

ADDITIONAL DOCUMENT III COMPLIANCE PROFILE OF 59 SAMPLE APPLICATIONS

We tested a randomly selected sample of 59 applications from 2006 for compliance relative to the following five questions:

1. Were applications received 90 days prior to the planned event?
2. Were applications reviewed within 60 days of receipt?
3. Was the permit fee payment received before issuance of the Special Event Permit?
4. Was proof of insurance certification received prior to the issuance of the Special Event Permit?
5. Was the permit fee payment transferred to Parks Department Accounting in a timely manner?

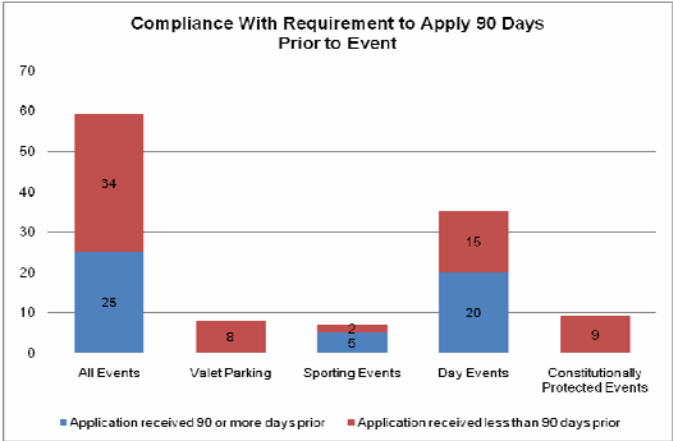
For this analysis, the 2006 permits were organized into the following four categories:

- constitutionally-protected events,
- parade and day events,
- sporting events, and
- valet parking events.

Were applications received 90 days prior to the planned event?

By ordinance, applicants for Special Event Permits are encouraged to submit their applications 90 days before the event. Our random sample analysis indicated that:

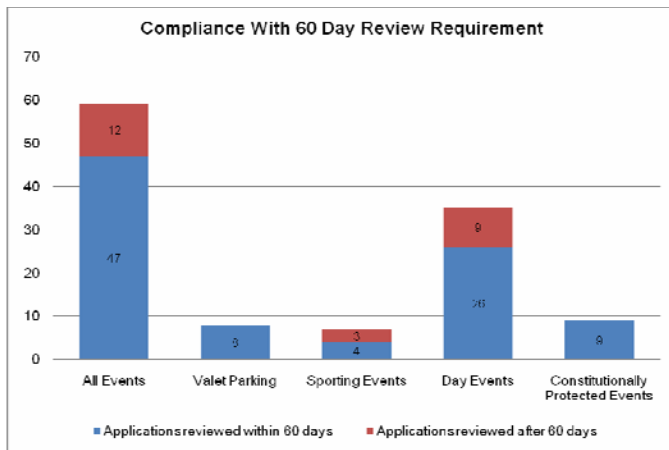
- For all four event categories, almost 42.2% of event applications were received by the Special Events Office 90 days before the event;
- For Constitutionally-Protected Events: 0%
- For Parade and Day Events: 57.1%
- For Sporting Events: 71.4%
- For Valet Parking Events: 0%



Were applications reviewed within 60 days of receipt?

By ordinance the Special Events Committee shall process such application within 60 days of the application, if practicable (15.52.060). Our random sample analysis indicated that:

- For all four event categories, 80% of event applications were reviewed by the Special Events Committee or Office within 60 days of application receipt;
- For Constitutionally-Protected Events: 100%
- For Parade and Day Events: 74%
- For Sporting Events: 57%
- For Valet Parking Events: 100%



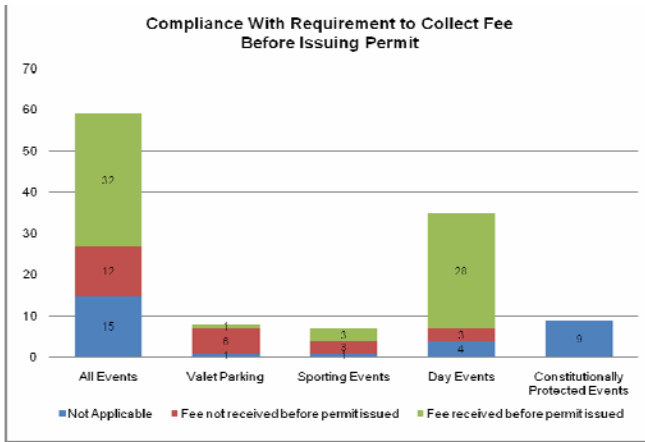
Was the permit fee payment received before issuance of the Special Event Permit?

By ordinance, a deposit in the amount of the base fee is due and payable upon issuance of the permit unless the Special Events Committee authorized an alternate arrangement. The entire fee, including the per entrant charge in 15.52.070 A (2), is due and payable thirty (30) days after the event. (15.52.090)

Our random sample analysis indicated that:

- For all four event categories, permit fees were received from 73% of applicants prior to the issuance of the Special Event Permit.
- For Constitutionally-Protected Events: N/A (permit fee exemption)
- For Parade and Day Events: 89%
- For Sporting Events: 50%
- For Valet Parking Events: 14%

In our sample, as of January 2007, all fees were collected.



N/A = event canceled, permit not needed, or no fee required for constitutionally-protected events.

Was proof of insurance certification received prior to the issuance of the Special Event Permit?

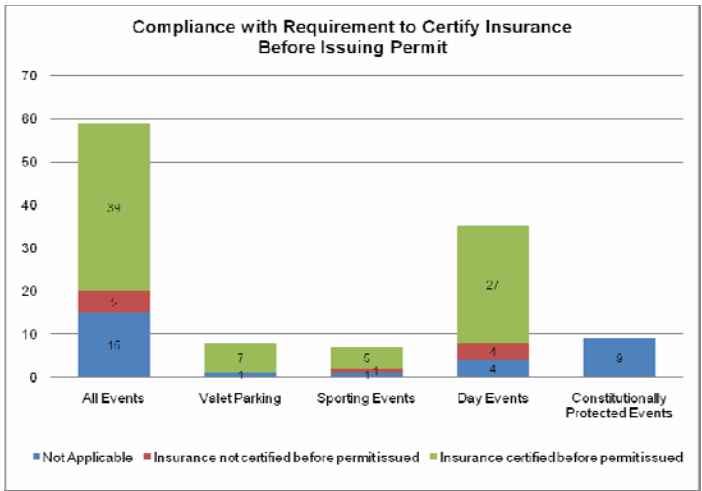
Insurance certification must be received prior to the issuance of the Special Event Permit.

Our random sample analysis indicated that:

- For all four event categories, insurance certification was received from 89% of applicants prior to the issuance of the Special Event Permit;
- For Constitutionally-Protected Events: N/A
- For Parade and Day Events: 89%
- For Sporting Events: 83%
- For Valet Parking Events: 100%

Even though only 89 percent of the event organizers obtained insurance certification prior to receiving Special Event Permits, all but one event organizer obtained the required insurance certification before the actual event date.¹ The lack of certification for this event was due to miscommunication between the City’s Risk Management Office and the Special Events Coordinator regarding whether the event was an exempt event and did not require insurance. Protecting the City from potential liability is crucial, and the Special Events Office did ensure that the City was covered by the dates of the events.

¹ Event 125 Lifelong AID Alliance 20th Anniversary.



N/A = event canceled, permit not needed

Was the permit fee payment transferred to Parks Department Accounting in a timely manner?

Our random sample analysis indicated that for all four event categories, the average number of days between the applicant’s check date and the transfer by the Special Events Office to Parks Accounting was 3.68 days.