



**CITY COUNCIL REGULAR MEETING**  
**CITY OF NEW PORT RICHEY**  
**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**  
**May 20, 2025**  
**6:00 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 May 6, 2025 Regular Meeting Minutes Page 3
5. Swearing In of New Police Officer Joseph Rable
6. Proclamation - Little Free Library Month Page 21
7. Proclamation - Family Abduction Awareness Day (By Title Only) Page 22
8. Proclamation - Older Americans Month (By Title Only) Page 23
9. Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda
  - a. Speakers must identify themselves prior to speaking by stating their name and full address for the record. Speakers shall address the City Council as a whole and refrain from addressing individual members of the City Council or the City staff. Speakers shall afford the utmost courtesy to the City Council, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

#### 10. Consent Agenda

- a. Library Advisory Board Meeting Minutes- March 2025 Page 24
- b. Purchases/Payments for City Council Approval Page 27

#### 11. Public Reading of Ordinances

- a. Second Reading, Ordinance No. 2025-2322: Repeal Section 6-31 of Article II of Chapter 6 of the Code of Ordinances RE: Toolsheds and Utility Buildings Page 29

#### 12. Business Items

- a. Board Appointment: Donna Pendland Jensen, Historic Preservation Board Page 38
- b. Board Appointment: Jennifer Helton, Cultural Affairs Committee Page 50
- c. Recommendation of Firm for RFP25-012 Disaster Recovery and Debris Removal Services Page 58
- d. Recommendation of Firm for RFP25-009 Unarmed, Uniformed, Licensed Class D Security Services for City Parking Garage Page 89
- e. Planning & Development Department - Addition of a Development Clerk Position and Corresponding Budget Amendment Page 102

#### 13. Communications

#### 14. 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, 727-853-1021, not later than four days prior to said proceeding.



# 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, MMC, City Clerk  
**DATE:** 5/20/2025  
**RE:** Approval of May 6, 2025 Regular Meeting Minutes

**REQUEST:**

The request is for City Council to approve the minutes from the May 6, 2025 regular meeting.

**DISCUSSION:**

City Council met for their regularly scheduled meeting on May 6, 2025. The minutes from that meeting are attached for Council's review and approval.

**RECOMMENDATION:**

Staff recommends that City Council approve the minutes from the May 6, 2025 as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
May 6, 2025 Regular Meeting Minutes	Backup Material



**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

May 6, 2025

6:00 PM

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**ORDER OF**  
**BUSINESS**

1. Call to Order – Roll Call

The meeting was called to order by Mayor Chopper Davis at 6:00 p.m. Those in attendance were Deputy Mayor Matt Murphy, Councilman Peter Altman, Councilman Bertell Butler, IV, and Councilman Brian Jonas.

Also in attendance were City Manager Debbie L. Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Finance Director Crystal Dunn, Fire Chief Chris Fitch, Public Works Director Robert Rivera, Police Chief Bob Kochen, Library Director Andi Figart, Assistant Parks & Recreation Director Kevin Trapp, Community and Development Director Dale Hall, Technology Solutions Director Leanne Mahadeo, and Human Resources Director Arnel Wetzel.

2. Pledge of Allegiance

3. Moment of Silence

4. Approval of April 15, 2025 Regular Meeting Minutes

Motion was made to approve the minutes as presented.

Motion made by Bertell Butler and seconded by Brian Jonas. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

5. Proclamation - Municipal Clerks Week

6. Proclamation - Alcohol Awareness and Power Talk 21 Month

7. Proclamation - Police Week and Peace Officers Memorial Day

8. Proclamation - Public Service Recognition Week

9. Proclamation - Stormwater Stewardship Month (By Title Only)

10. Presentation on the Fair Housing Act

David Fox from Fred Fox Enterprises, Inc. made a presentation to City Council regarding the Fair Housing Act.

11. Vox Pop for Items Not Listed on the Agenda or Listed on Consent Agenda

City Attorney Driscoll read aloud the rules governing Vox Pop. Mayor Davis then opened the floor for public comment. The following people came forward to speak:

- Kirk Phillips, 2031 Waterview Drive, Holiday spoke regarding the Pasco Coastal Improvement Council and Schwettman Education Center.



- Paul Bybee, 11544 Grovewood Blvd, LOL spoke regarding the Pasco Coastal Improvement Council and Green Key Rd.
- Beva Stevenson-Karay, 5719 Lafayette, St. spoke regarding the School Board contract, financial statements and joint workshop.
- Donna Pendland-Jensen, 5922 Wyoming Ave., NPR spoke regarding residential housing, the budget, and the Schwettman Education Center.
- John Gilliss, 6658 River Rd., NPR spoke regarding the Schwettman Education Center.
- Bill Stevens, 9454 Royal Palm Ave., NPR spoke regarding the Schwettman Education Center contract.
- Nathan Pollock, 6153 Massachusetts Ave., NPR spoke regarding his sign appeal.
- Marlowe Jones spoke regarding city finances and the Schwettman Education Center.

With no one else coming forward for public comment, Mayor Davis closed Vox Pop.

- a Speakers must identify themselves prior to speaking by stating their name and full address for the record. Speakers shall address the City Council as a whole and refrain from addressing individual members of the City Council or the City staff. Speakers shall afford the utmost courtesy to the City Council, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

## 12 Consent Agenda

Motion was made to accept the Consent Agenda.

Motion made by Matt Murphy and seconded by Brian Jonas. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

- a Purchases/Payments for City Council Approval
- b Cultural Affairs Committee Meeting Minutes - March 2025

## 13 Public Reading of Ordinances

- a Second Reading, Ordinance No. 2025-2325: Authorizing the Issuance of Non-Ad Valorem Revenue Notes

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced the item to Council. She stated the purpose of this agenda item was to conduct a second and final reading of an ordinance that would authorize the issuance of the Non-Ad Valorem Revenue Notes, Series 2025 in an amount not to exceed \$9,000,000. She stated this agenda was first presented on April 1st. These revenue notes will be used to finance the costs of various capital improvements and the acquisition of real property located at 7631 US Hwy 19, New Port Richey, Florida, formally known as River Side Inn and for the Railroad Square Project. She then introduced Duane Draper and Jon Ford who presented the ordinance Council. Mr. Draper provided an overview of the requested actions by Council including the approval of the Ordinance No. 2025-2325, Resolution No. 2025-14 for Notes 2025A and 2025B and the Amended and Restated Interlocal Agreement. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the ordinance upon its second and final reading.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

- b First Reading, Ordinance No. 2025-2326: Property Lease Agreement w/CJBJ Ventures LLC (The Social)

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated the purpose of this agenda item was to conduct a first reading of an ordinance that would allow the authorization for execution of the lease agreement between the City of New Port Richey and CJBJ Ventures, LLC (The Social) attached as Exhibit "A". He stated the intent of this Ordinance is a renewal of the existing lease for CJBJ Ventures, LLC (who operates The Social) for use of a portion of the dumpster pad. The Social would continue to be responsible for making sure their dedicated dumpster area is kept clean and would continue to be responsible for a monthly leasing fee of \$31.20 to the city for use of the new dumpster pad. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the ordinance upon its first reading.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

- c First Reading, Ordinance No. 2025-2327: Property Lease Agreement w/Kazu's Sushi LLC

City Attorney Driscoll read the proposed ordinance by title only. City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated the purpose of this agenda item was to conduct a first reading of an ordinance that would allow the authorization for execution of a lease agreement between the City of New Port Richey and Kazu's Sushi, LLC attached as Exhibit "A". He stated this is the exact same language as the

previous agenda item. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the ordinance upon its first reading.

Motion made by Bertell Butler and seconded by Brian Jonas. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

14 Business Items

- a Resolution No. 2025-14: Authorizing the Issuance of Tax-Exempt Non-Ad Valorem Revenue Note 2025A and Taxable Non-Ad Valorem Revenue Note 2025B and Amended and Restated Interlocal Agreement

City Attorney Driscoll read the proposed resolution by title only. City Manager Manns introduced the item to Council. She stated the purpose of this agenda item was to adopt a resolution that authorizes the following:

- Issuance of Tax-Exempt Non-Ad Valorem Revenue Note, Series 2025A, in the amount not to exceed \$3,350,000, to finance the costs of various capital improvements and Taxable Non-Ad Valorem Revenue Note, Series 2025B, in the amount not to exceed \$5,650,000 to finance the acquisition of real property.
- Approval of the form and execution of the Amended and Restated Debt Service Reimbursement Interlocal Agreement between the City of New Port Richey, FL and the City of New Port Richey, FL Community Redevelopment Agency.

She then introduced Finance Director Crystal Dunn who spoke regarding the Phase 1 of the redevelopment of Railroad Square and the acquisition of real property located at 7631 US Hwy 19, New Port Richey. She stated the Interlocal Agreement attached to this memorandum amends and restates a previous interlocal agreement between the CRA and the City. The Amended and Restated Debt Service Reimbursement Interlocal Agreement re-establishes the CRA's obligation to repay the City for all costs (present and future) incurred by the City on behalf of the CRA, in connection with the issuance of the Tax-Exempt and Taxable Non-Ad Valorem Revenue Note, Series 2025A and Series 2025B, respectively, in the event tax increment revenues are insufficient. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Pete Altman and seconded by Brian Jonas. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

- b Ratification of the Initial Collective Bargaining Agreement between the City and IAFF, Local 1158 (District Chief Unit)

City Manager Manns introduced Human Resources Director Arnel Wetzel who then presented the item to Council. He stated that the purpose of this agenda item was for City Council to vote affirmatively in favor of ratifying the proposed, initial Collective Bargaining Agreement reached for FY 2024-2025 between the City of New Port Richey and the International Association of Firefighters (IAFF), Local 1158 representing the District Chief Unit. He stated that after relatively few negotiation meetings with the District Chiefs, staff was pleased to present the proposed, initial Collective Bargaining Agreement that has been reached between the City and the IAFF (District Chief Unit) for FY 2024-2025.

The following highlights several of the key items that have been agreed upon by the Union and the City's negotiating teams. The items are as follows:

***Grievance Procedure:***

Arbitration will not be utilized for terminations, demotions or suspensions. City policy and procedures will be followed for such actions.

***Wages and Compensation:***

For Fiscal Year 2024-2025, the salary steps reflected in Article IX of the Collective Bargaining Agreement shall be as follows:

District Chief Probationary = \$98,820/yr.

District Chief I = \$100,796/yr.

District Chief II = \$103,820/yr.

District Chief III = \$106,934/yr.

District Chief IV = \$110,143/yr.

District Chief V = \$ 113,447/yr.

\*Current District Chiefs will be placed at a District Chief I salary level.\*

\*\*3-year contract with an annual wage re-opener.\*\*

***Career Ladder:***

District Chief Career Ladder

Designation	<u>Time Requirements</u>	<u>Educational Requirements</u>	<u>Testing Informat</u>
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Probationary completion of probation	Same as Prob Capt.	Same as Prob Capt.	Successful
District Chief I	Completion of Probation	Blue Card & Incident Safety	Task Book
District Chief II	3 years as a DC I	Health & Safety Officer	Officer Certification Task Book
District Chief III	3 years as a DC II	Safety Officer Certification	State Exam
District Chief IV	3 years as a DC III	Fire Officer III Certification	State Exam
District Chief V	3 years as a DC IV	Fire Officer IV Certification	State Exam

\*A current District Chief must remain in the District Chief I classification for at least 1 year to complete any incomplete educational requirements.

A current District Chief will be permitted to move to the District II level when they meet the educational requirements for the DC II level. The 3-year time requirement will be waived for a current District Chief to move to the DC II level only.\*

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Brian Jonas. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

c Recommendation for Cultural Program Funding Re: "Boots on the Ground" Celebrating the Journey

City Manager Manns introduced Library Director Andi Figart who then presented the item to Council. She stated that the purpose of this agenda item was to consider a recommendation on funding from the Cultural Affairs Committee in the amount of \$3,700 for the "Boots on the Ground" Celebrating the Journey Event meant to spotlight and bring awareness to the Juneteenth National Holiday. If approved, "Boots on the Ground" Celebrating the Journey will occur at 7 pm on June 18, 2025, at the Richey Suncoast Theatre. The event will be free and open to the public, with seating available on a first-come, first-served basis.

Upon opening the floor to public comment, the following people came forward to speak:

- Larnelle Scott came forward to speak in support of this item.

With no one else coming forward Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

d Request of Contractor for Off-Hour Construction

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was for Council to review a request from Benjamin Pencinger, the Assistant Superintendent for the Anchor at Gulf Harbors senior apartment complex by Dominion, to pour concrete at the active construction site off of Sea Forest Drive the week of May 19<sup>th</sup> between the hours of 2am and 7am.

Upon opening the floor to public comment, the following people came forward to speak:

- Irene Jonas, asked about a change in cost from daytime to evening.
- Shannon Hauer, 5213 Tangerine Drive spoke regarding how the noise will affect the school aged kids. She asked if this was the property at US 19 and Marine Parkway and City Manager Manns stated no this was the project off of Sea Forest Drive.

With no one else coming forward Mayor Davis returned the floor to Council. Motion was made to approve the contractor's request.

Motion made by Pete Altman and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

e Consider Continuation of Agreement w/BayCare Behavioral Health for Social Worker Services

City Manager Manns introduced Police Chief Robert Kochen who then presented the item to Council. He stated that the purpose of this agenda item was to approve a Memorandum of Understanding Agreement w/BayCare Behavioral Health, Inc (BCBH) in the amount of \$67,452.56 for case manager/social worker services to assist the New Port Richey Police Department's Life Improvement Facilitation Team (LIFT) and subsequent budget amendment. He stated under the current agreement with BayCare Behavioral Health, which expires in June 2025, the social worker (in partnership with

the LIFT Team) provides critical “wrap-around-services” to those in need. In fact, the social worker’s keen ability to locate the appropriate “wrap around services” allows the LIFT Team to spend much more time in the field identifying those in need. The social worker/LIFT Team partnership is invaluable and has greatly enhanced our ability to assist people.

The renewed agreement with BCBH will continue to enhance the services the LIFT Team provides to our community by having a case manager/social worker available (as per the terms of the MOU) to provide comprehensive “wrap-around-services” to help end homelessness, provide mental health support, provide substance abuse services, and to support our LIFT Team’s overall efforts within the community.

The annual funding of \$67,452.56 for BCBH case manager/social worker services will be paid for by the Opioid Settlement Funds received by the City of New Port Richey. The LIFT Team will provide monthly reporting to the administration of the New Port Richey Police Department to document the activities of this partnership and its successes.

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item and budget amendment as presented.

Motion made by Matt Murphy and seconded by Bertell Butler. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

f Approval of Criminal Justice Information Sharing Agreement w/Pasco County Sheriff’s Office

City Manager Manns introduced Police Chief Robert Kochen who then presented the item to Council. He stated that the purpose of this agenda item was to approve the Criminal Justice Information Sharing (CJIS) Interagency Sharing Agreement with the Pasco County Sheriff’s Office. He stated the Sheriff’s Office currently maintains criminal justice information networks consisting of Computer Aided Dispatch Systems, Records Management Systems, Mobile Computer Terminal, as well as other systems. The New Port Richey Police Department has direct access to these systems and shares information across these systems with the Sheriff’s Office and other police agencies. This interagency CJIS agreement outlines the responsibilities of both parties as it relates to the operations of the CJIS systems. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

g Recreation and Aquatic Center Summer Membership Sale

City Manager Manns introduced Assistant Parks & Recreation Director Kevin Trapp who then presented the item to Council. He stated that the purpose of this agenda item was to review and consider for approval the proposed Recreation and Aquatic Center 2025 Summer Membership Sale. He stated the proposed sale dates are from May 7th through June 4th, 2025. Summer memberships would be active from the date of purchase through August 10th, 2025. The Summer Membership Sale allows families or individuals to utilize the Recreation and Aquatic Center at a discounted rate of 20% for Residents and 10% for Non-Residents for the summer break when school is not in session.

Staff proposes the following price points based on the 20% Resident and 10% Non-Resident discounts for summer memberships:

**Resident Rate**

Resident Youth - \$38.40  
Resident Senior - \$48.00  
Resident Adult - \$67.20  
Resident Household - \$120.00

**Non- Resident Rate**

Non-Resident Youth - \$54.00  
Non-Resident Senior - \$67.50  
Non-Resident Adult - \$97.20  
Non-Resident Household - \$189.00

Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Brian Jonas. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

h Fire Station No. 1 Building Hardening Improvements Project – Engineering Services

City Manager Manns introduced Public Works Director Robert Rivera who then presented the item to Council. He stated that the purpose of this agenda item was to review and consideration for approval is Task Order No. 25-001 from K2M Design, Inc. in the amount not to exceed \$75,180.00 for engineering services associated with the design and construction phases of Fire Station No. 1 Building Hardening Improvements Project. He stated the structure was built in 1964 and renovated in 1993. The bay is approximately 7,200 square feet and can hold three trucks. The station houses five fire personnel per shift. In addition to its normal fire and rescue operations, Fire Station No. 1 is a critical facility during storms and natural disasters housing first responders pre and post storms. The City of New Port Richey, Florida has received CDBG funds in the amount of \$572,005 from the U.S. Department of Housing and Urban Development and the City will provide \$397,495 in matching funds for a total budget of \$969,500 for the purpose of hardening Fire Station #1. The hardening will include the replacement of the metal roof, the replacement of the bay doors, exterior doors and windows. The replacement of the existing 85kw generator. Brick and grout repairs and remodeling of the existing bathrooms. Should City Council approve the attached task order, it is anticipated that the construction phase would begin in October/November of 2025. Upon opening the floor to public comment, no one came forward therefore Mayor Davis returned the floor to Council. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

i First Public Hearing - Small Cities Community Development Block Grant Application

City Manager Manns introduced the item to Council. She stated that the purpose of this agenda item was to conduct a public hearing to solicit comments on the city's application for \$2,000,000 in Small Cities Community Development Block Grant funds. She then introduced David Fox from Fred Fox Enterprises, Inc. who then made a presentation to Council. Mr. Fox began his presentation by highlighting the four CDBG categories including Housing Rehabilitation, Commercial Revitalization, Neighborhood Revitalization and Economic Development. He then highlighted the FY2025 income limits. He then spoke regarding leverage points. He concluded his presentation by highlighting the steps required in the CDBG application process. Upon opening the floor to public comment the following people came forward to speak:

- George Romagnoli, 6235 Florida Ave., NPR spoke regarding rules in place from HUD and Commerce. He stated anyone who needs housing assistance can get it through the County at this time as there is not a wait list. He stated we should focus on a capital facility and low income areas that have been forgotten.
- Paul Bybee, 11544 Groveland Blvd., LOL spoke about the option of waterways and the LMI areas.

With no one else coming forward Mayor Davis returned the floor to Council. City Manager Manns stated she appreciated Mr. Romagnoli's comments and that HUD and Commerce make it difficult with the rules imposed. She stated we have only been through one cycle. She stated we have learned things to help with the next cycle. She stated she would like to ask for \$2M for housing rehab and there are CRA funds available for curb appeal. She stated she believes it is a community need that needs to be addressed. City Manager Manns stated housing rehab funds are hard to find.

Mr. Fox then presented the recommendations from the Citizens Advisory Task Force that met earlier today. Their recommendation was to look at housing rehabilitation.

Motion was made to recommend consultant to work with the City Manager to put together a plan with a priority on housing.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 5-0. Ayes: Altman, Butler, Davis, Jonas, Murphy

15 Communications

Mayor Davis spoke regarding what he has been hearing out in the community. He suggested the SOS GHS group go out into the community and talk to people what is really going on. He stated he is tired of the rumors being spread. He also told the group to look for grants. Councilman Altman spoke regarding the City Manager annual performance. He stated he brought it up last year to have it conducted after the budget season. He stated he will hold off on his review until after September. He spoke regarding sustainable investments in the community. He spoke regarding Mr. Pollock's comments on grants and his sign appeal. He spoke about the Aqua Harbor project and the payment of building fees. He stated the fees can only be used within the building department and is will not help our General Fund. Councilman Altman stated he is waiting on financial information and he believes it is coming. He then spoke about density rights. He asked where the funds came from. He stated he doesn't believe the General Fund should be charging a profit and taking away from the CRA for a building project. He spoke about the CRA acquiring the building for the hands-on science museum. He stated we should not put all the money in one private project on a deep canal when there are three other redevelopment projects that need attention. Councilman Altman then spoke about Penny for Pasco and ARPA. He stated we need some professional help to move these projects along. Councilman Butler spoke regarding the financials and last year's budget process. He spoke regarding prom promises. He spoke regarding Mr. Pollock's appeal, the sign ordinance and grants. He spoke about the Schwettman Education Center contract. Councilman Jonas stated he is in agreement that we need some budget numbers. He stated the main reason he wanted to get on Council was to be involved. He stated ultimately Council is the decision makers. Deputy Mayor Murphy spoke regarding the land acquisitions and their importance as the city

moves forward. He stated the CRA will not be around forever. He stated we need to be vigilant on how we do things. He spoke regarding the Schwettman Education Center. He spoke regarding Mr. Pollock's comments. Mayor Davis spoke about the County's Grand Blvd. meeting and the next meeting is tomorrow night and asked for someone to attend. City Manager Manns stated that staff was in attendance at the last meeting and will be in attendance tomorrow as well. City Manager Manns stated that she does distribute quarterly reports to Council through the Finance Director and she understands that they are behind. She is aware of the request from the SOS GHS for over two years of financials and she will pass them along for comments. She spoke regarding her evaluation being conducted later in the fiscal year but it would be outside of her contract terms and if Council would like to change that she would be open to renegotiating her contract. She did address comments made by Mr. Pollock regarding his sign. City Manager Manns stated the Schwettman agreement will be on the May 20th agenda.

16     Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 9:02 p.m.

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

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

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

Engaging and Empowering Citizens and Communities  
*Make a Difference. Leave a Legacy.*

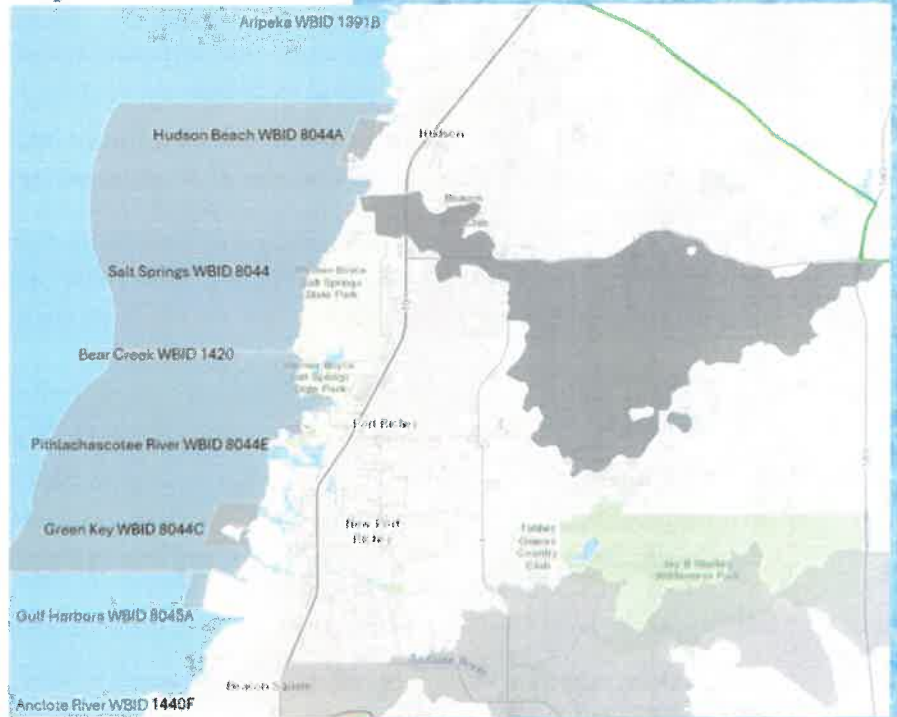
2025

## Pasco County Coastal Improvement Council (CIC) Integrated Master Plan Executive Summary

### Longshore Drift



### Impaired Basins



Mr. Paul Bybee

Dr. Kirk "Captain" Phillips

Mr. Allen Rose

<https://pascocic.org>

[workingtogether@pascocic.org](mailto:workingtogether@pascocic.org)

(703) 220-9398

(727) 364-3218





## **Integrated Master Plan (IMP) Executive Summary** **by Pasco Coastal Improvement Council**

### **Problem**

Pasco's natural water flows, particularly the longshore drift, have been severely disrupted over the past 60 years. This disruption is not merely a minor environmental concern but a significant issue that has led to unintended and far-reaching consequences for upstream, midstream, and downstream ecosystems. The alteration of these water flows has increased storm risks, contributing to more frequent and severe weather events that threaten natural habitats and human settlements.

The economic impact of this disruption is undeniable. Residents now face higher taxes as local governments struggle to fund necessary infrastructure improvements and emergency responses. Insurance premiums are rising due to the heightened risk of storm damage, placing an additional financial burden on homeowners and businesses. Furthermore, energy costs have climbed as communities attempt to mitigate these environmental changes with more intensive resource use.

We must address these issues head-on by implementing strategic measures to restore Pasco's natural water flow. Failing to do so will only exacerbate these challenges, leading to an even more significant ecological imbalance and financial strain for future generations.

### **Purpose**

The Coastal Improvement Council's vision is ambitious. It spans an impressive 24 miles and 3 miles in width. It aims to revitalize and improve up to 50,000 acres of critical ecosystems, including channels, rivers, bayous, creeks, swamps, and wetlands. It addresses many challenges of the eight impaired essential water basins that the FEPA and the United States EPA declared.

### **Plan**

This endeavor epitomizes practical wisdom—common sense—grounded on a straightforward strategy: *Facilitate Mother Nature by naturally restoring her water flows throughout our county and coastlines.*

The Coastal Improvement Integrated Master Plan is a visionary blueprint for safeguarding our future. This forward-thinking initiative perfectly aligns with the Florida Coastal Management Program's updated master plan for 2026-2031, marking an ambitious stride toward comprehensive coastal improvement and protection. This project fills a significant void in our current coastal defenses by targeting the critical stretch between Anclote Island and Crystal River. The plan is structured around a meticulous nine-zone, six-phase approach, each representing a decisive step toward ecosystem improvement and preservation. It's not just about maintaining what we have; it's about enhancing public accessibility and ensuring these vibrant ecosystems thrive for generations.

At the heart of this vision lies creating a secure passage for transient manatees stretching from Crystal River to Tarpon. The anticipated benefits are profound: between 6,000 and 12,000 acres





of protected seagrass meadows will emerge as essential habitats for diverse marine life. Establishing 10 to 15 miles of oyster reefs will enhance ecological balance by delivering over 50 million gallons of purified water daily. Beyond supporting manatees and oysters, this plan seeks to bolster natural resources vital for wildlife by improving mangroves and enhancing habitats for migratory seabirds, sea turtles, seagrasses, and fish populations such as scallops.

This initiative promises ecological improvement and strengthens flood mitigation efforts in human communities across Pasco County. Moreover, it is an economic catalyst by supporting local livelihoods while safeguarding life and property against environmental threats.

The Coastal Integrated Master Plan prioritizes these ecological factors to improve and protect Pasco County's natural beauty and ensure its communities are better equipped to face future environmental challenges.

### **Key Objectives**

1. Improve residential and commercial developments from coastal and flooding hazards; insurance mitigation
2. Establish and restore protective barrier islands to guard against tropical storms and hurricanes
3. Restore and improve natural coastal processes, including longshore drift
4. Re-create a marine sanctuary and aquatic preserve for coastal Pasco County and the State of Florida
5. Enhance water quality through biodiverse filtration systems
6. Improve public access to coastal amenities

### **Core Components**

#### **1. Barrier Island System**

- Re-establish strategically placed barrier islands
- Re-integration of protective canals and bivalve reefs
- Re-creation of new beach areas and recreational zones

#### **2. Environmental Enhancement**

- Protection of mangroves and seagrass beds
- Recreating marine habitats
- Enhancement of water purification systems
- Protection of marine wildlife, including manatees, sea turtles, and migratory birds



### 3. Infrastructure Development

- Comprehensive dredging program
- Channel improvements for better water flow
- Enhanced flood control systems
- New recreational facilities and public access points

### Fiscal Framework

The project will utilize funding from multiple sources:

- |  |                                    |
|--|------------------------------------|
| 1. FDEP  | 2. State Beaches and Ports program |
| 3. John Chafee Coastal Barrier Resource System (CBRA—Offshore Islands) | 4. FEMA                            |
| 5. Restore Funds   | 6. Community Partnerships          |

### Expected Outcomes

1. Improved coastal protection against storms and flooding
2. Reduce up- and mid-stream flooding
3. Enhanced environmental preservation
4. Better public access to coastal areas
5. Stronger economic development potential for coastal areas
6. Improved water quality
7. Enhanced recreational opportunities

### Timeline and Next Steps

1. Finalize 2025-2026 Coast Improvement Council Master Plan
2. Obtain necessary approvals from the U.S. Fish and Wildlife Service and the Department of the Interior, DEP, FEMA, US Army Corp of Engineers
3. Amend current CBRS unit #03100207 and offshore islands
4. Establish partnerships with key stakeholders
5. Begin phased implementation of specific geographic zone improvements
  - a) Coastal Barrier Island will address hurricane and tropical storm risks under CBRA Anclote

Engaging and Empowering Citizens and Communities  
*Make a Difference. Leave a Legacy.*

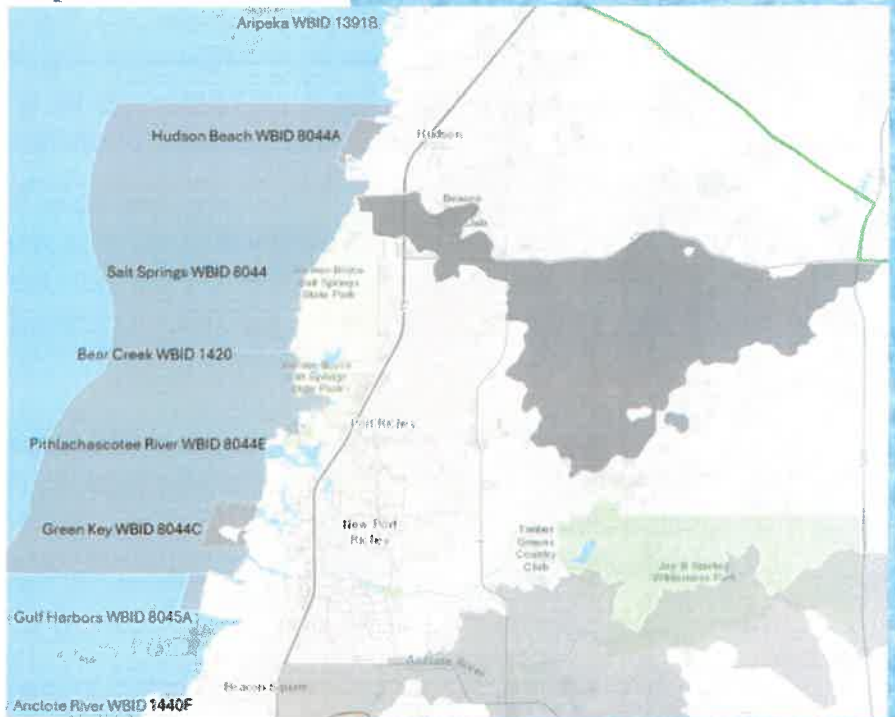
2025

## Pasco County Coastal Improvement Council (CIC) Integrated Master Plan Executive Summary

### Longshore Drift



### Impaired Basins



Mr. Paul Bybee

Dr. Kirk "Captain" Phillips

Mr. Allen Rose

<https://pascocic.org>

[workingtogether@pascocic.org](mailto:workingtogether@pascocic.org)

(703) 220-9398

(727) 364-3218



## Integrated Master Plan (IMP) Executive Summary by Pasco Coastal Improvement Council

### Problem

Pasco's natural water flows, particularly the longshore drift, have been severely disrupted over the past 60 years. This disruption is not merely a minor environmental concern but a significant issue that has led to unintended and far-reaching consequences for upstream, midstream, and downstream ecosystems. The alteration of these water flows has increased storm risks, contributing to more frequent and severe weather events that threaten natural habitats and human settlements.

The economic impact of this disruption is undeniable. Residents now face higher taxes as local governments struggle to fund necessary infrastructure improvements and emergency responses. Insurance premiums are rising due to the heightened risk of storm damage, placing an additional financial burden on homeowners and businesses. Furthermore, energy costs have climbed as communities attempt to mitigate these environmental changes with more intensive resource use.

We must address these issues head-on by implementing strategic measures to restore Pasco's natural water flow. Failing to do so will only exacerbate these challenges, leading to an even more significant ecological imbalance and financial strain for future generations.

### Purpose

The Coastal Improvement Council's vision is ambitious. It spans an impressive 24 miles and 3 miles in width. It aims to revitalize and improve up to 50,000 acres of critical ecosystems, including channels, rivers, bayous, creeks, swamps, and wetlands. It addresses many challenges of the eight impaired essential water basins that the FEPA and the United States EPA declared.

### Plan

This endeavor epitomizes practical wisdom—common sense—grounded on a straightforward strategy: *Facilitate Mother Nature by naturally restoring her water flows throughout our county and coastlines.*

The Coastal Improvement Integrated Master Plan is a visionary blueprint for safeguarding our future. This forward-thinking initiative perfectly aligns with the Florida Coastal Management Program's updated master plan for 2026-2031, marking an ambitious stride toward comprehensive coastal improvement and protection. This project fills a significant void in our current coastal defenses by targeting the critical stretch between Anclote Island and Crystal River. The plan is structured around a meticulous nine-zone, six-phase approach, each representing a decisive step toward ecosystem improvement and preservation. It's not just about maintaining what we have; it's about enhancing public accessibility and ensuring these vibrant ecosystems thrive for generations.

At the heart of this vision lies creating a secure passage for transient manatees stretching from Crystal River to Tarpon. The anticipated benefits are profound: between 6,000 and 12,000 acres





- b) Nine (9) different Coastal Zones and Coastal flooding from 589 to the Gulf Anclote River, Cotee River, and Bear Creek
- c) Barrier Island Re-establish: 5,000 acres of new beaches to 15,000 acres

### Risk Mitigation

The plan addresses multiple risks: Storm surge, coastal erosion, flooding, environmental degradation, and infrastructure vulnerability and resiliency.

### Implementation Strategy

The master plan divides improvements into nine geographic zones, each with specific interventions designed to address local needs while contributing to the overall coastal protection system. Implementation will require coordination with multiple stakeholders, including residents and associations, academic institutions, and federal, state, and local agencies. This comprehensive approach ensures long-term sustainability while providing immediate benefits to coastal communities and ecosystems.

### Key Contacts:

Mr. Paul Bybee  
Director, Government and Community  
Affairs, Development, and Planning  
(727) 364-3218  
[paul.bybee@pascocic.org](mailto:paul.bybee@pascocic.org)

Kirk “Captain” Phillips, Ph.D.  
Executive Director  
(703) 220-9398  
[captainkirk.phillips@pascocic.org](mailto:captainkirk.phillips@pascocic.org)

Mr. Allen Rose  
Director, Coastal Maritime and Ecosystems  
Engineering  
(352) 250-8635  
[allen.rose@pascocic.org](mailto:allen.rose@pascocic.org)



**Dear Council Members and Staff,**

During the City Council meeting held on June 18, 2024, I formally requested a new quasi-judicial appeal regarding the mishandling of my previous appeal on May 3, 2022.

At the initial hearing, I was not afforded due process as outlined in Florida State Statute Title XI, Chapter 163, Section 3215(g), which mandates that, at a quasi-judicial hearing, all parties must have the opportunity to respond, present evidence and arguments, cross-examine witnesses, and submit rebuttal evidence. Public testimony must also be permitted.

During the hearing, I attempted to question newly presented information introduced by the City's Attorney and question statements made by the City Manager. However, I was silenced by the Council, with the statement, "you already had your time." This action denied me the opportunity to cross-examine and rebut, thus violating the statutory requirements for a fair hearing.

Additionally, the quasi-judicial hearing was never finalized, as the final order was not committed to writing and date-stamped by the City Clerk, contrary to Florida State Statute Title XI, Chapter 163, Section 3215(h). As a result, the original appeal lacks the finality required by law, effectively rendering the process incomplete and invalid, and justifying a rehearing of the matter.

Given these procedural deficiencies, it would be reasonable and appropriate for the City to allow a new, fair, and properly conducted hearing. It is the City's duty to uphold the principles of fairness for all citizens and business owners, especially those who are dedicated taxpaying members of the community.

Justification for my appeal can be found in the City's own Land Development Code (LDC) where there is no specific or vague interpretation showing that freestanding signs are considered non-conforming. To the contrary in Chapter 13.11.00 (h) of the LSC it shows that a Freestanding (Pole) Signs can be permitted and built in the city if you provide a survey within 24 months of obtaining a permit.

Accordingly, I respectfully request a written response, directed to the owner of Patriot Stogies LLC, c/o Nathan Pollock, at 6153 Massachusetts Ave., New Port Richey, FL 34653, within ten (10) business days from the date of this correspondence.

Thank you for your prompt attention to this matter.

Respectfully,

Nathan S. Pollock  
Owner, Patriot Stogies LLC  
CW3 (Retired), U.S. Army  
Veteran of OIF/OEF/OAR  
(937) 605-9875

References

### Sign Permit Section-

[https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances?nodeId=APXALADECO\\_CH13SIAD\\_ARTISI\\_13.11.00PE](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances?nodeId=APXALADECO_CH13SIAD_ARTISI_13.11.00PE)

#### 13.11.00 - Permits.

(h) Freestanding signs shall require a boundary survey prepared within the last twenty-four (24) months of the permit application date, and signed and sealed by a land surveyor or engineer licensed in Florida showing the proposed location of the sign.

#### 13.19.00 – Same-Business Zones-

[https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances?nodeId=APXALADECO\\_CH13SIAD\\_ARTISI\\_13.19.00SAUSZO](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances?nodeId=APXALADECO_CH13SIAD_ARTISI_13.19.00SAUSZO)

1. The following requirements shall apply to the office zone and all commercial zones with exceptions. Such requirements are that:

a. A total sign area of one and three-quarters (1¾) square feet for each lineal foot of building frontage or one-half square foot for each lineal foot of lot frontage, whichever results in the larger sign area. The maximum total area of all permitted signs for any establishment shall not exceed two hundred (200) square feet, single face, and the minimum shall be not less than thirty-two (32) square feet. Each face of a sign shall be included in the computation of allowable sign area, with the exception that only a single face of a monument sign be included. When two (2) identical sign faces are placed back to back, so that both faces cannot be viewed from any point at the same time, and when such sign faces are a part of the same sign structure and are not more than twenty-four (24) inches apart, the sign size (area) shall be computed by the measurement of one of the sign faces. **This is the only section that pertains to the type of sign I have and I am conforming to the requirements. It is withing size limits for building and road frontage.**

b. Wall signs may be mounted flush anywhere on the surface of that building. Where frontage is on more than one (1) street, only the signs computed with the frontage of that street shall face that street.

c. Monument signs are allowed, except in shopping centers, with the top level of the sign no higher than twenty-five (25) feet above ground level. The framing and structure surrounding or supporting a monument sign shall not be higher than twenty-five (25) feet above ground level.

d. In addition, a real estate sign up to sixteen (16) square feet in size shall be permitted. Such sign shall be set back not less than ten (10) feet from the property line and twenty (20) feet from the rear and sides of the property. Such sign shall be removed from the property immediately upon the conveyance of the property or upon the initial lease or rental of all units. Those properties which front on U.S. Highway 19, however, will have a fifteen-foot setback from the property line.

e. Signs shall be limited to a maximum of two (2) monument signs, except shopping centers.

2. Shopping centers shall be allowed the following signs:

a. One (1) monument sign no higher than twenty-five (25) feet above ground level and four (4) wall signs of a total area as defined in 1.a. above; and,

b. One (1) additional sign which shall not exceed twenty (20) feet in height measured to the top of the sign from ground level. The size of this sign shall not exceed eighty (80) square feet or one hundred sixty (160) square feet for the two (2) faces of a double-faced sign. The sign shall be a monument sign.

3. Signs placed in a window or affixed to a window shall not cover more than twenty-five (25) percent of the window and shall not be included as part of the total sign area allowed. No permit is required. If transparent panels are used as the primary building material comprising the building facade of a more than one-story building, window signs shall be limited to the first floor windows and only fifty (50) percent of the window area shall be considered windows for the purposes of this section.

