

1 [Creates a Mayor's Office of Special Events to attract, create and promote special events]
2 **Ordinance creating a Mayor's Office of Special Events with responsibility for organizing**
3 **major special events, like Halloween, that have no private sponsor, facilitating**
4 **privately-sponsored special events by coordinating permitting and other City support**
5 **for such events, maintaining a master calendar of special events, creating a web site**
6 **for special events, providing guidelines to other City departments on appropriate**
7 **special event policies, working with the Entertainment Commission, Grants for the**
8 **Arts, the Convention and Visitors Bureau, and the Mayor's Office of Protocol to support**
9 **existing special events and attract new special events, and issue a report to the Board**
10 **of Supervisors on the effectiveness of this Ordinance within a year of its effective date,**
11 **and removing from the Entertainment Commission responsibility for organizing major**
12 **special events like Halloween, helping event organizers obtain permits from other City**
13 **departments, and mediating disputes between organizers of special event and people**
14 **affected by those events.**

15 Note: Additions are *single-underline italics Times New Roman*;
16 deletions are ~~*strikethrough italics Times New Roman*~~.
17 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

18 Be it ordained by the People of the City and County of San Francisco:

19 Section 1. The San Francisco Administrative Code is hereby amended by
20 adding Sections 90A.1, 90A.2, 90A.3 and 90A.4, to read as follows:

21 SEC. 90A.1. DECLARATION OF POLICY.

22 It is the policy of the City and County of San Francisco to have a coordinated system of
23 attracting, creating, facilitating and promoting special events in order to enrich the economic
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1 and cultural life of San Francisco's residents and visitors, and to celebrate the diverse
2 communities within San Francisco.

3 SEC. 90A.2. DEFINITIONS.

4 (a) For the purpose of this Section, the term "special event" shall mean a cultural,
5 entertainment, civic, athletic, or similar event that is open to the public, is a one-time or
6 annually recurring event, and requires issuance of a City permit for temporary use or
7 occupancy of a public street, use of a loudspeaker or sound amplification, or use of property
8 under the jurisdiction of the Recreation and Park Department, the Port, or other City
9 department.

10 SEC. 90A.3. MAYOR'S OFFICE OF SPECIAL EVENTS.

11 There is hereby established a Mayor's Office of Special Events to assume
12 responsibility for attracting, creating, facilitating and promoting special events in the City, to
13 act as a single point of contact for initiating permit applications, and to provide information to
14 event organizers and the public. The Office of Special Events shall have the following duties:

15 (a) The Office of Special Events shall plan, organize, promote and manage major
16 civic or community events for which there is no recognized or adequate organizer or promoter,
17 including, but not limited to, Halloween and New Year's Eve festivities. It shall coordinate
18 necessary City services, permit applications, hearings, and support for such events, and,
19 where appropriate, contract with a private sponsor or promoter to assist in the planning,
20 promotion, organization and management of such events.

21 (b) The Office of Special Events shall assist event organizers unfamiliar with the
22 City's special events permitting process by acting as an initial point of contact and information
23 clearinghouse for special event organizers seeking City permits. The Office of Special Events
24 shall distribute to all event organizers a permit checklist, and an orientation packet with
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1 information on the rights and responsibilities of event organizers, including an overview of the
2 fees that may be applicable. The Office of Special Events shall not require event organizers
3 to initiate their permit applications through its auspices, but shall, at every stage of the event
4 planning process, facilitate permitting and other City support for privately-sponsored and
5 publicly-sponsored events, and facilitate communication and cooperation between event
6 organizers and relevant City departments.

7 (c) The Office of Special Events shall also be responsible for creating and
8 maintaining a master calendar of special events in the City to help ensure optimal distribution
9 of events throughout the year and across neighborhoods, and to facilitate the creation of new,
10 signature events.

11 (d) The Office of Special Events shall create and maintain a web site devoted to
12 special events in San Francisco. The web site may provide information for event organizers,
13 such as permit application materials for all City permits, and contact information for the
14 person(s) in each permit-issuing department who can assist the event organizer. The web
15 site may also contain a list of City facilities and venues available for special events, including
16 information regarding fees and booking, and information about venues and services
17 appropriate for events ancillary to conventions held in the City. For use by individuals
18 interested in attending a special event, the web site may also provide a program and other
19 relevant information for each event. For the use of residents concerned about the impact of a
20 special event on the surrounding neighborhood, the web site may also provide a list of public
21 hearings regarding each proposed event, and the name and contact information of the person
22 who can provide the public with further information about the event. The web site shall
23 include the master calendar described in subsection (c), above.

