit that the proposed event provides to the community;
- Number of hours, the time of day, and the number of days that an event will be held;
- Number of participants expected to attend the event;
- Availability of Fire Department personnel resources;
- Availability of Building and Safety personnel resources;
- Availability of Bureaus of Street Services, Street Lighting and Sanitation personnel resources;
- Availability of General Services, Recreation and Parks, and Cultural Affairs personnel resources;
- Conditions existing within the surrounding area that when occurring in conjunction with a proposed street closure, may create a severe hardship or an unnecessary inconvenience to the general public;
- Construction activities in the proposed area of the event;
- Insurance requirements; and
- Ensure continual compliance of an applicant/organizer with existing policies and procedures of the Bureau of Street Services to help protect the interests of the City, and the peace and safety of its residents and visitors.

The Task Force also reviewed the notification process used by the Los Angeles Police Department as detailed below, and found that their process is comprehensive and should be used as a standard model for all special events. The LAPD provides faxed and mailed notifications to the following City departments and outside agencies for special events scheduled to take place throughout the City.

- Affected Council Office(s);
- Area police station(s) and corresponding bureau(s);
- Los Angeles Fire Department, Public Safety Section;
- Metropolitan Transit Authority;
- Los Angeles Department of Transportation, Special Traffic Operations & Traffic Action Team;
- Bureau of Street Services, Street Use Inspection Division;
- Cal-Trans;
- Department of General Services;
- Department of Recreation & Parks (as needed);

- Downtown Business Improvement District (as needed);
- Department of Beaches and Harbors (as needed).

Notification consists of a copy of the permit application itself, any applicable map, and a form letter offering the recipient the opportunity to voice concerns or objections about the applicant's proposed event. This notification process, which was used by the LAPD prior to the July 2000 lawsuit (and described above) is workable and should be applied to all special events Citywide.

Because each event is unique, the LAPD relies on the input and response of notified City entities for recommendations regarding any of the above-described circumstances that are crucial to the event's permit approval and success. All objections, issues or concerns are addressed and often resolved through follow-up contact with the applicant/organizer and/or involved City representatives. Affected Council Districts are always notified upon receipt of the application and advice is sought regarding local impacts and/or concerns. The Task Force recommends the assessment and notification process used by the LAPD as a standard for all special events in the City.

Any special event that cannot be resolved using the above process will be forwarded by the permitting entity to the proposed "Special Events Evaluation Committee" for review and recommendation. If the Special Events Evaluation Committee cannot reach a consensus with an event sponsor regarding special requirements and conditions recommended for an event, the event sponsor/organizer may appeal the Committee's recommendation of denial of the application to the Board of Public Works or the Board of Police Commissioners. The reports of the involved permitting entity and the Evaluation Committee will also be submitted to the Board of Public Works or the Board of Police Commissioners for review, consideration, and final disposition.

The decision of the Board of Public Works or the Board of Police Commissioners will be the final determinant as to whether the special event will take place or not. The Bureau of Street Services shall notify the event organizer of the Board of Public Works or the Board of Police Commissioners' denial decision, or the appropriate permitting entity to process an approved special event application, within twenty-four (24) hours. The Task Force acknowledges that in a majority of special event requests, most issues or concerns are resolved at the Departmental level. The appeals process described herein is proposed to resolve any outstanding issues in which agreement cannot be reached. It is recognized that additional time will be required to process an application through the appeals process. The Special Events Evaluation Committee will assure that these time limits are adhered to in order to ensure the timely resolution of concerns through the appeals process, which will result in a special event that is safe and secure for the residents of Los Angeles.

Proposed Policies, Criteria and Process for Special Events

Attachment A is a proposal containing policies, criteria and the process for evaluating requests for special events. It is recommended that this proposal be adopted and used in evaluating applications for the conduct of special events in the City. The proposal contains:

- Definitions relative to special events (special event, City-sponsored, non-commercial, commercial, and community events, etc.).

- Policy for City departments to waive all permit fees and salary costs up to $1,000, until June 30, 2004, and effective July 1, 2004, all fees and salary costs will be waived for "non-commercial" events, and no permit fees or salary costs will be waived for "commercial" events.
- Policy for Application Deadline and Late Fee Penalty.
- Policy for City Equipment Cost Recovery.
- Criteria for Evaluating Special Events.
- Process to be used in evaluating special events.

The Task Force recommends approval of the "Proposed Policies, Criteria and Process for Special Events" contained in Attachment A to: (1) assist in the timely coordination and evaluation of special events; (2) provide the opportunity for the City to evaluate the social, economic, cultural, and educational benefits of special events; and, (3) provide for the equitable treatment of all event sponsors.

