



Item #: _____

CITY COUNCIL AGENDA REPORT

MEETING OF FEBRUARY 28, 2002

FROM: POLICE DEPARTMENT

DATE: January 18, 2002

SUBJECT: Resolution to Adopt a Special Events Permit Program and Fee Schedule

Recommended Action:

By motion, that the City Council adopt proposed Resolutions approving a

- (1) Special Events Permit Program
- (2) Fee Schedule

BACKGROUND

The City of Capitola is known throughout the west coast for its relaxing atmosphere and wonderful beach setting. A wide variety of special events and activities have chosen to make Capitola their home due to the moderate year around weather and event friendly atmosphere of the city.

Persons and organizations wishing to host or sponsor a special event in the city, have had little city regulation regarding the size, locations and structure of special events. The proposed Special Events Permit Program will allow the city to regulate all aspects of any special event and collect fees for city services utilized to assist in the success and orderly conduct of events.

DISCUSSION

The Capitola Police Department, in its endeavor to develop a Special Events Permit program for the City of Capitola, researched approximately 20 cities throughout the state that have similar special event activities. By examining these programs, we have developed a special events process specific to the needs of Capitola, which includes a fee schedule, an informational guide, and application forms for any special events in Capitola.

The Special Event Permit Information Guide is a comprehensive booklet containing all the information needed to conduct a special event. The Information Guide works in conjunction with the general application so all applicants are informed of the city's special event requirements. The Information Guide application will be comprised of several components needed by an applicant before any special event will be permitted.

These components include:

- Fees, proceeds and reporting procedures
- Overall event description
- Set-up and construction of booths
- Food preparation and concessions
- Alcoholic beverage concessions
- Sanitation facilities
- Parking and traffic impacts
- Crowd control and security
- Insurance requirements
- Checklist

Any person or organization planning a special event that will entertain 200 or more persons will be required to complete a general events application. Persons or organizations planning an event that will entertain less than 200 persons will need only complete the three page 'Minor Special Event' application.

Permitting of all special events will be the responsibility of the Capitola Police Department Administrative Division. The Administrative Lieutenant will be the Special Event Coordinator, while the Patrol Sergeant on duty during the event will be in charge of supervising the actual event.

All required forms, and the Special Event Permit Information Guide including the Fee Schedule will be available at the Capitola Police Department. The guide and application forms will also be available on the City's Web site: www.ci.capitola.ca.us.

FISCAL IMPACT

The City will recover costs associated with administering the Program, providing Public Safety, and Maintenance services for events.

ATTACHMENTS

Resolution for Special Events Permit Program
Resolution for Special Events Permit Program Fee Schedule
Special Events Permit Information Guide
General Events Application
Minor Events Application

Report Prepared By: Richard J. Ehle, Chief of Police

Reviewed and Forwarded
By City Manager

RE:wmc