



**CRA MEETING
ZEPHYRHILLS, FLORIDA**

**Monday, July 25, 2022
5:00 PM**

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

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

<https://meet.goto.com/505707173>

or dial in using your phone:

+1 (872) 240-3311 - Access Code: 505-707-173

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

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – CRA Chairperson Lance A. Smith
Roll Call – City Clerk Lori Hillman

1. BUSINESS ITEMS

1.1 Approval of May 23, 2022 CRA Minutes

1. M05-23-22 - CRA

1.2 Review of Tentative FY 2022/2023 CRA Budget

1. CRA Budget Presentation Page FY22-23 7.18.22

2. 30 CRA REV

3. 31 CRA EXP

1.3 Residential Paint Grant - 5319 11th Street - William Konopelski

1. Konopelski Paint Grant

2. CRA DIRECTOR'S REPORT

2.1 Update on The Back Yard Project and 6th Avenue Drainage Project

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.**

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on May 23, 2022 at 5:00 p.m. in the Council Chambers of City Hall.

CRA Board Vice Chairperson Alan Knight called the meeting to order. Roll call was taken. Present were members Lance Smith, Kenneth Burgess, Alan Knight, Charles Proctor and Mayor Gene Whitfield. Jodi Wilkeson arrived at 5:04 p.m. City Manager William Poe arrived at 5:04 p.m. City Attorney Matthew Maggard was absent.

Staff present: CRA Director Gail Hamilton, Public Information Officer Kevin Weiss, IT Director Mike Panak, Finance Director Ted Beason, Finance Supervisor Jessica Carter and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Approval of March 28, 2022 CRA Minutes

Kenneth Burgess moved to approve the March 28, 2022 CRA Minutes. Seconded by Lance Smith. Motion passed unanimously, 4-0.

1.2 Election of CRA Board Chairperson and Vice Chairperson

Alan Knight moved to nominate Lance Smith as CRA Board Chairperson. Seconded by Charles Proctor. Motion passed unanimously, 4-0.

Lance Smith moved to nominate Kenneth Burgess as CRA Board Vice Chairperson. Seconded by Charles Proctor, Motion passed unanimously, 4-0.

CRA Board Vice Chairperson Knight passed the gavel to incoming CRA Board Chairperson Lance Smith.

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

CRA Director Gail Hamilton presented a Residential Paint Grant Application on behalf of Michelle and James Grant of 5311 6th Street. The paint grant provides matching funds up to \$500 upon completion with proof of payment. Staff recommended approval.

Charles Proctor moved to approve the Residential Paint Grant for Michelle and James Grant of 5311 6th Street. Seconded by Alan Knight. Motion passed unanimously, 5-0 with board member Wilkeson present and included in the vote.

1.4 2021 Fiscal Year CRA Audit Report

CRA Director Gail Hamilton presented the CRA's 2021 Audit Report and stated Florida Statute 163 mandates approval and acceptance of an audit report by the CRA Board.

Finance Director Ted Beason said the audit report reflects \$400,000 in cash and investments with \$428,000 in ad valorem taxes received and \$259,000 in expenditures. He said a change in state law requires the CRA to have a separate audit report.

Charles Proctor moved to approve the CRA's 2021 Audit Report. Seconded by Kenneth Burgess. Motion passed unanimously.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton said construction documents for the Backyard Project are expected June 1, 2022 with an alternate addition for brick. The sidewalks and trails project is moving forward with a meeting May 24th to discuss conflicts. Staff is currently negotiating a parking lot lease with the Methodist Church. Restaurant Recruitment Grant Program Guidelines, inclusive of grease traps, were distributed to Council for review and input. The CRA is encouraging restaurants to participate in the CRA District given the success of Tina and Joe's Café to draw people to the downtown area.

City Manager William Poe directed staff to make sure the grant states retrofit specifically and not new construction. He said the improvements remain with the building which is beneficial to the City.

Board member Wilkeson said in order to have a full kitchen with a hood, a fire suppression system is required to ensure physical separation between the live/work areas in the building.

