



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, September 22, 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 - September 08, 2025

1. M09.08.2025 CRA - Final DRAFT

1.2 CRA 2025-2026 Budget

**RESOLUTION NO. 861-25 - "A RESOLUTION OF THE CITY OF
ZEPHYRHILLS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A
PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR
2025-2026; PROVIDING FOR SEVERABILITY, APPLICABILITY AND
ESTABLISHING AN EFFECTIVE DATE."**

1. Resolution 861-25 CRA 2025-2026 Budget

2. Resolution 861-25 Exhibit A

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

Approval of CRA Meeting Minutes - September 08, 2025

Issue:

The Community Redevelopment Agency held a regular meeting on September 08, 2025

Background:

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

Attachment(s):

1. M09.08.2025 CRA - Final DRAFT

Fiscal Impact:

N/A

Staff Recommendation:

Staff Recommends approval.

COMMUNITY REDEVELOPMENT AGENCY

A Regular CRA Meeting was held on September 8, 2025 at 6:00 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 6:00 PM

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Attorney Matthew Maggard was also present. City Manager William Poe arrived at 6:01 PM

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, IT Director Mike Panak, Airport Manager Nathan Coleman, Finance Director Ted Beason, Public Information Officer Kevin Weiss, Building Official Calvin Switzer, Principal Planner Rodney Corriveau, GIS/Community Planner Tommy-Lee Hunt, Community Planner Will McCaw and City Clerk Ricardo Quiñones.

1. BUSINESS ITEMS

1.1 Approval of CRA Meeting Minutes - August 25, 2025

Charles Proctor motioned to Approve CRA Meeting Minutes for August 25, 2025. Seconded by Lance Smith. Motion Passed, 5-0.

1.2 Jeffries House Reroof

CRA Director Gail Hamilton presented the reroofing proposal for the Jeffries House. The roof, approximately 30 years old, was deemed in need of replacement rather than repair, which would cost an estimated \$15,000–\$20,000. The building official and Public Works Director provided supporting documentation. The total reroof estimate was \$39,007, including a contingency of approximately \$2,600 for unforeseen structural repairs.

Discussion included concerns about the lack of multiple bids. Staff explained that only one vendor responded to the original RFQ under the continuing services contract. The Board recommended that in future projects, Staff obtain at least three quotes from vendors within the continuing services pool to ensure competitive pricing.

Kenneth Burgess motioned to Approve the Jeffries House Reroof. Seconded by Lance Smith. Motion Passed, 5-0.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton reported that playground equipment for the five parks had been ordered. The purchase includes installation for a turnkey solution. Ms. Hamilton confirmed that DC Johnson had begun conducting topographic surveys for all parks to ensure accurate placement of equipment.

3. MAIN STREET ACTIVITY REPORT - NONE

4. CITIZEN COMMENTS

Mr. Dean Johnson had signed up to speak but withdrew his request. No other citizen comments were made.

ADJOURN 6:07 PM

Submitted by Ricardo Quiñones

BUSINESS ITEMS 1.2

CRA 2025-2026 Budget

RESOLUTION NO. 861-25 - "A RESOLUTION OF THE CITY OF ZEPHYRHILLS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY, APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE."

Issue:

CRA Board of Commissioners approve Resolution 861-25.

Background:

In accordance with Sections 163.387 and 189.016, of the Florida Statutes, the CRA Board of Commissioners are required to adopt the budget by resolution each fiscal year.

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. Resolution 861-25 CRA 2025-2026 Budget
2. Resolution 861-25 Exhibit A

Fiscal Impact:

Refer to CRA Budget FY25/26.

Staff Recommendation:

Staff recommends approval of Resolution 861-25.

RESOLUTION NO. 861-25

A RESOLUTION OF THE CITY OF ZEPHYRHILLS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY, APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, The Zephyrhills Community Redevelopment Agency (Zephyrhills CRA) was created pursuant to Chapter 163, Part III, Florida Statutes (the “Community Redevelopment Act”) establishing the conditions and procedures for the establishment of community redevelopment areas and agencies; and,

WHEREAS, the Zephyrhills CRA is a dependent special district under Chapter 189, Florida Statutes (2006), known as the Uniform Special District Accountability Act (the “Special District Act”); and,

WHEREAS, the Special District Act requires all special districts, including dependent special districts, such as the Zephyrhills CRA, to adopt a budget for each fiscal year by resolution;

NOW, THEREFORE, be it resolved by the Community Redevelopment Agency of the City of Zephyrhills, Florida as follows:

Section 1. Authority. The Zephyrhills CRA has the authority to adopt this Resolution pursuant to the Special District Act.

