



**COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING**  
**CITY OF NEW PORT RICHEY**  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
April 15, 2025  
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

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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. (FS.286.0105)

**ORDER OF BUSINESS**

- 1 Call to Order - Roll Call
- 2 Approval of March 18, 2025 CRA Meeting Minutes - Page 2
- 3 Consent Agenda: a.) Purchases/Payments for CRA Board Approval - Page 6
- 4 Resolution No. 2025-15: Authorizing Resolution and Interlocal Agreement - Page 8
- 5 2025 Railroad Square Improvements Phase 1 Construction Project – Guaranteed Maximum Price (GMP) - Page 21
- 6 Authorizing the Execution of FY24 CRA Audit Engagement Letters - Page 34
- 7 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:** Members of the Community Redevelopment Agency  
**FROM:** Judy Meyers, MMC, City Clerk  
**DATE:** 4/15/2025  
**RE:** Approval of March 18, 2025 CRA Meeting Minutes - Page 2

**REQUEST:**

The request is for the Board of Directors to approve the minutes from the March 18, 2025 CRA meeting.

**DISCUSSION:**

The Board of Directors met for their regularly scheduled meeting on March 18, 2025. The minutes from that meeting are attached for the Board's review and approval.

**RECOMMENDATION:**

Staff recommends that the Board of Directors approve the minutes from the March 18, 2025 CRA meeting as submitted.

**BUDGET / FISCAL IMPACT:**

No funding is required for this item.

**ATTACHMENTS:**

Description	Type
☐ March 18, 2025 CRA Meeting Minutes	Backup Material



**MINUTES OF THE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING**  
**CITY OF NEW PORT RICHEY**  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
March 18, 2025  
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

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**MINUTES**

**ORDER OF BUSINESS**

1 Call to Order - Roll Call

The meeting was called to order by Chairman Chopper Davis at 7:15 p.m. Those in attendance were Director Matt Murphy, Director Peter Altman and Director Bertell Butler, IV. Director Kelly Mothershead was excused.

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

2 Approval of October 1, 2024 CRA Meeting Minutes - Page 2

Motion was made to approve the minutes as presented.

Motion made by Matt Murphy and seconded by Pete Altman. The Motion Passed. 4-0. Ayes: Altman, Butler, Davis, Murphy Absent: Mothershead

3 Memorandum of Understanding with New Port Richey Main Street, Inc. - Page 5

Executive Director Manns introduced the item to the Board. She stated that the purpose of this agenda item was to authorize the Executive Director to enter into a Memorandum of Understanding with New Port Richey Main Street, Inc. She stated in order to memorialize certain terms and responsibilities as it relates to the administration of the New Port Richey Main Street Program, a Memorandum of Understanding has been drafted for your review and consideration. The proposed agreement affirms the importance of a four point program approach and sets forth the performance requirements for both parties. If approved, the Memorandum of Understanding will be for a term of one year effective as of October 1, 2024 and will expire on September 30, 2025. As the Board of Directors will recall, the amount of funding for New Port Richey Main Street was increased from \$25,000 to \$50,000 and approved by the Board when the FY 24/25 CRA Annual Budget was approved on October 1, 2024. Upon opening the floor to public comment, no one came forward

therefore Chairman Davis returned the floor to the Board. Director Altman spoke regarding the changes in the CRA law in 2018. He stated the activities in the report should be under the CRA law. He stated the four points should be vetted. Chairman Davis stated he would like to see the representatives come and make a quarterly presentation to the Board. Motion was made to approve the item as presented.

Motion made by Bertell Butler and seconded by Matt Murphy. The Motion Passed. 4-0. Ayes: Altman, Butler, Davis, Murphy Absent: Mothershead

4 Approval of FY2024 Annual Report - Page 13

Executive Director Manns introduced the item to the Board. She stated that the purpose of this agenda item was to review and approve the CRA Annual Report. She stated that Florida Statute 163.371 requires that a Community Redevelopment Agency (CRA) shall file an annual report with the county that created the agency and publish the report on the agency's website. The report must include certain financial information and performance data for each plan authorized, administered, or overseen by the CRA. She stated the CRA's responsibility is to plan, coordinate, and facilitate efforts to attract, retain and grow businesses within its boundaries.

Executive Director Manns then presented the detailed report. She began her presentation by stating the purpose of the report. She then highlighted the major projects including the Aqua Harbor Project, Villa del Sol Project, Seafire Grill & Sunset Cove Grill & Bar, and the Estuary & Studio NPR. She then spoke regarding business and incentive grants. She then highlighted the Capital Projects which included the US 19/Main Street Gateway Project, Railroad Square Improvements, property assemblage and streetscape improvements. Executive Director Manns then spoke regarding redevelopment projects along the US 19 corridor including the Magnusson Hotel, Anchors at Gulf Harbors, Town & Country Subdivision, and the former SunTrust and River Road properties. She then highlighted downtown area improvements including Railroad Square, the corner of Main Street and Bank Street, Grand Blvd. Bump Out Program and Multi-Use Path Project. She then highlighted projects in the Palm District including mid-block pedestrian crossing and streetscape improvements. Executive Director Manns then spoke regarding the Marine District projects including Villa del Sol and the former Schwettman Education Center. Finally, Executive Director Manns highlighted the financial reporting which included Tax Increment Financing, revenues, expenditures, assets, liabilities and fund balance. She stated the SunTrust property is paid off and the City is due to close on the Riverside Inn property on April 17, 2025.

Director Altman stated that the SunTrust/Acorn property and the boat ramp property should be let at the same time. He spoke about the walk around through the Acorn property and along the waterfront to the park strategy. He stated the mid-block crossing may not be needed if a pathway under the bridge would be created. Director Altman stated the equity hole was due to the First Baptist property and one of the General Fund payoff note. Director Altman asked whether the senior housing project received CRA assistance Executive Director Manns stated they did receive CRA and tax assistance and it will be held in the developer's name so it will be on the tax rolls. Director Altman spoke about the Redevelopment Agreement with Royal Five Hospitality and stated he did not see it come back to the Board. Director Butler spoke regarding Missouri Avenue and the Red Cross building as well as the old Boulevard building. He also spoke regarding residential grants. Executive Director Manns stated it has to be in the plan to be an eligible activity. The updated plan includes more residential incentives. Director Murphy stated he is looking forward to the marina project as it will be a huge benefit for US Highway 19. He asked about dates for Railroad Square and Executive Director Manns stated we will receive a GMP that will allow us to make a recommendation to the Board at the April 15th meeting. She stated some meetings still need to occur with some of the property owners. Director Altman spoke briefly about Commissioner Mariano and the Town & Country Villas project.

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

Motion made by Pete Altman and seconded by Bertell Butler. The Motion Passed. 4-0. Ayes: Altman, Butler, Davis, Murphy Absent: Mothershead

5 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 8:11 p.m.

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

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

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



# NEW PORT RICHEY

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

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**TO:** Members of the Community Redevelopment Agency  
**FROM:** Crystal M. Dunn, Finance Director  
**DATE:** 4/15/2025  
**RE:** Consent Agenda: a.) Purchases/Payments for CRA Board Approval - Page 6

**REQUEST:**

The CRA Board 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 for purchases and payments \$25,000 and over.

**RECOMMENDATION:**

It is recommended that the CRA Board 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 CRA BOARD APPROVAL

<u>Central Orange Partners, LLC</u>	\$77,822.38
Performance Agreement	
Tax Assessment Year 2024	

RECURRING EXPENDITURES OVER \$25,000

(No pay requests at this time.)



# NEW PORT RICHEY

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

**TO:** Members of the Community Redevelopment Agency

**FROM:** Crystal Dunn, Finance Director

**DATE:** 4/15/2025

**RE:** Resolution No. 2025-15: Authorizing Resolution and Interlocal Agreement - Page 8

**REQUEST:**

The Community Redevelopment Agency Board is asked to review and approve Resolution No. 2025-15, which approves the form of and authorizes the execution of an amended and restated debt service interlocal agreement with the City of New Port Richey, FL.

**DISCUSSION:**

As previously presented, the City entered into a purchase agreement with Sun Coast Motels on October 1, 2024, Inc. for the purchase of the real property located at 7631 US Hwy 19, New Port Richey, with a purchase price of \$5,500,000. The subject property is located on the west side of US Highway 19 on the southwesterly bank of the Cotee River and is identified in the Community Redevelopment Plan as one of the community’s most important opportunities for redevelopment. Issuance of a Taxable Non-Ad Valorem Revenue Note, Series 2025B, in the amount not to exceed \$5,650,000 will finance the acquisition of said real property.

Additional financing through the issuance of a Tax-Exempt Non-Ad Valorem Revenue Note, Series 2025A, in an amount not to exceed \$3,350,000 will be used for costs related to Phase 1 of the redevelopment of Railroad Square, as laid out and set forth in the FY 2024-2029 Capital Improvement Plan.

Will Reed, of Ford & Associates, Inc., the City’s Financial Advisor, will present to the Board the terms and conditions of the Tax-Exempt and Taxable Non-Ad Valorem Revenue Notes. Duane Draper, of Bryant Miller Olive, City’s Bond Counsel, will present to the Board the details of Resolution No. 2025-15 and the Amended and Restated Interlocal Agreement to be entered into by the City and the Community Redevelopment Agency.

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.

**RECOMMENDATION:**

It is recommended that the Community Redevelopment Agency Board approve Resolution No. 2025-15 and accompanying Amended and Restated Interlocal Agreement with the City of New Port Richey, FL.

**BUDGET / FISCAL IMPACT:**

Financing and project costs were presented and approved in the FY25 Redevelopment Fund budget.

**ATTACHMENTS:**

Description	Type
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▣ Resolution No. 2025-15: Authorizing Resolution and Interlocal Agreement

Resolution Letter

RESOLUTION NO. 2025-15

A RESOLUTION OF THE CITY OF NEW PORT RICHEY, FLORIDA COMMUNITY REDEVELOPMENT AGENCY, A PUBLIC BODY CORPORATE AND POLITIC, APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF AN AMENDED AND RESTATED DEBT SERVICE REIMBURSEMENT INTERLOCAL AGREEMENT WITH THE CITY OF NEW PORT RICHEY, FLORIDA; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of New Port Richey Community Redevelopment Agency (the "CRA") desires to enter into that certain Amended and Restated Debt Service Reimbursement Interlocal Agreement, with the City of New Port Richey, Florida (the "City") (the "Amended and Restated Interlocal Agreement"), the substantially final form of which is attached hereto as Exhibit A; and

WHEREAS, pursuant to the Amended and Restated Interlocal Agreement, the CRA will agree to repay the City for certain payments made or to be made by the City on the CRA's behalf.

Now, therefore, **BE IT RESOLVED** by the City of New Port Richey, Florida Community Redevelopment Agency:

SECTION 1. The form of the Amended and Restated Interlocal Agreement, attached hereto as Exhibit A, is hereby approved. The Amended and Restated Interlocal Agreement with such non-material omissions, insertions and variations as may be necessary and/or desirable and approved by the Chairman or Vice-Chairman prior to the execution thereof, which necessity and/or desirability and approval shall be presumed by the CRA's execution of the Amended and Restated Interlocal Agreement, shall be executed in the name of the CRA by the Chairman or Vice-Chairman and attested by the City Clerk - Secretary or an authorized assistant or deputy and a seal of the CRA shall be affixed thereto or reproduced thereon.

SECTION 2. All resolutions or parts thereof in conflict herewith are hereby repealed.

[Remainder of page intentionally left blank]

SECTION 3. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 15<sup>th</sup> day of April, 2025.

CITY OF NEW PORT RICHEY, FLORIDA  
COMMUNITY REDEVELOPMENT  
AGENCY

By: \_\_\_\_\_  
Name: Alfred C. Davis  
Title: Chairman

ATTEST:

APPROVED AS TO FORM AND  
SUFFICIENCY:

By: \_\_\_\_\_  
Name: Judy Meyers, MMC  
Title: City Clerk – Secretary

By: \_\_\_\_\_  
Name: Timothy P. Driscoll  
Title: General Counsel

**EXHIBIT A**

**FORM OF AMENDED AND RESTATED INTERLOCAL AGREEMENT**

**AMENDED AND RESTATED  
DEBT SERVICE REIMBURSEMENT INTERLOCAL AGREEMENT  
BETWEEN  
CITY OF NEW PORT RICHEY, FLORIDA  
AND  
THE CITY OF NEW PORT RICHEY, FLORIDA  
COMMUNITY REDEVELOPMENT AGENCY**

This Amended and Restated Debt Service Reimbursement Interlocal Agreement (the "Agreement") is entered into as of the 9<sup>th</sup> day of May, 2025, by and between the CITY OF NEW PORT RICHEY, FLORIDA, a Florida municipal corporation (the "City"), and THE CITY OF NEW PORT RICHEY, FLORIDA COMMUNITY REDEVELOPMENT AGENCY, a body corporate and politic (the "Community Redevelopment Agency").

WITNESSETH:

WHEREAS, the City Council of the City created the Community Redevelopment Agency on November 15, 1988, by adopting Resolution No. 88-26 and established the funding of a Redevelopment Trust Fund through the enactment of Ordinance No. 1202 on June 29, 1989, as amended and supplemented from time to time (collectively, the "Trust Fund Ordinance") for the purpose of carrying out redevelopment pursuant to Chapter 163, Part III, Florida Statutes (the "Redevelopment Act"); and

WHEREAS, the City has found areas within its boundaries to be blighted, and in need of redevelopment; and

WHEREAS, the relevant blighted areas for purposes of this Agreement is known as the "Community Redevelopment Area" as designated by Resolution No. 89-7 adopted by the City Council of the City on June 20, 1989; and

WHEREAS, the City has adopted a community redevelopment plan for redevelopment of the Community Redevelopment Area (as amended from time to time, the "Redevelopment Work Plan); and

WHEREAS, the City amended the "Community Redevelopment Area" by Resolution 01-05 adopted by the City Council of the City on June 5, 2001, and Resolution No. 2020-28 adopted by the City Council of the City on July 7, 2020; and

WHEREAS, such community redevelopment plan does not expire until September 30, 2049, which is after the final maturity of the City of New Port Richey, Florida Tax-Exempt Non-Ad Valorem Revenue Note, Series 2025A (the "2025A Note") and City of New Port Richey, Florida Taxable Non-Ad Valorem Revenue Note, Series 2025B (the "2025B Note") (collectively, the "2025 Notes"); and

WHEREAS, the City has expended resources from its General Fund in furtherance of community redevelopment, and to assist the Community Redevelopment Agency in carrying out its responsibilities; and

WHEREAS, the City previously issued its Non-Ad Valorem Refunding Revenue Note, Series 2016 (the "2016 Note"); and

WHEREAS, the City previously issued its Taxable Non-Ad Valorem Revenue Note, Series 2020A and its Tax-Exempt Non-Ad Valorem Revenue Note, Series 2020B (collectively, the "2020 Notes"); and

WHEREAS, a portion of the 2020 Notes was allocable to a City-owned parking garage (the "CRA Portion of the 2020 Notes"); and

WHEREAS, the City and the Community Redevelopment Agency entered into an Interlocal Agreement dated as of July 21, 2010 (the "2010 Interlocal Agreement"), and the City and the Community Redevelopment Agency entered into an Amended and Restated Interlocal Agreement dated as of July 18, 2012 (the "2012 Interlocal Agreement") which amended and restated the 2010 Interlocal Agreement in its entirety, and the City and the Community Redevelopment Agency entered into an Amended and Restated Interlocal Agreement dated as of January 25, 2016 (the "2016 Interlocal Agreement") which amended and restated the 2012 Interlocal Agreement in its entirety and in connection with the issuance of the 2020 Notes and the City and the Community Redevelopment Agency entered into an Amended and Restated Interlocal Agreement dated as of November 10, 2020 (the "2020 Interlocal Agreement") which amended and restated the 2016 Interlocal Agreement in its entirety; and

WHEREAS, on the date hereof, pursuant to an ordinance enacted by the City Council of the City (the "City Council") on April 15, 2025, as supplemented by resolution (collectively, the "Ordinance"), the City is issuing the 2025A Note to finance the costs of various capital improvement projects and the City is issuing the 2025B Note to finance the acquisition of real property within the City, each of which are projects that are within the Redevelopment Area of the City of New Port Richey, Florida Community Redevelopment Agency and are described in the Redevelopment Work Plan; and

WHEREAS, as a result of the City's issuance of the 2025 Notes by the City on behalf of the Community Redevelopment Agency, the City hereby amends and restates the 2022 Interlocal Agreement in its entirety; and

WHEREAS, pursuant to the Ordinance, the 2025 Notes are payable solely from Pledged Revenues (as such term is defined in the Ordinance); and

WHEREAS, the obligations of the Community Redevelopment Agency with respect to the 2025 Notes will be on parity and equal status with the obligations of the Community Redevelopment Agency with respect to the 2016 Note and the CRA Portion of the 2020 Notes; and

WHEREAS, on November 10, 2020, the parties hereto entered into an Amended and Restated Advance Reimbursement Interlocal Agreement (the "Advance Reimbursement Interlocal Agreement") whereby the Community Redevelopment Agency agreed to reimburse the City for such costs incurred by the City on behalf of the Community Redevelopment Agency in furtherance of community redevelopment, which financial obligation is treated as indebtedness for purposes of applicable law; and

WHEREAS, this Agreement constitutes the "Original Interlocal Agreement" for all intents and purposes pursuant to the Advance Reimbursement Interlocal Agreement; and

WHEREAS, the provisions of this Agreement and the obligations of the Community Redevelopment Agency hereunder shall be senior and superior in all respects to the rights of the City to receive tax increment revenues pursuant to the Advance Reimbursement Interlocal Agreement; and

WHEREAS, except with regard to the Community Redevelopment Agency's obligations pursuant to the Advance Reimbursement Interlocal Agreement, tax increment revenues are not subject to any other pledge or lien, and are free from all encumbrances; and

WHEREAS, the parties hereto desire to memorialize the terms under which the Community Redevelopment Agency shall reimburse the City for costs incurred by the City in furtherance of community redevelopment.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. Incorporation of Recitals. The above set forth recitals are hereby incorporated into the terms of this Agreement.

2. Obligation to Repay City. To the extent permitted by the Redevelopment Act, the Community Redevelopment Agency shall reimburse the City for all costs incurred by the City on behalf of the Community Redevelopment Agency in connection with the issuance of the

2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes as described in Section 3.C. hereof. In the event tax increment revenues are not sufficient to immediately reimburse the City for these payments, then, in addition to the amounts due the City as described in the immediately preceding sentence, the Community Redevelopment Agency shall pay the same interest rates due on the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes on amounts paid by the City from the date paid by the City until and including the date reimbursed by the Community Redevelopment Agency.

The Community Redevelopment Agency shall have no repayment obligations hereunder with respect to the portion of the 2020 Notes which are allocable to the fire station capital project or the library renovation capital project, which capital projects are also financed with a portion of the proceeds of the 2020 Notes.

3. Financing.

A. The City issued the 2016 Note, the CRA Portion of the 2020 Notes and the 2025 Notes, and financing, amongst other capital projects, the costs of the acquisition, construction, and/or equipping of various capital improvements and the acquisition of real property within the Redevelopment Area of the City of New Port Richey, Florida Community Redevelopment Agency as described in the Redevelopment Work Plan, as amended from time to time, including without limitation the acquisition of an office building. The debt service on the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes, is not secured by any amounts pledged to the City hereunder.

B. In consideration of the payment of the tax increment revenues by the Community Redevelopment Agency to the City to pay the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes, the City has authorized the issuance of the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes.

C. Upon execution of this Agreement the Community Redevelopment Agency shall immediately deposit or cause to be deposited tax increment revenues received by the Community Redevelopment Agency with the City in amounts sufficient to pay the following (the "CRA Obligations"):

(i) all amounts paid or payable pursuant to the Ordinance, by reason of the issuance of the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes, including without limitation the costs of issuing the 2016 Note, the CRA Portion of the 2020 Notes and the 2025 Notes, and;

(ii) all amounts necessary to reimburse the City for amounts expended by it to pay any of the items mentioned in clause (i) above and any interest thereon as prescribed in Section 2 hereof.

The obligation to transfer the tax increment revenues to the City to pay the CRA Obligations specified in clauses (i) and (ii) above shall survive the date on which the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes are no longer due and owing.

Any amounts received by the Community Redevelopment Agency in excess of the amount necessary to pay the CRA Obligations set forth above may be retained by the Community Redevelopment Agency and used for any lawful purpose of the Community Redevelopment Agency.

D. In order to secure its indebtedness to the City for the CRA Obligations, the Community Redevelopment Agency hereby pledges to the City the tax increment revenues which pledge shall be prior and superior to all other pledges thereof; provided, however, that the tax increment revenues which derive from any other redevelopment areas subsequently established by the Community Redevelopment Agency are not pledged in any manner to secure the CRA Obligations.

E. The Community Redevelopment Agency shall not pledge tax increment revenues to any entity other than the City, without the prior written consent of the owner or owners of the 2016 Note. The City shall not pledge amounts received pursuant to this Agreement to any entity, without the prior written consent of the owner or owners of the 2016 Note. The City and the Community Redevelopment Agency shall not amend (i) this Section 3.E in any manner, or (ii) any other provision of this Agreement in a manner that would reduce transfers from the Community Redevelopment Agency to the City, if such reduction would cause the City to drop below the 1.50 times coverage requirement described in Section 17.B. of Resolution No. 2016-06 adopted by the City Council of the City on January 19, 2016, in either case, without the prior written consent of the owner or owners of the 2016 Note. Notwithstanding anything herein to the contrary, tax increment revenues and/or amounts payable hereunder to the City are not pledged in favor of the owner or owners of the 2016 Note, the CRA Portion of the 2020 Notes or the 2025 Notes. The owner or owners of the 2016 Note are third party beneficiaries of this Agreement.

F. The Community Redevelopment Agency is presently entitled to receive the tax increment revenues to be deposited in the Redevelopment Trust Fund, and has taken all action required by law to entitle it to receive such tax increment revenues, and the Community Redevelopment Agency will diligently enforce the obligation of any "Taxing Authority" (as defined in Section 163.340(2), Florida Statutes) to appropriate its proportionate share of the tax increment revenues and will not take, or consent to or adversely permit, any action which will impair or adversely affect the obligation of each such Taxing Authority to appropriate its proportionate share of such tax increment revenues, impair or adversely affect in any manner the deposit of such tax increment revenues in the Redevelopment Trust Fund, or the pledge of such tax increment revenues hereby to the extent as described herein. The Community Redevelopment

Agency and the City shall be unconditionally and irrevocably obligated so long as the 2016 Note, the CRA Portion of the 2020 Notes, and/or the 2025 Notes are outstanding, and until the payment in full by the Community Redevelopment Agency of its indebtedness to the City for the CRA Obligations, to take all lawful action necessary or required in order to ensure that each such Taxing Authority shall appropriate its proportionate share of the tax increment revenues as now or later required by law, and to make or cause to be made any deposits of tax increment revenues or other funds required by this Agreement.

G. The Community Redevelopment Agency does hereby authorize and consent to the exercise of full and complete control and custody of the Redevelopment Trust Fund, and any and all moneys therein, by the City for the purpose provided in the Ordinance and this Agreement, including payment of the CRA Obligations.

4. Severability. If any provision of this Agreement shall be held or deemed to be or shall, in fact, be illegal, inoperative or unenforceable in any context, the same shall not affect any other provision herein or render any other provision (or such provision in any other context) invalid, inoperative or unenforceable to any extent whatever.

5. Applicable Provisions of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

6. Rules of Interpretation. Unless expressly indicated otherwise, references to sections or articles are to be construed as references to sections or articles of this instrument as originally executed. Use of the words "herein," "hereby," "hereunder," "hereof," "hereinbefore," "hereinafter" and other equivalent words refer to this Agreement and not solely to the particular portion in which any such word is used.

7. Captions. The captions and headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

8. City Council Members of the City Exempt from Personal Liability. No recourse under or upon any obligation, covenant or agreement of this Agreement the 2016 Note, the CRA Portion of the 2020 Notes, or the 2025 Notes or for any claim based thereon or otherwise in respect thereof, shall be had against any City Council members of the City, as such, of the City, past, present or future, either directly or through the City it being expressly understood (a) that no personal liability whatsoever shall attach to, or is or shall be incurred by, the City Council members of the City, as such, under or by reason of the obligations, covenants or agreements contained in this Agreement or implied therefrom, and (b) that any and all such personal liability, either at common law or in equity or by constitution or statute, of, and any and all such rights and claims against, every such City Council member of the City, as such, are waived and released as a condition of, and as a consideration for, the execution of this Agreement and the issuance of the 2025 Notes, on the part of the City.

9. Board Members of the Community Redevelopment Agency Exempt from Personal Liability. No recourse under or upon any obligation, covenant or agreement of this Agreement the 2016 Note, the CRA Portion of the 2020 Notes, or the 2025 Notes or for any claim based thereon or otherwise in respect thereof, shall be had against any board members of the Community Redevelopment Agency, as such, of the Community Redevelopment Agency, past, present or future, either directly or through the Community Redevelopment Agency it being expressly understood (a) that no personal liability whatsoever shall attach to, or is or shall be incurred by, the board members of the Community Redevelopment Agency, as such, under or by reason of the obligations, covenants or agreements contained in this Agreement or implied therefrom, and (b) that any and all such personal liability, either at common law or in equity or by constitution or statute, of, and any and all such rights and claims against, every such board member of the Community Redevelopment Agency, as such, are waived and released as a condition of, and as a consideration for, the execution of this Agreement.

10. Obligations Limited. By execution of this Agreement, the Community Redevelopment Agency hereby consents to all the provisions hereof. The obligation to pay to the City the CRA Obligations shall not be deemed to constitute a debt of the Community Redevelopment Agency or a pledge of the faith and credit of the Community Redevelopment Agency, but subject to Section 3.F. hereof, such CRA Obligations shall be payable from and secured solely by the tax increment revenues to be received by the Community Redevelopment Agency pursuant to the Redevelopment Act. The Community Redevelopment Agency has no taxing power.

11. Eligibility to Receive Tax Increment Revenues. The Community Redevelopment Agency shall comply with all applicable requirements set forth in the Redevelopment Act which are necessary in order for it to receive tax increment revenues and shall take all lawful action necessary or required to continue to receive such tax increment revenues so long as the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes are outstanding and shall not allow an impairment of its receipt of the tax increment revenues to the detriment of the City or the owner or owners of the 2016 Note, the CRA Portion of the 2020 Notes, and the 2025 Notes.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and their signatures to be affixed hereto.

Date: May 9, 2025

CITY OF NEW PORT RICHEY, FLORIDA

[Seal]

\_\_\_\_\_  
Alfred C. Davis  
Mayor

ATTEST:

APPROVED AS TO FORM AND  
CORRECTNESS:

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

\_\_\_\_\_  
Timothy P. Driscoll  
City Attorney

[Seal]

THE CITY OF NEW PORT RICHEY,  
FLORIDA COMMUNITY  
REDEVELOPMENT AGENCY

\_\_\_\_\_  
Alfred C. Davis  
Chairman

ATTEST:

\_\_\_\_\_  
Judy Meyers, MMC  
City Clerk - Secretary

APPROVED AS TO FORM AND  
CORRECTNESS:

\_\_\_\_\_  
Timothy P. Driscoll  
General Counsel



# NEW PORT RICHEY

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

**TO:** Members of the Community Redevelopment Agency  
**FROM:** Robert M. Rivera, Public Works Director  
**DATE:** 4/15/2025  
**RE:** 2025 Railroad Square Improvements Phase 1 Construction Project – Guaranteed Maximum Price (GMP) - Page 21

**REQUEST:**

Attached for the Board of Directors review and consideration for approval is the guaranteed maximum price in the amount not to exceed \$2,989,790 from Hennessy Construction Services Corporation (HCSC) for the construction phase of the Railroad Square Improvements Phase 1.

**DISCUSSION:**

Improvement elements to the area of Railroad Square along Nebraska Avenue east of Grand Boulevard include the conversion of overhead service lines to underground where practical, overhead Café style lighting, hardscape improvements such as stamped pavement, seating areas, planters, shade structures, the creation of green space that includes artificial turf, seating areas with swings and an activity area, construction of dumpster areas, upgrades to Cavalier Square, and improvements to the existing public vehicle parking areas. Finally, in an effort to maximize public space the existing two-way traffic pattern will be limited to a one-way westerly traffic movement on Nebraska Avenue from Adams Street to Grand Boulevard.

As the Board of Directors may recall, on September 3, 2024 CRA meeting, Board of Directors approved HCSC to perform construction management services for the Railroad Square Improvements Phase 1 Project. Included in the Request for Proposals (RFP) for the construction management services was a “Contractor at Risk” clause. This is where the construction management firm selected would perform value engineering of the ready for construction plans, perform the bidding process with vendors in accordance with the construction documents, and oversee the construction phase of the project. Once the bids were reviewed and totaled, HCSC is required under the contract to submit the total cost of the project to the city for the Boards review and approval. In addition, HCSC is required to guarantee the total cost submitted will not be exceeded otherwise known as the Guaranteed Maximum Price (GMP). Basically, HCSC takes all of the risk and is responsible for all costs associated with any project cost exceedance. In addition, should the project cost be lower than the GMP, then the city will receive the balance in deductive change order submitted to the city with the final pay request. Staff has worked with Hennessy Construction on the Sims Park Improvements, the Recreation and Aquatic Center Fitness Expansion, the Library Renovation, and currently the Fleet Maintenance and Utility Warehouse construction projects and are confident that the firm has the expertise to deliver a product that meets and or exceeds the demands and standards set by the Board and staff. Should the Board approve the GMP, it is anticipated that the construction phase would begin in the Spring of 2025.

**RECOMMENDATION:**

Approval of the GMP is recommended.

**BUDGET / FISCAL IMPACT:**

The project is included in the City’s current Capital Improvement Program. Funding is allocated in account number

630080.46399.4001 financed through the issuance of a Tax-Exempt Non-Ad Valorem Revenue Note, Series 2025A, for costs related to Phase 1 of the redevelopment of Railroad Square.

**ATTACHMENTS:**

Description	Type
☐ GMP	Backup Material
☐ Concept Drawing	Backup Material

Hennessy Construction Services, Inc. proposes to provide all labor and material to complete the St. Petersburg Catholic High School Science Lab project. HCS preliminary budget, scope of work, qualifications and clarifications for individual trade work are listed below.

The Work of the Project is defined by the Contract Documents and consists of the following:

Renovation of Nebraska Ave. from the West Side of Grand Blvd to the East Side of Adams St, including the public parking lots to the East and West of 5751 Missouri Ave, and including 5744 Missouri Ave (Cavaliere Square.) The following improvements are included in this project:

1. Hardscaping improvements for existing streets,
2. Sidewalks, squares, and parking lots.
3. New lighting fixtures, poles and electrical panel.
4. Nineteen (19) concrete planters with integrated benches.
5. Irrigation and Landscaping.
6. Stormwater coordination and installation of two (2) new inlets.
7. Ten (10) shade canopies, Nebraska Ave.
8. One (1), 2-part shade canopy at Cavaliere Square.
9. Relocating utility lines underground BY DUKE ENERGY.

All project documents were provided by the following and dated 3/12/2025:

1. Architect - Wannemacher Jensen Architects, Inc.
2. Structural Engineer - Master Consulting Engineers
3. Electrical Design Engineer - Voltair Consulting Engineers
4. Civil Engineer - Vickstrom Engineering Services
5. Landscape Architect - Placemaker Design Studio, LLC
6. Aquatics Engineer - Kimes Engineering

#### DIVISION 01 - GENERAL REQUIREMENTS

1. **All Subcontractor and Vendor Pricing is Good for 60 days from their Quote date; All General Conditions Costs are Good for the Calendar year of the gmp, or per the project schedule submitted by Hennessy. Any delay to the start of a Project may cause additional expenses requiring reimbursement.**
2. **Tariffs & Freight Included on Goods are at Current Rates as of this GMP / BID & Do Not Include Any Future Assessments.**
3. ACM and hazardous materials survey was NOT INCLUDED.
4. Existing soil is assumed to be suitable for construction. No Geotech report was provided.
5. Provide construction superintendent during construction.
6. Security guard services (if needed) are By Owner.
7. Laydown yard will be within the designated construction zones. Temp toilets and OSHA hand wash station are included.
8. **Hennessy has provided an eight (8) month construction schedule.**
9. **Proposals are HCS having access to all available construction areas.**
10. Normal working hours were figured from 7:00 AM to 3:30 PM, Monday thru Friday.

11. Currently there are no VE options included in the base bid. VE options will be provided if requested.
12. Temp water provision and temp electric are with individual trades.
13. Scaffolding, Hoists, Swing stage, and lulls are with individual trades.
14. All cell phones, gas and auto allowances and charges are included with staff rates.
15. Fire Watch is excluded.
16. This Estimate Does Include a Project Contingency.
17. This Estimate Does Not Include Costs for Changes Resulting from Plan Review Comments.
18. Notwithstanding anything to the contrary, the Contract Amount has been based on the current prices for labor and building materials. Due to the volatility of the market for labor and materials certain price increases/ escalations may occur or have occurred that could not have been anticipated at the time of establishing the Contract amount. Owner agrees to increase the contract value due to these unforeseen increase in materials and or labor as long as the Contractor provides appropriate documentation to justify the increases. Builders Risk Insurance has been Excluded (by Owner).
19. General Liability Insurance has been Included.
20. Impact Fees & Utility Tap &/or connection fees have been Excluded.
21. Plan Review & (All) Permit Fees have been Excluded; Trade Permits by General Contractor.
22. Governing Agency & Inspection Fees have been Excluded.
23. Materials Testing costs have been Included
24. Cost Breakouts have been provided for Informational Purposes Only.
25. All Geotech Investigation & Materials Testing costs have been Excluded.
26. GPR/Sonar of Existing Construction has been Excluded.
27. Salvage, Removal, & Relocation/Reinstallation of Existing Furniture & Equipment by Owner.
28. ALTA Survey is by Owner.

#### DIVISION 02 - EXISTING CONDITIONS

1. Demolition of existing concrete pavement, curbs, and sidewalks per plan.
2. New paving, striping, HC signs and wheel stops.
3. New storm piping and inlets. Erosion control for existing grates and inlets.
4. Fine grading and leveling of existing gravel base.
5. Stamped concrete paving with designated patterns per plans and specs.
6. New sidewalks and ADA compliant ramps.
7. Two (2) concrete reinforced dumpster pads and two (2) concrete reinforced transformer pads.
8. Milling, new asphalt paving, parking curbs, striping and signs.
9. Synthetic grass surfacing at Pocket Park.
10. Gates and fencing at two (2) dumpster locations.
11. Landscape Forms Multiplicity and Universe Mounted backless benches.
12. Huntco bicycle racks.
13. FS Industries swing with chain support.
14. Cityscapes wire mesh plant trellis.
15. Source 4 Industry removeable bollards.
16. Irrigation and landscaping per plans and specs.
17. Synthetic Turf at Pocket Park is included.
18. ALLOWANCE – Traffic control for closures of streets / sidewalk during construction.
19. ALLOWANCE – 500 sf of resetting existing pavers is included.

#### DIVISION 03 - CONCRETE

1. Cast – in - place reinforced concrete planters.
2. Shear key with waterproofing.
3. Install beck brackets provided by Bench Contractors.
4. Install steel bollards with concrete fill. Bollards provided by the steel contractor.

#### DIVISION 05 – STRUCTURAL STEEL

1. Steel columns and base plates at swing structure.
2. Steel wall beams and roof beams per Structural plans and details.
3. Supply of steel pipe bollards included.

#### DIVISION 06 – CARPENTRY

1. Fiber-Reinforced Hybrid Wall Cladding.
2. Hollow, 2-channel wall cladding by Resysta attached with #8 x ½” TEK self-tapping screws.
3. Color to be selected by Architect. Standard colors – nothing exotic.

#### DIVISION 07 - THERMAL AND MOISTURE PROTECTION

1. Waterproofing membrane at concrete planters.
2. Joint sealants per plans and specs.

#### DIVISION 09 – PAINTING

1. ALLOWNCE - Cleaning of fountain is included. HCS assumes existing fountain work will not crack or break during cleaning. Additional costs will be addressed if these conditions arise.
2. Apply specified paint at all concrete planters.
3. Apply specified paint on steel bollards.
4. Apply specified epoxy paint on exposed wing set structural steel.
5. Painting of Dumpster enclosures is EXCLUDED.

#### DIVISION 10 – SPECIALTIES

1. Two (2) Pocket Park Signs are included.
2. Aluminum Letters – Font to be determined by the Owner.

#### DIVISION 13 – SPECIAL CONSTRUCTION

1. Ten (10) shade structures along Nebraska Ave with reinforced concrete foundations.
2. One (1) shade structure at Cavaliere Square with reinforced foundations.
3. Structures are by Specified contractor Creative Shade Solutions.

DIVISION 15 – PLUMBING

1. ALLOWANCE - Plumbing work for the existing fountain.

DIVISION 16 – ELECTRICAL, COMMUNICATIONS, ELECTRONIC SAFETY AND SECURITY

1. All utility site work By Others (Duke Energy). Note 1, Sheet E-200.
2. The existing utility transformer will remain.
3. Wiring and conduit for new clock per plans. Clock provided BY OTHERS.
4. Provide and install new panel A including SPD and meter enclosure.
5. Provide and install new secondary conductors up to 20' to feed panel A. Panel and transformer location based on locations given on Sheet E-200.
6. Remove existing pole lighting and disconnect from source. Conduit may be abandoned in place.
7. New **direct burial pole lighting**. Poles and fixture subject to approval
8. String lighting as specified.
9. Provide and install planter receptacles.
10. Install time clock, furnish and install photocell, and contactor for control of light fixtures
11. Provide and install up to 20amp circuit for fountain re-circ pump. Fountain equipment and notes based on Sheet X-01.0.
12. New 100amp panel per Sheet E-500 Riser Diagram.
13. No electrical work for the fountain is included. Any additional work on the fountain will be an ADD.

Location	Major Sector Item Code	Description	Takeoff Qty	Unit	Labor Prod.	Labor Rate	Labor Total	Mat Unit Price	Mat Total	Subs Unit Price	Subs Total	Note	Total Unit Price	Grand Total
<b>0 - GC's</b>														
<b>1000 General Conditions</b>														
<b>Project Managers</b>														
0 - GC's	1000	Project Manager - (Part-Time) (w/Cell/Gas/Car) - KH	34.64	weeks	16.0000	106.47	59,007.16						1,703.44	59,007
0 - GC's	1000	Project Super 1 (Full-Time) (w/Cell/Gas/Car) - TK	34.64	weeks	40.0000	78.16	108,297.11						3,126.36	108,297
0 - GC's	1000	Project Admin - DM (Part-Time)		incl										
0 - GC's	1000	Project Engineer (w/Cell/Gas/Truck) -	34.64	weeks	8.0000	61.47	17,035.40						491.78	17,035
0 - GC's	1000	Safety Officer - (Limited Time w/Cell/Gas/Car) - SH	34.64	weeks	1.5000	71.88	3,734.73						107.82	3,735
0 - GC's	1000	VP of Operations (w/Gas, Cell, & Car) - KN	3.00	trip	1.0000	454.00	1,362.00						454.00	1,362
						83.38	189,436.40						Total	189,436
<b>Surveying</b>														
0 - GC's	1000	FEMA Cert. (by Owner)		****										
0 - GC's	1000	Layout (w/Trades)		****										
	<b>1000</b>					<b>83.38</b>	<b>189,436.40</b>						Total	<b>189,436</b>
<b>1200 Project Office Expenses</b>														
<b>Plan Reproduction</b>														
0 - GC's	1200	Print Drawing Sets		incl										
0 - GC's	1200	As-Built's (inc/Electronic)		incl										
	<b>1200</b>												Total	<b>Total</b>
<b>1300 Submittals</b>														
<b>Preconstruction Services</b>														
0 - GC's	1300	Preconstruction Services	1.00	lsum			2,500.00	2,500.00					2,500.00	2,500
0 - GC's	1300	Procure	34.64	weeks			44.00	1,524.16					44.00	1,524
	<b>1300</b>							4,024.16					Total	4,024
								4,024.16					Total	4,024
<b>1500 Construction Facilities &amp; Temp Contr</b>														
<b>Constr. Facilities &amp; Temp Constr.</b>														
0 - GC's	1500	Phone hotspot	34.64	weeks			25.60	886.78					25.60	887
0 - GC's	1500	4' x 8' HCS Job Sign	2.00	each			554.00	1,108.00					554.00	1,108
0 - GC's	1500	4' x 4' HCS job site rules	3.00	each			303.00	909.00					303.00	909
0 - GC's	1500	Construction Entrance (Vehicles)	1.00	each			239.00	239.00					239.00	239
0 - GC's	1500	Hard Hat & Dress Code (@ Entrances)	4.00	each			13.13	52.52					13.13	53
0 - GC's	1500	18" x 24" No Trespassing	20.00	each			12.39	247.80					12.39	248
0 - GC's	1500	Signage - wayfinding	4.00	each			26.20	104.80					26.20	105
0 - GC's	1500	Signage: EM & Health	34.64	weeks			3.00	103.92					3.00	104
0 - GC's	1500	60 x 12 Trailer Rental		incl										
0 - GC's	1500	Trailer: Mob & Demob		incl										
0 - GC's	1500	20' Connex Box Rentals (Most Storage w/Trades)	34.64	weeks			91.00	3,152.24					91.00	3,152
0 - GC's	1500	Connex Box: Mob & Demob	2.00	lsum			269.00	538.00					269.00	538
0 - GC's	1500	Office Supplies (Paper, Pens, etc.)	34.64	weeks			6.20	214.77					6.20	215
0 - GC's	1500	Office Supplies (Drinks, First Aid, etc.)	34.64	weeks			24.00	831.36					24.00	831
0 - GC's	1500	Temp Toilets (2 each)	34.64	weeks			77.00	2,667.28					77.00	2,667
0 - GC's	1500	Portalet Holding Tank	34.64	weeks			107.00	3,706.48					107.00	3,706
0 - GC's	1500	OSHA Hand Wash Station	1.00	each			295.00	295.00					295.00	295
0 - GC's	1500	Temp Safety Barricades & Railings		incl										
0 - GC's	1500	Daily Construction Clean	34.64	incl	40.0000	33.90	46,971.84						1,356.00	46,972
0 - GC's	1500	Additional Laborer	34.64	incl	40.0000	33.90	46,971.84						1,356.00	46,972
	<b>1500</b>					<b>33.90</b>	<b>93,943.68</b>	<b>15,056.95</b>					Total	<b>109,001</b>
<b>Temporary Electricity</b>														
0 - GC's	1500	Utility Usage Charges		EXCL										
	<b>1500</b>					<b>33.90</b>	<b>93,943.68</b>	<b>15,056.95</b>					Total	<b>109,001</b>
<b>1700 Project Closeout</b>														
<b>Punchlist</b>														
0 - GC's	1700	Street Sweeping		incl										
	<b>1700</b>												Total	<b>Total</b>

