



## AGENDA MEMORANDUM

*Recreation Department*

**City Council Meeting Date: May 6, 2025**

**To:** City Council  
**From:** Andrea Miller, Recreation Director  
**Date:** May 6, 2025

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**SUBJECT:** Resolution 25-022 Special Event Schedule of Fees

**BACKGROUND:** Resolution 25-022 serves to update the schedule of fees to establish a fee for the substantial revision of approved permits, a fee for the mailing of permits as well as create a fee for the rental of City Hall grounds for special events.

- Substantial revision fee for approved permits of \$100
  - Any request for a substantial change in key event components such as date, time, location, etc. of an approved permit would result in the applicant being assessed the additional fee outlined above. The purpose of the fee is to cover associated staff time to update the permit, for secondary interdepartmental review of the permit and to issue an updated placard. The fee may be waived if the change in key event components is due to a natural disaster such as a hurricane.
- Permit placard mailing fee of \$25
  - Staff has received an increasing number of requests, primarily from off-island organizations, for special event placards to be mailed instead of the applicant picking placard up at the recreation center. The purpose of this fee is to cover the expenses associated with postage, packaging and staff time.
- City Hall grounds daily rental fee of \$1,800/resident or \$2,250/non-resident
  - The rental fee for City Hall grounds was calculated based on comparison with the current rental fee for Community Park.
    - City Hall grounds are approximately 3.8 times larger than Community Park (not including the Community Park parking lot which has a separate rental fee established)
    - Current rental fee for Community Park is \$475/day for residents and \$575/day for non-residents
    - $\$475 \times 3.8 = \$1,805$  / **\$1,800/day for residents** x 25% = **\$2,250/day for non-residents**

**FUNDING SOURCE:** N/A

**RECOMMENDED ACTION:** Approve Resolution 25-022

*Sanibel is and shall remain a barrier island sanctuary*