



**MINUTES OF THE CITY COUNCIL REGULAR MEETING
CITY OF NEW PORT RICHEY**

NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS

5919 MAIN STREET, NEW PORT RICHEY, FLORIDA

October 17, 2017

7:00 PM

**ORDER OF
BUSINESS**

1. Call to Order – Roll Call

The meeting was called to order by Mayor Rob Marlowe at 7:00 pm. Those in attendance were, Deputy Mayor Jeff Starkey, Councilman Bill Phillips, Councilwoman Judy DeBella Thomas and Councilman Chopper Davis.

Also in attendance were City Manager Debbie Manns, City Attorney Timothy Driscoll, Deputy City Clerk Joyce Haasnoot, Police Lieutenant Lauren Letona, Finance Director Crystal Feast, Development Director Lisa Fierce, Fire Chief Chris Fitch, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera, Research and Education Librarian Stephanie Jones, Parks and Recreation Director Elaine Smith, Technology Solutions Director Bryan Weed and Human Resources Manager Bernie Wharran.

2. Pledge of Allegiance

3. Moment of Silence

4. Approval of September 25, 2017 Special Meeting and October 3, 2017 Regular Meeting Minutes

Motion was made to approve the minutes as presented.

Motion made by Chopper Davis and seconded by Bill Phillips. The Motion Passed. 5-0. Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

5. Proclamation - Red Ribbon Week (By Title Only)

Mayor Marlowe read the proclamation by title only.

6. Proclamation - Breast Cancer Awareness Month (By Title Only)

Mayor Marlowe read the proclamation in its entirety as Pasco County Clerk & Comptroller Dr. Paula O'Neil was in attendance to accept the parchment.

7 Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda

Mayor Marlowe opened the floor for public comment. Steve Schurdell came forward on behalf on New Port Richey Main Street and thanked Council for their support since 1990. He also announced Main Street had moved to their new location on Main Street. He then distributed the New Port Richey Main Street Work Plan for 2017-2018 to Council. With no one else coming forward for public comment, Mayor Marlowe closed Vox Pop.

8 Consent Agenda

Motion was made to approve the Consent Agenda as submitted.

Motion made by Bill Phillips and seconded by Judy DeBella Thomas. The Motion Passed. 5-0.
Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

Motion was made to accept the Consent Agenda.

a Purchases/Payments for City Council Approval

9 Public Reading of Ordinances

a Second Reading, Ordinance No. 2018-2125: Development Standards for Dispensing Facilities & Pharmacies

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to conduct a second reading regarding development standards for dispensing facilities and pharmacies. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilman Phillips stated this ordinance accommodates the public. Deputy Mayor Starkey agreed and he welcomes the dispensing facilities in the city. Councilman Davis said that he will have more questions to be addressed after Walgreens moves. Councilwoman DeBella Thomas inquired about tattoo parlors because it appeared they were removed from the ordinance and if so, does that mean they are now permitted in the downtown district. Development Director Fierce those establishments are covered under restricted personal uses and are in a different category. Mayor Marlowe stated that there is a lot of public interest in dispensing facilities and this is a step in the right direction to bring dispensing facilities to New Port Richey. Motion was made to approve the ordinance upon its second and final reading.

Motion made by Bill Phillips and seconded by Jeff Starkey. The Motion Passed. 5-0. Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

b First Reading, Ordinance No. 2017-2121: Amendments to Police Pension Ordinance (Memorializing Contract Changes)

City Attorney Driscoll read the proposed ordinance by title only. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilman Phillips felt very happy with the city's ability to negotiate with the police department and to have this contract move forward. Councilwoman DeBella Thomas thanked the police for working with City on this. Motion was made to approve the ordinance upon its first reading.

Motion made by Bill Phillips and seconded by Judy DeBella Thomas. The Motion Passed. 5-0.
Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

10 Business Items

a 2015 Water System Improvements Project Close-Out

City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated that the purpose of the agenda item was approve a deductive change order in the amount of \$48,888 and a final pay request in the amount of \$95,975.50 to BUN Construction, Inc. The project was approved in the 2016-2017 CIP budget. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilman Phillips asked where any surplus money will go back to and/or the how extra funds will be used. He stated that \$50,000 is a large amount of money and asked if it can be added to another project. City Manager Manns stated that they are Enterprise Funds and will be retained as fund balance in the Water and Sewer Fund and can be used for further improvements in that range of eligible projects. Motion was made to approve the item as presented.