4. Signs may be on the vertical faces of marquees and may project below the lower edge of the marquee not more than twelve (12) inches. The bottom of marquee signs shall be no less than eight (8) feet above the sidewalk or grade at any point. No part of the sign shall project above the vertical marquee face or beyond the marquee itself.

Original Appeal-May 3, 2022 <https://newportricheyfl.new.swagit.com/videos/05042022-762/#16>

## Florida Statute Governing Quasi-Judicial Hearings

<https://www.flsenate.gov/Laws/Statutes/2024/0163.3215>

(g) At the quasi-judicial hearing, all parties must have the opportunity to respond, to present evidence and argument on all issues involved which are related to the development order, and to conduct cross-examination and submit rebuttal evidence. Public testimony must be allowed.

(h) The local process must provide for a duly noticed public hearing before the local government at which public testimony is allowed. At the quasi-judicial hearing, the local government is bound by the special master's findings of fact unless the findings of fact are not supported by competent substantial evidence. The governing body may modify the conclusions of law if it finds that the special master's application or interpretation of law is erroneous. The governing body may make reasonable legal interpretations of its comprehensive plan and land development regulations without regard to whether the special master's interpretation is labeled as a finding of fact or a conclusion of law. The local government's final decision must be reduced to writing, including the findings of fact and conclusions of law, and is not considered rendered or final until officially date-stamped by the city or county clerk.





Office of the Mayor  
**City Of New Port Richey**

# Proclamation

*Whereas, the Little Free Library movement inspires a love of reading, builds community, and sparks creativity by fostering neighborhood book exchanges around the world; and*

*Whereas, Little Free Libraries offer free 24/7 access to books, helping to increase literacy and access to educational resources across generations, encouraging children, families, and individuals to read and connect with their neighbors; and*

*Whereas, these Little Free Libraries are a testament to community spirit, built and maintained by dedicated volunteer stewards who believe in promoting a culture of sharing, generosity, and learning; and*

*Whereas, Little Free Libraries help strengthen neighborhoods, encourage curiosity, and provide equitable access to books for children and adults alike; and*

*Whereas, literacy is the foundation for lifelong learning, opportunity, and success; and*

*Whereas, the City of New Port Richey proudly supports its role in expanding literacy and learning at the local level;*

*Now, therefore, I, Mayor Chopper Davis, do hereby proclaim the month of May 2025 as*

## *Little Free Library Month*

*and encourage all residents to visit a Little Free Library, and support a culture of literacy, sharing, and neighborhood pride.*



*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_





Office of the Mayor  
City Of New Port Richey  
**Proclamation**

**WHEREAS**, this day is dedicated to raising awareness of those affected by family abduction. These abductions have a devastating impact, causing deep emotional and psychological trauma not only to the abducted child but also to the left-behind parent and extended family. Such events often disrupt family stability and trust, with far-reaching effects on the broader community. While nonfamily abductions account for only 1% of missing child reports to the National Center for Missing & Exploited Children (NCMEC), family abductions make up a significantly larger share of these cases; and

**WHEREAS**, May serves as a pivotal time to combat family abductions, reunite missing children with their families. This month offers an opportunity to raise awareness, support affected families, and strengthen community efforts to prevent future abductions; and

**WHEREAS**, a family abduction occurs when a child is taken, wrongfully retained, or concealed by a parent or other family member, denying another individual their right to custody or visitation, even in cases with unclear or absent court orders. Such abductions are often driven by the perpetrator's frustration with the left-behind parent, the legal system, or personal circumstances; and

**WHEREAS**, the City of New Port Richey is committed to remaining vigilant and informed about the dangers facing children in our community, recognizing that family abduction is a serious crime in all states, not merely a civil matter. Law enforcement officers should treat these incidents as severe forms of child abuse, rather than minor offenses; and

**WHEREAS**, it is incumbent upon law enforcement agencies to have written plans outlining actions and procedures for promptly addressing family abduction cases. Courts have determined that law enforcement must ensure children are with their lawful custodians and verify the validity of any court orders, as failure to establish necessary training and policies poses a threat to public safety; and

**NOW, THEREFORE**, I, Chopper Davis, Mayor of the City of New Port Richey, do hereby proclaim That May 25, 2025, shall be recognized as

*Family Abduction  
Awareness Day*

In the City of New Port Richey and encourage all citizens to recognize those dedicated to protecting society's most vulnerable.



*In witness whereof I have hereunto set my  
hand and caused this seal to be affixed.*

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_





Office of the Mayor  
**City Of New Port Richey**

# Proclamation

**WHEREAS**, New Port Richey includes a thriving community of older Americans who enrich our community through their diverse life experiences; and

**WHEREAS**, the City of New Port Richey and the Area Agency on Aging of Pasco-Pinellas is committed to strengthening our community by connecting with and supporting older adults, their families and caregivers by acknowledging their many valuable contributions to society; and

**WHEREAS**, the City of New Port Richey and the Area Agency on Aging of Pasco-Pinellas recognize the importance of bringing together all generations and engaging in activities that promote physical, mental and emotional well-being for the benefit of all; and

**WHEREAS**, the City of New Port Richey and the Area Agency on Aging of Pasco-Pinellas work together to enhance the lives of older Americans in our community by promoting home and community based services that support independent living, involving older adults in community events and other activities, and providing opportunities for older adults to work, volunteer, learn, lead and mentor others in our community.

**NOW, THEREFORE**, I, Chopper Davis, Mayor of the City of New Port Richey, do hereby proclaim the month of May 2025 as

## Older Americans Month

in the City of New Port Richey, and encourage all residents to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to our community.



In witness whereof I have hereunto set my hand and caused this seal to be affixed.

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_



# NEW PORT RICHEY

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

**TO:** City of New Port Richey City Council  
**FROM:** Andrea Figart, New Port Richey Public Library Director  
**DATE:** 5/20/2025  
**RE:** Library Advisory Board Meeting Minutes- March 2025

**REQUEST:**

The request before City Council is to review and approve the minutes from the March 24, 2025, Library Advisory Board Meeting.

**DISCUSSION:**

The Library Advisory Board advises and assists the Library Director with library long-range planning, preparation of policies and procedures for the library, and submits reports to the Library Director and the City Council upon request.

For your consideration, please find the approved meeting minutes from March 24, 2025, which were confirmed at the April 28, 2025, meeting.

The Library Advisory Board holds regular meetings and will next meet at 9:30 a.m. on June 9, 2025. The meeting will be held at the Library, and the public is invited to attend.

*Note: To access the building, please ring the doorbell at the staff door located on the north side. Staff will escort attendees to the Magnolia Room.*

**RECOMMENDATION:**

The recommendation before City Council is to accept the March 24, 2025, meeting minutes.

**BUDGET/FISCAL IMPACT:**

none

**ATTACHMENTS:**

Description	Type
□ Library Advisory Board Minutes_ March 24, 2025	Backup Material

## **Library Advisory Board** **Meeting Minutes**

Monday, March 24, 2025

**In Attendance:** Ron Becker, Nancy Cote, Nicholas Pacini, Marci Mihall, Joan Hook, City Liaison Andi Figart, Library Administrative Assistant Joyce Haasnoot, Renee Tyner, guest Daisy Thomas. Lewis Curtwright attended via Teams.

- I. **Call to order:** 9:34 a.m. by Ron Becker. A quorum was present.
- II. **Minutes:** The February 2025 minutes were unanimously accepted with one correction: the attendance was corrected to reflect that Lewis Curtwright was absent at the February 24<sup>th</sup> meeting. Nick Pacini made a motion to approve, and Renee Tyner seconded it.
- III. **Public Comment:** No one came forward. Nick Pacini, Vice Chair of the Library Advisory Board, reviewed the board's attendance requirements. He clarified that only in-person attendance is considered for official purposes. Remote participation does not count toward attendance and does not allow members to vote. Members are expected to attend meetings in person monthly, except in cases of extenuating circumstances, to comply with statutory requirements for municipal board and committee members.
- IV. **Officer/Committee Reports:**
  - Pasco County Library Advisory Board & Library Cooperative (Ron Becker)
    - Chairman Becker updated the Board on the February meeting. As of March 25<sup>th</sup>, 2025, Pasco Libraries will provide a juvenile library card that allows a parent to place restrictions on which books a child can check out. If a book is removed from circulation in the youth section, it will be transferred to the adult section but will still remain in circulation.
  - The Friends of the New Port Richey Library (Nick Pacini)
    - Nick updated the Board on F.O.L.'s fundraising efforts. They will host a luncheon in April and a rummage sale in May.
  - Library Director's Update (Andrea Figart)
    - The LSTA grant application submitted in November to support the purchase of technology for the mobile library branch was awarded by the LSTA committee. However, an Executive Order issued by President Trump has restricted funding for museums and libraries, placing the grant funding on hold pending further clarification.
    - The order for the bookmobile van has been placed with Duval Ford.
    - The library was awarded a \$3,000 grant from the Florida Humanities Council to purchase youth books for use in the library book mobile.
    - Representative Brad Yeager has re-submitted the \$50,000 appropriations request to be included in the State's FY25-26 budget to help fund the bookmobile and necessary technology upgrades. Although the request placed during the last fiscal year for inclusion in the FY 24-25 budget successfully passed both houses, it was ultimately excluded from the final FY24-25 Florida budget.

## **V. New Business:**

- The recent Executive Order by the White House dated March 14, 2025, titled “Continuing the Reduction of the Federal Bureaucracy,” was reviewed. The order instructs government staff to reduce the performance and presence of the Institute of Museum and Library Services, except where statutorily required. LSTA grants and state aid could be affected by this order.
  - Ron Becker will lead a letter-writing campaign to urge our local representatives to maintain funding for libraries. Nick Pacini volunteered to assist and suggested involving the Friends of the Library in this effort.
- The meeting schedule for the remainder of 2025 was discussed. The board will meet on June 9<sup>th</sup> instead of the May 28<sup>th</sup> meeting, as it falls on Memorial Day. The board will not meet in June (other than the 9<sup>th</sup>), July, or August unless a vote or other emergency matters arise.

## **VI. Continuing Business:**

- Nick Pacini provided an update on FLA Legislative Days. He met with aides from Senator Danny Burgess’s and Senator Ed Hooper’s offices, emphasizing the critical need for library funding. During his meeting with Senator Hooper’s aide, he discussed the possibility of securing support for library-based homeless programs. While funding is currently allocated for homeless services through qualified organizations, the aide was uncertain whether libraries are included on that list and would look into the matter further.
- Statistics for February 2025 were reviewed. Circulation and foot traffic numbers continue to show steady and increasing trends.

## **VII. Communications:**

- The next meeting will be April 28<sup>th</sup>, 2025, at 9:30 a.m. at the library.

## **VIII. Adjournment**

- The meeting was adjourned at 10:58 a.m.





# NEW PORT RICHEY

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**TO:** City of New Port Richey City Council  
**FROM:** Crystal M. Dunn, Finance Director  
**DATE:** 5/20/2025  
**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 \$25,000 and over.

**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 Listing	Backup Material

PURCHASES/PAYMENTS FOR CITY COUNCIL APPROVAL

Hennessy Construction Services Fleet Warehouse Project	\$306,861.60
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Harris-McBurney Company Beach Street Drainage Improvement	\$58,798.88
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World Electric Fleet Warehouse Project	\$54,515.74
---	-------------

RECURRING EXPENDITURES OVER \$25,000

Tampa Bay Water April Usage	\$143,604.75
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Duke Energy March Usage	\$140,878.52
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Ford & Associates, Inc. Financial Advisory Services	\$31,496.45
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# NEW PORT RICHEY

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

**FROM:** Dale Hall, AICP, Community & Development Director

**DATE:** 5/20/2025

**RE:** Second Reading, Ordinance No. 2025-2322: Repeal Section 6-31 of Article II of Chapter 6 of the Code of Ordinances RE: Toolsheds and Utility Buildings

**REQUEST:**

The request is to conduct a second and final reading of an ordinance to amend the City Code to remove the old provisions of Section 6.31 "Toolsheds and Utility Buildings."

**DISCUSSION:**

In 1991, **Section 12.03.00 Detached garages, storage building and greenhouse** of the Land Development Code (LDC) was updated. This update set forth location and construction standards for the development of detached storage buildings.

This revision also superseded Section 6.31 making it no longer necessary for the general health, safety and welfare of the citizens of the City.

**RECOMMENDATION:**

The recommendation is to conduct the second and final reading of an ordinance to repeal Section 6.31 in its entirety as it is now obsolete.

**BUDGET/FISCAL IMPACT:**

There is no fiscal impact to the City.

**ATTACHMENTS:**

Description	Type
□ Ordinance No. 2025-2322: Repeal Section 6-31 of Article II of Chapter 6 of the Code of Ordinances RE: Toolsheds and Utility Buildings	Ordinance
□ Staff Report to City Council	Backup Material
□ LDC 12.03.000 Detached garages, storage buildings and greenhouses	Backup Material
□ LDRB DRAFT Minutes - March 20, 2025	Backup Material

**ORDINANCE NO. 2025-2322**

**AN ORDINANCE OF THE CITY OF NEW PORT  
RICHEY, FLORIDA, PROVIDING FOR REPEAL OF  
SECTION 6-31 OF ARTICLE II OF CHAPTER 6 OF  
THE CODE OF ORDINANCES, PERTAINING TO  
TOOLSHEDS AND UTILITY BUILDINGS;  
PROVIDING FOR CONFLICTS, SEVERABILITY,  
AND AN EFFECTIVE DATE.**

WHEREAS, Section 6-31 of the Code of Ordinances was adopted on or before 1964 pertains to the construction and placement of toolsheds and utility buildings in the city;

WHEREAS, Section 12.03.00 of the Land Development Code has been adopted, providing for location and construction standards for detached storage buildings;

WHEREAS, the location standards for storage buildings are more appropriately provided within the Land Development Code and the construction standards of Section 6-31 of the Code of Ordinances have become obsolete as a result of the adoption of the Florida Building Code and the modern construction of storage buildings;

WHEREAS, the City Council has found that the provisions of Section 6-31 of the Code of Ordinances are no longer necessary for the general health, safety and welfare of the citizens of the city; and

WHEREAS, it is declared as a matter of legislative determination and public policy that the provisions herein are necessary in the public interest; and it is further declared that the provisions herein are in pursuance of and for the purpose of securing and promoting the public health, safety, welfare and quality of life in the City in accordance with the City's police powers.

**NOW, THEREFORE, THE CITY OF NEW PORT RICHEY, FLORIDA HEREBY ORDAINS:**

**SECTION 1. Repeal.** Section 6-31 of Article II of Chapter 6 of the Code of Ordinances, pertaining to toolsheds and utility buildings, and providing as set forth hereafter, is hereby repealed in its entirety, as follows (strikeout text is deleted and underlined text is added):

**Sec. 6-31. Reserved Toolsheds and utility buildings.**

(a) ~~*Building permit required.* It shall be unlawful for any person, firm, partnership, corporation or other entity to erect, construct, enlarge, alter or move any toolshed or utility building or cause the same to be done without first obtaining a special building permit for such toolshed or utility building from the building department.~~

(b) ~~*Minimum standards.* The minimum standards for the erection, construction, enlargement or alteration of any such toolshed or utility building are as follows:~~

~~(1) Each toolshed and/or utility building shall be located to the rear of the principal structure on any real estate lot within this city and shall be positioned so that the outside walls of such sheds or buildings shall be a distance of no less than five (5) feet from the side and/or rear property line thereof. Whenever the rear or side boundary line of any such real property abuts a street or roadway, the following setback requirements shall govern the location of such a toolshed or utility building:~~

~~\_\_\_\_\_ a. The rear setback line shall be governed by the front building setback lines which are prescribed by the zoning ordinance that regulates real property within the zoning district where any such toolshed or utility building is erected, constructed, enlarged, altered or emplaced.~~

~~\_\_\_\_\_ b. The side setback lines thereof shall be a distance of no less than ten (10) feet from the edge of the side property line thereof.~~

~~\_\_\_\_\_ (2) Such toolsheds or utility buildings shall be securely bolted to a pre-poured four inch thick concrete slab and each corner of such shed or utility building shall be positioned upon an eight inch by eight inch by twenty four inch pre-poured concrete post and shall be securely bolted thereto. Such sheds and/or utility buildings shall be anchored into the ground according to the manufacturer's recommendations pertaining to any such particular shed or utility building.~~

**SECTION 2. Enforcement.** The provisions of this Ordinance shall be enforced as otherwise provided in the Code of Ordinances.

**SECTION 3. Conflict with Other Ordinances and Codes.** All ordinances or parts of ordinances of the City of New Port Richey, Florida, in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict.

**SECTION 4. Severability.** If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

**SECTION 5. Effective Date.** This ordinance shall take effect immediately upon its adoption as provided by law.

The foregoing Ordinance was duly read and approved on first reading at a duly convened meeting of the City Council of the City of New Port Richey, Florida this 15<sup>th</sup> day of April, 2025, and read and adopted on second reading at a duly convened meeting of the City Council of the City of New Port Richey, Florida this 20<sup>th</sup> day of May, 2025.

ATTEST:

By: \_\_\_\_\_  
Judy Meyers, MMC, City Clerk

By: \_\_\_\_\_  
Alfred C. Davis, Mayor-Council Member

(Seal)

APPROVED AS TO FORM AND LEGALITY FOR THE SOLE USE  
AND RELIANCE OF THE CITY OF NEW PORT RICHEY, FLORIDA:

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Timothy P. Driscoll, City Attorney CA Approved 3/13/25



**STAFF REPORT**  
City of New Port Richey, FL  
City Council  
April 15, 2025

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**GENERAL INFORMATION**

**Case:** Ordinance No. 2025-2322  
**Applicant:** City of New Port Richey  
**Request:** Repeal Section 6-31 of Article II of Chapter 6 of the Code of Ordinances, pertaining to toolsheds and utility buildings.

**BACKGROUND**

Following the submittal of a building permit for the installation of a typical garden shed several months ago, it was identified that in addition to the provisions concerning detached garages, storage buildings, and greenhouses as set forth in Land Development Code (LDC) Section 12.03.00, additional provisions concerning similar structures also existed in City Code Section 6.31 entitled "Toolsheds and Utility Buildings.". These provisions were last amended in 1964, and should have been superseded by the provisions of LDC Section 12.03.00 with the adoption of the LDC in 1991. Accordingly, staff is proposing that the City Code be amended to remove the old provisions of Section 6.31 to eliminate the risk of inconsistencies.

**Guidelines for Granting a Land Development Code Amendment:**

Pursuant to LDC Section 5.04.03, the Land Development Review Board (LDRB) and City Council shall consider the following guidelines when making a recommendation on an LDC amendment:

- A. The need and justification for the change; and
- B. Whether the proposed amendment implements or is consistent with the Comprehensive Plan, whether it is consistent with or implements other federal and state laws, and whether the proposed change is internally consistent with and furthers the purposes of the LDC.

The proposed amendment will not implement any specific Goal, Objective, or Policy of the adopted Comprehensive Plan; however, the amendment is also not inconsistent with any provision of the Comprehensive Plan either. The proposed amendment will eliminate inconsistency with the LDC.

**SUMMARY AND RECOMMENDATION**

**Development Review Committee:**

At its meeting of March 13, 2025, the Development Review Committee (DRC) reviewed the subject request and found that the proposed amendment to the LDC met those guidelines for granting an amendment as per Section 5.04.03, and recommended approval of the amendment.

**Land Development Review Board:**

Pursuant to LDC Section 5.04.02.C., the LDRB conducted a public hearing on March 20, 2025 and recommended approval of the request as presented.

**City Council:**

Upon receipt of the staff report and LDRB recommendations, the City Council shall review the staff report and recommendations before taking action on the application.

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## APPENDIX A – LAND DEVELOPMENT CODE

### CHAPTER 12. - ACCESSORY USES

#### 12.03.00 Detached garages, storage buildings and greenhouses.

1. *Purpose:* This section sets forth those standards necessary to regulate the following particular accessory uses.
2. *Detached garages.*
  - a. Detached garage buildings shall be permitted in all residential zoning districts, provided all standards and provisions are followed.
  - b. Detached garages shall be permitted in the side and rear yards and shall not encroach into any required building setback from an abutting road or property line.
  - c. Detached garages shall be permitted in the front yard and shall not encroach into any required building setback from an abutting road or property line, in accordance with the following standards:
    - (1) The front entrance to the primary structure shall not be obstructed from the street view;
    - (2) The architectural style of the detached garage shall be compatible with the primary structure, including façade material, roof material and roof pitch;
    - (3) All sides of the detached garage shall contain architectural features similar to the primary structure, including windows;
    - (4) All detached garages shall have at least one (1) working door of no less than seven (7) feet by seven (7) feet, for vehicle access from a driveway connected to the nearest right-of-way;
    - (5) The free vision zone shall not be obstructed; and
    - (6) Setback variances shall not be permitted.
  - d. No detached garage shall exceed fifteen (15) feet in height.
3. *Detached storage buildings and greenhouses.*
  - a. Detached storage buildings and greenhouses may be permitted in all land use categories, provided all standards and provisions are followed.
  - b. Detached storage buildings and greenhouses shall be permitted only in side and rear yards and shall not encroach into any required building setback from an abutting road or property line.
  - c. Detached storage buildings and greenhouses may be permitted in compliance with the standards for minimum distance between buildings.
  - d. Detached storage buildings and greenhouses shall not exceed fifteen (15) feet in height.

(Ord. No. 1723, § I, 4-20-2004; Ord. No. 2023-2269, § 1, 2-7-2023)

Editor's note(s)—Ord. No. 2023-2269, § 1, adopted Feb. 7, 2023, amended § 12.03.00 and in doing so changed the title of said section from "Detached storage buildings and greenhouses" to "Detached garages, storage buildings and greenhouses," as set out herein.



LAND DEVELOPMENT REVIEW BOARD - MINUTES  
CITY OF NEW PORT RICHEY  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
March 20, 2025 *DRAFT*  
2:00 PM

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Chairman Grey called the March 20, 2025 Land Development Review Board (LDRB) public meeting and hearing to order at 2:01 pm.

Mr. Grey requested a roll call of members present be conducted and Dale Hall stated the following persons were in attendance constituting a quorum.

Members in Attendance

John Grey  
Donald Cadle  
Alan Safranek  
Robert Smallwood  
Mike Peters

Staff in Attendance

Dale Hall, Development Director  
Chris Bowman, GIS Technician

Mr. Grey led the pledge of allegiance.

Dr. Cadle made a motion to approve the minutes of the Board's meeting of February 20, 2025 with corrections to the spelling of Board and Staff names. Mr. Smallwood seconded the motion. The motion was approved unanimously (5-0).

**Legislative Item: Ordinance 2025-2322**

**Repeal Section 6-31 of Article II of Chapter 6 of the Code of Ordinances, pertaining to toolsheds and utility buildings.**

Mr. Hall presented the Staff Report and summary of the Ordinance stating that an update to the Land Development Code (LDC) in 1991 was intended to replace a portion of existing Code. Specifically, Section 6.31 was superseded by the update of Section 12.03.00 in 1991 however the old code was not updated accordingly. This Ordinance proposes that the City Code be amended to remove the old provisions of Section 6.31 to eliminate the risk of inconsistencies.

Mr. Hall noted that the Development Review Committee recommended approval of the Ordinance.



No one was present to speak in favor of, or in opposition to the Ordinance.

Dr. Cadle made a request for the Staff include updated Codes in the Staff Reports of future Ordinance revisions.

Dr. Cadle made a motion to approve the variance request. Mr. Safranek seconded the motion. The motion was approved (5-0) and the recommendation should be forwarded for consideration by the Council.

### **Board Member Comments**

Mr. Grey stated that siltation along the river is a major concern and the City should develop a plan to clean and dredge the river. He further stated that the architecture on new City Projects should focus on the historic heritage of the City and maintain the old style and look of Coastal Florida.

Mr. Peters stated that future variance requests should be reviewed in totality and that Staff and the Board should consider other related non-conforming issues and how to bring those into compliance. He used the example of evaluating existing docks when new docks are proposed.

Mr. Cadle suggested a change to the minimum length of a dock from 25 feet to 35 feet as a matter of right. The Board discussed if this was appropriate along the entire river.

The Board discussed the lack of landscaping on several new developments in the City. Mr. Hall indicated that a new landscape ordinance is currently being written that will be brought forward at a later date for consideration.

Mr. Smallwood made a motion to adjourn the meeting. Mr. Peters seconded the motion.

The motion was approved unanimously (5-0), and the meeting adjourned at 2:43 pm.



# NEW PORT RICHEY

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

**TO:** City of New Port Richey City Council  
**FROM:** Debbie L. Manns, ICMA-CM, City Manager  
**DATE:** 5/20/2025  
**RE:** Board Appointment: Donna Pendland Jensen, Historic Preservation Board

**REQUEST:**

The request is for City Council to approve the appointment of Donna Pendland Jensen to the Historic Preservation Board.

**DISCUSSION:**

On February 4, 2025, Ms. Donna Pendland Jensen submitted an application seeking membership on the Historic Preservation Board. To qualify to serve on this board, a candidate must be a current city resident and preferably have knowledge of architecture, history, and/or the historical or architectural development of the City, or at minimum, have a deep concern for historic preservation, development and enhancement of the City's historical resources. Having experience in the following disciplines is preferred: architecture, history, architectural history, planning, art history, archaeology, American studies, American civilization, cultural geography, cultural anthropology, real estate, building construction, or other historic preservation related disciplines. If approved, Ms. Pendland Jensen's term would be for two years and would be up for renewal on May 20, 2027. With this appointment, that leaves one member position open on the board.

**RECOMMENDATION:**

Staff recommends that City Council approve the appointment of Donna Pendland Jensen to the Historic Preservation Board and accept the updated membership roster as submitted.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
❑ Application - Donna Pendland Jensen	Backup Material
❑ Updated Historic Preservation Board 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	Donna Pendland Jensen
Street Address	5922 Wyoming Ave
City, State, Zip	New Port Richey, FL 34652
Home Phone	
Alternate Phone	813-355-7390
E-Mail Address	donna.bill1@verizon.net

(attach copy of DL for  
residency verification)

## Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

see attached page

Please choose which board or committee you are interested in serving on:

- ☐ Cultural Affairs Committee (meets on the third Wednesday of each month)
- ☐ Environmental Committee (meets on the second Monday of each month)
- ☐ Firefighters Pension Board (meets on a quarterly basis)
- ☐ Flood Risk and Preparedness Public Information Committee (to be determined)
- ☒ Historic Preservation Board (to be determined)
- ☐ Land Development Review Board (meets on the fourth Thursday of the month)
- ☐ Library Advisory Board (meets on the fourth Monday 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)

Have you attended any meetings of the board or committee on which you want to serve?

☐ Yes ☒ No If yes, how many have you attended? \_\_\_\_\_

**Previous Board or Committee Experience**

Have you ever served on a board or committee with any governmental unit? If so, please describe:

Yes. Although this was not a government board or committee I was involved in the election of Claude Kirk for Governor of Florida. I was a "Kirk-A-Teen" and attended campaign rallies with other young women supporting him. We were hostesses at the rallies aiding in various ways.

**Previous Volunteer or Community Service Experience**

Summarize your previous volunteer or community service experience.

see attached page

**Special Skills, Interests and/or Qualifications**

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

see attached page

**Employment/Experience**

Job Title:  
General Manager (retired)

Employer:  
JENSEN AVIATION, INC. co/owner

Address Line 1:  
St. RD 54 (1995-2004)

Address Line 2:  
(2004 - present) Zephyrhills Airport

City:  
Odessa

State:  
Florida

Zip Code:

County:  
Pasco

Work Phone:

Professional licenses held:

State of Florida Department Of Business and Professional Regulations/Real Estate License, retired.

Previous employment or experience:

see attached page

Memberships in professional, civic organizations or government boards or committees:

see attached page

### Personal References

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

Name (printed)	Phone Number	Relationship
Chuck Grey	727-992-9801	lifetime friend
Beverly Barnett	727-841-6878	friend & my attorney
Beva Stevenson Karay	727-534-5233	Alumni friend

### Eligibility Verification

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at

. Please check all that apply.



I currently live within the city limits.



I am a registered voter in Florida



I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee



I own a business within the city limits  
(attach copy of voter identification card)



I meet the qualifications to serve on the Historic Preservation Board

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):

### 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) Donna Pendland Jensen

Signature

Date

Donna Pendland Jensen  
Feb. 4, 2025

### 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 . 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: \_\_\_\_\_

Type of Application: ☐ New Member

☐ Renewal

- (1) Why do I want to serve on the Historical Preservation Board? One simple sentence explains WHY. BECAUSE THIS IS MY TOWN AND I AM PASSIONATE ABOUT IT! I am a lifetime resident of New Port Richey, having been born here when our community was small and most roads were dirt. My grandparents moved here in the late nineteen thirties. Although my father graduated from Largo High, my uncles, aunts, cousins, brother and I all attended or graduated from Gulf High. We attended Pierce Elementary, now our beautiful Library, Gulf High 1922, enjoyed movies at the theater, played in Sims Park, swam in the Cotee River (with the alligators) and went events at the Hacienda Hotel. All these places and buildings are the HISTORY of NPR. They are our past, present and future; and we need to preserve and protect our history. I want be part of that task,; it is my duty.
- (2) Historic Preservation Board
- (3) No
- (4) Yes. Although this was not a government board or committee I was involved in the election of Claude Kirk for Governor. I was a "Kirk-A-Teen" and attended campaign rallies with other young women supporting him. We were hostesses at the rallies aiding in various ways.
- (5) Growing up my family was always involved in the community. My father was a business owner in NPR opening a business in 1950. He was a WII veteran and Omaha Beach Survivor. My Uncles were also business owners in NPR. My parents were one of the original families to donate to the fund raising for the building of the first hospital in New Port Richey, West Pasco Hospital. I joined my mother, as a child, as she walked the streets of NPR to have a petition signed to pass a bond for the building of the hospital. You could say I started community service at a young age. I grew up being active in my community. Besides being a Girl Scout from 4th - 12th grade I am a Past Worthy Advisor of Rainbow Girls. Community service was an important part of both organizations. We visited nursing homes helping residents in any way we could. We had fund raisers for the needy among other things. I am a former New Port Richey Shrine Queen and was a contestant in other pageants. While being in these organizations I was always involved in Chasco Fiesta, in parades and as a dancer & etc. in the Chasco Fiesta Pageant. In High School I participated at the State and County Fairs and won numerous Blue Ribbons for my sewing abilities. This attributed to creating historical costumes for the History of Fashion Department for the College I attended and future jobs. At the age of 19 I attended the Inauguration, Dinner and Ball of Governor Claude Kirk. It was quite exciting for a young girl just out of high school.
- (6) I have always loved history. As an elementary student I would study history and would wish I had be born a century earlier. Little did I know then that my roots went back to the earliest days of America. My great aunt gifted me with the genealogical historical records of four of my family ancestors that are Pilgrims. I have been researching my family for over 40 years and will soon be submitting my first application to the MAYFLOWER SOCIETY for the first of my eleven know ancestors. I am an antique collector and the proud owner of several family items dating prior to the Civil War. I feel that family history and the history of our Beautiful City go hand in hand. I know that doing research for my family will only help aid me as a member of the Historic Preservation Board. There has always been a place in my heart for historical buildings and a desire to preserve them for future generations. We may build new things in the future, but we can not replace the past. I am a member of Gulf High Alumni and as a group we have created "SOS1922GHS & Its Properties for Our Community". It is our goal to preserve all of its properties for the residents of ALL ages in our community and for future generations. May it become the Sister Park on the Cotee River to our Beautiful Sims Park on the Cotee River for our next Historical Preservation Project.

- (7) Co Owner and General Manager of Jensen Aviation Inc. (retired)
- (8) State of Florida Department of Business and Professional Regulation/Real Estate License (inactive, retired)
- (9) After college I was employed in retail management. (1) J. Byrons Dept. Store, Dept. Mgr and Teen Board Director. (2) The Clothes Horse, (ladies clothing boutique) store mgr, buyer, and alterations. (3) Ivey's Dept. Store, Area Supervisor. (4) Pasco School Board, (at 1922GHS) Adult Ed Teacher (Home Economics, sewing and mens tailoring classes. (5) Donna's Sewing Classes, owned the business and held classes in a Sewing Machine Store. (6) In 1984 I got my Real Estate Agent License. One of my first sales was my parents property on Frances Avenue to the City for the expansion of Frances Avenue Park. They owned all of the property that is the west side of the park. A little footnote history on Francis Park that most people do not know, the part of Frances Park that is on the Cotee River was originally the site of the first City Dump!! SURE GLAD WE DIDN'T PRESERVE IT. (7) In 1995 my husband and I opened JENSEN AVIATION, INC. at Tampa Bay Executive Airpot, in Odessa, flight school & aircraft rental. I was General Manager. In 2004 the Airport closed and we moved our business to Zephyrhills Airport. At Tampa Bay we were involved in the Young Eagles Program introducing young children to aviation with flights in our aircrafts. I retired in 2010 to care for elderly parents.
- (10)Formerly: I was a member in West Pasco Board of Realtors.  
Presently: I belong to West Pasco Historical Society and Friends of The Hacienda Hotel & Historical New Port Richey. Recently I became a board member of BRAINSTRONNPR, INC., benefitting the wonderful community, in which I am proud to live.





## CITY OF NEW PORT RICHEY BOARDS/COMMITTEES

### Historic Preservation Board

The Board shall consist of nine (9) members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey. Initial appointments shall be as follows: four (4) members shall be appointed for initial terms of two (2) years; and five (5) members shall be appointed for initial terms of three (3) years. Thereafter, all appointments shall be made for terms of three (3) years.

1. **Bob Langford (Chairman)** Through 08.01.2027  
5603 Wyoming Avenue  
New Port Richey, FL 34652  
(h) 727-842-5314  
(w) 727-849-6004  
[boblangford@gmail.com](mailto:boblangford@gmail.com)
2. **Beva Stevenson Karay (Vice-Chairman)** Through 08.06.2027  
5719 Lafayette Street  
New Port Richey, FL 34652  
(c) 727-534-5233  
[beva1@tampabay.rr.com](mailto:beva1@tampabay.rr.com)
3. **Frank Starkey** Through 08.01.2027  
5988 Central Avenue  
New Port Richey, FL 34652  
(h) 813-294-8029  
[starkey.f@gmail.com](mailto:starkey.f@gmail.com)
4. **Bonnie Martin** Through 08.06.2027  
6030 Oak Ridge Avenue  
New Port Richey, FL 34653  
(c) 727-919-4684  
[bonniemmartin@gmail.com](mailto:bonniemmartin@gmail.com)
5. **Carol Kinnard** Through 09.03.27  
6828 River Road  
New Port Richey, FL 34652  
(c) 727-809-0184  
[carol@carolkinnard.com](mailto:carol@carolkinnard.com)
6. **Donna Pendland Jensen** Through 05.20.27  
5922 Wyoming Avenue  
New Port Richey, FL 34652  
(c) 813-355-7390  
[donna.bill1@verizon.net](mailto:donna.bill1@verizon.net)
7. **Open**

**Alternates (2):**

**1. Kelly Smallwood**

**Through 08.01.2027**

7124 Meighan Court  
New Port Richey, FL 34652  
(c) 727-267-5189  
[smallwood.kelly@gmail.com](mailto:smallwood.kelly@gmail.com)

**2. John Kane**

**Through 08.06.2027**

6041 Florida Avenue  
New Port Richey, FL 34653  
(h) 727-845-0927  
(c) 727-247-6123  
[jboy5286@gmail.com](mailto:jboy5286@gmail.com)

Staff Liaison: Dale Hall, Development Director

**18.01.05 Creation of a Historic Preservation Board.**

- A. *Creation/Organization.* There is hereby created a board whose title shall be the "New Port Richey Historic Preservation Board". The Board shall be vested with the power, authority and jurisdiction to regulate and administer historical, archaeological and architectural resources in the City and to recommend resources for historic designation to the City Council, as herein prescribed under the direction, jurisdiction and legislative control of the City Council. The Board shall be provided with such administrative assistance from the City staff as may be available and deemed necessary to enable the Board to perform the functions assigned under this Historic Preservation Code. When professional services or more expertise, knowledge or assistance is required than is available from city staff, the Board may request authorization to procure such outside services, but engagement of such outside services shall only occur upon receipt of prior authorization by the City Council, unless an independent budget or funding source has been established for the Board.
- B. *Position Within the City of New Port Richey.* The Board shall be part of the City's Development Department of the City of New Port Richey.
- C. *Membership.* The board shall consist of seven (7) regular members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey and appointed by the city council. The alternates shall serve as members in the absence of a regular member. Members shall serve without compensation, but may receive reimbursement for travel expenditures in accordance with the Florida Statutes, provided prior approval has been granted by the city council.
- D. *Qualifications.* Members of the Board shall preferably have knowledge of architecture, history, and/or the historical or architectural development of the City, or at minimum, have a deep concern for historic preservation, development and enhancement of the City's historical resources. To the extent available in the community, the City Council shall appoint professional members from the disciplines of architecture, history, architectural history, planning, art history, archaeology, American studies, American civilization, cultural geography, cultural anthropology, real estate, building construction, or other historic preservation related disciplines. Persons who have demonstrated experience, special interest, or knowledge in history, architecture or related disciplines shall make up the balance of the board when such professionals are not available for appointment to the Board.
- E. *Terms of Office.* The members of the board shall serve overlapping terms of three (3) years. In order to achieve staggered terms, initial appointments shall be as follows:
1. Three (3) regular and one (1) alternate member shall be appointed for initial terms of two (2) years; and

2. Four (4) regular and one (1) alternate member shall be appointed for initial terms of three (3) years.

Thereafter, all appointments shall be made for terms of three (3) years. Members shall continue in office until the expiration of their terms and an appointment of a successor. Members may also be reappointed on the expiration of their term upon prior request and acceptance of reappointment. Members appointed to fill a vacancy shall serve the remainder of the un-expired term and remain eligible for reappointment for full additional and consecutive terms.

- F. *Officers.* Members of the Board shall elect officers from among the Members to serve as Chairman and Vice Chairman for a period of one (1) year, with the election of officers being held at the first regular meeting of each year. An officer may serve in the same capacity for as many terms as said officer is elected by the members of the Board.
- G. *Vacancies.* Vacancies on the Board caused by the expiration of a term, resignation, removal, death, or repeated or permanent absence from the City or meetings, or by incapacity of a member, shall be filled by an appointment within sixty (60) days by the City Council, whenever possible. If available, vacancies shall be filled from the alternate positions.
- H. *Removal.* Members may be removed from the board by a majority vote of the city council members present at a meeting. Notwithstanding the foregoing, whenever a member of the board shall fail to attend two (2) of three (3) consecutive meetings, without cause accepted by a majority vote of the board present at a meeting as an excused absence, or without prior approval of the chairman, the board shall declare the member's seat vacant, and petition the city council for the appointment of a new member to fill the vacancy.
- I. *Rules of Procedure.* The Board shall make and prescribe such rules and regulations reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this Article. Such rules and regulations shall conform to the provisions of this Article and shall govern and control procedures, hearings and actions of the Board. No such rules and regulations shall become effective until a public hearing has been held upon the proposed rules and regulations by the Board, and the same has been approved by the City Council and filed with the City Clerk so as to be available for public inspection. Amendments shall be adopted in a like manner. Upon approval by the City Council, such rules and regulations shall have the full force and effect of law within the City.
- J. *Meetings, Notices and Records.* The board shall hold regular monthly meetings as necessary, and is required to meet at least four (4) times per year. The board may also hold special meetings as the board may determine. All meetings of the board shall be open to the public. Notice of meetings shall be publicly announced and have a previously advertised agenda. Four (4) members shall constitute a quorum for the purposes of holding meetings, transacting business, and voting on issues of the agenda. No recommendations or formal action of the Board shall be taken without approval by a majority vote of those voting at a public meeting in which a quorum exists. The board shall keep minutes and other records that shall be open to public inspection. The board shall also maintain an inventory of all historic places, structures, buildings, sites, objects, and signs over fifty (50) years of age, with duplicate information sent to the State Historic Preservation Office. All meetings and records shall comply with the State of Florida Government in the Sunshine Laws.
  1. The board shall provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings.
  2. The board shall submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days.
  3. The board shall submit a record of attendance of the board to the State Historic Preservation Officer within thirty (30) calendar days after each meeting.
  4. The board shall submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days after each meeting.

