

## Draft Proposal for Post-Event Reporting Recommendation

The task force recommends that the Special Events Ordinance be amended to include a robust post-event reporting plan and that the resources necessary to incorporate such reporting be provided to the effected departments.

The Special Events Ordinance defines the boundaries for special events incorporating the interests of event organizers, city staff and the public. There is currently no readily available accounting of the success of the ordinance in achieving its aims. The task force feels that post-event reporting is necessary to promote transparency, accountability, continuity (in the face of turnover among staff and event organizers) and a reliable basis for future decisions on events. That reporting should be consolidated so as to be accessible to interested members of the public. Recognizing that such reporting places an additional burden on staff, the task force recommends that the necessary additional resources be provided to implement this important task. Until post-event reporting is well-established, it should be required for only the most impactful events (currently designated as Tier 3 and 4 events).

The task force has agreed upon the following matrix of items to be included in post-event reports, with the sources indicated:

Item	Source
Event History (years of existence - one time or multi-year)	Application
If multi-year, year first established	Application
Name of Producer, Production Company	Application
Number of attendees per event day and in total	Requires confirmation
Time of event (weekend/weekday; daytime/nighttime)	Requires confirmation
Length of event (hours/days)	Requires confirmation
Length of set-up/take-down that add to event days	Requires confirmation
Neighborhood barricades required Yes/No	Application
Road closures Yes/No	Application
Length (in hours/days) of closure/barricades, including pre and post event	Requires confirmation
Free event/paid event	Application
Amplified Sound Yes/No	Application
Parking Plan required Yes/No	Application
Alcohol Served Yes/No	Application
Food Served Yes/No	Application
City Resources involved: Police/Fire/EMS/Solid Waste/PARD/Music Office	Requires confirmation
Complaints Received via 311 if any (Noise, Traffic, Parking, Public Nuisance, etc.)	Post-Event Report
Pass/Fail (if Fail, with comments) from AFD, APD, APH, EMS, PARD, Sound, Resource Recovery, Transportation	Post-Event Report