

REPORT OF THE CHIEF LEGISLATIVE ANALYST

DATE: November 6, 2009
TO: Honorable Members, City Council
FROM: Gerry F. Miller *Gerry F. Miller*
Chief Legislative Analyst

Assignment No.: 09-09-1464
Council File No.: 09-2618

Special Events - Standard Plan Report for Farmers' Markets and Block Parties

SUMMARY

On September 30, 2009, the City Council adopted the Special Events Fee Subsidy Ordinance which became effective on October 26, 2009. During the initial discussion of the proposed ordinance in August 2009, the City Council adopted a report of the Budget and Finance Committee that directed the Chief Legislative Analyst to work with City departments in the development of a "Standard Plan" to reduce the permit fees and salary costs charged by City departments for Farmers' Markets and Block Parties.

On September 7, 2009, the City Council adopted a Motion (Huizar-Rosendahl) that directed the CLA and the Bureau of Street Services to report back to the Council, within 30 days, regarding the following:

1. A list of the Certified Farmers' Markets in the City, and a full accounting of staff costs associated with their operations;
2. A report on the feasibility of offering Certified Farmers' Markets a single, annual permit rather than issuing weekly permits; and
3. A proposed list, with input from all Council offices, of which markets could be treated as a block party where no expenses are charged, and which should qualify as Citywide event (whereby residents from three or more Council districts would attend, and up to one-half of the associated costs would be subsidized).

Proposed Standard Cost Reduction Plan for Farmers' Markets

The CLA held several meetings with representatives from the following City departments to address the above directives: Building and Safety; Bureau of Street Services; Bureau of Sanitation; Department of Transportation; Fire Department; and the Police Department. (Department reports are attached).

The above City departments, whenever possible and without jeopardizing public safety, have agreed to take the necessary steps to modify their permit fee structure and eliminate salary costs associated with Farmers' Markets and Block Parties. However, requests for staff services by event sponsors or permit violations that require additional inspections by City staff, would incur additional costs. A re-inspection fee by Building and Safety, for example, would cost \$90.

Department representatives have also agreed to work together in notifying each other regarding permit violations found during ordinary inspections.

The charts below reflect the Proposed Standard Cost Reduction Plan offered by City departments to help reduce and/or eliminate existing costs associated with facilitating Farmers' Markets and Block Parties.

Proposed Standard Cost Reductions Plan for Farmers' Markets

A. No Tents or Canopies

Department	Existing Weekly Permit Fee	Proposed Annual Permit Fee	Existing Hourly Rate	Proposed Hourly Rate
Building & Safety	\$275	\$275	0	0
Bureau of Street Services	\$528	\$528	0	0
Bureau of Sanitation	n/a	n/a	\$44.65	0
DOT	n/a	n/a	\$40.92	0
Fire Department: *				
No tents or canopies **	0	0	0.00	0
Police Department	0	0	\$64.00	0
Total Cost (No tents or canopies)	\$803	\$803	\$217.57	

*The Fire Department issues two, semi-annual permits at \$312 each.

** Includes Pop-Up Tents

B. With Tents or Canopies

Department	Existing Weekly Permit Fee	Proposed Annual Permit Fee	Existing Hourly Rate	Proposed Hourly Rate
Building & Safety	\$275	\$275	0	0
Bureau of Street Services	\$528	\$528	0	0
Bureau of Sanitation	n/a	n/a	\$44.65	0
DOT	n/a	n/a	\$40.92	0
Fire Department *				
With tents and canopies	\$312	\$624		
Police Department	0	0	\$68.00	0
Total Cost (No tents or canopies)	\$1,115	\$1,427	\$217.57	

*The Fire Department issues two, semi-annual permits at \$312 each.

Under the Proposed Standard Plan, the annual cost for a Farmers' Market that includes tents or canopies would be \$1,427. If a Farmers' Market does not include tents (excluding "Pop-up" style tents) or canopies, the annual cost would be \$803. Neither of these amounts include staffing costs, and such costs would only be included if requests were made for such services. Overall, under the Proposed Standard Plan, Farmers' Markets would be treated like block parties in that there would be no need for additional staff resources to facilitate such events. Council Offices may provide subsidies City cost to Farmers' Markets up to 100% of City costs

PROPOSED STANDARD COST REDUCTION PLAN FOR BLOCK PARTIES

Department	Existing Event Permit Fee	Per Proposed Per Event Permit Fee	Existing Hourly Rate	Proposed Hourly Rate
Building & Safety	\$275	\$275	0	0
Bureau of Street Services	\$312	\$312	0	0
Bureau of Sanitation	n/a	n/a	\$44.65	0
DOT	n/a	n/a	\$40.92	0
Fire Department:				
No tents or canopies	0	0	0.00	0
With tents or canopies	\$312	\$312	\$64.00	0
Police Department	0	0	\$68.00	0
Total Cost Per Event				
(No tents or canopies)	\$587	\$587	\$217.57	0
Total Cost Per Event				
(With tents or canopies)	\$899	\$899	\$217.57	0

Block Parties

Under the Special Events Fee Subsidy Ordinance, block parties are exempt from the payment of fees and costs and subsidized 100% from each Council district's \$100,000 budget allocation for special events. Block parties that do not include tents or canopies would cost \$587 per event. Block parties that do include or require tents or canopies would cost \$899 per event.

