



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, August 25, 2025
5:00 PM**

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

<https://meet.goto.com/855960693>

or dial in using your phone:

+1 (646) 749-3122- Access Code: 855-960-693

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

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order — Commissioner Steven F. Spina, PhD

Roll Call — City Clerk Ricardo Quiñones

1. BUSINESS ITEMS

- 1.1 Approval of CRA Meeting Minutes - May 12, 2025
 1. M05.12.2025 CRA - DRAFT 2
- 1.2 Approval of CRA Meeting Minutes - June 23, 2025
 1. M06.23.2025 CRA Draft
- 1.3 FY 2026 Draft Budget - Presentation
 1. FY 2026 CRA Draft Budget
 2. FY 2026 CRA Draft Budget - Capital Outlay
- 1.4 Jeffries House Reroof
 1. K25-1744 Revised for Standing Seam
- 1.5 Founder's Day March 7, 2026 Change of Date Consideration
 1. 2025 BBQ
 2. Founders Day 2025 Flyer
- 1.6 Discussion on new Alice Hall Location

2. CRA DIRECTOR'S REPORT
3. MAIN STREET ACTIVITY REPORT
4. NOTED ITEMS
 - 4.1 Wharton-Smith 8th & Oakside Cemetery
 1. Precon - Intro Letter (1)
 - 4.2 Kimley Horn Clock Plaza Design
 1. DRAFT - Clock Plaza Scope and Fee (1)
5. 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

Approval of CRA Meeting Minutes - May 12, 2025

Issue:

The Community Redevelopment Agency held a regular meeting on May 12, 2025.

Background:

Minutes from that meeting were prepared and are presented for the Board's review and approval.

Attachment(s):

1. M05.12.2025 CRA - DRAFT 2

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular CRA Meeting was held on May 12, 2025 at 5:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Commissioner Steven Spina, Ph.D. called the meeting to order at 5:00 PM

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were also present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, CRA Director Gail Hamilton, HR & Risk Management Director Sandra Amerson, Finance Director Ted Beason, IT Specialist Krista Crews and City Clerk Ricardo Quinones. Utilities Director John Bostic III attended virtually

Mayors Youth Council Present: Na-Kowa Ryals

1. CITIZEN COMMENTS - NONE

2. BUSINESS ITEMS

2.1 Approval of CRA Meeting Minutes - April 28, 2025

Charles Proctor motioned to Approve the April 28, 2025 Meeting Minutes. Seconded by Jodi Wilkeson. Motion Passed, 5-0.

2.2 Rejection of Bid for 5th Avenue Landscaping and Oakside Cemetery Project

CRA Director Gail Hamilton explained that the Florida Department of Transportation (FDOT) would not release State Road 54 until the milling and cleaning was complete. The City could not obtain a right-of-way permit until April 2026. After discussions with the City Manager and Public Works Director, Staff recommended rejecting the bid.

Ms. Hamilton proposed taking First Street, the cemetery portion, and the Eighth Street portion of the project, which involved redoing sidewalks and lighting on Eighth Street and redoing the front of the cemetery on First Street. They planned to bid these parts themselves. The Public Works department was examining Fifth Street to see if there was anything they could do before bidding some of the work, including irrigation. Ms. Hamilton emphasized that they wanted to move forward with everything except 54/Fifth Avenue, hence the recommendation to reject the bid.

Discussion followed regarding the possibility of the Public Works Department doing some of the work themselves to reduce costs.

Concerns were raised about the amount of money spent on planning without visible results. Ms. Hamilton acknowledged the frustration and mentioned that various departments were working with purchasing to find ways to prequalify contractors and potentially reduce bidding time.

Discussion followed regarding working with the FDOT contractor to potentially complete some work during their scheduled road closure to minimize disruption for merchants.

Jodi Wilkeson motioned to reject the bid based on the explanation provided by the CRA Director. Seconded by Kenneth Burgess. Motion Passed, 5-0.

2.3 Presentation of 2024 CRA Audit - Annual Comprehensive Financial Report

Finance Director Ted Beason, presented the 2024 CRA Audit and answered questions the Board. It was noted that a \$1,760,000 balance was carried into the next fiscal year. Restricted only to legal expenditures of the CRA.

Lance Smith motioned to approve the 2024 CRA Audit. Seconded by Charles Proctor. Motion Passed, 5-0.

3. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton reported on the following items:

- Sign Design Program: The director met with designers who had developed a preliminary sign program. It was emphasized that this would be a city-wide program, not just for the CRA. The new plan would include more graphics to better explain the concepts.
- Funding for Signage: The CRA provides a \$1000 grant to help businesses meet signage standards, which can be more expensive.
- Challenges with Existing Signs: There was a discussion about how to address businesses that already have signs that don't meet the new standards, using Bob's Tires as an example.