Location	Major Sector Item Code	Description	Takeoff Qty	Unit	Labor Prod.	Labor Rate	Labor Total	Mat Unit Price	Mat Total	Subs Unit Price	Subs Total	Note	Total Unit Price	Grand Total	
<b>2050 Demolition</b>															
<b>Demolition Support</b>															
0 - GC's	2050	30 CY Dumpsters (1 pull/week)		incl											
													Total		
													Total		
0 - GC's											56.19	283,380.08	19,081.11	0 - GC's Total	302,461
<b>1 - SITE</b>															
<b>1100 Special Project Procedures</b>															
<b>Traffic Control</b>															
1 - SITE	1100	ALLOWANCE - MOT	1.00	lsum						35,000.00	35,000		35,000.00	35,000	
													Total	35,000	
													Total	35,000	
<b>2010 Subsurface Investigation</b>															
<b>Subsurface Investigation</b>															
1 - SITE	2010	ACM & Haz. Materials Survey - Allowance		NIC											
1 - SITE	2010	ACM & Lead Remediation (NIC)		NIC											
1 - SITE	2010	Radon Remediation (EXCLUDED)		NIC											
													Total		
													Total		
<b>2050 Demolition</b>															
<b>Demolition</b>															
1 - SITE	2050	Subcontractor (Certified)	1.00	lsum						169,726.00	169,726		169,726.00	169,726	
1 - SITE	2050	Mobilization - Site	3.00	incl						7,500.00	22,500		7,500.00	22,500	
1 - SITE	2050	Mobilization - Asphalt	1.00	incl						10,000.00	10,000		10,000.00	10,000	
1 - SITE	2050	Erosion Control - Provide grate inlet protection		incl											
1 - SITE	2050	Panelized Temp Site Fence (w/Screen) - MAIN	1,565.00	lnft						9.00	14,085		9.00	14,085	
1 - SITE	2050	Large Vehicle Gates - MAIN	1,565.00	lnft						9.00	14,085		9.00	14,085	
1 - SITE	2050	Sawcutting at pavement removal		incl											
1 - SITE	2050	Rem 8" of pavement and base Grand / Nebraska		incl											
1 - SITE	2050	Sawcutting at curb		incl											
1 - SITE	2050	Rem 6" of pavement and base Nebraska to Adams protect granite curbs		incl											
1 - SITE	2050	Rem 6" of pavement and base for new green spaces		incl											
1 - SITE	2050	Sawcut curbs		incl											
1 - SITE	2050	Rem curbs		incl											
1 - SITE	2050	Sawcutting at sidewalks		incl											
1 - SITE	2050	Rem sidewalks		incl											
1 - SITE	2050	Erosion Control - Provide grate inlet protection		incl											
1 - SITE	2050	Panelized Temp Site Fence (w/Screen) - MAIN	1,565.00	lnft						9.00	14,085		9.00	14,085	
1 - SITE	2050	Large Vehicle Gates - MAIN	1,565.00	lnft						9.00	14,085		9.00	14,085	
											258,566	Total	258,566		
											258,566	Total	258,566		
<b>2200 Earthwork</b>															
<b>Earthwork</b>															
1 - SITE	2200	Subcontractor (Certified)		incl											
1 - SITE	2200	Final Grading		incl											
1 - SITE	2200	Mob / Demo		incl											
1 - SITE	2200	Surveying and layout		incl											
1 - SITE	2200	Fill and compact at new concrete slab		incl											
1 - SITE	2200	Final Grading		incl											
1 - SITE	2200	Shade sail spoil removal		incl											
													Total		
													Total		
<b>2500 Paving and Surfacing</b>															
<b>Fine Grade/Preparation</b>															
1 - SITE	2500	Subcontractor (Certified)	1.00	lsum						206,715.00	206,715		206,715.00	206,715	
1 - SITE	2500	Grind and remove existing asphalt surface		incl											
1 - SITE	2500	Mill 1.5" of asphalt pavement		incl											

Location	Major Sector Code	Item Description	Takeoff Qty	Unit	Labor Prod.	Labor Rate	Labor Total	Mat Unit Price	Mat Total	Subs Unit Price	Subs Total	Note	Total Unit Price	Grand Total
1 - SITE	2500	Overlay 1.5" SP9.5 asphalt Nebraska Ave		incl										
1 - SITE	2500	Rem existing striping two lots		incl										
1 - SITE	2500	Relocate HC signs		incl										
1 - SITE	2500	Relocate wheel stops		incl										
1 - SITE	2500	Restripe parking lots		incl										
1 - SITE	2500	Provide all signage		incl										
1 - SITE	2500	See excavating for mobs		incl										
											206,715	Total	206,715	
<b>2500</b>											<b>206,715</b>	<b>Total</b>	<b>206,715</b>	
<b>2520 Concrete Work</b>														
<b>Curbs &amp; Gutters</b>														
1 - SITE	2520	Subcontractor (Joswig)		incl								with Concrete		
1 - SITE	2520	Provide 6" stamped conc 1 - Holland Stone		incl										
1 - SITE	2520	Provide 6" stamped conc 2 - 50% Herritage, 50% Santa Fe Mix		incl										
1 - SITE	2520	Provide 6" stamped conc 3 - Brick		incl										
1 - SITE	2520	Provide standard 6" concrete		incl										
1 - SITE	2520	Provide ADA ramp and curb		incl										
1 - SITE	2520	Provide 6" x 18" concrete curb at Pocket Park		incl										
1 - SITE	2520	Provide reinf conc dumpster pad		incl										
1 - SITE	2520	Install steel pipe bollards		incl										
1 - SITE	2520	Multiple moves for new walks in front of business		incl										
													Total	
													<b>Total</b>	
<b>2650 Storm Pipe</b>														
<b>Storm Systems</b>														
1 - SITE	2650	Subcontractor (Certified)	1.00	lsum						12,000.00	12,000		12,000.00	12,000
1 - SITE	2650	Provide 2 x 2 concrete drain		incl										
1 - SITE	2650	Provide 50' HDPE pipe from new drain to existing		incl										
1 - SITE	2650	Rem spoils		incl										
											12,000	Total	12,000	
<b>2650</b>											<b>12,000</b>	<b>Total</b>	<b>12,000</b>	
<b>2800 Site Improvements</b>														
<b>Site Improvements</b>														
1 - SITE	2800	Subcontractor (Landscape Forms)												
1 - SITE	2800	Park Bench - Multiplicity, Straight w/ end and center arms	2.00	each						2,660.00	5,320		2,660.00	5,320
1 - SITE	2800	25" bench - Universe mounted backless bench	14.00	each						870.00	12,180		870.00	12,180
1 - SITE	2800	71" bench - Universe mounted backless bench	12.00	each						1,690.00	20,280		1,690.00	20,280
1 - SITE	2800	Shipping	1.00	lsum						8,884.60	8,885		8,884.60	8,885
1 - SITE	2800	Installation	1.00	lsum						1,250.00	1,250		1,250.00	1,250
1 - SITE	2800	Subcontractor (Huntco)												
1 - SITE	2800	Bike Rack - Burnside fainge mount rack	8.00	each						889.00	7,112		889.00	7,112
1 - SITE	2800	Shipping	1.00	lsum						533.00	533		533.00	533
1 - SITE	2800	Installation	1.00	lsum						500.00	500		500.00	500
1 - SITE	2800	Subcontractor (FS Ind)												
1 - SITE	2800	Swing seat and chain 939-S12	2.00	each						2,119.00	4,238		2,119.00	4,238
1 - SITE	2800	Shipping	1.00	lsum						1,926.00	1,926		1,926.00	1,926
1 - SITE	2800	Installation	1.00	lsum						1,000.00	1,000		1,000.00	1,000
1 - SITE	2800	Subcontractor (Cityscapes)	1.00	lsum						13,734.00	13,734		13,734.00	13,734
1 - SITE	2800	Wire mesh plant trellis - 7'8" x 5' Nuturescreen SMT silver satin w/ posts	8.00	each										
1 - SITE	2800	Wire mesh plant trellis - 15'2" x 5' Nuturescreen SMT silver satin w/ posts	2.00	each										
1 - SITE	2800	Shipping	1.00	lsum						5,200.00	5,200		5,200.00	5,200
1 - SITE	2800	Installation	1.00	lsum						1,000.00	1,000		1,000.00	1,000
1 - SITE	2800	Subcontractor (Source 4 Ind)												
1 - SITE	2800	Removable bollard - 4' rem SS bollard	4.00	each						388.00	1,552		388.00	1,552
1 - SITE	2800	Shipping	1.00	lsum						350.00	350		350.00	350
1 - SITE	2800	Installation	1.00	lsum						325.00	325		325.00	325
											85,385	Total	85,385	
<b>Irrigation Systems</b>														
1 - SITE	2800	Subcontractor (Perma Culture)	1.00	lsum						7,600.00	7,600		7,600.00	7,600

Location	Major Sector Item Code Description	Takeoff Qty	Unit	Labor Prod.	Labor Rate	Labor Total	Mat Unit Price	Mat Total	Subs Unit Price	Subs Total	Note	Total Unit Price	Grand Total
1 - SITE	2800	Bid per plans and specs		incl									
1 - SITE	2800	Bid per plans IR 1-3 and Spec IR 4		incl									
1 - SITE	2800	Provide Rain Bird Wide Flow Drip Control Kit		incl									
1 - SITE	2800	Provide Rain Bird flood bubbler		incl									
1 - SITE	2800	Provide area dripline		incl									
1 - SITE	2800	Provide remote control valve for reclaimed water		incl									
1 - SITE	2800	Provide 4 station Bluetooth battery operated controller		incl									
1 - SITE	2800	Provide all valves - Drip air relief, ball, flush		incl									
1 - SITE	2800	Provide Rain Bird rain sensor		incl									
1 - SITE	2800	Provide sleeves for irrigation		incl									
										7,600		Total	7,600
<b>Fences &amp; Gates</b>													
1 - SITE	2800	Subcontractor (Perimeter Solutions)											
1 - SITE	2800	Provide gate posts	2.00	each				4,255.00		8,510		4,255.00	8,510
1 - SITE	2800	Provide new dumpster enclosure gates	2.00	each				4,960.00		9,920		4,960.00	9,920
1 - SITE	2800	Provide fence at fountain filtration	1.00	each				3,895.00		3,895		3,895.00	3,895
1 - SITE	2800	Provide fence gate at filtration	1.00	each				2,450.00		2,450		2,450.00	2,450
										24,775		Total	24,775
<b>2800</b>										117,760		Total	117,760
<b>2900 Landscaping</b>													
<b>Lawns and Grasses</b>													
1 - SITE	2900	Subcontractor (Pro Green)	1.00	lsum					22,160.00	22,160	Pocket Park	22,160.00	22,160
1 - SITE	2900	Provide turf base	1,905.00	sqft									
1 - SITE	2900	Provide synthetic turf	1,905.00	sqft									
1 - SITE	2900	ALLOWANCE - Resetting brick pavers	1.00	lsum					2,500.00	2,500	Pocket Park	2,500.00	2,500
										24,660		Total	24,660
<b>Trees Plants and Ground Covers</b>													
1 - SITE	2900	Subcontractor (Perma Culture)	1.00	lsum					44,373.00	44,373		44,373.00	44,373
1 - SITE	2900	Florida Flame Red Maple - 12' h w/ 3" caliper	4.00	each									
1 - SITE	2900	Standard Eagleston Holly - 10'h w/ 2" caliper	4.00	each									
1 - SITE	2900	Tuskegee Crape Myrtle Multi-Trunk - 8'h w/ 2" caliper	14.00	each									
1 - SITE	2900	White Crape Myrtle Standard - 12 - 14'h w/ 3" caliper	11.00	each									
1 - SITE	2900	Bracken's Southern Magnolia - 10'h w/ 3" caliper	1.00	each									
1 - SITE	2900	Winged Elm - 12'h w/ 3" caliper	3.00	each									
1 - SITE	2900	Provide planter 1 mix per Sheet L1	316.00	sqft									
1 - SITE	2900	Provide planter 2 mix per Sheet L1	72.00	sqft									
1 - SITE	2900	Provide planter 3 mix per Sheet L1	72.00	sqft									
1 - SITE	2900	Provide planter 4 mix per Sheet L1	279.00	sqft									
1 - SITE	2900	Floratum sod		incl									
										44,373		Total	44,373
<b>2900</b>										69,033		Total	69,033
<b>3300 Cast In Place Concrete</b>													
<b>Cast In Place Concrete</b>													
1 - SITE	3300	Subcontractor (Joswig)	1.00	lsum					560,940.00	560,940		560,940.00	560,940
1 - SITE	3300	Type A concrete Planter		incl									
1 - SITE	3300	2WF2.0 reinf footing w/ shear key with waterproofing		incl									
1 - SITE	3300	Set bench anchors		incl									
1 - SITE	3300	C12-5-24D reinf conc wall		incl									
1 - SITE	3300	Type B concrete Planter		incl									
1 - SITE	3300	2WF2.0 reinf footing w/ shear key with waterproofing		incl									
1 - SITE	3300	2WF2.0 reinf footing 2WF3.5 reinf footing at Art Wall		incl									
1 - SITE	3300	Reinf conc Art Wall		incl									
1 - SITE	3300	Type C concrete Planter		incl									
1 - SITE	3300	2WF2.0 reinf footing w/ shear key with waterproofing		incl									
1 - SITE	3300	Set bench anchors		incl									
1 - SITE	3300	C12-5-24D reinf conc wall		incl									
1 - SITE	3300	2WF2.0 reinf footing w/ shear key with waterproofing		incl									
1 - SITE	3300	Set bench anchors		incl									
1 - SITE	3300	Type D concrete Planter		incl									
1 - SITE	3300	2WF2.0 reinf footing w/ shear key with waterproofing		incl									
1 - SITE	3300	Set bench anchors		incl									
1 - SITE	3300	C12-5-24D reinf conc wall		incl									
1 - SITE	3300	Swing Structure		incl									

Location	Major Sector Code	Item Description	Takeoff Qty	Unit	Labor Prod.	Labor Rate	Labor Total	Mat Unit Price	Mat Total	Subs Unit Price	Subs Total	Note	Total Unit Price	Grand Total
1 - SITE	3300	2F3.0 reinf swing column footings		incl										
1 - SITE	3300	Set AB for swing base plate		incl										
1 - SITE	3300	Provide 6'0"d x 3'6" diam clock foundation		incl										
1 - SITE	3300	Set AB for clock		incl										
1 - SITE	3300	Sawcutting control joints	1.00	lsum						5,000.00	5,000		5,000.00	5,000
											565,940	Total	565,940	
<b>3300</b>											<b>565,940</b>	<b>Total</b>	<b>565,940</b>	
<b>5100 Steel/Metal Fastening/Welding</b>														
Steel Materials														
1 - SITE	5100	Subcontractor (United Steel)	1.00	lsum						21,100.00	21,100		21,100.00	21,100
1 - SITE	5100	Provide steel columns S1 - S8		incl										
1 - SITE	5100	Provide HSS4 x 3 x 1/4 (LLV) 15'0" roof		incl										
1 - SITE	5100	Provide HSS4 x 2 x 3/16 (LLV) 5'4" roof		incl										
1 - SITE	5100	Provide HSS4 x 2 x 3/16 (LLV) 5'4" sides		incl										
1 - SITE	5100	Provide (4) - 3/4" diam anchor bolts		incl										
1 - SITE	5100	Provide 3/4" x 14" x 10" base plate		incl										
1 - SITE	5100	Shop drawings		incl										
1 - SITE	5100	Supply steel pipe bollards	10.00	each						300.00	3,000		300.00	3,000
1 - SITE	5100	Mobilization		incl										
											24,100	Total	24,100	
<b>5100</b>											<b>24,100</b>	<b>Total</b>	<b>24,100</b>	
<b>6200 Finish Carpentry</b>														
Finish Carpentry														
1 - SITE	6200	Subcontractor (RSE Distributors, LLC.)	1.00	lsum						6,291.00	6,291		6,291.00	6,291
1 - SITE	6200	(2Ch) Hollow Channel Facade 3/4" x 2 3/4" x 12' Stained 4 sides		incl										
1 - SITE	6200	Hidden Fastener Hollow Profile Clips		incl										
1 - SITE	6200	Packing and delivery		incl										
1 - SITE	6200	Installation	40.00	hrs						45.00	1,800		45.00	1,800
											8,091	Total	8,091	
<b>6200</b>											<b>8,091</b>	<b>Total</b>	<b>8,091</b>	
<b>7100 Waterproofing</b>														
Waterproofing														
1 - SITE	7100	Planter A waterproofing	535.00	sqft						4.00	2,140		4.00	2,140
1 - SITE	7100	Planter B waterproofing	600.00	sqft						4.00	2,400		4.00	2,400
1 - SITE	7100	Planter C waterproofing	275.00	sqft						4.00	1,100		4.00	1,100
1 - SITE	7100	Planter D waterproofing	275.00	sqft						4.00	1,100		4.00	1,100
											6,740	Total	6,740	
<b>7100</b>											<b>6,740</b>	<b>Total</b>	<b>6,740</b>	
<b>9800 Special Coatings</b>														
Special Coatings														
1 - SITE	9800	ALLOWANCE-Cleaning of existing fountain	1.00	lsum						15,000.00	15,000		15,000.00	15,000
											15,000	Total	15,000	
<b>9800</b>											<b>15,000</b>	<b>Total</b>	<b>15,000</b>	
<b>9900 Painting</b>														
Painting														
1 - SITE	9900	Subcontractor (Paramount)												
1 - SITE	9900	Paint new Planter A concrete	1,680.00	each						3.00	5,040		3.00	5,040
1 - SITE	9900	Paint new Planter B concrete	3,216.00	each						3.00	9,648		3.00	9,648
1 - SITE	9900	Paint new Planter C concrete	540.00	each						3.00	1,620		3.00	1,620
1 - SITE	9900	Paint new Planter D concrete	540.00	each						3.00	1,620		3.00	1,620
1 - SITE	9900	Plant steel swing structures	2.00	each						1,500.00	3,000		1,500.00	3,000
1 - SITE	9900	Paint bollards	10.00	each						100.00	1,000		100.00	1,000
1 - SITE	9900	Mobilization		incl										
											21,928	Total	21,928	
<b>9900</b>											<b>21,928</b>	<b>Total</b>	<b>21,928</b>	
<b>10400 Identifying Devices</b>														
Identifying Devices														

