

REGULAR COUNCIL MEETING

A Regular Council Meeting was held on February 13, 2023 at 6:00 p.m. in the Council Chambers of City Hall and via GoToMeeting (646) 749-3122 - Access Code: 456-802-789.

Councilmember Kenneth Burgess called the meeting to order at 6:01 p.m. Roll call was taken. Present were members Alan Knight, Charles Proctor, Kenneth Burgess and Mayor Whitfield. Jodi Wilkeson and Lance Smith were absent. City Manager William Poe and City Attorney Matthew Maggard were present.

Staff present: Police Chief Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, Building Official Bill Burgess, Public Information Officer Kevin Weiss, IT Director Mike Panak, Senior Planner Rodney Corriveau, Historic Preservation Specialist and Community Planner Audrey McGuire and City Clerk Lori Hillman.

Alan Knight asked for a moment of silence in honor of Doris Harrold and Irene Dobson.

Pastor Jon Clanton with Grace Assembly of God and Chaplain for Zephyrhills Correctional Institute delivered the invocation. The Pledge of Allegiance followed.

1. MAYOR

1.1 Irene Dobson Proclamation

Mayor Whitfield introduced Steve Spina who read aloud a proclamation in honor of Irene Dobson. Mayor Whitfield presented the proclamation to Ms. Dobson's daughters Ceila Paul and Betsy Dobson.

1.2 The 2023 Living in Zephyrhills Photography Competition Winners

Public Information Officer Kevin Weiss announced the winners of the Zephyrhills Photography Competition: Third Place-Rooster (\$100.00) Dorothy McClelland; Second Place-Explore Mural (\$200.00) Brenda Kopaska; and First Place-Ice Cream Boy (\$300.00) Rhonda Ragsdale.

2. CONSENT ITEMS

- 2.1 Approval of January 23, 2023 Regular Meeting Minutes
- 2.2 Angela Lease with B & H – Free Fall Avenue Lease – 29-23-01
- 2.3 Approval of Planning Commission Board Member
- 2.4 Declaration of Surplus Vehicles – Donation to Fort Valley, Georgia Police Department
- 2.5 Professional Services Contract City Wide Project #37-22-12 – BGE, Inc.

Spoke from the floor: Rosie Paulsen – 4730 Timber Way – Zephyrhills, FL 33542

Ms. Paulsen said she is on the agenda tonight to become a member of the Planning Commission Board and wanted to put a face with her name. She said she is involved with the Chamber of Commerce and her husband is the official Santa for the City of Zephyrhills. She served on the Commission on the Status of Women at the state level and on the Job and Economic Opportunity Council at the county level. She thanked Council for the honor to serve on the Planning Commission Board.

Alan Knight moved to approve the Consent Items. Seconded by Charles Proctor. Motion passed unanimously.

3. BUSINESS ITEMS/PLANNING DIRECTOR'S REPORT

3.1 USE 0010-22 Pretty Pond Self-Storage Conditional Use for Height Petition Planning Report

Senior Planner Rodney Corriveau narrated a PowerPoint presentation of a conditional use for a 3-Story, 700 unit, self-storage facility located at the corner of Pretty Pond Road and Gall Blvd. in the recently platted "Market at Zephyrhills." The storage facility exceeds 15 feet or one-story and requires a conditional use. He presented a location map highlighting the 4.10 acre lot size within the 8.42 acre project area. The maximum floor area ratio (FAR) is 1.0 with a proposed FAR of .5 in the C-2 Commercial District. He presented a proposed 3-story storage facility site plan, stating the building height is 44 feet inclusive of the decorative parapet. The building sets back 350' from Gall Blvd. and from an architectural standpoint and in staff's