The Citywide Task Force on Special Events Reform submits the recommendations contained in this report to assist the City Council in addressing the issues of concern raised by Councilmembers in four Motions, containing 22 directives, for improving the Special Events Process in the City of Los Angeles. The recommendations will help to streamline the special events process, improve inter-agency coordination and efficiency, provide a step-by-step structure for accountability on the part of the event sponsor or organizer as well as City departments, provide for implementation of a web-based, electronic Special Event Permit Application, and provide a single point of contact, through the One-Stop Special Events Office, for event sponsors and organizers to help ensure the successful planning, coordination and execution of all special events in the City.

WTF/RFD:RNC/RCP

Attachments

ATTACHMENT A
Policies, Criteria and Process for Special Events

The Citywide Task Force on Special Events Reform recommends adoption of the following policies, criteria and process relative to special events:

That the City Council:

1. Approve the following definitions relative to Special Events held in the City of Los Angeles:

   a. "Special Event" shall be defined as an event, or series of related events, of cultural, economic, social, or educational nature, held by a non-profit community group, charitable organization or for-profit organization or group, that is:

      1. Located wholly, or partially on property owned or maintained by the City; or

      2. Located on any other property, and requires for its successful execution, the provision and coordination of municipal services to a degree over and above that which the City routinely provides.

   b. "Non-Commercial Event" shall be defined as events that are open to the public (in the event of block parties, all residents living within the block party area), free of charge and without restriction, and from which no individual or commercial entity receives any profits, either directly or indirectly, through participation in the event. Advertising, sponsorships, and food and merchandise sales shall be permitted, provided net proceeds from such activities are used for the benefit of the not-for-profit sponsoring organization.

   c. "Commercial Event" shall be defined as events that do not qualify as "non-commercial" events in No. 1(b) above.

   d. "City-Sponsored or City of Los Angeles Special Event" shall be defined as an event, or series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles, which is also an event sponsored by the City of Los Angeles, its operating departments, boards, any commissions or bureaus, and which has been approved by the City Council.

   e. "Community Event" shall be defined as an event, or a series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles which promotes civic pride in a local community within the City, as a whole, and which is not a purely commercial enterprise, and where the proceeds, if any, will directly benefit either a charitable or non-profit organization.

   f. "Charitable Event" shall be defined as an event, or a series of related events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles and where the proceeds, if any, will directly benefit a charitable organization

which maintains its charitable status pursuant to Internal Revenue Code Section 501(C)(3).

2. Adopt a policy to:

   a. Require City departments to waive, until June 30, 2004, all permit fees and salary costs up to $1,000, for all special events.

   b. Require City departments, effective July 1, 2004, to waive all permit fees and salary costs for "non-commercial" special events.

   c. Require City departments, effective July 1, 2004, to waive no permit fees or salary costs for "commercial" special events, unless otherwise provided by contract.

3. Continue the current policy of providing fee and cost waivers to special events for First Amendment (freedom of speech) events and City-sponsored special events, with the understanding that municipal services provided to venues that include the Staples Center, Coliseum, Dodger Stadium, Sports Arena, Kodak Center, Emmy and Grammy Awards Shows and other entertainment-related events shall be provided solely within the discretion of the City, unless otherwise stated in an agreement or contract, or is determined by the Special Events Governance Committee that such event is non-commercial in nature. If the City determines that traffic control measures or other services are not needed at particular venues, or for specific events, the City will not provide those services. Should these venues wish to ensure that certain services will be provided for purposes of their operations, the venues will be required to negotiate with the City to clearly define the services which will be necessary, and payment for all services beyond which the City would have provided as a matter of course will be required.

4. Approve the following policy regarding the tracking of funds for special events:

   The Bureau of Street Services is instructed to track all funds expended for special events, on a quarterly basis, with a report to the Board of Public Works and the City Council within 45 days after the respective quarter ends.

5. Approve the following policy regarding Application Deadline and Late Fee Penalty:

   a. Applications for special events shall be submitted at least forty-five (45) days prior to the expected first day of a special event, along with a General Liability Special Endorsement Form (attached to the application) or a Certificate of Insurance from an insurance company approved by the City of Los Angeles, to ensure that insurance requirements of the City are met. No other insurance form or certificate shall be acceptable, and the evaluation of an application may be delayed until such information is submitted.

   b. An application submitted within twenty-five (25) days of the first day of a special event is considered to be "late" and must be accompanied by a late fee payment of $312,

payable to the City of Los Angeles. Late fees shall not be waived, and are due at the time an application is submitted. City departments are to reimburse the General Fund $312 for all late applications that are not submitted within twenty-five (25) days of the first day of the event. (Note: Applications for special events and permits can also be completed and submitted on-line through the newly created, web-based Special Events Permit Application).

c. Any changes to the initial Special Event Application, or Site Plans will require a $100, non-refundable Processing Fee payable to the City of Los Angeles.

d. Instruct the City Controller to establish an account within the General Fund to accept from City departments, late fees and processing fees for changes to the original application or site plans.

