



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, May 23, 2022
5:00 PM**

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order –CRA Board Chairperson Jodi Wilkeson
Roll Call – City Clerk Lori Hillman

1. BUSINESS ITEMS

1.1 Approval/Correction of March 28, 2022 CRA Minutes

1. M03-28-22 - CRA

1.2 Election of CRA Board Chairperson and Vice Chairperson

1.3 Paint Grant - 5311 6th Street - Michelle and James Grant

1. 5311 6th St Grant

1.4 2021 Fiscal Year CRA Audit Report

1. 2021_FINAL_ Audit Report CRA-CITY OF ZHILLS

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 decisionmade 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.**

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on March 28, 2022 at 5:00 p.m. in the Council Chambers of City Hall.

CRA Commission President Wilkeson 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 and City Attorney Matthew Maggard were also present.

Staff present: Police Chief Derek Brewer, CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak, GIS Technician and Community Planner Kevin Kelley, Main Street Director Faith Wilson and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Approval of February 28, 2022 CRA Minutes

Lance Smith moved to approve the February 28, 2022 CRA Minutes. Seconded by Charles Proctor. Motion passed unanimously.

1.2 Hercules Park Design Recommendation

Chairman of the Parks and Recreation Board Dave Walters presented a recommendation of preliminary plans for Hercules Park and encouraged the CRA Board to proceed with the project. He said the workshop was positive and spirited with modifications to add Frisbee golf and signage with park history and significantly reduce the BMX trail to two quarter acre pieces. The design includes an open playfield with pavilion and restroom structures with plans for a water element. The Hercules Park will play an important role in serving as a trail head for the trail project on SR-54. The Parks and Recreation Board voted unanimously to move forward with the design of Hercules Park.

City Manager William Poe said the apartment development northeast of the park will complete one or two elements of their required recreational amenities for multi-family developments and make a contribution toward the cost of recreational amenities at Hercules Park.

CRA Director Gail Hamilton said the water park and restrooms were not considered originally but have been added with a price by creating a menu of items with an associated cost for the concept design that will be brought before the Commission to pick and choose. Following the design approval, staff will go out to bid for a construction manager at risk for value added engineering. She said there will be consideration for food trucks with cognizance for Culvers and Wawa. Staff requested a recommendation on the design to move forward.

Commission President Wilkeson stated, for the record, to be sure and look at segregating pedestrian and vehicular traffic during the site plan review process. She addressed the “elephant in the room” that was the citizens for a pool in east Pasco. She said the issue of a pool is not the infrastructure or the construction but the long-term use, operations, and staffing. She went on record to state that she likes the idea but said Hercules Park may not be the site for a pool. She asked Commissioners if they were prepared to pull the trigger on the Hercules Design without a pool.

Commissioner Smith said the City has a pool at the East Pasco YMCA that is available to residents of all economic means. The City has provided funding to the YMCA for over 25 years to manage the pool professionally.

A discussion ensued relating to lighting on walking trails, removal of the entire southern portion of the bike path in the final rendering and clarification that the initial Hercules Park design portrayed an enclosed netting area to walk up into tree heights but staff and the designer opted for ground entertainment instead.

Commissioner Burgess moved to approve the Hercules Park Design recommendation. Seconded by Lance Smith. Motion passed unanimously.

1.3 Little But Loud – Back Yard Park Project

CRA Director Gail Hamilton said staff met and discussed the projects design with Aaron Banks of Furr & Wegman Architects and Commission President Wilkeson.

Ms. Hamilton narrated a PowerPoint presentation of the unified architectural concept of the project using historical elements throughout the City. She highlighted the brick columns marking the entry from the alley south of the property, brick columns and blue fabric patterns that represent water added to the individual shade structures, planter pots and trash cans, and the ballards that were updated to match the lights on 5th Avenue. The park has been designed for two container restaurants but will begin with one. The first container restaurant will have the electric and all the needs for the second container restaurant but will not be priced at this time. The construction documents will contain line item pricing and will be put out for bid once the elements are complete and will include WiFi and security cameras. A Request for Proposal (RFP) will be advertised for management of the property with the ability to trespass. Additional services will cover the cost to address standing water in the alleyway and installation of French drains on 6th Avenue. Once the project is approved, staff would like to order the long lead items such as pots and trash cans.