5. The board shall notify the State Historic Preservation Officer of change in board membership within thirty (30) calendar days of action.
  6. The board shall notify the State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations.
  7. The board shall submit recommended amendments to ordinances to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption.
  8. The board shall submit an annual report by November 1 covering the activities of the previous October 1 through September 30. Information to be included in the annual report (at a minimum) shall be, as follows:
    - a. A copy of the Rules of Procedure;
    - b. A copy of the historic preservation ordinance;
    - c. Resumes of the board members;
    - d. Changes to the board roster;
    - e. New local designations;
    - f. New National Register listings;
    - g. A review of survey and inventory activity with a description of the system used;
    - h. A program report on each grant-assisted activity; and
    - i. The number of projects that were reviewed.
- K. *Staff and Personnel.* The City shall provide the Board with staff and consultant services, as necessary, sufficient to undertake the requirements of this Historic Preservation Code. The City Attorney shall serve as legal counsel to the Board in all matters.
- L. *Powers, Duties, and Responsibilities of the Board.* It shall be the responsibility of the Board to:
1. Initiate, authorize, and oversee an ongoing historic survey and inventory of historically, culturally, aesthetically, archaeologically or architecturally significant resources within the City and to plan for the preservation of significant resources identified in the survey(s). All survey materials shall be kept available to the public, and duplicates of all inventory forms shall be supplied to the State Historic Preservation Office.
  2. Recommend to the City Council specific buildings, structures, sites, signs, objects or districts approved for designation by the Board according to the procedures and based upon the criteria contained in this Historic Preservation Code as historic properties or historic districts to be listed on the Local Register of Historic Places.
  3. Develop, publish, review and periodically update design guidelines. Such guidelines shall incorporate and be based upon the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. In adopting these guidelines, it shall be the intent of the Board to promote maintenance, restoration and adaptive reuses appropriate to the property and compatible contemporary designs which are harmonious with the exterior architectural and landscape features of neighboring buildings, sites and streetscapes.
  4. Recommend concepts or policies to the City Council and Community Redevelopment Agency that will assist in making historic preservation an integral and on-going part of the City's Land Development Code, and the City Comprehensive Plan, as required by the state of Florida.
  5. Review applications for Certificates of Appropriateness and grant, deny, or suspend same based upon the application and the project's consistency with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and in accordance with the provisions of this Historic Preservation Code.

6. Review and act upon applications for moving permits for all buildings, structures, signs, or objects that have been designated as historically significant pursuant to this Historic Preservation Code.
7. Review and act upon applications for moving permits for all structures that are:
  - a. Located outside the boundaries of a designated historic district when the proposed move would relocate the structure within the boundaries of a designated historic district.
  - b. Located within the boundaries of a designated historic district whether the proposed move would relocate the structure within the district or outside the district.
8. Conduct and attend educational programs on historic properties located inside and outside of the boundaries of the City, and on historic preservation in general.
9. Make recommendations to the City Council concerning the availability and utilization of grants from federal and state agencies, private groups and individuals, as well as the utilization of City funds to promote, undertake and enhance the preservation of archaeologically, historically, culturally, architecturally and aesthetically significant historic sites and districts.
10. Advise and assist property owners and other persons, groups or organizations on the physical and financial aspects of historic preservation and the renovation, rehabilitation, and restoration of historic and cultural resources, and to advise and assist property owners in identifying available funding sources while providing support to them in their efforts to secure available grant funding as well as state and local tax incentives.
11. Cooperate and advise local, state and federal governmental entities concerning the effects of local government actions on historic and cultural resources.
12. Assist, review and make recommendations to the State Historic Preservation Office on local nominations to the National Register of Historic Places.
13. Enforce this Historic Preservation Code and take appropriate action for noncompliance herewith.
14. Make a reasonable effort to attend a State Historic Preservation Office Orientation Program and any informational or educational meetings, conferences or workshops pertaining to work and functions of the Board scheduled by the State Historic Preservation Officer or the Florida Conference of Preservation Boards and Commissions or any other relevant educational workshops, conferences, or seminars relevant to historic preservation.
15. Approve, seek funding for the production of, and issue standard historic plaques or markers for designated historic properties, sites, and districts within the City.
16. Advise and assist the City Council on all matters related to the use, administration and maintenance of City owned historic properties.
17. Promote public awareness of historical, cultural, aesthetic, architectural and archaeological preservation and its community benefits.
18. Propose and recommend to the City Council any amendments to this Historic Preservation Code that, in the opinion of the Board, would further the objectives of this Historic Preservation Code.
19. Maintain responsibilities complementary to those of the State Historic Preservation Office through participation in municipal survey and planning activities, and provide any other services and/or functions that may be designated by the City Council.

(Ord. No. 1686, § V, 9-3-2002; Ord. No. 2013-2018, § V, 10-1-2013; Ord. No. 2020-2189, §§ 2—5, 11-4-2020)



# 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, MMC, City Clerk  
**DATE:** 5/20/2025  
**RE:** Board Appointment: Jennifer Helton, Cultural Affairs Committee

**REQUEST:**

The request is for City Council to approve the appointment of Jennifer Helton as second alternate member of the Cultural Affairs Committee.

**DISCUSSION:**

On April 16, 2025 Jennifer Helton submitted an application seeking membership on the Cultural Affairs Committee. If approved, Ms. Helton's term will be for two years and will be up for renewal on May 20, 2027. Staff has verified that the applicant meets the requirements set forth in the City's Code of Ordinances to serve on this committee.

**RECOMMENDATION:**

Staff recommends that City Council approve the appointment of Jennifer Helton as second alternate member of the Cultural Affairs Committee as submitted and accept the attached updated membership roster.

**BUDGET/FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
▣ Application - Jennifer Helton	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  
Street Address  
City, State, Zip  
Home Phone  
Alternate Phone  
E-Mail Address  
(attach copy of DL for  
residency verification)

Jennifer Helton  
5333 Shaw St.  
NPR, FL 34652  
727-744-0022  
jennipaint@gmail.com

### Boards and Committees

Please describe why you are interested in serving on a board or committee for the City of New Port Richey:

I am a local business owner and want to be more involved in my community.

Please choose which board or committee you are interested in serving on:

- ☒ Cultural Affairs Committee (meets on the third Wednesday of each month)
- ☐ Environmental Committee (meets on the second Monday of each month)
- ☐ Firefighters Pension Board (meets on a quarterly basis)
- ☐ Flood Risk and Preparedness Public Information Committee (to be determined)
- ☐ Historic Preservation Board (to be determined)
- ☐ Land Development Review Board (meets on the fourth Thursday of the month)
- ☐ Library Advisory Board (meets on the fourth Monday 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)

Have you attended any meetings of the board or committee on which you want to serve?

☒ Yes    ☐ No    If yes, how many have you attended? 1

### Previous Board or Committee Experience

Have you ever served on a board or committee with any governmental unit? If so, please describe:

no

### Previous Volunteer or Community Service Experience

Summarize your previous volunteer or community service experience.

I have volunteered at local food banks and participated in events for charity (fun runs, X-mas parades for charity).

### Special Skills, Interests and/or Qualifications

Summarize special skills, interests and/or qualifications you possess which you feel would be beneficial to the board or committee you are applying for membership to.

I have a strong background in the arts and I have been a business owner for years (art gallery/real estate).

### Employment/Experience

Job Title:

Owner/Broker

Employer:

Artisan Real Estate, Inc.

Address Line 1:

6611 US19 Ste. 214

Address Line 2:

City:

NPR

State:

FL

Zip Code:

34652

County:

Pasco

Work Phone:

727-339-3233



Professional licenses held:

FL Real Estate Brokers License  
FL Real Estate Instructors License  
NC Real Estate Brokers License

Previous employment or experience:

Manager at Century 21 Berkshire Hathaway, Coldwell Banker offices since 2015 in Florida (Tampa, Venice, Marathon, Key West, Oldsmar)

Memberships in professional, civic organizations or government boards or committees:

Not a member of these - but a member of Dunedin Fine Arts Center for the last year.

Personal References

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

Name (printed)	Phone Number	Relationship
Susan Rosulek	727-534-2498	Friend/co-worker
Rick Lively	305-797-7233	Realtor/Friend
David Lang	727-237-4123	Hair Stylist/Friend

Eligibility Verification

To serve on the majority of the City's Boards or Committees you must either be a current resident of the city or own a business within the city limits, and a current registered voter. The qualifications to serve on the Flood Risk and Preparedness Public Information Committee and Historic Preservation Board are outlined in their specific ordinance located at [https://library.municode.com/fl/new\\_port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/new_port_richey/codes/code_of_ordinances). Please check all that apply.

- ☒ I currently live within the city limits.  
☒ I am a registered voter in Florida  
☐ I meet the qualifications to serve on the Flood Risk and Preparedness Public Information Committee

- ☒ I own a business within the city limits  
(attach copy of voter identification card)  
☐ I meet the qualifications to serve on the Historic Preservation Board

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):

### 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) Jennifer Helton  
Signature Jennifer Helton  
Date 4/16/2025

### 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 [meversj@cityofnewportrichey.org](mailto:meversj@cityofnewportrichey.org). If you have any questions or need any further information please contact the City Clerk's Office at (727) 853-1021.

### FOR INTERNAL USE ONLY:

Date Application Received: \_\_\_\_\_

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. **Richard Melton (Chair)** Through 08.15.25  
6851 Hills Drive  
New Port Richey, FL 34653  
(h) (352) 610-2352  
[Artman011@yahoo.com](mailto:Artman011@yahoo.com)
2. **Kimberly Brust (Vice Chair)** Through 11.6.26  
6545 Circle Blvd.  
New Port Richey, FL 34652  
(727) 919-1429  
[kimbrust@me.com](mailto:kimbrust@me.com)
3. **Beth Louise Fregger (city business owner)** Through 11.06.26  
8040 Island Dr.  
Port Richey, FL 34668  
(727) 505-4930  
[blfmedia23@gmail.com](mailto:blfmedia23@gmail.com)
4. **Susie Saxe (city business employee)** Through 11.06.26  
72 Emerald Bay Drive  
Oldsmar, FL 34677  
(c) 570-916-1939  
[SusieSaxe@hotmail.com](mailto:SusieSaxe@hotmail.com)
5. **David P. Folds, III** Through 03.05.26  
5743 Delaware Avenue  
New Port Richey, FL 34652  
(727) 816-1150  
[davepfolds@aol.com](mailto:davepfolds@aol.com)
6. **Vincent Gaddy** Through 07.16.26  
5522 Executive Drive  
New Port Richey, FL 34652  
(c) 727-226-0102  
[Vgaddy132@gmail.com](mailto:Vgaddy132@gmail.com)
7. **Courtney King-Merrill** Through 02.04.26  
5757 Rio Drive  
New Port Richey, FL 34652  
[Ck1merrill@gmail.com](mailto:Ck1merrill@gmail.com)

**Alternates (2):**

1. **Kelly Smallwood** **Through 07.16.26**  
7124 Meighan Court  
New Port Richey, FL 34652  
(c) 727-267-5189  
[smallwood.kelly@gmail.com](mailto:smallwood.kelly@gmail.com)
2. **Jennifer Helton** **Through 05.20.27**  
5333 Shaw Street  
New Port Richey, FL 34652  
(c) 727-744-0022  
[jennipaint@gmail.com](mailto:jennipaint@gmail.com)

**Staff Liaison: Andi Figart, Joyce Haasnoot**

**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, § I, 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)





# 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:** 5/20/2025

**RE:** Recommendation of Firm for RFP25-012 Disaster Recovery and Debris Removal Services

## REQUEST:

The action requested of the City Council is to consider for award, the attached RFP 25-012 for Disaster Recovery and Debris Removal Services to T.F.R. Enterprise, Inc. and to consider for approval to allow staff to enter into a contract agreement in accordance with the same terms and conditions set forth in RFP 25-012 to T.F.R. Enterprise, Inc. In addition, staff would request that City Council consider for approval to allow staff to enter into agreements with Bergeron Emergency Services and Ceres Environmental Services, Inc. as redundancies should T.F.R. Enterprise, Inc. not be able to fulfill their obligations called out in the agreement during an event. While T.F.R. Enterprise, Inc. is a Leander Texas company, both Bergeron Emergency Services and Ceres Environmental Services, Inc. are privately held Florida-based national firms.

## DISCUSSION:

On February 26, 2025 RFP 25-012 was advertised for Disaster Recovery and Debris Removal Services, **(DRDRS)**. On March 28, 2025 at 2:00 p.m. seven (7) sealed proposals were opened by the City Clerk's Office. The seven proposals were submitted with bids ranging from \$20,035,000 to \$88,225,000. T.F.R. Enterprise Inc. submitted the low bid. T.F.R. Enterprise, Inc. has over 35 years of experience and has never NOT been able to service their client's due disaster events. The Federal Emergency Management Agency's **(FEMA)**, does not typically allow communities to piggyback off of one another for these types of services. As such, the city proceeded with the RFP process to meet FEMA's guidelines. In addition, stringent requirements for debris removal and disposal are required to be submitted to the Federal Emergency Management Agency **(FEMA)** for reimbursement of costs associated with recovery efforts during emergency events. These challenges have prompted the need for agencies to execute secondary contract agreements with certified contractors performing the debris removal and disposal services should the need arise when an event may be too large for staff to handle. If approved, this agreement puts in place a secondary/redundancy for these services.

## RECOMMENDATION:

Approval of the low bid and award of RFP25-012 are recommended as well as redundancy agreements for disaster recovery and debris removal services.

## BUDGET/FISCAL IMPACT:

There is no impact on the budget; funding for these services will only be authorized subsequent to approval by the City Council.

## ATTACHMENTS:

Description	Type
❑ Bid Tabulation Sheet	Backup Material
❑ Bid Recommendation	Backup Material
❑ T.F.R. Enterprises, Inc. Description	Backup Material
❑ Bergeron Emergency Services Inc. Description	Backup Material





**TO:** Debbie L. Manns, City Manager  
**FROM:** Judy Meyers, City Clerk  
**CC:** Robert Rivera, Public Works Director  
Kate Wendt, Sr. Administrative Assistant  
**DATE:** March 28, 2025  
**RE:** Proposal Opening: RFP25-012 2025 Disaster Recovery and Debris Removal Services

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Proposals for RFP25-012 2025 Disaster Recovery and Debris Removal Services were received by 2:00 p.m. on Thursday, March 27, 2025. The proposal opening took place on Friday, March 28, 2025 at 2:00 p.m. in City Hall Council Chambers.

Present were Sr. Administrative Assistant Kate Wendt, Sr. Administrative Office Manager Amanda Grisko and City Clerk Judy Meyers.

Proposals were announced and opened from the following entities:

BIDDERS	PROPOSAL AMOUNT
Bergeron 19612 Southwest 69 <sup>th</sup> Place Ft. Lauderdale, FL 33332	\$41,795,000
Ceres Environmental Services, Inc. 6968 Professional Parkway Sarasota, FL 34240	\$43,352,600
CTC Disaster Response, Inc. 3722 SW Spring Creek Ln. Topeka, KS 66610-1221	\$35,199,000
Dynamic Group, LL 3045 Westfork Drive Baton Rouge, LA 70816	\$88,225,000
Looks Great Services of MS 1501 Highway 13 North Columbia, MS 39429	\$33,389,000

Phillips & Jordan 10142 Parkside Dr., Suite 500 Knoxville, TN 37922	\$50,420,000 Envelope contained Addendum No. 2
TFR Enterprises 601 Leander Dr. Leander, TX 78641	\$20,035,000

The apparent low bidder was TFR Enterprises with a proposal amount of \$20,035,000. The proposal opening concluded at 2:21 p.m.



## PROPOSALS RECEIVED


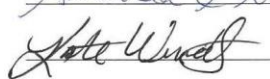
PROPOSAL ITEM: 2025 Disaster Recovery and Debris Removal Services  
PROPOSAL NUMBER: RFP25-012  
PROPOSAL DUE DATE: March 27, 2025  
DEPARTMENT: Public Works

NUMBER OF PROPOSALS: 7 Proposals, 8 Including Separate Envelope from  
Phillips & Jordan

SUBMITTED BY	PROPOSAL AMOUNT
Bergeron 19612 Southwest 69 <sup>th</sup> Place Ft. Lauderdale, FL 33332	\$41,795,000
Ceres Environmental Services, Inc. 6968 Professional Parkway Sarasota, FL 34240	\$43,352,600
CTC Disaster Response, Inc. 3722 SW Spring Creek Ln. Topeka, KS 66610-1221	\$35,199,000
Dynamic Group, LL 3045 Westfork Drive Baton Rouge, LA 70816	\$88,225,000
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Phillips & Jordan 10142 Parkside Dr., Suite 500 Knoxville, TN 37922	\$50,420,000 Envelope contained Addendum No. 2
TFR Enterprises 601 Leander Dr. Leander, TX 78641	\$20,035,000

Only offers received timely as of the dead-  
line for receipt of bid are accepted. All others  
submitted in response to this solicitation,  
if any, are hereby rejected as late.

WITNESSED BY:

  
Amanda Strole  
  
Kate Wines



**April 29, 2025**

**Mr. Robert Rivera**

**City of New Port Richey**  
**Public Works Department**  
6132 Pine Hill Rd, Port Richey, FL 34688

**Subject: Bid Recommendation RFP25-012 Disaster Recovery and Debris Removal Services**

Mr. Rivera,

As the Assistant Public Works Director for the City of New Port Richey, I am pleased to provide this letter of recommendation for **T.F.R. Enterprise, Inc.**, in support of their submission to **RFP25-012: Disaster Recovery and Debris Removal Services**.

After review of the bid submittals, T.F.R. Enterprise, Inc. is the overall low bidder with a submittal of \$20,035,000.00 for services based on the city provided bid documents. They also provided several letters of recommendation, including a letter from the Florida Department of Environmental Protection. In discussions with Ms. Tiffany Jean, Contract Manager for T.F.R. Enterprise, Inc., I was thoroughly impressed by the depth of experience and operational capacity that the firm brings to the table. With **over 35 years of experience** in disaster recovery and debris management, the company has consistently demonstrated its ability to respond rapidly and effectively under challenging conditions.

T.F.R. Enterprise possesses **more than 200 pieces of equipment** and has access to a network of **over 1,000 subcontractors**, providing scalable response capability regardless of event magnitude. Their structured response timeline — including **deployment of a Project Manager on-site within 12 hours of an event, full mobilization and permitting within 72 hours**, and commencement of operations immediately upon permitting — illustrates their operational readiness and strategic planning.

Notably, during past events such as Hurricanes Helene and Milton, T.F.R. Enterprise was never overextended to a point that impacted service delivery. Their performance during these high-demand situations provides strong evidence of their logistical resilience and preparedness.

One distinguishing feature of their proposal is their transparent and cost-effective pricing structure. Their approach to **Line Item 1.b (Management and Final Disposal)** effectively eliminates redundancy by incorporating final disposal into **Line Item 2**, ensuring clients are billed appropriately on services rendered.

Furthermore, their commitment to continuous improvement is evident through their routine operational meetings during active events and **after-action reviews post-demobilization**. These



# NEW PORT RICHEY PUBLIC WORKS

COMMITTED TO SERVICE

OUR MISSION: TO PROVIDE RESPONSIVE, PROFESSIONAL, AND COURTEOUS SERVICE TO THE PUBLIC

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practices not only enhance efficiency during operations but also ensure their processes evolve and improve with each engagement.

Based on the above qualifications, I recommend **T.F.R. Enterprise, Inc.** for award of **RFP25-012: Disaster Recovery and Debris Removal Services**. Their experience, capacity, pricing integrity, and commitment to excellence make them an outstanding choice for disaster recovery and debris removal services.

Should you have any questions regarding this recommendation, please do not hesitate to contact me.

Sincerely,

**Colin Eichenmuller**

Assistant Public Works Director

City of New Port Richey

[eichenmullerc@cityofnewportrichey.org](mailto:eichenmullerc@cityofnewportrichey.org)

(727) 841-4537

# RFP25-012-2025

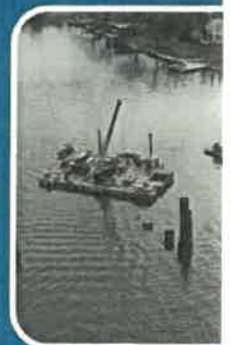
## Disaster Recovery and Debris Removal Services

Prepared For:

City of New Port Richey  
City Clerks Office  
5919 Main Street  
City Hall, Second Floor  
New Port Richey, FL 34652

DUE: March 27, 2025 at 2:00 PM

ORIGINAL BID



Prepared by :

**TFR Enterprises, Inc**

📞 512-565-0710

🌐 [tiffany@tfrinc.com](mailto:tiffany@tfrinc.com)

📍 601 Leander Dr., Leander, TX 78641

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March 27, 2025

City of New Port Richey  
5919 Main Street  
City Hall, Second Floor  
New Port Richey, FL 34652

RE: RFP25-012-2025 Disaster Recovery and Debris Removal Services

To Whom It May Concern,

Thank you for considering TFR Enterprises as the City of New Port Richey's disaster recovery contractor. Established in 1989 and headquartered in Leander, Texas, with field offices nationwide, TFR has proudly served communities affected by extreme weather through over 500 projects nationwide. With 35 years of disaster recovery experience, TFR has collected and processed more than 75 million cubic yards of debris.