Motion re: Certified Farmers' Markets

The following is our response to the Motion (Huizar-Rosendahl) that directed the CLA and the Bureau of Street Services to report back to the Council, regarding the following:

1. A list of the Certified Farmers' Markets in the City, and a full accounting of staff costs associated with their operations.

Response: The Bureau of Street Services (BOSS) reports that there are approximately 36 Certified Farmers' Markets operating in the City of Los Angeles. Of that number, an estimated 17 operate in the public right-of-way and are subject to the provisions of the Special Events Ordinance. According to BOSS, the remaining Farmers' Markets are located on private property and may require permits from City Departments, such as Building and Safety, depending on the configuration of the Market and activities being offered. The attached report from BOSS includes a list of Certified Farmers' Markets operating in the City, all of which operate in the public right-of-way. The Bureau has historically waived the "permit fees" associated with a Street Closure Permit (\$312) and a Selling Activity Permit (\$216) for all special events for a total weekly fee of \$528. Under the standard plan, the BOSS proposes to charge Farmers' Markets a single annual permit fee of \$528. BOSS further recommends that event sponsors pick up and return barricades, and clean the event area. It is also recommended that Farmers' Markets be required to submit information with their Special Event Permit Application that documents their "Certified Farmers' Market" status.

2. A report on the feasibility of offering Certified Farmers' Markets a single, annual permit rather than issuing weekly permits:

Response: The Special Events Fee Subsidy Ordinance states, in part, that "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." (Section 2(b) – Page 3). DOT, BOSS, and LADBS are implementing the annual permit option as provided in the Special Events Ordinance.

3. A proposed list, with input from all Council offices, of which markets could be treated as a block party where no expenses are charged, and which should qualify as a Citywide event (whereby residents from three or more Council districts would attend, and up to one-half of the associated costs would be subsidized).

Response: The Proposed Standard Cost Reduction Plan for Farmers' Markets will allow such events to be treated like block parties in that the need for City resources will be reduced or eliminated, an annual permit will be issued and sponsors will pick up and return barricades to the BOSS. The standard plan submitted by DOT allows sponsors of Farmers' Markets to make and install permanent signage regarding street closures and temporary parking restrictions (in keeping with DOT's standard drawings for Farmers' Markets street closures); an one time expense would be assumed by the event sponsor. The annual cost for Farmers' Markets is \$803 if no tents (Pop-up tents are allowed) or canopies are used, or \$1,427 if tents or canopies are part of the application.

The matrix for Farmers' Markets reflect a difference of \$312 between existing weekly permit cost of \$1,115 and the proposed annual cost of \$1,427. The difference reflects that the Fire Department, instead of issuing a \$312 weekly permit, will issue two semi-annual permits to Farmers' Markets Sponsors (at a cost of \$312 each or \$624 annually), if tents or canopies are used.

Given that under the Proposed Standard Plans the annual costs associated with Farmers' Markets will be minimal (from \$803 to \$1,427), we do not recommend that Farmers' Markets be included as Citywide Events at this time, but should be re-visited during the 2010-11 Budget Deliberations.

RECOMMENDATIONS

That the City Council:

1. Adopt the Standard Cost Reduction Plan contained in this report for Farmers' Markets and Block Parties, and direct City departments to use this Plan when permit fees and salary costs are being determined for Farmers' Markets and Block Parties;
2. Determine during the 2010-11 Budget deliberations whether any Farmers' Markets conform with the qualifications of a Citywide Special Event and should be included on the "Citywide List of Special Events," and provide the appropriate allocation of funds to effectuate this policy decision, as necessary;
3. Direct the Bureau of Street Services to include, as a requirement of the Special Event Permit Application, information that documents the "Certified Farmers' Market" status for each Farmers' Market that operates in the City;
4. Direct the event sponsors of Farmers' Markets, as a condition of being granted a Special Event Permit that requires a street closure, to install permanent signage, at their own expense, in accordance with the Department of Transportation's standard drawing for Farmers' Markets street closures;
5. Direct the event sponsors of Block Parties, as a condition of being granted a Special Event Permit that requires a street closure, to install temporary signage, at their own

expense, in accordance with the Department of Transportation's standard drawing for Block Party street closures; and

6. Direct the event sponsors of all other types of special events, as a condition of being granted a Special Event Permit that requires a street closure, to hire a Registered Civil or Traffic Engineer to design a Traffic Management Plan (TMP) for their events, which would be subject to review and approval by the Department of Transportation, and hire a licensed barricade company to install and maintain temporary traffic control devices in conformance with the TMP.

FISCAL IMPACT STATEMENT

The standard plan submitted by city departments incorporate the use of an annual permit for Framers' Markets and have effectively reduced permit fees. However, should event sponsors elect to use additional City services or incur permit violations requiring additional inspections, additional costs will accrue to the event sponsor to recover city costs. As set forth in departmental standard plans, the cumulative cost for an annual Framers' market permit will range from and estimated \$803 to \$1,427 with the later amount including inspections for tents and canopies.