A conversation ensued relating to line item pricing, completion of the project in phases, stucco versus natural brick, utilizing a management company for weekly activities, and how the project will be designated with alcohol consumption.

Commissioner Knight moved to approve the Little But Loud Backyard Project. Seconded by Charles Proctor. Motion passed unanimously.

1.4 April 9, 2022 Neighborhood Clean Up

CRA Director Gail Hamilton announced, in partnership with Public Works and Code Enforcement, the next Neighborhood Clean Up will be held Saturday, April 9th, 8:00 a.m. to 12:00 p.m. with a staging area in the parking lot of City Hall on 7th Street.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton said local businesses and property owners were invited to the first public meeting for the Oakside and Zephyr Park Neighborhood Plan hosted by Rotary at their weekly meeting. The median on 5th Avenue is being replanted and an existing conditions report is underway for the sidewalk and trail projects. A drone is being used to collect data that can be used for future projects.

3. MAIN STREET ACTIVITY REPORT

Main Street Director Faith Wilson narrated a 2022 First Quarter PowerPoint presentation inclusive of the Main Street Market launch. She said the Design Committee is working on a mini public art series community adventure with earth, air, fire and water elements. The Main Street Committee and volunteers have painted the first public art series at Transplant Park inspired by the ripples created when a water drop lands in water. Members are working on the 2022 Membership Drive and looking forward to upcoming events to include the Main Street Market, April 16, 2022, 9:00 a.m. – 2:00 p.m.; Founder's Day Festival & Parade, May 21, 2022, 4:00 p.m. – 9:00 p.m.; and a large mural downtown.

4. CITIZEN COMMENTS

N/A

Meeting Adjourned: 5:59 p.m.
Submitted by Lori L. Hillman

BUSINESS ITEMS 1.2

Election of CRA Board Chairperson and Vice Chairperson

Issue:

CRA Board to elect Chair and Vice Chair of the Community Redevelopment Agency

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:

1. Chair: 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.

2. Vice Chair: The Vice-Chair 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:

N/A

Staff Recommendation:

CRA Board elected the Chair and Vice Chair of the Community Redevelopment Agency.

BUSINESS ITEMS 1.3

Paint Grant - 5311 6th Street - Michelle and James Grant

Issue:

CRA Board approve funding of Residential Paint Grant for property located at 5311 6th Street, Zephyrhills, FL

Background:

Michelle and James Grant just recently purchased their home located at 5311 6th Street and want to start renovations, application provided in back up. The Paint Grant Program purpose is to provide matching funds up to \$500 for paint to improve the exterior of the home. The paint colors chosen are "Skinny Jean Blue" with white trim and "Bright Red" as the accent color on the front door. The Paint Grant provides up to \$500 in paint costs on completion and proof of payment.

Attachment(s):

1. 5311 6th St Grant

Fiscal Impact:

Funding for the Paint Grant Program is budgeted in the 2021/2022 approved CRA Budget.

Staff Recommendation:

Staff recommends approval of Paint Grant in the amount of \$500 for property located at 5311 6th Street.





Parcel ID			11-26-21-0010-13200-0010 (Card: 1 of 1)						
Classification			01200-Store/Off/Res						
Mailing Address			Property Value						
GANT MICHELLE A & JAMES E JR			Just Value		\$156,401				
5311 6TH ST			Ag Land		\$0				
ZEPHYRHILLS, FL 33542			Land		\$35,000				
			Building		\$118,799				
Physical Address			Extra Features		\$2,602				
5311 6TH STREET, ZEPHYRHILLS, FL 33542									
Legal Description (First 200 characters)									
See Plat for this Subdivision									
ZEPHYRHILLS PB 1 PG 54 LOTS 1 2 & 3 BLOCK 132			Assessed		Non-School		School		
					\$139,350		\$139,350		
Jurisdiction			Homestead Exemption		-\$50,000		-\$25,000		
CITY OF ZEPHYRHILLS			Additional Exemptions		-\$0		-\$0		
Community Dev District									
N/A									
			Taxable Value		\$89,350		\$114,350		
Warning: A significant taxable value increase may occur when sold.									
Click here for details and info. regarding the posting of exemptions.									
Land Detail (Card: 1 of 1)									
Line	Use	Code	Description	Zoning	Units	Type	Price	Condition	Value
1	1200R	M6STA-1	Store Combination	00SD	7000.000	SF	\$4.50	1.00	\$31,500
2	1200C	M6STA-2	Store Combination	00SD	3500.000	SF	\$1.00	1.00	\$3,500
Additional Land Information									
Acres	Tax Area	FEMA Code	Subsidence Activity			Neighborhood Code(s)			
0.24	302C	X	None Reported			M6ST			
View Sketch Building Information - Use 1200-Stores / Office SFR (Card: 1 of 1)									
Year Built	1910	Stories		1.0					
Exterior Wall 1	Asbestos Shingle	Exterior Wall 2		None					
Roof Structure	Gable or Hip	Roof Cover		Asphalt or Composition Shingle					
Interior Wall 1	Drywall	Interior Wall 2		None					
Flooring 1	Ceramic Clay Tile	Flooring 2		Laminate					
Fuel	Electric	Heat		Forced Air - Ducted					
A/C	Central	Baths		2.0					
Line	Code	Description			Sq. Feet	Value			
1	BAS01	LIVING AREA			1,408	\$108,405			
2	FOA01	FINISHED OPEN ALUM PORCH			126	\$2,464			
3	UST01	UNFINISHED STORAGE			88	\$2,695			
4	FSA01	FINISHED SCREENED ALUM PORCH			194	\$5,235			
Extra Features (Card: 1 of 1)									
Line	Code	Description			Year	Units	Value		
1	RDWSWC	DRVWAY/SIDEWALK CONC			1977	222	\$165		
2	RCONPTO	CONCRETE PATIO			1977	120	\$89		
3	RUDU-M	UNFIN DETACH UTIL MT			1998	1	\$768		
4	RUDA	UNFIN DET CARPT ALUM			2002	1	\$1,050		
5	RCLFENCE	CHAIN LINK FENCE			2009	768	\$530		
Sales History									
Previous Owner:			GRULLON STEPHANIE O						
Month/Year	Book/Page		Type	DOR Code		Condition	Amount		
4/2022	10608 / 0833		Warranty Deed	01		I	\$280,000		
5/2020	10115 / 2508		Warranty Deed	01		I	\$175,000		
12/2018	9831 / 3174		Warranty Deed	01		I	\$50,000		
11/2013	8966 / 3741		Warranty Deed	14		I	\$0		
5/1998	3943 / 1252		Warranty Deed			I	\$36,900		

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[Print](#)**Residential Paint Grant Application - Submission #3052****Date Submitted: 5/9/2022****Paint Voucher Program Application****Property Owner's Name**

Michelle Gant

Property Address

5311 6th Street Zephyrhills, FL 33542

Mailing Address

same

Phone Number**Cell Phone Number****Email Address**

242-200-9651

michelle.gant@hotmail.com

Supporting Data Checklist must be included with the application.

The application will not be reviewed without all supporting data.

Square Footage of Home

1400

Estimate of Cost for Paint~~\$2500~~ \$500.00**Type of Paint**

Exterior Paint

Color(s) of Paint

Blue and White

Body Color Sample

Skinny Jean Blue.png

Trim Color Sample

White Trim Exterior.png

Accent Color Sample[Choose File](#) No file chosen**Work Will Be Done By:**

If a professional is completing the work a written estimate is required with the cost of paint itemized from other costs.

☒ I will be doing the work.☐ I will have a professional completing the work.**Written Estimate**[Choose File](#) No file chosen**An Owner may only apply for one Paint Voucher**

Signature & Agreement

I hereby submit the grant application, color samples and estimate for the proposed project and understand the Zephyrhills Community Redevelopment Agency (CRA) Board must grant approval. No work shall begin and funding is not guaranteed until the CRA Board approves completed application and written approval is received. I agree to place a CRA Grant sign for the duration of the project and agree to return the sign. I further understand that the project must be completed within 6 months from date written approval is received and the reimbursement will not be paid until the project is completed. I agree to leave the completed project in its approved colors for a period of 2 years from the date of completion. I also understand a W-9 is required for tax purposes.