MAIN STREET ACTIVITY REPORT

CRA Director Gail Hamilton said Founder's Day was cancelled. A 100% chance of rain with thunderstorms was forecasted and volunteers, vendors and participants were cancelling with safety concerns. The lesson Main Street learned was it didn't rain and there was no back up plan. Main Street will create a standard operating procedure (SOP) moving forward and will make sure the City Manager, Police Chief, Public Works Director and Public Information Officer are involved in conversations.

Board member Wilkeson said it's important to remember that rain is a risk with any organization that uses outdoor activities for fundraising. She said the decision to cancel the event was not made lightly but with the best interest of the public at heart.

CRA Board members concurred their support for the decision to cancel given the circumstances.

3. CITIZEN COMMENTS

N/A

Meeting Adjourned: 5:30 p.m.
Submitted by Lori L. Hillman

BUSINESS ITEMS 1.2

Review of Tentative FY 2022/2023 CRA Budget

Issue:

Discussion of the CRA Budget for FY 2022/2023

Background:

FY 2022/2023

Attachment(s):

1. CRA Budget Presentation Page FY22-23 7.18.22
2. 30 CRA REV
3. 31 CRA EXP

Fiscal Impact:

Staff Recommendation:

Information Only - No Action is Required

Community Redevelopment Agency

▶ Ad Valorem Revenues

2021 Actual	2022 Actual	2023 Proposed Budget
\$428,630	\$556,545	\$722,466

▶ Major Projects for 2023

- ▶ Little But Loud – The Back Yard \$400,000
- ▶ Housing Rehab Project \$300,000
- ▶ Methodist Church Parking Lot \$130,000
- ▶ Entrance Signage \$100,000

City of Zephyrhills
CRA Fund
Line-Item Revenue Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Future Projects							
	Budgeted Reserves for future projects	11000300-300100	-	-	316,366	657,305	
Total Budgeted Reserves			-	-	316,366	657,305	
AD Valorem Taxes							
	Property Taxes-CRA-City	11010311-311000	143,740	194,254	256,067	328,685	
	Property Taxes-CRA-County	11020311-311000	171,670	234,376	306,781	393,781	
Total AD Valorem Taxes			315,410	428,630	562,848	722,466	159,618
Miscellaneous Revenue							
	Interest	11000361-361100	13,398	2,747	600	1,000	
	Main Street Reimbursement	11000338-338300	-	1,099	-	-	
Total Miscellaneous Revenue			13,398	3,846	600	1,000	
Total CRA Fund Revenue			328,808	432,476	879,814	1,380,771	

**City of Zephyrhills
CRA Fund
Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY21 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	11005900-512000	69,077	71,405	76,269	76,269	81,163	
	Fica Taxes	11005900-521100	4,141	4,278	4,729	4,729	5,032	
	Medicare Taxes	11005900-521200	969	1,001	1,106	1,106	1,177	
	Retirement Contributions	11005900-522100	17,948	19,847	21,836	21,836	25,465	
	Group Health	11005900-523000	8,100	8,527	8,609	8,609	8,867	
	Worker's Compensation	11005900-524000	-	-	-	-	195	
Total Personnel Services			100,235	105,058	112,549	112,549	121,899	
Operating Expenditures								
	Professional Services	11005900-531500	18,700	7,250	-	-	100,000	75K - Update Master Plan
	Prof Ser - Software & Support	11005900-531700	-	1,378	1,892	1,892	2,096	
	Auditing Services	11005900-532000	-	-	-	-	6,598	New State Audit Requirement
	Contractual Services	11005900-534000	69,613	58,601	48,923	49,670	50,000	
	Telephone/Communication	11005900-541000	1,516	3,319	3,200	3,200	3,200	
	Refuse Removal	11005900-543400	71	489	500	500	600	
	Copy Machine Leases	11005900-544500	-	1,099.45	-	-	-	
	Property and Casualty Ins	11005900-545000	-	-	-	-	4,828	
	Promotional Activities	11005900-548000	1,134	5,552	5,000	5,000	5,000	
	Office Supplies	11005900-551000	91	181	250	250	150	
	Operating Supplies	11005900-552000	395	334	1,000	1,000	2,400	Laptop Desk Monitor
	Sidewalks	11005900-553400	-	-	-	-	-	
	Memberships/Dues	11005900-554200	1,370	977	1,500	1,500	1,500	
	Training	11005900-555500	676	461	1,000	1,000	2,500	Urban Parks Conference/FRA
	CRA Incentives	11005900-556200	10,500	35,079	6,500	6,500	100,000	Fire Suppression Resturant Grant
Total Operating Expenditures			104,065	114,721	69,765	70,512	278,872	
Capital Outlay								
	Building & Bldg Improvements	11005900-562000	-	-	-	-	300,000	Housing Rehab Project
	Little But Loud-The Back Yard	11005900-563000	-	-	250,000	250,000	400,000	Construction of The Back Yard
	Methodist Church Parking Lot	11005900-563000	-	-	320,000	320,000	130,000	
	Entrance Signage	11005900-563000	-	-	102,500	102,500	100,000	
	Machinery & Equipment	11005900-564000	-	21,480.00	-	-	-	
Total Capital Outlay			-	21,480.00	672,500	672,500	930,000	
Contributions								
	Building Facade Grants	11005900-583010	17,500	18,922	25,000	25,000	50,000	
	Reserve	11005900-599100	-	-	-	-	-	
Total Contributions			17,500	18,922	25,000	25,000	50,000	
Total CRA Fund Expenditures			221,799	260,182	879,814	880,561	1,380,771	

