



AGENDA MEMORANDUM

Recreation Department

City Council Meeting Date: June 12, 2025

To: City Council
From: Andrea Miller, Recreation Director
Date: May 19, 2025

SUBJECT: Resolution 25-022 Special Event Schedule of Fees

BACKGROUND: Resolution 25-022 serves to update the schedule of fees related to special event permitting. Based on feedback at the May 6, 2025, City Council meeting, the following fees changes are recommended.

- 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 continues to receive 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 \$1,000/resident or \$2,000/non-resident
 - Based on City Council feedback at the May 6, 2025 meeting, the recommended fee has been reduced from \$1,800/resident and \$2,250/non-resident.
- Community Park daily rental fee for non-residents of \$950
 - Based on City Council feedback at the May 6, 2025 meeting, the non-resident fee has been increased from \$575 to \$950 (double the resident fee of \$475)

Additionally, as requested by City Council, attached is a comparison of other on-island entity rentals.

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve Resolution 25-022

Sanibel is and shall remain a barrier island sanctuary