

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda date: March 19, 2012  
Reviewed by: BP

**SUBJECT:** Authorize staff, for a period of three years, to issue Street Event Encroachment Permits to allow a street closure for the Solano Stroll and for the annual Little League Parade; waive encroachment permit fees for the events; and waive fees for cost of public safety personnel and city maintenance services.

**REPORT BY:** Jeff Bond, Community Development Director

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**STAFF RECOMMENDATION**

That the Albany City Council:

1. Authorize staff, for a period of three years, to issue a Street Event Encroachment Permits to the Solano Avenue Association to allow a street closure for the Solano Stroll and to Albany Little League to allow a street closure for the Annual Little League Parade;
2. Waive encroachment permit fees for each event; and
3. Waive fees for cost of public safety personnel and city maintenance services.

**BACKGROUND**

According to the City’s Master Fee Schedule, City Council approval is required for “group permits for special activities occurring in the public right-of-way (e.g., Solano Stroll)”. In the past, the City Council has taken action on the “Encroachment Permits” for reoccurring events on a case-by-case basis. In addition, in recent years, the applications have included a request to waive fees and out-of-pocket costs for public safety personnel and city maintenance services associated with the events.

**DISCUSSION/ANALYSIS**

The requests for encroachment permits to allow street closure for the Stroll and Parade have been granted by the City Council in the past. Because no major changes in the events are anticipated, staff is recommending that the City Council delegate to staff the authority to approve Street Event permits for these two events, for the next three years. This authority will eliminate the need for five additional City Council agenda items during the next three years. In addition, delegating authority to staff allows the City to issue the permits promptly upon application. If the nature of the events were to change significantly, or if currently unforeseen policy issues arise, staff would refer the application back to the City Council for consideration.

**SUSTAINABILITY IMPACT**

The Solano Stroll and the Little League Parade are long-established community traditions that bring residents and visitors to Solano Avenue. Periodic street closures are an emerging trend in many communities that give residents and visitors an opportunity to enjoy the business district in a different way than experienced by driving on the street.

**FINANCIAL IMPACT**

Because the Solano Avenue Association and the Albany Little League are non-profit organizations, it is recommended that the permit fee that is required for this encroachment permit, currently \$131.09, be waived.

***Public Safety for the Albany Little League***

The City will incur costs of Police Department and Public Works staff to cordon off and secure the area. For Public Works, the costs are estimated to be \$291 for four staff hours. For the Police Department, volunteer Reserve staff will be used if possible for the parade event, plus one paid supervisory person. Thus the costs to PD are about \$255 for two staff hours.

***Public Safety for the Solano Stroll***

The City provides a number of services to the Solano Stroll at City expense. In 2011, the estimated staff time costs per the Master Fee Schedule:

Fire – Paramedic Unit	2 persons/8 hours each = \$ 2,044
Police –	9 officers/1 dispatch person/10 hours each = \$12,775 (does not include 3-4 volunteer reserve officers that will be used)
Public Works -	Friday (before Stroll) 3 persons/8 hours each = \$ 1,746
	Sunday (Stroll day) 6 persons/12 hours each = \$ 5,238
	Materials (estimated) <u>\$ 1,225</u>
	\$ 8,209

***Funding Allocation to the Solano Avenue Association***

In the past, the City Council has supported the Stroll with an allocation of \$5,000. Staff recommends that a decision on funding the Stroll be incorporated into the two-year budget process that will be considered by the City Council during the next several months.