We are fully prepared, equipped, and committed to providing the City of New Port Richey with a turnkey, expedited, and cost-effective emergency response solution. Our services adhere strictly to emergency management guidelines and public policy. As a proud National Disaster Recovery Coalition of America (DRCA) member, TFR works alongside federal, state, and local governments to prepare for, respond to, recover from, and mitigate disasters. DRCA's membership includes some of the nation's top emergency management experts and contractors, representing over 15 industries with a wide range of critical disaster recovery services and capabilities.

TFR's operational capacity is unmatched, with no job or disaster too large to handle. In 2023 alone, we managed 3.5 million cubic yards of debris, serving 22 cities, counties, and agencies across nine states. During the unprecedented 2020 hurricane season, TFR successfully managed 57 simultaneous contract activations across Iowa, Louisiana, Mississippi, Alabama, Texas, and Oklahoma. With a database of over 1,000 subcontractors and an expansive fleet of company-owned equipment, TFR is ready to meet the toughest challenges.

Our dedication to service is best captured by Morgan Tyrone, Project Manager for Highland Hammock State Park, who stated: "After almost 30 years as a Florida Park Service Manager, I wish that all park vendors were helpful, communicative, flexible, efficient, safe, and trustworthy. TFR was an extension of our own staff during a trying time with extensive damage over 11,000 acres in two parks separated by 20 miles."

TFR owns more than 200 pieces of specialized equipment, including self-loading debris-hauling trucks, rubber-tired and tracked loaders, heavy-haulers, excavators, dozers, and eight (8) Diamond-Z Model 1463 Tub Grinders for vegetative debris reduction. Our fleet is uncommitted to long-term contracts, designed primarily for debris removal operations and ready for mobilization. This extensive fleet enables TFR to respond quickly and efficiently while managing multiple projects simultaneously.

Debris clearing, removal, and processing are only the beginning phases of recovery. TFR brings extensive experience in all aspects of environmental and infrastructure restoration, returning communities to their pre-storm quality of life. Our services include:





- 
- Debris Damage/Quantity Assessments
  - Emergency Road Clearance
  - Hazardous Tree, Limbs, and Root Removal
  - Debris Removal from Streams and Canals
  - Vegetative, C&D, HHW, and White Goods Removal from ROW and Private Property
  - Demolition of Structures
  - DMS Preparation, Management, Restoration, and Close-out
  - Debris Reduction by Grinding, Open-Burn, and Air Curtain Incineration
  - Debris Removal from DMS to Final Disposal
  - Stream and Canal Restoration
  - Beach and Sand Cleaning and Restoration
  - Equipment and Manpower Leasing
  - Contract Management Compliance

We understand the financial challenges these projects can pose. TFR's team is highly experienced in the FEMA reimbursement process and provides expert guidance to ensure clients receive **100% of eligible reimbursable amounts**. Our financial strength allows us to fund and commence projects immediately upon Notification to Proceed (NTP) before the reimbursement process begins.

TFR certifies that this proposal is submitted fairly and in good faith, without collusion or fraud. The signatory of this proposal is authorized to bind TFR Enterprises, Inc., to all contractual requirements.

Once again, thank you for the opportunity to be considered as the City of New Port Richey's disaster recovery contractor. The authorized representatives for TFR Enterprises, Inc. are:

- Tiffany Jean, Contract Manager | (512) 565-0710 | [tiffany@tfrinc.com](mailto:tiffany@tfrinc.com)
- Melvin Utterback, Operations Manager | (606) 776-9782 | [melvin@tfrinc.com](mailto:melvin@tfrinc.com)

We look forward to assisting the City of New Port Richey in its disaster recovery efforts and are ready to respond immediately should the need arise.

Sincerely,

Tipton F. Rowland,  
CEO/President  
601 Leander Drive  
Leander, Texas 78641  
Office: 512-260-3322  
Incorporated in 1989  
FEIN: 72-1149862  
DUNS: 08-1346561



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# Company Overview

Disasters are unpredictable. Disasters can vary in size, scope, and intensity. Yet given this inherent unpredictability, governments can take the necessary steps to ensure the safety and relief of their constituency.

At TFR, we address the needs of our clients long before the establishment of a relationship. Every project is different. Every state, county, or city, desires, and highlights different aspects of disaster relief and recovery that they deem MOST important. With this ever-changing landscape in mind, TFR continually stresses the proper due diligence and planning to fully comprehend the type of service that each client desires. We routinely review and scrutinize our operational and management plans to ensure that we present the most practical, efficient structure to complete the project. TFR's knowledgeable management team retains over 159 years of combined experience responding to hurricanes, floods, and other various disasters. Pre-planning allows TFR to respond to any project rapidly and efficiently in any location should the need arise.

## TFR Spotlight

**TFR has handled more than 75,000,000cy of disaster debris.**

What allows TFR to provide an expedient response? Pre-planning certainly encompasses a large portion of this service. In addition, TFR maintains a fleet of over two hundred (200+) pieces of company-owned equipment pre-positioned across the Southeastern United States. By staging equipment directly outside the impact zone, TFR can respond within hours to immediately begin emergency road clearance services to provide a vital lifeline for federal, state, and local emergency responders to assess the damage. Furthermore, TFR can prep and construct a debris management site for immediate acceptance of storm-generated debris in less than 24 hours. Mobile Command Units can be deployed to enhance response and achieve greater coordination between parties to fully augment our operational capacity and aid the organization of relief efforts. Concurrently, project teams scour the impacted area to quantify debris, deduce an overall damage estimate, and adapt a preplan accordingly.

TFR prepares for economic instability in the immediate aftermath of natural or man-made disasters by maintaining strong relationships with suppliers and organizing resources for dispatch. Additionally, TFR owns the necessary equipment to house and feed personnel temporarily as the local business community reacts and rebounds from such a disaster. Other initial and vital supplies, such as fuel, parts trailers, welders, wood, and other necessities, are brought from the home office to certify that work stoppages shall not occur due to inadequate logistics. However, the backbone of our logistical support team is our maintenance crew. TFR would not be capable of providing the timely, cost-effective service that we provide without the knowledge and experience our maintenance crew retains. With a dedicated warehouse at the home office for two (2) traveling equipment trailers, the TFR maintenance crew ensures that our equipment is functioning safely and efficiently with limited downtime. We strive to foresee any potential encumbrances and take appropriate actions to safeguard against such occurrences.



Operationally, TFR manages on the principle of transparency. We always remain available to answer questions, address issues immediately, and submit reports on time. This is to the benefit of all parties involved, as this is a team effort to respond to a major disaster. As safety and contract responsibility are the utmost priorities of the principals and officers of TFR, it is the policy of management to see that its employees and subcontractors conduct themselves with integrity and courtesy in the performance of their duties. Following a disaster event, there is an urgency to remediate the damage and return to normalcy as quickly as possible. The principals and officers of TFR firmly believe that this and price competitiveness can be achieved courteously and without sacrificing health, safety, and contract integrity.

Price is a large determinant of any decision an informed consumer discerns. TFR fully understands that providing the highest value-added service is sometimes not enough to, alone, secure a contract, as different clients desire different qualities in a personalized project. TFR can fulfill these needs by utilizing Company-owned equipment and manpower. These resources allow TFR to control costs, subsequently discounting prices without conceding overall quality and safety, which is a corporate must. Our mission is to provide our customers with the highest level of service at a fair and market-competitive price.

### History

TFR Enterprises, Inc. is a full-service disaster response contractor, first incorporated in 1989 in the State of Tennessee, actively participating in disaster recovery contracts nationwide since Hurricane Andrew in 1992. We have a history of safe, rapid, and professional service in the industry with federal, state, and local governments, providing expedient, cost-effective disaster debris management, removal, reduction, and cleanup services to over 500 satisfied clients, as well as numerous private industries funded by the Federal Emergency Management Agency (FEMA).

A family-owned and operated corporation headquartered in Leander, Texas, 20 miles outside Austin, Texas; TFR also owns and operates a tub-grinding division, responsible for vegetative debris reduction and recycling projects. Although disaster response remains our primary scope of business, TFR exploits natural adaptations and synergies to complement our current service offerings including land clearing, tree removal, trimming, and pruning on parks, golf courses, and right-of-way, tree repair and maintenance, debris management, tub grinding, hauling, and demolition.

TFR has completed more than 100 projects in Disaster Response in the last five (5) years. We have successfully performed on USACE projects and many other federal, state, and local government projects. In the past, TFR has received multiple multi-million-dollar task orders from our clients spanning a large geographical area. By applying our resources and an efficient operational plan, we completed each designated task on time in compliance with FEMA guidelines.

When you hire TFR Enterprises, you get us, not a General Contractor with mostly subcontractors. We will arrive on time. We will self-perform all key elements of the project to ensure quality service and in some cases much of the entire delivery order with our equipment and personnel. We can bring our camps to house our project personnel until community establishments are staffed and operational again. Our service is disaster relief and recovery, which includes the economic impact our stay will have on the local economy. Our goal is to partner with the City of New Port Richey and its community to provide a full-service disaster relief and recovery effort.

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### **Organizational Structure**

Our organization is designed to deliver proactive leadership to any area, while effectively managing all project risks and providing maximum responsiveness to our clients. We provide each client with a dedicated, proven team prepared to execute any debris management mission with the highest degree of quality, professionalism, and efficiency.

Our management approach, proven on more than 500 FEMA-funded disaster response activations, will be applied to this contract, and establish the roles and responsibilities for the debris mission's management team, as well as support personnel.

With a robust network of subcontractors and vendors and firsthand knowledge of their capabilities and performance in emergency response and debris management, we readily access the best performers to quickly meet the demands we expect under this contract.

TFR's organizational structure minimizes the gap between the Operations Manager and the Project/Site Manager(s), depending on the size and scope of the response. We believe that by keeping the degree of separation between the management staff and field supervisors to a minimum, our entire team will be better connected and benefit from the increased level of communication.

Our essential employees have been chosen for their disaster recovery experience, leadership abilities, and debris expertise, as well as their ability to respond immediately to crises around the country.

### **Equal Employment Opportunity Employer**

TFR Enterprises, Inc. provides equal employment opportunities without regard to race, color, sex, religion, national origin, age, or disability. TFR Enterprises, Inc. conforms with all applicable federal and state laws, rules, guidelines, and regulations and provides equal employment opportunities in all employment and employee relations.

### **Experienced Project Management**

**Large-Scale Events:** TFR demonstrated our capabilities to respond to large-scale events following Hurricane Laura in 2020. We were activated in 36 Parishes to provide hazardous tree removals, debris removal, reduction, and final disposal for state-owned rights-of-way. In total, we supplied more than 150 debris removal crews, and 100 tree crews, managed and closed out 30 debris management sites, and removed more than 2.4 million cubic yards of debris.

**Multiple Contract Activations:** 2020 proved to be a catastrophic storm season. TFR responded to contract activations within **57 jurisdictions throughout Iowa, Louisiana, Oklahoma, Alabama, Mississippi, and Texas**. TFR managed 10.3 million cubic yards of debris, partnered with 74 subcontractors, certified more than 1,350 pieces of equipment, and remediated and closed out 67 debris management sites.

**Meeting Client's Needs:** In August 2020, a severe weather event wreaked havoc in the state of Iowa. The Iowa Department of Homeland Security contracted TFR to grind and dispose of 1.6 million cubic yards of vegetative waste. "The professionalism, knowledge, understanding, and work ethic demonstrated by TFR Enterprises' employees is a compliment to your organization and is in keeping with the best standards of emergency response contractors everywhere," says Jordan Moser, Strategic Planner.

### Financial Capability

Since the company's incorporation in 1989, TFR has completed over 500 federally funded debris removal contracts in its 35-year history. From a dedicated owner to experienced staff, TFR offers not only the knowledge to perform any job of any size but also the financial flexibility to complete multiple large-scale projects simultaneously.

### Company Owned Equipment




TFR owns over 200 pieces of equipment, including debris-handling trucks, such as self-loaders, heavy-haulers, excavators, dozers, and numerous mobile command units. TFR also owns six (6) Diamond Z 1463 Tub Grinders and two (2) horizontal grinders to accommodate our client's debris reduction needs. With the industry's largest collection of tub grinders, TFR can rapidly and efficiently dispose of massive amounts of storm-generated debris.



### Subcontractors

In addition, to our extensive list of company-owned equipment, TFR maintains highly valued working relationships with over one thousand (1000) subcontractors nationwide, who are versed in TFR project procedures and multiply the resources available to the project.

### Client Testimonials

Client	Testimonial
	<p>"We would like to commend TFR Enterprises for their responsiveness and diligence in removing vegetative debris following Hurricane Sally in September of 2020."</p> <p><b>Gregory B. Smith, City Engineer</b></p>
	<p>"We were very pleased with the rapid deployment of equipment and resources to start the clean-up process. The workers and equipment were both top-notch and were ready to work once their boots hit the ground in Citronelle".</p> <p><b>Jason T. Stringer, Mayor</b></p>
	<p>"In closing should the need arise again for debris removal services in Hancock County I hope TFR would be the one's here to help"</p> <p><b>Vic Johnson, Hancock County Road Manager</b></p>



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



# STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

## CONSTRUCTION INDUSTRY LICENSING BOARD

THE RESIDENTIAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**LYELL, SHARON G**

T.F.R., INC. OF TEXAS  
601 LEANDER DRIVE  
LEANDER TX 78641

**LICENSE NUMBER: CRC1332507**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



ISSUED: 08/24/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



# *State of Florida*

## *Department of State*

I certify from the records of this office that T.F.R., INC. OF TEXAS is a Tennessee corporation authorized to transact business in the State of Florida, qualified on September 10, 2002.

The document number of this corporation is F02000004640.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on February 2, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-sixth day of February,  
2024*



  
**Secretary of State**

Tracking Number: 4093072576CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



## REQUEST FOR PROPOSAL

**City of New Port Richey  
2025 Disaster Recovery and Debris  
Removal Services  
RFP-25-012**

**ATTN: Purchasing Director**



**National Headquarters:  
19612 SW 69<sup>th</sup> Place  
Fort Lauderdale, Florida 33332**

**24/7 Direct - (954) 774-0773  
Corporate Office - (954) 680-6100  
[www.BergeronEmergencyServices.com](http://www.BergeronEmergencyServices.com)**

**Ronald M. Bergeron, Jr  
Founder / CEO**



**19612 Southwest 69<sup>th</sup> Place, Fort Lauderdale, FL 33332**  
**(954) 774-0773 – [assistant@BergeronES.com](mailto:assistant@BergeronES.com)**

March 26, 2025

City of New Port Richey  
Purchasing Division  
Attn: Purchasing Director  
5919 Main Street  
New Port Richey, FL 34652

**RE: RFP-25-012- 2025 DISASTER RECOVERY AND DEBRIS REMOVAL SERVICES**

Bergeron Emergency Services, Inc. (BES) is pleased to submit for your consideration our proposal for the City of New Port Richey - FL. We are committed to meet your needs immediately with no delay of deployment of resources or dedicated management oversight to your project. Our record of success is unmatched in the disaster recovery industry. This storm season has brought the highest level of hurricane disaster activity since 1851 and as a result disaster response resources are extremely limited throughout the industry, thereby causing delays in deployment and management oversight by other contractors. We stand committed to provide immediate top-of-the-line resources and staffing for your needs. We continually provide the highest level of quality services while working within all necessary regulatory compliance and timeframes. Our goal is to bring this same dedication and response to the City of New Port Richey - FL. In addition, we will help the client maximize its federal reimbursements for such services.

**HISTORY:** (BES) has been providing disaster recovery services in the United States since 1992 starting with Hurricane Andrew in Homestead, FL and as recently with Hurricane Idalia in north Florida this past year. The demand for highly experienced firms led to the incorporation of (BES) in April 2006 and throughout its history (BES) has managed and performed more than **300+ activations with 80 major** in disaster recovery projects. (BES) coupled with our management team and a nationwide list of highly qualified and minority subcontractors have over a combined **150 years** of extensive, comprehensive experience which allows us to complete EVERY project within contract requirements, ahead of schedule, and at the utmost highest level of quality assurance.





**QUALITY OF SERVICE:** (BES) provides excellent quality of service and prides itself on **zero accidents or incidents** in over six years. Additionally, to date, there has never been any liability claims made nor paid under (BES) in its entire history. We incorporate strict quality assurance measures that are upheld by our team, as well as all our subcontractors.

**EXPERIENCE:** With over **three decades** of experience, our proposal provides multiple examples including Hurricane Michael in 2018/2019, the 2017/2018 devastation from Hurricane IRMA, the recent impact from Hurricane Idalia in 2023/2024, to the current activation for Hurricane Helene in 2024/2025 for VDOT.

At the time, the strength and expanse of IRMA was something never seen or experienced in the State of Florida. This, combined with Hurricane Harvey hitting Texas just 3 weeks before IRMA, put a significant resource strain industry-wide on the entire asset. Overall, for the IRMA response, (BES) served 31 clients, setup and management of 5 Temporary Debris Management Sites (TDMS) processing over 8.5 million cubic yards (CY) of debris. In total, the (BES) IRMA team hauled nearly 2 million CY of debris, covered more than 9 thousand square miles of roads, and served more than 9 million residents.

Similarly, in August of 2023, (BES) responded to two contract activations in north Florida for Hurricane Idalia. Within 48 hours of activation, (BES) deployed massive amounts of resources and a dedicated management team to oversee work performed on two of the major transportation arteries in Florida, 1-10 and 1-75. The following is our full scope of our experience and serviced provided:

<b>Land Operations</b>	<b>Marine Operations</b>	<b>Other Services</b>
Emergency Response	Emergency Response	Portable Housing
Large Scale Debris Removal	Marine Construction	Temporary Power Services
Debris Reduction & Disposal	Marine Salvage	Energy, Ice, & Water Consumables
Tree Trimming & Removal	Beach Renourishment	Hazardous Material Holding
Demolitions & Removal	Water Restoration	Technical Consulting Services
Sand Removal from ROE	Dredging	Management Assistance
Emergency Berm Construction	Bulkhead & Pier Construction	Bio-Mass Recycling
Land Clearing	Vessel Recovery * Disposal	Vertical Construction & Repair
Site Preparation	Inland Waterway Debris Removal	Temporary Roofing
Road & Utility Work		Underground Utility Repair
Beach Sand Screening & Replacement		



**FUNDING PROCESS UNDERSTANDING:** Our funding process goal is to assist our clients in **maximizing their reimbursement potential** through the often-cumbersome Public Assistance Program (PAP). (BES) thoroughly understands FEMA's Public Assistance Program and Policy Guide Version 4, effective June 1, 2020 and all 2 CFR requirements. (BES) has never had a client be deemed ineligible for Debris Removal (Category A). We have a 100% success rate for federal reimbursement for Category A.

Financially, (BES) is a solid company with a \$50M+ single job and \$100M+ aggregate bonding capacity enabling us to respond quickly to multiple concurrent activations. The combination of our flexible technical approach, our strict quality controls, and company-owned resources lead to an industry proven standard. Our full-time staff brings this dedication to each client providing high quality professional debris removal services for disaster events of any type, natural and/or man-made. Lastly, (BES) has **no past or pending** litigations.

Your primary contact for this solicitation is:

**Ronald M. Bergeron, Jr., Bergeron Emergency Services, Inc., Founder / CEO**

Ronald M. Bergeron, Jr., Founder / CEO will be onsite from day 1 with his entire team and will not leave until everyone is **completely satisfied** with the set-up, deployment, project management team, and progress measurements established.