opinion, the setback is in a prime location from the right-of-way and property line. Per the City's Land Development Code, Part 11.10.00 - Conditional Use, the proposed project will not adversely affect the neighborhood, is consistent with the surrounding area's character, has adequate screening and buffering, meets the requirements of the C-2 zoning district, represents a lower traffic impact than originally intended with less trips per day and has adequate drainage with a stormwater retention pond. Per the City's Land Development Code, Part 7.01.01.04 - Height Regulations, additional setbacks have been met, the project is not within the protected clear zones of the Zephyrhills Municipal Airport and is accessible by Pasco County Fire Rescue. The Site Plan Review Committee and Planning Commission recommended approval with increased landscaping abutting the pond to the south and additional landscaping abutting the access road to the west. He said a storage facility has minimal impact on water. The developer is speaking with a medical office, casual dining and small scale retail businesses to occupy the outparcels at the "Market at Zephyrhills."

Spoke from the floor: Ron Roberts – Flagship Companies Group - 2406 Cypress Glen Drive – Wesley Chapel, FL

Mr. Roberts highlighted similar Extra Space Storage facilities located in Wesley Chapel near the Grove, Trinity on SR-54, U.S. 98 in North Lakeland, Shepherd Road in South Lakeland and one under construction in Hudson on SR-52.

Charles Proctor directed staff to work with the City Attorney to draft a conditional use Resolution. Seconded by Alan Knight. Motion passed unanimously.

3.2 Water Supply Facilities Work Plan

Planning Director Todd Vande Berg said the 2022-2040 Water Supply Facilities Work Plan is another step the Planning Department, Utilities Department, Planning Consultant Tammy Vrana, Government Liaison with SWFWMD Amber Smith, and Utilities Consultant, Jones Edmunds, are working together comprehensively to address water issues. A joint meeting between the City of Zephyrhills and Pasco County has been scheduled in March 2023 to collectively discuss key issues and work toward improvements as both entities are in the process of updating their Comprehensive Plan.

Spoke from the floor: Tammy Vrana – Vrana Consulting – 260 Tucker Street – Safety Harbor, FL 34695

Ms. Vrana narrated a PowerPoint presentation of the 2022-2040 Water Supply Facilities Work Plan and the related Comprehensive Plan Amendment. She said the requested action tonight is for Council to review and consider the drafts provided and make refinements deemed necessary in preparation for a Transmittal Public Hearing for submittal to the State of Florida for approval. The Water Supply Facilities Work Plan was prepared by the City's Utilities Consultant, Jones Edmunds, in response to the updated Regional Water Supply Plan for the Zephyrhills Utility Service Area for the period 2022-2040. The Work Plan includes data and analysis regarding water supply and water demand, facilities performance and natural resource impacts for drawing water from the environment to households and businesses, with a plan to meet the needs of the community by promoting and/or requiring water conservation and modifying the water use permit (WUP) through SWFWMD. Graphs were displayed of the water supply and demand in 2022; water supply and demand projections to include approved development, developments under review, and all known developments to include redevelopment, infill and small parcel development. In an effort to implement the data and analysis and recommendations of the Water Supply Facilities Work Plan, proposed changes were made to the Comprehensive Plan's goals, objectives and policies. Proposed changes to **Future Land Use Element: (LU-1-1-1)** to clarify the protection of the potable groundwater and reinforce the promotion of water conservation. A new policy was created (LU-1-1-3) that reads, "The City Council may reserve public facility capacity for a particular land area or a specific land use provided the reservation is in accordance with a specific development or redevelopment strategy identified in the Comprehensive Plan. This could include strategies for job creation, workforce housing development, and tax base diversification." She said this policy came from

the idea that initiatives are in place for development in the industrial area, community redevelopment area and the form based code area and this policy allows Council the ability to reserve capacity for these areas. Policies LU-1-10-1 and LU-1-10-2 were consolidated to elaborate any change to the Utility Service Area and Future Service Area requires an amendment to the Comprehensive Plan and Utility Service Agreement with Pasco County. Policy LU-1-10-43 is relative to annexation decision making by City Council, stating it can be demonstrated that the principles and standards for water conservation, energy conservation and reduction of greenhouse gas emissions established by the City can be equaled or exceeded within the area to be annexed. Proposed changes to **Public Facilities Element**: OBJ PUB-1-1 reads, "Secure sufficient potable water supplies, provide adequate water treatment capacity, and implement water conservation rules, policies, and programs to meet the demands of existing and future potable water customers." POLICY PUB-1-1-1 addresses reducing the City's level of service standard from 126 gallons per capita per day for water supply to 114 gallons per capita per day or lower. She said the City is currently at 87 gallons per capita per day for both residential and commercial. POLICY PUB 1-1-5 addressed a weather storage option that is not viable for Zephyrhills and was removed. POLICY PUB-1-2-1 streamlines a policy to plan for facilities over time and remains at 300 gallons per day. Proposed changes to **Capital Improvements Element**: POLICY C1-2-1-1 was amended to mirror the same level of service standards covered in the Public Facilities Element. POLICY C1-2-1-2 addresses adequate facilities and adequate portable water supply. The Florida Water Star Certification Program (floridawaterstar.com) was introduced which is a water efficiency certification program with a 38% to 40% water savings for owner managed landscapes, new development and retrofits. Water budgets, resources, technical manuals, tools and incentives are provided and can be required by local code. The next steps will be to solicit public comments, hold a Transmittal Public Hearing for submittal to the State of Florida, hold an Adoption Public Hearing and submit to the State of Florida for finding of compliance.

Councilman Burgess said the work plan was presented timely as Council will be faced with making critical decisions relating to water and residential development.

City Manager William Poe said staff met with SWFWMD to discuss alternative water options such as abandoned wells and acquiring systems with additional capacity. The City is working on a Utility Service Agreement for developers to pay 50% of their fees upfront to reserve water capacity that will serve as water capacity justification for SWFWMD. He said the Florida Water Star is another opportunity for the City to encourage water conservation through the City's code.

Planning Director Todd Vande Berg said as Tammy Vrana mentioned, the next step will be meetings to discuss the City's growth and land use policies. The City has discussed a park on the north end of the City for the past 10 to 15 years. He suggested a park at the intersection of Pretty Pond and Wire Roads in lieu of high density residential.

Alan Knight moved to proceed with the Water Supply Facilities Work Plan and the related Comprehensive Plan Amendment Transmittal Public Hearing. Seconded by Charles Proctor. Motion passed unanimously.

4. CITY MANAGER'S REPORT

4.1 Award of Bid No. 11-22-11 to Amici Engineering Contractors for the Northside Lift Station and Force Main Project

City Manager William Poe said Bid No. 11-22-11 was advertised in the Tampa Bay Times and on BidNet Direct on October 30, 2022, generating forty-six (46) reviews with six (6) responses. The project was budgeted in FY23 at \$4.5M with the proposed bid coming in at \$4,753,591.50 inclusive of \$226,361.50 for contingency. Staff and the contractor will discuss value engineering for cost savings. The construction services (inspections, etc.) is estimated between \$100,000 to \$150,000 which increases the total project amount to \$4.9M, approximately. Funding in place includes \$3M in American Rescue Plan Act (ARPA) and \$1.5M in Federal Appropriations (Congressman Bilirakis) with overages funded by the \$1M Effluent Pumping Station project budgeted this year and rescheduled to FY24. Staff recommended approval.

Alan Knight moved to approve Business Item 4.1. Seconded by Charles Proctor. Motion passed unanimously.

4.2 South Avenue Extension – National Guard Entrance Road

First Reading **RESOLUTION NO. 809-23 – “A RESOLUTION OF THE CITY OF ZEPHYRHILLS, FLORIDA, AUTHORIZING EXECUTION OF A STATE FUNDED FRANT AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND CITY OF ZEPHYRHILLS FOR DESIGN, CONSTRUCTION AND CONSTRUCTION ENGINEERING INSPECTION (DEI) ACTIVITIES FOR THE SOUTH AVENUE EXTENSION – NATIONAL GUARD ENTRANCE ROAD (FINANCIAL PROJECT NO. 450716 1 54 01).**

City Attorney Matthew Maggard read Resolution No. 809-23 by title. City Manager William Poe said the Florida Department of Transportation (FDOT) requires the City to approve a resolution authorizing the City to execute the grant agreement between parties for the design, construction, and construction engineering inspection services for the extension of South Avenue. The City received \$1,940,000 from the State of Florida in appropriations funding for the design, construction, and construction engineering inspection services for the extension of South Avenue. Staff recommended approval. He said the National Guard has until 2026 to expend their funding.

Alan Knight moved to approve Resolution No. 809-23 on the First Reading. Seconded by Charles Proctor. Motion passed unanimously.

4.3 FDOT Funding Agreement (FPN 450716 1 54 01) South Avenue Extension – National Guard Entrance Road – Grant No. 24-23-01

City Manager William Poe said the South Avenue Extension – National Guard Entrance Road is \$1,940,000 and consists of a quarter mile extension with intersection improvements to provide access for the future National Guard site as well as potable water distribution, wastewater collection systems and stormwater improvements. Staff recommended approval.

Charles Proctor moved to approve Business Item 4.3. Seconded by Alan Knight. Motion passed unanimously.

4.4 FDEP Funding Agreement (LPA0407) Kossik & Fort King Roads Sewer Main/Water Main Extension – 24-23-02

City Manager William Poe said the City received \$3.5M in appropriations funding from the State of Florida to construct sewer and water mains from US-301 to Fort King Road along Kossik Road. Staff recommended approval.

Alan Knight moved to approved Business Item 4.4. Seconded by Charles Proctor. Motion passed unanimously.

4.5 Approval of Agreement #41-23-04 – Emergency Communications Consolidation – Pasco County

City Manager William Poe said the current emergency communications through the City of Zephyrhills Police Department’s Public Service Answering Points (PSAP) handles 9-1-1 calls from landline telephones. In 2020, the Pasco County PSAP reported 82% of all 9-1-1 calls were wireless with 62% of calls for the City of Zephyrhills being wireless transfers. An increase in the wireless calls causes a rise in call transfers. PSAP and the Emergency Communications Center are often the core of effective collaboration. Anticipated communication capabilities among the partner agencies will be augmented through shared Computer Aided Dispatch (CAD) and Records Management Systems (RMS), positively impacting public safety administration and operations. In Addition, all telecommunication employees and police dispatch will be offered positions with Pasco County and afforded career opportunities unavailable under the current system, if they chose. Those employees who transfer to Pasco County will receive equal or greater salaries with similar benefits and retain their seniority. The City will retain six (6) entry-level positions and one (1) supervisor for 24/7 operation and constituent service delivery at the Police Department. One primary PSAP will be operated and managed through an inter-local agreement between agencies. A Consolidated Communications Board has been established with

membership extended to all involved municipalities and county agencies. The Zephyrhills Police Department Chief will have a seat on the board. The fiscal impact in the amount of \$121,744 has been budgeted and is based on the current salary, benefits and training for two (2) communications operators. The reoccurring personnel costs may increase based on employee salaries and criteria outlined in the original and amended agreements. Staff recommended approval as the agreement offers a means to provide enhanced, effective and efficient public safety services.

Alan Knight moved to approved Business Item 4.5. Seconded by Charles Proctor. Motion passed unanimously.

Spoke from the floor: Police Chief Derek Brewer – City of Zephyrhills

Police Chief Brewer said staff has been working on consolidated dispatch for a long time and the interlocal agreement is part of the process. He said he will not be hiring any new communication operators as duties will change and in the event positions need to be filled, they will be filled at a lower wage. He said he has been running short-handed with seven (7) dispatchers and a supervisor. Normal staffing is nine (9) dispatchers and a supervisor. He said this is the direction law enforcement and public safety have headed as too many critical incidents have been mismanaged due to a lack of communication between first responders. Consolidated Dispatch should provide efficiencies.

City Manager William Poe said there will be a personal touch lost through Dispatch Consolidation due to our dispatcher's current relationship with citizens and their keen knowledge of the City's jurisdiction. Dispatch Consolidation will provide officer safety and seamless communication between officers with access to the records management system.

Councilman Burgess said a new CAD system is needed and it makes sense to consolidate, the timing is right. He said the biggest concern was employees and a plan has been implemented.

Alan Knight moved to approve Agreement No. 41-23-04 - Emergency Communications Consolidation. Seconded by Charles Proctor. Motion passed unanimously.

5. CITY ATTORNEY'S REPORT

5.1 12 Month Moratorium on Indoor and Outdoor Storage Facilities

First Reading **ORDINANCE NO. 1455-23 – “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ESTABLISHING A 12 MONTH MORATORIUM ON RECEIVING AND PROCESSING PLANS / PERMIT APPLICATIONS FOR RECREATIONAL VEHICLE STORAGE, MATERIAL LAYDOWN AREAS AND INDOOR STORAGE FACILITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.”**

City Attorney Matthew Maggard read Ordinance No. 1455-23 by title. Planning Director Todd Vande Berg said staff has a vision for the Industrial Corridor and Airport to encourage manufacturing, industry, commerce, jobs and the creation of ad valorem revenues. The City has received a significant number of indoor/outdoor storage facility petitions and staff came to the conclusion to initiate a 12 month moratorium to research and assess other governmental agencies as the next step. He listed projects on the books that will not be affected by the moratorium for the record: US-301 and Pretty Pond Indoor Storage Facility at the Market at Zephyrhills, US-301 and Daughtery Road Indoor Storage Facility, two (2) Park Place Industrial Park Outdoor Storage facilities, small outdoor laydown area on Chancey Road, the former Agape Baptist Church rezoning with industrial flex space and indoor storage, and a facility on the southeast corner of Chancey Road and SR-39.

Charles Proctor moved to approve Ordinance 1455-23 on the First Reading. Seconded by Alan Knight. Motion passed unanimously.

6. CITIZEN COMMENTS

N/A

MAYOR ANNOUNCEMENTS – Mayor Whitfield recognized former City Councilman Clyde Bracknell for 29 years of distinguished service, the longest serving City Councilman in the history of Zephyrhills.

CITY MANAGER ANNOUNCEMENTS – City Manager William Poe displayed pictures of four (4) trees on the north side of 5th Avenue between 7th Street and US-301 that are creating trip hazards along the sidewalk, lifting a curb and damaging asphalt. Public Works Director Shane LeBlanc recommended the trees be removed and replaced with trees that are conducive.

CITY ATTORNEY ANNOUNCEMENTS - N/A

CITY COUNCIL COMMENTS – Councilman Knight deferred to Mayor Whitfield to announce Irene Dobson’s funeral arrangements. Mayor Whitfield said visitation will be at St. Johns Missionary Baptist Church in Dade City from 5:00 p.m. to 7:00 p.m. on Wednesday, February 15, 2023 with funeral services on Thursday, February 16, 2023 at 10:30 a.m. with burial at Florida National Cemetery in Bushnell.

Councilman Proctor thanked staff for listening to Council and said the implementation of a moratorium.

Councilman Burgess thanked former City Councilman Clyde Bracknell for staying through the meeting and thanked Government Liaison Amber Smith with SWFWMD for attending.

7. NOTED ITEMS

7.1 37-22-16 GAI Consultants, Inc. Professional Services Agreement

7.2 RCM Task Order for Manhole Rehabilitation

7.3 Depository Deposit Listing

Meeting adjourned: 7:39 p.m.
Submitted by Lori L. Hillman