Motion made by Bill Phillips and seconded by Chopper Davis. The Motion Passed. 5-0. Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

b 2015 Madison Street Streetscape/Multi-Use Path Expansion – ITB17-015 Bid Award

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the bid in the amount of \$664,424.75 from Augustine Construction for the Madison Street Streetscape Improvements that will go from Main Street to Massachusetts Avenue. Improvements proposed include replacement of existing sidewalks and hardscaping, landscaping, decorative lighting and mantees similar to what was established in conjunction with the Marine Parkway. Augustine Construction was the contractor who completed the Marine Parkway project

Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Deputy Mayor Starkey asked about the parking spaces to be removed at Dr. Goluba's property. City Manager Manns said she has spoken to Dr. Goluba and have worked out a solution.

Councilwoman DeBella Thomas asked which side of the street will it be located and City Manager Manns stated both sides. Councilwoman DeBella Thomas asked if there are visuals for Council to see and City Manager Manns stated that she would present them at the next meeting.

Councilman Phillips stated he was very disappointed there were only two bidders on this project. He stated that Dr. Goluba is his family dentist and he wants to see him kept happy with this streetscape project and that is why Council needs to see the visual aids.

Motion was made to approve the item as presented.

Motion made by Chopper Davis and seconded by Jeff Starkey. The Motion Passed. 5-0. Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

c Resolution 2017-32 - Imposing & Assessing Cost of Abatement and Removal of Unsafe Structure at 5052 Tangelo Drive

City Attorney Driscoll read the resolution by title only. City Manager Manns stated that this was a quasi judicial hearing and the purpose of this agenda item is to assess the cost of abatement for an unsafe structure at 5052 Tangelo Drive and impose a lien on the property in the amount of \$4,329. Mayor Marlowe asked Council members to disclose any ex-parte communications. Mayor Marlowe asked if the property owner was in attendance and no one came forward. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council.

Motion was made to approve the item as presented.

Motion made by Bill Phillips and seconded by Judy DeBella Thomas. The Motion Passed. 5-0.

Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

- d Resolution #2017-33 - Imposing & Assessing Cost of Abatement and Removal of Unsafe Structure at 5820 Missouri Avenue

City Attorney Driscoll read the resolution by title only. City Manager Manns stated that this was a quasi judicial hearing and the purpose of this agenda item is to assess the cost of abatement for an unsafe structure at 5820 Missouri Avenue and impose a lien on the property in the amount of \$3,688. Mayor Marlowe asked Council members to disclose any ex-parte communications. Mayor Marlowe asked if the property owner was in attendance and no one came forward. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilwoman Judy DeBella Thomas asked if this house also had a car issue and Development Director Fierce answered yes. Councilwoman DeBella Thomas asked if both houses on the agenda were taken down. Development Director Fierce replied yes. Motion was made to approve the item as presented.

Motion made by Judy DeBella Thomas and seconded by Bill Phillips. The Motion Passed. 5-0.

Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

- e Adoption of the FY2018 Comprehensive Fee Schedule

City Manager Manns stated that the purpose of this agenda item was to present an updated fee schedule for the upcoming fiscal year. The Residential Rental Permit is being increased from \$35 to \$50 and two Fire Department fees to be increased related to FEMA rates and for plan review. The Library is discontinuing a fee and reducing charge for computer use in the Library and eliminating the fees for fax services.

Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilwoman DeBella Thomas asked if there is a fee attached to Peace Hall during a special event and whether it can be rented during a special event by another party that is not part of the special event being held in the park. Parks and Recreation Director Elaine Smith said that it depends on the event. Ms. Smith stated that a current special event study is looking into charging for the building or shelters to a large event, since the city can not use them during large events.

Councilman Phillips stated that during large events the group hosting the event needs to help with clean up and maintenance as part of their rental. If they use Peace Hall and the park they should be responsible for cleaning. City employees should not take on that burden.

Deputy Mayor Starkey asked for confirmation that an event organizer is not being charged for use of Peace Hall even though they are using the entire park and they are only being charged unless they specifically use Peace Hall and Ms. Smith stated yes.

Mayor Marlowe asked what we charge if an event uses the entire park and what is the park rental fee and Ms Smith stated the only fee is if they use the amphitheater there is no fee to rent the actual park. He stated that we are probably undercharging when an event comes in and uses all the shelters and Peace Hall.

City Attorney Driscoll then read the resolution by title only.

Councilman Davis agreed that an event should be charged. He then asked Fire Chief Fitch to clarify rules about tents. Chief Fitch stated there is a SET meeting and they review all the requirements, safety rules required for tents and events. Councilman Davis asked if Mainsail was brought here would the City still ask same prices for tents and would inspections be just making sure the vendors did their

homework or is it a detailed inspections. Chief Fitch stated it takes a lot of time and manpower when you have an event that has a lot of tents. Development Director Fierce stated that the SET meeting does cover the compliance but once an event is set up, many tents do not follow rules.

Councilwoman DeBella Thomas stated she thought it was a flat amount for tents. Ms. Fierce stated it is a per tent fee because each tent needs to be looked at individually.

Councilman Phillips asked if there is a lot of last minute changes during events that staff would not be aware at the SET meeting. Chief Fitch replied that they do get some surprises but they always err on the side of safety.