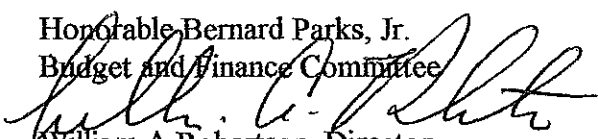
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CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: October 15, 2009

TO: Honorable Bernard Parks, Jr.
Budget and Finance Committee

FROM: 
William A. Robertson, Director
Bureau of Street Services

SUBJECT: CF #09-0600-S46 SPECIAL EVENTS PERMIT PROCEDURE

Summary:

The City Council referred to the Budget and Finance Committee a Motion (Huizar-Rosendahl), Council File 09-0600-S46, regarding the procedure to obtain permits for special events that involve the public right-of-way and related fee subsidy issues.

The Bureau of Street Services recommends reducing the fee by establishing a one-year permit for Farmers' Markets at the current cost of a single event permit. In addition, the Bureau recommends that event sponsors pick up and return barricades and clean up after events to help avoid the necessity for any additional services from the Bureau, thus eliminating the need for additional costs other than a one-time annual permit fee of \$528.00.

Existing Permit Fees:

The permit records of the Bureau reveal that there were 726 Farmers' Markets permits issued in FY 2008-09. The Bureau's fees associated with these events were \$383,328.00 related to the processing of event permits. The standard fee for events of this type is \$528.00 per event permit, and these fees have been historically waived. Since these are recurring events that normally take place four times per month, the annual permit costs for a Farmers' Market would exceed \$25,000.00.

Proposed Permit Fees under the Standard Plan:

The new ordinance requires the recovery of all special event costs, and also allows for an annual permit, instead of a weekly permit, to be issued to Farmers' Markets. To lessen any potential impact on these types of events, the Bureau recommends that all Farmers' Markets be granted an annual, one-year special event permit, at a cost of \$528.00, provided they pick up barricades, clean the specific event area, and do not require any additional services from the Bureau. By implementing a one-year permit, the City/Bureau would collect approximately \$9,000.00 per year.

The issuance of an annual special event permit to Farmers' Markets, along with a one-year Street Services Permit Fee of \$528.00 will allow Farmers' Markets to be treated like block parties that do not require additional resources from the Bureau of Street Services.

Existing Salary Costs:

None other than permit processing covered by the permit fee.

Proposed Salary Costs under the Standard Plan:

The only salary costs are those related to permit processing covered by the \$528.00 annual fee. The only additional costs related to Farmers' Markets would be in the event that the sponsor does not clean up the affected area.

Other Costs:

None

Financial Impact:

None

Recommendations:

That the City Council directs the Bureau of Street Services to:

1. Issue a one-year, annual permit for all qualifying Farmers' Markets that operate in the City; and
2. Assess a one-year, annual permit fee of \$528 for Farmers' Markets occurring in a twelve month period.

Attachments:

- A. Farmers' Markets - Permit Fees information for Fiscal Year 2008-2009 and 2009-2010 (to Present).

If you have any questions or concerns please contact me or Nazario Saucedo, Assistant Director at (213) 847-3333.

WAR:tc

FARMER'S MARKETS 07/01/2008 – 06/30/2009				
Name	Day/ Time	CD#	Permits Issued	Fees Waived
Downtown -5 th Street & Grand	Wednesdays 6pm-3pm	9	54	\$28,512
Downtown 7 th Street & Figueroa	Thursdays 7:30am– 4:30 pm	9	12	\$6,336
Bank of America – Hope & 4 th Street	Fridays 8am – 5pm	9	52	\$27,457
Brentwood- Gretna Green Way	Sundays 8am – 1pm	11	51	\$26,928
Culver City – Main Street & Bagley	Tuesdays 1pm – 8pm	10	52	\$27,456
Larchmont – Larchmont & Beverly	Sundays 10 am – 2pm	4	52	\$27,456
Mar Vista – Grand View	Sundays 9am – 2pm	11	48	\$25,344
Melrose – Melrose Place	Sundays 10am – 2pm	5	51	\$26,928
Pacific Palisades – Swarthmore & Sunset	Sundays 8am – 1:30 pm	11	52	\$27,456
Pershing Square	Wednesdays 7am – 2pm	9	14	\$7,392
Silverlake – Griffith Park Blvd	Saturday 8am -2pm	13	51	\$26,928
Studio City – Ventura Place	Sunday 8am – 1pm	2	51	\$26,928
Toluca Lake	Sunday 7am– 3pm	4	53	\$27,984
Westwood Village	Wednesday 3pm – 8pm	5	2	\$1,056
Old L.A. – Marmion Way & Ave 58	Tuesdays 3pm – 8pm	1	51	\$26,928
West L.A. – Purdue Avenue & Santa Monica	Sundays 6am – 4pm	11	39	\$20,592
Hollywood – Ivar Avenue	Sundays 6am – 3pm	13	41	\$21,648
Totals			726	\$383,328

FARMER'S MARKETS 07/01/2009 - Present				
Name	Day/ Time	CD#	Permits Issued	Fees Waived
Downtown -5 th Street & Grand	Wednesdays 6am-3pm	9	9	\$4,752
Downtown 7 th Street & Figueroa	Thursdays 7:30am- 4:30pm	9	11	\$5,808
Bank of America - Hope & 4 th Street	Fridays 8am-5pm	9	11	\$5,808
Brentwood-Gretna Green Way	Sundays 8am-1pm	11	8	\$4224
Culver City - Main Street & Bagley	Tuesdays 1pm-8pm	10	11	\$5,808
Larchmont - Larchmont & Beverly	Sundays 10am-2pm	4	11	\$5,808
Mar Vista - Grand View	Sundays 9am-2pm	11	11	\$5,808
Melrose - Melrose Place	Sundays 10am-2pm	5	11	\$5,808
Pacific Palisades - Swarthmore & Sunset	Sundays 8am-1:30pm	11	10	\$5,280
Pershing Square	Wednesdays 7am- 2pm	9	11	\$5,808
Silverlake - Griffith Park Blvd	Saturday 8am-2pm	13	10	\$5,280
Studio City - Ventura Place	Sunday 8am-1pm	2	11	\$5,808
Toluca Lake	Sunday 7am-3pm	4	11	\$5,808
Westwood Village	Wednesday 3pm-8pm	5	8	\$4,224
Old L.A. - Marmion Way & Ave 58	Tuesdays 3pm-8pm	1	8	\$4,224
Totals			152	\$80,256

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 23, 2009

TO: Honorable Bernard Parks, Chair
Budget and Finance Committee

FROM: *for* 
Rita L. Robinson, General Manager
Department of Transportation

SUBJECT: Proposed DOT Plan to Reduce Costs for Special Events

Summary:

To reduce the cost of Department of Transportation (DOT) staff support for special events, DOT is proposing to shift the responsibility for the installation of temporary traffic control devices to event sponsors with DOT retaining only the responsibility for traffic management plan (TMP) approval and inspection of TMP installation. Furthermore, event sponsors will be given the option of hiring off-duty peace officers to perform intersection traffic control instead of using DOT Traffic Officers. These cost reduction strategies will apply to all special events, especially Farmers' Markets, block parties, carnivals, festivals, marches, walks, races, runs, and other types of events.

Existing Permit Fees:

DOT does not issue permits for special events.

Proposed Permit Fees under the DOT Plan:

DOT is not proposing to issue permits for special events.

Existing Salary Costs:

In accordance with their Memoranda of Understanding (MOU) with the City, DOT Traffic Officers and Senior Traffic Supervisors are not currently subject to unpaid furloughs and must be compensated in cash for overtime worked on special events with a minimum of four hours of overtime. The current, fully burdened overtime rates are as follows:

<u>Classification</u>	<u>Overtime Hourly Rate</u>
Traffic Officer II	\$40.92
Senior Traffic Supervisor I	\$48.02
Senior Traffic Supervisor II	\$53.84
Senior Traffic Supervisor III	\$60.43

DOT transportation engineering staff who develop TMPs for medium to large special events and install temporary traffic control devices as part of TMP implementation are currently subject to unpaid furloughs. When these employees are reassigned to work special events during normal working hours they are paid at their regular hourly rates. If they are deployed in excess of their normal working hours in a week they receive straight overtime pay until they have reached 40 compensated hours in the week and at time-and-a-half for any hours in excess of 40 hours of compensated time during the week. Their fully-burdened hourly rates are as follows:

<u>Classification</u>		<u>Hourly Rate</u>
Transportation Engineering Aide II	Regular Time	\$88.11
	Straight Overtime	\$37.36
	Time-and-a-half	\$54.46
Transportation Engineering Associate II	Regular Time	\$111.81
	Straight Overtime	\$47.41
	Time-and-a-half	\$69.11
Transportation Engineering Associate III	Regular Time	\$124.54
	Straight Overtime	\$52.80
	Time-and-a-half	\$76.97
Transportation Engineer	Regular Time	\$135.33
	Straight Overtime	\$57.38
	Time-and-a-half	\$83.64

DOT staff also install and remove temporary parking restrictions at a flat rate of \$19.00 per sign (typically about \$100.00 per block). This flat fee per sign is supposed to cover the cost fabricating the sign plus its installation and removal.

Proposed Salary Costs under the DOT Plan:

DOT provides essentially no services to Farmers' Markets and block parties today and therefore has no salary costs associated with these events. However, the sponsors of these events should be paying for the posting of temporary parking restrictions for every event to ensure that vehicles are not left parked on the street inside the area closed for their event. Since Farmers' Markets are typically events that occur at the same

location, same time and same day every week, DOT is preparing a drawing illustrating the placement of permanent Farmers' Market parking restrictions, Road Closed Ahead warning signs and turn restrictions. Since all of these signs will include the day and times of the Farmers' Market and will only be in effect at these times, the signs can be installed once and left in place. This revised approach will ensure that the proper signs are installed and are legally enforceable, with the event sponsor responsible for paying the one-time cost to have the signs fabricated and installed.