- Theater Project: The director reported that architects had been chosen and had signed their contract for the theater project. Surveys of the building were scheduled for May 16th, using lidar for interior and exterior scans. After preliminary work, the architects planned to hold a workshop presentation for the council.
- CRA Legislation: The director provided an update on CRA bills in the state legislature. The House had abandoned their bill, giving CRAs a reprieve for another year. The director thanked the council for their efforts in contacting representatives about these bills.
- Business Support: There was a discussion about potentially incorporating business education or advertising requirements into CRA grants to help ensure the success of businesses in the CRA district. The director agreed to work on incorporating these ideas into the grant program for review at the next meeting.
- Smart Start Program: The council discussed the possibility of requiring or encouraging new businesses to participate in the Smart Start program, a six-week course that provides education on business management.

4. MAIN STREET ACTIVITY REPORT

CRA Director Gail Hamilton provided some updates:

- Theater Project: Architects have been chosen and have signed their contract. Surveys of the building have been ordered and will be conducted on May 16th using lidar for both interior and exterior scans.
- Workshop Presentation: Once the architects complete their preliminary work, they plan to schedule a workshop day, coinciding with a council meeting, to present their findings to the council.
- Budget: It was mentioned that there was a budget of 2.5 million dollars, of which \$630,000 was spent on the building itself.
- Project Focus: The main focus of the project is to preserve the facade, restore the marquee, and ensure the facade of the building is maintained.

ADJOURN 5:43 PM

Submitted by Ricardo Quiñones

BUSINESS ITEMS 1.2

Approval of CRA Meeting Minutes - June 23, 2025

Issue:

The Community Redevelopment Agency held a regular meeting on June 23, 2025.

Background:

Minutes from that meeting were prepared and are presented for the Board's review and approval.

Attachment(s):

1. M06.23.2025 CRA Draft

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular CRA Meeting was held on June 23, 2025 at 5:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Commissioner Steven F. Spina, PhD called the meeting to order at 5:00 PM.

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were also present.

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, CRA Director Gail Hamilton, Public Information Officer, Assistant Finance Director Jessica Carter, GIS Community Planner Tommy-Lee Hunt, Assistant City Clerk Eileen Mercardo and City Clerk Ricardo Quiñones.

1. CITIZEN COMMENTS - NONE

2. BUSINESS ITEMS

2.1 Clock Plaza Redesign Scope of Services

CRA Director Hamilton presented the proposed redesign of Clock Plaza, a 0.3-acre public space in downtown Zephyrhills. The redesign would involve a complete overhaul of the site, with the intent to make it more functional for community events and future developments. The scope included public engagement through a community meeting and the development of conceptual designs.

Discussion focused heavily on the existing restroom facilities, their potential relocation, and the cost implications of building new ones. Board members expressed concern about spending funds on multiple design options and emphasized the importance of maximizing utility and cost-effectiveness. Public Works Director Shane LeBlance noted that the current restrooms, built in 2005 for \$131,000, were strategically placed for sewer access and might need to remain in place.

A consensus emerged to hold a workshop with the design firm, GI Community Solutions Group, to collaboratively develop a single conceptual design based on community and board input. Additionally, the board discussed the potential acquisition of a nearby property behind the brewery for parking and storage. Staff confirmed that the property had been appraised twice but was priced above market value. The board requested staff to revisit the possibility of acquiring the property at the appraised value.

2.2 Zephyrhills Parks and Recreation Master Plan Phase II

Ms. Hamilton presented the draft Phase Two of the Parks and Recreation Master Plan for board review. The plan includes a 10-minute walk or drive goal for park accessibility, requirements for new developments to provide 2-acre minimum parks, scoring updates needed for Hercules Park, and a recommendation for hiring a park programming coordinator.

Board members provided feedback including a suggestion to include the library as a recreational facility and questions about lighting, paving, and parking improvements. There was discussion about community center placement, with the Krusen Field location being removed due to lack of county funding. The Board also requested consideration of building needs at various parks. No motion was required.

3. CRA DIRECTOR'S REPORT

Ms. Hamilton presented playground equipment proposals from Rev Services for Veterans Park, Gunnar Paw Park, Ellis Harrold Park, Shephard Park and Depot Park.

The Board reached consensus on several items, including dog watering stations at all parks, shade coverage as a priority for all equipment, tree plantings around equipment, ADA compliance improvements, and a consistent color scheme using City logo colors.

The CRA successfully acquired 38214 Fifth Avenue, the corner lot next to Zephyr Park, with closing completed on Friday. The CDBG grant application has advanced to the second round, scoring 786 points. The City has applied for \$10.1 million for storm water enhancements and park development.

Kimley Horn is at 30% completion on construction drawings for Zephyr Park, with a presentation scheduled for board and council review. The commercial grant program committee has been established with Ms. Hamilton, Calvin Switzer, and Jessica Carter as members, with Staff seeking a banker representative to complete the committee.

City entrance signs will read "Welcome to Zephyrhills" with downtown signs reading "Historic Downtown." Hercules Park will be featured in Landscape Architecture News magazine in a three to eight-page article highlighting the park's design and the city's tribute to the Hercules Powder Company.

Staff is planning 8th Street and Oakside Cemetery improvements and developing connection plans for downtown projects to create cohesive improvements across multiple blocks. The park signage bid process is pending final decisions on entrance sign specifications.