Electronic Signature

Michelle Gant

Date

5/9/2022

Zephyrhills Community Redevelopment Agency

A Component Unit of the City of Zephyrhills, Florida

General Purpose Financial Statements For the Year Ended September 30, 2021



Zephyrhills Community Redevelopment Agency

(A Component Unit of the City of Zephyrhills, Florida)

CRA Leadership

September 30, 2021

CRA Board of Commissioners

Jodi Wilkeson	Chairperson
Lance A. Smith	Vice-Chairperson
Kenneth Burgess	Board Member
Charles E. Proctor	Board Member
Alan Knight	Board Member
Gene Whitfield	Mayor City of Zephyrhills

Appointed Officials

William C. Poe Jr.	City Manager
Gail Hamilton	CRA Director

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Zephyrhills, FL 33542

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BodinePerry.com

Independent Auditors' Report

May 6, 2022

The Board of Commissioners
Community Redevelopment Agency
City of Zephyrhills, FL 33542

We have audited the accompanying financial statements of the governmental activities, the major fund of the Community Redevelopment Agency (the CRA), a component unit of the City of Zephyrhills, Florida (the City) as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair representation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Audit Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the CRA as of September 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information, as listed in the table of contents, be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 6, 2022, on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.



Bodine Perry, PLLC
Zephyrhills, FL

Management's Discussion and Analysis (MD&A)

MANAGEMENT'S DISCUSSION AND ANALYSIS

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the CRA's finances in a manner similar to a private-sector business.

The *Statement of Net Position* presents financial information on all of the CRA's assets and liabilities with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CRA is improving or deteriorating.

The *Statement of Activities* presents information showing how the CRA's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements listed above distinguish functions of the CRA that are principally supported by ad-valorem taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activity of the CRA is community redevelopment.

The government-wide financial statements include only the activities of the CRA. However, the CRA is considered a blended component unit the City and, as such, the financial information of the CRA is included in the City's Comprehensive Annual Financial Report for each fiscal year.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The CRA uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the CRA's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the CRA's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Special Revenue Funds

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The CRA's expendable financial resources and the related liabilities are accounted for through a special revenue fund.

Restricted Fund Balance

Fund Balance should be reported as Restricted when constraints placed on the use of resources such as enabling legislative, which authorizes the government to access, levy, charge, or otherwise mandate payment of resources. All of the CRA's fund balance is considered Restricted.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information (RSI)

Included in this section of the report is the Budgetary Comparison Schedule.

Government-Wide Financial Analysis

Statement of Net Position

As noted earlier, net position may serve over time as a useful indicator of the CRA's financial position. In the case of the CRA, assets exceeded liabilities by \$398,997 as of the close of the most recent fiscal year, an increase of \$172,296 in comparison with the prior year.

The following table reflects a summary of the Statement of Net Position for the current and prior year:

Community Redevelopment Agency		
	2021	2020
Assets		
Cash and Cash Equivalents	\$ 408,410	\$ 240,559
Total Assets	<u>\$ 408,410</u>	<u>\$ 240,559</u>
Liabilities		
Accounts Payable	\$ 9,414	\$ 13,858
Total Liabilities	<u>9,414</u>	<u>13,858</u>
Net Position		
Restricted		
Community Redevelopment Projects	398,996	226,701
Unrestricted	-	-
Total Net Position	<u>\$ 398,996</u>	<u>\$ 226,701</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS

Statement of Activities

The following table reflects the Statement of Activities for the current and prior year:

	2021	2020
Revenues		
Property Taxes	\$ 428,630	\$ 315,410
Investment Income	2,747	13,398
Total Revenues	<u>431,377</u>	<u>328,808</u>
Expenditures		
Personnel Services	\$ 105,058	\$ 100,235
Economic Development	132,544	121,566
Capital Outlay	21,480	-
Total Expenditures	<u>259,082</u>	<u>221,801</u>
Net Change in Net Position	172,295	107,007
Net Position, Beginning of Year	<u>226,701</u>	<u>119,694</u>
Net Position, End of Year	<u>\$ 398,996</u>	<u>\$ 226,701</u>

Fiscal year 2021 activities increased the CRA's net position by \$172,295. This change resulted from an increase in tax increment financing revenues in the current year due to an increase in property values within the CRA District.

Financial Analysis of the CRA's Funds

Governmental Funds

The focus of the CRA's *governmental funds* is to provide information on *near-term* inflows, outflows, and balances of *spendable resources*. Such information is useful in assessing the CRA's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The CRA's fund balance of \$398,996 is restricted for redevelopment projects within the CRA district.

Property taxes totaling \$428,630 represented approximately 99% of all revenues. The CRA's fund balance increased by \$172,295 in the current year. The increase in tax increment financing revenues received by the CRA in the current year resulted from increased property values within the CRA district.

Capital Assets and Debt Administration

The CRA's capital assets are considered to be property of the City and, therefore, are included as capital assets in the City's government-wide financial statements. Capital asset activity for the year ended September 30, 2021, can be found in the City's audited financial statements.

At September 30, 2021, the CRA had no long-term debt.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Budgetary Highlights

An annual budget is prepared for the CRA and approved by the Board. The legal level of control is maintained at the fund level. Budget appropriations may not be legally exceeded on a fund basis. Appropriations lapse at the end of the fiscal year. The budget is adopted on a basis consistent with generally accepted accounting principles.

Economic Factors and Future Developments

The CRA will continue to plan projects and infrastructure improvements that align with its redevelopment priorities for the designated district. The CRA will continue to implement the community's shared development goals through its redevelopment strategies and critical tasks.

Request for Information

This financial information is designed to present users with a general overview of the CRA's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Community Redevelopment Agency located at City Hall, 5335 8th Street, Zephyrhills, FL 33542.

Zephyrhills Community Redevelopment Agency
(A Component Unit of the City of Zephyrhills, Florida)

Statement of Net Position
For the Year Ended September 30, 2021

	Governmental Activities
Assets	
Current Assets	
Cash and Pooled Cash, Cash Equivalents, and Investments	\$ 408,410
Total Current Assets	408,410
Deferred Outflows of Resources	-
Total Assets and Deferred Outflows of Resources	\$ 408,410
Liabilities	
Current Liabilities	
Accounts Payable	\$ 9,414
Other	-
Total Current Liabilities	9,414
Deferred Inflows of Resources	-
Total Liabilities and Deferred Inflows of Resources	9,414
Net Position	
Restricted	
Community Reinvestment	398,996
Unrestricted	-
Total Net Position	398,996
Total Liabilities and Net Position	\$ 408,410

The accompanying notes are an integral part of these financial statements.

Zephyrhills Community Redevelopment Agency
(A Component Unit of the City of Zephyrhills, Florida)

Statement of Activities
For the Year Ended September 30, 2021

Functions/Programs	Expenses	Program Revenues Charges for services	Changes in Net Position
Governmental Activities			
General Government	\$ 116,372	\$ -	\$ (116,372)
Community Redevelopment	121,230	-	(121,230)
Total Governmental Activities	237,602	-	(237,602)
Other Expenditures			
Capital Outlay	21,480	-	(21,480)
Total Charges to Appropriations	\$ 259,082	\$ -	\$ (259,082)
General Revenues:			
Taxes			\$ 428,630
Investment Income			2,747
Total General Revenues and Special Items			431,377
Change in Net Position			172,295
Net Position Beginning of Year			226,701
Net Position End of Year			<u>\$ 398,996</u>

The accompanying notes are an integral part of these financial statements.

Zephyrhills Community Redevelopment Agency

(A Component Unit of the City of Zephyrhills, Florida)

Notes to the Financial Statements
For the Year Ended September 30, 2021

Note 1 - Summary of Significant Accounting Policies

The financial statements of the Zephyrhills Community Redevelopment Agency (the CRA) have been prepared in conformance with the accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles and the CRA has adopted the GASB Codification. The following is a summary of the CRA's significant accounting policies:

Defining the Financial Reporting Entity

The CRA was created on March 9, 1998, by Ordinance number 688 of the City of Zephyrhills, Florida (the City), pursuant to Florida Statute 163.387. The purpose of the CRA is to establish redevelopment priorities for the designated community redevelopment area. Since the City is financially accountable for the activities of the CRA, its governing board is the same, and its relationship to the CRA is significant. The City approves the budget, provides funding and performs all accounting functions for the CRA. The CRA is considered to be a blended component unit in the City's financial statements, where it is also reported as a major special revenue fund.

The CRA has determined there are no component units that meet criteria for inclusion in the CRA's financial statements.

Financial Statements

These financial statements are presented for the purpose of complying with state law, specifically Florida Statutes, Section 163.387(8)(a), which requires separate audited financial statements for each Community Redevelopment Agency that has revenues or expenditures that exceed \$100,000. Entity-wide financial statements are prepared at the City-wide level by the City and include the CRA. Copies of that report can be obtained from the City's Office of Budget and Finance.