6. Approve the following policy regarding City Equipment Cost Recovery:

   a. All event sponsors shall pay the City for the repair and/or replacement costs (as determined by the Bureau of Street Services on behalf of the City), for traffic control devices or equipment not returned within 24 hours of an event, or returned in an unacceptable condition (with reasonable wear and tear excepted).

   b. All payments for damaged or lost equipment shall be made in a manner that is acceptable to the Bureau of Street Services.

7. Establish a Special Events Evaluation Committee comprised of a representative from each department/bureau involved in the special events process, as well as the Chief Legislative Analyst, City Administrative Officer and Mayor. Said Committee shall have responsibility for analyzing proposed events and determining special requirements and conditions, and providing information to the Board of Public Works or the Board of Police Commissioners regarding the availability of City resources to effectively facilitate an event, consistent with the following criteria to be used by the Bureau of Street Services and the Special Events Evaluation Committee when Special Event applications are evaluated:

   a. Inclusion of information on the Special Events Permit Application as to whether the event provides a social, economic, cultural, or educational benefit to the community;
   b. Traffic in the area where the proposed event will be held;
   c. Residential and business access in the area, and potential impacts;
   d. Activity and noise levels in residential and business areas;
   e. Availability of Police Department personnel resources needed;
   f. Availability of Fire Department, Street Lighting & Sanitation personnel resources needed;
   g. Availability of Department of Transportation (traffic/parking control) resources needed;
   h. Availability of Building and Safety personnel resources needed;
   i. Availability of Bureau of Street Services personnel resources needed;
   j. Availability of General Services, Recreation & Parks, and Cultural Affairs resources needed;

k. Number of hours, time of day, and the number of days an event will be held;
l. Number of participants expected to attend this event;
m. Location and surrounding area at which the event is to take place;
n. The number of other events occurring at approximately the same time, and in the same area of the proposed event;
o. Conditions existing within the surrounding area that when occurring in conjunction with a proposed street closure, may create a severe hardship or an unnecessary inconvenience to the general public;
p. The history/experience of the applicant/organizer in conducting special events;
q. The results of required petitions in residential and commercial areas;
r. Construction activities in the proposed area of the event;
s. Insurance requirements; and
t. Ensure continual compliance of an applicant/organizer with existing policies and procedures of the Bureau of Street Services to help protect the interests of the City, and the peace and safety of its residents and visitors.

8. Establish a Special Events Governance Committee, comprised of a representative of the Chief Legislative Analyst, City Administrative Officer, and the Mayor's Office, with advice from the City Attorney to serve as a review body for all permit applications in which there is a dispute as to whether a special event is either "non-commercial" or "commercial" in nature, upon request by an event sponsor.

9. Approve the following process for Special Events:

   a. The event sponsor/organizer shall submit an application to the Special Events One-Stop Center (Bureau of Street Services) for all community events, block parties, celebrations, street fairs, ceremonies, charitable events, athletic events (Marathon, 5K or 10K run, walk-a-thon, bike race, etc.), festivals, carnivals, and other similar events that require use of City streets. All First Amendment Special Event Permit Applications shall first be submitted to the Los Angeles Police Department for coordination with the One-Stop Center. All entertainment industry-related and movie premiere Special Event Permit Applications shall first be submitted to the Entertainment Industry Development Corporation (or successor organization) for coordination with the One-Stop Center. Upon approval of the Special Event Permit Application and general liability insurance requirements being met, a permit for a street or lane closure shall be issued by the Bureau of Street Services, within twenty-four (24) hours.

   b. The Bureau of Street Services shall establish a process to notify the respective Council Office in which the proposed special event is to be held.

   c. Depending on the type of event and/or activities, the Bureau of Street Services shall also refer the special events permit application, electronically, to the appropriate City departments for the necessary permits. (Examples: Fire Department - tents, fireworks, carnivals, festivals; Building and Safety - inspections of tents, stages, platforms,

grandstands, bleachers, sound structures, etc.; the respective Council Office to request General Services to provide tables, chairs, etc.).

d. If the application is not approved under established criteria and guidelines, the Bureau of Street Services shall, within two (2) working days, refer the application and the reasons for denial to the Special Events Evaluation Committee for review. The Committee shall make its recommendation regarding the application within ten (10) working days, or less. If the permit application is approved by the Special Events Evaluation Committee, notification shall be made to the event sponsor by the Bureau of Street Services, within twenty-four (24) hours of notification by the Committee, and the permit issued.

