


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** April 29, 2026

**TO:** The Honorable City Council

**FROM:**  Ana Tabuena-Ruddy for  
Keith Mozee  
Executive Director and General Manager  
Bureau of Street Services (StreetsLA)

**SUBJECT:** **SPECIAL EVENTS PERMITTING RECOMMENDATIONS (CF 25-1201)**

**RECOMMENDATION**

1. REQUEST the City Attorney, with assistance from StreetsLA, to PREPARE and PRESENT an ordinance to amend LAMC 41.20 to modify the Special Event Permit process to include the following provisions:
  - a. Establish a permit fee payment deferral and exemption process, including a Board of Public Works public hearing requirement;
  - b. Establish a minimum application deadline of 30 days prior to the date of the event;
  - c. Establish that all permit application requirements must be fulfilled at least seven business days prior to the event, or it is subject to cancellation.
  
2. INSTRUCT StreetsLA to report biannually to the Board of Public Works on the status of submission of departmental final costs for each responsible department, including submission timelines, outstanding items, causes of delay, and corrective actions to improve compliance.

**SUMMARY**

Pursuant to City Council instructions, StreetsLA respectfully submits this report pertaining to the Special Events Permit process, as well as recommendations to improve the program.

**DISCUSSION**

***Current Process***

In October 2009, the Council adopted a new Special Events Permit Procedure and Subsidy Ordinance, which established a One-Stop Special Events Permit Office housed within the Bureau of Street Services (StreetsLA) (C.F. 09-0600-S46). Under this framework, StreetsLA processes and administers special events that occur on or within the City’s public right-of-way, including community, athletic, charitable, commercial, and City-sponsored events and farmer's markets.

StreetsLA coordinates resource needs for events internally with the Department of Transportation, Police Department, Fire Department, and any other departments as needed to ensure that special events remain safe, and to minimize any impacts to the surrounding community, and traffic. StreetsLA issues approximately 1,300 special event permits annually.

Currently, due to budget constraints, there are only two full time staff members assigned to the Special Events Permit Office. These staff members are responsible for: reviewing applications; educating and troubleshooting issues with applicants; notifying Council Offices, Neighborhood Councils, and other relevant departments; coordinating permit conditions; collecting cost estimates, and invoice information with other departments; placing public right-of-way reservations; processing payment and reimbursements; fielding requests for information from Council Offices, constituents and more.

Furthermore, if a determination is made to condition or to deny the permit and that determination is contested by the applicant, StreetsLA consults with the appropriate affected agencies/persons opposed to a street closure in an effort to resolve the matter. Ultimately, the protest can result in a hearing conducted by the Board of Public Works to make a determination.

### ***Challenges and Potential Solutions***

#### **Staffing Challenges**

The Special Events Permit Office is housed within StreetsLA's Investigation and Enforcement Division. This Division has experienced a loss of 31 positions over the last two years - from 83 position authorities to 52 position authorities. As noted in this report, there is a vast amount of clerical work required with processing and issuing 1,300 special event permits each year. These staffing challenges create delays in permit application review, permit issuance, payment, and reimbursement (revenue) to City departments.

Should resources become available, StreetsLA recommends the following seven additional positions needed to properly manage the Special Events Permit Program:

<b>Position / Class Code</b>	<b>Quantity</b>	<b>Total Salaries</b>
Senior Street Services Investigator II (4285-2)	1	\$133,948
Street Services Investigator (4283)	4	\$430,656
Management Analyst (9184)	1	\$114,972
Accounting Clerk (1223)	1	\$76,563
<b>Total</b>	<b>7</b>	<b>\$756,139</b>

It should be noted that StreetsLA transmitted a report proposing increases to various permit fees, including the Special Event Permit Fee ([CF 26-0467](#)). Should the increased fees be approved, the

potential General Fund revenue generated could offset some of the costs associated with the above positions.

### Creation of a New Special Events Permit System

Should resources become available, StreetsLA recommends the creation of a new [Special Events Permit](#) system that can cut down permit review and processing times by automating certain tasks, and integrating information with other City systems. The new system should also have an interface that is more user friendly for applicants and partner agencies, and include data tracking and reporting capabilities.

The current system was established as an offshoot of an old LADOT permitting system. At the time of establishment, the system was intended to be a temporary placeholder while a new system was developed. Unfortunately, due to budgetary constraints, the new system was never created. As such, there are technological deficiencies that negatively impact the time it takes to review and process permit applications internally. For example, to review one application, it requires StreetsLA to utilize three other City systems to cross-check information:

- NavigateLA to verify location and Council District information;
- Public Way Reservation System to reserve the location and ensure that there is no conflicting construction, filming or other events at the requested location;
- Universal Cashiering System to process and accept payment of permit invoices.

A new system could potentially integrate with all other relevant City systems and databases to cut down on the time it takes to review and process applications without the need for additional staff.

Secondly, the user interface presents challenges to applicants, often resulting in additional StreetsLA staff time and resources to guide applicants through the system and the permitting process. StreetsLA staff also conducts multiple follow-up communications with applicants to address missing information or seek clarification on details provided in their application. A new system could provide a more intuitive application process, provide clearer instructions to applicants, and automate notifications and communications among relevant departments.

Lastly, preparing financial information or any other data pertaining to special events is onerous due to the current system's lack of reporting capabilities. A new system can allow StreetsLA to cut down on the staff time and resources needed to collect this information. In turn, this will allow StreetsLA to use this data to make future policy recommendations, and dedicate more staff resources to reviewing and processing permit applications.

StreetsLA has identified an off-the-shelf product that has an event permitting function, and would require only minor configuration to meet StreetsLA's needs. The estimated cost for procurement is \$200,000. StreetsLA has submitted this funding request as part of our 2028 Olympic Games budget package for the Mayor and Council's consideration.

Codify a Payment Exemption or Payment Deferral Process:

Los Angeles Municipal Code (LAMC) 41.20 stipulates that issuance of all Special Event Permits shall be subject to payment in advance, or at the time the permit is issued. However, in numerous instances, StreetsLA has been requested or directed to issue permits prior to receiving payment although there is no authority to do so under the LAMC. Coupled with the aforementioned staffing and technology challenges, these types of requests can lead to a substantial backlog in collections.

StreetsLA recommends amending LAMC 41.20 to authorize and establish a clear process for payment exemptions or deferrals that includes a public hearing requirement. Requiring a hearing before the Board of Public Works or the City Council could deter and reduce the number of such requests, enhance process transparency, and ensure the City receives timely reimbursement of services rendered.

Establish a Minimum Application Period:

Under the current process, applicants are advised to begin the application process at least 45 days in advance by contacting the StreetsLA's Special Events Permit Office. Applications received 21 days or less prior to the event are assessed an additional \$312.00 application late fee. These late applications, especially for large events, create a significant strain on limited City resources across multiple departments permitting timelines, and negatively impact other special event permit applications.

StreetsLA proposes amending LAMC 41.20 to set a clearer minimum application period for events. Specifically, any event requesting a closure of major or select streets should require a minimum of 30 days notice before the event. Any large events applying with less than 30 days notice would also need to seek approval through the proposed exemption process.

Additionally, the LAMC should also be amended to state that if the permit application requirements have not been provided at least seven business days prior to the event, the application/event is subject to cancellation.

If applied, StreetsLA believes these recommendations can significantly improve the efficiency of the special events permit process, and create a more customer friendly system commensurate with a world class city. Should you require more information about this report, please contact Ana Tabuena-Ruddy, Assistant Director and Chief Sustainability Officer, at [ana.tabuena-ruddy@lacity.org](mailto:ana.tabuena-ruddy@lacity.org).

Thank you.

ATR/GH/AY