Location	Major Sector Code	Item Description	Takeoff Qty	Unit	Labor Prod.	Labor Rate	Labor Total	Mat Unit Price	Mat Total	Subs Unit Price	Subs Total	Note	Total Unit Price	Grand Total
1 - SITE	10400	Subcontractor (Creative Sign Designs)												
1 - SITE	10400	Concrete footings for sign posts	2.00	each					3,644.21		7,288		3,644.21	7,288
1 - SITE	10400	Install	2.00	each					1,273.00		2,546		1,273.00	2,546
1 - SITE	10400	Permit and fees	1.00	lsum					1,162.00		1,162		1,162.00	1,162
1 - SITE	10400	General conditions	1.00	lsum					1,004.00		1,004		1,004.00	1,004
1 - SITE	10400	Engineering	1.00	lsum					415.00		415		415.00	415
											12,415		12,415	12,415
	<b>10400</b>										<b>12,415</b>		<b>Total</b>	<b>12,415</b>
	<b>10530</b>	<b>Protective Coverings</b>												
		<b>Protective Coverings</b>												
1 - SITE	10530	Subcontractor (Creative Shade Solutions)												
1 - SITE	10530	Sails for Nebraska Ave:	10.00	incl					21,000.00		210,000		21,000.00	210,000
1 - SITE	10530	Provide 6" sch 40 powder coated steel posts	30.00	incl					3,200.00		96,000		3,200.00	96,000
1 - SITE	10530	Provide structural tub frame sunshade structure		incl										
1 - SITE	10530	Provide sunshade tension cable system		incl										
1 - SITE	10530	Provide UV-Resistant sunshade 33% White		incl										
1 - SITE	10530	Provide UV-Resistant sunshade 33% Desert Sand		incl										
1 - SITE	10530	Provide UV-Resistant sunshade 33% Terracota		incl										
1 - SITE	10530	Installation - including excavation and concrete footing	1.00	lsum					224,000.00		224,000		224,000.00	224,000
1 - SITE	10530	Spoil removal	20.00	cuyd								w/ Excavating		
1 - SITE	10530	Cavalier Square sail cluster	10.00	incl					6,500.00		65,000		6,500.00	65,000
1 - SITE	10530	Provide 6" sch 40 powder coated steel posts	8.00	incl					3,200.00		25,600		3,200.00	25,600
1 - SITE	10530	Provide alum headboard and connector		incl										
1 - SITE	10530	Provide 80% shade factor sun shade		incl										
1 - SITE	10530	Installation - including excavation and concrete footing	1.00	lsum					48,000.00		48,000		48,000.00	48,000
1 - SITE	10530	Spoil removal	30.00	cuyd								w/ Excavating		
1 - SITE	10530	Permit application	1.00	lsum					2,200.00		2,200		2,200.00	2,200
1 - SITE	10530	Sealed engineered drawings	1.00	lsum					4,200.00		4,200		4,200.00	4,200
1 - SITE	10530	Delivery	1.00	lsum					2,400.00		2,400		2,400.00	2,400
											677,400		Total	677,400
	<b>10530</b>										<b>677,400</b>		<b>Total</b>	<b>677,400</b>
	<b>15400</b>	<b>Plumbing</b>												
		<b>Plumbing</b>												
1 - SITE	15400	ALLOWANCE - Pumps and piping for fountain	1.00	lsum					20,000.00		20,000		20,000.00	20,000
											20,000		Total	20,000
	<b>15400</b>										<b>20,000</b>		<b>Total</b>	<b>20,000</b>
	<b>16000</b>	<b>Electrical</b>												
		<b>Electrical</b>												
1 - SITE	16000	Subcontractor (JDP Electric)	1.00	lsum					206,827.00		206,827		206,827.00	206,827
1 - SITE	16000	Rem all extg NEMA L5-20R exterior receptacles		incl								Note 1 / Sheet E-100		
1 - SITE	16000	Rem extg pole lights in their entirety		incl								Note 3 / Sheet E-100		
1 - SITE	16000	Rem pole, all conduit and wires back to source		incl								Note 3 / Sheet E-100		
1 - SITE	16000	Provide new site pole lighting		incl										
1 - SITE	16000	Provide new 100A Panel A		incl										
1 - SITE	16000	Provide wiring to meter		incl										
1 - SITE	16000	Concrete post and meter		incl										
1 - SITE	16000	Provide grounding for new panel		incl										
1 - SITE	16000	Provide unistrut framing to mount panel		incl										
1 - SITE	16000	Provide secondary service		incl										
1 - SITE	16000	Provide underground conduit for new poles		incl										
1 - SITE	16000	Set conc pedestal pole and utility meter		incl										
											206,827		Total	206,827
	<b>16000</b>										<b>206,827</b>		<b>Total</b>	<b>206,827</b>
<b>1 - SITE</b>											<b>2,257,515</b>		<b>1 - SITE Total</b>	<b>2,257,515</b>
		<b>sqft</b>				<b>56.19</b>	<b>283,380.08</b>		<b>19,081.11</b>		<b>2,257,515</b>		<b>Grand Total</b>	<b>2,559,976</b>





# NEW PORT RICHEY

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

**TO:** Members of the Community Redevelopment Agency

**FROM:** Crystal M. Dunn, Finance Director

**DATE:** 4/15/2025

**RE:** Authorizing the Execution of FY24 CRA Audit Engagement Letters - Page 34

**REQUEST:**

The request is for the CRA Board to authorize execution of the Community Redevelopment Agency of the City of New Port Richey Audit Engagement Letters for FY24 with Mauldin & Jenkins.

**DISCUSSION:**

On December 7, 2021, the City Council approved Resolution 2022-03 Establishing an Auditor Selection Committee and a Committee Chair, in accordance with Florida Statute 218.391. The resolution states that the Committee shall have the primary purpose of assisting the City Council in the selection of an auditor to conduct the City’s annual financial audit. The committee consisted of all five (5) current City Council members with the Mayor appointed as the Chair of the Committee.

On February 15, 2022, the City Council awarded RFP No. 2022-001, Independent Audit Services, to Mauldin & Jenkins, LLC for three (3) audit years (FY2021-FY2023) with engagement letters for audit services executed each fiscal year.

Mauldin & Jenkins, LLC is listed in the State’s master services agreement to perform Financial and Performance Audits, Department of Management Services Contract No. 84111600-20-1 with an effective period of March 01, 2021 through February 28, 2027.

On April 1, 2025, City Council authorized management to piggyback on the state contract and move forward with the execution of the FY24 audit engagement letters authorizing Mauldin & Jenkins to perform the external financial audit for the City of New Port Richey.

**RECOMMENDATION:**

Staff recommends that the CRA Board authorize execution of the Mauldin & Jenkins engagement letters for audit services related to fiscal year ended September 30, 2024.

**BUDGET / FISCAL IMPACT:**

Funds have been budgeted in the Redevelopment Fund for FY2024-2025 in the amount of \$5,500 for costs related to the audit of the CRA's financial statements covering the period ending September 30, 2024.

**ATTACHMENTS:**

Description	Type
☐ 2024 CRA Audit Engagement Letter	Backup Material
☐ 2024 CRA Examination Engagement Letter	Backup Material

March 10, 2025

The Board of Directors  
Community Redevelopment Agency of the City of New Port Richey  
5919 Main Street  
New Port Richey, Florida 34652

Attn: Ms. Debbie L. Manns, City Manager; Ms. Crystal Dunn, Finance Director

We are pleased to confirm our understanding of the services we are to provide the Community Redevelopment Agency of the City of New Port Richey (the "CRA") for the year ended September 30, 2024.

### **Audit Scope and Objectives**

We will audit the governmental activities and major fund, including the notes to the financial statements, which collectively comprise the basic financial statements of the CRA as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the CRA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the CRA's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the CRA and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

According to GAAS, significant risks include the risk of management's override of internal controls. Accordingly, we have considered this item as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than

would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the CRA's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the CRA in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You acknowledge the CRA will not utilize Mauldin & Jenkins, LLC to store documents, data, or records on behalf of the CRA in accordance with the "Hosting Services" (see ET section 1.295.143) interpretation of the AICPA Code of Professional Conduct. The CRA is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the CRA's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate.

We will provide copies of our reports to the CRA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit at an agreeable time and to issue our reports by June 30, 2025. Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$6,300 for the financial and compliance audit. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. A service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

### **Reporting**

We will issue written reports upon completion of our audit of the CRA's financial statements. Our report will be addressed to the Board of Directors and the Executive Director. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the CRA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the New Port Richey Community Redevelopment Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it back to us.

Sincerely,

MAULDIN & JENKINS, LLC



Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the New Port Richey Community Redevelopment Agency.

Management signature: \_\_\_\_\_

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

Governance signature: \_\_\_\_\_

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



March 10, 2025

The Board of Directors  
Community Redevelopment Agency of the City of New Port Richey  
5919 Main Street  
New Port Richey, Florida 34652

Attn: Ms. Debbie L. Manns, City Manager  
Ms. Crystal Dunn, Finance Director

We are pleased to confirm our understanding of the services we are to provide for the Community Redevelopment Agency of the City of New Port Richey (the "CRA").

We will examine the CRA's compliance with Sections 218.415, 163.387(6), and 163.387(7), Florida Statutes, as of and for the year ending September 30, 2024. The objectives of our examination are to: (1) obtain reasonable assurance about whether the CRA complied with the specified requirements above; and (2) to express an opinion as to whether the CRA complied with the specified requirements is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Board of Directors and Executive Director of the CRA. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

You understand that the report is intended solely for the information and use of the CRA and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than those specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the CRA complied with Sections 218.415, 163.387(6), and 163.387(7), Florida Statutes, is free from material misstatement. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for compliance with Sections 218.415, 163.387(6), and 163.387(7), Florida Statutes; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the CRA is in compliance with the above noted criteria. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our examination at an agreeable time. Our fees for these services are included in the CRA's annual audit engagement letter. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it back to us.

Sincerely,

MAULDIN & JENKINS, LLC

  
Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the CRA.

Management signature: \_\_\_\_\_

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

Governance signature: \_\_\_\_\_

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