Ms. Hamilton committed to presenting Tina and Joe's revised lease at the next meeting, which had been previously requested by the Board.

4. MAIN STREET ACTIVITY REPORT - NONE

ADJOURN 5:58 PM

Submitted by Ricardo Quiñones

BUSINESS ITEMS 1.3

FY 2026 Draft Budget - Presentation

Issue:

FY 2026 Draft Budget - Presentation

Background:

The attached budget includes funding for major CRA programs including Commercial, Residential and Homeowner's Incentives, Public Art Downtown, 8th Street & Oakside Neighborhood Improvements, Renovation of Clock Plaza, Sidewalks and Trails, New Park Signage, Entrance Signage, 6th Ave Alley Enhancements and The Backyard Project.

Attachment(s):

1. FY 2026 CRA Draft Budget
2. FY 2026 CRA Draft Budget - Capital Outlay

Fiscal Impact:

Staff Recommendation:

Community Redevelopment Agency



CRA Fund

Org Code: 11005900

The CRA is a dependent special district in which any future increases in property values are set aside in a Trust Fund to support economic development and redevelopment projects within the designated district.

Under Florida Statute Chapter 163, Part III, local governments have the ability to designate areas as Community Redevelopment Areas when certain conditions exist. To document the required conditions, the local governments must survey the proposed redevelopment area and prepare a Finding of Necessity. If the Finding of Necessity determines the required conditions of slum and blight exist, the local government may create a Community Redevelopment Agency to provide the tools needed to foster and support positive redevelopment of the targeted area. The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan or Master Plan that addresses the unique needs of the targeted area. The plan includes the overall goals for redevelopment in the area, as well as identifying the types of projects planned for the area.

Tax Increment Financing or TIF is a unique tool available to cities and counties for redevelopment activities as provided in the Master Plan. It is used to leverage public funds to promote private sector activity in the CRA. The dollar value of all real property in the Community Redevelopment Area is determined as of a fixed date, also known as the "frozen value". Taxing Authorities continue to receive property tax revenues based on the frozen value. These frozen revenues are available for general government purposes. Any tax revenues from increases in real property value within the CRA are deposited into the Community Redevelopment Agency Trust Fund and dedicated to specific redevelopment projects and plans within the Redevelopment Area and are not for general government purposes. The tax increment revenues can be used immediately, saved for a particular project, or can be bonded to maximize the funds available.

CRA Boards do not establish policy for the city or county, they develop and administer a Master Plan to implement that policy. The CRA acts officially as a body distinct and separate from the governing body, even when it is the same group of people. The CRA has certain powers the city or county by itself may not do, such as establish tax increment financing, and leverage local public funds with private dollars to make redevelopment happen. The CRA term is limited to 30 years, 40 years if extended. After that time all tax revenues are retained by each taxing entity that contributed to the CRA Trust Fund.

Community Redevelopment Agency - Personnel Information

Personnel by Position

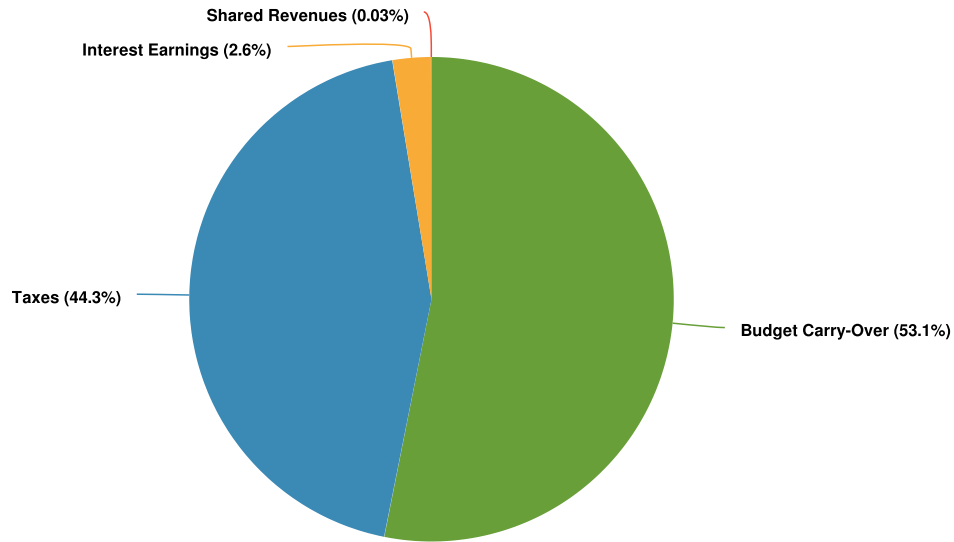
Position	FY 2024	FY 2025	FY 2026
Community Redevelopment Agency Director *	1	1	1
Total	1	1	1

