



# MEMORANDUM

**DATE:** February 4, 2014  
**TO:** Judie Zimomra, City Manager  
**FROM:** Crystal Mansell, Administrative Services Technician  
**SUBJECT:** 2014 Children's Spring Festival – Request for Waiver of Special Event Fees

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On January 14, 2014, the City of Sanibel received the attached letter from Jana Yates, Director of the Children's Education Center of the Islands (CECI) requesting Council waive the \$475 Community Park Special Events rental fee for their 2014 annual Children's Spring Festival, scheduled for April 19, 2014.

For calendar years 2009 through 2013, City Council granted a waiver of the \$475 rental fee for Community Park, to CECI. All other fees such as labor, police services and equipment rental associated with the event are the responsibility of the applicant.

The estimated fees for the 2014 Children's Spring Festival, including the Community Park rental fee with no Council fee waiver are as follows:

|   |                |
|---|----------------|
| Application Fee (Sanibel Resident/Business)           | \$ 50          |
| Community Park Rental                                 | \$ 475         |
| Police Services (Public Safety @ Crosswalk)           | \$ 135         |
| Safety Fencing Rental (Along Shared-Use Path & Games) | \$ 120         |
| 5 hours DPW Labor to install/remove fencing           | \$ 200         |
| Electrical Outlets (6 - 110 outlets)                  | \$ 60          |
| <b>TOTAL</b>  | <b>\$1,040</b> |

The total fee if the waiver is granted is \$565.00

The timeline on the next page gives a brief history of the above subject annual event.

## TIMELINE

**2006** **NOTE:** CECI moves Annual Spring Fling from its historical location at Periwinkle Place to Sanibel Community Park for the April 8, 2006 Spring Fling. No Special Event fees in place at this time.

**Legislative Update:** December 5, 2006 - City Council adopted Ordinance 06-016, which updated the City's regulatory system for special events permits and established application fees which became effective January 1, 2007.

**2007** **Event Date:** March 24, 2007 **Permit No.:** 07-046

**City Council Action:** None  
**Motion:** None

**2008** **Event Date:** March 22, 2008 **Permit No.:** 08-053

**City Council Action:** None  
**Motion:** None

**Legislative Update:** March 6, 2008 - City Council adopted Resolution 08-053, which established rental fees for Community Park.

**2009** **Event Date:** April 11, 2009 **Permit No.:** 09-001

**City Council Action:** September 6, 2008  
**Motion:** Approved waiver of rental fees for Community Park.

**2010** **Event Date:** April 3, 2010 **Permit No.:** 10-021

**City Council Action:** August 18, 2009  
**Motion:** Approved waiver of rental fees for Community Park.

**Legislative Update:** December 7, 2010 - City Council adopted Resolution 10-117, which updated the Special Events Schedule of Fees.

**2011** **Event Date:** April 23, 2011 **Permit No.:** 11-058

**City Council Action:** June 1, 2010  
**Motion:** Approved waiver of rental fees for Community Park.

**2012** **Event Date:** April 7, 2012 **Permit No.:** 12-033

**City Council Action:** November 1, 2011  
**Motion:** Approved waiver of rental fees for Community Park.

**2013** **Event Date:** March 30, 2013 **Permit No.:** 13-054

**City Council Action:** December 4, 2012  
**Motion:** Approved waiver of rental fees for Community Park.



**TEMPORARY SIGN(S)** The Sanibel Code permits one (1) on-site sign, not to exceed 12 square feet that may be double-faced, per Special Event. Non-Profit organizations are permitted up to six (6) off-site directional signs, with City Manager approval. **BANNER SIGNS AND BALLOONS ARE STRICTLY PROHIBITED AT ALL TIMES.**

Please indicate sign size, type, and location of **On-Site sign**: on site 3x4  
 Please indicate sign size, type, and locations of **directional signs** (Non-Profit Organizations only): \_\_\_\_\_

6 directional (real estate type signs) 24"x18"

**NUMBER OF VENDORS:** \_\_\_\_\_ Note: Overnight Parking Fee of \$25 per vehicle, per event, for vendors camping overnight on City properties.