BUSINESS ITEMS 1.3

Residential Paint Grant - 5319 11th Street - William Konopelski

Issue:

Approval of Residential Paint Grant for 5319 11th Street Zephyrhills Fl. Mr. William Konopelski is requesting a Residential Paint Grant for his property located at 5319 11th Street. The home will be painted with black trim and a black front door. The approximate total cost of the project is \$600, the grant would fund \$300 or a maximum amount of \$500 in matching funds.

Background:

The Zephyrhills CRA District contains a small number of historic and architecturally significant buildings, but collectively, these structures reflect the rich history and heritage that give Zephyrhills its distinctive character. Unfortunately, time and inappropriate remodeling has taken a toll on the district. The goals of the CRA include the rehabilitation or preservation of properties of special value for historical, architectural, or aesthetic reasons. The 2016 CRA Master Plan states to enhance and preserve the residential neighborhoods within the District, restoration of the historic assets within the downtown residential neighborhoods will create an economic and social atmosphere ripe for the downtown commercial core to become the active retail, business, and entertainment district the community has long envisioned. The project meets the goals and objectives of the Residential Paint Grant Program.

Attachment(s):

1. Konopelski Paint Grant

Fiscal Impact:

Funding is provided in the FY 2021/2022 approved Budget.

Staff Recommendation:

Staff request the CRA Board approve Matching Paint Grant in the amount not to exceed \$500.

 Reply all
  Delete
  Junk
  Block
 ...

Online Form Submittal: Residential Paint Grant Application

N noreply@civicplus.com
 To: Gail Hamilton







Fri 7/15/2022 6:33 AM

EXTERNAL EMAIL

Residential Paint Grant Application

Paint Voucher Program Application

Property Owner's Name	William Konopelski
Property Address	5319 11st
Mailing Address	5319 11st
Phone Number	813-245-1212
Cell Phone Number	Field not completed.
Email Address	Cursed940@gmail.com

Supporting Data Checklist must be included with the application.
The application will not be reviewed without all supporting data.

Square Footage of Home	1900
Estimate of Cost for Paint	600
Type of Paint	Out door Latex
Color(s) of Paint	Pure white it will be done very modern white on white no color only the windows will be black
Body Color Sample	344F7A3F-E617-43AF-915E-82EDADA69E7E.jpeg
Trim Color Sample	Field not completed.
Accent Color Sample	Field not completed.
Work Will Be Done By:	I will be doing the work.
Written Estimate	Field not completed.

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	William Konopelski
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Date	7/15/2022
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Parcel ID			11-26-21-0010-17000-0110 (Card: 1 of 1)						
Classification			00100-Single Family						
Mailing Address				Property Value					
KONOPELSKI WILLIAM				Just Value		\$189,323			
1405 N 22ND ST				Ag Land		\$0			
TAMPA, FL 33605				Land		\$18,396			
Physical Address				Building		\$170,622			
5319 11TH STREET, ZEPHYRHILLS, FL 33542				Extra Features		\$305			
Legal Description (First 200 characters)									
See Plat for this Subdivision									
TOWN OF ZEPHYRHILLS PB 1 PG 54 LOTS 11 & 12 BLOCK				Assessed		Non-School		School	
170				Homestead Exemption		\$189,323		\$189,323	
Jurisdiction				Additional Exemptions		-\$0		-\$0	
CITY OF ZEPHYRHILLS						-\$0		-\$0	
Community Dev District									
N/A				Taxable Value		\$189,323		\$189,323	
Land Detail (Card: 1 of 1)									
Line	Use	Code	Description	Zoning	Units	Type	Price	Condition	Value
1	0100R	LP2-1	SFR	00R4	8400.000	SF	\$2.19	1.00	\$18,396
Additional Land Information									
Acres	Tax Area	FEMA Code	Subsidence Activity			Neighborhood Code(s)			
0.19	3DZC	X	None Reported			ZHLH			
View Sketch Building Information - Use 0100-Single Family Residential (Card: 1 of 1)									
Year Built		1920	Stories			2.0			
Exterior Wall 1		Asbestos Shingle	Exterior Wall 2			None			
Roof Structure		Gable or Hip	Roof Cover			Asphalt or Composition Shingle			
Interior Wall 1		Plywood Panel	Interior Wall 2			Drywall			
Flooring 1		Pine or Soft Wood	Flooring 2			Carpet			
Fuel		Electric	Heat			Forced Air - Ducted			
A/C		Central	Baths			1.5			
Line	Code	Description	Sq. Feet			Value			
1	FUS02	FINISHED UPPER STORY	384			\$34,953			
2	BAS01	LIVING AREA	1,072			\$108,293			
3	UDG01	UNFINISHED DET GARAGE	288			\$8,688			
4	FOP01	FINISHED OPEN PORCH	96			\$2,424			
5	FSA01	FINISHED SCREENED ALUM PORCH	320			\$11,314			
6	FSP01	FINISHED SCREENED PORCH	64			\$2,222			
7	UCA01	UNFINISHED ALUM CARPORT	180			\$2,728			
Extra Features (Card: 1 of 1)									
Line	Code	Description	Year	Units		Value			
1	RUDU-M	UNFIN DETACH UTIL MT	1980	1		\$56			
2	RCONPTO	CONCRETE PATIO	1990	180		\$249			
Sales History									
Previous Owner:			HAMILTON FAMILY LIVING TRUST						
Month/Year	Book/Page	Type	DOR Code	Condition	Amount				
12/2021	10519 / 0753	Warranty Deed	01	I	\$300,000				
12/2019	10028 / 0398	Warranty Deed	01	I	\$101,500				
10/2019	10002 / 3605	Warranty Deed	01	I	\$100,000				
11/2015	9293 / 1051	Order determining Homestead Real Estate	11	I	\$0				
9/2015	9263 / 3683	Warranty Deed	01	I	\$57,000				
7/1990	1930 / 0360	Warranty Deed		I	\$32,000				
9/1989	1846 / 0517	Warranty Deed		I	\$0				
11/1988	1758 / 0639	Warranty Deed		I	\$0				
7/1981	1138 / 1096	Warranty Deed		I	\$0				

Google Maps 5340 11th St



Image capture: Jan 2019 © 2022 Google



5319 11th St

All

Street View & 360°

Zephyrhills, Florida

Google

Street View - Jan 2019

Stewart
Middle School



CRA DIRECTOR'S REPORT 2.1

Update on The Back Yard Project and 6th Avenue Drainage Project

Issue:

CRA Director Hamilton will provide an update on progress for construction of the Back Yard and the 6th Avenue Drainage Project.

Background:

The CRA Board approved the BackYard design and construction documents with Furr Weggman and Banks in 2021/2022. To alleviate on-going drainage issues along the alley next to the Back Yard site and 6th Avenue, the CRA Board approved stormwater design and construction documents for the overall Back Yard Project. .

Attachment(s):

None

Fiscal Impact:

Staff Recommendation:

No action is needed at this time.