



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, April 24, 2023
7:00 PM**

IMMEDIATELY FOLLOWING CITY COUNCIL MEETING

The City of Zephyrhills will maintain a quorum at the dais and host a GoToMeeting to allow the public to attend remotely.

Please join the GoToMeeting
from your computer, tablet or smartphone:

<https://meet.goto.com/529466589>

or dial in using your phone:

+1 (872) 240-3412 - Access Code: 529-466-589

(Please mute your phone unless you wish to speak on a specific item)

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – Board Chairperson Lance A. Smith

Roll Call – City Clerk Lori Hillman

1. BUSINESS ITEMS

1.1 Reorganization of CRA Board

Board Chairperson

Board Vice Chairperson

1.2 Approval of March 27, 2023 Regular Meeting Minutes

1. M03-27-23 - CRA

2. CRA DIRECTOR'S REPORT

3. MAIN STREET ACTIVITY REPORT

4. CITIZEN COMMENTS

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.**

BUSINESS ITEMS 1.1

Reorganization of CRA Board

Board Chairperson

Board Vice Chairperson

Issue:

The CRA Board of Commissioners elect a Chair and Vice Chair.

Background:

According to the By Laws of the Zephyrhills Community Redevelopment Agency, the Board of Commissioners will elect a Chair and Vice Chair in April of each year, the By Laws state:

CHAIR PERSON: The Chair of the Agency shall be elected by the CRA Board of Commissioners in April of each year. The Chair shall: Preside at all meetings of the Agency; as authorized or directed by the Agency, be authorized to execute on behalf of the Agency; contracts, agreements, documents, deeds and other instruments to which the Agency is a party or otherwise relating to the Agency; perform such other duties as the Agency shall from time to time determine and assign.

VICE CHAIR PERSON: The Vice Chair Person shall be elected by the CRA Board of Commissioners in April of each year. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair and such other duties as the Chair or the Agency shall from time to time determine. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as a new Chair is designated. In the absence of the Chair and Vice-Chair, the Commissioners shall select a Commissioner present as temporary Chair for the purpose of conducting the meetings and performing the duties of the Chair.

Attachment(s):

None

Fiscal Impact:

None

Staff Recommendation:

The CRA Board of Commissioners elect a Chair and Vice Chair as stated in the By Laws of the Zephyrhills Community Redevelopment Agency.

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on March 27, 2023 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (224) 501-3412 - Access Code: 117-347-797.

CRA Board Chairperson Lance Smith called the meeting to order. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Jodi Wilkeson, Alan Knight, Charles Proctor and Mayor Gene Whitfield. City Manager William Poe was present. City Attorney Matthew Maggard was absent.

Staff present: CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Approval of February 27, 2023 CRA Minutes

Jodi Wilkeson moved to approve Business Item 1.1. Seconded by Kenneth Burgess. Motion passed unanimously.

1.2 Residential Ownership Incentive Program – Roger Smith – 5631 13th Street – Zephyrhills, FL 33542

CRA Director Gail Hamilton stated Mr. Roger Smith will be purchasing a home located at 5631 13th Street and is aware the grant will require him to live and file homestead exemption on the property for five (5) years. Should he not file homestead exemption, vacate or sell the property within the five (5) year period, the entire grant amount will be due within 15 days of notice by the Zephyrhills CRA. Staff will process Mr. Smith's Ownership Incentive once he closes on the property and provides the necessary documentation.

Jodi Wilkeson moved to approve Business Item 1.2. Seconded by Charles Proctor. Motion passed unanimously.

1.3 Joint City of Zephyrhills and Pasco County Code Enforcement Sweep

CRA Director Gail Hamilton said the City of Zephyrhills and Pasco County Code Enforcement joined forces to clean-up the south end of town looking at issues located in Pasco County. She showed a video created by Pasco County's PIO of the coordinated efforts. Pasco County has agreed to a joint County/City Clean-up on April 29th at Zephyr Park from 8:00 a.m. to 3:00 p.m. Pasco County will pay all tipping fees and will work with the City to bring in dumpsters for citizens to dump at no cost. The County/City partnership will be ongoing on the south end of town and county properties surrounding the City.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton provided a Hercules Park update from James Pankonin with Kimley-Horn stating the General Contractor, Wharton Smith, will be going out to bid for a Guaranteed Maximum Price (GMP) from their subcontractors on March 28, 2023 with an April 25th submission deadline. Staff will receive the GMP for Hercules Park on May 4th and will perform a value engineering review. The anticipated hard construction date is contingent on lead time. Hercules Park timeline of dates will be added to the Department Heads Project list.

CRA Director Gail Hamilton advised the ten (10) miles of sidewalk project Request for Proposals (RFP) has been advertised with a deadline for submission of April 21st. The estimate of probable cost for one mile of sidewalk (6' wide by 4" thick) to meet CRA standards was \$813,000. The sidewalk project will be broken up into multiple years. A final contractor will be on the CRA Agenda in May.

City Manager William Poe said construction plans for ten miles of sidewalk are complete with the exception of 20th Street due to some drainage issues and will be distributed April 28, 2023.

CRA Director Gail Hamilton said a Parks and Recreation Advisory Board meeting will be held April 27th at 6:00 p.m. in Council Chambers with a presentation by Kimley Horn of the Zephyr Park concept plan from seven years ago. Kimley Horn will also provide ideas of what Veterans park is now and what can be done to make improvements.

CRA Director Gail Hamilton said staff is currently breaking the bid apart for the Backyard project that came in over budget to look at what can be substituted. She said the drainage for 6th Avenue and the alleyway parking lot will be taken out to make the project more feasible

and become a storm water project under the Public Works Director. A revised plan will be presented at the April 24, 2023 meeting.

Board Chairperson Smith suggested the board step back and look at other options such as a joint venture with a developer of commercial property. He said we've been talking about this project for two years and if it is not going to work, we need to move on.

Board Member Wilkeson said the storm water was a large portion of the cost and if it is taken out, the City may be able to secure storm water grant funding. The Backyard Project can begin as a passive park with occasional food trucks for young people to gather after hours with a make shift bandstand.

CRA Director Gail Hamilton said staff is working with Frank Hunt, the owner of 4939 8th Street, to purchase his property for \$35,000 which will come from \$300,000 budgeted for home and land purchases. There is a notice of demolition on the home and outstanding liens will be cured prior to closing.

City Manager William Poe said there is a contract on the home that will be assigned to the City. The City Manager will sign the purchasing agreement and bring back on the April 24th agenda under Noted Items.

CRA Board Members were in consensus to move forward with the purchase of the property located at 4939 8th Street following a title search by the City Attorney.

3. MAIN STREET ACTIVITY REPORT

CRA Director Gail Hamilton said the Sip and Stroll event was a huge success and the Economic Vitality Committee is looking at planning similar events to bring people into downtown business.

4. CITIZEN COMMENTS

N/A

Meeting Adjourned: 5:52 p.m.
Submitted by Lori L. Hillman