

Capitola City Council

Agenda Report



Meeting: November 9, 2023
From: Police Department
Subject: 2023 Special Event Report

Recommended Action: Receive report on 2023 special events; provide direction regarding changes to specific special event permit conditions; and approve recurring minor and general special events for 2024.

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 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 and presentation is to review the 2023 special events, identify any issues, and determine if any additional review should be required for any recurring events in 2024. 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 2024.

Discussion: This year's special events returned to pre-pandemic levels. In 2020, staff issued 12 general special event permits, 27 minor special event permits, and five Art and Cultural Commission event permits. Below are the planned reoccurring events for 2024.

Planned 2024 General Special Events

- Surfer's Path 10K/5K
- Surfer's Path Half Marathon
- Capitola Custom Classic Car Show
- Twilight Concerts (12)
- Wharf to Wharf Race
- Movies at the Beach (3)
- Capitola Art & Wine Festival
- Capitola Beach Festival
- Mermaid Triathlon/Duathlon
- Monte Fireworks Extravaganza
- Wahine 10K/6K
- Women on Waves Surf Contes

Planned 2024 Minor Special Events

- Village Sip & Stroll #1
- Operation Surf
- Good Friday Paddle Out
- Village Easter Egg Hunt
- AIDS/Lifecycle Bicycle Ride
- Food Truck Fridays at Monterey Park (4)
- Sunday Art at the Beach (3)
- California Coast Classic

- Village Sip & Stroll #2
- Skate-tola
- Walk for Angelman's Syndrome
- Fill the Boot for MDA
- Veteran Surf Alliance Paddle Out
- First Responder Surf Contest
- Halloween Parade
- Village Sip & Stroll #3
- Surfing Santa

Future Special Events: Staff from Planning, Police, Public Works, and Recreation have been working with the City Attorney's office to review the current Capitola Municipal Code and policies regarding special events. Staff intends to present a comprehensive update to the City Council for consideration by the end of the year. The goal of this comprehensive update is to:

- Review and revise the Municipal Code (noise ordinance, objective standards for special events, regulations for use of City public spaces);
- Streamline the approval process for special event permits;
- Redefine thresholds for special events (general vs. minor);
- Review cost sharing and fees for staff time (overtime costs, lifeguard costs).

Fiscal Impact: Each special event requires additional work from City staff. In addition to the overtime hours listed below, each event requires scheduling changes, additional trash pickup, and cleaning services.

- Art & Wine – 151.5 overtime hours from Police Department staff
- Capitola Beach Festival- 51.5 overtime hours from Police Department staff
- Capitola Custom Classic Car Show- 22 overtime hours from Police Department staff
- Surfers Path – 17 overtime hours from Police Department staff
- Wharf to Wharf- 79 overtime hours from Police Department staff

The total amount of overtime staff costs reimbursed to the City was approximately \$39,544.

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Reviewed By: Julia Gautho, City Clerk; Andy Dally, Police Chief; Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager