

Capitola City Council

Agenda Report



Meeting: April 9, 2026

From: City Manager Department

Subject: Use Agreements for Capitola City Hall Council Community Room

Recommended Action: Authorize the City Manager to execute a no-cost agreement with the Capitola Beach Festival for use of the City Hall Community Room for the next three years.

Background: The Capitola Beach Festival, a registered nonprofit organization, has coordinated its namesake event since 2019. The signature community event serves as the successor to the Begonia Festival. As a designated City partner, the Beach Festival nonprofit typically receives annual funding from the City Council. The scale and complexity of the event require extensive year-round planning, which the organization primarily conducts within the Capitola City Hall Community Room.

The Community Room is a multi-use space essential to City operations, hosting mandated advisory body meetings, staff training, staff meetings, and overflow for City Council and Planning Commission meetings. When not in use for City business, the room is available to partner agencies, local businesses, and community groups at no cost.

Due to high demand, the City currently limits reservations to a three-month rolling window via an online management system. This administrative process requires approximately five hours of staff time per month across three staff members to coordinate schedules, minimize conflicting reservations, and ensure the room remains available for high-priority City functions.

The Capitola Beach Festival has expressed a need for consistent, long-term access to the Community Room to facilitate planning efforts over the next several years. To accommodate this, the organization has requested the ability to secure recurring reservations beyond the standard three-month limit.

Discussion: Staff recommends establishing a formalized use agreement with the Capitola Beach Festival nonprofit organization. This agreement would grant the organizations the necessary scheduling flexibility to ensure successful event execution while reducing the monthly administrative burden of manual booking. In January 2026, City Council approved a similar agreement with the Capitola Village and Wharf Business Improvement Area.

Fiscal Impact: None. The Community Room is currently available free of charge.

Alignment with 2025-2029 Strategic Plan Priority: Accountable Government; Economic Opportunity; Sustainable Infrastructure

Attachments:

1. Proposed Use Agreement – Beach Festival

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Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager