



**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**

**June 5, 2018**  
**7:00 PM**

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**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 Chopper Davis and Councilman Peter Altman. Councilman Matt Murphy was excused.

Also in attendance were City Manager Debbie Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Police Chief Kim Bogart, Finance Director Crystal Feast, Fire Chief Chris Fitch, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera, Parks and Recreation Director Elaine Smith, Technology Solutions Director Bryan Weed, Human Resources Manager Bernie Wharran and Library Director Andi Figart.

**2 Pledge of Allegiance**

**3 Moment of Silence**

**4 Approval of May 15, 2018 Regular Meeting Minutes**

Motion was made to approve the minutes as presented.

Motion made by Jeff Starkey and seconded by Pete Altman. The Motion Passed. 4-0. Ayes: Altman, Davis, Marlowe, Starkey Absent: Murphy

**5 Proclamation - World Elder Abuse Awareness Day (By Title Only)**

Mayor Marlowe read the proclamation by title only.

**6 Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda**

Mayor Marlowe opened the floor for public comment. Richard Sliz came forward to ask Council to amend the ordinance to allow alcohol in the park during Bikefest. The income from alcohol sales

would be of great benefit for the charities. With no one else coming forward for public comment, Mayor Marlowe closed Vox Pop.

7 Consent Agenda

Motion was made to accept the Consent Agenda.

Motion made by Chopper Davis and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Altman, Davis, Marlowe, Starkey Absent: Murphy

- a Parks and Recreation Advisory Board Minutes - April 2018
- b Cultural Affairs Committee Minutes - April 2018
- c Purchase/Payments for City Council Approval

8 Public Reading of Ordinances

- a First Reading - Ordinance No. 2018-2139: Amendments to Fire Pension Ordinance (Memorializing Contract Changes)

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced the item to Council. She stated the purpose of this agenda item was to adopt an ordinance which memorializes the contract changes with the IAFF. She stated that contract was ratified by Council on April 3, 2018. The changes to the pension were outlined in the agenda packet. 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 ordinance upon its first reading.

Motion made by Chopper Davis and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Altman, Davis, Marlowe, Starkey Absent: Murphy

9 Business Items

- a Board Appointments: Marcia Mihall and Bonnie Martin, Library Advisory Board

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the appointments of Marcia Mihall and Bonnie Martin to the Library Advisory Board. She stated that there is currently one member and two alternate positions open on this Board. Staff has determined that Ms. Mihall shall fill the member vacancy position and Ms. Martin as first alternate. If approved, both applicant's terms will be for three years and will be up for renewal on June 5, 2021. 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 Chopper Davis and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Altman, Davis, Marlowe, Starkey Absent: Murphy

- b Board Re-Appointment: Edward Beckman, Police Pension Board

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the re-appointment of Edward Beckman to the Police Pension Board. She stated that Mr. Beckman was appointed to the Police Pension Board on November 10, 2015. Mr. Beckman's term was to be for four years with a renewal date of November 10, 2019. However, in January, Mr. Beckman submitted his resignation from the Board. Since that time, Mr. Beckman has contacted the City Manager and expressed his interest in being re-appointed to the Board. Therefore staff is requesting that City Council approve the re-appointment of Mr. Beckman to the Police Pension Board

so that he may serve the remaining length of his term. 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 Pete Altman and seconded by Chopper Davis. The Motion Passed. 4-0. Ayes: Altman, Davis, Marlowe, Starkey Absent: Murphy

c US Hwy 19 Landscape Maintenance Agreement

City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated that the purpose of this agenda item was to approve a maintenance agreement with Gulf Coast Highway Road Maintenance Organization, LLC for landscape improvements to the center medians along US Hwy 19 within the City's corporate limits from Trouble Creek Road to the Port Richey Bridge. Public Works recently completed Phase I of the project. Mr. Greg Armstrong, president of the RMO, presented an adopt-a-median program by local businesses. Businesses would have a sign at each end of the median showing them as sponsor. This program will be of no cost to the City and there is no budget impact. Out of the 22 medians in the city, 16 businesses have already committed sponsorship. Mr. Armstrong came forward and stated that we now have all 22 medians sponsored. He stated that the RMO will collect 120% which will allow for extra funds to help maintain. Councilman Altman stated that businesses would not be out on the median for cleanup. Mr. Armstrong stated no that there are very specific FDOT guidelines. Deputy Mayor Starkey asked about the medians in the county and Mr. Armstrong stated that all medians will be eligible for sponsorship. Councilman Davis stated that he has driven around the city the last few days and noticed how wonderful the gateways all look. This project has a long way to go to compare to the other streets. Mr. Armstrong stated that there will be a Gulf Coast Highway Beautification Project contest for businesses. Motion was made to approve the item as presented.

Motion made by Jeff Starkey and seconded by Chopper Davis. The Motion Passed. 4-0. Ayes: Altman, Davis, Marlowe, Starkey Absent: Murphy

d Special Event Guidelines

City Manager Manns introduced Parks and Recreation Director Elaine Smith who then presented the item to Council. She stated that the special event guidelines process has been a great exercise and involved work sessions and meetings to gather input from the community and event organizers. Looked at other communities to see how they handle special events. What Council approves will be added to the Special Event Manual.

Upon opening the floor to public comment, Steve Schurdell came forward and asked for Council to consider that KIAFest Main Street Blast and the Rap River Run would be the only two events that would be impacted by the new guidelines for this fiscal year and asked to implement the guidelines for the next fiscal year. He asked for clarification on tents in the inner circle. Ms. Smith stated that the stage or Peace Hall is rented and we allow use of the park. If there is a large event in the park then shelters are not available for rent. With no one else coming forward Mayor Marlowe returned the floor to Council.

Councilman Davis wanted clarification on the wording on tents. He stated that weighted should not be included. Chief Fitch stated that we ask for all tents to be weighted. Councilman Davis also asked for the 10x10 to be removed. Deputy Mayor Starkey stated that the park is for family friendly events and is not a fair ground. Most events are family friendly events. Mayor Marlowe stated to keep in the provision for no adult entertainment businesses. Councilman Altman asked for the definition of large. He stated there are preparations for park and ride for Chasco next year. Ms. Smith stated this provision was put in so it can be discussed at the SET meeting. It is to engage the event organizer as to how we can have a successful event. Councilman Davis stated he understands the space for the food tents but why for regular tents. Chief Fitch stated that was a safety requirement put in to allow for people to evacuate an area in the event of an emergency. Councilman Davis asked if it could be changed to every

four or five. Chief Fitch stated he would look into the matter. Councilman Altman suggested creating a corridor instead of going by number of tents. Councilman Altman stated there is a lot of misuse by golf carts in the past. Mayor Marlowe stated there is a prohibition about bringing golf carts into the park but carts routinely show up and park on the back side of the shade structures. Deputy Mayor stated he supports city residents bringing their carts into the park for family movie nights or concerts as we have room since there are no vendors. Chief Bogart stated that for the most part there is a group that is very courteous but they have responded to some calls where carts show up and park in front of people and block their view. He suggested a designated parking area. Mayor Marlowe stated if Parks and Rec and Public Works can put up signage behind the shade structures to designate parking that would be good. Mayor Marlowe stated he received an email from Kelly Hackman about issues with vendors in front of her business which blocks access to her business during events. The area south of Main on Grand should not have tents on the sidewalks. We have to have access for businesses to survive. Mayor Marlowe stated the last KIAFest had a lot of area taken up in the circle. He has no problem with a small tent in the one corner for the sponsor but to not take up half the circle. He stated he does not believe the shade structures should be reserved for special events. Councilman Davis suggested having staff make the revisions requested and bring this back in two weeks. Councilman Altman also stated he would like to see the supply trailer issue addressed. Mayor Marlowe stated that supply trailers do not need to be strewn throughout the park. However, there are some incidences where the supply trailers are needed. Motion was made to table the item until the next City Council meeting.

e Three Minute Report: Fire Department

10 Communications

Mayor Marlowe attended a Gold Star Family event over Memorial Day weekend and encouraged colleagues to look at going next year. The dining deck at SIP looks much better than it did. There is a designated spot on the north end for golf cart parking. June 18th is the next Talk About Town and the subject is parking. He asked for the meeting to be properly noticed. He noticed there is plywood over the roof of the last building at MSL and it is encouraging that the project is entering the final phase of completion. He had a short meeting with the auditor and the auditor stated he was on track to wrap up the report by the end of this month.

Deputy Mayor Starkey stated we have done a great job of maintaining our park. As summer has come upon us he has seen police presence increased. There was an incident at the Sarazen Overlook with his son and a homeless person. He hopes that the cameras captured the incident.

Councilman Davis asked to look at the need for crosswalks at Forest, Ohio and Indiana near the hospital.

Councilman Altman stated as we continue to use our transportation funds Gulf Drive is another good way to get into the city. It does not have enough right-of-way and there are no sidewalks. Gulf Drive is an important and critical link and he would like to see a plan for improvements to bring it more in line with the rest of the city. He asked the City Manager about the City pursuing CDBG funds on its own he wants to make sure we get every dime that is due in the existing agreement and he would be interested in seeing the analysis and strategy in the matter. City Manager Manns stated the City is currently using all of the CDBG funds and will all be used by the end of the fiscal year. We will be eligible for \$750,000 from the State which is more than we receive from the County. We will be eligible for \$1.5 million in economic development projects as well. City Manager Manns stated this will be discussed in more detail during budget work sessions. He would like to revisit the pursuit of the funds for the pedestrian overpass project. City Manager Manns stated the City received a grant of \$750,000 for the pedestrian overpass project. The project estimates were \$2.5 million. The State took back the funds but stated that if things changed and funding was available the funds would be given back for the project. Councilman Altman stated this would be a great joint project and he thinks we could get the other third of the funds from the County.

11 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:19 p.m.

(signed) \_\_\_\_\_  
Judy Meyers, City Clerk

Approved: \_\_\_\_\_ (date)

Initialed: \_\_\_\_\_

### **Recommended Revisions to the Special Event Policies and Procedures**

- **Event Organizer Responsibilities:**
  - Attend the Special Event Team Meeting and Wrap-Up Meeting.
  - Be on-site for Move-in, Vendor Inspections and Move-out.
- **Tent Permits and Inspections:**
  - Inspections will be conducted on all tents, whether they are pop-up or framed tents that are staked or weighted.
  - Tent placement on any City Street requires prior approval through the event application process.
  - Tent placement on any City Sidewalk in the downtown must also obtain prior approval through the event application process and will not be permitted in front of any business without the written approval from the business owner/operator.
  - Fees will be assessed for tents with the following exceptions:  
No fee will be charged for any pop-up tents or any tents that are 10 x 10 or smaller.
- **Vendors:**
  - Family Friendly, no adult entertainment businesses.
  - A five foot set-back distance from all sidewalks for each vendor booth will be required.  
No sidewalks may be blocked.
  - There will be a ten foot space between every three non-food tents and a ten foot space between each food tent.
- **Park Capacity:**
  - Large events will be requested to provide a park and ride plan.
- **Signage:**
  - No banners or signs on any park shelters or shade structures.
- **Golf Carts and ATV's:**
  - Reduce number allowed by event organizers. The City Special Event Team will review the number requested by each event organizer.
  - No ATV's without turf tires.
- **Supply Trailers and Vehicles for Vendors:**

- Supply Trailers and/or Vehicles not part of the vendor set-up may not be left in the park behind or near any vendor booth during the event or overnight.
- Set-Up on Concert Venue Lawn:
  - No set-up under or within ten feet of any park shade structure. Exception: If the concert venue is rented for a private event, the shade structures may be reserved.
  - The Park Shade Structures are for public use.
  - No tents may be set-up in front of stage area that will obstruct view. Exception: A small tent for sound production for concerts will be allowed.