e. If the Special Events Evaluation Committee finds that special requirements and conditions are necessary to protect public safety and welfare and ensure the successful implementation of an event, and a consensus cannot be reached with the event sponsor, the Bureau of Street Services shall provide a copy of the appeals process to the event sponsor(s), and submit the permit application, findings, recommendations, and other appropriate documentation to the Board of Public Works or the Board of Police Commissioners for final disposition, within twenty-four (24) hours. The Board of Public Works shall make a decision as soon as possible, but not more than five (5) regular meetings following a referral by the Evaluation Committee. The Board of Police Commissioners shall make its decision regarding any matter referred by the Special Events Evaluation Committee at its next regularly-scheduled meeting provided, however, sufficient notice of the Brown Act has been complied with. If the permit application is approved by the Board of Public Works or the Board of Police Commissioners, notification shall be made to the event sponsor by the Bureau of Street Services, within twenty-four (24) hours, and the permit issued.

f. A denial by the Board of Public Works or the Board of Police Commissioners will constitute final disposition of the application, and the event sponsor shall be notified by the Bureau of Street Services within twenty-four (24) hours of the decision of the Board of Public Works or the Board of Police Commissioners.

10. Adopt a policy that, except as provided by this policy or by ordinance, no other fees or charges shall be waived by the City for City permits or services.

RCP/RNC

ATTACHMENT B

Special Event Permit Requirements in Major U.S. Cities

The following is a summary of the results of a survey of the special event permit requirements in eleven (11) major cities in the United States. The survey requested information in the following areas: (1) Permit Fee Requirements; (2) Fee Waivers; (3) Advanced Notification; (4) Absorption of Staff Costs; (5) Number of Events Held Annually; (6) Residential Notification Requirements; (7) Business Notification Requirements; and (8) City Entity Coordination of Special Events. (See next page for the "Detailed Summary of Special Event Permit Requirements in Major U.S. Cities").

1. **Permit and Fee Requirements:** All eleven cities surveyed require a permit to hold a special event.

2. **Fee Waivers:** Of the eleven cities, six cities do not waive permit fees (55%), two (2) cities waive permit fees (18%), and three cities do not charge permit fees (27%).

   The six cities that do not waive permit fees include: (1) New York; (2) Chicago; (3) Philadelphia; (4) Dallas; (5) San Antonio; and (6) San Francisco. Two cities that waive permit fees include: (1) Los Angeles; and (2) San Diego. The remaining three cities (Houston, Phoenix and San Jose) do not charge permit fees, therefore, there are no fee waivers.

3. **Advance Notification:** All eleven cities require advance notification of an event that ranges from 30 days to 90 days.

4. **Absorption of Staff Costs:** Ten cities (90%) absorb some, or all, of the staff costs associated with special events. Those cities include: New York; Los Angeles; Chicago; Houston, Philadelphia; San Diego; Dallas; San Antonio; Phoenix; and San Francisco. This finding is consistent with past policy of the City to waive staff costs for special events held in the City. Only one city (10%), San Jose, requires cost recovery for staffing, except City-sponsored events.

5. **Number of Events Held Annually:** The number of special events held annually in the cities surveyed ranges from 10 events to 5,000 events.

6. **Residential Notification:** Residential notification is required by all cities.

7. **Business Notification:** Business notification is required by all cities.

8. **City Entity Coordination of Special Events:** Special event permitting/coordination is handled by a single city agency in six (6) cities (i.e., New York, Chicago, Houston, San Diego, Dallas, and San Jose), and by multiple departments in the remaining five (5) cities (i.e., Los Angeles, Philadelphia, San Antonio, Phoenix, and San Francisco).

