



**CITY COUNCIL REGULAR MEETING**  
**CITY OF NEW PORT RICHEY**  
**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**  
**August 15, 2017**  
**7:00 PM**

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**AGENDA**

ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE LAW DOES NOT REQUIRE THE CITY CLERK TO TRANSCRIBE VERBATIM MINUTES; THEREFORE, THE APPLICANT MUST MAKE THE NECESSARY ARRANGEMENTS WITH A PRIVATE REPORTER (OR PRIVATE REPORTING FIRM) AND BEAR THE RESULTING EXPENSE (F.S.286.0105)

**ORDER OF**  
**BUSINESS**

1. Call to Order – Roll Call
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of July 24th and July 31st Work Session Minutes and August 1, 2017 Regular Meeting Minutes Page 3
5. Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda
6. Consent Agenda
  - a. Library Advisory Board Minutes - March-July 2017 Page 27
  - b. Purchases/Payments for City Council Approval Page 35
7. Public Reading of Ordinances
  - a. Second Reading, Ordinance No. 2017-2116: Medical Cannabis Dispensaries Page 37
8. Business Items
  - a. 2017 City Hall Northside Exterior Wall Renovations - Consideration for Approval Page 49

b.	Voice Over IP System for the Recreation and Aquatic Center	Page 56
c.	Alcoholic Beverage Special Event - Rock the Park	Page 58
d.	Alcoholic Beverage Special Event - Friends of the Hacienda Fundraiser	Page 76
e.	Board Appointment: Richard Melton, Cultural Affairs Committee	Page 83
f.	Three Minute Report: Human Resources	

9. Communications

10. Adjournment

Agendas may be viewed on the City's website: [www.citynpr.org](http://www.citynpr.org). This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990 and Section 286.26, Florida Statutes, all persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk, 727-853-1024, not later than four days prior to said proceeding.



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

**TO:** City of New Port Richey City Council

**FROM:** Judy Meyers, City Clerk

**DATE:** 8/15/2017

**RE:** Approval of July 24th and July 31st Work Session Minutes and August 1, 2017 Regular Meeting Minutes

**REQUEST:**

The request is for City Council to approve the minutes from the July 24th and July 31st work sessions and the August 1, 2017 regular meeting.

**DISCUSSION:**

City Council conducted a work session regarding special events held in Sims Park and the downtown area on July 24, 2017. On July 31, 2017, City Council conducted its second work session regarding the annual budget for the upcoming fiscal year. The minutes from those work sessions are attached for Council's review and approval.

In addition, City Council met for its regularly scheduled meeting on August 1, 2017. The minutes from that meeting are also attached for review and approval.

**RECOMMENDATION:**

Staff recommends that City Council approve the minutes from the July 24th and July 31st work sessions and the August 1, 2017 regular meeting as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ July 24, 2017 Special Events Work Session Minutes	Backup Material
☐ July 31, 2017 Budget Work Session Minute	Backup Material
☐ August 1, 2017 Regular Meeting Minutes	Backup Material



**MINUTES OF THE CITY COUNCIL WORK SESSION**  
**CITY OF NEW PORT RICHEY**

**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**

**July 24, 2017**  
**6:00 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 6:00 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 Clerk Judy Meyers, Chief of Police Kim Bogart, Assistant Fire Chief Adam Darling, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera and Parks and Recreation Director Elaine Smith, Technology Solutions Director Bryan Weed and Assistant Parks and Recreation Director Chris Bornfleth.

**DISCUSSION ITEMS**

**2**      **Discussion on Special Events - Page 2**

City Manager Manns presented the item to Council. She stated the purpose of this work session was to gather input from residents, businesses and special event organizers regarding events that take place in Sims Park and the downtown area. Without question special events play a very important part in the culture of our city. Our special events define us and impact us. The purpose of the meeting is to examine the sequencing and frequency of events, adverse impacts, if an event is a benefit to the city and does the type of events truly reflect our community values.

Deputy Mayor Starkey thanked everyone in attendance. He stated that we have made positive changes to New Port Richey. Events we hold in Sims Park and downtown define us. Quality of food at events could be better. Can do better with the type of events and quality of events. Personal opinion would like to see smaller, better quality events. Looking for feedback and open discussion.



Councilwoman Phillips want input and what thoughts are. Reinvest your tax dollars. Continue forward momentum. Continue to strive to make each event better each year.

Councilwoman DeBella Thomas thanked everyone for coming out and looked forward to input.

Councilman Davis stated that large events take a toll on the grass and to keep it in mind that the park is there for residents year round.

Mayor Marlowe then opened the floor for public comment. Susan Hogan-McLenna came forward and stated that the biggest problem is not being notified in advance. In past always receive notice a couple of weeks before. Last Chasco did not receive street closure map. Councilman Phillips stated we see the event only when there is an alcohol request. Blessed the park a year ago in January and then stepped away. Park has turned around things downtown. Higher use of the facility. Annual calendar to get paperwork done and how to dovetail in with staff. Can be done well if done in advance. Can lead to miscommunications. Want to be as accommodating as we can but recognize the extra stress to police, fire and parks staff. Might encourage groups to look at having events in other parts of town. Be good stewards in helping with events. Need to have shared information to put it out there. We can only operate if we have good information. Deputy Mayor stated it all comes back to supply and demand. Sims Park is in demand for events. Idea to have wine tasting last Friday of month in front of businesses on Grand. What works with other municipalities to see what works well. Just because you have had your event in the park for years does not mean it should be guaranteed. Don't like to buy tickets for food and then go stand in food lines.

Regan Weiss came forward and asked who decides the venues. In regards to food truck issue get consensus of Council and set guidelines. Councilman Davis stated event organizers set up. City Manager Manns stated it is not out of purview of Council to come up with guidelines. Change the demographics and set the guidelines. Councilwoman DeBella Thomas stated that Council just presented with the alcohol piece. She also stated that the challenge with Christmas activity is that it is a fine line by requiring only Christian holiday or whatever you want to call it kind of music. What plays to the success is by the people who come.

Deb Morris came forward and stated that as a resident she loves to attend the events in Sims and downtown. Love the idea of smaller quality events like the summer concert series. Love the road races and triathlon. Agrees that some events feel carney. Seafest disappointing with no fresh seafood. Advertising could be better.

Steve Schurdell came forward and stated he is a Main Street and Chamber member. One thing to share is the big challenge is funding for the events. Difficult to advertise in today's world with event budget. Most media will not promote for free. Ticket sales hard to attract vendors if they had to pay the equivalent and if rained they would lose money. During the years of decline even had quality events through the down economy. Groups here that have represented their love for the city. Should give some consideration to those who were there to promote the city when they city couldn't. Done with limited or no resources. Sometimes there are economic limitations.

Kristen King came forward to speak and stated that have application in for the Upcycle. Parks staff are amazing and events are successful due to them. First Pasco Upcycle was out at Little Everglades and wanted to bring to a downtown area. Looked at Sims Park vs. Railroad Square. Downtown does not have the stage or restrooms like Sims. Spoke to businesses and offered they could put flyers into bags. Try to use local food vendors. Very strategic when they planned their event. Event holder perspective was frustrated with Development Department. They do not

communicate when things change.

Bob Riley with Community Congregation Church came forward and stated that one thing to be conscious of is parking cars and walking families. Activities that result is fantastic and can grow. Large parking lot behind church walk through to Sims Park. Do charge but ask for donation. Families and individuals that come because they love it. Need to appreciate families that come to the events. Councilman Phillips stated he was looking at Google Earth and we have been looking at parking for over a year. Good point that we should consider some barricades for safety. Mr. Riley stated this year at KIAFest where fireworks were closer to church than in the past it amounted to a difficult entry to the food area and children's activity area. Sidewalk was closed. We need to consider what we need to do to make the people happy that come to the events. Deputy Mayor Starkey stated the size of the events are growing. Perhaps talk to the County to partner use transit shuttle buses.

Geoff Kranich came forward to speak and thanked the city for hosting Chasco for last 74 years. Quality of attendees who have attended Chasco over the last few years. Bringing in better acts. Better quality music and performers. Higher end artists. First year had a two day ticketed concert. Limit the number of golf carts this year they used in park. This year, golf cart parking area. Chasco spent \$40,000 to advertise. New renovations to Quality Inn will make it the official Chasco hotel. Not-for-profit organizations are Pasco. Try to use the Quality Inn parking lot and shuttle service. Councilman Phillips over and above it is impactful and it did get to breathe a week after Chasco was over. Put in new sod when the new shade structures were installed. Need to understand what the impact is. People enjoy the venue and we have enhanced it. Mayor Marlowe biggest concern is sod will be destroyed because of the length of the event.

Chuck Grey came forward and stated that what he has noted with transportation is where cars are parked and where people have to walk to at night. Designate parking lots out of the downtown. Common to valet park.

Victoria Barley came forward and stated that share gratitude in leadership over the last three years. Same people volunteering over the years are still volunteering. Thanked Elaine Smith and Chief Bogart and stated their departments are great to work with. Extending City Manager contract was a great thing. City did help RAP River Run for the first two years but have paid their own expenses the last eight years. Over 1,500 people this year. She has been a dedicated city lover and will continue to do so. Direction city is moving is wonderful. Councilman Davis asked about wanting alcohol this year. Ms. Barley stated that survey runners wanted to have a beer after the race which is why they tried to do it this year. Councilman Davis stated don't see events until a month in advance. Better communication between staff and the event organizer. Councilman Phillips stated we are only allowed to sell alcohol at certain times per ordinance and we would have to make a special exception.

Mayor Marlowe stated the sunset series was put on by Parks and Rec and Banned Books concerts were put on by library at the natural amphitheater. Deputy Mayor stated those are the kind of smaller events he is looking for.

Rod Wortham came forward to speak and thanked Council for the invitation. Ground zero for events in Sims Park. Could be guidelines to put into place. Off premise parking and shuttle is the answer. Food trucks or craft tents at off site parking. As a business owner mindset needs to be changed and not look at it from the negative side. Business owners get together and see what the advantage is of the events. All events bring people to our community and we need to let people know what we are looking for. We have to protect the asset of Sims Park. Councilwoman

DeBella Thomas stated they were good points that mindset is so critical. We want upscale events.

Heather Fiorentino came forward and stated that thanked for having this work session. Just opened the park and turned around and had events. Timing of events. There are many parks that residents don't know about. City events at the other parks and then organizers can visualize their events. Shuttle is an excellent idea. Something online which shows parks and amount of people they can hold and parking. Agree with the idea of having an event committee. Some people who have been doing events for over fifty years. Advertise events on billboards along US19. Elderly to get valet parking for events. Need to keep variety of events. Mayor Marlowe stated it would be a good idea for parks staff to map out the parks. Having a list which shows how many spaces are available and amenities. Deputy Mayor Starkey stated he liked the idea of guidelines and a committee similar to PMP would be a good idea.

Dan Dede came forward to speak good ideas of what the city is doing. Renovations to Sims Park. Do good job moving city forward. He stated Mr. Rivera came to his home to discuss his traffic concerns. The new stop signs has slowed down traffic considerably. Pennsylvania has become a speed zone. Suggested putting an all stop sign at Pennsylvania and Adams. To help businesses downtown move the car show to downtown. Suggested an officer along Pennsylvania during events to keep people from climbing over his fence. Carnival does not bring people to the downtown area and does not have an overall benefit to the city.

Rex Phelps came forward to state that good ideas all the way around. Like the idea of guidelines for events in Sims Park. The issue is that the residents are here all year and people who come to the events are here for a short time. Parking and speed are big issues. The carnival is a hot mess. Hard to negotiate when there is a carnival. As you make the decisions on what you want city to become and do and take into account who you want to bring into the city. Businesses want people who's debit cards clear. Make level of event quality so vendors will want to come.

Lia Gallegos came forward to speak and stated that everything heard has been great. See difference between events raising money and what image trying to build. Smaller more intimate events build energy and excitement. Safety Harbor has someone dedicated to building events for the city. City of Dunedin has their policies and procedures manual online. Already planning events in Railroad Square for 2018 to help establish image for downtown.

Councilman Phillips stated he appreciated the input and exactly what we were looking for. Have some follow up questions with the City Manager. Better understand goals and objectives for events. Should have some small planning meetings. Don't need Council personalities to the meetings. How we make the bridge between drawing people and telling the story. How to convey what we are and what we are looking for. Appreciate hearing what concerns are as we are in budget season.

Councilwoman DeBella Thomas stated she appreciated all the comments. We need to realize there is an ebb and flow in activities within the city. Excited about smaller sidewalk activities like shop and strolls. At the time when we were doing car shows the merchants did not want the show there as the exhibitors brought their own food. Maybe need to be revisited as there are new merchants in the downtown. Cities have their own personality and borrowing from other cities is a great thing. Being a Main Street city we can borrow from that group so we can make a vital and walkable downtown. Businesses have an interest in what is going on. We concentrate on Sims Park as it is a spectacular venue. Look on city website or Facebook for park videos. Encouraged and excited what we can do collectively. We all need to be pulling the boat in the same direction.

Throw into the mix love to explore the options we have with the video screens. We are not maximizing their use. Explore better way for them to be used.

Councilman Davis stated need to mesh image and fundraising together. We want our events to grow and increase image of the city.

Deputy Mayor Starkey stated it was great getting different perspectives. We have to continue to work together to redefine our image in a positive fashion. As a Councilmember and resident concerned with image for our city. Continue to be careful.

Mayor Marlowe stated he liked the suggestions to have smaller events and moving them downtown. New opportunity for those events since the drake elms are gone. Amazing how much sidewalks have opened with the palms. Avoid past mistakes from the past. Putting tents along the middle of Grand pushes the crowds onto the sidewalks and businesses. Understand Mr. Dede's concerns on the carnival. The growth of the apartment complex will have impact. In defense of Chasco it was his understanding last number of years the cost of the carnival has covered the costs for the event. There will have to be adjustments. Keep an open mind and work with Chasco. There are changes in the demographics of people coming down. Next year will be even better, Need to revisit how we fund Main Street. Take pressure off so they can focus on smaller better events. Video screens are amazing and if have one closer to US19 that would be good to advertise upcoming events.

Councilwoman DeBella Thomas stated she thought that we were looking at putting a sign at the entryway. City Manager Manns stated that is on the list.

3           Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:09 pm

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

\_\_\_\_\_ (signed)

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

Judy Meyers, City Clerk

## Judy Meyers

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**From:** wmbrod32@aol.com  
**Sent:** Thursday, July 20, 2017 10:51 AM  
**To:** Judy Meyers  
**Subject:** July 24 work session

Debbie L Manns, City Manager; Elaine Smith, and Judy Meyers

Dear Debbie,

Thank you for your invitation to attend the work session on Monday, July 24, 2017. Since I am currently in Ohio I am unable to be there but am very interested in the great things that are happening in New Port Richey.

My sister owned and lived in 6549 for over 45 or so years and I hope that I will be able to enjoy, currently my home, for many years to come. I have learned why she and her husband, Harry Monger, looked forward to any time spent in NPR. And made every effort to keep the property in great shape.

I do have a little input to be considered. Since Circle Blvd is now 2-way, I would like to see bumper strips installed - even if they are ones that can be temporarily removed for the parades.

It is a concern to me when I previously learned that a 3-story building might be built in the current parking lot. That lot is utilized to the fullest for any event around or near Orange Lake. Parking in the area will be "nil".

*Should the "housing" take place, I beg you to include a privacy fence along our border to discourage people from cutting through my yard to reach more parking.*

*The playground area is superb and I enjoy hearing the laughter and squeals from the children*

*Continue to do what is best for the lovely city of NPR.*

Sincerely,

Mary Brodbeck 419-826-0611 or 419-344-7841

Rex V. Phelps Jr  
5914 Central Avenue  
New Port Richey, Florida  
34652

July 30, 2017

Hon. Rob Marlowe, Mayor  
City of New Port Richey  
5919 Main St.  
New Port Richey Florida 34652

RE: Council Workshop July 24, 2017

Dear Mayor Marlowe,

I attended this workshop as an invited resident of New Port Richey, however, I am also a member of the Environmental Committee. I quickly realized I had a dual interest in what happens to Sims Park, and the Downtown Area. Apparently, the Environmental Committee, and other standing committees were not directly invited to provide input.

The number of residents versus the number of business people and event presenters started me thinking in depth what direction New Port Richey should take in determining what type of events should be scheduled in Sims Park, other city parks, and the downtown Main Street areas. As a resident of the City, I have attended the many enjoyable events in Sims Park. As an Environmental Committee member, I look also at the use of all the venues as a resource to be preserved and maintained in their current pristine condition. Some types of events affect the venue in harsher ways than others. That is, a carnival uses venue resources in a greater amount than does a simple concert on a Saturday night.

What I didn't hear at the meeting was the direction the Council wants the City to take as regards what events to schedule. To date, I heard that the vendors and event presenters come to the City with an event and seek a permit to use the venue they choose. The Council then decides to grant or not grant the permit for the event. Currently, without improved guidelines in place as to what direction the Council desires the City events to proceed, any organization can apply and as long as they conform to health and safety concerns, a permit will be granted regardless of the impact on the surrounding city businesses and the venue itself.

My recommendation is that the City Council develop and set out improved guidelines that create a new vision for an upscale group of events that create events that actually aid the businesses and vendors by creating a family friendly event that will bring increased dollars to the City and business economy. In addition, by seeking events that cater to more upscale attendees, wear and tear on the venues should be lessened, and should

damage occur, the City can more easily require the vendor sponsoring the event to repair the damage.

Yours,

Rex V. Phelps



**MINUTES OF THE CITY COUNCIL WORK SESSION**  
**CITY OF NEW PORT RICHEY**

**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**

**July 31, 2017**  
**6:00 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 6:01 pm. Those in attendance were, Councilman Bill Phillips, Councilwoman Judy DeBella Thomas and Councilman Chopper Davis. Deputy Mayor Jeff Starkey was excused.

Also in attendance were City Manager Debbie Manns, City Clerk Judy Meyers, Chief of Police Kim Bogart, Finance Director Crystal Feast, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera, Library Director Andi Figart, Parks and Recreation Director Elaine Smith Fire Chief Chris Fitch, Technology Solutions Director Bryan Weed, Assistant Parks and Recreation Director Chris Bornfleth, Assistant Finance Director Crystal Dunn and Assistant Public Works Director Barret Doe.

**DISCUSSION ITEMS**

**2**      **Review of Proposed FY18 Department Budgets - Page 2**

City Manager Manns introduced the item to Council. She stated that the purpose of this work session was to continue the department presentations for the upcoming fiscal year's budget. The following departments then made their presentation to Council for the upcoming fiscal year: Technology Solutions, Police Department, Recreation and Aquatics, Public Works, Economic Development, Finance and the Library. The following is a summary of each department/division budget:

**Technology Solutions**

- Remains consistent with last year with the exception of two lines
- 34-99 contractual services increase broken down \$22,000 technical support services \$18,000 for 24x7 firewall monitoring service and \$12,000 for Tyler integration
- 44-29 increase for Tyler and Sungard annual maintenance
- Councilman Phillips asked when the sunset will be for Sungard and Mr. Weed replied this next fiscal year. Councilman Davis asked if it is it an annual contract and Mr. Weed



replied yes and we would want to keep a year to make sure that everything in Tyler was converted correctly.

- Councilman Phillips stated that we want to migrate audit reports but if it was inadequate information why migrate it then clean it up. Mr. Weed responded that the data brought in from Sungard was from 2013. The challenging years was the 2014-2015 fiscal data. Ms. Feast stated that the Finance Department worked with Technology Solutions to determine how many years they wanted to go back. Once that was determined the data was cleaned before putting it into Tyler. Mayor Marlowe stated the frustration is once you are off of Sungard you have no access to it so need to make sure everything is correct. Mr. Weed stated that we would be upgrading servers as well
- 64-13 expansion for servers and data storage devices
- Councilman Phillips noted the generator line item and suggested that be put into place for this calendar year. Mayor Marlowe agreed that it should be installed now.
- 64-18 balance of Tyler roll forward
- 64-31 to upgrade the cameras in the chambers

#### Police Department

##### Police Supervision

- 49-72 police training decrease due to not anticipating additional/specialty training
- 52-25 software license new CAD and records management software
- Councilman Davis clarification for contractual services 34-99. Chief replied all administrative services and maintenance items. Councilman Phillips state he did not see anything for physical improvements to the police building. Chief responded that different areas have been reconfigured to accommodate staff. Plans he found stated there is room for expansion.
- Lexis-Nexis software for citizens to use to look at crime statistics in their neighborhood. Councilman Davis asked if there would be an additional cost for maintenance. Chief replied he would look into that and report back.
- 64-18 Councilman Phillips asked if this was purchase of software. Ms. Feast stated yes.

#### Support Services

Councilwoman DeBella Thomas asked if it is normal to have a chaplain that is involved. Chief replied that there are several religious leaders in the Pasco County Sheriff's Office. He has been approached by members of the community but has not found someone who he thought could represent best. He stated this position would be a volunteer position.

- 46-21 reduced due as not used typically
- 52-43 reduced as things are done more electronically
- 52-99 supplies that are required to seal and store evidence. Most arrests need more supplies.
- 64-31 reduced due to software installation. Funds will be used for cameras in the evidence room.

#### Community Services

- Reductions are due to moving positions to other departments
- 64-17 Councilman Phillips asked is there are maintenance costs with communication equipment. Chief replied the communications equipment purchases were for the items the County did not cover.
- 15-26 Councilwoman DeBella Thomas asked if that is an uptick in court time and Chief replied yes.
- 40-11 increase for specialized training for detectives. Sometimes the training is covered by the State.

#### Police Patrol

- 40-11 travel and training specialized training
- 44-64 vehicle used in the specialty squad

- 51-41 specialty tools Councilwoman DeBella Thomas asked for clarification Chief responded purchases include firearms and electronic equipment. He also said that there is a life span for weapons.
- Replacing laptops in vehicles and regular desktop computer
- 64-14 vehicles 6 new vehicles. Councilman Phillips stated he would like to see inventory of fleet. Stated 2 should come out of ad valorem and 2 from the CRA although he was not sure how that would do it. Community policing is covered under the CRA. He felt 8 vehicles should be bought. Mayor Marlowe asked if the new vehicles would be Explorers and Chief said yes but the vehicles have not been subject to any recall yet. Councilwoman DeBella Thomas asked what is needed to do the kind of policing for all of the new activity downtown. Chief stated implementing different work schedule and reorganizing some departments. Currently there is one officer on a regular basis patrolling downtown and the park. Councilwoman DeBella Thomas stated that we should look at purchasing multiple generators. Mayor Marlowe stated we should inventory what we have now and then go from there even if it means spreading the costs over two or three years. Councilman Davis stated that he would like to see vehicles out to 19/20.
- 64-31 equipment paid for by equitable sharing.

#### Code Enforcement

- Councilman Phillips asked if the wages should be adjusted as a new code officer would not come in at the same salary. Chief said it would be very similar. Councilwoman DeBella Thomas stated that representatives from the SPCA would like to sit down and discuss animal services as there are all new people at SPCA.
- Lift gates for the pickup trucks for the code vehicles.

#### Special Traffic Enforcement

- Councilman Phillips asked if any way to show that revenue doesn't go back into the general fund. Would like to see the revenue from police officer overtime reimbursement at the hospitals and red light revenue to see how much is really being impacted in ad valorem. Dramatically reduce the percentage off the ad valorem pie chart. He really would like to explain how those dollars are allocated. Ms. Feast stated funds are not specifically earmarked like streetlight and stormwater funds are.

#### Recreation & Aquatics

##### Recreation

- 11-12 just the assistant director
- 12-10 reflects just the recreation manager
- 12-99 increase due to new position for fitness supervisor
- 13-11 p/t slight increase marketing coordinator now p/t not full time
- 34-43 decrease due to new fitness supervisor position who can teach classes
- 22-11 Councilman Phillips asked why retirement system down. Ms. Smith responded that position changed to p/t. Ms. Feast clarified that half salary from parks the other half from economic development. Position is still full time.
- 40-11 decrease due to compensated expenses
- 41-43 increase due to new fitness equipment
- city hosted events increase due to Coteeman
- 52-41 increase due to public viewing rights for movies and concerts in Sims Park
- 62-99 roof at senior center
- 63-99 senior center and Peace Hall air conditioners, new park benches at Cotee River Park, new computers and a new vehicle. Councilman Phillips stated that we are building new expansion but no funds for new equipment. He also stated that parks and rec department should be able to address maintenance concerns. Councilman Davis stated that public works is open 24/7 and they would be better to address the maintenance

concerns. Councilwoman DeBella Thomas stated she thought the library had a special licensing for movies and asked if it could be shared. Ms. Figart stated no. Councilwoman DeBella Thomas asked where the card reading equipment is located and Ms. Smith said that was part of the construction project and that is where the funds are located.

#### Aquatics

- 12-99 half of year work 40 hours a week as aquatics supervisor other half of year will be p/t for slower months of the year

Councilwoman DeBella Thomas asked when anticipate pools to be open. Ms. Smith said they are open all year. Councilwoman DeBella Thomas asked if the fitness will be 24/7 after construction. Ms. Smith stated that there will be early entry but not necessarily 24/7.

#### Public Works

##### 101 Supervision

- adding p/t admin clerk
- 40-11 increase in certifications
- 51-11 additional supplies for new positions
- 52-31 and 52-43 increase due to new positions
- 62-99 increase for HVAC system and emergency generator
- 64-13 new server
- 64-15 R&R for public works director and assistant public works director vehicles
- 64-31 VOIP phone system to connect to other city facilities

##### 102 Street and ROW

- Addition of two seasonal p/t employees
- 40-11 for asbestos and MOT training
- 43-24 Barbara Ann Acres street light additions
- 46-11 building and grounds maintenance
- 53-21 sign materials due to new upgrade standards
- 65-15 trucks R&R for existing fleet
- 64-16 heavy equipment R&R for existing fleet
- Councilman Phillips stated that perhaps the landscape architect could be contacted about the perennial peanuts as they are not up to expectation and are underperforming. Councilman Phillips asked if R&R shows up on our audits and Ms. Feast replied this is the first year we are re-implementing R&R and balances will show from this point forward.

##### 106 Facilities Maintenance

- 34-99 increased productivity
- 41-21 increase in cellular and data rates
- 46-11 building and grounds maintenance
- 52-51 increase in janitorial supplies for city facilities
- 64-15 purchase of a service body truck

##### 110 Grounds Maintenance

- 43-11 increase in electric costs
- 52-11 increase in fuel costs
- 52-51 increase in janitorial supplies due to increased park activities
- 53-41 increase for sod and seed for Sims Park
- 64-15, 64-16 and 64-31 are all R&R funds for vehicle purchases
- Councilman Phillips stated that the costs for sod should be passed along to the event organizers for the use of the park. Mayor Marlowe stated that the majority of the damage

to the sod was from Chasco's nine day event plus the set up and take down. Ms. Manns stated that event organizers are charged for damages but perhaps it needs to be increased. Councilwoman DeBella Thomas asked if there are any other solutions we are not looking at such as a different product or type of grass. Mr. Rivera stated that to the best of his ability there was not a most cost efficient solution. Mayor Marlowe reiterated comments from the special event work session that perhaps smaller events could be moved to Railroad Square instead of Sims Park.

#### 103 Stormwater

- 52-11 increase in fuel costs
- 63-99 flood control projects
- 64-15, 64-16 R&R funds for vehicle purchases
- 64-31 sandbag station

#### Streetlight

- Revenue sufficiency study approved by Council. No changes. Councilman Phillips asked about the contingency and Ms. Feast replied it would be R&R for capital purchases and they were included in the sufficiency study.

#### 105 Water Production

- 52-61 increase due to utility purchase
- 

#### 107 Water and Reclaimed Water Distribution

- 40-11 increase due to asbestos, FWPCOA certifications and State licenses
- 52-11 increase in fuel costs
- 53-41 sod and seed
- 64-15 and 64-16 R&R funds for vehicle purchases
- Councilman Phillips asked about contractual services and Mr. Rivera stated that was specialized repairs to lines.

#### 109 Construction Services

- 52-11 increase in fuel costs from a housekeeping issue from last year
- 64-15 R&R funds for existing fleet

#### 111 Reclaimed Water Production

- 52-21 increase in chemical purchases for new utilities
- 64-31 R&R funds for maintenance and repair or special purpose equipment
- 

#### 112 Water Pollution Control

- 45-21 increase in insurance costs for building and contents
- 45-22 increase in pollution insurance
- 52-11 increase in fuel costs
- 62-99 R&R funds for building improvements
- 63-99 influent screen replacement
- 64-15 R&R funds for existing fleet and additional vehicle purchase

#### 113 Sewer Collections

- Additional Mechanic I position
- 46-21 increase to lift station panels
- 63-99 purchase of lift station panels

- 64-13 purchase laptop
- 64-15 R&R funds for existing fleet and new vehicle purchase
- 64-16 R&R funds for existing fleet
- 64-17 Scada project equipment
- 64-31 sewer lateral push camera, pole camera and multi-surface floor cleaner/sanitizer

#### 501 Fleet Garage

- 34-36 increase in painting and body repairs
- 34-38 PD cars from seizure fund
- 34-37 fire truck repairs
- 41-21 fax line installation
- 52-89 increase in purchase of auto parts
- 52-99 miscellaneous hardware for new fleet vehicles
- 64-15 R&R funds for existing fleet
- 64-31 special purpose equipment of band saw, brake and roller machine and plasma cutter

#### Economic Development

- Budget is consistent to last year's
- focus on adding to taxable values
- pursue relationships in order to seek opportunities
- focus on US Highway 19
- working on several projects now that will be significant for the city
- be more aggressive and attend more networking events
- Councilman Phillips stated he would like to see a stronger relationship with the Board of Realtors

#### Finance

##### Accounting and Budgeting

- Increase in personnel services
- 31-99 conduct departmental study
- purchase two desktop computers

##### Billing and Collections

- Increase in personnel services
- 31-99 decreased due to less use of consulting services
- debt recovery decreased to less use of outside company for debt collection
- R&R funds for meter reader truck

#### Library

- Duplicate services have been eliminated
- Eliminating two positions
- Extend hours on Friday and Saturday until 5:00 p.m.
- 34-28 decreased due to the elimination of some databases
- 34-99 decreased due to eliminating some licensing for specialty movies and a duplicate cataloging system
- 41-42 increase due to security costs
- 42-11 decrease as newsletter costs have been moved
- 44-19 increase due to annual fees
- 46-21 increase due to contracts increase
- 47-99 decreased
- 52-93 state grant aid changes each year
- 52-98 grant provided by SNAP EBT for Tasty Tuesdays
- 54-11 increase due to additional professional dues
- 66-12 decreased scaling back on some print resources

- Councilman Phillips asked about the Thursday night concert events and where the cost allocation was. Ms. Figart stated that they were under miscellaneous costs. He stated he would also like an overall shut down Saturday/Sunday cleaning by a professional cleaning company at least twice a year.

3           Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 10:15 pm.

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

\_\_\_\_\_ (signed)

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

Judy Meyers, City Clerk



**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**

**August 1, 2017**  
**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, Councilwoman Judy DeBella Thomas and Councilman Chopper Davis. Councilman Bill Phillips was absent.

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

**2 Pledge of Allegiance**

**3 Moment of Silence**

**4 Approval of July 18, 2017 Work Session and Regular Meeting Minutes**

Motion was made to approve the minutes as presented.

Motion made by Judy DeBella Thomas and seconded by Chopper Davis. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

**5 Swearing-In of New Firefighters: Robert McCarthy, Corbin Mitchell and John Webber**

**6 Introduction of New Police Officers: Jessica Hauck, Tyler Sabo and Patrick Volpe**

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

Mayor Marlowe opened the floor for public comment. Bob Langford came forward and stated he placed tickets for the Hacienda event on the dais for each of the Council members. It will be the first event inside in 30 years. He stated that additional tickets are available at the White Heron Tea and Gifts. With no one else coming forward for public comment, Mayor Marlowe closed Vox Pop.

8     Consent Agenda

Motion was made to accept the Consent Agenda.

Motion made by Chopper Davis and seconded by Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey   Absent: Phillips

a     Purchases/Payments for City Council Approval

9     Public Reading of Ordinances

a     Second Reading, Ordinance No. 2017-2117: Flood Damage Prevention

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. Motion was made to approve the ordinance upon its second and final reading

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

b     First Reading, Ordinance No. 2017-2116: Medical Cannabis Dispensaries

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced the item to Council. She stated that back in February Council approved a moratorium for six months regarding medical cannabis. Since that time staff has been working on language which would establish acceptable zoning districts. She then introduced Development Director Lisa Fierce who made a presentation to Council. Ms. Fierce began her presentation with a brief overview of the previous meetings and the law passed by the legislature. She stated the legislation allows permitted use in the same districts as pharmacies. This ordinance would remove pharmacies and drug stores from permitted use downtown. The LDRB reviewed on July 20th and votes were tied. Revision to definition to mirror the language the state has given by second reading. There would also be a companion ordinance on how to treat dispensaries that are near schools.

Upon opening the floor to public comment, Mary Young came forward and stated that she is a medical cannabis patient. The oil from the cannabis plant helps her to function properly. She has tried other pharmaceuticals and experienced side effects. She appreciates the compassion she has seen. She would like to see a dispensary in the downtown area.

Denise Houston came forward and stated she attended the LDRB meeting and was surprised at the request of not having pharmacies in downtown which means Walgreens would not be in compliance. The people who are asking for the dispensaries are patients and there is an additional cost for delivery.

With no one else coming forward Mayor Marlowe returned the floor to Council. Deputy Mayor Starkey asked for clarification on the state ruling on prohibiting the number of dispensaries. Ms. Fierce stated state law said that a dispensary has to be treated the same as pharmacies. Downtowns are meant to be treated special on purpose. The downtown would be the only place that a dispensary would not be allowed. Deputy Mayor Starkey stated he would like to see development standards. Councilman Davis asked if Walgreens would be considered downtown or US19. Ms. Fierce stated that it is zoned downtown. He stated he heard Walgreens may be moving. Ms. Fierce stated if another pharmacy wanted to use that property they could petition for land use change. Councilwoman DeBella Thomas stated she was disappointed with the state's decision. Mayor Marlowe stated he has a bigger problem



with pharmacies downtown than a dispensary. The recommendation of staff that a medical cannabis dispensary can be located anywhere except in the immediate downtown leaves it wide open for placement in the marine district or along US19 and even in light industrial. The ordinance covers his concerns and provides a wide opportunity for the placement of the dispensaries. Decriminalization is a discussion for another evening. Motion was made to approve the ordinance upon its first reading.

