



CITY COUNCIL MEETING ZEPHYRHILLS, FLORIDA

**Monday, July 24, 2023
6:00 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/527601373>

or dial in using your phone:

+1 (872) 240-3412 - Access Code: 527-601-373

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

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – Council President Lance A. Smith

Roll Call – City Clerk Lori Hillman

Invocation – Brandon Bristow

Pledge of Allegiance – Council President Lance A. Smith

1. MAYOR

1.1 Swearing In of Police Officer Aguayo

2. CONSENT ITEMS

2.1 Approval of July 10, 2023 Regular Meeting Minutes

1. M07-10-2023

2.2 Approval of July 10, 2023 Workshop Minutes

1. M07-10-2023 Budget Workshop

- 2.3 Jacobs Engineering Terminal Design Build Scope and Fee
 - 1. CWA02-ZPH-FBO-Terminal Bldg-Scope_Fee-071123
- 2.4 Parks and Recreation Board Member Appointee
 - 1. parks advisory board application - Miller, Kimberly

3. BUSINESS ITEMS/PUBLIC HEARING

- 3.1 Adopt Charter Amendment
 - Second Reading **ORDINANCE NO. 1465-23 - "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA, APPROVING AN AMENDMENT TO THE CHARTER LAWS OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE 1, CHAPTER 1, SECTION 11.01 TO PROVIDE THE DATE OF CREATION AND ESTABLISHMENT OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE II, CHAPTER 1, SECTION 21.031 TO REQUIRE COUNCIL MEMBERS BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE II, CHAPTER 1, SECTION 21.11 TO REQUIRE THE FINANCE DIRECTOR TO REPORT MONEY DEPOSITS AT QUARTERLY COUNCIL MEETINGS; AMENDING TITLE II, CHAPTER 2, SECTION 32.03 TO REQUIRE THE MAYOR BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE V, SECTION 51.01 REQUIRING ELECTED OFFICIALS TO TAKE OFFICE AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING AFTER THE CANVAS OF VOTE; AMENDING TITLE V, SECTION 51.07 TO PROVIDE THAT CITY COUNCIL ACCEPT AND DECLARE THE RESULTS OF THE ELECTION AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING; AMENDING TITLE XI TO PROVIDE FOR FORMAL REVIEW OF THE CHARTER EVERY TEN (10) YEARS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ZEPHYRHILLS AND POWERS AND AUTHORITY FOR THE CODE CODIFIER; PROVIDING FOR SEVERABILITY AND PROVIDING FOR EFFECTIVE DATE OF ORDINANCE AND EFFECTIVE DATE OF PROPOSED CHARTER AMENDMENTS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."**
 - A. Council President opens Public Hearing
 - B. Council President closes Public Hearing
 - C. City Council considers Ordinance 1465-23 on the Second Reading

- 1. Ordinance 1465-23 Adopt Charter Amendment

4. PLANNING DIRECTOR'S REPORT

- 4.1 ANX-19-23 5L Properties, LLC Annexation, Future Land Use Map Amendment and Rezoning (Planning Report)
 - 1. Planning Board Presentation
 - 2. Staff Report and Application For County JPA Notification (1) (2)

5. FINANCE DIRECTOR'S REPORT

- 5.1 Set Tentative Millage Rate FY 23-24
 - 1. Certification of Taxable Value

6. CITIZEN COMMENTS

MAYOR ANNOUNCEMENTS

CITY MANAGER ANNOUNCEMENTS

CITY ATTORNEY ANNOUNCEMENTS

CITY COUNCIL COMMENTS

7. NOTED ITEMS

7.1 BGE Task Order 103-23, GIS Administrative Services

1. BGE Task Order 103-23, GIS Administrative Services

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.**

REGULAR COUNCIL MEETING

A Regular Council Meeting was held on July 10, 2023 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting (224) 501-3412 - Access Code: 856-532-085.

Council President Lance Smith called the meeting to order. Roll call was taken. Present were members Lance A. Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven F. Spina, Ph.D., and Mayor Melonie Bahr Monson. City Manager William Poe and City Attorney Matthew Maggard were present.

Staff present: Police Chief Derek Brewer, IT Director Mike Panak, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, Airport Manager Nathan Coleman, Finance Director Ted Beason, Finance Supervisor Jessica Carter and City Clerk Lori Hillman.

Assistant Pastor Kendall Deford with the First Church of the Nazarene Zephyrhills delivered the invocation. The Pledge of Allegiance followed.

1. MAYOR

Dondi Ward – Recognition of Retirement

Public Works Director Shane LeBlanc said Dondi Ward is a hardworking, loyal, role model employee who dedicated 41 years of service to the City and will be hard to replace. He wished Dondi the best of luck in his retirement.

2. CONSENT ITEMS

2.1 Central Square CAD User and Software Agreement No. 41-23-21 – Police Department

Charles Proctor moved to approve Consent Item 2.1. Seconded by Kenneth Burgess. Motion passed unanimously.

3. BUSINESS ITEMS/PUBLIC HEARING

3.1 Adopt Charter Amendment

First Reading **ORDINANCE NO. 1465-23 - "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA, APPROVING AN AMENDMENT TO THE CHARTER LAWS OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE 1, CHAPTER 1, SECTION 11.01 TO PROVIDE THE DATE OF CREATION AND ESTABLISHMENT OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE II, CHAPTER 1, SECTION 21.031 TO REQUIRE COUNCIL MEMBERS BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE II, CHAPTER 1, SECTION 21.11 TO REQUIRE THE FINANCE DIRECTOR TO REPORT MONEY DEPOSITS AT QUARTERLY COUNCIL MEETINGS; AMENDING TITLE II, CHAPTER 2, SECTION 32.03 TO REQUIRE THE MAYOR BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE V, SECTION 51.01 REQUIRING ELECTED OFFICIALS TO TAKE OFFICE AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING AFTER THE CANVAS OF VOTE; AMENDING TITLE V, SECTION 51.07 TO PROVIDE THAT CITY COUNCIL ACCEPT AND DECLARE THE RESULTS OF THE ELECTION AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING; AMENDING TITLE XI TO PROVIDE FOR FORMAL REVIEW OF THE CHARTER EVERY TEN (10) YEARS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ZEPHYRHILLS AND POWERS AND AUTHORITY FOR THE CODE CODIFIER; PROVIDING FOR SEVERABILITY AND PROVIDING FOR EFFECTIVE DATE OF ORDINANCE AND EFFECTIVE DATE OF PROPOSED CHARTER AMENDMENTS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."**

City Attorney Matthew Maggard read Ordinance No. 1465-23 by title. City Manager William Poe said Council is required to officially review the City's Charter every five (5) years.

Resolution No. 793-22 established City Council as the Charter Review Committee on June 13, 2022. Eight (8) amendments were recommended and voted on by the electorate of the City of Zephyrhills, Florida on April 11, 2023 wherein Charter amendments 1, 2, 3, 4, 5, 7, and 8 received a majority vote. Passage of this ordinance indicates the electorate's desire to approve the Charter amendments as set forth within Ordinance No. 1465-23. A public hearing was held and there were no comments from the floor.

Jodi Wilkeson moved to approve Ordinance No. 1465-23 on the First Reading. Seconded by Steve Spina. Motion passed unanimously.

4. CITY MANAGER'S REPORT

4.1 Approval of Work Order No. 23-139 – Updated Transportation, Parks, and Public Safety Impact Fees Study – Kimley Horn and Associates, Inc. (Continuing Service Contract No. 37-18-07)

City Manager William Poe said as part of the moratorium, staff was directed to update the City's impact fees. The transportation, park, and public safety impact fees will be updated by Kimley-Horn and Duncan Associates. He said recent legislation passed limiting the increase of impact fees; although, availability is given to Council to justify extreme circumstances with an impact fee study for an increase of more than 12.5% a year over two-to-four years. The consultants will provide the justification. The total project cost is \$85,000 with \$50,000 budgeted in FY 2022-2023 for transportation impact fees and \$35,000 funded through professional services in administration's FY 2022/2023 budget. Staff recommended approval with authorization for the City Manager to execute Work Order No. 23-139.

Steve Spina moved to approve Work Order No. 23-139 and authorized the City Manager to execute Work Order No. 23-139. Seconded by Kenneth Burgess. Motion passed unanimously.

4.2 Amendment to Contract 37-22-07 Wharton-Smith for Hercules Park Construction – Construction Management

City Manager William Poe requested Council amend Wharton-Smith's contract to include the guaranteed maximum price (GMP) for Hercules Park. On April 10, 2022, the City distributed a Request for Qualifications for Hercules Park Construction Management Services. The solicitation was distributed in the Tampa Bay Times and BidNet Direct. On May 12, 2022, the City received three (3) solicitation responses. On June 26, 2023, Council approved several valued engineering options to reduce the cost of construction and directed Wharton-Smith to calculate the GMP. The GMP is \$7,402,336 with an added \$100,000 owner contingency. Staff anticipates a second amendment to the contract to set the dates for substantial and final completion that will be determined by the Notice to Proceed which is estimated in late December 2023 or early January 2024. The \$7,402,336 will be funded by ARPA in the FY 2022/2023 budget. Staff recommended Council's approval of the amendment to Contract 37-22-07.

Charles Proctor moved to approve Business Item 4.2. Seconded by Steve Spina. Motion passed unanimously.

5. CITIZEN COMMENTS

N/A

MAYOR ANNOUNCEMENTS – Mayor Melonie Bahr Monson said she received an email from a resident in Abbott Square who had a pipe burst over the weekend commending C.J. Funnel and Jeremy Farr for their response and efforts in repairing the pipe. She said Summer Fest was successful with 3,000 to 4,000 in attendance. She said police officers were amazing and the public works crew kept the venue clean during and after the event. She thanked Public Works Director Shane LeBlanc for his assistance and support with calls she received relating to the sidewalks project.

CITY MANAGER ANNOUNCEMENTS – City Manager William Poe said the Summer Recreational Program was successful. He said Metro Development is working on a cost estimate for the storm crossing under Wire Road to the pond to the east, Hamilton Engineering is revising the Kossik Road / Wire Road intersection plan to reflect a four-way stop, and an internal road, Sonnet Landing Avenue, will connect to Wire Road.

CITY ATTORNEY ANNOUNCEMENTS – N/A

CITY COUNCIL COMMENTS – Councilman Spina – N/A

Councilman Proctor said he and his wife drove by Zephyr Park the morning after the Summer Fest event and the park looked amazing.

Councilwoman Wilkeson – N/A

Council Vice President Burgess commended the voters on the Charter Amendments.

Council President Smith thanked Vice President Burgess for filling in for him at the June 26th meeting.

Meeting adjourned: 5:31 p.m.
Submitted by Lori L. Hillman

BUDGET WORKSHOP

A Workshop was held on July 10, 2023 at 6:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (224) 501-3412 - Access Code: 856-532-085.

Council President Lance Smith called the meeting to order at 5:38 p.m. Roll call was taken. Present were members Charles Proctor, Kenneth Burgess, Steven F. Spina, Ph.D., Lance Smith Mayor Melonie Bahr Monson, and Jodi Wilkeson. City Manager William Poe was present. City Attorney Matthew Maggard did not attend.

Staff present: Police Chief Derek Brewer, IT Director Mike Panak, Planning Director Todd Vande Berg, Public Works Director Shane LeBlanc, CRA Director Gail Hamilton, Airport Manager Nathan Coleman, Finance Director Ted Beason, Finance Supervisor Jessica Carter, and City Clerk Lori Hillman.

1. BUDGET WORKSHOP ITEM

1.1 FY 23/24 Draft Budget Presentation

City Manager William Poe narrated a PowerPoint presentation and highlighted the items listed below.

Ad Valorem is based on \$1,345,792,668 aggregate (assessed property value of which 95% is budgeted), proposed millage rate of 6.25, and ad valorem revenue of \$7,990,644. Last year's millage rate was 6.25 which generated \$6,969,462. Moving forward with a 6.25 millage rate, with a rolled back rate of 5.6829, will generate \$7,648,005. He clarified the rolled back rate is the amount of revenue that was collected last year plus new development. With a proposed millage rate of 6.25, \$7,990,644 would be budgeted in FY 2023/2024.

Millage Rate of 6.25 mills was used in the draft budget which is a 9.98% increase above the rolled back rate.

Total Preliminary Budget includes a \$3,230,348 increase in operating, a \$7,087,652 decrease in non-operating and \$4,507,282 increase in capital outlay. The total 23/24 proposed budget is \$101,930,905 for an increase of \$649,978.

General Fund Revenues increased \$52,000 to include Property Taxes, Utility Tax Electric, Franchise Fee Electric, Building Permits, Local Government Half Cent Tax and Communications Service Tax. The Local Government Half Cent Tax and Communications Service Tax are based on estimates awaiting the Economic & Demographic Research projections.

General Fund Balance shows undesignated funds slightly under \$5,000,000 with the Nursing Home Reserve Fund at \$3,500,000, approximately, for a total of \$8,000,000, roughly.

Special Revenue and Impact Fees (Revenue Share and Fuel Tax - \$697,000; Penny for Pasco - \$3,300,000; Transportation Impact Fee - \$2,330,000; and Park Impact Fee - \$350,000). Penny for Pasco is based on estimates awaiting the Economic & Demographic Research projections.

State Appropriations and Grants - State Appropriations - \$18,805,000, American Rescue Plan Act - \$8,242,048, Florida Department of Transportation (FDOT) - \$4,465,000, Federal Grant - \$1,500,000, South West Florida Water Management District (SWFWMD) - \$1,000,000, and Florida Department of Environmental Protection (FDEP) - \$650,000.

Projects - Public Works, Airport, Water Utilities, and Wastewater Utilities.

Vehicles and Equipment – City-wide

Community Redevelopment Agency (CRA) – CRA Director Gail Hamilton stated City Council cannot discuss the CRA's budget sitting as City Council until the CRA Board has made a recommendation to City Council. She requested Council pass on this item for further discussion at the July 24, 2023 CRA meeting.

Fire Department - \$568,564

Personnel – 5 Patrol Officers (new), 1 Crime Analyst (reclassification), 1 Deputy Building Official (new), Deputy City Clerk (reclassification), Fats, Oils and Grease (F.O.G.) Inspector (new), Intern (reclassification), Parks Maintenance Worker 1, Sanitation Worker 1 and Senior Customer Service Representative.

Pay Increases are pending the results of the Compensation Study. City Manager William Poe said the City's cost for each 1% raise City-wide is \$77,602. He said monies have been budgeted to address the Compensation Study. A preliminary, first draft, is anticipated by July 30th with a final recommendation submitted to staff by August 30th. He said the Compensation Study will be finalized in September and added to the budget.

Meeting Schedule – Budget Workshops will be held as needed, a Final Millage and Tentative

Budget Hearing is scheduled on Tuesday, September 12th (Pasco County School Board Meeting is scheduled on Monday, September 11th) with a Final Budget Hearing scheduled Monday, September 25, 2023.

City Manager William Poe addressed several requests not added in budget to include an awning for the City Hall Courtyard to provide a location for downtown market events (staff is working on pricing); a Parks and Recreation Director; ballistic rated glass for secure areas (staff is working on pricing); Community, Hope, Intervention Project (CHIPS) funding (money can be funded through contingency once the program is defined); funding to open the Train Depot (guidelines will be established for the Historical Society to open the Train Depot a day or two a week); and additional funding for the YMCA (staff has discussed a coordinated effort for state appropriations funding).

Conversations centered around adding a line item to the budget with \$30,000 for CHIPS as a proactive effort to address homelessness and create a partnership with Pasco County to allocate funding toward a full-time employee, if needed. Create amenities by connecting trail segments to parks, establish a side walk fund and collect money from developers who do not want to build a sidewalk to fund future sidewalk projects, acquire water capacity and systems from Pasco County, a Reclaim Interlocal Agreement with Pasco County for 12” reclaim water tie-in from Dairy Road to Simons Road with a Phase II 8” reclaim water north to Abbott Square, set aside 10% of the revenue from reclaimed water annually to eventually run reclaimed water to residents in the older neighborhoods, transportation hot spots, and the timing of lights on US-301.

Council concurred to schedule a Budget Workshop on August 14, 2023 immediately following the 5:00 p.m. City Council Meeting.

2. CITIZEN COMMENTS

N/A

Meeting adjourned: 7:07 p.m.
Submitted by Lori L. Hillman

CONSENT ITEMS 2.3

Jacobs Engineering Terminal Design Build Scope and Fee

Issue:

FBO/Terminal Building Design and Bidding Services.

Background:

The purpose of this scope and fee is to provide for the design and bidding services for a new 6,000 - 8,000 square foot FBO/Terminal building. FPN: 441915-2-94-01, Contract #G2C11 State appropriations funded at 100%. **\$398,926.70** of the \$6,600,000 allocated for design and construction of FBO / box hangars and design of taxiway F. Please see attached Scope and fee proposal for full details.

Attachment(s):

1. CWA02-ZPH-FBO-Terminal Bldg-Scope_Fee-071123

Fiscal Impact:

Budgeted for Fiscal year 2022/2023/2024

Staff Recommendation:

Staff recommends City Council's consideration for approval of scope and fee with Jacobs Engineering Group, Inc.

CONSULTANT WORK ASSIGNMENT

July 11, 2023

Mr. Nathan Coleman
Airport Manager
City of Zephyrhills
39450 South Avenue
Zephyrhills, FL 33542

Subject: **CONSULTANT WORK ASSIGNMENT No. 2**
FBO/Terminal Building Design and Bidding Services
Zephyrhills Municipal Airport

Dear Nathan:

This letter serves as a CONSULTANT WORK ASSIGNMENT (CWA) between JACOBS and CITY OF ZEPHYRHILLS (CITY) for the referenced project. All Terms and Conditions of the CONSULTANT AGREEMENT between the CITY and JACOBS, dated May 8, 2023, apply to this CWA.

Scope of Work: The project includes the design, permitting, and bidding services for the new FBO/Terminal Building, as shown in Exhibit A, Scope of Work.

Payment: The Subconsultant shall be paid for this service a lump sum amount of \$398,926.70, as described in Exhibit B, Fee Summary.

Schedule: The schedule is included in Exhibit A.

Notice-To-Proceed: The City will issue a notice-to-proceed once the CWA is approved by the City Council.

Sincerely,

JACOBS

APPROVED BY CITY OF ZEPHYRHILLS

Christopher Bowker, PE
Manager of Projects

Authorized Signature

Lance A. Smith, Council President

Name and Title

Exhibits:

- A. Scope of Work
- B. Fee Proposal
- C. Survey Proposal
- D. Geotechnical Proposal



Scope and Fee Proposal

Zephyrhills Municipal Airport
General Aviation Terminal
City of Zephyrhills

July 11, 2023

Scope and Fee Proposal

Client name: City of Zephyrhills

Document no: *[Document number]*

Revision: 2

Revision date: July 11, 2023

Project/Proposal no: BPO

Project manager: Joe Sawmiller

Prepared by: Maureen Kussler

Approved by: Kevin Regalado

File name: ZPH-GATerminal Proposal.R4.docx

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1. Project Understanding

The Zephyrhills Municipal Airport (ZPH) Fixed Base Operator (FBO) for general aviation (GA) currently operates out of a small building in the west quadrant of the airport. The facility is old and has been renovated but cannot meet the needs of the airport continuing into the coming decades. The City of Zephyrhills and ZPH require a new GA terminal from which the FBO can operate efficiently well into the future. The proposed project is for a new 6,000 – 8,000 square foot terminal building located just north of the existing FBO building. The design team of Jacobs and its subconsultants (the Consultant) will provide professional design services for a design-bid-build project delivery.

The facility will encompass the following components:

- Public Parking
- Lobby
- Reception
- Electrical Room
- Storage Rooms
- Vending Area
- Restrooms
- Conference Rooms (Small and Large)
- Operations Office
- Operations Breakroom
- Airport Manager Office
- Airport Administration Assistance Office
- Pilot's Lounge
- Mechanical Support Rooms

2. Scope of Work

2.1 Project Description

The scope of work for the new GA terminal includes planning, programming and design of a 6,000 – 8,000 square foot facility to accommodate daily operations of the FBO. Jacobs will provide design services for project management and administration, architecture, landscape architecture, interior design, structural, mechanical, fire protection, plumbing, electrical, telecommunications including security and access control, and Building Information Modelling (BIM) administration. Survey, geotechnical evaluation, and site Civil design will be completed by subconsultants to Jacobs. The Consultant will complete planning and programming, schematic design (30%), design development (60%), and construction documents (90% Pre-final and 100% Issue for Bid) under this scope. Sustainable building practices will be incorporated via standard industry best practices and in compliance with Florida State Statutes, but no third-party certification will be sought or administered under this scope. Bidding and Award assistance and cost estimating is included in the scope of work. Construction administration (including permitting assistance) will be proposed upon completion of the 90% Pre-final phase. Tasks to accomplish this scope of work are described in the following section.

2.2 Tasks and Deliverables

2.2.1 Phase 1 – Planning and Programming

Tasks:

1. Project set up, kick-off meeting and site visit with representatives from City, Airport and FBO, attended by Project Manager, Project Architect, Civil Engineer; Agenda and minutes to be completed by Jacobs
2. Research and data analysis of existing site documentation, operational plans, historic and planned use data, applicable codes and regulations
3. Site survey and existing conditions assessment
4. Geotechnical evaluation and report
5. FAA 7460 analysis coordination
6. Programming and space planning meeting with users; Agenda and minutes to be completed by Jacobs
7. Develop spatial program for user review
8. Develop sustainability goals and owner project requirements (OPR)
9. Finalize program and develop preliminary site plan and floor plan
10. Develop preliminary rough order of magnitude cost estimate
11. Planning and programming review meeting; Agenda and minutes to be completed by Jacobs

Deliverables:

- 1) Project kick-off meeting minutes
- 2) Preliminary code review summary
- 3) Survey
- 4) Geotechnical report
- 5) FAA 7460 summary review (by civil engineer)
- 6) Programming and space planning meeting minutes
- 7) Spatial program with room names and sizes
- 8) Sustainability goals and OPR report
- 9) Preliminary site plan
- 10) Preliminary floor plan
- 11) Preliminary rough order of magnitude cost estimate
- 12) Planning and programming review meeting minutes

2.2.2 Phase 2 – Schematic Design (30%)

Upon written approval (notice to proceed) (NTP) of the Planning and Programming completed under Phase 1 the Consultant will commence Phase 2 Schematic Design to 30%.

Tasks:

1. Project team meeting and site visit with representatives from City, Airport and FBO, attended by Project Manager, Project Architect, Civil Engineer, and key members of design team; Agenda and minutes to be completed by Jacobs
2. Set up BIM model(s) and file sharing platform
3. Refine building code summary and life safety analysis
4. Select preliminary construction type and materials
5. Refine floor plans and develop preliminary elevations
6. Select major building systems and preliminary sizing, begin coordination with local utilities
7. Develop basis of design narrative and sustainability action plan
8. Develop schematic drawings (equivalent to approximately 30% overall completion)
9. Develop list of anticipated specifications
10. Develop preliminary project schedule
11. Develop schematic design level rough order of magnitude cost estimate
12. Schematic design review meeting, attended by Project Manager, Project Architect, Civil Engineer, and other team members via teleconference; Agenda and minutes to be completed by Jacobs

Deliverables:

- 1) Project team meeting minutes
- 2) Life safety and building code analysis
- 3) Basis of design narrative
- 4) Sustainability action plan
- 5) Schematic design package to include drawings:
 - a. Site plan
 - b. Landscape Plan
 - c. Floor plan
 - d. Elevations
 - e. Building section
 - f. Preliminary HVAC layout
 - g. Plumbing plan
 - h. Electrical one-line diagram
 - i. 3D rendering
- 6) Outline of specifications (Table of Contents) (TOC)
- 7) Preliminary project schedule.
- 8) Schematic design level rough order of magnitude cost estimate

2.2.3 Phase 3 – Design Development (60%)

Upon written approval (notice to proceed) (NTP) of the Schematic Design completed under Phase 2 the Consultant will commence Phase 3 Design Development to 60%.

Tasks:

1. Finalize building structural system and materials
2. Finalize major building systems and sizing
3. Further develop floor plans for final approval of layout
4. Refine exterior elevations, identify materials
5. Update basis of design narrative and sustainability plan
6. Provide design development drawings (equivalent to approximately 60% overall completion)
7. Provide preliminary edits to fundamental technical specifications and complete list of supplementary specifications
8. Refine project schedule
9. Refine rough order of magnitude cost estimate

10. Design development review meeting, attended by Project Manager, Project Architect, Civil Engineer, and other team members via teleconference; Agenda and minutes to be completed by Jacobs
11. Preliminary project review meetings with Authorities Having Jurisdiction (AHJ) (eg.: Site plan review, Fire Marshal, Building official, Water Management District, etc.); meeting minutes by the Consultant.

Deliverables:

- 1) Refined Basis of design narrative
- 2) Updated sustainability plan and applicable documentation
- 3) Design development package to include drawings:
 - a. Site civil plans
 - b. Landscape architecture plans
 - c. Life Safety plans
 - d. Floor plan
 - e. Reflected ceiling plan
 - f. Elevations with material selections
 - g. Building sections
 - h. Wall sections
 - i. Interior elevations
 - j. Preliminary schedules and details
 - k. Structural foundation plan
 - l. Structural framing plan
 - m. Mechanical, Fire Protection, Plumbing, Electrical, Telecommunications plans
- 4) Draft project manual (technical specifications)
- 5) Project Schedule
- 6) Provide design development level rough order of magnitude cost estimate
- 7) Design development review meeting minutes
- 8) Meeting minutes for external agency review meetings

2.2.4 Phase 4 – Construction Documents (90% Pre-final)

Upon written approval (notice to proceed) (NTP) of the Design Development completed under Phase 3 the Consultant will commence Phase 4 Construction Documents to 90%.

Tasks:

1. Update Basis of design narrative and sustainability plan
2. Provide construction document drawings (equivalent to approximately 90% overall completion)
3. Draft project manual with 90% edited technical specifications
4. Refine project schedule
5. Refine rough order of magnitude cost estimate
6. Construction documents review meeting, attended by Project Manager, Project Architect, Civil Engineer, and other team members via teleconference; Agenda and minutes to be completed by Jacobs

Deliverables:

- 1) Final Basis of design narrative
- 2) Updated sustainability plan and applicable documentation
- 3) Pre-final Construction documents package to include 90% complete drawings:
 - a. Site civil plans
 - b. Landscape architecture plans
 - c. Architectural and interior design plans, elevations, sections, details, schedules
 - d. Structural plans, elevations, sections, details, schedules
 - e. Mechanical plans, details, schedules
 - f. Fire protection plans, details, schedules
 - g. Plumbing plans, diagrams, details, schedules
 - h. Electrical plans, diagrams, details, schedules
 - i. Telecommunications plans, diagrams, details, schedules
- 4) Project manual (technical specifications)
- 5) Project schedule
- 6) Provide construction documents (90%) level rough order of magnitude cost estimate
- 7) Construction documents review meeting minutes

2.2.5 Phase 5 – Issue for Bid Documents (100%)

Upon written approval (notice to proceed) (NTP) of the Pre-final Construction Documents completed under Phase 4 the Consultant will commence Phase 5 Issue for Bid Documents (100%).

Tasks:

1. Finalize sustainability plan and applicable documentation

2. Provide Issue for Bid drawings
3. Finalize project manual/technical specifications
4. Refine project schedule
5. Refine rough order of magnitude cost estimate

Deliverables:

- 1) Final sustainability plan and applicable documentation
- 2) Issue for Bid package to include drawings:
 - a. Site civil plans
 - b. Landscape architecture plans
 - c. Architectural and interior design plans, elevations, sections, details, schedules
 - d. Structural plans, elevations, sections, details, schedules
 - e. Mechanical plans, details, schedules
 - f. Fire protection plans, details, schedules
 - g. Plumbing plans, diagrams, details, schedules
 - h. Electrical plans, diagrams, details, schedules
 - i. Telecommunications plans, diagrams, details, schedules
- 3) Project manual (technical specifications)
- 4) Project schedule
- 5) Provide construction documents (100%) level rough order of magnitude cost estimate

2.2.6 Phase 6 – Bidding and Award Assistance

Upon written approval of the Issue for Bid Documents completed under Phase 5 the Consultant will commence Phase 6 Bidding and Award Assistance.

Tasks:

1. Attend one (1) pre-bid meeting
2. Prepare addenda including clarifications or corrections to the bid documents during the bidding phase
3. Respond to bidder's questions
4. Provide updated contract documents (plans and specifications) to reflect addenda items in the set for contractors use to obtain permits. The plans will be labeled "ISSUED FOR PERMIT".

2.3 Schedule

This scope of work (design) will be completed within 365 calendar days following receipt of the Notice to Proceed (NTP). Schedule by phase is as follows:

- Phase 1 Planning and Programming will be completed within 45 days of NTP, followed by a 10-day client review period.
- Phase 2 Schematic Design (30%) will be completed within 60 days of Phase 1 approval, followed by a 10-day client review period.
- Phase 3 Design Development (60%) will be completed within 90 days of Phase 2 approval followed by a 10-day client review period.
- Phase 4 Construction Documents (90% Pre-final) will be completed within 90 days of Phase 3 approval, followed by a 5-day client review period.
- Phase 5 Issue for Bid Documents will be completed within 45 days of Phase 4 approval.
- Phase 6 Bidding and Award Assistance, allow 60 days from issuance of bid documents.

2.4 Assumptions/Exclusions

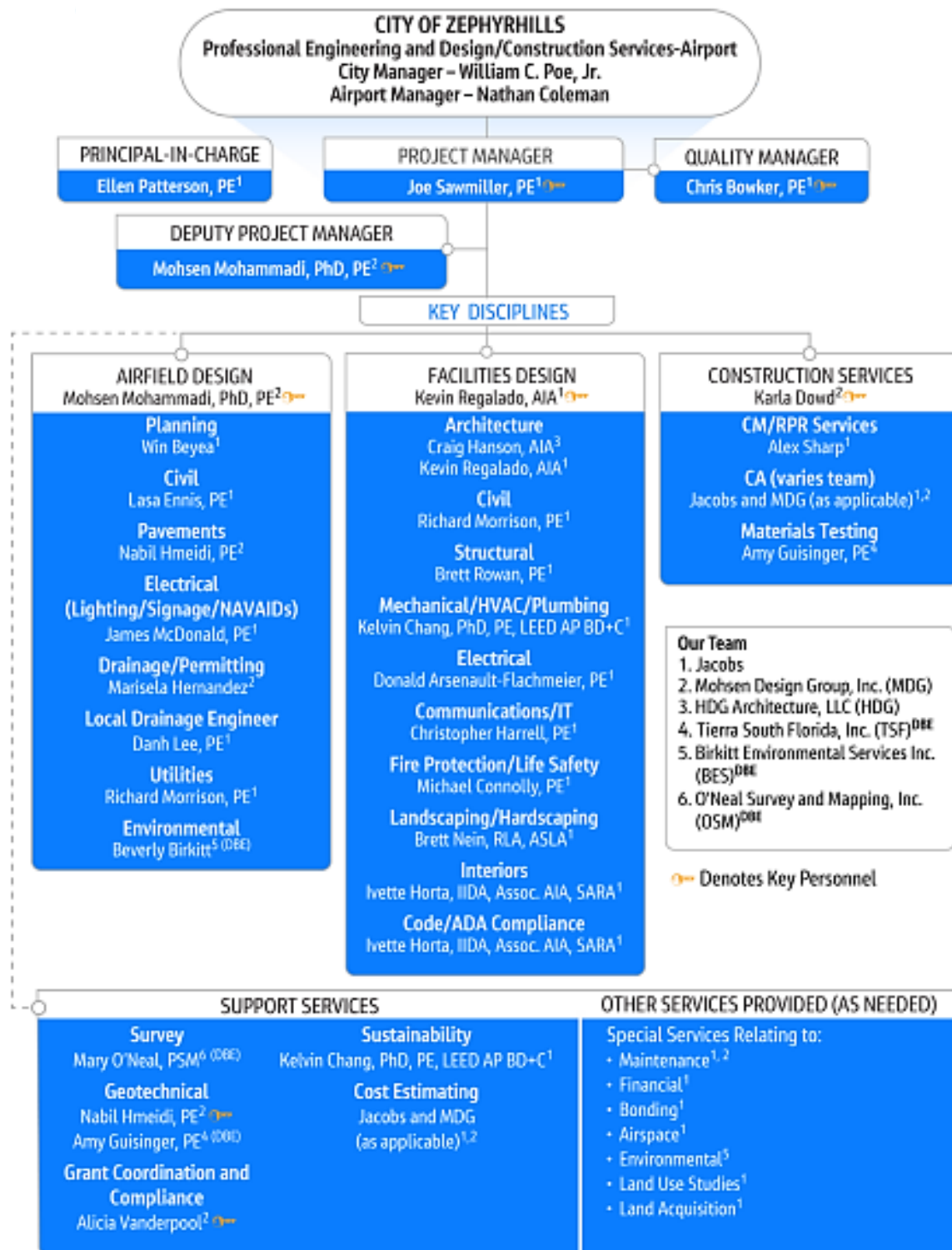
1. Client will provide access to the site during normal business hours and will provide an escort as required during site visits.
2. Client will provide available property records, data, survey, geotechnical, construction and record drawings pertaining to the project area.
3. Client will provide current "Front-End" Construction Contract Documents (CSI Division 0 & 1) directly to the successful bidder.
4. Specifications will be completed in CSI 49-Division format, software to be determined.
5. Electronic drawings will be produced in AutoCAD/Revit and will utilize Autodesk Construction Cloud for document storage and team coordination; deliverables will be in pdf format. Deliverables will be provided electronically, and on request in hard copy (drawings 11"x17" or as required by Client/AHJ, other documents 8.5"x11").
6. The project work encompasses the new GA Terminal building and immediate surrounding area/site. It is understood that services to and from this area may extend beyond the work area and will only be altered as necessary to provide a fully functional facility. Upgrades to or extensions of existing systems, beyond that deemed necessary by the Consultant to complete this project, will be considered additional services.
7. Necessary FAA 7460 documentation for application will be provided under Construction Administration Services, which will be proposed under a separate scope.
8. Permitting assistance, including permit revisions as required by the AHJ, and construction administration are excluded from this scope and will be proposed as a separate task; Permit and other fees are excluded from this scope.
9. Site visits to other facilities or manufacturers' facilities are excluded from this scope.
10. Furniture, fixtures and equipment (FFE) design and specification is excluded from this scope.

11. The fire protection system will be delegated design by a third-party specialty engineer. Fire protection design will therefore be limited under this scope to schematic layout, preliminary determination of system type and the need for a fire pump, and performance specifications.
12. 3D computer renderings included are those produced in the normal process of developing the BIM model as a design and production tool. Numerous iterations of standard renderings and high-quality graphic renderings for promotional materials or other publishing will be considered a special service that may be authorized under a separate task order.
13. Sustainable building practices will be incorporated via standard industry best practices and in compliance with Florida State Statutes, but no third-party certification will be sought or administered under this scope. (FSS 255.2575 (2): All county, municipal, school district, water management district, state university, Florida College System institution, and state court buildings shall be constructed to comply with a sustainable building rating system or a national model green building code.) Third-party sustainability rating system administration and certification will be considered a special service that may be authorized under a separate task order.
14. It is assumed there are no existing material or environmental hazards present at the site. Environmental and hazardous materials assessment and remediation services will be considered a special service that may be authorized under a separate task order. The Consultant shall at no time take title, risk of loss or ownership of hazardous materials or wastes encountered during the performance of this project. Client recognizes that the Consultant assumes no risk and/or liability for hazardous materials encountered while performing any services associated with such hazardous waste.
15. Expenses will be billed on a Time and Materials (T&M) basis and are anticipated to include travel to and from the project site.
16. Jacobs will reasonably rely upon the accuracy, timeliness, and completeness of the information/data provided by the Client or other third parties without independent verification. Additional effort by Jacobs due to invalid data or information provided by the Client or other third parties, may entitle Jacobs to additional Compensation
17. In providing opinions of cost, financial analyses, economic feasibility projections, for the project, Jacobs has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, Jacobs makes no warranty that Client's actual project costs, financial aspects, economic feasibility, will not vary from Jacobs' opinions, analyses, projections, or estimates and Jacobs shall have no liability for such variances.
18. In soils, foundation, groundwater, utilities, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground

conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of Jacobs.

19. The design will be based on the federal, state, and local codes and standards in effect on the effective date of the authorization. Any changes in these codes or standards may necessitate a change in scope, to include an equitable adjustment.

3. Team*



*Project team members subject to change based on availability at commencement of task.

4. Fee Proposal

NAME OF FIRM		
Jacobs Engineering Group Inc.		
PROJECT NAME		DATE
Professional Services: General Aviation Terminal Design Services at Zephyrhills Municipal Airport		July 11, 2023
I. DIRECT COSTS		
II. IN-HOUSE REPRODUCTION COSTS	\$	-
III. MATERIALS AND SUPPLIES <i>(Not included in G&A Costs)</i>	\$	-
IV. INDIRECT COSTS <i>(Furnish details)</i>		
V. TOTAL OF SECTIONS I, II, III AND IV	\$	294,116.70
VI. REIMBURSABLE ITEMS		
1. Subconsultant: O'Neal Surveying & Mapping, Inc. (Surveying)	\$	14,000.00
2. Subconsultant: TSF Geo (Geotechnical)	\$	11,200.00
3. Subconsultant: Mohsen Design Group (Site Civil)	\$	79,610.00
4. Travel	\$	-
TOTAL OF SECTION VI	\$	104,810.00
VII. PROPOSAL (TOTAL OF SECTIONS V AND VI)	\$	398,926.70
REMARKS <i>(Identify by Section and Item Number, if applicable, if additional space is required, use separate blank sheet of paper.)</i>		
Labor rates are based on contract classification rates. Labor hours are estimated, not to be construed as maximum or minimum for any given labor category. The proposed total represents a not to exceed amount.		

EXHIBIT B - Work Assignment #2
City of Zephyrhills
COST BREAKDOWN

[illegible]

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



Mohsen Design Group Incorporated (MDG) will provide Professional Engineering Services to JACOBS for the construction of a new Terminal building for Zephyrhills Municipal Airport (ZPH) at the City of Zephyrhills (OWNER). The Terminal will be constructed at a new location. Funding for this project is primarily by FDOT. However, the OWNER has requested FAA funding (BIL Allocated funds) for the access road, parking facility, and utilities for this project. The exhibit below provides a conceptual layout of the proposed terminal. The detailed scope of work is provided herein.

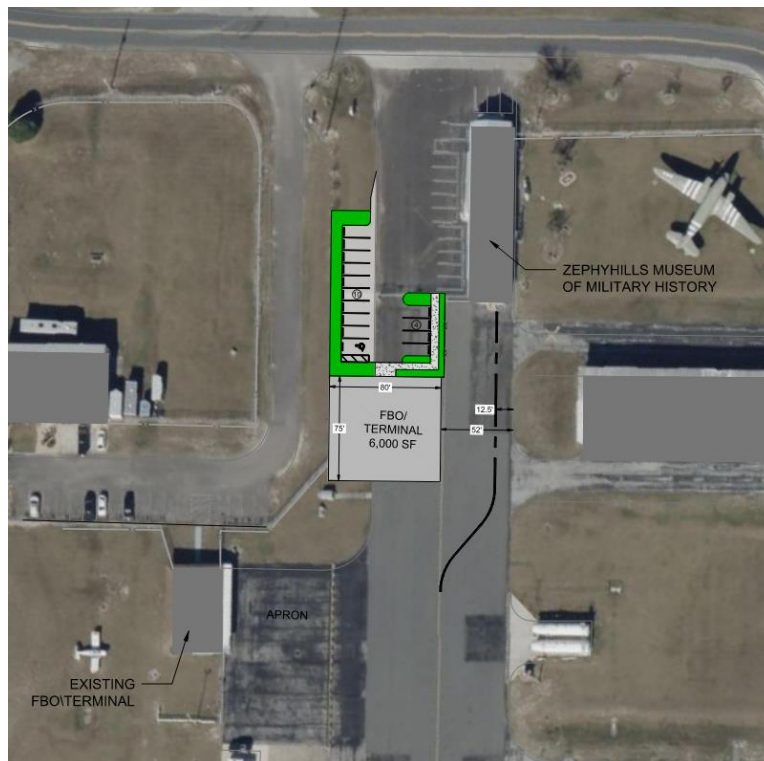


Figure 1 – Project Limits

1.0 Project Description

The Owner intends to construct a new 6,000-8,000 sf Terminal at ZPH. The new Terminal will be located to the northeast of the existing Terminal adjacent to the Museum of Military History (old army barracks.) MDG will provide Civil Engineering and permitting services for this project as described below:

The following includes specific project elements:

- Site preparation for the new Terminal building
- Construct new Terminal parking spaces

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



- Modify the entrance road as necessary to accommodate the new Terminal
- Provide utilities (water, sewer, communications, power) to the new Terminal
- Modify existing gate and fencing as necessary

2.0 Scope of Work

MDG will provide the following general services for this project:

- Assist Jacobs of the project throughout the Design, Permitting and Bid and Award Phase of the construction contract.
- Coordinate field services and access to the airport and data collection.
- Coordination with Subconsultants as necessary.
- Coordination with JACOBS, the OWNER, the FDOT, and the FAA (if required).
- Preparation of minutes of meetings.
- Design and preparation of the construction contract documents.
- Coordination with the OWNER on the front-end documents.
- Preparation of the construction cost estimates.
- Bidding and award assistance.

In addition, MDG will provide the following professional services (Basic Services and Special Services) for the design and bidding phase of the project, which will include engineering design and bid document preparation.

3.0 Design Criteria

This project will be designed according to the following technical criteria:

- FAA Advisory Circular AC 150/5300-13B, "Airport Design"
- FAA Advisory Circular AC 150/5320-5D, "Airport Drainage Design"
- FAA Advisory Circular AC 150/5320-6G, "Airport Pavement Design and Evaluation"
- FAA Advisory Circular AC 150/5340-1M, "Standards for Airport Marking"
- FAA AC 150/5340-18G, Standards for Airport Sign Systems
- FAA Advisory Circular AC 150/5340-30J, "Design and Installation Details for Airport Visual Aids"
- FAA AC 150/5370-2G, Operational Safety on Airports During Construction
- FAA AC 150/5370-10H, Standards for Specifying Construction of Airports

Construction drawings will be prepared in AutoCAD 2023 format.

4.0 Basic Services

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



TASK 1 – Program Verification: After receiving Notice to Proceed (NTP) from the JACOBS, MDG will initiate the project and perform the following tasks under this phase:

1. Compile and review project related documents
2. Perform a site visit and verify as-builts
3. Prepare preliminary cost estimate
4. Coordinate and attend a pre-design meeting with JACOBS, the OWNER, and tenants on project issues such as design alternatives, project phasing, construction staging, budget, and schedule
5. Determine number and locations of pavement cores
6. Meet and coordinate with subconsultants
7. Prepare a preliminary construction schedule considering weather and air traffic conditions.
8. Verify permit requirements.

The task will also include one review meeting with the OWNER after the submittal of a brief Program Verification Report to receive comments on the report. Upon review and receipt of comments from the OWNER, MDG will proceed with the 30% Design Development Document production.

Deliverables: MDG will submit an electronic copy (PDF) of a brief Program Verification Report which would outline the results and decisions made during this phase to JACOBS and the OWNER for review.

TASK 2 – Design Development (30%): Upon authorization by JACOBS, MDG will proceed with development of 30% Design Development Documents. MDG will review and analyze the survey and geotechnical data, visit the site to field-verify the survey information and address any comments received during the Program Verification Phase. To move the project design forward, the following tasks will be performed under this phase:

1. Review Geotechnical Report and evaluate findings.
2. Preliminary pavement design.
3. Prepare preliminary Phasing Plan
4. Prepare 30% Construction Drawings.
5. Update the construction cost estimate.
6. Update the construction schedule.
7. Prepare a Preliminary Engineer's Report.
8. Prepare a Specifications Outline.

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



The task will also include one review meeting with the OWNER after the submittal of the 30% Documents to receive comments on the 30% Design Development Documents. Upon review and receipt of comments from JACOBS and the OWNER, MDG will proceed with the 60% Level of Design.

