

TAB 1

Special Function Permit Workshop 10/19/09

Problem: The current ordinance governing requirements for special function permits needs clarification.

Background:

Several discussions have been held regarding modifications to the special function permit. At previous meetings, consensus was reached regarding the timeframe for submittal and the process associated with submittals that are received with less than 30 days notice. In addition, language was added regarding the applicants attendance at Commission meetings. Clarification regarding insurance requirements is still needed and staff proposes the following based on discussions with the Commission:

- Insurance is required if City buildings are being rented via the facility use agreement and whenever a special function permit is required. Commission can waive the insurance requirement if desired.
- The insurance fee for indoor events in City buildings or outdoor events of 75 or less attendees will be:
 - \$30 per event for City residents and \$50 per event for Non-City residents. Businesses with a physical presence in the City will pay the city rate.
 - This facility use fee and insurance fee will be collected at time of facility use agreement acceptance.
- A special function permit will be required for outdoor events with attendance over 75 attendees and indoor events where no building capacity has been determined.
 - A facility use agreement is still required if the applicant is using one of the City parks or buildings.
 - Applicants will have to apply for insurance on a case by case basis if using the City's Commercial General Liability for Special Events Master insurance policy or they can provide insurance on their own if the event requires a special function permit. Minimum insurance requirements will be disclosed on the special function permit. The insurance fee will vary based on the information provided in the special function permit application, and the Special Events Application Quote Form General Liability.
 - The facility use fee and proof of insurance is required prior to special function permit approval. If applicant is using the City's insurance, the fee is due at time of special function permit submittal.
- In all cases, a separate endorsement will be issued for each event. The City will have to monitor the insurance fees collected against the \$5,000 deposit premium from the Florida League of Cities. If this deposit premium is exhausted, the City will have to increase the deposit accordingly if we want to continue offering insurance to the applicants.

The facility use agreement will need to be modified if the proposed changes are approved and accepted by Commission. In addition the special function application will also need to be modified.

Alternatives:

1. Approve the suggested insurance changes as described above and approve ordinance 09-997
2. Recommend changes to the insurance requirements and approve ordinance 09-997

Recommendation:

Staff recommends alternative #1

Budget impact: Staff will need to develop a policy to ensure proper accounting of the fees received and monitor the premium usage in comparison to the \$5,000 premium deposit for commercial general liability for special events insurance via FLC.

ORDINANCE 09-997

AN ORDINANCE OF THE CITY OF PALMETTO, FLORIDA, PERTAINING TO THE AMENDMENT OF THE PROVISIONS RELATING TO THE REQUIREMENTS FOR AND ISSUANCE OF SPECIAL FUNCTION PERMITS; UPDATING CODE LANGUAGE FOR INTERNAL CONSISTENCY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable municipalities to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, pursuant to the referenced provision of the Florida Constitution, a city may exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, Chapter 166, Florida Statutes, the "Municipal Home Rule Powers Act," implements the applicable provisions of the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law, and to enact ordinances in furtherance thereof; and

WHEREAS, within the above-referenced grant of powers, the City of Palmetto (the "City") has the authority to regulate conditions and activities within the City for the protection of the public health, safety and welfare; and

WHEREAS, The City regulates certain occasion or temporary uses related to City property, streets and rights of way through the use of special function permits; and

WHEREAS, City staff and the City Attorney have informed the City Commission that the current City Ordinance regarding special function permits could be broadly interpreted beyond the intent of the City Commission, and

WHEREAS, the City Commission has expressed a desire to clarify and update the insurance and indemnification requirements for special function permit to protect the City; and

WHEREAS, the City Commission finds that it is in the best interest of the public to clarify where a special function permit is required and under what conditions it is appropriate to issue such a special function permit; and

WHEREAS, consistent with the findings stated above, the City Commission has determined that adoption of this ordinance is in the best interest of the public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PALMETTO, FLORIDA, as follows:

Section 1. Findings of Fact. The above “WHEREAS” clauses are adopted herein as findings of fact.

Section 2. Revision Language. Chapter 19, Sections 19-171 through 19-180, inclusive, of the City of Palmetto Code of Ordinances are hereby amended to read in their entirety as follows:

Sec. 19-171. Established

There is hereby established a special function permit for the temporary use of city owned property or facilities.

Sec. 19-172. Limits of permit.

A special function permit shall be granted, upon proper application and payment of established fees, for the limited purposes set forth in such application, or as modified in the permit.

Sec. 19-173. Uses requiring a special function permit.

A special function permit shall be required for all events or organized activities which:

A. take place on city property where the number of people reasonably expected to attend will be ~~seventy-five (75)~~ or greater for outdoor events or indoor events where no building capacity has been determined.