Community Redevelopment Agency



Community Redevelopment Agency - Revenues by Source

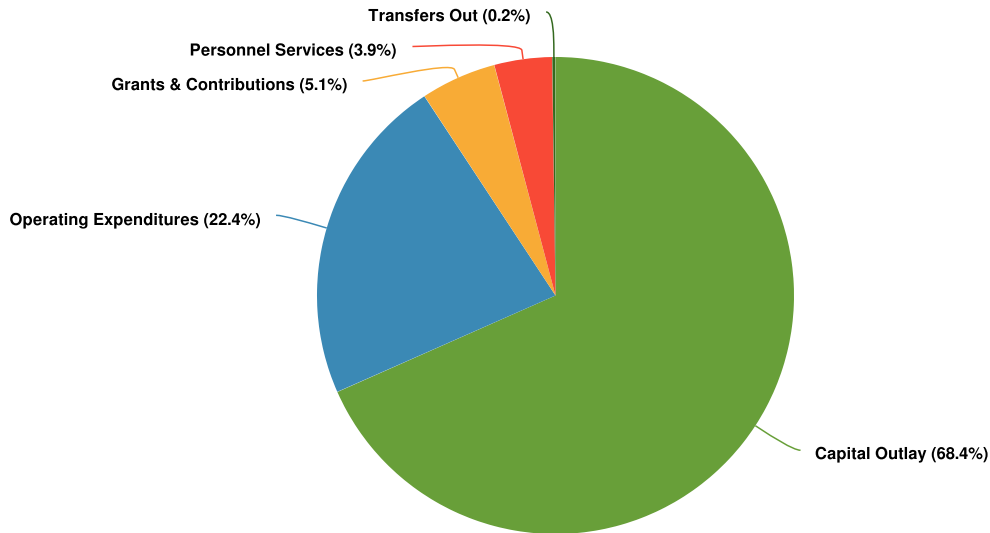
Projected 2024 Revenues by Source



Name	ERP Code	FY2024 Actual	FY2025 Original Budget	FY2026 Budgeted
Revenue Source				
Budget Carry-Over				
C/O Balance	11000300-300100-	\$0	\$1,350,964	\$2,074,410
Total Budget Carry-Over:		\$0	\$1,350,964	\$2,074,410
Taxes				
Ad Valorem Taxes				
Property Tax	11010311-311000-	\$446,425	\$607,968	\$779,271
Property Tax	11020311-311000-	\$552,715	\$740,028	\$948,541
Total Ad Valorem Taxes:		\$999,140	\$1,347,996	\$1,727,812
Total Taxes:		\$999,140	\$1,347,996	\$1,727,812
Shared Revenues				
Main Street Reimbursement	11000338-338300	\$618	\$1,000	\$1,000
Total Shared Revenues:		\$618	\$1,000	\$1,000
Interest Earnings				
Interest Income	11000361-361100	\$0	\$100,000	\$100,000
Interest Income	11010361-361100-	\$91,053	\$0	\$0
Interest Income	11020361-361100-	\$105,978	\$0	\$0
Total Interest Earnings:		\$197,031	\$100,000	\$100,000
Total Revenue Source:		\$1,196,789	\$2,799,960	\$3,903,222

Community Redevelopment Agency - Expenditures by Expense Type

Budgeted Expenditures by Expense Type

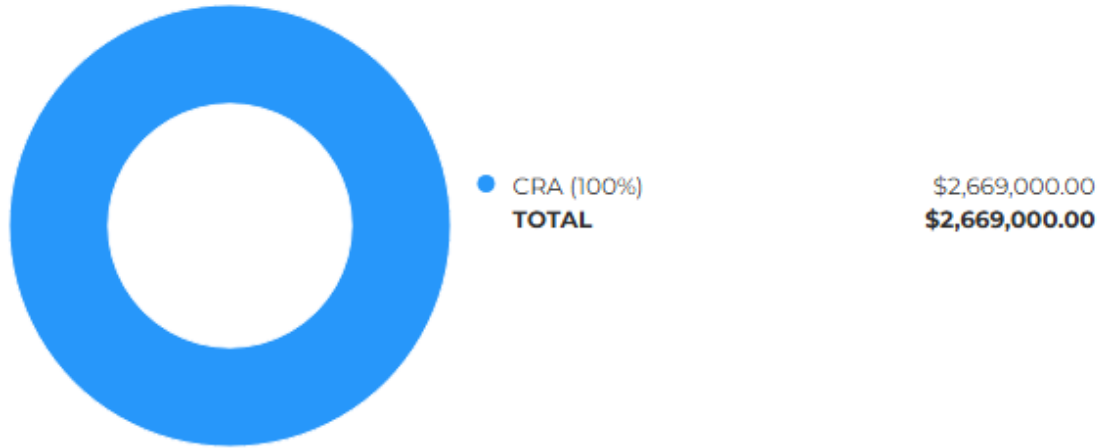


Name	ERP Code	FY2024 Actual	FY2025 Original Budget	FY2026 Budgeted
Expense Objects				
Personnel Services				
Salaries	11005900-512000	\$85,848	\$91,411	\$98,054
Fica Taxes	11005900-521100	\$5,153	\$5,668	\$6,079
Medicare Taxes	11005900-521200	\$1,205	\$1,326	\$1,422
Retirement Contributions	11005900-522100	\$29,635	\$31,555	\$32,593
Group Health	11005900-523000	\$9,820	\$10,793	\$11,702
Workers Comp Insurance	11005900-524000	\$2,179	\$2,155	\$2,942
Total Personnel Services:		\$133,839	\$142,908	\$152,792
Operating Expenditures				
Professional Services	11005900-531500-	\$195,568	\$100,000	\$200,000
Prof Ser - Software & Support	11005900-531700-	\$2,027	\$2,502	\$3,000
Auditing Services	11005900-532000-	\$5,400	\$6,000	\$6,000
Contractual Services	11005900-534000	\$79,054	\$75,000	\$75,000
Telephone & Data Communication	11005900-541000-	\$2,820	\$10,000	\$5,000
Refuse Removal	11005900-543400-	\$468	\$1,000	\$500
Copy Machine Leases	11005900-544500	\$753	\$1,000	\$1,000
Property & Casualty Insurance	11005900-545000	\$6,356	\$6,900	\$0
Educational Activities	11005900-548000	\$3,402	\$50,000	\$50,000
Office Supplies	11005900-551000-	\$115	\$150	\$150
Operating Supplies	11005900-552000	\$278	\$2,500	\$25,000

Name	ERP Code	FY2024 Actual	FY2025 Original Budget	FY2026 Budgeted
Sidewalks	11005900-553400	\$0	\$0	\$200,000
Memberships/Dues	11005900-554200	\$1,220	\$2,000	\$2,500
Training	11005900-555500-	\$548	\$2,000	\$5,000
CRA Initiatives	11005900-556200-	\$15,000	\$300,000	\$300,000
Total Operating Expenditures:		\$313,008	\$559,052	\$873,150
Capital Outlay				
Land Acquisition	11005900-561000-	\$0	\$348,000	\$477,000
Building & Building Improvemen	11005900-562000-24P05	\$20,908	\$0	\$0
Infrastructure	11005900-563000-	\$61,568	\$1,250,000	\$2,042,000
Sidewalk Capital Projects	11005900-563111-21P11	\$0	\$150,000	\$150,000
Machinery & Equipment	11005900-564000	\$31,679	\$150,000	\$0
Total Capital Outlay:		\$114,155	\$1,898,000	\$2,669,000
Grants & Contributions				
Building Improvement Grants	11005900-583010	\$18,750	\$200,000	\$200,000
Total Grants & Contributions:		\$18,750	\$200,000	\$200,000
Transfers Out				
Transfer to Internal Service Fund	11005900-591511	\$0	\$0	\$8,280
Total Transfers Out:		\$0	\$0	\$8,280
Total Expense Objects:		\$579,752	\$2,799,960	\$3,903,222

Budgeted Capital Costs By Department (FY 2026)

Request Types: Other Improvements, Infrastructure



CRA Requests

Itemized Requests for 2026

8th Street & Oakside Neighborhood Improvements	\$600,000
Install new black street poles and signs, landscape pots, benches and trash receptacles and improvements to retention pond fencing.	
Backyard Project Renovation	\$250,000
Enhancements to the Backyard project at the corner of 8th St and 6th Avenue add seating, a pad and electricity for a food truck, and an area for entertainment.	
CRA District Land Acquisition	\$477,000
Acquisition of properties within the CRA District for projects as outlined in the CRA Masterplan	
Park and Entrance Signage - Public Art Opportunities	\$150,000
Continue to provide new logo signs within the CRA District. Continue to look for public art opportunities within the CRA District. Murals, water features, 3-D art to provide additional interest in the downtown area.	
Renovation of Clock Plaza	\$992,000
Design, permitting and construction of Clock Plaza.	
Sidewalk Development	\$150,000
Design and survey services for sidewalks within the CRA.	
The 6th Avenue alley enhancement	\$50,000
Design pedestrian connection from Backyard and City Hall to 5th Avenue, using art, hardscape, lighting.	
Total: \$2,669,000	

BUSINESS ITEMS 1.4

Jeffries House Reroof

Issue:

Remove and replace metal panels and install new standing seam panels in Galvalume. Work will include new flashing, plumbing stacks, new drip edge. At a not-to-exceed price of \$39,748.55, a copy of the scope of services is included in your back-up.

Background:

CRA staff and Historic Preservation Planner, Will McCaw, did an inspection of the Jeffries House with Kerns Family Construction. The inspection included windows, doors, and roof. The roof's metal panels are rusted through or damaged. Overall, the roof is in poor condition and needs to be replaced. Scope of Services included in your back-up.

Attachment(s):

1. K25-1744 Revised for Standing Seam

Fiscal Impact:

Funding for the roof replacement will come from the approved FY 2024/2025 budget, Penney for Pasco Line Item.

Staff Recommendation:

Staff recommends approval, contingent on roofing material approval by the Historic Preservation Board.

Task Order: K25-1744

Purpose – This is a task assignment to the Professional Services Contract for City Work For CRA, Planning and Public Works dated March 27, 2023 between the City of Zephyrhills and Kerns Family Construction Company, Inc. (Consultant) and part of thereof. The purpose of this task assignment is to specify the required services of the Consultant to provide construction services when and as authorized by the City's representatives when deemed necessary.

