

# Capitola City Council

## Agenda Report

**Meeting:** November 22, 2022

**From:** Police Department

**Subject:** Receive 2022 Special Event Report and Provide Direction for Recurring 2023 Events



**Recommended Action:** Receive report, provide direction regarding changes to specific recurring special event permit conditions, and determine if any additional review should be required for any 2023 special events.

**Background:** In February 2002, the City Council approved Resolution No. 3202, adopting a special event permit program and fee schedule. The purpose of the program was to provide regulations and guidelines for special events occurring within the City limits and to recover costs associated with those events.

Special events are divided into two categories: general special events and minor special events. General special events are those with more than 200 attendees or notable impacts on City services or a neighborhood. Minor special events are activities with fewer than 200 people and limited impacts. Minor special events can be approved by the City Manager, while all applications for new general special events must be presented to the Council for review and consideration.

If there are no significant modifications and there were no major problems with the event, recurring special events may be approved by the City Manager for the upcoming calendar year. Council has the discretion to request a review of a recurring special event if there is an identifiable concern related to past events.

The purpose of this report and presentation is to review the 2022 special events, identify any issues, and determine if any additional review should be required for any recurring events in 2023. If no issues are identified for an event, and the event organizer proposes no significant changes, Staff will issue permits for those recurring special events in 2023.

**Discussion:** This year's special events returned to pre-pandemic levels. In 2022, Staff issued 11 General Special Event permits, 17 Minor Event permits, and 23 Art and Cultural Event permits. Below are this year's events and they are all planned recurring events for 2023.

### **2022 General Special Events**

- February Surfer's Path 10K/5K
- May Surfer's Path Marathon
- AIDS Lifecycle
- Capitola Custom Classic Car Show
- Wharf to Wharf Race
- Art and Wine Festival
- Capitola Beach Festival
- Mermaid Triathlon/Duathlon
- Women On Waves Contest
- October Surfer's Path Hang 10/Hang 5
- Monte Fireworks Extravaganza

### **2022 Minor Events**

- Village Sip and Stroll #1
- Operation Surf
- Village Easter Egg Hunt
- Skate-Tola
- Village Sip and Stroll #2
- Walk for Angelman's Syndrome
- Coast Classic Ride
- Ohana Bicycle Ride
- Halloween Parade
- Surfing Santa
- Village Sip and Stroll #3
- Art/Music at the Beach

- Food Truck Event at Monterey Park
- Opera at the Beach
- Twilight Concerts
- Movies at the Beach
- First Responder's Surf Contest

There were no major changes for 2022 and Staff issued one new minor permit in October for the First Responder Surf Contest.

As with the previous years, each General Event had an Incident Commander assigned as the supervisor and liaison between the event organizer and the city. Each supervisor met with the organizer and worked with them on the specifics of each event and reviewed their safety plans and responsibilities. The Police Department developed specific operations orders for each event and after-action reports. New for 2022 was the addition of removable bollards and the deployment of Critical Response Teams during large events.

Removable bollards were purchased from a homeland security grant and are placed at strategic intersections throughout the Village. The bollards are locked into place to prevent vehicles from entering or leaving the venue. Staff worked with each event organizer to determine the need for the bollards, removable barriers, and or private security at these traffic control points. The addition of the bollards allowed for personnel to be more mobile and not fixed to a traffic barricade. The bollards were very effective with road closures.

Also new for 2022 was the implementation of Critical Response Teams (CRTs) and Incident Command (IC) with Central Fire. Staff from the Police Department and staff from Central Fire worked in teams of two during the different events to form emergency response teams. To better manage the larger General Events, a command-level officer was assigned to keep the patrol supervisors in the field. The Police Department and Central Fire worked together using the incident command system (ICS). Joint command was pre-established and active for each 2022 General Event.

Event organizers were receptive to these changes and additions. We did not have any major issues and each event ended safely. A summary of each event was submitted and reviewed by Staff. Any areas of improvement were recommended to the event organizer, or internal staff, for future planning.

Staff received two complaints about parking citations being issued in the permitted neighborhoods during the Art and Wine. Congestion complaints were raised about traffic diversion through Fanmar during the Art and Wine Festival. Staff received three complaints about noise and pollution concerns from the Monte Foundation Fireworks Extravaganza.

From November 2021 to November 2022, the city billed 384 police personnel hours and 83 public works personnel hours. This was a significant increase from previous years due to low volunteer support from the event organizers. The billed services for permitting, bandstand fees, and personnel costs were \$48,350. All costs were reimbursed by the special event sponsors. All 2022 are returning and are being presented for approval for this coming year's General and Minor Events.

Fiscal Impact: None

Report Prepared By: Andrew Dally, Chief of Police

Reviewed By: Julia Moss, City Clerk

Approved By: Jamie Goldstein, City Manager