Basic Financial Statements - Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the CRA. The CRA only has governmental activities and does not engage in any business-type activity. Direct expenses are those that are clearly identifiable with a specific function or segment. General revenues include ad valorem taxes and interest income. Fund financial statements are presented for the CRA's General Fund. The General Fund, which accounts for all financial operations of the CRA is considered to be a major fund and is the only fund of the CRA.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government wide-financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the grantor have been met.

Zephyrhills Community Redevelopment Agency

(A Component Unit of the City of Zephyrhills, Florida)

Notes to the Financial Statements
For the Year Ended September 30, 2021

Note 1 - Summary of Significant Accounting Policies (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers property tax revenues to be available if they are collected within 60 days of the end of the current period. Grants, intergovernmental revenues, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditures generally are recorded when a liability is incurred. However, expenditures related to long-term agreements are recorded only when payment is due.

Budgets and Budgetary Accounting

An annual budget is prepared for all funds of the City, including the CRA. The City follows these procedures in establishing the budgetary data reflected in the financial statements.

The City Manager submits to the City Council a proposed operating budget for the ensuing fiscal year. It contains proposed expenditures and the means to finance them, including a proposed property tax millage.

Public hearings are conducted to obtain taxpayer comments on the proposed budget and property tax millage rate.

The budget and property tax millage are approved by the City Council in September.

Annual budgets are adopted for the following funds: General Fund, Special Revenue Fund, CRA Funds and Enterprise Funds.

The City Council must approve budget amendments that affect revenue accounts or appropriations in more than one department. Expenditures may not exceed legal appropriations at the department level. Appropriations lapse at year-end. All budget amounts presented in the accompanying financial statements and supplemental information have been adjusted for revisions as approved by City Council during the year.

Formal budgetary integration is employed as a management control device during the year for the Governmental Funds.

Budgets for the Governmental Funds are adopted on a basis consistent with generally accepted accounting principles.

Assets, Liabilities, and Fund Equity

The CRA participates in the City's pooled cash and investment portfolio. The City utilizes a consolidated cash pool to account for cash, cash equivalents, and investments of all City funds, including CRA funds, other than those that are required by ordinance to be physically segregated. The consolidated cash pool concept allows each participating fund to benefit from the economies of scale and improved yield that are inherent to a larger investment pool. Formal accounting records detail the individual equities of the participating funds.

The City considers all highly liquid investments (including restricted assets), with a maturity of three months or less when purchased, to be cash equivalents. The majority of the City's pooled investments have the general characteristics of demand deposits, in that additional funds may be deposited at any time and funds may be withdrawn at any time without prior notice or penalty. Therefore, all of the pooled investments, regardless of their maturities, are considered cash equivalents.

Zephyrhills Community Redevelopment Agency

(A Component Unit of the City of Zephyrhills, Florida)

Notes to the Financial Statements
For the Year Ended September 30, 2021

Note 1 - Summary of Significant Accounting Policies (continued)

The City participates in the Florida Prime (formerly known as the Local Government Surplus Funds Trust Fund Investment Pool) operated by the Florida State Board of Administration. Florida Prime is considered a SEC 2a7-like fund pool in accordance with GASB statement No. 31 and is valued using the pooled share price which approximates fair value.

Investments

Investments are reported at fair value. Investments in mutual fund type securities are valued at the net asset value of the fund based on the underlying assets held in the funds. The fair value of an investment is the amount that could reasonably be expected to be received for it in a current sale between a willing buyer and a willing seller, other than in a forced or liquidation sale.

Capital Assets

Capital assets include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items). The CRA's capital assets are considered to be property of the City and, therefore, are included as capital assets in the City's government-wide financial statements. Capital asset activity for the year ended September 30, 2021, can be found in the City's audited financial statements. As the capital assets are retained by the City, the CRA contributes capital to the general fund for capital outlay related to the CRA's redevelopment and infrastructure projects.

Payroll Related Expenses and Liabilities

The employees that manage or are involved in day-to-day operations of the CRA are employees of the City. Per an agreement with the City, the CRA is charged an administrative fee related to those employees. Payroll-related activity for the year ended September 30, 2021, can be found in the City's audited financial statements.

