



AGENDA MEMORANDUM

Recreation Department

City Council Meeting Date: June 2, 2026

To: City Council
From: Andrea Miller, Recreation Director
Date: May 21, 2026

SUBJECT: Implementation of CivicPlus Process Automation Digital Services (PADS) for online special event permits, annual sidewalk sale permits, and city facility rentals

BACKGROUND:

The Sanibel Recreation Department is pleased to announce the launch of CivicPlus Process Automation and Digital Services (PADS) for online special event permits, annual sidewalk sale permits, and city facility rentals. This new digital platform represents an important step forward in improving operational efficiency and enhancing customer service.

The implementation of CivicPlus PADS is intended to streamline the application process for residents and event organizers, as well as streamline the review and approval process for City staff. This platform improves communication, increases accessibility, and provides a more efficient workflow for reviewing and processing applications.

Applicants may now complete and submit special event applications online through the City's CivicPlus portal: <https://sanibelfl-sanibel-fl.app.transform.civicplus.com/>. Additionally, account creation is not required to begin an application, allowing residents and organizers to access the system quickly.

CivicPlus PADS allows for easier application submission and tracking, real-time email notifications and updates, direct communication between City departments and applicants, digital event placards for approved events, document upload capability (event layouts; parking plans; certificates of insurance, etc.) and more.

During the implementation process, staff has conducted City-wide departmental trainings as well as offered two training sessions for community partners and frequent applicants.

FUNDING SOURCE: N/A

RECOMENDED ACTION: N/A

Sanibel is and shall remain a barrier island sanctuary