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
1. New York, NY	Yes, a permit is required, with an application processing fee of $15. There's no fee for a one block, one-day event, but a $35 fee for each day after the first day, for an event that lasts more than one day. Events that occupy more than one block, there's a fee equal to 20% of total fees paid by vendors that will be charged, except for non-profit organizations, as determined by Director of Street Activity Permit Office (SAPO).	No, except for events sponsored by a city, state or federal agency. The Community boards of a district are responsible for approving or disapproving applications w/in 60 days.	Yes, an application must be filed by March 1st of the preceding calendar year.	Yes, some City costs are absorbed for an indigenous, nonprofit, community-based interest.	5,000	Yes, petition must be signed by at least 50% of the residents and businesses.	Yes, petition must be signed by at least 50% of the residents and businesses.	Street Activity Permit Office - Mayor's Office.
2. Los Angeles, CA	Yes, application processing fee of $290 and $22 permit fee for street closures. Temporary Selling Activity Fee of $216 (when selling occurs on sidewalk only).	Yes, permit fees can be waived by City Council.	Yes, a 45-day notification for major and secondary street closures, and 15 days for local streets and lane closures.	Yes, City absorbs a majority of staffing costs, at the direction of the City Council.	2,000	Yes, with the submission of a petition of at least 51% of the residences within the block of the closure area, unless requirements are waived by the City Council.	Yes, with the submission of a petition of at least 51% of the residents within the block of the closure area, unless requirements are waived by the City Council.	Department of Public Works - Bureau of Street Services, Police Department, Department of Transportation, Fire Department.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
3. Chicago, Ill.	Yes, a permit is required. $125 for permits per week; $150 for liquor permits; $125 for booths; and $12 for cancellations.	Permit fees are waived only for city-sponsored events.	All events, except for First Amendment events, must be reported to the Mayor's Office of Special Events by October 21st of the previous year.	Yes, the City is the primary events sponsor, and fees are absorbed.	500	Yes	Yes	Mayor's Office of Special Events.
4. Houston, TX	Yes, a permit is required, and no permit fees are charged.	N/A because no permit fees are charged.	Yes, requires notification of 30 days or more.	No, except for First Amendment events, with all other events billed.	225-230	Yes	Yes	Department of Public Works and Engineering
5. Philadelphia, PA	Yes, a permit is required. Fees: $5 for street closures; $5 for religious events; and $50 for special events. There is no fee for parades unless there is a request for equipment, police escorts, etc.	Fees are rarely waived. No set criteria for waiving fees.	Yes, there is a 21-day advanced notification for a street closure; 21 days notification for religious events; 45 days for special events; and 2-3 weeks notification for parades.	Yes, City absorbs costs for all events.	4,600	75% signatures are required for street closures; no petition required for religious events; 75% signatures required for special events; and no petition required for parades.	75% signatures are required for street closures; no petition required for religious events; 75% signatures required for special events; and no petition required for parades.	Departments of Streets, Police, Managing Director's Office, and Licensing and Inspection.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
6. San Diego, CA	Yes, a permit is required for nonprofit organizations. Fees are charged for costs above and beyond initial $3,000. For commercial events, the Special Events Office negotiates individual contracts which usually include a flat fee, or "success threshold" which requires the remittance to the City of a negotiated share for every individual charged an admittance, or a percentage of revenue over a success threshold number. Contract can also include the cost of City services.	Yes, costs under $3,000 for non-profit organizations, with fees charged for costs over and beyond initial $3,000.	Yes; 60 days, and many are processed within 30 days.	City absorbs first $3,000 in costs for non-profit organizations. Individual contracts are negotiated for commercial events.	Over 1,000, and does not include indoor events or use of Recreation Centers or parks, which could number in the 1,000's.	Yes, notification to residents is recommended for major events, but there is no signed petition process. Often, event sponsors will obtain letters from community groups supporting their event, or obtain sign off from City Manager.	Yes, notification to residents is recommended for major events, but there is no signed petition process.	Office of Special Events - City Manager's Office.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
7. Dallas, TX	Yes, a permit and permit fees are required. (Agency was non-responsive regarding permit fees information).	No fees are waived.	Yes, advance notice is required.	Some costs are absorbed by City of Dallas. Event organizers pay for: security (off-duty police officers) if event warrants security coverage; portable toilets, and sanitation facilities. City collects fees for barricades and festival street banners.	700	Yes	Yes	Office of Special Events
8. San Antonio, TX	Yes, a permit and permit fees are required. (Agency was non-responsive regarding permit fees information).	No	Yes, 45 days in advance.	Yes, City Council can spend discretionary funds to offset event cost incurred by event organizers. Organizers obtain own security, clean-up crews, and sanitary facilities.	10	Yes, for events that go beyond 11:00 P.M.	Yes, for events that go beyond 11:00 P.M.	Public Works - Traffic Engineering Division and Parks & Recreation Department.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
9. Phoenix, AZ	Yes, a permit is required, and permit fees are not charged. However, there may be a cost for special services requested such as fire, police, ambulances, barricades, etc.	N/A because no permit fees are charged.	Yes, 30 days in advance for block parties; 90 days for special events; 90 days for major events.	Usually promoter pays for block parties. City secures financial sponsors for events. And, there is a 50% shared cost between the City and the promoter.	133 block parties, and 4 major events annually.	Yes, signatures are required (100%) for block parties. For special events, signs are posted for notification of pending closures. For parades and other stationary closures, signs are posted by the promoters as notification of pending closures.	Yes, signatures are required (100%) for block parties. For special events, signs are posted for notification of pending closures. For parades and other stationary closures, signs are posted by the promoters as notification of pending closures.	Neighborhood Traffic Management, Office of Special Events, Parks, Recreation and Library Department.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
10. San Jose, CA	Yes, a permit is required, but there is no permit fee for events on public property. Organizer pays for permits required by other departments and agencies. There is a $50 application fee for short-term events (3 days or less) on private property.	Yes, permit fees are waived by City Council for special events on private property.	Yes, 90 days preferable, but applications can be processed in 30 days.	No, City has a cost recovery policy for all events, except Mayoral and City Council-initiated events.	268	Yes, when ingress and egress are affected.	Yes, when ingress and egress are affected.	Office of Cultural Affairs.