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1 (e) The Office of Special Events shall provide guidance to City departments
2 regarding cost recovery, fee waivers, and imposition of conditions on special event permits,

3 (f) The Office of Special Events shall work with the San Francisco Convention and
4 Visitors' Bureau, the Grants for the Arts Program, the Entertainment Commission and the
5 Mayor's Office of Protocol to promote existing special events and to create and attract
6 additional special events to the City.

7 (g) Within 14 months of the effective date of this Ordinance, the Office of Special
8 Events shall report to the Board of Supervisors on the City's experience with special events
9 over the past year, the effectiveness of this Ordinance in enhancing the City's cultural and
10 economic profile, and any recommended changes to the Ordinance to increase its
11 effectiveness.

12 SEC. 90A.4. COOPERATION

13 All City departments shall provide prompt and full cooperation and assistance to the
14 Office of Special Events in the attraction, promotion, creation, facilitation and management of
15 special events in the City.

16 Section 2. The San Francisco Administrative Code is hereby amended by amending
17 Sections 90.1, 90.4, 90.5 and 90.6 of Chapter to read as follows:

18 Sec. SEC. 90.1. DECLARATION OF POLICY.

19 It is the policy of the City and County of San Francisco to have a system of coordinated
20 ~~planning and permitting~~ for cultural, entertainment, athletic and similar events and
21 establishments throughout the City-to promote such establishments and events for the
22 economic and cultural enrichment of San Franciscans and visitors to San Francisco, and to
23 celebrate the diverse communities within San Francisco. To facilitate this goal it is the policy
24 of the City to have the San Francisco Entertainment Commission: (1) assist the organizers
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1 and operators of cultural, entertainment, athletic and similar events and establishments to
2 apply for, and obtain permits from the commission ~~and other City departments when the~~
3 ~~applicant satisfies the requirements therefor, all necessary permits from the City;~~ (2) promote
4 the responsible conduct and operation of such events and establishments; (3) promote the
5 development of a vibrant entertainment and late-night entertainment industry within the City;
6 (4) promote the use of City facilities for cultural, entertainment, athletic and similar events that
7 generate revenue for the City; (5) foster harm reduction policies, including but not limited to
8 reduction of risks from substance use, hearing protection, heat exhaustion, and relevant
9 health and safety measures; (6) develop and recommend to the Mayor and Board of
10 Supervisors "good neighbor policies" that appropriately balance the cultural, economic,
11 employment and other benefits of a vibrant entertainment and late-night entertainment
12 industry with the needs of residents and businesses in the vicinity of entertainment venues;
13 ~~(7) mediate disputes between persons affected by cultural, entertainment, athletic and~~
14 ~~similar events and establishments, and the organizers of such events and operators of such~~
15 ~~establishments; and (8) assume responsibility from the Police Department for issuing~~
16 ~~entertainment-related permits; (9) plan and coordinate City services for major events or which~~
17 ~~there is no recognized or adequate organizer or promoter, such as Halloween bacchanalia in~~
18 ~~the Castro district and New Year's Eve festivities; and (10) provide information regarding~~
19 ~~venues and services appropriate for conducting events and functions ancillary to conventions~~
20 ~~held within the City, including conventions at the Moscone Convention Center.~~

21 SEC. 90.4. POWERS AND DUTIES OF THE ENTERTAINMENT COMMISSION.

22 In addition to the powers and duties set forth in Sections 4.102, 4.103 and 4.104 of the
23 Charter, the commission shall have the following powers and duties:

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1 (a) Accept, review, gather information regarding, and conduct hearings upon
2 applications for entertainment-related permits; and rule upon and issue, deny, condition,
3 suspend, revoke or transfer entertainment-related permits in accordance with applicable laws
4 and regulations. The commission may authorize the executive director or permit
5 administrators, or both, to rule upon applications and grant, deny, condition, transfer or modify
6 specified types of entertainment-related permits deemed by the commission to be routine and
7 unlikely to pose significant negative impacts on persons in the vicinity of the event or
8 establishment for which the permit is sought; provided, that any City department with an
9 interest in the permit or person having a right to appeal to the Board of Appeals under Section
10 30 of the San Francisco Business and Tax Regulations Code may, in writing, (i) request that
11 the permit application be heard in the first instance by the commission, or (ii) request
12 reconsideration by the commission of the executive director's or permit administrator's
13 decision. If the commission grants a request for reconsideration, it may hear the matter de
14 novo, or may limit its review to the administrative record that was before the executive director
15 or permit administrator at the time of his or her decision.

16 (b) Impose reasonable conditions upon the issuance or renewal of entertainment-
17 related permits consistent with the applicable law, regulations and the good neighbor policy or
18 policies for the location or locations of the establishment or event for which the permit is
19 sought.

20 (c) Suspend, revoke or withdraw entertainment-related permits in accordance with the
21 law and regulations governing such permits.