Councilwoman DeBellaThomas clarified the tent fee. It is a one time \$40 tent fee, then \$10 per additional tent.

Mayor Marlowe stated he saw at a recent event tents being put up where they should not be.

Councilwoman DeBella Thomas stated she would like to see an education session to help the public and understand the challenges of putting on events.

Councilman Davis suggested it would be appropriate to bring this up at business week if we are involved in January.

Motion was made to approve the item as presented.

Motion made by Bill Phillips and seconded by Chopper Davis. The Motion Passed. 5-0. Ayes: Davis, DeBella Thomas, Marlowe, Phillips, Starkey

f Three Minute Report: Development Department

11 Communications

Mayor Marlowe stated he had an opportunity to sit with the Richey Theater Board of Director and they are interested in getting involved with the City. He suggested that Richey Theater would be a good place to host indoor concerts. Regarding Cotee Bike fest, Mayor Marlowe saw an issue on Facebook regarding tent placement and how the person in charge of making sure tents were placed in the correct spot never received a map and tents were placed in spots they did not belong. Mayor Marlowe stated he watched a television show where cities that used compressed natural gas cars had no issues after hurricanes as because there was no need for gasoline. He suggested staff look into getting compressed natural gas as it could help us during the next hurricane.

Councilman Davis commented on beer sales and that draft beer is bought and sold more during events more because it is cheaper and he feels it is not a big issue one way or the other. He suggested Richey Theater look at the Inverness Theater for ideas.

Deputy Mayor Starkey stated the County made an announcement about their debris pick up after the hurricane, he knows it was good intentions, but he has seen nothing but non storm debris placed outside residents homes. He stated it was his understanding after his conversation with City Manager Manns that County told the City they would send subcontractors in to pick up the debris if we entered a contract with them. He stated he knows many residents do not understand the difference between city and county limits, but debris will not be picked up by county within the city limits and we need to come up with a solution to get the word out to residents. City Manager Manns stated that code enforcement providing notices to property owners that debris is not being picked up by Pasco County. Deputy Mayor Starkey stated he would like to look into getting rid of the shoe/clothing donation drop boxes within the city limits. It creates a negative impact to the city.

Councilwoman DeBella Thomas stated she agrees with Deputy Mayor Starkey and that there is a huge amount of debris noticeable within the city especially on George Street. Councilwoman DeBella Thomas commended the Fire and Police Departments across the country and locally especially with all the events in the world. She wants to recognize how important safety is also when driving and to be aware and careful as there were a few fatalities over the last couple of days.

Councilman Phillips stated Pasco has completed 5 of 16 pickup zones for debris according to a press release he read. He stated that Pasco County is having issues also. He hopes we can get volunteers at clean up events to help us. He has seen many trees down in residents yards and in their right of ways. He thanked the Police Department for getting labor negotiations completed and implored the Fire Department to get negotiations completed and presented to Council. He stated he has noticed we are creating marketing plans and announcing events and that we need to redevelop events to enhance the City more because not everyone drives through some areas and will not see the marketing tools. He stated he would like to see a presentation on the status of the Rec Center improvements. He would like to review Main Street organization business plan and meet with them to discuss the future of the organization. He asked for a litigation report from the City Attorney. He thanked Nelson from Dulcet for timeliness of presenting post event information regarding his event, he was disheartened they lost money on the event. The event coincided with a Hacienda event and Cyclovia. Councilman Phillips stated he reviewed the agenda for Thursday's joint meeting with the County and noticed our items to discuss were Plummer Field and rental inspections. He does not understand why Plummer Field is a topic at this meeting. He knows this meeting is to build bridges with the County and wants to know what the County is looking for in regards to a discussion regarding Plummer Field.

Councilwoman DeBella Thomas stated regarding the joint meeting coming up, in the past the County had asked about public nuisance ordinance and so she did not understand why Leisure Lane is not a topic on the agenda. Councilwoman DeBella Thomas asked for clarification on the placement of snipe signs. City Manager Manns said that they are allowed, but not in the right of way. If Council wanted them to be allowed in the right of way, the current ordinance would need to be changed. Councilman Phillips stated he would like to bring it back out and do what we need to because it hinders events. Councilwoman DeBella Thomas would like to review the rules again because the signs are effective. Mayor Marlowe thinks they need to be kept out of landscaping, specifically at Main Street bridge. Councilman Phillips stated make it part of the SET meeting with a map where the signs can go.

12 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:31 pm.