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

c First Reading, Ordinance No. 2017-2118: Brewpubs and Microbreweries

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 brewpubs and microbreweries have become a popular industry. Our current LDC does not speak to the existence of these. This item will allow them in certain districts. Ms. Fierce stated this will allow brewpubs in C2, Highway District, Downtown and Light Industrial. Microbreweries would be allowed in Highway District and Light Industrial. LDRB reviewed and approved ordinance at July 20th meeting.

Upon opening the floor to public comment, Brian Hackman came forward and stated he was concerned with the classifications. Leaving out the category of nanobreweries. They are about the same size of a brewpub and if limiting option we will be limiting interest of future breweries. He would prefer Council consider a nanobrewery in the downtown. Ms. Manns stated at this point staff is not familiar with a nanobrewery but can look into that before second reading. Ms. Fierce stated that land use in the downtown prohibits manufacturing. Deputy Mayor Starkey stated that as small breweries expand they tend to move out of downtown to larger areas. He asked what the square footage would be for a three barrel system. Mr. Hackman stated it would be the same as one barrel. Nanobreweries do light distribution. Deputy Mayor Starkey stated he has visited several microbreweries and is excited to see this ordinance.

Bob Carroll came forward and stated he would like to not see a limit on people who want to use be in this new and unique business. Distributing will be important to the beginning people keg wise which will help pay the bills. His plea is to not overthink the ordinance and be open to letting someone work a little harder so he can distribute will be a plus for everyone concerned.

Denise Houston came forward and asked if there is a limit on the number of bars we are allowed downtown and is this a new one or replacing one. Ms. Fierce said no.

Bob Langford stated that this kind of business is not a bar. Anyone who has visited one of these places knows that it is not a bar.

With no one else coming forward Mayor Marlowe returned the floor to Council. Councilman Davis stated that if there is consumption on premise he does not have a problem. Deputy Mayor Starkey stated he agreed with Mr. Langford's comments and it brings a unique and cool culture downtown. Councilwoman DeBella Thomas stated that she would support moving forward with more education. Mayor Marlowe would like suggestions on nanobreweries before second reading. 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: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

d First Reading, Ordinance No. 2017-2119: Rezoning - 5425 Grand Boulevard

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced Development Director Lisa Fierce who then presented the item to Council. Ms. Fierce began her presentation by stating that this was a quasi-judicial proceeding. The site is surrounded by a mix of uses. The site is an acre in size and has always been undeveloped. Stores are not permitted under current zoning and applicant wishes to rezone to allow for the Family Dollar store. The new store would allow for entry off of Gulf and Grand. Staff worked with the applicant for several months on the look of the building. The LDRB reviewed and approved at the July 20th meeting. Rezoning is consistent with concurrency. Each Council member stated they had no ex-parte communications in this matter.

Upon opening the floor to public comment, Chris Stevens came forward and stated he is the applicant and is excited about this project. Lisa Tinker came forward and asked if this store will put the little convenience store out of business. With no one else coming forward Mayor Marlowe returned the floor to Council.

Deputy Mayor Starkey stated he is against the rezoning as we are trying to bring the VA down the street. If he was a developer he would have tried to purchase the whole property. He does not feel this is the direction the city is trying to go.

Councilwoman DeBella Thomas stated she does not think the traffic there would work as it is a narrow road. She does not think that this is the type of business that needs to be there.

Councilman Davis stated he is not ready to put that kind of commercial frontage on Gulf as it is now.

Mayor Marlowe stated that something has to happen to Gulf before that can happen.

Motion was made to deny the ordinance upon its first reading.

Motion made by Jeff Starkey and seconded by Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

10 Business Items

a Resolution No. 2017-24, Establish Tentative Millage Rate for TRIM

City Attorney Driscoll read the resolution by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to set the tentative millage rate. The estimated ad valorem tax revenue for FY17 is based on 8.9950 recommending that 9.0500 that way it accomplishes the goal of lower millage rate and allows for reduction. The current millage rate is 9.15. If approve the 9.0500 tentative millage rate public hearings will be held on September 5th and 25th. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilwoman DeBella Thomas stated as we move through budget process certainly we are looking to lower it. Deputy Mayor Starkey hopefully we can get it lower. Mayor Marlowe stated he would like to see it under nine. Motion was made to approve the item as presented.

Motion made by Judy DeBella Thomas and seconded by Jeff Starkey. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

b Resolution No. 2017-23, Initial Assessment Resolution - Pavement Management Plan

City Attorney Driscoll read the resolution by title only. City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve a mechanism by which we can implement the Pavement Management Plan (PMP). The PMP is a fair and equitable sharing cost program. This resolutions is the first step in the process. If approved, a public hearing will be held on

August 24th at 6PM where the final resolution will be presented. City Attorney Driscoll stated there was a correction to Section 3.03-H to address mixed use properties and the updated section was placed at each Council's place on the dais.

Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Deputy Mayor Starkey asked what would the next steps be. He also stated that he thought this was going to be by ordinance. City Attorney Driscoll stated that there is already an ordinance in place which allows for this to be done by resolution.

Councilwoman DeBella Thomas asked about non-profits. Ms. Manns stated there was some discussion was but no action was taken. It would be determined by the tax collector.

Councilman Davis asked about service costs. Ms. Manns stated that all funds will go to paving and not administrative fees. Mr. Rivera stated anything collected under this program will go to paving. City Attorney Driscoll read the definition of paving assessment cost that appeared in the resolution. These are the funds that will be used to fund paving. The program will use a combination of funds to pave.

Motion was made to approve the item with the amendment presented and with the condition that 100% of the proceeds received from the Tax Collector will be used for paving projects only.

Motion made by Jeff Starkey and seconded by Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

c 2017 Broadway Ave. & Washington St. Potable Water Interconnect Project Phase I

City Manager Manns introduced Public Works Director Robert Rivera who presented the item to Council. He stated that the purpose of this agenda item was to approve a not to exceed proposal of \$43,730.63 for interconnect upgrades. The scope of work includes demolition and replacement of interconnect assembly. Funding is available in water and sewer. 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 Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

d Orange Lake Dredging Project Bid Award

City Manager Manns introduced Public Works Director Robert Rivera who presented the item to Council. He stated that the purpose of this agenda item was to award the Orange Lake Dredging Project in the amount of \$333,200 by Energy Resources. The Engineer of record has verified references and scope of work. Funds are available in water and sewer and RESTORE Act funds. Upon opening the floor to public comment, no one came forward therefore Mayor Marlowe returned the floor to Council. Councilwoman DeBella Thomas asked when the project will start and how long for it to be completed. Mr. Rivera stated that work will begin in October and completed in January. He also stated that Phase II would go out for bid in November. Mr. Rivera stated that we will accommodate for events that are coming up later this year around Orange Lake. Motion was made to approve the item as presented.

Motion made by Chopper Davis and seconded by Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

e 2017 City Hall Interior Carpet Removal and Replacement

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve the final pay request of \$79,831.12 to Prodigy Flooring and approve a deductive

change order in the amount of \$1,221 for the carpet replacement in City Hall. 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 Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

f George Street Transfer of Ownership - Interlocal Agreement

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to transfer jurisdiction of a portion of George Street. It is prompted by assemblage required to support the proposed VA hospital. She stated that Mr. Rivera worked with the County so they could transfer over the maintenance of George Street. Mr. Rivera then stated that currently the City owns George from School Road north to Gulf and County owns south to Cecelia. As part of the VA proposal, City has to show ownership of all right-of-ways and easements that are adjacent to the project site. 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 Judy DeBella Thomas. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

g Alcoholic Beverage Special Event - Freedom Fest

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to approve an ABSEP for Freedom Fest. The event would sell beer and wine on Friday, November 10th and Saturday, November 11th from 4:00-10:30p.m. The event organizers are also asking for city support of in-kind services for a total of \$6,022.50. Upon opening the floor to public comment, Brian Anderson came forward and stated he appreciated the concern and attention to bring the VA to town. He stated the event will include a catered dinner by the Columbia Restaurant on Friday night and a parade on Saturday. This event will be an amazing way to honor the veterans in our community. Veteran's Day is a celebration. With no one else coming forward Mayor Marlowe returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Judy DeBella Thomas and seconded by Chopper Davis. The Motion Passed. 4-0.  
Ayes: Davis, DeBella Thomas, Marlowe, Starkey Absent: Phillips

h Three Minute Report: Finance Department

11 Communications

Deputy Mayor Starkey stated he is excited about direction city is going but have a long way to go.

Councilwoman DeBella Thomas stated that it is an exciting time to be in the city. Pleased with direction taken regarding veterans and the hard work to get the VA here. So delighted to learn that we have many police and firefighters who are veterans. Proud that we are taking the opportunity to honor them.

Mayor Marlowe commented again what a great job that Public Works had done to clean up debris at River Road and Green Key.

12 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:38 pm.

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

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

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

(G) The Assessment Report recommends a credit against the Paving Assessment for those Tax Parcels which have been previously subject to the imposition of special assessments by the City to fund road and/or street improvement projects. The Assessment Coordinator shall apply such credit, and the rates set forth above, in preparing the Assessment Roll.

(H) The determination of whether a Tax Parcel is a Residential Parcel or Non-Residential Parcel shall be made using best available data prior to adoption of the Final Assessment Resolution or Annual Assessment Resolution (e.g. Property Appraiser information, aerial images or data deemed reliable by the City or its consultants), and shall require apportionment of any mixed use Tax Parcel so as to provide for assessment of the Residential portion at the Residential rates set forth herein and for assessment of the Non-Residential portion at the Non-Residential rates set forth herein.

(I) Certain Tax Parcels identified in the Assessment Report, including Government Property, property used for right-of-way, lift stations, rivers/lakes and common areas, are exempt from the Paving Assessments.

(J) It is hereby ascertained, determined, and declared that the method of determining the Paving Assessments as set forth in this Initial Assessment Resolution is a fair and reasonable method of apportioning the Paving Assessed Cost among Assessed Property.



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Judy Meyers, City Clerk  
**DATE:** 8/15/2017  
**RE:** Library Advisory Board Minutes - March-July 2017

**REQUEST:**

The request is for City Council to review the minutes from the Library Advisory Board for March, May, June and July of 2017.

**DISCUSSION:**

The Library Advisory Board met for its regularly scheduled meetings on March 27th, May 22nd, June 26th and July 24th. The minutes from those meetings are attached for Council's review.

**RECOMMENDATION:**

Staff recommends that City Council review the minutes as submitted. No formal action is required for this item.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
Library Advisory Board Minutes - March-July 2017	Backup Material

## **City of New Port Richey Library Advisory Board**

### **Meeting Minutes**

**Monday, June 26, 2017**

**Members Present:** Dianne Ayers, Carol Casey, Liz Harth, Joan Nelson Hook, Mark Vandebroek and Andrea Figart.

**Others Present:** Jessica Meredith and Kayla Kuni

**Meeting Called to Order:** 9:00 AM

**Approval of Minutes:** The Minutes for the May 22, 2017, meeting were approved.

#### **New Business:**

We welcomed the new Library Director, Andrea (Andi) Figart.

The members and staff present introduced themselves.

Joan noted the ongoing importance of the Board focusing on the future direction of the Library.

Agreed to Joan sending letters regarding those that do not attend meetings.

#### **Old Business:**

Ongoing discussion on the need to keep Council informed.

#### **Library Director's Report:**

Andi reviewed the proposed 2017-2022 Long Range Plan. Areas discussed include: Education, facilities, technology (with seven specific goals), staffing and annual plans of service.

The need for space was noted and how there was virtually no "maker cart" space (for the sewing, 3D printing cooking, gardening and wellness carts).

#### **Friends of the Library Report:**

Carol updated the Board on meetings of the book club.

**New Business:** None.

**Communications:** Nothing discussed.

**Meeting Adjourned:** 10:03 AM

**Next Regular Meeting:** August, 2017, at 9:00 AM



# City of New Port Richey Library Advisory Board

## Meeting Minutes

Monday, May 22, 2017

**Members Present:** Kelly Hackman, Liz Harth, Dianne Ayers, Rose Mohr, Mark Vandenbroek, Ann Scott, Joan Nelson Hook

**Guest:** City Manager, Debbie Manns

**Meeting Called to Order:** 9:00 am

**Approval of Minutes:** The Minutes for the March 27, 2017 meeting were approved. *ACC*

### New Business:

City Manager, Debbie Manns reported to the LAB about the scope of the duties of the Library consultant, LSSI. She stated that LSSI may make recommendations to the City Manager regarding improvements in technology, extended library hours, library expansion, and other areas of interests in line with the concept that form should follow function. The LSSI contract will end June 9, 2017 and there will be no further involvement with LSSI. Their final report will be shared with the LAB.

The discussion with the City Manager included her insight into future Library expansion and the challenges that must be resolved to accomplish the expansion.

Ms. Manns said she is continuing to advertise the Librarian position.

### Old Business:

Dianne Ayers and Joan Nelson Hook were reappointed to the Library Advisory Board by the City Council.

### Library Director's Report:

Ann Scott informed the Board that she has accepted a position in Colorado. June 16 will be Ann's last day.

Ann Scott reported the Library budget is being prepared and the LAB will receive a draft budget from the Librarian before June 14.

**Friends of the Library Report:** No report.

### Communications:

Dianne Ayers commented favorably on the Volunteer Appreciation Dinner hosted by the City of NPR and urged LAB members to attend next year.

Librarian Kayla advised the gift books from our sister city in France were catalogued in 5 days by our Library staff.

**Meeting Adjourned:** 10:03 AM

**Next Regular Meeting:** Monday, June 26, 2017 at 9:00 AM

# **City of New Port Richey Library Advisory Board**

## **Meeting Minutes**

**Monday, March 27, 2017**

**Members Present:** Dianne Ayers, Carol Casey, Susan Dillinger, Liz Harth, Joan Nelson Hook, and Mark Vandenbroek.

**Meeting Called to Order:** 9:02 AM

**Approval of Minutes:** The Minutes for the January 24, 2017, meeting were approved with one correction.

### **New Business:**

Joan discussed the duties of the Board. She noted the importance of the Board focusing on the future direction of the Library and the new Five Year Plan. All agreed that the Board needs to keep Council informed on the needs of the Library.

### **Old Business:**

Ongoing discussion on the need to keep Council informed. During the meeting the Board reviewed the material that members previously had emailed Susan, which she then compiled and distributed to us. Based on discussions during the meeting, the Board drafted a letter to City Council (names are from the online directory) regarding the needs of the Library and its future (see attachment),

### **Library Director's Report:**

Susan highlighted recent topics, including the upcoming budget process.

### **Friends of the Library Report:**

Carol updated the Board on the organization meeting of the new book club.

**New Business:** None.

**Communications:** Nothing discussed.

**Meeting Adjourned:** 10:00 AM

**Next Regular Meeting:** April 24, 2017, at 9:00 AM

## **City of New Port Richey Library Advisory Board**

5939 Main Street, New Port Richey, FL 34656

### City Council of New Port Richey

Mayor Rob Marlowe

Deputy Mayor Bill Phillips

Hon. Chopper Davis

Hon. Jeff Starkey

Hon. Judy DeBella Thomas

City of New Port Richey

5919 Main Street

New Port Richey, FL 34652

### **Presentation to Council Members:**

Wouldn't it be exciting to learn that a "business" in New Port Richey is showing a return on investment (ROI) of \$10.18? "And, that same "business" has as its goals the very same goals articulated by the City, those being:

- \* reducing crime,
- \* Improving living standards, and
- \* nurturing a thriving business community.

What is this "business"? None other than the New Port Richey Library!

Yes, although the Library is a not-for-profit entity, a State of Florida study showed the return on investment (ROI) for every library dollar invested averages \$10.18!

From 2006 to 2016, the number of registered Library borrowers increased by more than 40%, the number of Library visits increased by more than 30%, and the total circulation of Library materials more than tripled. Yet, over the same period, no Library expansion occurred in terms of either physical space or Library staff. In particular, additional staff is needed in order to increase Library hours.

The numbers clearly show that the Library is being utilized as intended as a community resource for both educational and entertainment purposes, both of which are vital to the City which is currently undergoing positive economic change and growth. It is imperative that our Library be part of the improvement plans being developed and

instituted by the City Council and we ask your assistance with both short and long-term financial commitments and an approved expansion plan.

The Library building opened twenty-six years ago. It is cramped and overflowing. In a recent Library survey, 83.5% of the community respondents indicated that it is time for the Library to expand. Despite expansion approval in several Capital Improvement Plans, and as recently as the 2010 - 2017 Long Range Plan, expansion has been delayed. We implore you to consider the valuable contribution the Library makes to New Port Richey goals and include Library expansion in the upcoming 2017 - 2018 budget.

Many citizens who were born and raised in the City have indicated how proud they are of their Library. It has won many awards throughout the years. To continue this, the Library must expand to be progressive and to comply with the Americans with Disabilities Act regulations and State of Florida Library Association standards. The Library Advisory Board looks forward to working with the City Council to achieve these objectives.

Sincerely,

Joan Nelson Hook,

Chair

## **City of New Port Richey Library Advisory Board**

### **Meeting Minutes**

**Monday, July 24, 2017**

**Members Present:** Dianne Ayers, Carol Casey, Liz Harth, Joan Nelson Hook, Mark Vandenbroek and Andi Figart.

**Others Present:** Debbie Manns

**Meeting Called to Order:** 9:00 AM

**Approval of Minutes:** Minutes for the June 26, 2017, were approved as corrected.

#### **New Business:**

We welcomed Debbie Manns and thanked her for joining us.