Section 2. Adoption of Budget. The governing body of the Zephyrhills CRA does hereby approve and adopt a Budget for the Zephyrhills CRA for Fiscal Year 2025–2026. A copy of the budget is attached hereto and incorporated herein as Exhibit “A”.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereto.

Section 4. Effective Date. This resolution shall take effect upon adoption.

The foregoing Resolution No. 861-25 was read and passed in an open and regular meeting of the Community Redevelopment Agency of the City of Zephyrhills, Florida on this 22nd day of September, 2025.

Attest:

Ricardo Quiñones, City Clerk

Steven F. Spina, Ph.D., CRA Board President

Approved as to legal form and legal content
for the sole reliance of the City of Zephyrhills

Matthew E. Maggard, City Attorney

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

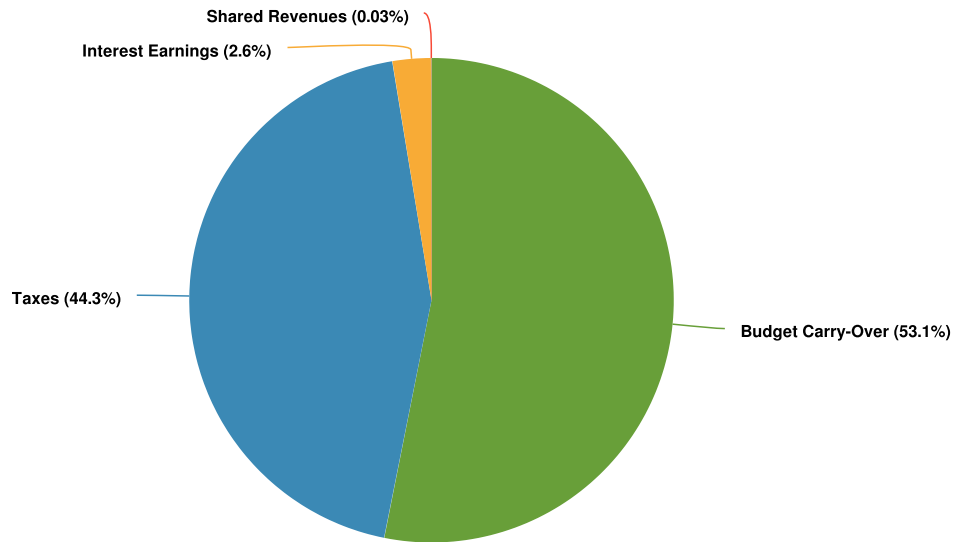
Personnel by Position

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

Community Redevelopment Agency

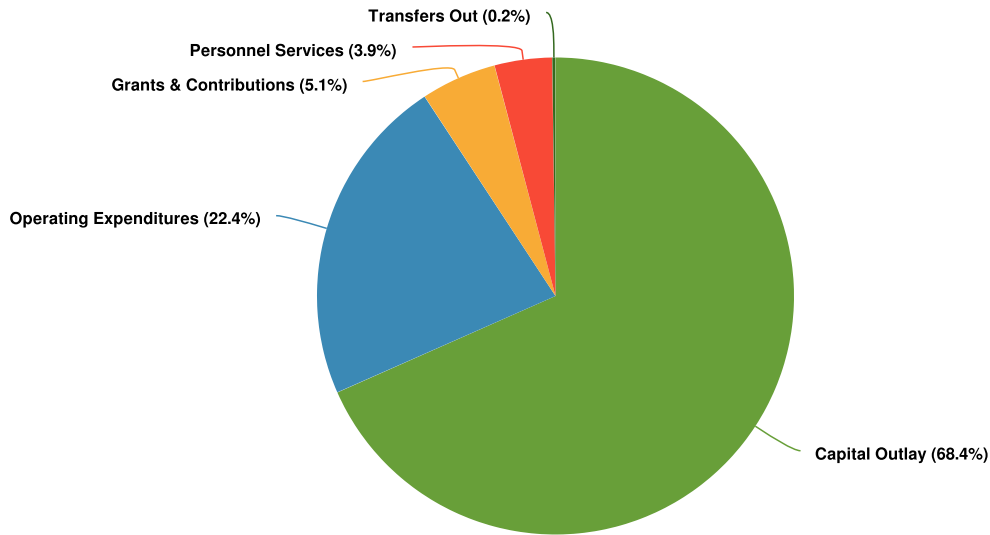


Community Redevelopment Agency - Revenues by Source



Name	ERP Code	FY2025 Original Budget	FY2026 Budgeted
Revenue Source			
Budget Carry-Over			
C/O Balance	11000300-300100-	\$1,350,964	\$2,074,410
Total Budget Carry-Over:		\$1,350,964	\$2,074,410
Taxes			
Ad Valorem Taxes			
Property Tax	11010311-311000-	\$607,968	\$779,271
Property Tax	11020311-311000-	\$740,028	\$948,541
Total Ad Valorem Taxes:		\$1,347,996	\$1,727,812
Total Taxes:		\$1,347,996	\$1,727,812
Shared Revenues			
Main Street Reimbursement	11000338-338300	\$1,000	\$1,000
Total Shared Revenues:		\$1,000	\$1,000
Interest Earnings			
Interest Income	11000361-361100	\$100,000	\$100,000
Total Interest Earnings:		\$100,000	\$100,000
Total Revenue Source:		\$2,799,960	\$3,903,222

