



City of North Port

ORDINANCE NO. 2018-02

AN ORDINANCE OF THE CITY OF NORTH PORT, FLORIDA, AMENDING THE CODE OF THE CITY OF NORTH PORT, FLORIDA, CHAPTER 2 - ADMINISTRATION, TO ADD NEW ARTICLE XI - CITY FACILITIES, SECTIONS 2-601 TO 2-602, TO PROVIDE A PROCEDURE FOR RESERVING MEETING ROOMS WITHIN CITY HALL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODING OF AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Code of the City of North Port does not currently provide the citizenry with a means to reserve meeting rooms within City Hall; and

WHEREAS, the North Port City Commission wishes to establish an administrative process and procedure for reserving meeting rooms within City Hall for use not related to City business; and

WHEREAS, at its February 14, 2017 meeting, the North Port City Commission directed the City Attorney and the City Manager to prepare an ordinance reflecting the current administrative process for reserving meeting rooms within City Hall for use not related to City business; and

WHEREAS, the North Port City Commission has determined that the proposed amendments serve the public health, safety, and welfare of the citizens of the City of North Port, Florida.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF NORTH PORT, FLORIDA, AS FOLLOWS:

SECTION 1- FINDINGS:

- 1.01 The recitals outlined above are incorporated by reference as findings of fact as if expressly set forth herein.
- 1.02 The North Port City Commission further finds that adopting this article provides the citizenry with a means to reserve meeting rooms within City Hall.

SECTION 2 - ADOPTION:

- 2.01 The North Port City Commission hereby approves and adopts the following amendments and additions in strikethrough and underline format to the Administrative Code of the City of North Port:

“Chapter 2 – ADMINISTRATION

...

ARTICLE XI. – CITY FACILITIES

Sec. 2-601 – City Hall Room Reservations.

- (a) The City Manager shall establish a reservation request form to be submitted to the City Manager’s office by those wishing to reserve a meeting room at City Hall. The reservation request form shall include, at a minimum as further determined by the City Manager, all of the following:
- (1) Requestor’s name and contact information; and
 - (2) Specific meeting room requested to be reserved; and
 - (3) Number of people expected to occupy reserved room; and
 - (4) Date and time for room use.
- (b) Meeting rooms within City Hall shall be reserved at no charge, when the room’s use is during the regular business hours of City Hall. Charges may apply when the use is before or after the regular business hours of City Hall, as determined by the City Manager.
- (c) Reserved meeting rooms shall be left in the same or better condition than as found by the requestor. Where a reserved meeting room is left in a condition other than

as found, the requestor shall be assessed a reasonable clean-up fee as determined by the City Manager.

Sec 2-602 – City Hall Room Priority.

(a) Meeting rooms at City Hall shall be made available only after a submitted meeting room reservation form has been approved by the City Manager or designee. However, any approved meeting room reservation may be canceled at the discretion of the City Manager with little to no prior notice. The use of any meeting room by City government will always take priority over other use, regardless of a reservation's status.

(b) Where there is a conflict in an approved reservation for the use of a meeting room at City Hall, and another meeting room is not available, the use of the reserved meeting room will be determined in the following priority:

- (1) City government;
- (2) Government organization;
- (3) Government-sponsored organization;
- (4) Not-for-profit organization;
- (5) Non-governmental organization; and
- (6) Other requestor.”

SECTION 3 – SEVERABILITY:

3.01 If any section, subsection, sentence, clause, phase, or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4 – CONFLICTS:

4.01 In the event of any conflicts between the provisions of this Ordinance and any other Ordinance, the provisions of this Ordinance shall prevail to the extent of such conflict.

SECTION 5 – CODING OF AMENDMENTS:

5.01 In this Ordinance, additions are shown as underlined and deletions as strikethrough. These editorial notations shall not appear in the codified text.

SECTION 6 – EFFECTIVE DATE:

6.01 This Ordinance shall take effect immediately after adoption by the City of North Port City Commission.

READ BY TITLE ONLY at first reading by the City Commission of the City of North Port, Florida in public session this _____ day of _____, 2018.

PASSED and DULY ADOPTED by the City Commission of the City of North Port, on the second and final reading in public session this _____ day of _____, 2018.

CITY OF NORTH PORT, FLORIDA

VANESSA CARUSONE
MAYOR

ATTEST:

PATSY C. ADKINS, MMC
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

AMBER L. SLAYTON
CITY ATTORNEY