Joan noted that she had sent letters to Board members not attend meetings.  
Debbie agreed to contact them to find out if they desire to remain on the Board.

#### **Old Business:**

Ongoing discussion on the need to keep Council informed.

#### **Library Director's Report:**

Andi discussed that there are items she wants to add to the proposed 2017-2022 Long Range Plan. Areas discussed include: Policy and procedures, streamlining processes, technology, expansion and the need to incorporate renovations inside the Library at the same time. Noted the need for accessibility for all patrons and improving the line of sight for Librarians for both safety reasons and better assessing when patrons need help. Cited the need for more space, notably inside and outside open air space for reading areas.

Andi said Jo Kierney had prepared the technology plan in a cost-effective way.

Review of the Library Assessment. Andi discussed the need to evaluate variances on the 670,000 items checked out and the 274,000 visitors in the consultant's survey versus the Library's count. Liz agreed to look at variances and Carol the fees for services offered by nearby libraries.

Andi suggested a working session to review the 5-Year Plan and the Board agreed to a Special Meeting on August 2, 2017, at 2 PM in the Avery Room.

Discussed having a stake-holders meeting and for expanded library hours.

It was agreed that when we receive reports we would reply to let the sender know.

**Friends of the Library Report:**

Carol updated the Board on meetings of the book club.

Agreed periodically we would have a table at Tasty Tuesday's for selling books and offering memberships.

**New Business:** None.

**Communications:** Nothing discussed.

**Meeting Adjourned:** 9:59 AM

**Special Meeting:** August 2, 2017, at 2:00 PM

**Next Regular Meeting:** August 28, 2017, at 9:00 AM



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Crystal S. Feast, Finance Director  
**DATE:** 8/15/2017  
**RE:** Purchases/Payments for City Council Approval

**REQUEST:**

The City Council is asked to review the attached list of purchases and expenditures and authorize payment.

**DISCUSSION:**

Section 2-161 of the City's Code of Ordinances requires approval by the City Council for purchases and payments in excess of \$25,000.

**RECOMMENDATION:**

It is recommended that the City Council authorize the payment of the attached list of purchases and expenditures.

**BUDGET/FISCAL IMPACT:**

The purchases and expenditures presented have already been budgeted for. Expenditures will be included in the fiscal year-end reporting.

**ATTACHMENTS:**

Description	Type
☐ Purchases/Payments for City Council Approval	Exhibit

PURCHASES/PAYMENTS FOR CITY COUNCIL APPROVAL

<u>Hennessy Construction Services</u>	\$225,955.60
Project: Recreation & Aquatic Center Improvements	
23% work is complete	
Services thru 07/30/2017	
Pay Request # 2	
 <u>Augustine Construction, Inc.</u>	 78,831.95
Project: 2015 Stormwater System Improvements	
52% work is complete	
Services thru June 9, 2017 Pay Request #2 - \$35,946.32	
Services thru July 11, 2017 Pay Request #3 - \$42,885.63	
 <u>Tyler Technologies, Inc.</u>	 27,114.89
Annual Maintenance Support – EnerGov Module	

RECURRING EXPENDITURES OVER \$25,000

TD Bank (2016 Bank Note Payment)	\$748,115.80
Duke Energy (May and June Services)	113,366.88
Fiduciary Trust of the South (Police Pension 07/27/2017)	40,330.64





# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Lisa L. Fierce, Development Director  
**DATE:** 8/15/2017  
**RE:** Second Reading, Ordinance No. 2017-2116: Medical Cannabis Dispensaries

## REQUEST:

City Council is to conduct a second public hearing on the ordinance. This follows the first public hearing held on August 1, 2017. The definition of medical cannabis dispensary has been amended to "medical marijuana treatment center dispensing facility".

## DISCUSSION:

The State of Florida has legalized medical cannabis with the passage of Amendment 2 in November 2016. The State legislation authorizes licenses for another ten growers (in addition to the current seven) and caps the number of dispensaries allowed for each grower at 25. It allows patients to use cannabis pills, oils, edibles and vaporizer pens with a doctor's approval, but bans smoking.

City Council held two workshops discussing medical cannabis prior to the finalization and passage of the State legislation. At the conclusion of the second workshop, the Council requested that the Staff prepare an ordinance allowing dispensaries as a conditional use in the C-1, C-2, Highway Commercial and Office Districts, not including the Downtown District, and providing regulations regarding the use. Following these meetings, the Legislature adopted implementation laws which allow the local jurisdictions to either ban medical cannabis dispensaries or treat them as pharmacies.

As a result, the proposed ordinance allows medical marijuana treatment center dispensing facilities as a permitted use in the zoning districts in which pharmacies are permitted. These include C-1, C-2, Highway Commercial, Office and Light Industrial Districts. It defines "medical marijuana treatment center dispensing facility" as "an entity that sells, distributes, dispenses, or administers medical cannabis, products containing cannabis, related supplies, or educational materials to qualifying patients or their caregivers and is registered by the Department of Health of the State of Florida. This does not include the cultivation or processing of medical cannabis." Staff will prepare a companion ordinance to follow this, if approved, which includes development standards for both medical cannabis dispensary and pharmacy uses.

The Land Development Code allows pharmacies (or "drug stores") as a permitted use; the ordinance removes this use in the Downtown District because this would be inappropriate considering the prohibition on drug paraphernalia. The proposed ordinance also amends the restricted personal service use definition to no longer include cannabis uses.

A six-month moratorium (Ordinance #2017-2104) on cannabis uses was adopted on February 21, 2017. The moratorium ends August 21<sup>st</sup>. The proposed ordinance repeals the moratorium.

The proposed new language is shown with underlining and deleted language is shown with ~~strikethrough~~.

## Compatibility with Comprehensive Plan:

The proposal is consistent with the following Comprehensive Plan objectives and policies:

- Future Land Use Element Policy 1.1.2 - To implement this Comprehensive Plan, the City shall continue to implement land development regulations that contain specific and detailed provisions...
- Future Land Use Element Objective 1.3 - Design commercial development that is compatible with environmental and economic resources, enhances access and circulation, results in a positive and attractive built environment and will be in keeping with the needs and character of the community.
- Future Land Use Element Policy 1.3.2 - The City shall promote commercial development that serves to maintain or enhance the economic health of the City, and to increase job opportunities, per capita income and convenience for residents.

#### **RECOMMENDATION:**

Staff recommends approval of the ordinance. The Land Development Review Board reviewed the proposal at its July 20, 2017 meeting, but was unable to reach consensus on a recommendation. Several motions were made including one to approve the ordinance with an allowance of pharmacies/medical cannabis in the Downtown; the members in attendance voted 2-2 to approve. The result is that no action was taken.

#### **BUDGET/FISCAL IMPACT:**

None

#### **ATTACHMENTS:**

Description	Type
▣ Ordinance #2017-2116	Ordinance
▣ LDRB Minutes - July 20, 2017	Backup Material

ORDINANCE # 2017-2116

AN ORDINANCE OF THE CITY OF NEW PORT RICHEY, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE BY AMENDING SECTION 7.07.01, PERMITTED USES IN THE C-1, LIGHT GENERAL COMMERCIAL DISTRICT, TO ADD MEDICAL MARIJUANA TREATMENT CENTER ~~DISPENSARY~~ DISPENSING FACILITY ~~CANNABIS DISPENSARIES~~ AS A USE; AMENDING SECTION 7.08.01, PERMITTED USES IN THE C-2, GENERAL COMMERCIAL DISTRICT, TO ADD MEDICAL MARIJUANA TREATMENT CENTER ~~DISPENSARY~~ DISPENSING FACILITY ~~CANNABIS DISPENSARIES~~ AS A USE; AMENDING SECTION 7.09.01, PERMITTED USES IN THE HIGHWAY COMMERCIAL DISTRICT, TO ADD MEDICAL MARIJUANA TREATMENT CENTER ~~DISPENSARY~~ DISPENSING FACILITY ~~CANNABIS DISPENSARIES~~ AS A USE; AMENDING SECTION 7.10.01, PERMITTED USES IN THE OFFICE DISTRICT, TO ADD MEDICAL MARIJUANA TREATMENT CENTER ~~DISPENSARY~~ DISPENSING FACILITY ~~CANNABIS DISPENSARIES~~ AS A USE; AMENDING SECTION 7.11.01, PERMITTED USES IN THE DOWNTOWN DISTRICT, TO REMOVE DRUG STORES AS A USE; AMENDING SECTION 7.12.01, PERMITTED USES IN THE LIGHT INDUSTRIAL DISTRICT, TO ADD MEDICAL MARIJUANA TREATMENT CENTER ~~DISPENSARY~~ DISPENSING FACILITY ~~CANNABIS DISPENSARIES~~ AS A USE; AMENDING SECTION 2.01.00, DEFINITIONS, TO AMEND THE “RESTRICTED PERSONAL SERVICE USES” DEFINITION TO DELETE CANNABIS DISPENSING/PROCESSING/CULTIVATION ENTERPRISES AND TO ADD A DEFINITION FOR “MEDICAL MARIJUANA TREATMENT CENTER ~~DISPENSARY~~ DISPENSING FACILITY ~~CANNABIS DISPENSARY~~”; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR THE REPEAL OF ORDINANCE #2017-2104, ESTABLISHING A MORATORIUM ON CANNABIS CULTIVATION, PROCESSING AND DISPENSING.

WHEREAS, the Local Government Comprehensive Planning and Land Development Regulation Act, Section 163.3161, et seq., Florida Statutes, requires local governments to adopt land development regulations to implement their adopted Comprehensive Plan, and which contain all land development regulations for the City; and

WHEREAS, the City Council has heretofore adopted Ordinance #1221 establishing land development regulations in the City and several amendments thereto (Land Development Code); and

WHEREAS, the City Council has adopted Ordinance #2016-2072 in 2016, which amended the Land Development Code to define and regulate restricted personal service uses, which included by definition “cannabis dispensing/processing/cultivation enterprises”; and

WHEREAS, the City Council desires to amend the land development regulations to distinguish medical cannabis dispensaries from restricted personal service uses; and

WHEREAS, the City Council desires to accommodate the legalization of medical cannabis as a result

of the passing of Amendment 2, Use of Marijuana for Debilitating Medical Conditions, of 2016; and

WHEREAS, the State Legislature adopted Senate Bill 8-A which regulates medical cannabis dispensaries and pharmacies; and

WHEREAS, the City Council desires to allow and regulate medical marijuana treatment center dispensing facility ~~cannabis dispensaries~~ as a permitted use in the City's commercial and industrial zoning districts.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW PORT RICHEY, FLORIDA:

SECTION I. That Section 7.07.01, Permitted uses in the C-1, Light General Commercial District, of the New Port Richey Land Development Code is hereby amended to read as follows:

7.07.01 Permitted uses:

1. Retail sales for local and neighborhood needs;
  - a. The sale of baked goods and pastries, candies and similar products, dairy and ice cream products, meats, produce, fruit, and similar food stuffs;
  - b. The sale of books, magazines, newspapers, tobacco, gifts, etc.;
2. Eating establishments, including lunchrooms, restaurants, and cafeterias, and places for the sale and consumption of soft drinks and juices, but excluding fast food establishments as defined in the glossary of this code and places that provide on-site consumption of all hard liquor as defined in the glossary of this code and places that provide entertainment and/or dancing.
3. Service establishments, including barber and beauty shops, laundry and tailor shops, self-service laundry, shoe repair, dry-cleaning and florist shops, and other service and retail establishments as approved by the development review committee (DRC).
4. ACLF's and residential care facilities; with the number of beds not to exceed twenty (20) per acre;
5. Public services such as police and fire substations;
6. Churches, synagogues, temples or similar places of worship and their accessory uses.
7. Telecommunications towers; provided that such towers have not been abandoned (see Chapter 17 of the Land Development Code).
8. All permitted uses in the office zoning district.
9. Urban agriculture (indoor crop production prohibited).
10. Medical marijuana treatment center dispensing facility ~~cannabis dispensaries~~.

SECTION II. That Section 7.08.01, Permitted uses in the C-2, General Commercial District, of the New Port Richey Land Development Code is hereby amended to read as follows:

7.08.01 Permitted uses

1. All uses in the C-1 light general commercial zoning district to the maximum density.
2. Restaurants that provide dancing and live entertainment.
3. Establishments that provide sales of on-site and off-site consumption of alcoholic beverages.
4. Bowling alleys within a building. These bowling alleys shall not be within five hundred (500) feet of a residentially zoned district, unless such building can be constructed as to prevent the emission of sounds and vibrations that are emitted from such uses.
5. Garages and/or mechanical services.
6. Gas stations;
7. Restricted personal services;

8. Regional and community shopping centers and malls;
9. Music, radio and television stores and repair shops;
10. Swimming pools (commercial and private);
11. Churches, synagogues, temples or similar places of worship and their accessory uses;
12. Telecommunications towers; provided that such towers have not been abandoned (see Chapter 17 of the Land Development Code);
13. Other uses that are consistent and compatible with the intentions of this district, as approved by the development review committee.
14. All permitted uses in the office zoning district.
15. Urban agriculture (indoor crop production prohibited).
16. Medical marijuana treatment center dispensing facility ~~cannabis~~ dispensaries.

SECTION III. That Section 7.09.01, Permitted uses in the Highway Commercial District, of the New Port Richey Land Development Code is hereby amended to read as follows:

#### 7.09.01 Permitted uses

In the Highway Commercial District, the following land uses are permitted:

1. Hotels, theaters, businesses and professional offices, private or public schools, auto sales, repair and service establishments.
2. Any retail or wholesale business not specifically restricted or prohibited under this code.
3. Manufacturing and/or industrial business operations which are not prohibited under the provisions of this section.
4. Churches, synagogues, temples or similar places of worship and their accessory uses;
5. Restricted personal service uses.
6. Urban agriculture (indoor crop production prohibited).
7. Medical marijuana treatment center dispensing facility ~~cannabis~~ dispensaries.
8. All uses which further the adopted ~~C~~omprehensive ~~P~~lan, upon approval by the ~~D~~evelopment ~~R~~eview ~~C~~ommittee. The applicant shall demonstrate that the use is consistent with the ~~C~~omprehensive ~~P~~lan.

SECTION IV. That Section 7.10.01, Permitted uses in the Office District, of the New Port Richey Land Development Code is hereby amended to read as follows:

#### 7.10.01 Permitted uses

1. Offices directly related to medical services:
  - a. All doctor's offices;
  - b. Pharmaceutical stores;
  - c. Retail establishments that specialize in medical related supplies;
  - d. Walk-in clinics;
  - e. Medical marijuana treatment center dispensing facility ~~cannabis~~ dispensaries.; and
  - f. All other uses as approved by the development review committee (DRC).
2. Legal offices;
3. Architectural and engineering, drafting and related services/supplies;
4. Consultant services;
5. Real estate offices;
6. Title and abstract services;
7. Banks, investment and financial services, stockbroker and all other services as approved by the development review committee;

8. Churches, synagogues, temples or similar places of worship and their accessory uses;
9. Business and professional offices that are primarily engaged in general administration, overall management, general supervisory functions, such as executive, personnel, finance, legal and sales activities. Business offices carrying on no retail trade with the general public and have no stock of goods maintained for sale to customers, except such as are incidental or accessory to the principal permitted use;
10. Accessory buildings and uses customarily incidental to the above listed uses;
11. Schools (as defined in section 13-224 of the New Port Richey Code of Ordinances) and daycare facilities, with submittal of a controlled student drop-off and pick-up plan, with dismissal and arrival times and implementation oversight by the school principal/operations director;
12. Personal services.
13. Urban agriculture (indoor crop production prohibited; on-site wholesale and retail sales prohibited).

**SECTION V.** That Section 7.11.01, Permitted uses in the Downtown District, of the New Port Richey Land Development Code is hereby amended to read as follows:

#### 7.11.01 Permitted uses

A building or premises shall be used only for the following purposes:

- (1) Apparel stores, including consignment;
- (2) Antique shops;
- (3) Art studios and galleries;
- (4) Bakeries;
- (5) Banks and financial institutions;
- (6) Barber and beauty shops;
- (7) Bed and breakfast operation as regulated under Section 7.23.00 et seq. of this Code. Such use may be allowed only upon approval for a special exception by the city council in accordance with this Code;
- (8) Bookstore/stationery stores/newsstand;
- (9) Business and professional offices;
- (10) Card shops;
- (11) Copying services;
- (12) Convention and conference centers;
- (13) Dance studios;
- (14) Dental labs;
- (15) Dental office;
- ~~(16) Drug stores;~~
- ~~(16)~~ (17) Florist shops;
- ~~(17)~~ (18) Fruit and vegetable markets;
- ~~(18)~~ (19) Gift shops;
- ~~(19)~~ (20) Governmental offices;
- ~~(20)~~ (21) Grocery stores;
- ~~(21)~~ (22) Hardware stores;
- ~~(22)~~ (23) Health clubs;
- ~~(23)~~ (24) Hobby and collectable shops;
- ~~(24)~~ (25) Home furnishing stores (new merchandise only);
- ~~(25)~~ (26) Hotels;
- ~~(26)~~ (27) Hypnotherapy (by a state licensed health care professional or supervised by same);
- ~~(27)~~ (28) Ice cream/confectionary;
- ~~(28)~~ (29) Jewelry stores and repair;
- ~~(29)~~ (30) Laundry and dry cleaning shops;

- ~~(3034)~~ Locksmith shops;
- ~~(3132)~~ Massage therapy (state licensed);
- ~~(3233)~~ Medical office;
- ~~(3334)~~ Medical supply stores (includes repair of electric-powered equipment sold on site);
- ~~(3435)~~ Mobile vendors. Such vendors must be permitted uses under the Downtown District and must comply with section 7.11.07;
- ~~(3536)~~ Museums;
- ~~(3637)~~ Musical instrument sales;
- ~~(3738)~~ News publishers;
- ~~(3839)~~ Office supply stores;
- ~~(3940)~~ Package sales of wine and malt beverages;
- ~~(4044)~~ Parking garages and lots;
- ~~(4142)~~ Parks and recreation facilities;
- ~~(4243)~~ Pet stores;
- ~~(4344)~~ Performing arts and cultural center;
- ~~(4445)~~ Photography stores and studios;
- ~~(4546)~~ Places of worship;
- ~~(4647)~~ Repair shop (other than motor vehicles, motorized watercraft and other motorized equipment);
- ~~(4748)~~ Residential uses. Such residential use must follow the requirements of the MF-14 zoning district. The maximum residential density permitted in this district shall be consistent with the applicable future land use category;
- ~~(4849)~~ Restaurants, grills, cafes, taverns and similar eating and drinking establishments, but excluding drive-in restaurants;
- ~~(4950)~~ Shoe stores and repair shops;
- ~~(5054)~~ Single-family dwellings with customary accessory uses as regulated in the city's R-1, R-2 and R-3 zoning classifications;
- ~~(5152)~~ Spa;
- ~~(5253)~~ Sporting goods and rental/repair stores;
- ~~(5354)~~ Tailor shops;
- ~~(5455)~~ Theaters; and
- ~~(5556)~~ Travel agencies.
- ~~(5657)~~ Urban agriculture (indoor crop production prohibited).