Method of Compensation – Payment shall be made in accordance with the March 27, 2023 contract. Compensation for all services, materials, supplies, reimbursable expenses and any other items or requirements necessary to complete the work as described herein and shall be payable at the rates attached hereto.

Standard of Care – Consultant agrees that this Task Assignment shall be done in accordance with generally accepted construction standards.

Process – The following Task Assignment process shall be followed when construction services are required. The Construction Services Consultant shall provide a complete and detailed proposal to include material and labor and shall submit its proposal in the following format to the City for review, revision and approval.

The Construction Services Consultant, at a minimum, shall be required to provide the following detail in its proposal:

Attachment 1 – Scope of Work

Attachment 2 – Truth in Negotiation Certificate

All Attachments to this are required for a complete Task Assignment to to the Continuing Services Contract for Construction Services.

Attachment 1 - Scope of Work

The Consultant shall provide as needed services to support City with Construction related services. Work products and schedule will be mutually agreed upon by City and Consultant.

Completion Date 45 business days after receiving Notice to Proceed.

Signature

In witness thereof, the parties below have executed this instrument, the name of each party being affixed and these present duly signed by its undersigned representatives, pursuant to the authority of its governing body.

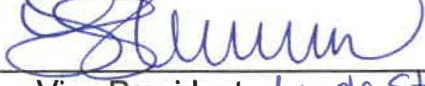
Owner:

City of Zephyrhills

By: _____

Consultant:

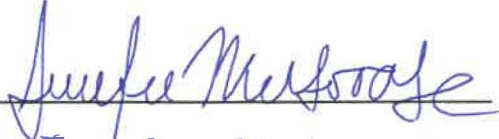
Kerns Family Construction Co., Inc.

By: 
Vice President Linda Stan Kerns

Attest:

By: _____

Print: _____

By: 
Print: Jennifer McGroarty

Attachment 2 – Truth in Negotiation Certification

The wage rates and other costs supporting the compensation under the March 27, 2023 contract are accurate, complete and current as of the time of entering this contract. This certificate is executed in compliance with Section 287.055 (5) (a) of the Florida Statutes.

Dated this 17th day of April, 20 24.

By: [Signature]
Linda Starr Kerns
Vice President

STATE OF FLORIDA
COUNTY OF Polk

Sworn to (or affirmed) and subscribed before me this 17th day of 20 24, by LINDA S KERNS (name of person making statement).

[Signature]
(Seal) Signature of Notary Public
Print, Type/Stamp Name of Notary



Personally known: ✓
OR Produced Identification: -
Type of Identification Produced: -

Kerns Family Construction Company, Inc.
 CBC1255980
 5031 Airport Rd
 Zephyrhills, FL 33542 US
 8139960772
 LINDA@KFC-INC.COM
 WWW.KFC-INC.COM

Estimate



ADDRESS
City of Zephyrhills - Professional Services Contract 5335 8th Street Zephyrhills, FL 33542

ESTIMATE #	DATE	
1744	07/17/2025	

ACTIVITY	AMOUNT
K25-1744	
Rehab Remove and Replace metal panels and install new standing seam in Galvalume. Install new flashing around chimney. Install new plumbing stacks. Install new ridge caps.	36,923.55
Rehab Specialty Wood Allowance - 120 LF	1,440.00
Rehab Wood Allowance - 2x4 or 2x6 wood at \$10 per linear foot. 48LF	480.00
Rehab Plywood Allowance - 1/2" plywood at \$80 per sheet. 1 Sheet	80.00
Rehab Allowance for hand loading, if required. Add \$25 per square to hand load materials, if required. Any wood to be remove and replace over the above allowances would be at the following rate: Specialty wood \$12 per linear foot 2x4 or 2x6 wood at \$10 per linear foot. 1/2" plywood at \$80 per sheet. Labor higher due to majority of roof being 10:12 or 12:12 pitch and 2 story.	825.00

SUBTOTAL	39,748.55
TAX	0.00
TOTAL	\$39,748.55

Accepted By

Accepted Date

BUSINESS ITEMS 1.5

Founder's Day March 7, 2026 Change of Date Consideration

Issue:

The East Pasco Chamber of Commerce has changed the date of the BBQ & Blues event downtown to the Saturday before Founder's Day. Two large events downtown back to back will create issues for both events and city staff. Should Zephyrhills Main Street move the Founder's Day event to March 28, 2026?

Background:

Historically, the date for Founder's Day has been in March, the Saturday closest to the 10th, without going past the 10th. Zephyrhills Main Street currently lists the 2026 date as March 7th. It has come to the City's attention that the East Pasco Chamber of Commerce has moved the date for the BBQ and Blues event downtown from the 1st Saturday in February to the 4th Saturday in February, which is one week before the Founder's Day event downtown. The Zephyrhills Main Street organization provides 5 events for the City each year, should the Founder's Day date be changed to avoid having 2 large events in the downtown, back-to-back, city resources, and overtime costs of city employees working two Saturdays in a row.

Attachment(s):

1. 2025 BBQ
2. Founders Day 2025 Flyer

Fiscal Impact:

To be determined

Staff Recommendation:

City Staff seeks direction



BBQ & BLUES FESTIVAL
PIGZ IN Z'HILLS

KIDZ GRILLIN' COMPETITION
FEBRUARY 8TH, 2025
9AM - 12PM
AGES: 5 to 15 ENTRY FEE: \$30

REGISTER HERE! (first 25 entries FREE)



Commerative medals for all!
 Plaques for the Top 3 finalists
 Meat provided
 Mentored by local PitMasters
 (Adult Supervision Required)



BANK'S
 PROPANE GAS AND A/C INC.
 813-782-5013

SouthState



Chick-fil-ee
 Zephyrhills

EAST PASCO CHARITY FOUNDATION

EAST PASCO CHAMBER



SONNY'S
 BBQ

Clock Plaza, Downtown Zephyrhills

ZEPHYRHILLS, FL • 813-782-1913 • EASTPASCOCHAMBER.ORG

<https://www.instagram.com/p/DE4yuHWsWz8/>



Preserving tomorrow's hometown

THE 114TH ANNUAL

Founders Day

PARADE & FESTIVAL

2025 Theme: Celebrating Zephyrhills Then & Now

MARCH 8, 2025 | 10 AM - 4 PM

Zephyrhills Downtown *Historic* District

38500 5th Ave, Zephyrhills FL 33542

Founders Day Parade

Parade begins at 11:00AM



Founders Day 5K

Presented by YMCA

Zephyrhills Train Depot
39110 South Ave. | 8AM

Pancake Breakfast

Presented by Zephyrhills Rotary

Location TBA
8AM - 10AM

Juried Art Show & Sale

Hosted at First Baptist

First Baptist Church
38300 5th Ave. | 11AM - 4PM

Food, Music, Entertainment and Much More!

For announcements visit Facebook and Instagram



Facebook Instagram @MAINSTZILLS
MAINSTZEPHYRHILLS.ORG



BUSINESS ITEMS 1.6

Discussion on new Alice Hall Location

Issue:

Staff is seeking direction on the location of Alice Hall.

Background:

The City of Zephyrhills Parks Master Plan notes that with the rebuilding of Zephyr Park and associated new amenities within the space available due to stormwater, and a community building/meeting space, will conflict. Issues like park events, noise, parking and the loss of prime park activity space to accommodate the building and associated parking lots. The current 40% construction plans for Zephyr Park do not include a building. The addition of a large building and associated parking lots, utilities, etc. will require new plans to be created and submitted to the Water Management District for approval. This will cause a delay in the start of the project. Also, the city's desire to keep the existing building until a new building is built will create delays and conflicts during the construction of the park. Shepard's Park is currently being reviewed by KHA to determine if it is a feasible location for the construction of a 6000-square-foot building with an associated parking lot. The addition of a new building at Shepards' Park with landscaping and lighting, will enhance the entrance to the south side of the City, which would be a welcome boost to the area. The City would have new investments at Hercules Park (North), Zephyr Park (West), City Hall & Library (East) and Shepard's Park (South). The community building at Shepard's Park could be designed and constructed, keeping the existing building at Zephyr Park in operation.

Attachment(s):

None

Fiscal Impact:

N/A

Staff Recommendation:

Staff seeks direction for the location of the new community building.

NOTED ITEMS 4.1

Wharton-Smith 8th & Oakside Cemetery

Issue:

Background:

Attachment(s):

1. Precon - Intro Letter (1)

Fiscal Impact:

Staff Recommendation:



Date: 7/31/2025

City of Zephyrhills
5335 8th Street
Zephyrhills, FL. 33542

Re: Preconstruction Services: 5th Avenue Street Scape

Dear Gail Hamilton,

Wharton-Smith, Inc. is pleased to submit our proposal for the preconstruction services for the 5th Avenue Street Scape project. Within the enclosed documents, you will first find a narrative detailing our scope of work as it pertains to the preconstruction phase of the project. This narrative provides an outline of the services we intend to provide in conjunction with the design team during the design stages of the project to ultimately bring it to the point of construction.

The proposed cost for these services is **\$7,500.00 (Seven Thousand - Five Hundred Dollars)**

Our entire team is excited about the opportunity to demonstrate our exceptional preconstruction and construction related talents to you and your colleagues. We look forward to being considered as your Construction Management team and business partner for this venture and are fully committed to making the project a success in every way. We appreciate the opportunity and are eager to commence management services soon.

