

Memorandum



CITY OF DALLAS

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.

A handwritten signature in black ink, appearing to read 'R. Miguez'.

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

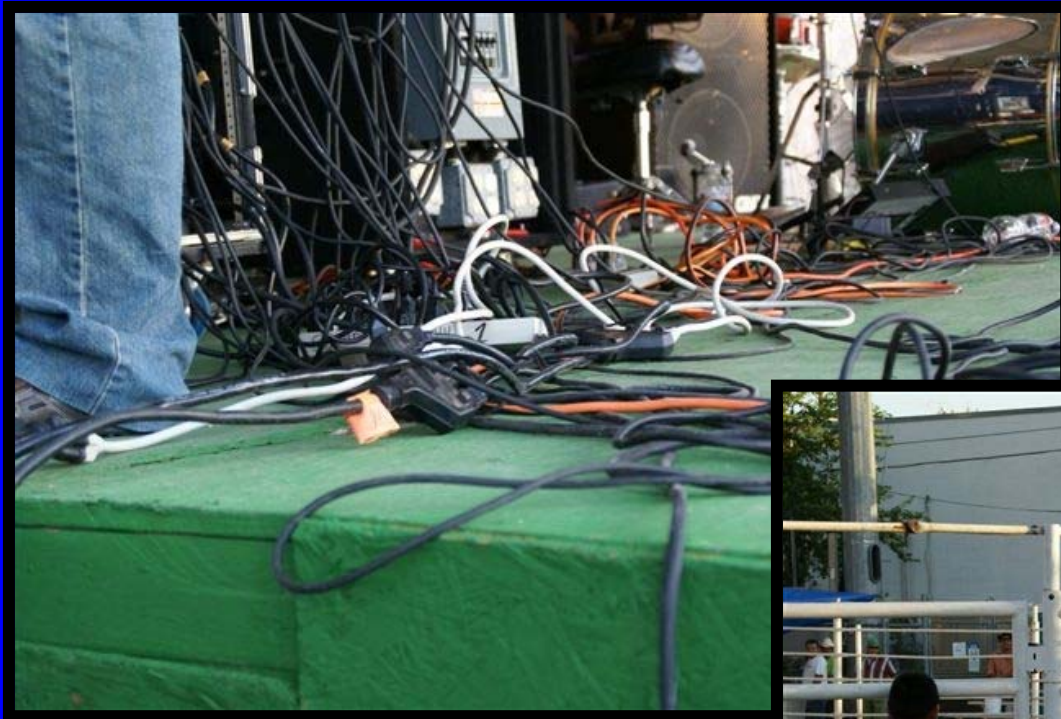
- Review Office of Special Events (OSE) Chapter 42A as it relates to urban rodeos
- Present deficiencies in OSE Chapter 42A
- Recommend changes to OSE Chapter 42A
- Identify next steps

Situation

- 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



History

- 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

City Departments

- 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

CITY	FEES	APP DUE	ENFORCEMENT	SPECIAL EVENTS OFFICE
Washington D.C.		60 days in person thru a scheduled meeting	Emergency Management case by case	DC Emergency Management – Mayors Special event Task Group
New York City	\$15 plus other fees after assessment invoice is created	90 – 14 days based on type	Commissioner Determines case by case	Handled thru Mayor’s SAPO or Community Boards
Los Angeles	\$312 - \$528	15 – 45 days based on type	Director of the Bureau or the Board of Public works case by case	Thru LAPD Emergency Operations or Street Services Division
Austin	\$60 - \$200 Deposits required over 1000 people Miscellaneous fees	60 days	Case by case	Police – Parade Streets – Street Closures Parks – all other events

Other Large City Comparisons

CITY	FEES	APP DUE	ENFORCEMENT	SPECIAL EVENTS OFFICE
Las Vegas	No App Fee \$50 per hour per staff inspection fee \$30 inspector Processing fee \$25 - \$300 per vendor based on type of vendor	14 days prior	Las Vegas Police	Initiated thru Public Works for Street Closures All other events through Police Department
Chicago	\$25 App fee \$130 - \$200,000 depending on location of event and type of event	30 days prior	Office of the Mayor – Special events Division	Office of Emergency Management – Parades Parks – All other Events
Seattle	\$126 - \$1430 based on attendance, plus other fees \$220 - \$39,000 for parades and sporting events based on attendance	25 days prior	Fire Marshall	All events coordinated thru the cities Department of Transportation
Miami	\$50 - \$153 depending on type of event	10 – 60 days prior Certain Districts 120 days	Case by case	Parks and Recs

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 stand point
- 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.