Since block parties are not a regularly occurring event at any given location, temporary regulatory and warning signs are still the most appropriate way to inform the public and regulate traffic and parking in the area. A similar standard drawing of the placement of temporary traffic controls for block parties will illustrate to event sponsors what they need to install, but they will still have to pay DOT to install and remove the temporary parking restrictions.

For larger special events like carnivals, festivals, marches, walks, races and runs, DOT will require that the event sponsor hire a Registered Civil or Traffic Engineer to design a TMP for their event, which will be subject to DOT review and approval, and to hire a licensed barricade company to install and maintain temporary traffic control devices in conformance with the TMP. DOT will also encourage event sponsors to hire off-duty peace officers for intersection traffic control. These requirements will reduce DOT's salary costs to just the cost of TMP review and field inspection as well as any DOT Traffic Officers the event sponsor chooses to hire for intersection traffic control.

Other Costs:

Describe other costs for services that you provide to facilitate special events (e.g., trash bins, trash liners, etc.), and what you propose to do to reduce these costs for Farmers' Markets, block parties, carnivals, etc.

Financial Impact:

DOT anticipates that there will be approximately a 30 percent reduction in special events held each year due to the shifting of responsibility of traffic control to the event sponsors. This should translate into a 30 percent in special event overtime costs to DOT.

RECOMMENDATIONS:

List the recommendations that you would like the Committee and Council to approve to help reduce permit fees and salary costs for special events under the Standard Plan.

1. REQUIRE all Farmers' Markets, as a condition of being granted a Special Event Permit involving a street closure, to install permanent signage at their own expense in accordance with DOT's standard drawing for Farmers' Market street closures.
2. REQUIRE all block parties, as a condition of being granted a Special Event Permit involving a street closure, to install temporary signage at their own expense in accordance with DOT's standard drawing for block party street closures.
3. REQUIRE all other special events, as a condition of being granted a Special Event Permit involving a street closure, to hire a Registered Civil or Traffic Engineer to design a Traffic Management Plan (TMP) for their event, which will be subject to DOT review and approval, and to hire a licensed barricade company to install and maintain temporary traffic control devices in conformance with the TMP.

AEW:
Reducing Costs for Special Events102309

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201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

RAYMOND S. CHAN, C.E., S.E.
INTERIM GENERAL MANAGER

November 5, 2009

TO: Honorable Bernard Parks
Budget and Finance Committee

FROM: Raymond S. Chan, C.E., S.E.
Interim General Manager
Department of Building and Safety

SUBJECT: PROPOSED SPECIAL EVENTS STANDARD PLAN FOR THE DEPARTMENT
OF BUILDING AND SAFETY (LADBS)

This is Building and Safety's (LADBS') report back regarding implementing the proposed Special Events Standard Plan.

BACKGROUND

On June 9 and 16, 2009, the City Council considered an ordinance to amend, repeal and adopt various provisions of the Los Angeles Municipal Code (LAMC) to establish a Special Events Permit Procedure and Fee Subsidy Program (C.F. 09-0600-S46). The City Council referred this matter to the Budget and Finance Committee for further consideration of the following issues:

- Council District review of proposed events and input on measures to mitigate negative community impact.
- Ability of event organizer to know in advance the City's permit fees and costs for a special event and to be reimbursed if actual costs are less; and
- Ability to provide a fee subsidy of less than 50 percent to enable additional deserving Special Events to receive assistance within limited funds.

On September 8, 2009, the City Council adopted Ordinance No. 180881. This Ordinance streamlines the special events application process by creating a centralized and uniform system for special event permitting. LADBS has an existing Temporary Special Events (TSE) program in which applications can be made on the Internet or in person at a Construction Services Center.

On September 16, 2009, a meeting was held by the Chief Legislative Analyst's (CLA) office at which departments were directed to report back on the proposed Special Events procedure.

On October 9, 2009, an e-mail was received from the CLA directing departments to use the standard plan template to summarize each department's plan to help reduce permit fees and salary costs for special events, including farmers' markets and block parties.

On October 15, 2009, a meeting was held by the CLA for the purpose of reviewing draft reports submitted by each department and providing feedback. Items discussed have been incorporated into this report back.

LADBS' understanding is that the main focus of this report back is for Farmers' Market and Block Party permits. Block parties usually do not require a permit issued by LADBS, as they typically do not have tents, canopies, stages, etc. LADBS' response will be covered in the following two sections: 1) Temporary Special Events – Existing Permit Fees; and, 2) Farmers' Markets Special Events.

TEMPORARY SPECIAL EVENTS (TSE) - EXISTING PERMITS

LADBS is responsible for performing inspections for permits issued for special events. Special events are temporary events such as carnivals and promotional events often requiring the construction of temporary grandstands/bleachers, stages/platforms, and canopies/tents. These events are usually of short duration (less than 5 days). An inspection is typically performed on the first day of the event; additional inspection may be required if an event does not have proper permits, and can lead to issuance of an Order to Comply requiring proper permits.