DETAILED SUMMARY OF SPECIAL EVENT PERMIT REQUIREMENTS

IN MAJOR U.S. CITIES

ATTACHMENT B

MAJOR U.S. CITIES	Is a Permit & Permit Fees Required?	Are Permit Fees Waived?	Is Advanced Notice Required for Events?	Does City Absorb Staff Costs for Event?	How Many Events are Held Annually?	Is Residential Notification Required?	Is Notification to Businesses Required?	Which City Department Coordinates Special Events?
11. San Francisco, CA	Yes, a permit is required, and permit fees are charged. If fees are paid 60 days in advance of event the fee is $80.00 (and $80 for street fairs, if paid 90 days in advance); fewer than 60 days - $140; Fewer than 30 days - $180; or fewer than 7 days - $250. All fees are non-refundable. Once permit is approved, there are other fees for police, fire, public works, transportation, and public health.	No, fees are not waived in 99% of the cases. County Board of Supervisors has the authority to waive fees.	Yes, 90 days in advance, and a public hearing on special event requests.	There is cost recovery of the initial $2,500 in police costs for major events, with the city absorbing the difference. For other minor events, the City bills 40% of the costs to the event sponsor.	350+	Ordinance requires notification by event sponsor, however, staff of the Department of Traffic and Parking posts notices in community.	Ordinance requires notification by event sponsor, however, staff of the Department of Traffic and Parking posts notices in community.	Applications reviewed by Interdepartmental Staff Committee on Traffic and Transportation - Department of Parking and Traffic.

Source: U.S. Census of Major Cities - April 1, 2000 **Prepared by CLA**

ATTACHMENT C
PERMIT FEES AND SALARY COSTS BILLED/COLLECTED/WAIVED
(General and Major Venues)

FY 00-01

Total Salary Costs Waived: **$9,995,164 (General and Major Venues)**
Total Fees + Salary Costs Waived: **$10,343,020**