**SECTION VI.** That Section 7.12.01, Permitted uses in the Light Industrial District, of the New Port Richey Land Development Code is hereby amended to read as follows:

7.12.01 Permitted uses

1. Manufacturing;
2. Research and development;
3. Wholesaling/distributing;
4. Indoor storage and/or warehousing;
5. Indoor retail sales;
6. Restaurants to serve businesses located in and around the light industrial zoning district;
7. Accessory uses as permitted in chapter 12.00.00 of this land development code.
8. Adult use establishments, as defined, in section 1.4, Definitions of the Adult Use Ordinance Number 1335 [Chapter 13, Article X, Section 13-224], provided that said adult use establishment meets the following or minimum requirements:
  - a. The establishment as measured from its property line, must be a minimum of five hundred (500) feet from any school, church, house of worship or public recreational area whether within or outside the incorporated limits of the city and must be a minimum of five hundred (500) feet from



the property line of any residentially zoned property bearing the city's zoning classification of R-1, R-2, R-3, MF-10, MF-14, MF-30, RO, ROR, RPDD or MHP or bearing the county's zoning classification of ER, ER-2, RMH, R-1MH, R-2MH, R-1, R-2, R-3, R-4, MF-1, MF-2, MF-3. A property bearing a planned unit development classification which includes residential shall also be considered residentially zoned property only as to those properties within the planned unit which are actually to be used as residential. These restrictions apply only to uses or zoning classifications in existence at the time of application for adult use permit.

- b. Said adult use establishment will acquire an adult use license from the City of New Port Richey, provided, however, a locational permit or zoning approval is not contingent upon obtaining an adult use license.
  - c. Said adult use establishment will be located at least two hundred (200) feet from any other existing adult use establishment as measured from each property line.
  - d. When measuring an adult use establishment's property lines for purposes of determining the existence of other incompatible uses, if an adult use is part of a multiple tenancy structure, the lines shall be measured from the premises of the adult use establishment.
  - e. For purposes of this subsection of the land development code which allows for adult use establishments in Light Industrial Zones, the words found herein shall have the same meaning as defined in the Adult Use Ordinance Number 1335 [Chapter 13, Article X], as amended.
9. Telecommunications towers; provided that such towers have not been abandoned (see Chapter 17 of the Land Development Code).
10. Urban agriculture.
11. Medical marijuana treatment center dispensing facility ~~cannabis dispensaries.~~
12. All other uses as determined by the development review committee which further the intent of the adopted comprehensive plan.

SECTION VII. That Section 2.01.00, Definitions, of the New Port Richey Land Development Code is hereby amended to read as follows:

#### 2.01.00 Definitions

~~Medical cannabis dispensary: an entity that sells, distributes, dispenses, or administers medical cannabis, products containing cannabis, related supplies, or educational materials to qualifying patients or their caregivers and is registered by the Department of Health. This does not include the cultivation or processing of medical cannabis.~~

Medical marijuana treatment center: A licensed treatment center authorized to cultivate, process and dispense medical marijuana. These are the only businesses in Florida authorized to dispense medical marijuana to qualified patients and legal representatives.

Medical marijuana treatment center dispensing facility: an entity that sells, distributes, dispenses, or administers medical cannabis, products containing cannabis, related supplies, or educational materials to qualifying patients or their caregivers and is licensed registered by the Department of Health, of the State of Florida. This does not include the cultivation or processing of medical cannabis.

*Restricted personal service uses:* Commercial retail and service uses, including, blood plasma centers, body piercing establishments, check cashing stores, day labor establishments, pawn shops, and tattoo parlors ~~and cannabis dispensing/processing/cultivation enterprises which may tend to have a blighting and/or deteriorating effect upon surrounding areas and that may need to be dispersed from other similar uses to minimize their adverse impacts.~~

SECTION VIII. If any phrase or portion of this Ordinance, or the particular application thereof, shall be held invalid or unconstitutional by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases and their application shall not be affected thereby.



SECTION IX. It is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall be codified and made a part of the New Port Richey City Code, and that the sections of this Ordinance may be renumbered to accomplish such codification, and that the word Ordinance may be changed to “section” to accomplish such codification.

SECTION X. This Ordinance shall become effective immediately upon its adoption. The above and foregoing Ordinance was read and approved on first reading at duly convened meeting of the City Council of the City of New Port Richey, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

The above and foregoing Ordinance was read and approved on second reading at duly convened meeting of the City Council of the City of New Port Richey, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

SECTION XI. Ordinance #2017-2104, establishing a moratorium on cannabis cultivation, processing and dispensing, is hereby repealed.

ATTEST:

\_\_\_\_\_  
Judy Meyers, City Clerk

\_\_\_\_\_  
Rob Marlowe, Mayor-Council Member

(Seal)

APPROVED AS TO FORM  
for the sole reliance of the City of New Port Richey

By: \_\_\_\_\_  
Timothy P. Driscoll, City Attorney



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • (727) 853.1016

## Land Development Review Board (LDRB) - Minutes

**Date:** July 20, 2017  
**Time:** 2:00 pm  
**Location:** City Council Chambers  
First Floor, City Hall, 5919 Main Street, New Port Richey, FL 34652

Any person desiring to appeal any decision made by the LDRB, with respect to any matter considered at any meeting or hearing, will need a record of the proceedings and may need to insure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based. The law does not require that the Secretary transcribe verbatim minutes, therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense (FS 286.0105).

### **I. Roll Call & Pledge of Allegiance:**

#### Members Present:

John Grey, Chairperson  
Dr. Cadle, Jr., Vice Chairperson  
Mary Moran  
Nancy MacDonald, Alternate Member

#### Members Absent:

Dan Maysilles  
Judy Michel  
Louis Parrillo  
Bob Smallwood, Alternate Member  
Greg Smith

#### Others Present:

Lisa L. Fierce, Development Director  
Chris Mettler, Senior Planner  
Timothy P. Driscoll, City Attorney  
Melanie Tyler, Permit Technician

### **II. Approval of Minutes:**

Mr. Grey chaired the meeting. Dr. Cadle made the motion to approve the June 22, 2017 minutes as presented which was seconded by Ms. Moran. The motion carried and the Board approved the minutes (4-0).

Ms. Fierce noted that the rezoning applicant's representative is not present in the Chamber and suggested the Board hear the medical cannabis dispensary code amendment first. The Board concurred.

### **III. Code Amendment COD2017-03**

**Case:** Code Amendment COD2017-03 – Medical Cannabis Dispensaries  
**Applicant:** City of New Port Richey, Debbie L. Manns, City Manager, 5919 Main Street, New Port Richey, FL 34652  
**Request:** Review and recommendation of an amendment to the Land Development Code adding Medical Cannabis Dispensaries as a Permitted Use in Multiple Commercial

Zoning Districts and Removing Drug Stores as a Permitted Use in the Downtown  
Zoning District (Ordinance #2017-2116)

Staff Contact: Chris Mettler, Senior Planner, 727-853-1044, [mettlerc@cityofnewportrichey.org](mailto:mettlerc@cityofnewportrichey.org)

Mr. Mettler said that medical marijuana had been legalized in the State of Florida via Amendment 2, the constitutional amendment approved by the electorate in November 2016. He said the City Council held two public workshops to discuss the issue, ultimately directing staff to draft an ordinance allowing medical cannabis dispensaries as conditional uses, subject to public hearings and development standards, in the C-1, C-2, Highway Commercial and Office Districts. They did not request dispensaries in the Downtown District. However, the State bill the Governor signed allows local jurisdictions to either ban medical cannabis dispensaries or allow them, with regulations no more restrictive than those governing pharmacies.

He said the proposed ordinance would allow medical cannabis dispensaries in the C-1, C-2, Highway Commercial, Office and Light Industrial Zoning Districts (all districts that allow pharmacies). The ordinance would remove “drug stores” as a use in the Downtown District, which also prohibits drug paraphernalia.

He reviewed the definition for “medical cannabis dispensary,” the change to the definition of “restricted personal service use” to no longer include cannabis uses and the repeal of the cannabis moratorium. He said the staff would, if the ordinance was approved, later draft an ordinance providing development standards for dispensaries and pharmacies.

Ms. MacDonald asked for clarification that a local jurisdiction could ban the use. Mr. Mettler said that was an option provided by the State legislation. She said she did not think the City should allow the use. Mr. Grey asked if this meant no pharmacies or dispensaries would be allowed Downtown. Mr. Mettler said existing pharmacies would become legally nonconforming uses. Mr. Grey asked if Walgreen’s is in the Downtown District and, if so, could it be rezoned. Mr. Mettler said that it is and rezoning the property would be an option.

Dr. Cadle asked for the rationale for not allowing the uses in the Downtown District. Mr. Mettler said that was the direction provided by the Council at the last workshop and, also, the Code prohibits drug paraphernalia in the zoning district. Dr. Cadle questioned whether medical marijuana could be classified as drug paraphernalia and if the recommendation from the Board can include an amendment to the ordinance. Ms. Fierce affirmed that the recommendation could include an amendment to the ordinance.

Denise Huston, Virginia Avenue, said she was a resident, a cancer survivor, and has been prescribed medical cannabis. She described the complex process for getting a medical cannabis prescription. She questioned why dispensaries would be prohibited Downtown when there were already so many bars. She recommended that dispensaries be allowed in the Downtown District.

Greg Smithwick, 12734 First Isle, Hudson, Florida, said the drug paraphernalia concern was not applicable as medical cannabis cannot be smoked per the State legislation and the use is medical not recreational.

Mary Young, 6518 Trouble Creek Road, said she was a resident and will want to have dispensaries close by so she does not have to travel far to one or have it delivered. Ms. Fierce said that there are many locations where the use will be permitted, based on the proposed ordinance.

Mr. Driscoll noted that while there are no development standards proposed, the State legislation prohibits dispensaries within 500 feet of a school.

Dr. Cadle said he wants pharmacies Downtown to be in walking distance for Downtown residents. He asked if he needed to recuse himself because his sister had been prescribed medical cannabis. Mr. Driscoll said he did not need to recuse himself.

Dr. Cadle made the motion to recommend approval of the code amendment, amended to allow pharmacies and medical cannabis dispensaries in the Downtown District, which was seconded by Ms. Moran. Roll call vote: Ms. Moran, yes; Mr. Grey, no; Ms. MacDonald, no; and Dr. Cadle, yes. The motion failed (2-2).

Mr. Grey asked if they could except existing Downtown pharmacies in a motion. Mr. Driscoll said no.

Ms. MacDonald made the motion to recommend denial of the code amendment, which failed due to lack of a second.

Dr. Cadle made the motion to recommend approval of the code amendment, with comments to be shared with the Council that two Board members would recommend an amendment allowing pharmacies and medical cannabis dispensaries in the Downtown District, which was seconded by Ms. Moran. Roll call vote: Ms. Moran, yes; Mr. Grey, no; Ms. MacDonald, no; and Dr. Cadle, yes. The motion failed (2-2). Mr. Driscoll said the vote meant no action had been taken.

#### **IV. Rezoning Application REZ2017-02**

Case: Rezoning Application REZ2017-02 – 5425 Grand Boulevard – Family Dollar  
Property Location: 1.02 acres located west of Grand Boulevard, south of Gulf Drive and north of Crest Street.  
Applicant: Ross Mor Trust (Michael Guju, Trustee) and Frank Kontis Revocable Trust (Frank Kontis, Trustee).  
Request: Rezoning from Office District to C-2, General Commercial District (Ordinance #2017-2119).  
Proposed Use: A Family Dollar retail store.  
Staff Contact: Chris Mettler, Senior Planner, 727-853-1044, [mettlerc@cityofnewportrichey.org](mailto:mettlerc@cityofnewportrichey.org).

Mr. Mettler reminded the Board that this rezoning case is to receive a quasi-judicial hearing. The Board members affirmed they had no ex-parte communications to disclose. Mr. Mettler provided a powerpoint presentation. He said the site is a 1.02-acre property located west of Grand Boulevard, south of Gulf Drive and north of Crest Street. The request is to rezone the property from the Office Zoning District to C-2, General Commercial Zoning District. The proposed use is a Family Dollar retail store, which is not allowed in the Office Zoning District. He said the area is characterized with office and retail commercial uses, and vacant buildings. He showed photographs of the site and the surrounding area. He said the site plan has been approved by DRC, subject to the approval of this rezoning. He reviewed the proposed site layout and building elevations. The entrance is oriented to the north, with access to Gulf Drive and Grand Boulevard.

Mr. Mettler asked the Board to recommend approval with a condition that the City enter into a development agreement with the applicant to address the City's surrender of mineral rights on the property and to establish development standards. He said the proposed rezoning is consistent with the comprehensive plan, the Future Land Use Map designates the site with the General Commercial Category.

Dr. Cadle asked about the traffic study. Mr. Mettler said the traffic study indicated the local roadways could accommodate the additional trips.

Ms. MacDonald said she thought the proposed use would be useful to residents and workers in the area.

Ms. Moran asked for clarification regarding the building construction. Chris Stephens, the applicant's representative, described the building materials, including the combination of steel and stemwall with a brick look, utilized to keep costs down and keep the project financially feasible. Ms. MacDonald said this would be the most attractive Family Dollar store. Ms. Moran asked if the side facing Grand Boulevard is metal and if it could have cement panels. Mr. Stephens said it is not financially feasible to do so. Ms. Fierce noted that building would be partially screened with foundation plantings.

Dr. Cadle noted the proposed path for the delivery trucks and asked if these would be semi-trucks. Mr. Stephens said they had modeled the trucks' turns on the site in order to design the access point to accommodate the trucks. He noted it was a challenging site and the prototype building to be developed on the site was the smallest Family Dollar allows. Mr. Stephens said Family Dollar expects to do well at this location.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Robert M Rivera, Public Works Director  
**DATE:** 8/15/2017  
**RE:** 2017 City Hall Northside Exterior Wall Renovations - Consideration for Approval

**REQUEST:**

The action requested of City Council is to review and consider the approval of the attached Task Order #15 from McKim & Creed, Inc, in the amount not to exceed \$30,150.

**DISCUSSION:**

As City Council is aware, the north side exterior two story wall at City Hall contains an area of glass block that is in disrepair. At its current state, the glass block portion of the wall no longer meets the State of Florida's Building Code Standards. These standards were upgraded subsequent to Hurricane Andrew's destruction of building structures in 1992. One of the most important additions to the code was and is, the requirement of missile-impact resisting glass, which can withstand high velocity impact from wind-borne debris during a storm event. The importance of City Hall to remain open subsequent to a storm event is paramount to the operations of the City Council, city staff, and city residents. At its current state, the north side glass portion of the exterior wall is considered a potential weak area susceptible to damage should renovations not occur.

**RECOMMENDATION:**

Approval of the task order is recommended.

**BUDGET/FISCAL IMPACT:**

This project is budgeted in the Development Services Department Operating Account No. 001-0081-515-62-99 Building Improvements.

**ATTACHMENTS:**

Description	Type
❑ Task Order	Backup Material
❑ Existing Conditions Image	Backup Material

## TASK ORDER NO. 15

### SCOPE OF SERVICES AND FEE PROPOSAL

**City Hall Renovations  
City of New Port Richey  
August 3, 2017**

Task Order No. 15 between McKim & Creed, Inc., hereinafter referred to as CONSULTANT, and the City of New Port Richey hereinafter referred to as CITY, shall be as described below.

#### **PROJECT DESCRIPTION**

The two-story glass block wall at the main entrance on the north side of City Hall is in disrepair and in need of replacement. The CITY previously requested the CONSULTANT to prepare design options for the replacement of the glass block, including the glass block window on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the City Hall building. Seven (7) design concepts were prepared and submitted to the CITY, with the CITY selecting Option 7. The CITY is requesting a proposal to prepare contract documents for Option 7 to be issued for competitive bids.