**This is a fair proposal developed in good faith without collusion or fraud. The signer of this proposal has the final authority to bind all aspects of the company. Please accept this cover letter and proposal as a firm and irrevocable statement by which (BES) believes is to be the most qualified firm to perform the necessary tasks outlined in the above referenced solicitation for your project.**



Ronald M. Bergeron, Jr.  
Bergeron Emergency Services, Inc., Founder / CEO



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## QUALIFICATIONS AND EXPERIENCE

### SUMMARY OF (BES) HISTORY

#### *Brief History of the Business*

Bergeron Emergency Services, Inc. (BES) brings forth a history both rich and diverse in disaster recovery efforts and associated land development initiatives. For the past **32 years** (BES) has provided the full spectrum of emergency and disaster recovery management services for clients on the federal, state, international and local levels. Our vast experience is unparalleled in the industry.



Initially our experience with debris management began within the Bergeron Land Development, Inc. with Hurricane Andrew's impact in South Florida in 1992. The severity of the 2004-2006 hurricane seasons provided the necessity of the incorporation of (BES) in the State of Florida on April 14, 2006. During those storm seasons, under four major hurricanes in particular (Ivan, Charley, Frances, Jeanne), (BES) founder, Ronald M. Bergeron, Jr., analyzed disaster recovery efforts nationwide and capitalized on the industry's lack of resources, (BES) continues to grow disaster recovery services each year as shown with our list of clients.

With over \$275+ million in FEMA-funded disaster related recovery projects since incorporation, and 300+ activations, (BES) is one of the nation's - ***safest, strongest, responsible, and reliable*** – disaster recovery experts, partners, and contractors. Bergeron Emergency Services, Inc. continuously fulfills its life-long, fully ingrained mission by providing exceptional quality, upmost value, methodical service, and proven excellence to devastated regions throughout the United States in their unique emergency debris removal management and disposal needs never losing sight of safety being our number one concern for all clients and their citizens.

In the last 12 years alone, (BES) has managed over 50,000,000 CY of debris covering more than 76,423 square miles over multiple states across the nation. Our administrative oversight has focused both on the largest disaster struck zones and the most populated areas - ***ranging from as far west as Texas to the eastern shores of New York & New Jersey*** - and also including distinctive projects such as the ***BP Oil Spill***, and the ***Haiti Earthquake***.

Bergeron Emergency Services, Inc. takes pride in our ability to concentrate our multi-dimensional efforts on targeted yet wide-reaching locations, while still deploying tailored recovery efforts to align with dictated, specific needs at the city, local, state, and federal level.

## **FINANCIAL QUALIFICATIONS**

### ***Financial Stability***

(BES) has an abundant reserve in liquid assets which allows (BES) to continue support operations well beyond 6 months. Our bonding agency is ACRISURE located at 220 Congress Park Drive, Suite 100, Delray Beach, FL 33445.

Our insurance capacities are: Commercial General/Umbrella liability Insurance of \$2M; Professional Liability of \$2M; automobile insurance of not less than \$2M per occurrence; Workman's Compensation insurance exceeds normal \$1M requirement; and Umbrella coverage of \$5M. Should additional endorsements be needed, (BES) can secure within 24 hours of request.

-





## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

May 14, 2024

BERGERON EMERGENCY SERVICES  
19612 SW 69TH PLACE  
FORT LAUDERDALE, FLORIDA 33332

### RE: CERTIFICATE OF QUALIFICATION

The Department of Transportation has qualified your company for the type of work indicated below.

**FDOT APPROVED WORK CLASSES:**  
DEBRIS REMOVAL (EMERGENCY)

Unless notified otherwise, this Certificate of Qualification will expire **6/30/2025**.

In accordance with Section 337.14(4), Florida Statutes, changes to Ability Factor or Maximum Capacity Rating will not take effect until after the expiration of the current certificate of prequalification (if applicable).

In accordance with Section 337.14(1), Florida Statutes, an application for qualification must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If the company's maximum capacity has been revised, it may be accessed by logging into the Contractor Prequalification Application System via the following link:

[HTTPS://fdotwpl.dot.state.fl.us/ContractorPreQualification](https://fdotwpl.dot.state.fl.us/ContractorPreQualification)

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

The company may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing the most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that the company has performed such work.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

James E. Taylor II, Prequalification Supervisor  
Contracts Administration Office

JTII

*Improve Safety, Enhance Mobility, Inspire Innovation*

[www.fdot.gov](http://www.fdot.gov)



Proposal in Response to:

**City of New Port Richey**

**RFP 25-012**

**Disaster Recovery & Debris Removal  
Services**

5919 Main St,  
New Port Richey, FL 34652  
3/27/2025 - 2:00 PM ET



Tia Laurie



[contact@ceresenv.com](mailto:contact@ceresenv.com)



(800) 218-4424



[www.ceresenvironmental.com](http://www.ceresenvironmental.com)



6371 Business Boulevard Suite 100  
Sarasota, Florida 34240





Proposal in Response to:

**City of New Port Richey**

**RFP 25-012 Disaster Recovery & Debris Removal  
Services**

5919 Main St,  
New Port Richey, FL 34652

March 27, 2025 - 2:00 PM ET



Contact Person

Tia Laurie, Corporate Secretary

[contact@ceresenv.com](mailto:contact@ceresenv.com)

Tel. (800) 218-4424

Fax (866) 228-5636

6371 Business Boulevard Suite 100

Sarasota, Florida 34240

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March 26, 2025

City of New Port Richey

City Clerk's Office  
5919 Main St,  
New Port Richey, FL 34652

**RE: RFP 25-012 Disaster Recovery & Debris Removal Services**  
Due: March 27, 2025 at 2:00 PM ET

Dear Evaluation Committee:

We are pleased to submit the enclosed proposal for the **City of New Port Richey RFP 25-012 Disaster Recovery & Debris Removal Services**. Ceres Environmental Services, Inc. is a national leader in disaster recovery and a government contracting firm capable of providing personnel, equipment, and resources to respond to any disaster event rapidly and efficiently. Our services include debris removal and separation, demolition and hazardous material management, debris reduction and site management, hazard tree, limb and stump removal, and the collection/generation of FEMA-required project documentation.

In Florida, Ceres has loaded, hauled, managed, reduced, and disposed of over **16,000,000 cubic yards of debris across 81 client activations since 2016**. This along with being a Florida-based corporation has helped Ceres build trusted relationships with Florida Division of Emergency Management, Florida Department of Environmental Protection, and Florida Department of Transportation to provide disaster guidance and quickly permit debris sites.

From 2016 to 2024, Ceres has responded to multiple large-scale events across the U.S. each year with tens of contracts performed simultaneously. The quick bullets highlight Ceres extensive experience and unique capabilities for New Port Richey.

- Across the U.S., Ceres has loaded, hauled, managed, reduced, and disposed of **over 54,900,000 cubic yards of debris**.
- Ceres has managed over **60,000 Right-of-Entries**.
- Ceres maintains **\$2 Billion** in bonding capacity. Bonding capacity is indicative of financial health.
- Ceres has a demonstrated ability to maintain account receivables of more than **\$188.8 Million** without any work stoppages.
- Ceres owns the largest fleet of equipment in the industry – **2,019 pieces of equipment**.
- Ceres owns the largest internal reduction capacity in the industry – **over 120,000 CYs per day** with 17 grinders and 10 air curtain incinerators.
- Ceres has **61 full-time disaster response field management employees** with specific experience in project management, quality control, and safety practices enforcement. The 16 most senior of our disaster response management team have a **combined 344 years of experience**.
- Ceres received an **"Exceptional"** rating from the U.S. Army Corps of Engineers for projects resulting from Hurricane Michael in Southwest Georgia, Hurricane Irma/Maria in the U.S. Virgin Islands, and Hurricane Katrina in Louisiana.
- During the U.S. Army Corps of Engineers Southwest Georgia Debris Mission following Hurricane Michael, Ceres averaged 769,000 cubic yards of debris for the first 3 weeks of the project with a peak hauling capacity of **140,000 cubic yards in a single day**. This project was performed simultaneously with 4 other projects. When these 4 projects are included, Ceres peak hauling capacity was over **200,000 cubic yards per day**.

Ceres also maintains a database of 3,346 subcontractors with 31 **pre-qualified, local subcontractors** within 30 miles of New Port Richey to ensure rapid mobilization during any activation. If awarded, Ceres commits to identify additional MBE, WBE, SBE, and DBE contractors for debris removal, and conducting a subcontractor workshop in New Port Richey within the first year. Local contractor utilization and keeping dollars in the local community is a cornerstone of Ceres response and long-term operations.



Our office in Sarasota, FL, **located less than 2 hours from New Port Richey**, provides an excellent location from which to manage our post-disaster work. If an event affects our Sarasota office, Ceres maintains other offices in Houma, LA, Houston, TX, Brooklyn Park, MN, and Cameron Park, CA providing us great continuity of operations to quickly step in and assume responsibility for disaster response.

David A. McIntyre, Sole Shareholder and President; John Ulschmid, Vice President; and Tia Laurie, Corporate Secretary have signature authority to bind the company and can all be reached by calling Ceres' toll-free number (800) 218-4424.

We look forward to the opportunity to be your supplier of disaster debris management services.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tia Laurie", is written over a light blue horizontal line.

Tia Laurie  
Corporate Secretary  
Ceres Environmental Services, Inc.

Enc.

## Ceres Environmental Services Facts and Highlights

Founded in 1976 and incorporated in 1995, Ceres Environmental Services, Inc. has provided emergency management and other services for **48 years** to government entities throughout the United States.

- Ceres has **never defaulted on a contract or failed to complete any work awarded.**
- **No client of Ceres has been denied eligible reimbursement for work Ceres has performed.** Ceres' professional staff assists our clients, upon request, with the preparation and submission of project worksheets for FEMA and other agencies.
- **No Regulatory or License Agency Sanctions** have ever been imposed on Ceres or any of its principals.
- Ceres' policy and practice is to **utilize qualified local small and disadvantaged business enterprises** to the maximum extent practicable to further aid in the recovery of the community.
- Exemplary Performance on **over \$2.5 billion dollars** of Emergency Debris Management contracts awarded by various government agencies within the past 30 years on over 400 FEMA-funded contracts.
- Following Hurricane Michael, Ceres was activated by the USACE in **13 counties in Southwest Georgia**. Ceres collected and hauled a total of 4,236,363 cubic yards (CY) of debris in 90 days, with a **maximum haul of 140,330 CYs in a single day.**
- In all of 2017, Ceres **received 54 major contract activations from cities, counties, and in the U.S. Virgin Islands (USVI)** for debris removal and off-island debris disposal. For the USVI work, Ceres received the **highest possible contract evaluation – Exceptional – in all categories for its pre- and post-Hurricanes Irma and Maria responses.**
- Ceres responded to Louisiana flooding in 2016, **removing over 1,000,000 cubic yards of debris** as well as damaged white goods and putrescent food.
- Following Hurricanes Hermine and Matthew, Ceres was activated on **20 contracts over four states:** Florida, Georgia, South Carolina, and North Carolina. Ceres successfully removed **more than 3,000,000 cubic yards** of hurricane debris resulting from Hermine and Matthew despite already working in Louisiana following the flooding.
- Ceres responded to the Midwestern flooding and Hurricanes Dolly, Gustav, and Ike during 2008 and **fulfilled all obligations for nine separate contracts**, seven of which were performed simultaneously.
- Performed **simultaneous Hurricanes Katrina, Rita, and Wilma recovery operations** in three states throughout 44 counties and parishes.
- During Hurricane Katrina recovery, 45,000 cubic yards of debris were hauled on the first day of operations and up to 200,000 cubic yards daily after that. In total, **more than 13 million cubic yards** were hauled and processed.
- Performed **over 40,000 Right of Entry (ROE) work orders for "Blue Roof" repairs** for the U.S. Army Corps of Engineers on five contracts, with concurrent operations in over 30 counties.
- Recipient of the **Million Work Hours Award** for our **superb safety record** on the Katrina Debris project for the U.S. Army Corps of Engineers.
- Federal Employer Identification Number 41-1816075
- Florida General Contractor's License CGC1508764



# NEW PORT RICHEY

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

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

**FROM:** Robert Kochen, Chief of Police

**DATE:** 5/20/2025

**RE:** Recommendation of Firm for RFP25-009 Unarmed, Uniformed, Licensed Class D Security Services for City Parking Garage

## REQUEST:

The request before the City Council is to consider awarding RFP #25-009 to GardaWorld Security (GWS) to provide unarmed, uniformed, Licensed Class D security services for the City Parking Garage. Also, the City Council is being asked to approve the attached three-year security services agreement with GWS.

## DISCUSSION:

On February 19, 2025, RFP #25-009 was advertised for unarmed, uniformed, License Class D security services for the City's Parking Garage. On March 5, 2025, eleven sealed proposals were submitted to the City Clerk's Office by the 2:00 p.m. deadline. The eleven proposals had bids ranging from \$78,000.00 to \$140,400.00 with the lowest bidder of \$78,000.00 and the second lowest bidder at \$87,204.00 not adhering to all the requirements of RFP #25-009.

Staff conducted a thorough evaluation process of the eleven bids that considered the following:

- Proposals adherence to the bid requirements of RFP #25-009,
- price,
- approach to security services,
- experience and qualifications,
- full scope of services, and
- insurance and bonding.

GWS, a recognized global security corporation with Tampa Bay area-based operations out of St. Petersburg, Florida, submitted a complete bid in the amount of \$95,312.09 for annual security services for our parking garage, which placed them at number three on the bid calculation spreadsheet based on price. However, when we factored in all the above evaluation criteria, GWS stands out as the clear choice.

GWS and city staff worked on a three-year contract for parking garage security services, which is in line with industry standards for government entities. In years two and three of the contract, GWS will increase the annual pricing by three and one-half percent, which is standard for GWS government contracts. This annual increase does not apply to the annual cost of the GWS security vehicle.

City Attorney Tim Driscoll has reviewed the contract and approved it as to form.

## RECOMMENDATION:

Staff recommends that the City Council award RFP #25-009 to GWS and allow staff to enter into the three-year service agreement with GWS for parking garage security services. If approved, GWS is expected to start services around June 20, 2025, timeframe.

**BUDGET/FISCAL IMPACT:**

The City's Parking Garage structure is funded by the Community Redevelopment Agency as a transfer to the General Fund. Funding for the GWS contract is allocated in account 001114-43474 for FY 2025.

**ATTACHMENTS:**

Description	Type
❑ GWS Security Services Agreement	Backup Material
❑ RFP 25-009 Bid Calculation Spreadsheet	Backup Material
❑ RFP 25-009 - City Parking Garage Security Services	Backup Material
❑ RFP 25-009 Advertisement	Backup Material



## SERVICE AGREEMENT

Effective Date: \_\_\_\_\_ (hereinafter "Effective Date")

GardaWorld (hereinafter  
"GWSS"):

GWSS Principal Office 1699 S Hanley Rd  
Address: Suite 350  
St. Louis, MO 63144

Client Name (hereinafter \_\_\_\_\_  
"Client"):

Client Principal Office \_\_\_\_\_  
Address:

This Service Agreement (the "Agreement"), effective as of the date set forth above (hereinafter "Effective Date"), is entered into between GWSS, and Client. This Agreement shall constitute the entire agreement between GWSS and Client and shall supersede all prior discussions with respect to the subject matter hereof. No modification of this Agreement will be effective unless made in writing and signed by both GWSS and Client.

For valuable consideration, the parties mutually agree as follows:

1. **PURPOSE:** The purpose of this Agreement is to provide Client with certain security guard services as requested by Client ("**Services**").

2. **LOCATIONS:** Client agrees to use GWSS' Services at the following location(s) and each additional location requested by Client and agreed to by GWSS in writing, email permissible:

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3. **DUTIES:** GWSS will provide the number of security guard employees on the day(s) and time(s) as and when requested by Client for Client's security needs pursuant to the terms of this Agreement. GWSS will not be responsible for assessing or determining the security needs of Client. Upon acceptance by GWSS of the schedule, these hours will then be deemed normal. Normal hours can be changed promptly upon written notice to GWSS, email permissible. GWSS employees may be removed from providing Services at the request of Client for any nondiscriminatory and/or lawful reason, subject to GWSS' sole and absolute right as an employer-at-will to discharge or discipline any of its employees. If Client alters any instructions or directions given by GWSS to any of GWSS' employees, or if Client assumes any supervision of the employees, Client shall be solely liable for all consequences thereof.

4. **TERM:** Services will commence on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and will continue until the 18th day of May, 2028, or terminated by either party as permitted herein.

5. **FEES:** Client agrees to pay GWSS for its Services in accordance with the following hourly rate structure for all hours worked by GWSS employees:

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One and one-half the normal rate will be charged for any Client requested overtime or additional Services (including schedule changes) with less than seventy-two (72) hours prior notice and any hours worked on the following major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. A minimum charge of four (4) hours will be charged for any shifts with less than four (4) hours per shift.

6. **INVOICES AND RATE INCREASES:** All applicable sales and use taxes shall be added to each invoice. Accurate invoices shall be due and payable within thirty (30) days following their receipt by Client. Any dispute or claim regarding the amount of an invoice or the underlying Services rendered must be received by GWSS in writing from Client within thirty (30) days from the invoice date setting forth the nature of the dispute and including all supporting documentation. Client will notify GWSS of any disputed portion of an invoice, will timely pay the undisputed amounts and the parties shall work in good faith to resolve such

dispute within fifteen (15) days after GWSS' receipt of Client's notice of dispute ("**Resolution Period**"). During the Resolution Period, Client will not be required to pay any disputed amounts under an invoice and its withholding of such disputed payment will not constitute a breach of this Agreement or be grounds for GWSS to suspend its obligations under this Agreement. However, should the parties fail to resolve the dispute during the Resolution Period, GWSS shall be permitted to suspend Services and/or terminate this Agreement effective upon written notice to Client. If Client fails to pay any undisputed amounts within thirty (30) days of receipt of any accurate invoice, Client agrees to pay interest at the rate of 1.5% per month, or the highest amount permitted under applicable law, whichever is lower, on the unpaid balance computed from the due date. In the event that there shall be any default in payment under the terms of this Agreement, GWSS will be entitled to recover from Client all of its reasonable costs of collection, including its reasonable attorney's fees.

Rates are fixed subject to the exception of increases which will occur automatically and proportionately as wages, wage-related expenses and fringe benefits are increased as a result of or in response to any of the following: (1) any increase in the applicable federal, state, county and/or local minimum wage requirement; (2) any increase in legally required employer contributions or payments (including, but not limited to, increases in the employer's contribution for worker's compensation, unemployment compensation, and social security); and (3) any increased costs related to compliance with any applicable prevailing wage or similar laws and/or the Patient Protection and Affordable Care Act (healthcare reform), collective bargaining agreements or any other statutory increases. Notwithstanding the foregoing, rates will automatically increase annually as of the anniversary of the Effective Date by three and a half percent (3.5%). The annual increase breakdown is as follows: June 20th 2026 -**\$78,428.12**, June 20th 2027 -**\$81,173.10**, June 20th 2028 (renewal) - **\$84,014.15**

## Accounts Payable Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

7. **TERMINATION:** Either party may terminate this Agreement for its convenience by providing at least thirty (30) days' prior written notice to the other party. Either party may also terminate this Agreement in the event of a material breach by providing the breaching party written notice specifying the alleged breach and fifteen (15) days to cure the breach. If the breach is not cured within such time, the Agreement shall automatically terminate effective the next day. Either party may also terminate this Agreement immediately upon written notice to the other party in the event the other party becomes insolvent, or generally unable to pay its debts as they become due, or becomes the subject of a bankruptcy, conservatorship, receivership or similar proceeding, or makes a general assignment for the benefit of its creditors.

8. **INDEPENDENT CONTRACTOR:** GWSS is an independent contractor and neither GWSS nor its officers, agents, subcontractors or employees are in law or in fact, employees of Client. GWSS assumes full responsibility for compliance with all applicable laws, ordinances, and regulations related to GWSS' employees and any permitted subcontractors.

9. **FORCE MAJEURE:** Neither party will be liable to the other for delay in performing or failure to perform any of its obligations hereunder where such delay or failure is caused, in whole or in part, by any event beyond the reasonable control of such party, its employees, subcontractors and agents, including but not limited to any act of God, active shooter incident, epidemic, pandemic outbreak, flood, windstorm, governmental embargo, quarantine, strike, riot, war or other military action, civil disorder, acts of terrorism, rebellion or revolution, hostile fire, sabotage, or governmental seizure or order.