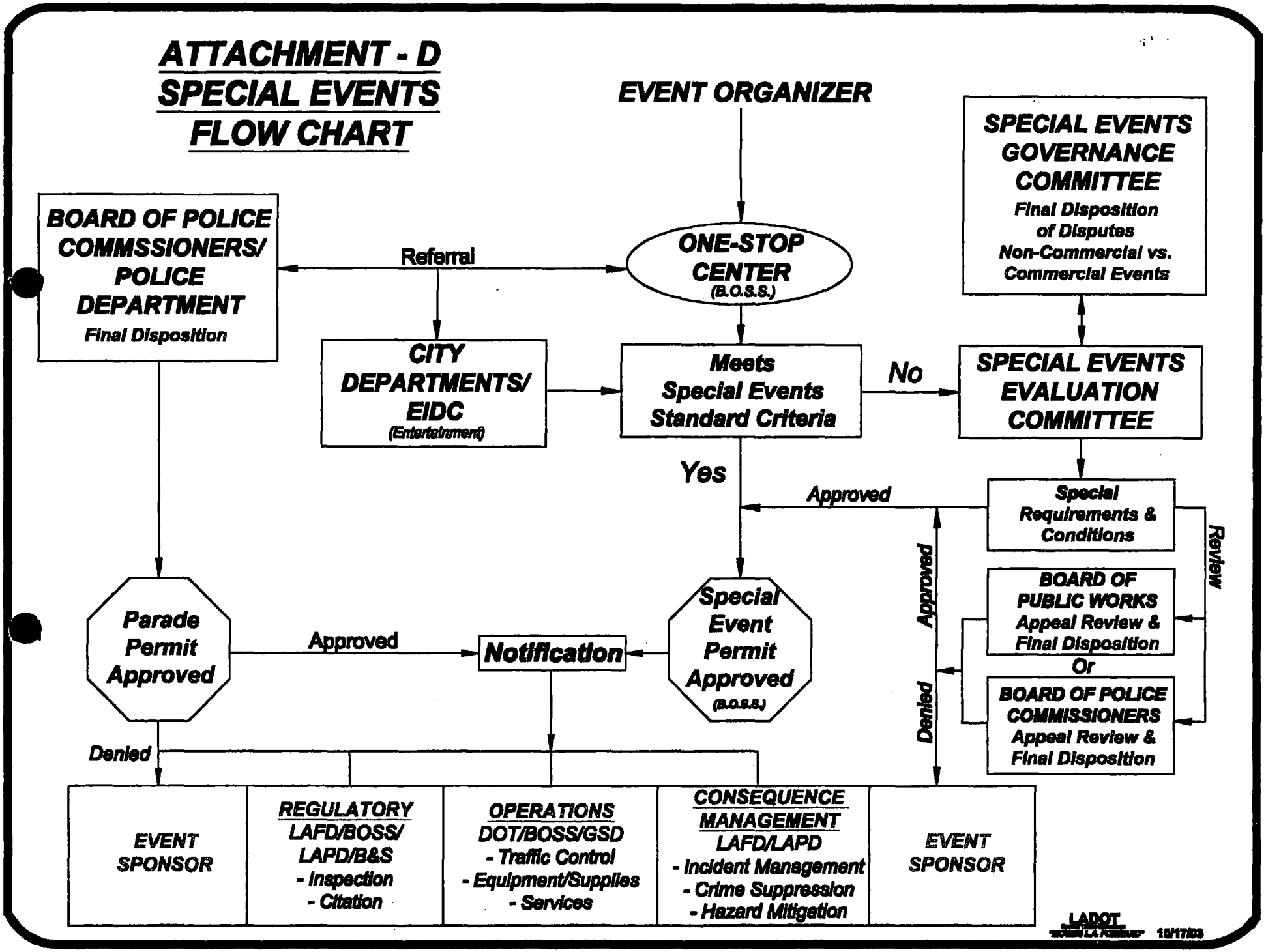
Department	Permit Fees/ Billed	Permit Fees/ Paid	Permit Fees Waived	Salary Costs/ Billed	Salary Costs/ Collected	Salary Costs Waived/ General Venues	Salary Costs Waived/ Major Venues
Building & Safety	$ 276,313	$ 255,595	$ 20,718	$ 303,706	$ 255,595	$ 48,111	$ -
Fire Department	$ 373,640	$ 318,050	$ 55,590	$ 1,109,940	$ 704,760	$ 258,815	$ 105,861
Police Department	$ 51,900	$ -	$ 51,900	$ 20,838,804	$ -	$ 2,117,442	$ 18,721,362
Sanitation	$ -	$ -	$ -	$ 52,268	$ -	$ 52,268	
Street Lighting	$ -	$ -	$ -	$ 3,067	$ -	$ 3,067	
Street Services*	$ 229,968	$ 10,320	$ 219,648	$ 459,822	$ 10,320	$ 449,502	$ -
Transportation	$ -	$ -	$ -	$ 6,021,800	$ 67,051	$ 3,046,386	$ 2,908,363
*Permit Fees/Paid represents only 6 mos.							
Subtotal	**$ 931,821**	**$ 583,965**	**$ 347,856**	**$ 28,789,407**	**$ 1,037,726**	**$ 5,975,591**	**$ 21,735,586**
Less one-time DNC Costs - LAPD				$ 16,300,000			$ 16,300,000
Less one-time DNC Costs - DOT				$ 1,416,013			$ 1,416,013
Subtotal				$ 17,716,013			$ 17,716,013
TOTAL	**$ 931,821**	**$ 583,965**	**$ 347,856**	**$ 11,073,394**	**$ 1,037,726**	**$ 5,975,591**	**$ 4,019,573**

FY 01-02

Total Salary Costs Waived: **$8,555,465 (General and Major Venues)**
Total Fees + Salary Costs Waived: **$8,965,209**

Department	Permit Fees/ Billed	Permit Fees Collected	Permit Fees Waived	Salary Costs/ Billed	Salary Costs/ Collected	Salary Costs Waived/ General Venues	Salary Costs Waived/ Major Venues
Building & Safety	$ 265,760	$ 224,337	$ 41,423	$ 236,634	$ 224,337	$ 12,297	
Fire Department	$ 348,051	$ 271,642	$ 76,409	$ 1,462,328	$ 1,049,296	$ 322,333	$ 32,436
Police	$ 57,600	$ -	$ 57,600	$ 4,114,847	$ -	$ 2,030,735	$ 2,084,112
Sanitation	$ -	$ -	$ -	$ 55,550	$ -	$ 55,550	
Street Lighting*	$ -	$ -	$ -	$ -	$ -	$ -	
Street Services	$ 273,005	$ 38,693	$ 234,312	$ 466,127	$ 38,693	$ 427,434	
Transportation	$ -	$ -	$ -	$ 3,686,030	$ 95,462	$ 2,074,400	$ 1,516,168
*No activities in FY01-02.							
Total	**$ 944,416**	**$534,672**	**$409,744**	**$10,021,516**	**$1,407,788**	**$4,922,749**	**$ 3,632,716**

ATTACHMENT - D
SPECIAL EVENTS FLOW CHART



PUBLIC SAFETY MAR 12 1999

MOTION

The Police Commission is the regulating agency charged with ensuring the equitable, Citywide administration of the issuance of permits for the events that take place on City streets. The Commission's evaluation attempts to determine the event's impact to ensure citizen safety on the streets affected by the event. This evaluation includes reviewing ~~on~~ traffic in the area, residential and business access in the area, activity levels and noise in residential and business areas, the nature of the location desired by event promoters, and the required personnel resources from Police and Transportation Departments.