(signed) _____
Joyce Haasnoot, Deputy City Clerk

Approved: _____ (date)

Initialed: _____



MAIN STREET

New Port Richey, FL

**Proposed
WORK PLAN FOR
2017-2018**



Main Street Update

In it's 27 years of existence, the New Port Richey Main Street Organization and the city of New Port Richey have gone through numerous growth and evolutionary changes. In it's beginning, NPR Main Street was a fully funded program, tasked with implementing the four tenets of the National Main Street program in the city

Those four tenets are:

- Organization/membership
- Design
- Promotion
- Economic restructuring

The mid 2000's saw reductions in funding for NPR Main Street, creating the need for profit generating events to fund the non-profit program. Main Street was successful in generating necessary funds to keep the program solvent, promoting 4-5 annual events that became very successful, generating funding for the program, bringing pedestrian traffic into the city, and allowing NPR Main Street to function as a marketing and promotions department for the city since there was no formal advertising program in place at that time

The real estate melt down and ensuing recession that began in 2007 affected Main Street just as it did the city, and the businesses of the downtown. Throughout this down cycle, NPR Main Street fought to maintain it's presence and continued to hold award winning events in spite of the dire financial climate

Admittedly, this resulted in the Main Street program becoming reliant and focused on events over all other facets of the program, since the income generated was absolutely necessary for day to day operations and to fund design projects like the downtown mural project, bridge bench painting etc.

In the 2016-2017 year, NPR Main Street faced additional challenges operating without a signed MOU and the loss of city funded office space and funding for our executive director.

Main Street Today

Amazingly, as we go into the 2017-2018 fiscal year, New Port Richey Main Street is in a very good place. We have a new executive director, Nancy Brotko, our own office space on Main Street in the heart of downtown, and a board focused on finally retooling the program to be more effective and accountable.

We have developed a clear concise work plan for our organization, along with a draft of an MOU that outlines Main Street's relationship with the city of New Port Richey.

Once the MOU is signed, Main Street can continue to make the commitments necessary to move the organization forward.

Our board for 2017-2018 is comprised of the following officers and directors:

President: Stephen Schurdell

Vice President: Robert Smallwood

Secretary: Pat Ammons

Treasurer: David Dorsey

Board members:

Doug Ferris

Anne Moore

Jose Cardenas

Mario Iezzoni

Debbie Leone

Mainstreet has 9 of its 11 board positions filled, and is accepting nominees and vetting candidates to fill the vacant positions

Work Plan

NPR Main Street is requesting a work session with the city manager, and council members on Tuesday October 31st 2017.

Items for discussion include:

- **Develop a plan for coordinating Main Street projects and events with existing and proposed city events.**

Although the NPR Main Street organization coordinates date requests with the Park and Recreation staff, Main Street is often not aware of city sponsored events and third party events until we see the advertising in place. By coordinating our efforts NPR Main Street will be able to create “support” events for city events, designed to carry and transfer the flow of attendees to the downtown district and other retail businesses in the city

- **Develop a plan for interaction between city personnel and NPR Main Street for the smooth implementation of NPR Main Street projects (Bike racks, historical banners etc.).**

Over a year ago, NPR Main Street commissioned an artist to create two pieces of functional urban art to be installed and displayed in the city. Completed over a year ago the pieces have yet to be installed, due in a large part to NPR Main Street’s lack of experience in dealing with city staff and departments. One of NPR’s proposed projects for this fiscal year is the purchase and installation of pole banners to identify historical buildings in the city. The first phase of this project will include the purchase and placement of 19 banners. We are requesting instruction on how to route that project through the city departments to ensure the design is acceptable, and to determine what codes and regulations are in place for this type of display.

Work Plan

(Continued)

- **Review and analysis of each of NPR Main Street's large events, to determine their importance, cost, impact and benefit to the city and residents of New Port Richey.**

As stated previously, it seems that there have been significant changes in the city's approach to events, with more large quality events being presented by the city throughout the year. As a result, we feel there is less need for a significant number of large NPR Main Street hosted events. The large events that Main Street will focus on in 2017-2018 are:

Main Street Holidays

Cotee River Seafood & Blues Festival

KIA Fest Main Street Blast

- **Open discussion with council members to receive recommendations for the type and size events that they would like Main Street to organize and promote.**

Some events in the planning stages are:

Veteran's open house (11/11/2017)

Burgers & Brews (Railroad Square)2018

Gavel & Grapes (Railroad Square) 2018

These events will have limited or no road closures, and will not involve direct alcohol sales by NPR Main Street. Additionally NPR Main Street welcomes suggestions from the city manager and council members on how large and small events can be structured and adjusted to best comply with the city's overall plan and approach to downtown business flow and revitalization

Work Plan

(Continued)

An important matter at this work session will be to forge an agreeable, clear MOU for NPR Main Street and the city for the 2017-2018 year. With face to face, open discussion we should easily be able to draft a document that is acceptable to the city and NPR Main Street's board.

Respectfully submitted to City Manager Debbie Manns on October 17, 2017 for distribution to City Council members.



Stephen Schurdell

President, NPR Main Street