

Palmetto City Commission
October 5, 2009 4:30 p.m.

Elected Officials Present:

Shirley Bryant, Mayor
Tamara Cornwell, Commissioner
Tambra Varnadore, Commissioner
Brian Williams, Vice Mayor
Alan Zirkelbach, Commissioner

Elected Officials Absent:

Mary Lancaster, Commissioner

Staff Present:

Mark P. Barnebey, City Attorney
James R. Freeman, City Clerk
Chief Garry Lowe
Tom McCollum, Interim City Planner
Diane Ponder, Deputy Clerk-Administration

Vice Mayor Williams called the meeting to order at 4:30 pm. He stated that if time permits, the CRA job position will be brought down for discussion.

1. PRESENTATION: MINUTES SOFTWARE

Mr. Freeman informed Commission the proposed minutes and agenda software package is funded in the FY 2010 budget. He confirmed he has researched the topic, and recommends BIS Digital because the approximate \$7,000 price is the most cost effective he has found for the functionality of the product. Jordan Dozier of Business Information Systems (BIS Digital) demonstrated the system, which has the capability of becoming a portable system and can be video integrated at a future date. He confirmed that there will be an annual maintenance/support fee that will be approximately \$1,000 per year. Commission agreed to moving the item forward to the 7:00 Commission Consent Agenda for approval.

2. DISCUSSION: ESTUARY PARK GRANT

Mr. Tusing removed the item from the agenda, stating it will be placed on the October 19, 2009 workshop.

3. DISCUSSION: SPECIAL FUNCTION PERMIT

Mr. Freeman highlighted the changes that were made based on previous discussions. Changes from the previous version of the proposed ordinance include:

- Removing the language indicating building capacity can be exceeded
- Removing requirements for special events on private property
- Amended the attendance threshold for outdoor events from 50 to 100, and where no building capacity has been established

Discussion ensued on the insurance requirement for all events taking place on City property and the Special Events Policy the City has carried that will allow the purchase of insurance through the City. Commission must make the decision to renew or cancel the policy. Options discussed included:

- Insurance is required for all events utilizing a Facility Use Agreement and events utilizing a Special Function Permit
- A tiered fee schedule to subsidize the Special Events Policy, reflecting a nominal fee for City residents vs a higher fee for non-City applicants, keeping the fees affordable but protecting the City
- No special function permit for events less than the 75 attendance threshold for indoor events where a building capacity has been established
- Creation of a Commission policy regarding the waiver of insurance for events;


Commission directed staff to amend the proposed ordinance to reflect:

1. The attendance threshold will be lowered to 75 from the recommended 100
2. Insurance will be required across the board for outdoor events with an expected attendance over 75 and for indoor events with an expected attendance over 75 or where no building capacity has been established

The item will be brought back to the October 19, 2009 workshop meeting.

Meeting adjourned at 6:00 pm.

Minutes approved:



James R. Freeman
City Clerk