**TEMPORARY TENTS AND STRUCTURES - Including arches, tents (specify number of tents and tent size), chairs, tables, bounce houses, dunk tanks, etc.** Tents exceeding 120 square feet require a tent permit (per tent) from the Building Department and a fire inspection.

Tent #1 Size: 10x10 tents (20) Tent#2 Size: \_\_\_\_\_ Tent #3 Size: \_\_\_\_\_

Temporary Structure Type: 20 tables & plastic chairs Quantity: 20

Temporary Structure Type: bounce house Quantity: 1

Temporary Structure Type: giant slide Quantity: 1

**TRAFFIC CONTROL PLAN:** Please attach traffic control and parking plan for events requiring off-site parking or pedestrian street crossing.

**A Business Tax Receipt or Business Registration is required to work in the City of Sanibel.** Please provide your Business Tax Receipt Number or Business Registration Number # Tax ID# 59-1533336

**Are Police Services, such as Traffic/Pedestrian Control or Event Security requested?** [ ] Yes [ ] No  
**NUMBER OF OFFICERS:** 1 **DATE:** 4/19/14 **TIME:** 10am - 1pm

The rate is \$135 for a 3-hour minimum shift, per staff member and \$40, per staff member, per hour thereafter. In the interest of public safety, the Sanibel Police Chief may require an applicant retain Police Services as a condition of granting a Special Events Permit, in which case, applicant is responsible for payment of fees as described above.

**Will amplified music be played?** [] Yes [ ] No  
 If yes, applicant must adhere to Noise standards set forth in Sanibel Code Chapter 30, Article III.

**Will City property, public right-of-way or other public property (beach parks, community parks, etc.) be utilized?**  
 [ ] Yes [] No  
 If yes, please identify right-of-way and/or public property/park name: \_\_\_\_\_

**EVENTS HELD AT COMMUNITY PARK – SMOKING IS PROHIBITED** at Community Park. Applicant is responsible for ensuring compliance with this policy. **Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of City Policy.** Spot maintenance will be provided at Community Park by the City of Sanibel Public Works Department between the hours of 8 a.m. to 5 p.m., daily. In addition, for overnight events, applicant is responsible for bathroom maintenance (emptying trash containers, stocking of toilet paper and paper towels) between the hours of 5 p.m. and 8 a.m.

**EVENTS HELD ON CITY PROPERTY:** Liability Insurance in the amount of \$1,000,000 listing the City of Sanibel as an additionally insured party may be applicable for certain events held on City property. Proof of insurance must be provided before application is approved.

**NOTE:** If event is held on City property, such as a City Park or City Hall, **alcohol is prohibited** unless approved by City Council. A rental fee and deposit is applicable for use of certain City Properties. Please contact the City Manager's Office at (239) 472-3700 for information regarding fees and deposits.

Will alcoholic beverages be served or sold? [ ] Yes [X] No

If yes, please attach copy of liquor license. If liquor license is not attached, applicant must provide license to the City prior to issuance of a Special Event Permit. To find out if you are required to obtain a liquor license, please contact the Division of Alcoholic Beverages and Tobacco at (239) 278-7195

Will food and/or drink be served or sold? [X] Yes [ ] No (Appropriately rated fire extinguishers required)

If this is an outdoor event, vendor may require a Lee County Department of Health Permit or a License from the Division of Business and Professional Regulation. To find out if you need a Health Department Permit or license, please call the Lee County Health Department at (239) 690-2100 or Division of Business and Professional Regulation at (850) 487-1395.

Will temporary sanitary facilities be provided? [ ] Yes [X] No If yes, indicate location on site plan.