To accomplish the task of preparing contract documents, the CONSULTANT will provide the **Scope of Work** outlined as follows:

#### **Task 1 – Project Management**

- A. Develop project documents and filing systems for the project that include; project set-up, project schedule, project management plan, hard and electronic file systems, and conduct an internal kick-off meeting with design staff. Prepare and present formal project status reports each month to accompany invoices.

#### **Task 2 –Design Phase Services**

- A. Based on the selected design concept Option 7, the CONSULTANT shall prepare contract documents for the modifications to the north side main entrance of City Hall. Contract documents for the project shall include architectural, structural, HVAC, and electrical designs. CONSULTANT shall prepare construction drawings with technical specifications placed on the drawings. Front-end

(Division 0) contract specifications will be prepared as a separate document utilizing City of New Port Richey standard construction documents as applicable.

- B. Contract documents will be submitted for review by the CITY, at the 90% and Issued for Bid stages.
- C. Prepare and submit engineer's opinion of probable construction cost (OPCC) at the 90% and Issued for Bid design stages.
- D. Meet with CITY staff to review the 90% design submittal and discuss CITY staff comments. Comments received will be incorporated into the Issued for Bid submittal.
- E. Assist with obtaining CITY Building Department Permit. 90% design will be submitted to the Building Department. Assistance is limited to submitting plans and responding to Building Department questions. CITY will pay all permit fees.
- F. Preliminary plan sheets anticipated include:
  - Code and Life Safety sheet
  - Demolition Plan & Temporary Construction Details (for weather protection and building security)
  - Floor Plans (Architectural, Structural, HVAC, & Electrical)
  - Reflected Ceiling Plan
  - Sections and Details (Civil, Architectural & Structural)
  - Window and Finish Schedules
  - Window Details

### **Task 3 – Bid Phase Assistance**

- A. CONSULTANT will attend an information conference, conducted by the CITY, to provide an overview of the project and to respond to bidders' questions.
- B. CONSULTANT will prepare responses to bidders' questions and will provide clarification to the contract documents. This information will be provided to the CITY for the CITY's use when issuing addenda. For budgeting purpose, we have assumed that no more than two (2) addenda will be issued.

### **Task 4 – Limited Construction Phase Services**

- A. CONSULTANT will provide shop drawing submittal reviews, review and respond to Contractor's requests for information (RFI's), review Contractor initiated field orders and provided recommendations, attend one final

walkthrough when requested by the Contractor and the CITY, and prepare record drawings from the Contractor's marked-up as-built drawings. Contractor's as-built drawings shall be reviewed and accepted by the CITY prior to sending these to the CONSULTANT. For budgeting purposes, CONSULTANT assumed no more than fifteen (15) submittals and five (5) RFI's, and all construction observation will be performed by the CITY. CONSULTANT may require additional fees for submittals and RFI's beyond the quantities previously identified.

### **CITY STAFF ASSISTANCE**

The CITY will be asked to provide assistance to the Project Team in order to complete the project on a timely basis. The following is a list of items requested from the CITY.

1. Provide all available drawings, shop drawings, previous reports, etc. that pertain to the previous construction and renovations to City Hall.
2. Provide CONSULTANT access to the project site.
3. Meet with CONSULTANT and provide review of the preliminary (90%) design submittal.
4. Obtain all required permits and pay all permit application fees.
5. Provide prospective bidders "Issue for Bid" contract documents.
6. Conduct pre-bid information conference and issue all addenda.
7. Conduct pre-construction meeting and provide meeting minutes.
8. Provide construction administration, including coordination with the contractor and CITY staff, construction observation, contractor pay request reviews, preliminary and final walkthroughs and prepare punchlists. CITY shall provide CONSULTANT copies of construction site visit reports and photos.

### **DELIVERABLES**

1. Design review meeting minutes.
2. Design drawings, technical specifications and OPCC at the 90% design stage. Deliverable will be in Adobe pdf format.
3. Signed and sealed Issued for Bid drawings, technical specifications and contract front-end documents. Deliverable will be in Adobe pdf format and three (3) signed and sealed hard copies.
4. Responses to potential bidder questions during the bid phase for CITY's use when issuing addenda.
5. Shop drawing submittal reviews, RFI responses, field order recommendations.
6. Record drawings.



### **COORDINATION**

Work performed as part of this Task Order will be coordinated through Lisa Fierce, Development Director. Correspondence to the CONSULTANT will be directed to Mitch Chiavaroli, PE.

### **CONSULTANT'S COMPENSATION**

For the above described Scope of Services in Task Order No. 15, the CITY will compensate the CONSULTANT on a lump sum basis. Compensation to the CONSULTANT for the above identified services and products shall be \$30,150.

Partial compensation may be requested on a monthly basis for the percentage of the task completed.

### **ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE**

If required and authorized by the CITY, additional services related to this Task Order, shall be provided by the CONSULTANT for additional professional fees negotiated with and agreed to by the CITY.

### **SCHEDULE**

<u>Item</u>	<u>Weeks Following Notice to Proceed</u>
Design kick-off meeting	1 week
90% design submittal	8 weeks
CITY review and meeting	10 weeks
Issue-for-Bid submittal	14 weeks
Bid phase services	TBD <sup>(1)</sup>
Construction phase services	TBD <sup>(1, 2)</sup>

<sup>(1)</sup> Dependent on CITY's schedule.

<sup>(2)</sup> Construction phase services assumes construction will be completed within 3 months from contractor's notice to proceed.

**TASK ORDER NO. 15  
CITY HALL RENOVATIONS  
McKim & Creed, Inc.**

- A. SCOPE OF SERVICES – The City of New Port Richey hereby authorized the firm of McKim & Creed, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 15, SCOPE OF SERVICES AND FEE PROPOSAL.
- B. TIME OF COMPLETION – Work under this authorization will begin upon Notice to Proceed from the City and will be completed within the schedule presented on the attached statement entitled TASK ORDER NO. 15, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. KEY PERSONNEL - McKim & Creed, Inc. shall appoint a single representative with whom the City of New Port Richey shall coordinate. This representative shall have the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by McKim & Creed, Inc. shall not be removed from the project without the prior written approval of the City of New Port Richey. For this authorization key personnel are as follows: **Mitch Chiavaroli, PE**
- D. COMPENSATION – Professional fees for this authorization will be lump sum in accordance with the PROFESSIONAL ENGINEERING AND WATER-RESOURCE AND ENVIRONMENTAL CONTINUING CONSULTING AGREEMENT with the City of New Port Richey, dated December 17, 2013.
- E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 15, and authorize the Consultant to proceed at the direction of the City's representative, in accordance with the SCOPE OF SERVICES AND FEE PROPOSAL.

**McKIM & CREED, INC.**



\_\_\_\_\_  
Mitchel A. Chiavaroli, PE, Dir. of Engineering

\_\_\_\_\_  
August 4, 2017

Date

**CITY OF NEW PORT RICHEY, FLORIDA**

\_\_\_\_\_  
Mr. Rob Marlowe, Mayor

\_\_\_\_\_  
Date



CITY HALL

SKATING  
SKATEBOARDING  
PROHIBITED



\$ 250 FINE  
F.S. 318.14





# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Bryan Weed, Technology Solutions Director  
**DATE:** 8/15/2017  
**RE:** Voice Over IP System for the Recreation and Aquatic Center

**REQUEST:**

Staff requests Council authorize the purchase and implementation of a ShoreTel Voice-Over I.P. (V.O.I.P.) telephone system from DataComm for the Recreation and Aquatic Center at a cost of \$29,416.

**DISCUSSION:**

The phone system currently in use has been in place for over 10 years and no longer meets the needs of the Recreation and Aquatic Center.

The proposed ShoreTel system is a voice-over IP solution with a wide range of functionality to include: customized voicemail, direct dialing to phone extensions, integration with Microsoft Outlook, call forwarding to mobile devices . The system also has increased phone line availability and will allow for internal extension dialing between City Hall and the police department.

The ShoreTel system is an expansion of the system already in place in other City departments.

The City has an established relationship/agreement with ShoreTel through DataComm.

**RECOMMENDATION:**

Staff recommends Council approve the proposal from DataComm in the amount of \$29,416.

**BUDGET/FISCAL IMPACT:**

Funding for the project is available in the Technology Solutions FY 16/17 budget account number 001-0024-512-64-31.

**ATTACHMENTS:**

Description	Type
☐ ShoreTel Quote for Parks&Recreation Center	Cover Memo

## QUOTATION

**Prepared For:**

City of New Port Richey  
5919 Main St.  
New Port Richey, FL 34652

**Date Prepared:** 4/25/2017

**Valid Until:** 5/25/2017

ShoreTel Equipment and Licenses  
to add a new site with PRI and 30 phones.  
Capacity for 50 IP Phone with PRI

**Comments or Special Instructions:**

Includes new HQ Server to migrate the  
ShoreTel system off of the UC20 server.

SALESPERSON	CLIENT CONTACT	CLIENT EMAIL ADDRESS	CLIENT PHONE	CLIENT EXT.
Scott Crawford	Bryan Weed	<a href="mailto:weedb@cityofnewportrichey.org">weedb@cityofnewportrichey.org</a>	727-853-1250	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Voice Switch SG-50 - 1U half width, Max Capacities: 50 IP phones, 2 Analog exts, 4 LS trunks, 0 Universal ports	1,649.00	<b>1,649.00</b>
1	Voice Switch SG-T1k - 1U half width, Max Capacities: 1 T1, 0 IP phones, 0 Analog exts, 0 LS only trunks, 0 Universal ports. Digital	2,879.00	<b>2,879.00</b>
1	Rack Mount Tray Kit. Holds two SG50 Voice Switches.	85.00	<b>85.00</b>
1	Analog Cable Kit for SG50. Patch Panel	199.00	<b>199.00</b>
24	ShoreTel IP Phone IP485G handsets. Color.	355.00	<b>8,520.00</b>
24	ShoreTel Extension and Mailbox Licenses.	165.00	<b>3,960.00</b>
1	ShoreCare Partner Support. 1 YR, NP Prorated to 10/21/17	493.00	<b>493.00</b>
	<b>Dell Server</b>		
1	PowerEdge R230 Server, 64GB RAM, (2) 1TB 7.2K SATA HDD Configured with RAID1, Intel Xeon E3-1240 Quad Core CPU. Includes 3 Year NBD Onsite Service.	2,767.00	<b>2,767.00</b>
8	Windows Server Standard Core 2016 License. ***Windows 2012 R2 Standard will be installed***	122.00	<b>976.00</b>
1	VMware vSphere Essentials Kit v.6 License.	559.00	<b>559.00</b>
1	VMware vSphere Essentials Kit v.6 1-Year Maintenance.	79.00	<b>79.00</b>
1	Discovery, Project Management, Staging, Installation and Basic User / Admin Handset / Communicator Training. Self-paced Training Resources will be provided. On-site. Travel Time and Mileage included. DCN60HR1	7,250.00	<b>7,250.00</b>
<b>Taxes &amp; Shipping TBD - See below For More Information.</b>		<b>SUBTOTAL</b>	<b>\$ 29,416.00</b>
		<b>TOTAL</b>	<b>\$ 29,416.00</b>

**Thank You For Your Business!**

If you have any questions, contact Scott Crawford at 813-549-2954 or via email at [scrawford@datacomm.com](mailto:scrawford@datacomm.com)

**Purchase Conditions:**

**Restock/Returns:** Should Client elect to cancel any portion of an order or an entire order, DataComm will contact the supplier in regards to their return policy for the products in question. Depending upon the supplier's policy, DataComm reserves the right to (A) assess a restocking and/or return fee for any items cancelled or returned, or (B) deny a request for cancellation or return of the product. Specific factory return policies do not allow for returns if items have been opened. Items found to be not required and opened during DataComm's staging process in Tampa or on-site are subject to the following condition: Should a refund or credit be due the Client, it is conditioned upon the products being returned to DataComm in unblemished new condition including the manufactures container, shipping material, documents and accessories. Since some suppliers do not accept returns after 15 days from shipment, it is recommended that the Client promptly notify DataComm of any product they wish to cancel or return.

**Applicable Taxes:** Client agrees to bear the responsibility of payment of all applicable federal, state, municipal and other government taxes (such as sales, use and similar taxes), as well as import or customs duties, licenses fees and similar charges, however designated or levied on the sales of the products or services (or the delivery thereof). Title will pass to the customer upon delivery of the product to the customers ship to address. Client agrees to reimburse, indemnify and hold harmless DataComm Networks Incorporated, its officers, directors and employees against any claim for unpaid taxes, fees, consequential interest, penalties and professional fees that are the result of this or any past or future sale of product(s) and/or service(s) to the Client.

**Service Level Agreement (Operating Systems)** Help Desk rates quoted above covers most incidents. Client agrees to reimburse DataComm Networks for charges imposed by Operating Systems OEMs (Microsoft, Novell, etc.) for assistance given to our technicians to solve very complex problems.

**Client Acceptance Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name in Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Elaine D. Smith, CPRP, Director of Parks and Recreation  
**DATE:** 8/15/2017  
**RE:** Alcoholic Beverage Special Event - Rock the Park

## REQUEST:

The request before City Council is to review and approve the Alcoholic Beverage Special Event called Rock the Park to be held in Sims Park on September 8 - 10, 2017.

## DISCUSSION:

The Special Event Team reviewed the Alcoholic Beverage Special Event Application for Rock the Park at their meeting on August 1, 2017. The request is for the applicant, the Red Apple School, to sell beer in Sims Park on Friday, September 8th from 5:00p.m. - 11:00p.m., on Saturday, September 9th from 12:00p.m. - 11:00p.m. and on Sunday, September 10th from 1:00p.m. - 5:00p.m. Insurance will be collected from the applicant prior to the event. The location of the beer truck is identified on the attached map in the packet.

## RECOMMENDATION:

The recommendation is for approval of the Alcoholic Beverage Special Event, Rock the Park, to sell beer in Sims Park by the Red Apple School on Friday, September 8th from 5:00p.m. - 11:00p.m., Saturday, September 9th from 12:00p.m. - 11:00p.m. and on Sunday, September 10th from 1:00p.m. - 5:00p.m.

## BUDGET/FISCAL IMPACT:

None.

## ATTACHMENTS:

Description	Type
▣ 2017 ABSEP Rock the Park	Cover Memo
▣ 2017 Rock the Park Event	Cover Memo



## ALCOHOLIC BEVERAGE SPECIAL EVENT PERMIT APPLICATION

City of New Port Richey  
Development Department  
City Hall, 5919 Main Street, 1<sup>st</sup> Floor  
New Port Richey, FL 34652  
Phone (727) 853-1039 Fax (727) 853-1052

CASE # \_\_\_\_\_  
SET Date: \_\_\_\_\_  
Council Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_

*\* Please print legibly or use fillable form \**

- ☐ Submit original signed and notarized application
- ☐ Submit \$250 application fee
- ☐ Submit at least 45 days prior to the proposed special event
- ☐ Submit with separate Special Event application (Case # \_\_\_\_\_)

### ABSEP GENERAL INFORMATION:

Name of Event: Rock The Park  
Date(s) of Event: Sept 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> 2017 (Limited to three days for alcohol sales)  
Location of Event: Sims Park  
Applicant: The Red Apple  
Mailing Address: \_\_\_\_\_  
(Street, City, State, Zip Code)  
Daytime Phone Number: 727 845 7663 Fax Number: 727 845 7664  
Email or Alternate Contact Information: TinaFarrellRoof@AOL.com  
Authorized Person in Charge: Tina + Steve Farrell  
If an organization, names, addresses, phone numbers of all Officers: (may attach as addendum)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Who is the PRIMARY contact for this application? The Red Apple

### ABSEP SUBMITTAL REQUIREMENTS:

List Alcohol to be Sold: Beer  
(Limited to beer and wine)  
List Alcohol to be Given Away: N/A  
Time of Alcohol Sales: Frid - 5pm - 11pm Sat 12-11 Sun 1pm - 5pm  
(Limited to Monday through Saturday, 12:00 noon to 11:00 p.m. and Sunday, 1:00 p.m. to 9:00 p.m.; events limited to three days in duration)  
List ABSEP applications approved for your organization this calendar year: \_\_\_\_\_  
(Limited to three permits per year, per applicant; eight per year total City-wide)  
☐ Attach approved alcoholic beverage license from Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco (1313 N. Tampa Road, Suite 909, Tampa, 33602; 813-272-2610.)  
☐ Attach general liability and other insurance as required by the provisions of Florida Statutes for the sale or consumption of alcoholic beverages.  
☐ Attach IRS Tax Exemption Form 501(c)(3) or (6), if nonprofit organization.