The following types of permits are issued relative to TSE's:

- o Building Permits for Temporary Special Events are issued per Los Angeles Municipal Code (LAMC) Section 91.106.1.3. The average cost per permit is \$500; permit fees vary depending on square footage of tents, on- or off- hour inspection, etc.).
- o Electrical Permits are issued per LAMC Section 93.0216(e). The average cost per permit is \$200. An electrical permit is required for the installation of any temporary electrical system.
- o Engineering plans are required to be submitted to LADBS and a building permit obtained when the event includes stages/platforms higher than 30 inches which are intended for live loads per LAMC Code Section 91.106.3 and 91.106.4. Permit fees vary depending on size of stage and/or platform, on or off hour inspection, etc.

FARMERS' MARKETS SPECIAL EVENT PERMITS

On September 1, 2009, a motion by Councilmember Huizar requested that the CLA and Bureau of Street Services (BOSS) report on the feasibility of offering Certified Farmers' Markets a single, annual permit for events that take place on the same time and place each week, rather than issuing separate permits.

LADBS concurs with the issuance of an annual permit for the base cost of \$275 with the following caveat: The layout of the function must remain the same throughout the annual period that the permit covers. If any changes are made to the layout previously approved by LADBS, such as adding stages, tents and/or canopies, a reinspection fee of \$90.00 will be required each time a change has been made.

It is essential that none of LADBS' TSE fees, including the Farmers Market annual permit fees, be waived to ensure that LADBS' Special Events program is cost recovery. The permit fee covers salaries, related costs, and minimum ongoing expenses (i.e., mileage) directly associated with LADBS issuing permits and providing the requisite inspections.

CURRENT STATUS OF LADBS INVOLVEMENT IN THE TSE PROGRAM

LADBS staff has taken the following actions to date:

- o Staff is working with CLA and BOSS to ensure that joint efforts meet City-wide goals.
- o Special Event staff is providing fee information to BOSS in compliance with Ordinance 180881.
- o A proposed ordinance amending various sections of the LAMC to create an annual Farmers' Market permit has been submitted to the Board of Building and Safety Commission.
- o Management Information staff created a temporary fix in LADBS' e-Permit system to transfer applicants to BOSS' website and created a manual paper trail to accommodate this procedure. The Department is hoping that BOSS works with user departments to create a more automated system.

RECOMMENDATIONS:

1. To achieve full cost recovery for Special Events (other than Farmers' Markets) and cost reduction for Farmers' Markets, the Department recommends that the City Council and the Mayor approve the fee adjustments proposed in the attached draft ordinance.
2. The Department recommends that the Bureau of Street Services take the following actions to facilitate a quick turnaround response time from departments regarding fee analysis:
 - a. Submit all requests for Special Events fees to the following e-mail address: LADBS_SpecialEvents@lacity.org.
 - b. Until a City-wide clearinghouse of special events is accessible via a shared electronic system, provide a fully searchable electronic list of events.
 - c. Incorporate information from LADBS' Request for Temporary Special Events form (attached) on the Citywide Special Events form currently on BOSS' website located at <http://bsspermits.lacity.org/spevents/>.
 - d. Increase the time departments have to provide fees to BOSS from 24 to 72 hours.

Please contact Larry Galstian, Chief Inspector, at (213) 482-0342, if your staff has questions or needs additional information regarding this report back. If I can be of assistance, please contact me at (213) 482-6800.

Attachments

- c: Gerry Miller, Chief Legislative Analyst

ORDINANCE NO. _____

An ordinance amending various Sections of Articles 1 through 8 of Chapter IX of the Los Angeles Municipal Code with respect to fees charged for recovering the costs of providing services by the Department of Building and Safety.

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

Section 106 PERMITS

Section 91.106.1 Permits required of the Los Angeles Municipal Code is hereby amended to read:

Section 91.106.1.3 Temporary Permits

Section 91.106.1.4 Temporary Special Events (TSE) Permit

The following qualify for a TSE permit, provided they are temporary in nature and not detrimental to the neighborhood or to the welfare of the occupants thereof:

1. Tents and canopies, larger than 450 square foot, on a residential property.
2. Tents or canopies, larger than 12 feet in length or width, on a commercial property.
3. Stages or platforms more than 30 inches in above grade.
4. Grandstands or bleachers.
5. Structures higher than 12 feet.
6. Temporary change of use (parking lot sales, or use of a building for special purpose)
7. Temporary auto sales

TSE permits shall not exceed five events in a calendar year and each permit shall be valid for a maximum of five consecutive days at any single location. TSE permits that exceed the five events in a calendar year and/or exceed five consecutive days at any single location must obtain approval from the Superintendent of Building and the Chief of the Fire Department pursuant to Section 111 of the State Fire Marshal (SFM) code, prior to the event.

Section 91.106.1.5 Farmers' Market Permit

Applicants requesting for Farmer's Markets permit may be issued an annual permit as long as the layout of each event remains the same throughout the annual period

authorized by the permit. If any changes are made to the previously approved layout or an additional stage, tent, or canopy is added, a reinspection fee of \$90.00 will pertain to each inspection pursuant to Section 98.0412 of L.A.M.C..