Currently, the Police Commission is working to streamline its permitting process. Council offices can be of assistance in determining the effects of the issuance of these permits and should be included in this policymaking process. Working in cooperation, the Police Commission and the Council office can determine the number and legality of special events in this area, examine the criteria used to approve these events, and establish new guidelines for approval.

I THEREFORE MOVE that the Police Commission be requested, to include the Police Department, the Bureau of Street Services, the City Attorney, Chief Legislative Analyst and representatives from each Council office in the Commission's development of the permitting process.

I FURTHER MOVE that these agencies report back to Council within 60 days to the Public Safety Committee with a detailed analysis of the following:

- The criteria used by the Police Commission to grant a special event
- The methods used by the Police Commission to determine the impact of special events on the residential and business community
- An analysis of the notification process used to notify constituents of a special event in their area
- A detailed plan to incorporate input from the Council office when determining the effects of a special event on the adjacent community

Presented by: Ruth Galanter
RUTH GALANTER
Councilmember, Sixth District

Seconded by: Cindy Miscikowski

March 12, 1999

J. MICHAEL CAREY
City Clerk

When making inquiries relative to this matter refer to File No.

TY OF LOS ANGELE
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

CF 99-0397

March 17, 1999

Ms. Edith Perez, President
Board of Police Commissioners

Dear Ms. Perez:

At the request of the Chair of the Public Safety Committee, I am transmitting a copy of the Motion (Galanter-Miscikowski) relative to the streamlining of the permitting process for special events, to the Police Commission for review and recommendation. The Police Commission has been requested to include the Police Department, the Bureau of Street Services, the City Attorney, the Chief Legislative Analyst and all of the City Council Offices in the development of the new permitting process. Additionally, the attached Motion requests that the report to the Public Safety Committee include the following: 1) the criteria used by the Commission to grant a special event; 2) the methods used by the Commission to determine the impact of special event on the residential and business community; 3) an analysis of the notification process used to notify constituents of a special event in their area; and, 4) a detailed plan to incorporate input from the Council office when determining the effects of a special event on the adjacent community.

Please transmit your completed report, including an electronic copy, to the Public Safety Committee, c/o Adrienne Bass, Legislative Assistant, Office of the City Clerk, Room 615, City Hall East for consideration at the last Public Safety Committee meeting in May.

Very truly yours,

Adrienne Bass
Legislative Assistant
Public Safety Committee
email: abass@clerk.ci.la.ca.us

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste.

cc: Eric Middleton, Deputy
Council District 3

Judy Steele, CLA

Bernard Parks, Chief of Police
Los Angeles Police Department

Greg Scott, Director
Bureau of Street Services

James K. Hahn, City Attorney
Office of the City Attorney

Council Districts 1-15

PUBLIC SAFETY MAR 12 1999

MOTION

The Police Commission is the regulating agency charged with ensuring the equitable, Citywide administration of the issuance of permits for the events that take place on City streets. The Commission's evaluation attempts to determine the event's impact to ensure citizen safety on the streets affected by the event. This evaluation includes reviewing ~~on~~ traffic in the area, residential and business access in the area, activity levels and noise in residential and business areas, the nature of the location desired by event promoters, and the required personnel resources from Police and Transportation Departments.

Currently, the Police Commission is working to streamline its permitting process. Council offices can be of assistance in determining the effects of the issuance of these permits and should be included in this policymaking process. Working in cooperation, the Police Commission and the Council office can determine the number and legality of special events in this area, examine the criteria used to approve these events, and establish new guidelines for approval.

I THEREFORE MOVE that the Police Commission be requested, to include the Police Department, the Bureau of Street Services, the City Attorney, Chief Legislative Analyst and representatives from each Council office in the Commission's development of the permitting process.

I FURTHER MOVE that these agencies report back to Council within 60 days to the Public Safety Committee with a detailed analysis of the following:

- The criteria used by the Police Commission to grant a special event
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Presented by: Ruth Galanter
RUTH GALANTER
Councilmember, Sixth District

Seconded by: Cindy Miscikowski

March 12, 1999

PUBLIC SAFETY MAR 12 1999

MOTION

The Police Commission is the regulating agency charged with ensuring the equitable, Citywide administration of the issuance of permits for the events that take place on City streets. The Commission's evaluation attempts to determine the event's impact to ensure citizen safety on the streets affected by the event. This evaluation includes reviewing ~~on~~ traffic in the area, residential and business access in the area, activity levels and noise in residential and business areas, the nature of the location desired by event promoters, and the required personnel resources from Police and Transportation Departments.

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Presented by: Ruth Galanter
RUTH GALANTER
Councilmember, Sixth District

Seconded by: Cindy Miscikowski

March 12, 1999