10. **INSURANCE:** GWSS maintains an insurance program for its own protection that includes commercial liability, worker's compensation, and business auto coverage. GWSS warrants that the commercial liability and business auto coverage plans carry minimum limits of \$1,000,000 per occurrence and worker's compensation as required by applicable statute. Client agrees that in the event GWSS or its employees are requested to operate a vehicle owned, leased, or controlled by Client, GWSS and its employees shall be included as additional insured on Client's automobile liability insurance.

11. **INDEMNITY:** GWSS agrees to indemnify, defend and hold Client harmless from third party claims, demands, suits, proceedings or causes of action ("**Claims**") and any resulting damages, losses, fines, penalties, liabilities, including, without limitation, reasonable attorneys' fees and costs incurred by Client (collectively, "**Liabilities**") arising out of any Claims to the extent caused by the negligent acts or willful misconduct by GWSS' employees, agents or subcontractors while performing the Services. However, GWSS shall not be liable to indemnify, defend and hold Client harmless from any Claims and resulting Liabilities to the extent caused by the negligent acts or willful misconduct, and/or violation of applicable laws by Client and its employees, agents, invitees, customers, contractors (other than GWSS) and representatives.

12. **REPRESENTATIONS, WARRANTIES AND DISCLAIMERS:** GWSS represents and warrants that the Services it furnishes under this Agreement shall be provided in a professional manner in accordance with industry standards and applicable

laws, and that GWSS shall obtain and maintain all permits and licenses required for it to provide the Services. Client acknowledges and agrees that GWSS is not an insurer. THE PARTIES AGREE THAT GWSS MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SERVICES IT FURNISHES WILL PREVENT OR MINIMIZE THE LIKELIHOOD OF LOSS OR OCCURRENCES OR THE CONSEQUENCES THEREFROM WHICH THE SERVICES ARE DESIGNED TO MITIGATE. GWSS' RESPONSIBILITY IS SOLELY LIMITED TO PROVIDING PHYSICAL SECURITY GUARD SERVICES. GWSS HAS NOT BEEN ENGAGED AS A CONSULTANT OR OTHERWISE TO PROVIDE AN ASSESSMENT OF SECURITY NEEDS AT THE LOCATIONS COVERED. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, GWSS SHALL NOT BE RESPONSIBLE OR LIABLE TO CLIENT OR ANY THIRD PARTY FOR ANY INDEMNITY, DEFENSE AND HOLD HARMLESS OBLIGATIONS FOR ANY INJURY OR ILLNESS, INCLUDING DEATH, CAUSED BY ANY ILL PERSON ENTERING ONTO CLIENT'S LOCATIONS. GWSS DOES NOT WARRANT OR REPRESENT THAT ITS SERVICES ARE OF A MEDICAL NATURE OR WILL PREVENT ANY INJURY OR ILLNESS, INCLUDING DEATH, CAUSED BY ANY ILL PERSON ENTERING ONTO CLIENT'S LOCATIONS.

13. **LIMITATION OF LIABILITY:** EACH PARTY'S LIABILITY FOR ANY LOSSES AND DAMAGES (WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), STATUTE, OR OTHERWISE) CONNECTED WITH OR ARISING UNDER THIS AGREEMENT WILL BE LIMITED IN THE AGGREGATE FOR ALL CLAIMS TO AN AMOUNT NOT TO EXCEED THE TOTAL AMOUNT OF FEES PAID BY CLIENT TO GWSS FOR SERVICES UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS PRIOR TO THE OCCURRENCE OF THE FIRST EVENT THAT IS THE SUBJECT OF THE FIRST CLAIM. NOTWITHSTANDING THE FOREGOING, THE ABOVE LIMITATION OF LIABILITY SHALL NOT APPLY TO THE FOLLOWING: (A) LOSSES AND DAMAGES THAT CANNOT BE DISCLAIMED UNDER APPLICABLE LAW, (B) INJURY, INCLUDING DEATH, (C) CLAIMS AND LIABILITIES ARISING FROM GWSS' INDEMNITY OBLIGATIONS UNDER THIS AGREEMENT, AND (D) ANY AMOUNTS PAYABLE UNDER THIS AGREEMENT BY CLIENT TO GWSS. UNDER NO CIRCUMSTANCES OR THEORY OF LIABILITY SHALL EITHER PARTY AND ITS INSURANCE CARRIERS BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, CONSEQUENTIAL OR SPECIAL DAMAGES ARISING OUT OF THIS AGREEMENT.

Notwithstanding, anything contrary herein, GWSS shall not be liable to Client for any injury (including death) to any person arising from a slip, trip, or fall while on or near Client's locations. Client expressly understands and agrees that GWSS is not responsible for performing any maintenance services including but not limited to building upkeep, snow removal, garbage, or debris removal, and water removal, or required to report any maintenance needs or failures to Client.

14. **NON-SOLICITATION:** Neither party will directly or indirectly solicit any employee of the other party for employment while this Agreement is in effect and for the twelve (12) month period following the date this Agreement terminates or expires. For the purposes of this Section, the advertisement of employment opportunities by a party in any public forum (including magazines, trade journals, publicly accessible internet sites, classified advertisements or job fairs open to the public) will not be considered a solicitation, and the hiring of a party's employees as a result of his or her response to a general employment advertisement or in response to his or her unsolicited employment inquiry will not constitute a breach of this Agreement. In the event either party breaches the terms of this Section, the breaching party will pay the sum of Two Thousand Dollars (\$2,000.00) per employee solicited and hired.

15. **MISCELLANEOUS:** This Agreement constitutes the entire understanding and agreement between the parties. This Agreement supersedes and replaces any and all prior and contemporaneous agreements, either oral or written, between the parties hereto with respect to the subject matter herein. The parties acknowledge that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any alteration, modification or amendment of this Agreement must be in writing containing the signature of an authorized representative of each party. If any provision of this Agreement shall be deemed to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited. This Agreement is entered into solely for the mutual benefit of the parties herein and that no benefits, rights, duties or obligations are intended or created by this Agreement as to third parties not a signatory hereto. This Agreement may not be assigned or transferred without the other party's written consent, which will not be unreasonably withheld; provided, however, that either party may assign or other transfer this Agreement upon written notice to the other party as a result of a merger, consolidation or sale of all or substantially all of its assets or securities. Any attempted assignment or transfer without the proper consent or notice will be null and void. This Agreement will bind the parties' successors and permitted assigns. This Agreement will be interpreted under, and any disputes arising out of this Agreement will be governed by, the laws of the State of ~~Florida~~ ~~Delaware~~, without regard to its conflicts of laws principles. The parties hereby consent to the exclusive jurisdiction of any state or federal court located within the State of ~~Florida~~, ~~Pasco~~ ~~Delaware~~, ~~New Castle~~ County, and irrevocably agrees that all actions or proceedings arising out of or relating to this Agreement shall be litigated in such courts. Sections 6, 8, 9, 11 - 15, and each other provision of this Agreement that expressly or by its nature provides for rights, obligations or remedies that extend beyond the expiration or earlier termination of this Agreement, will survive and continue in full force and effect after this Agreement expires or is earlier terminated. Other than routine administrative communications, which may be exchanged by the

parties via email, and except as otherwise specified herein, all notices, consents and approvals hereunder shall be in writing and shall be deemed to have been given to the other party’s Legal Department at the address in the preamble to this Agreement upon: (a) personal delivery; (b) the day of receipt, as shown in the applicable carrier’s systems, if sent via nationally recognized express carrier; or (c) the third business day after sending by U.S. Postal Service, First Class, postage prepaid, return receipt requested. The notice address may be changed in accordance with the provision of this Agreement.

This Agreement is executed by the parties’ duly authorized representatives below effective as of the Effective Date.

CLIENT: \_\_\_\_\_

GWSS:

By: \_\_\_\_\_

By:

Name: \_\_\_\_\_

Name:

Title: \_\_\_\_\_

Title:

## Exhibit A

Vendor shall maintain all documents related to this Agreement for such periods of time required by the Florida Public Records Act (Chapter 119, Florida Statutes). Upon request from City's custodian of public records, Vendor shall provide City a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Florida Public Records Act or as otherwise provided by law. Vendor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if Vendor does not transfer the records to City. Upon completion of this Agreement, Vendor shall transfer, at no cost to City, all public records in possession of Vendor or keep and maintain public records required by City to perform the services provided in this Agreement. If Vendor transfers all public records to City upon completion of this Agreement, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of this Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City, upon request from City's custodian of public records, in a format that is compatible with the information technology systems of City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (727) 853-1021, [MEYERSJ@CITYOFNEWPORTRICHEY.ORG](mailto:MEYERSJ@CITYOFNEWPORTRICHEY.ORG) AND 5919 MAIN STREET, NEW PORT RICHEY, FLORIDA 34652.

**City of New Port Richey**  
**RFP #25-009**  
**Parking Garage Security Service**  
**Bid Caculation Spreadsheet**

	Liability Insurance	Weekly Hours	Monthly Hours	Monthly Costs	Annual Cost
<b>Company Bids:</b>					
Blue Shield Security	No Information Provided	60	260	\$ 6,500.00	\$ 78,000.00
Nation Security	Proof Provided	60	260	\$ 7,267.00	\$ 87,204.00
GARDAWORLD Security	Proof Provided	60	260	\$ 7,942.67	\$ 95,312.09
Signal Security Services	Proof Provided	60	260	\$ 8,008.00	\$ 96,096.00
Centurion Security Group	Proof Provided	60	260	\$ 8,547.80	\$ 102,573.60
Dynamic Integrated Security	Proof Provided	60	260	\$ 8,775.00	\$ 105,300.00
DECO International Security	Proof Provided	60	260	\$ 8,885.00	\$ 106,620.00
SHERGROUP Security	Proof Provided	60	260	\$ 9,281.00	\$ 111,372.00
ALK Global Security Solutions	Proof Provided	60	260	\$ 9,880.00	\$ 118,560.00
MARC Security Services	Proof Provided	60	260	\$ 10,030.00	\$ 120,360.00
Watch Dogs Executive Protection LLC	Proof Provided	60	260	\$ 11,700.00	\$ 140,400.00

# **CITY OF NEW PORT RICHEY**

## **REQUEST FOR PROPOSAL**

**RFP 25-009**

### **UNARMED UNIFORMED LICENSED CLASS D SECURITY GUARD SERVICES FOR CITY PARKING GARAGE**

#### **I. Introduction**

The City of New Port Richey is requesting proposals from qualified and experienced unarmed security service providers to deliver security services at our four-story parking garage located at 6218 U.S. Highway 19, New Port Richey, FL 34652. This RFP aims to identify a professional and reliable security company to ensure the safety and security of the parking facility, its users, and the property.

#### **II. Scope of Services**

The successful bidder will be required to provide unarmed uniformed security services with a company marked vehicle for the parking garage. The primary responsibilities include, but are not limited to:

##### **1. General Security Presence:**

- Provide consistent, professional, and visible security patrols (in company uniform and with a professionally marked company vehicle) in and around the city's parking garage as detailed in section 6. shift coverage.
- Ensure security personnel are present during contracted times.
- Maintain a proactive presence to deter criminal activity and help users of the garage when necessary.
- The professionally marked security vehicle will be of the SUV class. The city would prefer a Ford Explorer SUV due to the high volume of these vehicles in our fleet; however, other SUV class types would be acceptable.

##### **2. Monitoring & Surveillance:**

- Monitor CCTV systems (if applicable) and report any suspicious activity or safety concerns to the New Port Richey Police Department, 911 system if emergency/EMS related, or via police radio, if issued.
- Conduct regular inspections of the facility to ensure doors, gates, lights, and security equipment are functioning properly.

##### **3. Access Control:**

- Monitor and control access to the parking garage (if applicable), ensuring only authorized individuals or vehicles are allowed entry by the city.

##### **4. Incident Response & Reporting:**

- Respond to and report security-related incidents and emergency situations, such as loitering, theft, disturbances, fire alarms, vehicle accidents, and medical incidents to the New Port Richey Police Department, 911 system if emergency/EMS related, or via police radio, if issued.



- Prepare and submit written reports for all security and emergency related incidents, providing detailed accounts for management.

**5. Customer Service:**

- Assist customers with general inquiries and provide directions or guidance when requested.
- Offer a courteous and approachable demeanor while maintaining a professional presence.

**6. Shift Coverage:**

- Provide consistent, professional, and visible security patrols (in company uniform and with a professionally marked company vehicle) in and around the parking garage from:
  - Sunday from 12:00 p.m. to 8:00 p.m. all year to include holidays.
  - Monday, Tuesday, Wednesday, Thursday from 3:30 p.m. to 11:30 p.m. all year to include holidays.
  - Friday and Saturday from 4:00 p.m. to 2:00 a.m. all year to include holidays.
  - Hours may be adjusted based on need with advance notice.
- Ensure security staff are properly trained and well-equipped to handle various security-related scenarios.

### **III. Proposal Requirements**

To be considered, proposers must submit the following information:

**1. Company Profile:**

- Overview of the company, including years of experience in the security industry and specialization in unarmed security services.
- A list of any licenses, certifications, and industry affiliations.

**2. Experience:**

- Demonstrated experience in providing unarmed security services for parking facilities or similar environments.
- Relevant case studies or examples of previous clients (including contact information for references).

**3. Security Personnel:**

- A description of the training and qualifications of security officers.
- Staffing plan for the contract period, including the number of officers, their roles, and shift assignments.

**4. Operational Plan:**

- Detailed description of the methods to be employed to carry out the scope of services outlined above.
- Overview of patrol and monitoring procedures, including any reporting processes.
- Explanation of response protocols for emergency situations.

#### **5. Pricing:**

- Clear breakdown of pricing, including the hourly rate per security officer, expected overtime costs, and any additional charges.
- The costs for the professionally marked SUV security vehicle will be detailed as a separate line item in the bid.
- A proposed payment schedule.

#### **6. Insurance and Bonding:**

- Proof of general liability insurance, workers' compensation, and any other required bonding or coverage.

#### **7. References:**

- At least three references from previous or current clients with similar requirements.

### **IV. Proposal Submission Guidelines**

Sealed proposals will be received until 2:00 P.M. on March 5, 2025, in the City Clerk's Office, Second Floor, City Hall, 5919 Main Street, New Port Richey, Florida, 34652. Each submission shall contain one (1) original and four (4) copies and must be clearly marked on the outside of the envelope with the firm's name and address along with "RFP25-009 – UNARMED LICENSED CLASS D SECURITY SERVICES FOR CITY PARKING GARAGE." Any proposals received after the above-mentioned time will not be accepted under any circumstances. Any questions regarding this Request for Proposal shall be submitted in writing to Deputy Chief Lauren Letona at [letonal@cityofnewportriches.org](mailto:letonal@cityofnewportriches.org).

### **V. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the security company and personnel.
- Approach to security service delivery and operational plan.
- Competitive pricing and value offered.
- Quality and relevance of references.
- Insurance, licensing, and bonding compliance.

### **VI. Contract Terms**

The selected security company will be required to sign a contract outlining the terms of the services provided, including:

- Duration of the contract (initial term and any renewal options).
- Detailed service level agreements (SLAs).
- Termination conditions and penalties for non-performance.
- Confidentiality and liability clauses.

- Requirements for all security assigned personnel to have a Florida Class D Security Officer License.

## **VII. Conclusion**

We look forward to receiving your proposal and selecting a security partner that can meet our needs for an unarmed uniform security presence at our parking garage. Please feel free to contact Deputy Chief Lauren Letona via email at [letonal@cityofnewportrichey.org](mailto:letonal@cityofnewportrichey.org) with any questions.

# Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss

COUNTY OF PASCO County

Before the undersigned authority personally appeared Deirdre Bonett who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Pasco County, Florida that the attached copy of advertisement being a Legal Notice in the matter RFP25-009 Security was published in said newspaper by print in the issues of 02/19/25, 02/26/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Pasco County, Florida and that the said newspaper has heretofore been continuously published in said Pasco County, Florida each day and has been entered as a second class mail matter at the post office in said Pasco County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature of Affiant

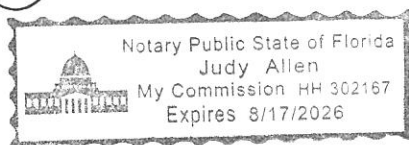


Sworn to and subscribed before me this 02/26/2025

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced \_\_\_\_\_

**CITY OF NEW PORT RICHEY  
REQUEST FOR PROPOSALS  
RFP25-009 UNARMED UNIFORMED LICENSED CLASS D SECURITY GUARD  
SERVICES FOR CITY PARKING GARAGE**

The City of New Port Richey is requesting proposals from qualified and experienced unarmed security service providers to deliver security services at our four-story parking garage located at 6218 U.S. Highway 19, New Port Richey, FL 34652. This Request for Proposals aims to identify a professional and reliable security company to ensure the safety and security of the parking facility, its users, and the property.

The successful bidder will be required to provide unarmed uniformed security services with a company marked vehicle for the parking garage. The primary responsibilities include, but are not limited to general security presence, monitoring & surveillance, access control, incident response & reporting, customer service and shift coverage. The full scope of services for this Request for Proposals may be found on the City's website at <https://www.cityofnewportrichey.org/Government/City-Clerk/Bid-Postings>.

Sealed proposals will be received until 2:00 P.M. on March 5, 2025 in the City Clerk's Office, Second Floor, City Hall, 5919 Main Street, New Port Richey, Florida, 34652. Each submission shall contain one (1) original and four (4) copies and must be clearly marked on the outside of the envelope with the firm's name and address along with "RFP25-009 - UNARMED LICENSED CLASS D SECURITY SERVICES FOR CITY PARKING GARAGE." Any proposals received after the above-mentioned time will not be accepted under any circumstances. Any questions regarding this Request for Proposal shall be directed to Deputy Chief Lauren Letona at [letonal@cityofnewportrichey.org](mailto:letonal@cityofnewportrichey.org).

The City of New Port Richey reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City. The City accepts no responsibility for any response not reaching the prescribed delivery point within the time period stipulated.

Dated this 19th day of February, 2025.  
CITY OF NEW PORT RICHEY, FLORIDA  
By: Judy Meyers, MMC, City Clerk

24406



# NEW PORT RICHEY

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

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

**FROM:** Dale Hall, AICP, Community & Development Director

**DATE:** 5/20/2025

**RE:** Planning & Development Department - Addition of a Development Clerk Position and Corresponding Budget Amendment

## REQUEST:

The request is to establish a Development Clerk position from existing positions within the Planning & Development Department. This would involve changing an existing part-time Planning Intern position to full-time and upgrading that position to a Development Clerk role. This new position will be better suited to provide administrative and clerical functions in the department and will be cross trained in permitting activities to provide back-up to the other departmental personnel.

A corresponding budget amendment will be necessary to fund this position as it was not part of the 2024-25 budget.

## DISCUSSION:

The need for this position is due to the following:

- Continued increase in the residential and commercial growth of the community.
- Increased permitting due to redevelopment of hurricane damaged homes.
- Increased permitting due to recent annexations.
- Reduction to the amount of current Staff overtime to reduce potential fatigue.
- Succession Planning due to pending retirements of Staff members.

Adding this position at this time will allow for the Planning & Development Department to address development activities in an efficient and expeditious manner.

## RECOMMENDATION:

The recommendation from Staff is to approve the Development Clerk position in the Planning & Development Department as well as the corresponding Budget Amendment to fund the additional costs associated with the creation of the position.

## BUDGET/FISCAL IMPACT:

The financial impact associated with adding this position is expected to be \$11,200 for the remainder of FY 2024-2025. The funds to cover this new position already exists in the budget and will be obtained by utilizing various vacant position savings.

## ATTACHMENTS:

Description	Type
 Budget Amendment	Backup Material



**BUDGET AMENDMENT REQUEST**

Date 5/20/2025

NO. \_\_\_\_\_

**INCREASE**

Account No.	Division	Description	Budget Current	Change	Proposed Budget
001081 41299	General	Regular Salaries & Wages	329,740	6,240	335,980

**DECREASE**

Account No.	Division	Description	Budget Current	Change	Proposed Budget
001081 41311	General	Part-Time Wages	31,450	6,240	25,210

**Explanation:** reclassification of part-time wages associated with the FY25 budgeted Planning Intern position to fund 4 months of wages (June-Sept 2025) associated with the proposed addition of a full-time Development Clerk.

Requested By: Dale Hall  
Department Head

Approved By:  
Finance Director Crystal Dunn  
City Manager \_\_\_\_\_

Council Action Required ☒ Yes ☐ No (If Yes, Date Approved \_\_\_\_\_)

Date Posted \_\_\_\_\_ Current Month \_\_\_\_\_ Posted By: \_\_\_\_\_