Net Position

The government-wide statements utilized a net position presentation. Restricted net position are unspent tax increment financing revenues that are restricted for future redevelopment projects. Unrestricted net position represents the net position of the CRA that is not restricted for any project or purpose.

Restricted

This component consists of net position that has constraints placed on them either externally by third parties (creditors, grantors, and contributors) or by law through constitutional provisions of enabling legislation.

Unrestricted

This component consists of net position that does not meet the definition of "invested in capital assets, net of related debt" and "restricted". Designations of net position made by the City's management are included in this component because these types of constraints are internal, and management can remove or modify them.

Fund Balances

In fund financial statements, the governmental fund reports fund classifications that comprise a hierarchy based primarily on the extent to which the CRA is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Under GASB 54 requirements, fund balance is reported as five possible components - nonspendable, restricted, committed, assigned, and unassigned.

Nonspendable

This component includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Zephyrhills Community Redevelopment Agency

(A Component Unit of the City of Zephyrhills, Florida)

Notes to the Financial Statements
For the Year Ended September 30, 2021

Note 1 - Summary of Significant Accounting Policies (continued)

Restricted

This component includes amounts reported as restricted when constraints placed on the use of the resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

Committed

This component includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Such amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Assigned

This component is used to report the government's intent to use the amount for a specific purpose but are neither restricted, nor committed.

Unassigned

This component is the residual classification for the general fund. This amount represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the CRA considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the CRA considers the amount to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The CRA has no items that meet this reporting criteria.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The CRA has no items that meet this reporting criteria.

Interfund Transactions

The City's general fund transfers funds to the CRA for the City portion property tax increment revenue. Capital outlay is contributed by the CRA to the City's general fund for capital outlay for the CRA's redevelopment and infrastructure projects.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Zephyrhills Community Redevelopment Agency

(A Component Unit of the City of Zephyrhills, Florida)

Notes to the Financial Statements
For the Year Ended September 30, 2021

Note 2 - Explanation of Certain differences Between the Government-Wide and Fund Financial Statements

Statement of Net Position and Governmental Fund Balance Sheet

The governmental fund balance sheet includes a reconciliation between fund balance - total governmental funds and net position of governmental activities as reported in the government-wide statement of net position.

Statement of Activities and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances

The governmental fund statement of revenues, expenditures and changes in fund balance includes a reconciliation between the capital outlay of the governmental fund and the capital outlay contributed to the primary government as reported in the government-wide statements.

The government-wide and fund financial statements for the year ended September 30, 2021 can be found in the City's audited financial statements.

Note 3 - Cash and Pooled Cash, Cash Equivalents, and Investments

At September 30, 2021, the carrying amount of the CRA's cash equivalents and investments was \$408,410. These funds are a part of the City's pooled cash funds. The City's cash deposits are held by a bank that qualifies as a public depository under the Florida Security for Public Deposits Act as required by Chapter 280, Florida Statutes. The City maintains an investment policy managing pooled cash and investments. Further information on the City's pooled cash and investments can be found in the notes to the annual financial statements of the City.

Note 4 - Tax Increment Financing Revenue

The CRA is primarily funded through tax increment financing revenue. The tax increment revenue is calculated by applying the adopted millage rate to the increase in the current year taxable assessed valuations within the designated CRA districts, using the year in which the CRA was established as the "base year". The City and the County are required to contribute 95% of the incremental property taxes levied each year not to exceed 30 years from the base year.

Note 5 - Contingencies

The CRA is exposed to various risks of loss related torts; theft of, damage to, and destruction of assets; errors and omissions, and natural disasters. The CRA is insured through the City's self-insurance program, for general liability, worker's compensation, health, directors and officers and property damage. The City has maintained levels of insurance coverage during the current year. There are no material general liability claims related to the CRA.

Note 6 - Subsequent Events - COVID

Subsequent events have been evaluated through May 6, 2022, the date the financial statements were available to be issued. In 2021, the continued spread of the COVID-19 pandemic is affecting the United States and may affect the CRA's operations and those of third parties on which the CRA relies. While the CRA does not expect to see a material COVID-19 impact on the results of operations, given the uncertainties surrounding the duration of the outbreak it is not currently possible to ascertain the overall impact of COVID-19. Management is monitoring the situation in order to mitigate any potential impact on the CRA's operations and financial performance.

