

# Capitola City Council

## Agenda Report

**Meeting:** November 7, 2024  
**From:** Police Department  
**Subject:** 2024 Special Event Report



**Recommended Action:** Receive a report highlighting special events held in the City in 2024; provide feedback, specific changes, or direction for recurring Special Event Permits; and approve recurring minor and general special events for 2025.

**Background:** In March 2024, the City Council adopted Ordinance No. 1065, updating the City's special event ordinance. That update established clear criteria for types of special event permits, and the process for issuance.

Special events are divided into two categories: major special events and minor special events. Major special events are those with more than 200 attendees, involve the closure of a Major Street (as defined by Ordinance No. 1065), or notable impacts on City services or a neighborhood. Minor special events are activities with between 75 to 200 people, not requiring closure of a major street, and can be approved by the City Manager, or his/her designee. All applications for new major special events must be presented to the City Council for review and consideration.

If there are no significant modifications and there are no major problems with the event, recurring special events may be approved by the City Manager for the upcoming calendar year. The City 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 is to review the 2024 special events, identify any issues, and determine if any additional review should be required for recurring events in 2025. If no issues are identified for an event, and the event organizer proposes no significant changes, staff will issue permits for the recurring special events in 2025.

**Discussion:** In 2024, staff issued 13 major special event permits and 32 minor special event permits. Below are the planned recurring events for 2025. The following Major and Minor Special Events are being presented for approval for 2025.

### **Planned Public 2025 Major Special Events**

- Surfer's Path 5K/10K
- Surfer's Path Half Marathon
- VDUBs in the Village
- Capitola Custom Classic Car Show
- Wharf to Wharf Race
- Capitola 5K/10K
- Capitola Art & Wine Festival
- Capitola Beach Festival
- Mermaid Triathlon & Duathlon
- Monte Fireworks Extravaganza
- Women on Waves Surf Contest

**Planned Public 2025 Minor Special Events**

- Village Sip & Stroll #1
- Operation Surf
- Good Friday Paddle Out
- Veteran Surf Alliance Learn to Surf (5)
- Village Sip & Stroll #2
- 5K Walk for Angelman’s Syndrome
- Fill the Boot for MDA
- Strawberry Fields Forever Ride
- Veteran Surf Alliance Paddle Out
- AIDS/Lifecycle Bicycle Ride
- California Coast Classic
- Halloween Parade
- Village Sip & Stroll #3
- Surfing Santa

**City Organized Special Events**

- Skate-Tola
- Food Truck Fridays (4)
- Sunday Art at the Beach (4)
- Twilight Concerts (12)
- Movies at the Beach (2)
- Plein Air
- First Responder’s Surf Contest

Fiscal Impact: Staff invoices costs to event organizers for each event. Below is a summary of Police Department staff time per 2024 event.

<b>Event Name</b>	<b>Staff Costs</b>	<b>Amount</b>
Surfer’s Path 5K/10K	Police Department	\$1,229
Surfer’s Path Half Marathon	Police Department	\$1,144
Capitola Custom Classic Car Show	Police Department	\$2,423
Wharf to Wharf Race	Police Department	\$9,641
	Public Works Department	\$4,187
Capitola 5K/10K	Police Department	\$350
Capitola Art & Wine Festival	Police Department	\$28,405
Capitola Beach Festival	Police Department	\$3,179
	Public Works Department	\$276
	Rec. Department	\$210
Mermaid Triathlon & Duathlon	Police Department	\$2,795
	Rec. Department	\$921
Monte Fireworks Extravaganza	Police Department	\$5,473
<b>Total</b>		<b>\$60,233</b>

Attachments: None

Report Prepared By: Sarah Ryan, Administrative Captain

Reviewed By: Esmeralda Gonzalez, Administrative Records Analyst; Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager