City of Gainesville

Legislation Details (With Text)

File #:	180761.	**Version:** 2	**Name:**	
Type:	Staff Recommendation		**Status:**	Filed
File created:	2/13/2019		**In control:**	General Policy Committee
On agenda:	3/14/2019		**Final action:**	
Title:	Special Event Permits - Project Update (B)			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	1. 180761_Events Project Update GPC_20190314.pdf			

Date	Ver.	Action By	Action	Result
3/14/2019	2	General Policy Committee	Discussed	
2/21/2019	1	City Commission	Approved as Recommended	

Special Event Permits - Project Update (B)

Background

The Special Event Permit project has been an ongoing process improvement initiative within the City Manager's office. The goal of the project is two-fold:

• Citizen-focused: to create a streamlined solution for event organizers to plan and execute their events within the City of Gainesville

• City-focused: to provide a holistic operational approach that supports events, focusing on health and human safety

Analysis
The current process to get an event permit in the City of Gainesville is outdated and cumbersome. It is manual, time-consuming process that relies on a paper form last updated April 30, 2007. Since then, the City has grown and events have changed. Updates to City ordinances should be reviewed and updated where necessary.

Process
• **2017-2018.** A small team of cross-departmental City employees undertook to create a new online application form.
• **November 2018.** The project was assigned to a committee of City employees to launch the online form. A usability test was conducted with event organizers.The result of this study was that digitizing the current process does not improve the citizen experience or enable the City to support events. We must design a more robust process first.
• **December 2018 - March 2019.** Staff met with all departments that handle special events to document current state, completed an ordinance review, and lead design thinking sessions with event organizers.
None

Staff to provide update on Special Events Permitting Process.