

EXECUTIVE ORDER No. 100

March 16, 2007

COORDINATION OF CITYWIDE SPECIAL EVENTS
AND PERMITTED ACTIVITIES

WHEREAS, New York City is world-renowned for hosting a variety street activities and other events requiring the issuance of permits by the City, including gatherings in City parks, processions, parades, street fairs, block parties, commercial street events, displays, filming for motion pictures and television, and movie and theater promotional events that enhance the City's image internationally and generate tourism and community and economic development throughout the City; and

WHEREAS, the authority for the issuance of permits, and the review and implementation of such special events and other permitted activities is divided among a variety of agencies; and

WHEREAS, coordination to enhance communication and cooperation among the various agencies involved in the issuance of permits, or reviewing and implementing such special events and other permitted activities would further tourism and community and economic development in the City, and ensure that affected agencies are provided with timely information for proper advance planning so that unnecessary disruptions to vehicular and pedestrian traffic, and excessive noise in neighborhoods hosting events, are avoided; and

WHEREAS, coordination and enhanced communication and cooperation regarding these activities would advance public safety and improve overall service to individuals and organizations seeking to organize street events and other activities requiring the issuance of permits;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that:

§ 1. There is established in the Office of the Mayor the position of Coordinator of Citywide Special Events and Permitted Activities. With regard to the permitting, review and coordination of special events and other permitted activities, the Coordinator shall, after consultation with affected agencies, and to the extent not inconsistent with law:

- (a) Serve as a repository and clearinghouse of information about upcoming and ongoing special events and other permitted activities, including but not limited to gatherings in City parks, processions, parades, street fairs, block parties, commercial street events, displays, filming for motion pictures and television, and movie and theater promotional events;
- (b) Provide necessary information in order to plan for and otherwise discuss upcoming and ongoing street events and other permitted activities, and to ensure informed decision-making by affected agencies with regard to their issuance of permits or other decision making.
- (c) Coordinate among affected agencies the legal/regulatory compliance by applicants, and policies, plans, procedures and operations common to the permitting, review and coordination of street events and other permitted activities;
- (d) Request and promptly receive such information from affected agencies concerning upcoming and ongoing street events and other permitted activities as the Coordinator shall deem necessary;
- (e) Regularly meet individually and in committee with affected agencies in order to plan for and otherwise discuss upcoming and ongoing street events and other permitted activities, as well to discuss policies, plans, procedures and operations common to the permitting, review and coordination of street events and other permitted activities;
- (f) Advise and assist the Mayor in the coordination of policies, plans, procedures and operations common to the permitting, review and coordination of street events and other permitted activities;
- (g) Work with affected agencies and offices of elected officials, in consultation with the Mayor's Office of Intergovernmental Affairs, to improve service and outreach to citizens and organizations seeking to organize street events and other permitted activities;
- (h) Work with affected agencies to improve the uses of technology involved in the permitting, review and coordination of street events and other permitted activities, including but not limited to, the creation of a potential satellite uplink mechanism for productions filming in Times Square and other locations, the development of a common internal information system to track all upcoming and ongoing events and other activities, the development of a single

website to facilitate the permitting of street events and other permitted activities; and

- (i) Provide affected agencies with timely information for proper advance planning to ensure that unnecessary disruptions to vehicular and pedestrian traffic, and excessive noise in neighborhoods hosting events, are avoided;
- (j) Issue a set of guidelines, within forty-five days of the date of this Order, to be followed by affected agencies to facilitate the implementation of the provisions of this section;
- (k) Perform such other duties as may be assigned.

§ 2. Affected agencies shall provide such assistance and cooperation as deemed appropriate by the Coordinator.

§ 3. For purposes of Sections 1 and 2 of this Order, the term “affected agencies” shall include, but is not limited to, the following agencies: the Mayor's Office of Film, Theatre and Broadcasting, the Department of Buildings, the Department of Parks, the Department of Sanitation, the Department of Transportation, the Mayor’s Community Assistance Unit, the Department of Citywide Administrative Services, the Police Department, the Fire Department, the Department of Consumer Affairs, the Department of Health and Mental Hygiene, the Department of Information Technology and Telecommunications, and NYC & Company.

§ 4. For purposes of Sections 1 and 2 of this Order, the term “street events and other permitted activities” shall include, but not be limited to, gatherings in city parks, processions, parades, races, street fairs, block parties, commercial street events, displays, filming for motion pictures and television, and movie and theater promotional events.

§ 5. The Coordinator shall report to the First Deputy Mayor.

§ 6. This Order shall take effect immediately, and shall be filed with the City Clerk who shall forward it to the City Record for publication. The inclusion of NYC & Company as among the affected agencies shall be subject to the concurrence of the Chief Executive Officer of that entity.

Michael R. Bloomberg
Mayor