

**CITY OF PALMETTO**  
**CITY COMMISSION WORKSHOP MEETING**  
**August 4, 2014**  
**4:30 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor  
Jonathan Davis, Vice Mayor, Commissioner-at-Large 1  
Tamara Cornwell, Commissioner-at-Large 2  
Charles Smith, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2

Elected Officials Absent

Brian Williams, Commissioner, Ward 3

Staff Present

Mark Barnebey, City Attorney  
Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Allen Tusing, Public Works Director  
Scott Tyler, Deputy Chief of Police  
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:32 p.m.

1. SPECIAL FUNCTION PERMIT DISCUSSION

Mr. Freeman explained that staff is proposing a revised Special Function Permit and Facility Rental Agreement. He has asked Andy Hanson, Florida League of Cities, to discuss the insurance requirements for special events. Staff is asking for clarification on how to handle vendor insurance requirements during City and CRA sponsored events.

Mr. Hanson discussed the different levels of insurance protection. Normally, vendors have insurance for an event and provide that insurance to the event coordinator. The event coordinator then takes out an insurance policy naming the City of Palmetto as additional insured. If the City sponsors an event, there could be a requirement to have the vendors provide the City with a copy of insurance naming the City as additional insured. Mr. Hanson provided Commission a handout that discussed the Tenant User Liability Insurance Program (TULIP). He explained that it is an affordable way for small businesses to receive insurance protection for their event.

Commissioner Varnadore and Mayor Bryant opined that it would be in the best interest of the City to require vendors that are operating during a City sponsored event provide the City with a copy of insurance naming the City as additional insured. Commissioner Smith opined that the City should buy a special events insurance policy for the City sponsored events. Commissioner Davis agreed with Mr. Smith and suggested the City buy a special events policy once a year to cover all events that may occur.

Mr. Burton was asked to research other municipalities and the number of special events they sponsor in a year.

Commissioner Cornwell discussed concerns she had with the Permit and the Agreement. She questioned if there should be a threshold of people during an event that would trigger the number of officers that would be required. She suggested that the City increase the fee that is charged in the event an applicant's check is returned. On the Facility Rental Agreement it states that there is to be no parking on the City's grass; she questioned if this would apply to car show events. Staff will look into that language. Commission requested that the building capacity for the Historical Park buildings and the City's Celebration Center be written on the Facility Rental Agreement.

In the essence of time, Attorney Barnebey requested that items 4 and 5 of the agenda be included on the next Planning and Zoning Board meeting to allow time for their review.

Mayor Bryant asked that this discussion be placed on an upcoming Workshop for further discussion.

2. NOISE ORDINANCE 2014-06 & NOISE CITATION ORDINANCE 2014-15

3. OUTDOOR EATING AND DRINKING ESTABLISHMENTS ORDINANCE 2014-07

4. PAIN MANAGEMENT CLINIC REGULATIONS ORDINANCE 2014-10

5. MEDICAL MARIJUANA FACILITIES ORDINANCE 2014-11

**DUE TO TIME, ITEMS 2 THROUGH 5 WERE NOT DISCUSSED.**

Mayor Bryant adjourned the meeting at 6:04 p.m.

Minutes approved: September 8, 2014

*James R. Freeman*

James R. Freeman  
City Clerk