Will trash receptacles, dumpsters and recycling containers be provided? [ ] Yes [ ] No

If yes, indicate on site plan. Who will be providing the receptacles, dumpsters or containers? \_\_\_\_\_

NOTE: Trash and recycling receptacles must be emptied at the end of each day into a dumpster for multiple day events to discourage the feeding or foraging of raccoons. Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of other City Ordinances.

Is this a Sanibel student or Sanibel youth group event? [X] Yes [ ] No

If yes, the fee for a special event permit shall be \$5 so long as proceeds from the event solely benefit a Sanibel student or Sanibel youth group; is a single day event generally not lasting longer than 8 hours; no vendor or related fees are charged (only the youth group fee or contribution is solicited); event is managed and conducted solely by volunteers; and temporary and/or permanent structures are not required. (Ordinance 07-016)

Is the applicant an organized homeowners association or neighborhood association? [ ] Yes [X] No

If yes, the application fee shall be waived. (Resolution 07-020)

Does event require electrical usage at any City Owned Property? [X] Yes [ ] No

If yes, a \$10 daily power usage fee for electrical connection at any City owned property will apply for each 110 volt outlet, and \$20 daily power usage fee per 220 volt outlet, per 24-hour day or any portion thereof. (Resolution 07-092)

OWNER OF PROPERTY: If the person/group applying for this permit is not the owner of the property, the property owner must sign this application. If the property owner is unavailable to sign the application, a letter of permission from owner is acceptable.

Jana D. Yates  
Property Owner Signature

Jana D. Yates  
Print Name

Director  
Title

By signature below, it is understood by applicant that this application is subject to review and approval by City staff and may be revoked at any time for non-compliance with rules, local ordinances, state statutes or if the event endangers the health, safety, or welfare of the public. The City reserves the right to cancel the event should any conflicts arise with scheduling, and will give reasonable notice to the applicant for the purpose of rescheduling. During reviews by various City Departments, additional conditions may be imposed. As required by Section 110-83, City services determined necessary for the conduct of the Special Event, such as temporary lighting or police officers to direct or reroute traffic, shall be paid by applicant.

This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirement(s) as set forth in this permit or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to time, specifications and activities, deposit may be forfeited and the permit may be cancelled.

As applicant, I agree to abide by all conditions and requirements of the City of Sanibel and will comply with \*Chapter 110 of the Sanibel Code. Applicant further understands that the use of Fireworks, Explosives and Upward Lighting are prohibited at all times. \*Copy available upon request.

Applicant Signature: Jana D. Yates Print Name: Jana D. Yates

**--FOR CITY USE ONLY--  
DEPARTMENT COMMENTS**

FEES BY  
DEPARTMENT:

Planning

\$ \_\_\_\_\_  
Planning

Police

\$ \_\_\_\_\_  
Police

Public Works

\$ \_\_\_\_\_  
Public Works

Building

\$ \_\_\_\_\_  
Building

Tent Standards attachment required?  Yes  No

Finance

*\$50 app fee / \$100 depo paid 10/17/13  
# 1401116*

\$ 150-  
Finance

Business Tax Receipt Verified?  Yes  No

Natural Resources

\$ \_\_\_\_\_  
Natural Resources

Beach Standards attachment required?  Yes  No

Recreation

\$ \_\_\_\_\_  
Recreation

\$ \_\_\_\_\_  
**TOTAL**

Comments/Permit Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager Approval \_\_\_\_\_

Date \_\_\_\_\_



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17 JAN 16 PM 1:21

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CITY OF SANIBEL  
ADMIN./LEGIS.

**January 14, 2014**

**To: Judie Zimomra  
City Manager**

**From: Jana Yates  
Director**

**Re: Special Events Fee Waiver for 2014 Spring Festival**

**Per my conversation with Crystal on Monday, January 13, 2014, our school requests to be placed on the February 4 City Council Agenda to ask that the special event park fees be waived as has done in the past. If possible, we would like to have these fees waived without the formality of our presence at this City Council meeting.**

**For your convenience, a copy of our 2013 request letter is enclosed.**

**I await your reply.**

**Thank you,**

**Jana**