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B. all activities which require the closing or other disruption of city streets or sidewalks,

Deleted: and

C. use of city personnel or equipment, or

D. all promotional or sales activities on city property.

Deleted: Additionally, uses requiring a special function permit shall include, but are not limited to: Promotional or sales activities, sporting events, sidewalk sales or bazaars, rummage sales, flea markets, Christmas tree sales, holiday events, charitable and other fund raising events, parades, plant sales, grand openings, art shows, fairs, festivals, revivals, filming productions and all other similar functions of a temporary nature.

City meetings, activities and events are exempt from obtaining a special function permit. Events or activities on city owned property shall require the entering into of a facility use agreement and provision of insurance pursuant to Section 19-177 through 19-180.

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Sec. 19-174. Application.

Application for special function permits shall be made available through the office of the City Clerk during normal business hours and shall be time and date stamped by the City Clerk. Each application shall identify a sponsor for the event or activity. To the extent practicable, a completed application for a permit shall be filed with the office of the City Clerk at least thirty (30) calendar days prior to the planned event.

Sec. 19-175. Review and approval of application.

Upon filing of the application for a permit, the City Clerk shall route the application to all department heads for review and sign-off and then present the application to the City Commission for approval. A majority vote of City Commission is required to approve the application and reasonable conditions necessary to protect public safety and public property may be placed on such approval. Sponsors are recommended to attend the City Commission meeting in order to be able to respond to questions.

Sec. 19-176. Review if City Commission unable to vote.

In the event the City Commission is not scheduled to meet on an application prior to the date of the event, the City Clerk shall review the application and prepare a notice of intent to approve or deny the request. The notice of intent shall be forwarded to the City Commission.

If a Commissioner requests a special meeting of the Commission within forty-eight (48) hours after transmittal of the notice of intent, the Mayor shall schedule a special meeting to review and consider the application. If no special meeting is requested within the forty-eight (48) hour time period, the special function permit application shall be approved or denied consistent with the notice of intent.

Sec. 19-177. Fee and security deposit required.

After use, the facility shall be returned to a condition substantially consistent with its condition prior to the use. Any damage or cleaning necessary to return the facility to such prior condition shall be the responsibility and the cost of sponsor. A fee and security deposit shall be required for use of City property or facilities pursuant to a special function permit. The required fee and security deposit amounts shall be established, and amended from time to time, by resolution of the City Commission. The City Commission shall have the authority to require an additional security deposit for a particular activity or function where it finds that doing so is in the best interest of the public health, safety or welfare.

Sec. 19-178. Alcoholic beverages at event for which permit has been issued.

The sale or consumption of alcoholic beverages on city property by any person sponsoring or attending an event for which a special function permit has been issued is prohibited.

Sec. 19-179. General liability insurance to be procured.

Unless waived or reduced by the City Commission because of the minimal risk of liability for the City, a policy of general liability insurance shall be procured by the sponsoring organization, which shall insure the city, its officers, employees and agents from liability arising out of the event for which the permit is issued. Evidence of such insurance shall be a condition of issuance of a special function permit. The required amount of such insurance shall be established by the City and the necessary insurance may be provided through the City or procured separately by the sponsoring organization. The City Commission may require additional types of insurance depending on the use and type of facility.

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Deleted: Additionally, the sponsor shall indemnify and hold harmless, the City, its officers, employees and agents from any and all liability arising from such event.

Sec. 19-180. City facility rentals.

Regardless of whether a Special Function Permit is required pursuant to Section 19-173, the city permits individuals and organizations to rent certain city property and facilities for exclusive use pursuant to established policies and procedures. In these instances, the sponsoring organization must complete a facility use agreement and pay the applicable rental fee and insurance fee pursuant to the fee structure on the facility use agreement.

Section 3. Repeal of Inconsistent Ordinances. This Ordinance hereby repeals all

ordinances, or parts thereof, in conflict herewith to the extent of such conflict.

Section 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared severable.

Section 5. Effective Date. This Ordinance shall take effect as provided for by law and by City Charter, Section 14, upon execution by the Mayor or, if disapproval occurs, upon reconsideration by the City Commission and passing of the Ordinance by at least four (4) votes.

FIRST READING	September 14, 2009
PUBLICATION DATE	September 18, 2009
SECOND READING	September 28, 2009

PASSED AND DULY ADOPTED, BY THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, with a quorum present and voting, in regular session assembled, this 28th day of September, 2009.

By: _____

Shirley Groover Bryant, Mayor

ATTEST:

By: _____

James R. Freeman, City Clerk