### APPLICANT'S ACKNOWLEDGEMENT OF REQUIREMENTS:



1. Any business that obtains a permit allowing for outdoor consumption of alcoholic beverages on its premises shall provide an off-duty officer for security during all times that consumption is permitted.
2. The person responsible for conducting the event on behalf of the applicant must meet State minimum age licensing requirements and cannot have been convicted of a felony or crime involving moral turpitude. The applicant must obtain all necessary federal, state and local permits to engage in the proposed sale and/or consumption activity.
3. City Council may require any nonprofit civic organization that desires to hold an event on or in public property at which alcoholic beverages will be served, to enter into a written lease agreement and/or an indemnification agreement to indemnify and save harmless the City from any and all liability which may arise as a result of any such function and may further require any such organization to secure public liability insurance coverage from an insurance company, and in the amount acceptable to City Council, but providing coverage for each event 1) for personal injury of not less than \$1,000,000 per person and \$2,000,000 per occurrence, and 2) for property damage of not less than \$1,000,000.
4. Nonprofit civic organizations shall: 1) Have tax exempt status under Section 501(c)(3) or (6) of the 1986 IRS Code; 2) Operate an office in the City or be a nationally-recognized organization that conducted business as a nonprofit in the City; and 3) Promote or stimulate community and economic development within the City.
5. Only beer and wine shall be permitted to be served. The proposed sales and/or consumption activity must be associated with a public event. Alcoholic beverages shall be served in plastic containers only. No cans or glass containers shall be permitted.
6. Access points of the serving area shall be marked with signs notifying patrons that alcoholic beverages are not to be taken past the perimeter of the area shown on the site plan, and the applicant shall staff the entrance with as many personnel as necessary to enforce this requirement.
7. The proposed sales and/or consumption activity will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation. It will also not entail extraordinary or burdensome expense or police operation by the City. The use of alcoholic beverages is not expected to result in violence, crime or disorderly conduct.
8. The consumption and possession of alcoholic beverages upon a public street may be permitted as part of a special event subject to other conditions. No permits will be issued for special events within any City park except Sims Park or Orange Lake Park.
9. The sale, possession and consumption of alcoholic beverages shall be confined to designated and secured areas. The perimeter of the designated area shall be secured for the entire event. It is unlawful for any person to carry alcoholic beverages into the secured areas. Any person violating this shall be subject to ejection and arrest.
10. No person under the age of 21 shall be permitted to possess, consume or distribute any alcoholic beverages at the permitted event. After displaying the proper proof of legal age, the person wishing to purchase, possess or consume alcohol shall receive a wristband from the applicant (or agent) which shall be attached to his/her wrist and worn at all times of possession/consumption.
11. Hours of sales and/or consumption shall be limited to Monday through Saturday, noon to 11:00 p.m., and Sunday, 1:00 to 9:00 p.m. The applicant shall be responsible for enforcing the hours of operation and shall be liable for the failure to enforce.
12. The applicant shall pay all costs of police and other City services attributable to the sale or consumption of alcohol during the activity. For events at Sims Park, City Council may require an off-duty officer stationed at the playground, at the applicant's expense.
13. The applicant understands that the event must meet or exceed all applicable codes, laws and regulations.

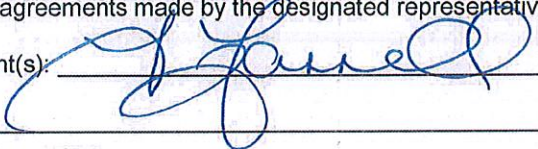
#### ATTENDANCE AT MEETINGS:

The applicant or applicant's representative needs to be present at the SET and City Council meetings.



**AUTHORIZATION FOR OWNER'S REPRESENTATIVE(S):**

I Red Apple School, the applicant, hereby authorize Tina Farrell to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Applicant(s): 

Date: 7-24-17

Subscribed and sworn to before me this 24 day of July, 2017  
who is personally known to me and/or produced as identification.

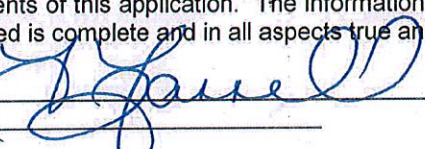
STATE OF FLORIDA, COUNTY OF PASCO

Notary Public 

My Commission Expires: \_\_\_\_\_

**APPLICANT'S AFFIDAVIT:**

I Tina Farrell, applicant or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge.

Signature of Applicant: 

Date: 7-24-17

Subscribed and sworn to before me this 24 day of July, 2017  
who is personally known to me and/or produced as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public 

My Commission Expires: \_\_\_\_\_

**FOR STAFF USE ONLY:**

- ☐ Date completed application received \_\_\_\_\_
- ☐ Application fee paid

\_\_\_\_\_ Cash

\_\_\_\_\_ Check #

- ☐ Approval from Business and Professional Regulation
- ☐ General liability or other insurance attached
- ☐ No more than three approvals for this applicant verified
- ☐ DRC meeting date \_\_\_\_\_
- ☐ City Council approval date \_\_\_\_\_



## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 10/15

85-8012678337C-0	04/30/2016	04/30/2021	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE RED APPLE SCHOOL INC  
6640 KENTUCKY AVE  
NEW PORT RICHEY FL 34653-2712

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



The Red Apple Adult Training Center (a division of The Red Apple School)  
6640 Kentucky Ave  
New Port Richey, FL 34653  
Phone: 727-847-2555  
Fax : 727-847-2401 Main Campus  
Fax: 727-846-6122 Jefferson Campus

An Adult Day Training Center for Developmentally Disabled Adults

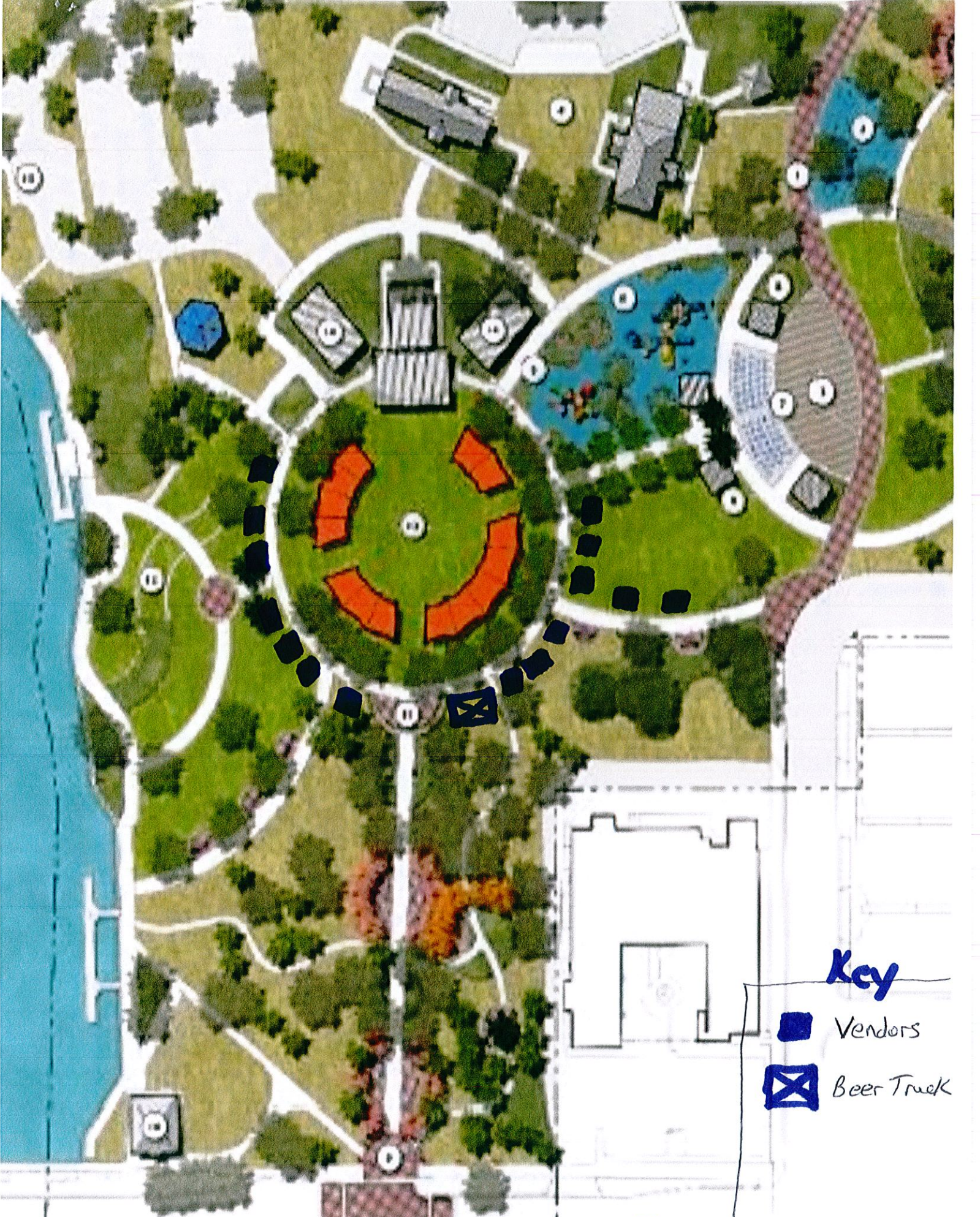
Emergency Contact Persons:

Steve Giammichele: C.E.O.  
6249 Lonnie Lee Lane  
Hudson, Fl 34660  
Cell Phone: 727-364-7054

Kerry Rondeau: C.O.O.  
6740 Crossbow Lane,  
New Port Richey, FL 34653  
Cell Phone: 727-798-6255

Elaine Barbaud:  
Adminstration/Financial  
Services  
8407 Cloverhill Loop  
Hudson, Fl 34667  
Cell Phone: 727-808-7066





**Key**

-  Vendors
-  Beer Truck

**2017 Rock the Park**





City of New Port Richey  
Parks and Recreation Department Special  
Event Application

\*All applications must be submitted at least 45 days prior to the event, but no more than 12 months before the event.

\* Do not advertise our event until you receive an approved event permit.

Submit original signed and notarized application along with \$100 application fee to the following:

City of New Port Richey  
Parks and Recreation Department  
6630 Van Buren Street  
New Port Richey, FL 34653

APPLICANT

Name of Applicant:

The Red Apple

Title (if applicable):

Name of Organization:

n: The Red Apple

Is your organization tax exempt? ☒ Yes ☐ No If yes, please attach documentation.

Is your organization a non-profit?

Mailing Address:

☒ Yes ☐ NO If yes, please attach documentation.

Street Address

New Port Richey, FL

City

FL

State

34653

Zip Code

Phone: 727-847-2555

Daytime Phone

Cell Phone 727-798-6255

Email: Kerry\_Rondeau@redapplead.com

**EVENT**

Name of Event: Rock The Park

Description of Event (Include purpose):

Bands - food - vendors

Location of Event: Sims Park

Event/Organization Web Address: \_\_\_\_\_

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>Sept 8<sup>th</sup></u>	<u>Frid</u>	<u>8am</u>	<u>11pm</u>
<u>Sept 9<sup>th</sup></u>	<u>Sat</u>	<u>8am</u>	<u>11pm</u>
<u>Sept 10<sup>th</sup></u>	<u>Sun</u>	<u>8am</u>	<u>6pm</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): Sept 8<sup>th</sup> -

Setup Time(s): 8am to 5pm

Cleanup Date(s): Sept 10<sup>th</sup> & 11<sup>th</sup>



Cleanup Time(s): 5pm to 8pm

Will this be an annual event? ☒ Yes ☐ No If yes, next year's date(s) Sept 7, 8, 9

### EVENT LOGISTICS

1. Estimated Attendance (Includes event crew, participants, and spectators):

1,000  
This Year Last year

Maximum number at peak time: 500

2. Will alcohol be served or sold? Served ☐ Sold ☒ No Alcohol ☐

3. Approximate number of food vendors: 4

\*Event promoter is responsible for obtaining copies of all licenses and insurance from each vendor and providing the same to the City. All vendors must be listed on the site plan.

4. Approximate number of all other vendors along with type i.e. crafts, sponsors, informational

\*May need to provide copy of certificate of insurance in a form acceptable to the City for each vendor:

15

5. Will electricity be required?: ☒ Yes ☐ No Source \_\_\_\_\_

Location of electricity around Sims Park

\*City electric is available around the Sims Park Circle, panel box near the river, and the North and South side of Orange Lake. If an event requires additional locations, the event must provide an alternative.

6. List event equipment (Include things such as seating, tents, booths, and trucks. These should all be listed on site map as well.) Tents -

7. List entertainment type (bands, DJ, dancers, clowns, etc.): Bands



8. List dates and times of music and/or amplified sound: Friday 5pm-11pm

Sat - 12pm-10pm

Sun - 1pm-4pm

9. Will private security be provided? ☒ Yes ☐ No

If yes, list organization: \_\_\_\_\_

10. Will portable restrooms be used? ☐ Yes ☒ No

If yes answer the following and list on site plan:

How many: \_\_\_\_\_ Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

11. Event holders are responsible for trash removal, and must provide their own dumpsters.

Please list your plan. Dump Trailers

Will dumpsters be used? ☐ Yes ☒ No

If yes please include on site plan and answer the following:

How many: \_\_\_\_\_ Sizes: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

12. Please list any admission charges, donations, parking, registration or other fee and how much.

N/A

13. Does the event require street closures? ☐ Yes ☒ No

If yes complete the following:

Date(s) of street closure: Begin N/A End \_\_\_\_\_

Time of street closure: Begin \_\_\_\_\_ End \_\_\_\_\_

List street(s) to be closed: N/A

\*A letter must be delivered to all residents that will be directly impacted by a road closure.  
Attach letter along with addresses to this application.

14. Will there be a parade? ☐ Yes ☒ No

If yes complete the following:

Street(s) that will be utilized for parade route: N/A

Time assembly to begin: \_\_\_\_\_

Time parade starts: \_\_\_\_\_

Total number of units in parade: N/A

Number of people in the parade: \_\_\_\_\_

Number of vehicles in the parade: \_\_\_\_\_

Number of animals in parade: \_\_\_\_\_

Number of floats: \_\_\_\_\_

Number of bands: \_\_\_\_\_

\*Attach parade route map to application.

15. Will there be a running/walking/biking/water event? ☐ Yes ☒ No

If yes answer the following:

Time assembly to begin: \_\_\_\_\_

Time event starts: \_\_\_\_\_

Estimated ending time: \_\_\_\_\_

Event will be conducted on ☐ Streets ☐ Sidewalks ☐ Body of water

\*Attach route map to application

16. Will a City dock be used for the event? ☐ Yes ☒ No

If yes, hours of use: \_\_\_\_\_

Location of dock: \_\_\_\_\_

List vendors who will use the dock: \_\_\_\_\_

\*Any dock used for the event will need to remain open to the public during the event.

17. Please check the additional facilities you plan on using.

- ☐ Pavillion(s)
- ☒ Gazebo
- ☒ Amphitheatre (requires an additional rental fee)
- ☒ Peace Hall (requires an additional rental fee)



As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event and to insure compliance with the event policy and procedure manual, the resolution and City ordinance pertaining to Special Events, the event rules, guidelines, requirements, for tents and all policies, rules, regulations, and code provisions of the City of New Port Richey. I understand that any violations may result in immediate cancellation and revocation of the Event Permit. I further certify that all facts contained in this request are accurate.

For events on public property, I agree to obtain and furnish the City of New Port Richey with a certificate of general liability insurance in the amount of \$1,000,000.00 or greater as deemed by the City Risk Manager. The insurance must name the City of New Port Richey as an additional insured.

I understand incomplete applications or any outstanding financial obligations with any department within the City of New Port Richey may result in a denial of my request.

Print Name of Applicant or Authorized Representative: Tina Farrell

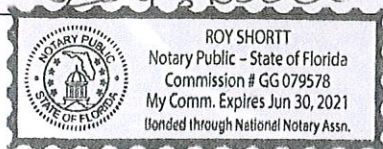
Signature of Applicant or Authorized Representative: [Signature]

Date: 7-24-17

Subscribed and sworn to before me this 24<sup>th</sup> day of July, 2017  
Who is personally known to me and/or produced as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: [Signature]



My Commission expires: June 30<sup>th</sup> 2021

## Authorization for Applicant's Representative(s)

I The Red apple School, applicant, hereby authorize Tina Farrell to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representatives and agreements made by the designated representative.

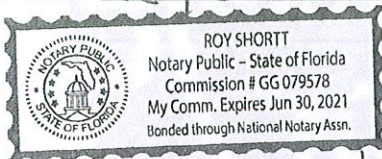
Signature of Applicant(s):

Date:

Subscribed and sworn to before me this 24 day of July, 2017  
Who is personally known to me and/or produced as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public:



My Commission expires:

6/30/21



AUTHORIZATION FOR OWNER'S REPRESENTATIVE(S):

I Red Apple School, the applicant, hereby authorize Tina Farrell to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

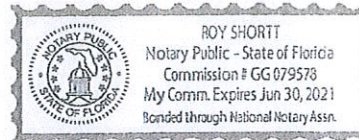
Signature of Applicant(s): Kerry Rondeau

Date: 7-24-17

Subscribed and sworn to before me this 24 day of July, 2017 who is personally known to me and/or produced as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Roy Shortt



My Commission Expires: 6/30/21

APPLICANT'S AFFIDAVIT:

I Kerry Rondeau, applicant or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge.

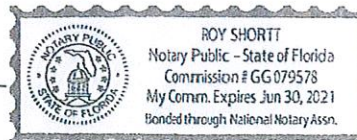
Signature of Applicant: Kerry Rondeau

Date: 7-24-17

Subscribed and sworn to before me this 24 day of July, 2017 who is personally known to me and/or produced as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Roy Shortt



My Commission Expires: 6/30/21

FOR STAFF USE ONLY:

application, including modifying the project. I agree to be bound by all representatives and agreements made by the designated representative.

