

MOTION

In October 2009, the Council adopted a new Special Events Permit Procedure and Subsidy Ordinance, which established a “one-stop” special events permit application that is managed by the Bureau of Street Services (C.F. 09-0600-S46).

Under the one-stop shop, the Bureau of Street Services processes and administers special events that occur on City property or within the City’s public right-of-way, including community, athletic, charitable, commercial, and City-sponsored events and farmer’s markets. The Bureau coordinates resource needs for events internally with the Department of Transportation, Police Department, Fire Department, and any other necessary departments to ensure that special events remain safe and to minimize events’ impacts on traffic and residents.

Initially, the Council received annual reports on the status of the program after it was established in 2009. However, while Council has made numerous alterations to the program in the 16 years since it established the program, there has not been a recent comprehensive review of the current permitting procedures. Separately, Council recently instructed the Bureau of Street Services, Police Department, and Department of Building and Safety to implement a single online portal for their respective special event permits and report on resources needed for this consolidation (C.F. 24-1439).

The City should review its current Special Events Permit Procedure policies to identify enhancements to streamline review and approvals in advance of the major events the City is expected to host in the near future and to ensure that the current process is not straining current City resources and department capacity.

I THEREFORE MOVE that the Bureau of Street Services, with the assistance of the Department of Transportation, Police Department, and Department of Building and Safety, and any other necessary departments, be instructed to report on the current status of the Special Events Permit process and with recommendations to improve the current program, resources needed for continued support of events, amendments to the program if the current process exceeds departments’ functional capacities, and consideration of whether the Police Department’s Parades and Assemblies Permit should be consolidated with the Special Events Permit process.

PRESENTED BY: _____

JOHN S. LEE
Councilmember, 12th District

SECONDED BY: _____

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