Sincerely,

Johnny Santos
Wharton-Smith Inc.
Director of Operations



August 20, 2025

Gail K. Hamilton, Director
City of Zephyrhills
Community Redevelopment Agency
5335 8th Street
Zephyrhills, Florida 33542

Re: Master Plan for Clock Plaza

Dear Ms. Hamilton:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “the Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the City of Zephyrhills Community Redevelopment Agency (“CRA” or “Client”) in accordance with the terms and conditions set forth herein for providing professional consulting services on the Clock Plaza project site located at the NE corner of the intersection of 5th Ave and 8th Street in the City of Zephyrhills, Florida. Clock Plaza is approximately .35 acres and is listed as Parcel ID # 11-26-21-0010-16800-0090. The space is to be passive in nature and include elements such as site furnishings, lighting, a potential water feature, a public restroom, a gazebo, etc. Our project understanding, scope of services, and fees are listed below.

Project Understanding

It is understood that the City of Zephyrhills wishes to retain Kimley-Horn to prepare a Master Plan for Clock Plaza. The following assumptions are also part of our project understanding:

- The City has provided a survey prepared by D.C. Johnson & Associates dated 5/10/25 which will be used as the base and limits of the proposed site.
- The proposed improvements are not anticipated to increase impervious area on the site and therefore will not need additional stormwater facilities.

The master plan efforts are anticipated to incorporate the following program elements into the park site:

- Pedestrian circulation and access
- Site furnishing locations
- Relocation of existing standalone clock
- Conceptual water feature design and location
- Site lighting and courtesy electrical outlets
- Hardscape design
- A public restroom building with storage capabilities
- A stage or raised performance area

Scope of Services

PHASE 1 – MASTER PLAN

TASK I – MASTER PLANNING

A. Conceptual Draft Master Plan

This Task consists of the preparation of two (2) Conceptual Draft Master Plans. The concept plans will incorporate program elements identified by the Client. As part of this task, Kimley-Horn will:

1. Prepare two (2) Conceptual Draft Master Plans for the site identifying proposed amenities, program elements, spatial relationships and areas for improvement. The Conceptual Draft Master Plans will identify:
 - a. Pedestrian circulation and connectivity
 - b. Areas of hardscape enhancements
 - c. Areas of landscape enhancements
 - d. Locations for proposed buildings on the site

Task I.A. Deliverable:

- Illustrative exhibits of two (2) Concept Plans

Deliverables will be provided in PDF format.

B. Final Master Plan

This Task will consist of the preparation of a Final Master Plan. As part of this task, Kimley-Horn will:

1. Prepare a Final Master Plan for the park site incorporating comments received from City Staff in Task I.A.
2. Prepare a digital 3D model of the proposed park site and features based on the Final Master Plan

Task I.B Deliverables:

- One (1) copy of the Final Master Plan
- Up to six (6) 3D rendering views of the Final Master Plan

Deliverables will be provided in PDF format.

TASK II – MEETINGS AND COORDINATION

Meetings and Coordination

This Task will consist of up to two (2) virtual conference calls, and one (1) in-person presentation to the City Council/Community Redevelopment Agency to present the Final Master Plan.

PHASE 2 – CONSTRUCTIONS DOCUMENTS / PERMITTING

Phase 2 Construction Document and Permitting scope and fee will be determined based upon the approved master plan developed in task 1.B Final scope and fee for Phase 2 construction documents shall be negotiated with the Client upon completion of Phase 1 and will be provided as an amendment to this agreement.

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed for an additional fee upon written authorization from Client. Additional services we can provide include the following:

1. Attendance at meetings, hearings and/or presentations beyond those specifically outlined in the tasks above.
2. Attendance and/or facilitation of public workshops.
3. Architectural, engineering, or landscape architectural, services beyond those specifically outlined in the tasks above.
4. Preparation of grant applications.
5. Preparation of permit applications and/or permit expediting.
6. Survey location of underground utilities
7. Traffic studies or analysis.
8. Construction Phase Services

Information to be Provided by Client

Kimley-Horn will be entitled to rely on the completeness and accuracy of all information provided by the Client. The Client will provide all information requested by Kimley-Horn during the project, including but not limited to the following.

1. Existing City utilities within the project limits.
2. Existing survey and as-built/record drawings for project site areas.
3. Relevant previous studies and public comments prepared for the site.

Fee and Billing

Kimley-Horn will perform the Scope of Services for the lump sum fees identified in the table below. All permitting, application, and similar project fees will be paid directly by the Client.

TASK	DESCRIPTION	FEE
I	MASTER PLANNING	\$14,000
II	MEETINGS AND COORDINATION	\$5,000

Direct reimbursable expenses such as express delivery services, fees, and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the overall percentage of lump sum services performed and/or amount of effort expended and expenses incurred. Payment will be due within 25 days of your receipt of the invoice.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, the term "the Consultant" shall refer to Kimley-Horn and Associates, Inc., and the term "the Client" shall refer to the of the City of Zephyrhills.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to perform this service for you. Please contact me if you have any questions.

Very truly yours,

James R. Pankonin, PLA
Vice President

Kelley Klepper, AICP
Vice President

JRP/BKK/("G:\Marketing\Propose\City of Zephyrhills\CRA\Clock Plaza\Clock Plaza.docx")

Attachment: Standard Provisions

Agreed to this ____ day of _____, 2025

CITY OF ZEPHYRHILLS

By _____

Please Type/Print Name and Title

Email Address

Attest: _____

Please Type/Print Name and Title