Community Redevelopment Agency - Expenditures by Expense Type

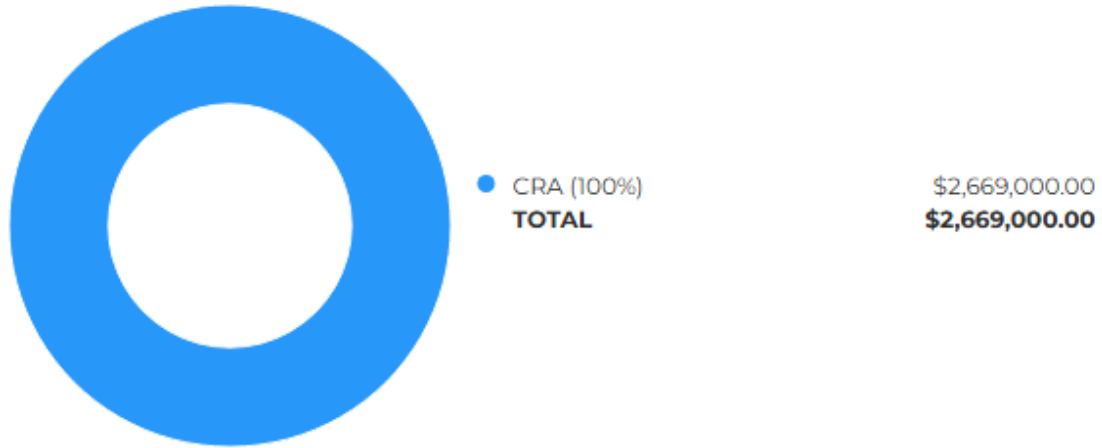


Name	ERP Code	FY2025 Original Budget	FY2026 Budgeted
Expense Objects			
Personnel Services			
Salaries	11005900-512000	\$91,411	\$98,054
Fica Taxes	11005900-521100	\$5,668	\$6,079
Medicare Taxes	11005900-521200	\$1,326	\$1,422
Retirement Contributions	11005900-522100	\$31,555	\$32,593
Group Health	11005900-523000	\$10,793	\$11,702
Workers Comp Insurance	11005900-524000-	\$2,155	\$2,311
Total Personnel Services:		\$142,908	\$152,161
Operating Expenditures			
Professional Services	11005900-531500	\$100,000	\$200,000
Prof Ser - Software & Support	11005900-531700-	\$2,502	\$3,631
Auditing Services	11005900-532000	\$6,000	\$6,000
Contractual Services	11005900-534000-	\$75,000	\$75,000
Telephone & Data Communication	11005900-541000	\$10,000	\$5,000
Refuse Removal	11005900-543400-	\$1,000	\$500
Copy Machine Leases	11005900-544500	\$1,000	\$1,000
Property & Casualty Insurance	11005900-545000	\$6,900	\$0
Educational Activities	11005900-548000	\$50,000	\$50,000
Office Supplies	11005900-551000	\$150	\$150
Operating Supplies	11005900-552000	\$2,500	\$25,000
Sidewalks	11005900-553400	\$0	\$200,000

Name	ERP Code	FY2025 Original Budget	FY2026 Budgeted
Memberships/Dues	11005900-554200	\$2,000	\$2,500
Training	11005900-555500	\$2,000	\$5,000
CRA Initiatives	11005900-556200	\$300,000	\$300,000
Total Operating Expenditures:		\$559,052	\$873,781
Capital Outlay			
Land Acquisition	11005900-561000	\$348,000	\$477,000
Infrastructure	11005900-563000-	\$1,250,000	\$2,042,000
Sidewalk Capital Projects	11005900-563111-21P11	\$150,000	\$150,000
Machinery & Equipment	11005900-564000-	\$150,000	\$0
Total Capital Outlay:		\$1,898,000	\$2,669,000
Grants & Contributions			
Building Improvement Grants	11005900-583010	\$200,000	\$200,000
Total Grants & Contributions:		\$200,000	\$200,000
Transfers Out			
Transfer to Internal Service Fund	11005900-591511	\$0	\$8,280
Total Transfers Out:		\$0	\$8,280
Total Expense Objects:		\$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