22 (d) Coordinate with all relevant City departments for the conduct of any inspection or
23 investigation necessary or appropriate for the full and fair consideration of applications for the
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1 issuance, renewal or transfer of entertainment-related permits, including without limitation the
2 Police Department and the Department of Public Health.

3 (e) In consultation with the Office of Special Events, pPromote the use of City facilities
4 for cultural, entertainment, athletic and similar events that generate revenue for the City, in
5 consultation with the City departments having jurisdiction over such facilities.

6 (f) Develop and recommend to the Mayor and Board of Supervisors "good neighbor
7 policies" that balance competing interests and promote the health, safety and welfare of San
8 Franciscans and visitors to San Francisco.

9 (g) Mediate disputes between persons affected by ~~cultural, entertainment and athletic~~
10 ~~events and establishments permitted by the City and the organizers of such events and~~
11 operators of such establishments.

12 (h) ~~Plan and coordinate the provision of City services for major events for which there~~
13 ~~is no recognized organizer, promoter or sponsor, or where identified organizers, promoters or~~
14 ~~sponsors cannot, in the opinion of the commission, provide adequate planning and~~
15 ~~coordination for the size, geographic distribution or nature of the event. For purposes of this~~
16 ~~Chapter, "major events" means an anticipated gathering of persons on or adjacent to public~~
17 ~~property or roadways that is likely to require police services, fire services, toilet facilities, traffic~~
18 ~~control, the availability of potable water or other City services to protect the health, safety and~~
19 ~~welfare of participants, neighbors or other persons likely to be affected by the event, including~~
20 ~~but not limited to spontaneous gatherings on Halloween, Pride events (including Pink~~
21 ~~Saturday), St. Patrick's Day and New Year's Eve.~~

22 (ih) In the case of events with an expected attendance or participation of more than
23 1,000 people at any one time, permit applicants shall submit an emergency medical services
24 plan to the Entertainment Commission with their permit application. The Entertainment
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1 Commission shall forward the applicant's proposed emergency medical services plan to the
2 Director of Emergency Medical Services and Emergency Operations Section (EMSEO) along
3 with a deadline for reviewing the plan and submitting recommendations to the Entertainment
4 Commission. If the EMSEO submits recommendations to the Entertainment Commission, the
5 Entertainment Commission shall consider the recommendations. The Entertainment
6 Commission shall notify the Director of EMSEO of the approval or disapproval of the
7 application.

8 (j) Prepare and submit to the Mayor and Board of Supervisors a report analyzing the
9 commission's effectiveness in advancing the policies specified in Section 90.1 and the laws
10 governing entertainment-related permits, and making recommendations related thereto. The
11 commission shall submit the report to the Mayor and Board of Supervisors within one year of
12 effective date of this Chapter, and not less than once every five years thereafter.

13 (k) With the approval of the Recreation and Parks Commission or Port Commission,
14 as the case may be, exercise the powers and perform the duties set forth in this Section with
15 respect to events and establishments to be held or operated upon property or within facilities
16 under the jurisdiction of the Recreation and Parks Commission or Port Commission.

17 SEC. 90.5. EXECUTIVE DIRECTOR.

18 The Executive Director shall manage the day-to-day affairs of the Entertainment
19 Commission. The Executive Director shall appoint and have supervisory authority over the
20 permit administrators, sound technician(s), and other commission personnel. The Executive
21 Director shall be responsible for ~~planning and coordinating of major cultural, entertainment,~~
22 ~~athletic and similar events in the City (provided that the Police Department shall continue to~~
23 ~~be responsible for all matters concerning security and law enforcement);~~ promoting the use of
24 City-owned facilities for such special events in consultation with the Office of Special Events;
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1 promoting the location of cultural, entertainment, athletic and similar establishments within the
2 City; promoting the responsible operation of ~~such~~ entertainment establishments and
3 adherence by their operators to good neighbor policies designed to protect the health, safety
4 and welfare of residents and businesses in the vicinity of such establishments, and performing
5 such other duties as the commission may prescribe.

6 SEC. 90.6. PERMIT ADMINISTRATORS.

7 Permit administrators shall be responsible for reviewing applications and advising
8 applicants regarding the submission of all necessary information and documentation for the
9 commission to process applications in a timely manner; verifying information contained on
10 entertainment-related permit applications; assisting other City departments in the review of
11 applications for entertainment-related permits, ~~necessary for and coordinating investigations~~
12 ~~by developing instructions, manuals and forms for entertainment-related permit applications~~
13 that can be accessed on the internet; informally mediating disputes between neighbors and
14 ~~such~~ entertainment establishments ~~and events~~; and for such other duties as the Executive
15 Director may prescribe.

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18 APPROVED AS TO FORM:
19 DENNIS J. HERRERA, City Attorney

20 By: _____
21 MARIAM MORLEY
22 Deputy City Attorney

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