



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda Bryant, City Manager

FROM: Office of the City Manager

SUBJECT: Updated Facilities Rental Application

DATE: August 11th, 2026

GENERAL SUMMARY/BACKGROUND:

1. At the direction of the City Commission, City staff conducted a comprehensive review of the City's facility rental application, policies, and procedures. Based on the Commission's requested revisions and staff's operational review, the proposed updates strengthen the rental process, clarify the responsibilities of event holders, enhance protection of City property, and improve consistency in the administration and enforcement of facility rentals.

BUDGET IMPACT:

The proposed fee adjustments are not expected to have a material fiscal impact on the City.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal advice will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Resolution No. 2026-46