

Palmetto City Commission
October 19, 2009

Elected Officials Present:

Brian Williams, Vice Mayor
Tamara Cornwell, Commissioner
Alan Zirkelbach, Commissioner

Elected Officials Absent:

Shirley Groover Bryant, Mayor
Mary Lancaster, Commissioner
Tambra Varnadore, Commissioner

Staff Present:

Jim Freeman, City Clerk
Allen Tusing, Public Works Director
Mark Barnebey, City Attorney
Captain Rex Hannaford
Deanna Roberts, Administrative Assistant

Vice Mayor Brian Williams called the workshop meeting to order at 4:42 p.m.

1. DISCUSSION: SPECIAL FUNCTION PERMIT (J. Freeman)

Mr. Freeman led the discussion on the one outstanding requirement for special function permits: the insurance requirement. He said staff had reviewed insurance costs associated with a permit and arrived at nominal fees to keep it affordable.

The insurance fee for indoor events in City buildings or outdoor events of 75 or less attendees will be \$30.00 per event for City residents and \$50.00 per event for non-City residents. Businesses with a physical presence in the City will pay the City rate. Regarding businesses, Ron Koper said most businesses have a general liability policy and could just name the City as an additional insured. In that case, neither of the nominal rates would apply.

These insurance fees are in addition to the city facility rental fee charged for reserving the following: 17th Street Park, Carnegie Library, Wedding Chapel, Celebration Center and Sutton Park. And, the nominal insurance fee would only apply to rental of these city facilities.

Special Function Permits will not be required for city facility rentals or outside events with less than 75 attendees. The applicant would just pay the facility use fee and the insurance.

Special Function Permits will be required for outside events with over 75 attendees and indoor events where no building capacity has been determined. As an example, an event at Sutton Park with 150 people would require a facility use agreement, a Special Function Permit and insurance. The applicant could apply to use the City's policy, and high impact events may require a premium as high as \$200.00-300.00, or they can get their own insurance and provide proof.

As each event is applied for, the FLC would determine the cost of the premium and it would be applied against the \$5,000 special event policy. Once that policy is exhausted, the City would have to apply to increase that amount. This is the policy used for facility use agreements for the nominal fee.

Commissioner Cornwell remarked that the ordinance does not state that the permit is for **sole** use of City property. She requested that it be made clear in the ordinance.

She asked what other cities are charging.

Commissioner Cornwell asked to delete the language that says Commission can waive insurance requirements. Following discussion, it was determined that the language would be removed, and if the City Commission desired to help an entity with fees, it could choose to co-sponsor the event. Mr. Barnebey said that, based on comments, he will delete the first clause in Section 19-179, that reads, "Unless waived or reduced by the City Commission because of the minimal risk of liability for the City..." He will also add "sole use" wherever applicable in the ordinance.

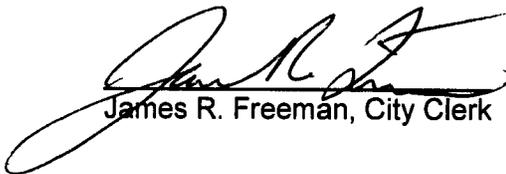
There was a consensus to move the Special Function Permit ordinance forward to the 7:00 p.m. meeting for adoption.

Mr. Freeman said that after the ordinance passes, he will go ahead and provision the \$5,000 special event policy. Staff will make applicable changes to the facility use agreement and the fee structure.

Mr. Barnebey informed Commission that there are no provisions in the Noise Exception Ordinance for getting a permit if you apply late. He will be bringing that ordinance forward for revision as well, and address some of the same issues discussed for the Special Function Permit ordinance.

The meeting was adjourned at 5:19 p.m.

Minutes approved: November 2, 2009



James R. Freeman, City Clerk