The fees specified in this section, including additional inspection fees, and application fees are not refundable once work has been performed by the Department, regardless of whether the action taken is approval or denial.

Duration of Approval. Any approval issued pursuant to the provisions of this section shall remain valid for a period of one year from the date of issuance Department's approval of the permit thereof unless the approval is revoked by the Department.

The Department may require licensed Engineer's approval prior to issuing a permit.

Concurrence from the Department of Public Works, City Planning, Fire Department, or other agencies may be required prior to issuance of permit depending on the proposed type of event, the proposed use of the building or property involved.

Section 91.106.1.6 Suspension and Revocation of approvals

(a) **Ground.** An approval issued pursuant to the provisions of this section may be suspended or revoked upon the following grounds:

1. The original layout of the Farmers' Market is altered without notification to Building and Safety Department.

2. Failure of the applicant to obtain a re-inspection and approval of the site prior to operation with a new layout.

3. Any Farmers' Market which use may become obnoxious or offensive due to of emission of odor, smoke, dust, trash, noise, traffic congestion, or similar reason, as determined by the Superintendent of Building.

4. Sale of merchandise other than agricultural products by producers or certified producers to consumers in accordance with the applicable provisions of the California Code of Regulations, as defined in Sec.5.66.8 (b).

5. Failure of the applicant to satisfy any condition of the approval, or to comply with applicable rules and regulations established by this Section.

In addition to the foregoing, any approval may be temporarily suspended due to failure to reimburse the City of Los Angeles for applicable inspection costs as required pursuant to Section 91.107 of L.A.M.C.

Section 91.107.5.3 Temporary Special Events Fees:

Temporary Special Events Permit Fees

ITEM	FEE
Base Fee for TSE Permit (Includes Temporary Change of Use)	\$275.00
Base Fee for Farmers' Market Annual Permit	\$275.00
Each Tent or Canopy (Each 5,000 sq. ft. or fraction thereof)	\$65.00
Additional Inspections (For each stage, bleacher, miscellaneous structure over 12 ft. high, etc.)	\$90.00



Attachment to Proposed
Special Events Standard Plan
for LADBS

INFORMATION REQUEST FOR TEMPORARY SPECIAL EVENTS (TSE)

This form is intended for use by the Department of Public Works Bureau of Street Services (BOSS) to notify the Los Angeles Department of Building and Safety (LADBS) regarding proposed Temporary Special Events.

Event Information		
Event Name:		
Event Address: Street Number / Direction / Street Name / Unit / City / Zip Code		
Contact Name:	Contact Phone:	Contact E-Mail:
<i>Check all that apply:</i>		
Primary Location Type:	1 or 2 Family Dwelling Apartment Commercial Public Way Vacant Land	
Event Start Date to Event End Date: <small>(EVENT DURATION SHALL BE 5 DAYS MAXIMUM)</small>	Date Inspection Requested	Time Inspection Requested:
<i>Check all that apply:</i>		
Tents or canopies, larger than 450 square feet, on a residential property.		
Tents or canopies, larger than 12 feet in length or width, on a commercial property.		
Stages or platforms more than 30 inches above grade. <small>(Structures higher than 30 inches intended for live loads require plans to be submitted to LADBS, which require plan check and permit issuance prior to inspection. Plan check fees cannot be assessed prior to plan submittal).</small>		
Grandstands or bleachers.		
Structures higher than 12 feet.		
Temporary Change of Use (parking lot sales, or use of a building for special purposes).		
Used Auto Sales event?		
Mechanical Ride / Carnival event?		
Event at the L.A. Convention Center?		
Enter size(s) and quantities of generator(s) to be used and number of electrical circuits to be served (an electrical permit may be required):		

Please submit completed forms or request for additional information to LADBS_SpecialEvents@lacity.org.

BOARD OF FIRE COMMISSIONERS

GENETHIA HUDLEY-HAYES
PRESIDENT

CASIMIRO U. TOLENTINO
VICE PRESIDENT

DIANA M. BONTÁ
ANDREW FRIEDMAN
JILL FURILLO

BLANCA GOMEZ-REVELLES
EXECUTIVE ASSISTANT II

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

FIRE DEPARTMENT

MILLAGE PEAKS
FIRE CHIEF

200 NORTH MAIN STREET
LOS ANGELES, CA 90012

(213) 978-3800
FAX: (213) 978-3815

<http://www.lafd.org>

November 4, 2009

TO: Honorable Bernard Parks
Budget and Finance Committee

FROM: Philip Ayala, Captain I
Public Assemblage Unit

SUBJECT: Proposed Standard Plan of City Departments to Reduce Cost for
Special Events

Summary:

The Fire Department has reviewed and evaluated cost associated with special events. It has always been the Fire Departments intent to keep associated costs to the lowest possible level while ensuring public safety.