Signature of Applicant(s):

Kenny Kendeau

Date:

ok

Subscribed

July

and sworn to before me this 24<sup>th</sup> day of

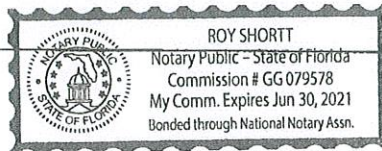
20

17 Who is personally known to me and/or produced  
as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public:

Ry Shortt



My Commission expires:

6/30/21



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

**TO:** City of New Port Richey City Council  
**FROM:** Mario Iezzoni, Economic Development Director  
**DATE:** 8/15/2017  
**RE:** Alcoholic Beverage Special Event - Friends of the Hacienda Fundraiser

**REQUEST:**

The request before City Council is to review and approve the Alcoholic Beverage Special Event for the Friends of the Hacienda fundraiser on August 26, 2017.

**DISCUSSION:**

The Friends of the Hacienda are hosting a fundraiser to be held in the Hacienda Hotel lobby from 6:00 p.m. until 9:00 p.m. on Saturday, August 26, 2017. The purpose of the fundraiser is to provide additional financial support to further the historic restoration process of the Hacienda Hotel. The Friends of the Hacienda are requesting approval from City Council to serve wine and beer as part of the catered event.

**RECOMMENDATION:**

Staff recommends that City Council approve the Alcoholic Beverage Special Event for the Friends of the Hacienda fundraiser on August 26, 2017 as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ Friends of Hacienda Permit App.	Backup Material





## ALCOHOLIC BEVERAGE SPECIAL EVENT PERMIT APPLICATION

City of New Port Richey  
Parks and Recreation Department  
6630 Van Buren Street  
New Port Richey, FL 34653  
Phone (727) 841-4560 Fax (727) 841-4562

CASE # \_\_\_\_\_  
DRC Date: \_\_\_\_\_  
Council Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**\* Please print legibly or use fillable form \***

- ☒ Submit original signed and notarized application, plus four copies
- ☐ Submit \$250 application fee
- ☐ Submit at least 45 days prior to the proposed special event
- ☐ Submit with separate Special Event application (Case # \_\_\_\_\_)

### ABSEP GENERAL INFORMATION:

Name of Event: Hacienda Fundraiser

Date(s) of Event: August 26, 2017 (Limited to three days for alcohol sales)

Location of Event: 5621 Main Street

Applicant: Friends of the Hacienda

Mailing Address: PO Box 1557, New Port Richey, FL 34656  
(Street, City, State, Zip Code)

Daytime Phone Number: 727-534-5249 Fax Number: \_\_\_\_\_

Email or Alternate Contact Information: Robert langford

Authorized Person in Charge: Robert Langford

If an organization, names, addresses, phone numbers of all Officers: (may attach as addendum)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is the PRIMARY contact for this application? Robert Langford

### ABSEP SUBMITTAL REQUIREMENTS:

List alcohol to be sold: None  
(Limited to beer and wine)

List alcohol to be given away: Wine & beer for consumption only

Time of alcohol sales: No sales  
(Limited to Monday through Saturday, 12:00 noon to 11:00 p.m. and Sunday, 1:00 p.m. to 9:00 p.m.; events limited to three days in duration)

List ABSEP applications approved for your organization this calendar year: \_\_\_\_\_  
No sales (n/a) (Limited to three permits per year, per applicant; eight per year total City-wide)

- ☐ Attach approved alcoholic beverage license from Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco (1313 N. Tampa Road, Suite 909, Tampa, 33602; 813-272-2610)
- ☐ Attach general liability and other insurance as required by the provisions of Florida Statutes for the sale or consumption of alcoholic beverages.
- ☐ Attach IRS tax exemption form 501(c)(3) or (6), if nonprofit organization.

## APPLICANT'S ACKNOWLEDGEMENT OF REQUIREMENTS:

1. Any business that obtains a permit allowing for outdoor consumption of alcoholic beverages on its premises shall provide an off-duty officer for security during all times that consumption is permitted.
2. The person responsible for conducting the event on behalf of the applicant must meet State minimum age licensing requirements and cannot have been convicted of a felony or crime involving moral turpitude. The applicant must obtain all necessary federal, state and local permits to engage in the proposed sale and/or consumption activity.
3. City Council may require any nonprofit civic organization that desires to hold an event on or in public property at which alcoholic beverages will be served, to enter into a written lease agreement and/or an indemnification agreement to indemnify and save harmless the City from any and all liability which may arise as a result of any such function and may further require any such organization to secure public liability insurance coverage from an insurance company, and in the amount acceptable to City Council, but providing coverage for each event 1) for personal injury of not less than \$1,000,000 per person and \$2,000,000 per occurrence, and 2) for property damage of not less than \$1,000,000.
4. Nonprofit civic organizations shall: 1) Have tax exempt status under Section 501(c)(3) or (6) of the 1986 IRS Code; 2) Operate an office in the City or be a nationally-recognized organization that conducted business as a nonprofit in the City; and 3) Promote or stimulate community and economic development within the City.
5. Only beer and wine shall be permitted to be served. The proposed sales and/or consumption activity must be associated with a public event. Alcoholic beverages shall be served in plastic containers only. No cans or glass containers shall be permitted.
6. Access points of the serving area shall be marked with signs notifying patrons that alcoholic beverages are not be taken past the perimeter of the area shown on the site plan, and the applicant shall staff the entrance with as are personnel as a necessary to enforce this requirement.
7. The proposed sales and/or consumption activity will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation. It will also not entail extraordinary or burdensome expense or police operation by the City. The use of alcoholic beverages is not expected to result in violence, crime or disorderly conduct.
8. The consumption and possession of alcoholic beverages upon a public street may be permitted as part of a special event subject to other conditions. No permits will be issued for special events within any City park except Sims Park, Orange Lake Park or Cavalier Square.
9. The sale, possession and consumption of alcoholic beverages shall be confined to designated and secured areas. The perimeter of the designated area shall be secured for the entire event. Only those alcoholic beverages that are sold by the applicant within the secured areas shall be permitted to be possessed, consumed or purchased within the secured areas. It is unlawful for any person to carry alcoholic beverages into the secured areas. Any person violating this shall be subject to ejection and arrest.
10. No person under the age of 21 shall be permitted to possess, consume or distribute any alcoholic beverages at the permitted event. After displaying the proper proof of legal age, the person wishing to purchase, possess or consume alcohol shall receive a wristband from the applicant (or agent) which shall be attached to his/her wrist and worn at all times of possession/consumption.
11. Hours of sales and/or consumption shall be limited to Monday through Saturday, noon to 11:00 p.m., and Sunday, 1:00 to 9:00 p.m. The applicant shall be responsible for enforcing the hours of operation and shall be liable for the failure to enforce.
12. The applicant shall pay all costs of police and other City services attributable to the sale or consumption of alcohol during the activity. For events at Sims Park, City Council may require an off-duty officer stationed at the playground, at the applicant's expense.
13. The applicant understands that the event must meet or exceed all applicable codes, laws and regulations.

**ATTENDANCE AT MEETINGS:**

The applicant or applicant's representative need to be present at the DRC and City Council meetings.

**AUTHORIZATION FOR OWNER'S REPRESENTATIVE(S):**

I, Robert Langford, the **applicant**, hereby authorize Mario Iezzoni to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Applicant: Robert Langford

Date: 8-11-17

Subscribed and sworn to before me this 11<sup>th</sup> day of Aug, 2017  
who is personally known to me and/or produced known as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Joyce Haasnoot



JOYCE HAASNOOT  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF103091  
Expires 3/17/2018

My Commission Expires: 3-18

**APPLICANT'S AFFIDAVIT:**

I, Robert Langford, the **applicant or authorized representative**, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge.

Signature of Applicant: Robert Langford

Date: 8-11-17

Subscribed and sworn to before me this 11<sup>th</sup> day of Aug, 2017  
who is personally known to me and/or produced known as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Joyce Haasnoot



JOYCE HAASNOOT  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF103091  
Expires 3/17/2018

My Commission Expires: 3-18

FOR STAFF USE ONLY:

- ☐ Date completed application received \_\_\_\_\_
- ☐ Application fee paid \_\_\_\_\_ Cash  
\_\_\_\_\_ Check #
- ☐ Approval from Business and Professional Regulation
- ☐ General liability or other insurance attached
- ☐ No more than three approvals for this applicant verified
- ☐ DRC meeting date \_\_\_\_\_
- ☐ City Council approval date \_\_\_\_\_



## Consumer's Certificate of Exemption

DR-14  
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8016836315C-2	09/19/2015	09/30/2020	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

FRIENDS OF THE HACIENDA AND HISTORIC  
NEW PORT RICHEY INC  
6624 GREEN ACRES BLVD  
NEW PORT RICHEY FL 34655-6031

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 07 2015

FRIENDS OF THE HACIENDA HOTEL  
HISTORIC NEW PORT RICHEY INC  
PO BOX 1557  
NEW PORT RICHEY, FL 34656-0000

Employer Identification Number:  
46-5631153  
DLN:  
26053582002385  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
March 11, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

---

**TO:** City of New Port Richey City Council  
**FROM:** Judy Meyers, City Clerk  
**DATE:** 8/15/2017  
**RE:** Board Appointment: Richard Melton, Cultural Affairs Committee

**REQUEST:**

The request is for City Council to approve the appointment of Richard Melton to the Cultural Affairs Committee.

**DISCUSSION:**

Mr. Richard Melton has submitted his application seeking appointment to the Cultural Affairs Committee for Council's consideration. If approved, Mr. Melton's term will be for two years and will be up for renewal on August 15, 2019. Staff has verified that Mr. Melton meets the requirements set forth in the City's Code to serve on this board

**RECOMMENDATION:**

Staff recommends that City Council approve the appointment of Richard Melton to the Cultural Affairs Committee and accept the attached updated roster.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
❑ Application - Richard Melton	Backup Material
❑ Updated Cultural Affairs Committee Roster	Backup Material

# Board and Committee Membership Application

City of New Port Richey  
5919 Main Street  
New Port Richey, FL 34652  
(727) 853-1016  
www.citynpr.org



## Applicant Information

Name

Richard Melton

Street Address

5848 Central Ave

City, State, Zip

New Port Richey

Home Phone

352-610-2352

Alternate Phone

N/A

E-Mail Address

artman011@yahoo.com

Driver's License Number  
(attach copy of DL)

## Eligibility Verification

To serve on a City Board or Committee you must either be a current resident of the city or own a business within the city limits. You must also be a registered voter. Please check all that apply.

☒

I currently live within the city limits. ✓

☒

I own a business within the city limits ✓

☒

I am a registered voter in Florida ✓

(attach copy of voter identification card)

Have you ever been convicted, pleaded guilty or no lo contendere to any criminal offense? (A yes answer to the above question does not automatically preclude you from being considered. The circumstances, timeframe and relevant factors are considered on an individual basis.)

☐

Yes

☒

No

If yes, please explain (including date):

## Boards and Committees

Tell us in which Board or Committee you are interested in serving on:

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Cultural Affairs Committee (meets on the third Monday of each month)

☐

Environmental Committee (meets on the fourth Monday of each month)

☐

Firefighters Pension Board (meets on a quarterly basis)



- ☐ Land Development Review Board (meets on the fourth Thursday of the month)
- ☐ Library Advisory Board (meets on the fourth Tuesday of the month)
- ☐ Parks and Recreation Advisory Board (meets on the second Tuesday of the month)
- ☐ Police Pension Board (meets on the fourth Tuesday of the month)

### Previous Volunteer Experience

Summarize your previous volunteer experience.

Metropolitan Ministries, Habitat for Humanity, Rotary  
Boy Scouts, Youth Baseball  
Also: VP of The Bayou Business Association.

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Organizational, managerial, sales, marketing, empathy  
and humility.  
also: Have a large collection of Art + Antiquities.

### Personal References

Please provide three (3) references other than relatives. List name, phone number and relationship to you.

Name (printed)	Phone Number	Relationship
Tex Anderson	727-312-8118	Friend
Ralph Kirk	727-359-3594	Friend
Larry Rowe	227-236-7481	Friend

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Board or Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Richard A. Melton  
Richard A. Melton  
4/5/2017

### Selection Process

Once your application has been reviewed and your eligibility to serve has been verified, you will be contacted by the City Clerk to appear at an upcoming City Council meeting so that Council may address any questions they may have regarding your application.

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us. Please return the completed form back to Judy Meyers, City Clerk, City of New Port Richey, 5919 Main Street, New Port Richey, Florida, 34652. You may also send it via e-mail to [meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

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### FOR INTERNAL USE ONLY:

Date Application Received:

4/19/17

Type of Application:

New Member

Renewal



## CITY OF NEW PORT RICHEY BOARDS/COMMITTEES

### Cultural Affairs Committee

7 regular members and 2 alternate members; at least 5 members are residents and registered voters. The 2 remaining members must be registered voters and must either own/operate a city business or be employed in the city. Two-year term.

1. **Ms. Rachel Marie Hagenbaugh (Chair)** Through 08.18.17  
6026 Tennessee Avenue  
New Port Richey, FL 34653  
(c) 727-455-1659  
[SafeSexySkin@gmail.com](mailto:SafeSexySkin@gmail.com)
2. **Ms. Gina Marie DiGregorio** Through 04.04.19  
7430 Isle Drive  
Port Richey, FL 34668  
(h) 727-858-5934  
[ginadigregorio@yahoo.com](mailto:ginadigregorio@yahoo.com)
3. **Ms. Kelly Smallwood** Through 06.07.18  
7124 Meighan Court  
New Port Richey, FL 34652  
(c) 727-267-5189  
[smallwood.kelly@gmail.com](mailto:smallwood.kelly@gmail.com)
4. **Ms. Cynthia Contreras** Through 04.04.19  
5836 Illinois Avenue  
New Port Richey, FL 34652  
(c) (727) 992-4812  
[misscontreras.pta@gmail.com](mailto:misscontreras.pta@gmail.com)
5. **Mr. Richard Melton** Through 08.15.19  
5848 Central Avenue  
New Port Richey, FL 34652  
(h) (352) 610-2352  
[Artman011@yahoo.com](mailto:Artman011@yahoo.com)
6. **Open**
7. **Open**

#### Alternates (2):

1. **Open**
2. **Open**

Staff Liaison: Judy Meyers

City code: \_\_\_\_\_

### **DIVISION 3. CULTURAL AFFAIRS COMMITTEE**

#### **Sec. 2-68. Created.**

The city council hereby creates the cultural affairs committee.

The purpose of the cultural affairs committee is

- to make recommendations and to advise the city council on the financial sponsorship and creation of cultural activities for the education and recreation of the citizens.

#### **Sec. 2-69. Duties and responsibilities.**

The cultural affairs committee shall

1. review all requests made to the city for co-sponsorship of cultural events and shall
2. offer a recommendation to the city council regarding the level of financial support for such events. In addition, the cultural affairs committee may
3. offer recommendations to the city council for the initiation and promotion of new events to be sponsored either in full or in part by the city.

#### **Sec. 2-70. Membership.**

(a) There shall be seven (7) regular members and two (2) alternate members composing the cultural affairs committee. The alternate will serve as a member in the absence of a regular appointed member. At least five (5) members of the cultural affairs committee shall be resident electors of the city. The two (2) remaining members need not be residents of the city, but must be resident electors of the state and must either own or operate a business or be employed in the city. A quorum shall consist of four (4) members.

(b) The appointment of members to serve on the cultural affairs committee will be for two (2) years. The city council shall select the board members by a majority vote. The city council, by a majority vote, may remove any member with or without cause. If available, vacancies shall be filled from the alternate positions.

(c) A board member who misses two (2) consecutive meetings shall be deemed to have resigned unless the absence has been excused by the chairman prior to the meeting. The chairman of the committee shall notify the city clerk of the member's resignation.  
(Ord. No. 1463, § 1, 8-4-98; Ord. No. 1533, § 1, 8-15-2000)

#### **Sec. 2-71. Officers.**

The voting members of the cultural affairs committee shall elect one of their members to serve as chairman, one of their members to serve as vice-chairman, and one of their members to serve as secretary. The chairman shall submit an annual report to the city council. The city manager shall provide clerical and administrative staff assistance as may be reasonably required by the cultural affairs committee for the proper performance of its duties.

(Ord. No. 1463, § 1, 8-4-98)

#### **Sec. 2-72. Voting authority.**

All members and alternates, as well as the public, shall have a voice pertaining to the business brought before the cultural affairs committee. Only members are entitled to vote on all proceedings. Alternates may not vote unless taking the place of an absent member.

Members of the board shall not vote if they have a conflict of interest pursuant to Florida Statutes.

(Ord. No. 1463, § 1, 8-4-98)

**Sec. 2-73. Meeting schedule.**

The cultural affairs committee shall meet once every ninety (90) days, unless it determines to meet more frequently. All meetings of the cultural affairs committee shall be open to the public in conformance with F.S. § 286.011, otherwise known as the Government in the Sunshine Law. All meetings shall be conducted in accordance with Robert's Rules of Order. The date, time, place and the agenda of the meeting shall be posted by the city clerk in city hall one (1) week prior to the meetings unless an emergency exists.

(Ord. No. 1463, § 1, 8-4-98)

**Sec. 2-74. Funding.**

The city council shall include a line item allocation in its annual budget to provide for cultural activities or similar purposes. All expenditures made from this appropriation shall be used for cultural events reviewed and approved by the city council.

(Ord. No. 1463, § 1, 8-4-98)

**Sec. 2-75. Compensation.**

The members of the board shall serve without compensation but may receive reimbursement for travel expenditures in accordance with Florida Statutes.

(Ord. No. 1463, § 1, 8-4-98)