



TITLE

Business License Fee Program Amendments Second Reading

RECOMMENDATION

Approve second reading by title only, adopting an ordinance of the City Council of the City of American Canyon, amending chapter 5.04.220 and chapter 5.04.410 of the City of American Canyon Municipal Code, regulating exemption for charitable and nonprofit organizations and business license fees - flat rate

CONTACT

Jemelyn Cruz, Finance Director
Juan Gomez, Assistant City Manager

BACKGROUND & ANALYSIS

On September 2, 2025, the City Council held a public hearing and introduced the first reading by title only of Ordinance No. 2025-___ to include Community Special Events as an activity included under the business license fee exemption for charitable and nonprofit organizations and to add a Community Special Events category in the business license flat rate section for organizers who are not charitable or nonprofit organizations.

The proposed ordinance will assist community non-profit partners in streamlining and expediting the business license process by not requiring vendors, promoters and entertainers to obtain individual licenses, but be covered by the license of the hosting non-profit organization.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Economic Development and Vitality: "Attract and expand diverse business and employment opportunities."

FISCAL IMPACT

The primary goal of the amendment is to streamline the business license process for community special events. While these amendments will minimally impact revenues, the anticipated administrative efficiencies and improved compliance are expected to provide long-term benefits.

ENVIRONMENTAL REVIEW

N/A

COMMUNICATION

Level 1: Minimal Communication

A summary of the amendment will need to be published in newspaper within 15 days of adoption.

We will need to update business license forms and application, and work with Parks & Recreation to ensure the Special Event form is in alignment with the business license policy.

ATTACHMENTS:

[1. Ordinance](#)