The Los Angeles Fire Department could assist with reducing the costs associated with the following special events: Farmers' Markets, block parties, carnivals, festivals, marches, walks, races, runs, and other types of special events by utilizing "on-duty" Inspectors to provide site inspections and by allowing the Chief to adjust staffing levels if needed.

Existing Permit Fees:

Our current Special Events fees include the following:

L.A.M.C. 57.05.31B

1. Conduct any Fireworks Display
 - A. Ground Display only \$234/Day
 - B. Aerial burst not over 6 inches \$312/Day
 - C. Aerial burst over 6 inches \$624/Day

2. Conduct any Exhibit, Show, Circus or Carnival \$468/5 Days

3. Use any Tent or Membrane Structure as a Place of Assemblage
 - A. 450 to 3,500 square feet \$312
 - B. 3,500 to 25,000 square feet \$624
 - C. Over 25,000 square feet \$1,248

Proposed Permit Fees Under the Standard Plan:

Under the Standard Plan, the Fire Prevention Bureau will continue charging for tent permits, as applicable, for Farmers' Markets, block parties, carnivals, festivals walks, and races. Tent permit fees are based on the square footage of the tent and the Inspector time spent on plan check and inspection. However, for Farmers' Markets and neighborhood block parties that will not have tents or whose tents will be under 450 square feet, no fee will be assessed.

The current rates are as follows:

Size of tent	Cost of Division 5 Permit
Under 450 square feet	No fees associated
450-3500 square feet	\$312 for 1 st 2 hours or fraction thereof; \$156/hour or fraction thereof thereafter
3,500-25,000 square feet	\$624 for 1 st 4 hours or fraction thereof; \$156/hour or fraction thereof thereafter
Over 25,000 square feet	\$1,248 for 1 st 8 hours or fraction thereof; \$156/hour or fraction thereof thereafter

Existing Salary Costs:

Currently, if Uniform Fire Safety Officers (UFSO) is required for the special event, these costs shall be billed to the organization at a rate of \$64 per hour with a minimum of 4 hours (MOU-23).

Proposed Salary Costs under the Standard Plan:

To reduce City costs, "on-duty" Inspectors will be utilized to provide site inspections. If it is determined that a UFSO is required, the organization will be billed the standard rate of \$64 per hour with a minimum of 4 hours (MOU-23).

Other Costs:

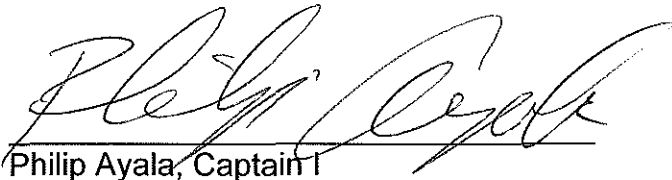
No other costs.

Financial Impact:

The overtime budget will be significantly reduced over the first fiscal year.

Recommendations:

1. Permit fees will be reevaluated on an annual basis.



Philip Ayala, Captain I
Public Assemblage Unit

Date October 15, 2009

TO: Honorable Bernard Parks, Jr.
Budget and Finance Committee

FROM: Leo N. Martinez, Manager I
Chris Johnson, Manager II
Solid Recourses Collection Division
Bureau Of Sanitation

SUBJECT: Proposed Standard Plan of City Departments to Reduce Cost for Special Events

Summary:

The Bureau of Sanitation provides a variety of services to support special events throughout the city. Typically, the types of services provided include the delivery, pick up, and service of 30 & 40 cubic yard roll-off containers, and 60 & 90 -gallon, residential refuse & recycling containers.

In addition, Bulky Item service is provided to community sponsored events, upon request. The size and scope of the event would detriment the allocation of resources. Below are examples, of general costs associated when supporting these events.

Existing Permit Fees;

BOS does not issues, or deal with any permits.

Proposed Permit Fees under the Standard Plan:

N/A

Existing Salary Costs:

Driver's hourly overtime rate is \$ 44.65. Per employee MOU, each employees must be paid has a 4 hour minimum when reporting. .

Proposed Salary Costs under the Standard Plan:

Employee salaries, and tip fees are the only factors taken into consideration for these estimates. BOS staff always works closely with event coordinators to determine appropriate event resources, to prevent unnecessary expenditures.

Other Costs:

Roll-Off Containers

60 minute turn-around: \$141/pull PLUS tip fees
90 minute turn-around: \$193/pull PLUS tip fees
Note: a pull includes delivery/ pick up & disposal of container.

Tip Fees

Average tip fee cost is approximately \$48.52/ton depending on the disposal location.

Residential Refuse & Recycling containers

The cost for delivery of the 30, 60 or 90 gallon bins are as follows:

Estimated Delivery Time @ 60 minutes = \$103.94

Estimated Delivery Time @ 90 minutes = \$155.91

Cost for each liner = \$1.00

Financial Impact:

All events have a major impact on BOS's budget.

RECOMMENDATIONS:

List the recommendations that you would like the Committee and Council to approve to help reduce permit fees and salary costs for special events under the Standard Plan.

1. Because the BOS does not deal with any permits, or the permitting process, we have no recommendations
- 2.
- 3.