Memorandum

DATE   December 5, 2008

TO    Members of the Quality of Life Committee: Pauline Medrano (Chair), Vonciel Jones Hill (Vice Chair), Carolyn R. Davis, Angela Hunt, Sheffie Kadane, David Neumann, Steve Salazar

SUBJECT   Urban Rodeos and Chapter 42A – Special Events

We will provide an update on the status of special event permits for rodeos and their relationship to Chapter 42A of the City Code on Tuesday, December 9, 2008.

Please contact me if you need any additional information.

Ramon F. Miguez, P. E.
Assistant City Manager

C:   Honorable Mayor and Members of the City Council
Mary K. Suhm, City Manager
Thomas P. Perkins, City Attorney
Deborah A. Watkins, City Secretary
Craig Kinton, City Auditor
Judge C. Victor Lander
Ryan S. Evans, First Assistant City Manager
Ramon F. Miguez, P.E., Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
A.C. Gonzalez, Assistant City Manager
Forest E. Turner, Interim Assistant City Manager
David K. Cook, Chief Financial Officer
Frank Poe, Director Convention & Event Services
Helena Stevens-Thompson, Assistant to the City Manager
Urban Rodeos
and
Chapter 42A – Special Events

Presented to the
Quality of Life Committee
December 9, 2008

Convention & Event Services - Office of Special Events
Purpose

- Review Office of Special Events (OSE) Chapter 42A as it relates to urban rodeos
- Present deficiencies in OSE Chapter 42A
- Recommend changes to OSE Chapter 42A
- Identify next steps
OSE received complaints regarding Tierra Caliente Rodeo which resulted in an assessment of urban rodeos as a qualified special event under Chapter 42A.
Chapter 42A and Urban Rodeos

- Chapter 42A does not prohibit urban rodeos
- Further, Chapter 42A does not provide guidelines or regulations for urban rodeos
OSE issued permits to two urban rodeos during fiscal year 2007-2008:
- Rio Rodeo
- Tierra Caliente Rodeo.
OSE has received no complaints or reported violations for Rio Rodeo.
Thirty-five 311/911 calls were received for Tierra Caliente Rodeo.
Rio Rodeo remains active due to no complaints with the event.
Tierra Caliente Rodeo has been denied future permits due to a total of 35 various complaints.
Current Rodeo Status

- **Rio Rodeo**
  - Active Permit
  - Walton Walker/Keenland
  - Weekly on Sunday – 2:00 P – 8:00 P

- **Tierra Caliente Rodeo**
  - Denial of future permits
  - Northwest Hwy./Webb Chapel
  - Weekly on Saturday – 4:00 P – 9:00 P

- Currently no additional requests
Tierra Caliente Rodeo

Complaints received and reason for future denial of permits
- Noise Issues
- Zoning Complaints
- Building Permits for Temporary Structures
- Animal Safety
- Inspections at events
- Traffic and Parking Problems
Concerns

In reviewing urban rodeos in the context of Chapter 42A, two concerns surfaced:

- What qualifies as a special event?
- What differentiates a temporary special event venue and a permanent venue?

It became apparent there were deficiencies in Chapter 42A based on the complaints being received on the rodeo and review of Chapter 42A.
The Chapter 42A Review Process

- Based on rodeo complaints, OSE conducted internal review of Chapter 42A, which was last amended October 12, 2005
- Requested input from other city departments
- Compared the City of Dallas OSE process with other municipalities
OSE requested input from various city departments involved in the special event permitting process:
- Building Inspections
- Code Compliance
- Dallas Fire & Rescue
- Environmental and Health Services
- Office of Emergency Management
- Parks & Recreation
- Public Works & Transportation
- Risk Management
- Dallas Police Department
- Streets Department
Cities Contacted

The following cities were contacted about their special event procedures:

- Washington DC
- New York
- Los Angeles
- Austin
- Las Vegas
- Chicago
- Houston
- Fort Worth
- Mesquite
- Mansfield
- Miami
- Seattle
Identification of Deficiencies related to Chapter 42A

- Staff research identified the following deficiencies in Chapter 42A:
  - Clarification of OSE authority for modifying life safety staffing requirements – OSE Manager & DPD Police Chief or designee need to have authority to expand the number of police officers based upon event activities.
Identification of Deficiencies related to Chapter 42A cont.

- No provision for event tear-down or clean-up of event site after the event
- A special event can occur up to 60 days in a calendar year, which allows an event to take place weekly
- Applications are required to be filed 45 days prior to the event date, this is not sufficient time for large events, such as parades or runs, due to planning time
Identification of Deficiencies related to Chapter 42A cont.

- Fees are not collected to recover costs associated with revision made to an application and/or permit after it has been filed
- $40.00 late fee does not encourage timely submittal of special event applications.
Recommendations
(Life Safety)

Modify OSE Chapter 42 A:
- DPD chief or designee would make final determination for number of officers required for a permitted special event.
- Establish guidelines regarding special event attendance modifications.
Recommendations (Tear-Down and Clean-up) cont.

- Require that all event set-ups be removed at conclusion of event within time specified by OSE manager or designee.

- Add a clean-up policy deposit of $2000 for large parades, street festivals and runs/walks. Deposit would be available to support city services called upon to clear debris if a permitted special event does not comply with the clean up provisions of its permit.

- Require large street sweepers and washers for large parades, street festival and runs/walks.
Recommendations
(Timelines for Events/Applications) cont.

- Alter Chapter 42A to limit events to take place “no more than 60 *consecutive* days” and up to 26 non-consecutive days of the same calendar year.”
- Currently, applications are required to be filed 45 days from an event. Add a sliding scale as follows:
  - Large Parades, Runs and Festivals – 120 days prior
  - All other events – 45 days
Recommendations
Miscellaneous Fees cont

- Add $60.00 “Change Fee” to Chapter 42A. This fee allows OSE to recover some costs associated with processing the changes to a filed special event permit.

- Increase the late fee from $40 to $150 to recover costs.
Recommendations

Permit Fees cont

Fees Applicable to all Special Event Permits

Current
- 0 – 200 people - $30
- 201- 400 people - $50
- 401 – 800 people - $75
- 801 – 1000 people - $100
- 1001 – 20,000 people - $250
- Over 20,000 people - $500

Recommendation
- 0 – 500 people - $100
- 501 – 1000 people - $150
- 1001 – 10,000 people - $275
- 10,000 – 20,000 people - $375
- Over 20,000 people - $750
Next Steps

- Secure City Council Quality of Life Committee direction regarding
  - Urban rodeos
  - Acceptance of staff’s recommended modifications to Chapter 42A
- Modify OSE Chapter 42A and present revisions to the City Council Quality of Life Committee for review and action (February 2009)
- City Council Action
Questions
Office of Special Events

Appendices
# Other Large City Comparisons

<table>
<thead>
<tr>
<th>CITY</th>
<th>FEES</th>
<th>APP DUE</th>
<th>ENFORCEMENT</th>
<th>SPECIAL EVENTS OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington D.C.</td>
<td>60 days in person thru a scheduled meeting</td>
<td>Emergency Management case by case</td>
<td>DC Emergency Management – Mayors Special event Task Group</td>
<td></td>
</tr>
<tr>
<td>New York City</td>
<td>$15 plus other fees after assessment invoice is created</td>
<td>90 – 14 days based on type</td>
<td>Commissioner Determines case by case</td>
<td>Handled thru Mayor’s SAPO or Community Boards</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>$312 - $528</td>
<td>15 – 45 days based on type</td>
<td>Director of the Bureau or the Board of Public works case by case</td>
<td>Thru LAPD Emergency Operations or Street Services Division</td>
</tr>
<tr>
<td>Austin</td>
<td>$60 - $200 Deposits required over 1000 people Miscellaneous fees</td>
<td>60 days</td>
<td>Case by case</td>
<td>Police – Parade Streets – Street Closures Parks – all other events</td>
</tr>
</tbody>
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<td>Las Vegas</td>
<td>No App Fee $50 per hour per staff inspection fee $30 inspector Processing fee $25 - $300 per vendor based on type of vendor</td>
<td>14 days prior</td>
<td>Las Vegas Police</td>
<td>Initiated thru Public Works for Sttreet Closures All other events through Police Department</td>
</tr>
<tr>
<td>Chicago</td>
<td>$25 App fee $130 - $200,000 depending on location of event and type of event</td>
<td>30 days prior</td>
<td>Office of the Mayor – Special events Division</td>
<td>Office of Emergency Management – Parades Parks – All other Events</td>
</tr>
<tr>
<td>Seattle</td>
<td>$126 -$1430 based on attendance, plus other fees $220 - $39,000 for parades and sporting events based on attendance</td>
<td>25 days prior</td>
<td>Fire Marshall</td>
<td>All events coordinated thru the cities Department of Transportation</td>
</tr>
<tr>
<td>Miami</td>
<td>$50 - $153 depending on type of event</td>
<td>10 – 60 days prior Certain Districts 120 days</td>
<td>Case by case</td>
<td>Parks and Recs</td>
</tr>
</tbody>
</table>
Lessons Learned Internal

- OSE has developed a relationship with Code Compliance
  - Copying Code staff on Weekly reports, departmental reviews and final permits
  - Flagging case-by-case specific events for code to inspect from a permit process standpoint
- Working with Streets Department and Parking Services to develop a plan of action for “In-kind Services for 2009.
  - Currently, no criteria for determining who the city provides services to
  - No city budgets for these services or staff support for Special Events from the various departments
- Developing an Urban Rodeo Guideline similar to the Parade Guidelines to be shared internally before permitting another rodeo
Lessons Learned External (review of U.S. large cities)

- Large events are posted on city and Department of Transportation LED’s 2 weeks prior to an event to inform about road closures etc.
- Temporary Building Permits are required on events that have any temporary building structure, stage over 12 in., grandstands
- Street Cleaning Deposits are required on Large Events
  - Sanitation Departments are just as vital in the success of an event as police and fire
  - OSE specifies police and fire requirement, but not a cleaning policy
- Events under 1000 attendees are permitted out of the Parks & Recreation Department
- School & church events/parades are permitted out of the Streets Department
- Special Events departments operate out of either the Mayor’s office, Office of Emergency Management or Police Department
- Permit fees for parades and large events are less than any other city
Attachment A

Office of Special Events
Permit Statistics Per Year
Special Event Permits – 479 TOTAL
  24 Carnival
  17 Ceremonies
  21 Concerts
  55 Festivals
  119 Parades
  44 Parties
  95 Run/Walks
  104 Other (City Hall Plaza, rodeos, sidewalk sales etc.)
Street Pole Banner Permits – 33 TOTAL
Commercial Filming Permits – 136 TOTAL
TOTAL - 648 PERMITS Per Year
Note: This does not include applications received and reviewed that did not require a permit.

Permit Process
Receive permit application and prepare for permit process
Request routes and/or footprints of event along with all details
Provide Preliminary Permit for client
Send out for COD departmental reviews (10 days required per Ch. 42A)
Request all permit requirements – fees, insurance, notifications, licenses etc.
Produce final permit
Send final permit to all COD departments and affecting agencies, DART, TABC etc.