Zephyrhills Community Redevelopment Agency
(A Component Unit of the City of Zephyrhills, Florida)

Required Supplementary Information
Budgetary Comparison Schedule - CRA Fund
For the Year Ended September 30, 2021

	Budgeted Amount		Actual Amounts	Variance with Final Budget
	Original	Final	Budgetary Basis	Positive (Negative)
Resources (Inflows)				
Taxes				
Ad Valorem City	\$ 194,254	\$ 194,254	\$ 194,254	\$ -
Ad Valorem County	232,216	232,216	234,376	2,160
Total Taxes	426,470	426,470	428,630	2,160
Miscellaneous				
Interest Income	600	600	2,747	2,147
Total Miscellaneous	600	600	2,747	2,147
Amount Available for Appropriation	427,070	427,070	431,377	4,307
Charges to Appropriations (Outflows)				
Expenditures - Other Economic Environment				
Personnel Services	104,529	104,529	105,058	(529)
Professional Services	51,665	51,665	8,628	43,037
Contractual Services	74,000	74,000	58,601	15,399
Promotional Activities	10,000	10,000	5,552	4,448
Office Supplies	500	500	181	319
Operating Supplies	2,000	2,000	335	1,665
Telephone and Communications	2,200	2,200	3,319	(1,119)
Training and Dues	2,250	2,250	1,438	812
Incentives	180,000	180,000	35,079	144,921
Building Facade Grants	100,000	100,000	18,922	81,078
Refuse Removal	100	100	489	(389)
Transfers to Other Fund	-	-	-	-
Contingency and Reserves	-	-	-	-
Total General Government	527,244	527,244	237,602	289,642
Expenditures - Debt Service				
Debt Principal and Interest	-	-	-	-
Total Debt Service	-	-	-	-
Expenditures - Capital Outlay	50,000	50,000	21,480	28,520
Total Charges to Appropriations (Outflows)	577,244	577,244	259,082	318,162
Excess (Deficiency) of Resources over Charges to Appropriations	(150,174)	(150,174)	172,295	322,469
Fund Balance at Beginning of Year	150,174	150,174	226,701	76,527
Fund Balance at End of Year	\$ -	\$ -	\$ 398,996	\$ 398,996

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**Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and other Matters
Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

The Board of Commissioners
Zephyrhills Community Redevelopment Agency
Zephyrhills, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United, the financial statements of the Zephyrhills Community Redevelopment Agency (CRA), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the CRA's financial statements, and have issued our report thereon dated May 6, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CRA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of the Report

This report is intended solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Bodine Perry".

Bodine Perry, PLLC
Zephyrhills, FL
May 6, 2022

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**Independent Accountants' Report on Compliance
With Sections 218.415 and Sections 163.387 (6) and (7), Florida Statutes**

The Board of Commissioners
Zephyrhills Community Redevelopment Agency
Zephyrhills, Florida

We have examined the Zephyrhills Community Redevelopment Agency's, (CRA) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, and Sections 163.387(6) and (7), Florida Statutes, *Redevelopment Trust Fund* (collectively, the "Statutes"), for the period ended September 30, 2021, as required by Section 10.556, *Rules of the Auditor General*. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the CRA complied with the specific requirements. The nature, timing, and extent of procedures selected depend on our judgement, including an assessment of the risk of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination of the CRA's compliance with specified requirements.

In our opinion, the CRA complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, the CRA board of commissioners, its management, and the City Council of the City of Zephyrhills and is not intended to be and should not be used by anyone other than these specified parties. However, this letter is a matter of public record and its distribution is not limited.

Bodine Perry

Bodine Perry, PLLC
Zephyrhills, FL
May 6, 2022

Management Letter

The Board of Commissioners
Zephyrhills Community Redevelopment Agency
Zephyrhills, Florida

Report on the Financial Statements

We have audited the financial statements of the Zephyrhills Community Redevelopment Agency, as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated May 6, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Uniform Guidance and Chapter 10.650 Rules of the Auditor General, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, Rules of the Auditor General.

Other Report and Schedule

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated May 6, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There are no prior findings and recommendations made in the prior annual financial report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the CRA is disclosed in Note 1 of the basic financial statements.

Financial Condition

Sections 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether or not the CRA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the CRA did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i) 5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had no such recommendations.

Other Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the CRA's governing board, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Bodine Perry, PLLC
Zephyrhills, FL
May 6, 2022