Deliverables: MDG will submit electronic copies of 30% Level Construction Plans, Specifications Outline and Preliminary Engineer's Report to JACOBS and the OWNER for review. Upon receipt of review comments, MDG will proceed with the 60% Contract Document production.

TASK 3 – Contract Documents (60%): Upon authorization by JACOBS, MDG will proceed with the development of the 60% Contract Documents, including updating the Construction Cost Estimate, Engineers Report, Drawings and Construction Schedule; and prepare Draft Technical Specifications. Specifically, the following tasks will be performed under this phase:

During this phase. MDG will continue with the design and preparation of the construction drawings and specifications. Specifically, the following will be performed under this phase:

- Finalize the pavement design.
- Evaluate the construction sequence and update the Construction Safety and Phasing plan.
- Review OWNER and other comments
- Prepare 60% level drawings, which will include:
 - Cover Sheet
 - Project Site/Layout Plan
 - Project Key Sheet
 - General/Safety Notes Plan
 - Project Phasing/Construction Sequencing and Details
 - Project Survey Control Plan
 - Geotechnical/Boring Location Plan
 - Staking and Demolition Plans
 - Erosion Control Plans and Details
 - Paving, Grading, and Drainage Plans and Details
 - Typical Sections
 - Profiles and Cross Sections
 - Pavement Marking Plans and Details
 - Misc. Details
- Review and update the Construction Cost Estimate
- Review and update the Construction Schedule

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



- Update the Engineer's Report.
- Prepare Draft Technical Specifications.

The task will also include one review meeting with the OWNER after the submittal of the 60% Documents to receive comments on those Documents. Upon review and receipt of comments from JACOBS and the OWNER, MDG will proceed with the 90% Level of Design.

Deliverables: MDG will submit electronic copies of 60% Level Construction Plans, Draft Technical Specifications and Updated Engineer's Report to the OWNER for review. Upon receipt of review comments, MDG will proceed with the 90% Level Contract Documents.

MDG will also prepare and submit a Southwest Florida Water Management District (SWFWMD) permit application for approval by the agency.

TASK 4 – Contract Documents (90%): Upon approval of the 60% Contract Documents and authorization by the OWNER, MDG will proceed with the development of the 90% Contract Documents including updating the Construction Cost Estimate, Engineers Report, Drawings, Construction Schedule and Technical Specifications; and prepare Draft Project Manual which will include FDOT and OWNER Front-End Documents. MDG will prepare 90% Contract Documents deliverables, which will include:

- Respond to 60% comments.
- Finalize the Construction Cost Estimate.
- Finalize the Construction Schedule.
- Review and revise the Engineer's Report which will include the Construction Cost Estimate and Construction Schedule.
- Progress the 60% Contract Documents level drawings to 90% level of completion.
- Complete front-end documents.
- Complete Technical Specifications.

Deliverables: MDG will submit two (2) printed (11" X 17") copies of the 90% Contract Documents including, Updated Engineer's Report and Draft Project Manual to the FAA for review. Electronic copies will be submitted to the OWNER and FDOT. MDG will meet with the OWNER, the FDOT, the FAA (if required), and tenants, as necessary to address any final comments regarding the construction of this project. In addition, MDG will submit electronic copies of the 100% Contract Documents to the OWNER.

TASK 5 – Contract Documents (100%)

Upon receipt of final comments from JACOBS, the Owner, the FDOT, and the FAA, MDG will proceed with preparing the bidding documents. This effort includes incorporating comments by

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



updating the construction drawings, project manual (front-end documents, general provisions, and technical specifications), Engineer's Report, construction cost estimate, and construction schedule. Signed and sealed contract documents will be submitted to the Owner.

Deliverables: MDG will submit one (1) full-size and two (2) 11"X17" signed and sealed copies of the 100% contract documents to the Owner.

TASK 6 – Bidding and Award Services: This phase will include the effort necessary to advertise for and receive bids from contractors, and to review the bids and make a recommendation of award to the OWNER and the FAA. The following tasks will be performed by MDG during this phase:

- Prepare Issued for Bid Construction Documents.
- Prepare for and attend the Pre-Bid Conference.
- Address questions from Bidders.
- Revise Contract Documents and assist OWNER with issuing Addenda.
- Attend the Bid Opening Meeting.
- Review bids for responsiveness and accuracy.
- Prepare certified Bid Tabs.
- Make Recommendation of Award of the contract.

Other Provisions: The OWNER will provide MDG access to the site and all available information pertinent to this project, including access to as-built drawings and documents on underground utilities, lighting, pavements, and underground structures within the project limits.

5.0 Special Services

In addition to the Basic Services described herein, MDG will provide the following special services required under this contract:

1. MDG will assist the OWNER in obtaining an Environmental Resource Permit (ERP) approval from the South Florida Water Management District.
2. Airspace Analysis – MDG will assist the Airport in preparing the Airspace Checklist and submit same to the FAA, via the OE/AAA web portal, in conjunction with a Construction Safety and Phasing Plan. MDG will submit multiple points and associated data to identify the different elements of the project, including construction staging areas, haul routes, and specific construction sites, for FAA's review and approval.

**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



3. Prepare Categorical Exclusion (CATEX) - MDG will prepare short-form CATEX for the project. The OWNER will submit the CATEX to the FAA for approval.
4. Construction Safety and Phasing Plan – MDG will prepare and submit the Construction Safety and Phasing Plan (CSPP) to the FAA in conjunction with the Airspace Checklist described above. The CSPP will contain the safety details, construction work times, and phasing requirements specific to this project and the Airport.
5. Monthly Reporting – MDG will provide periodic progress reports to FDOT.

6.0 Services Not Included

Any services not specifically provided for in the above scope as well as any changes in the scope requested by JACOBS or the OWNER will be considered additional services and will be performed at our current hourly rates as we agree prior to their performance. Services not covered under this scope include:

1. All Electrical Engineering related design services.
2. Geotechnical asphalt/soil sampling and laboratory testing including obtaining asphalt cores and SPT or auger borings. MDG will provide a Geotechnical Exploration report including the design elements listed below. Tierra South will provide technical and field support to MDG for obtaining the soil borings and other field-related data.
3. Topographic survey services.
4. Documented CATEX or other Environmental studies beyond the short-form CATEX.
5. Threatened or endangered species' relocation and mitigation plans.
6. Preparation of Conformed Documents after Bidding.
7. Construction Administration Services.
8. Resident Project Representative (RPR) Services during Construction.
9. Quality Assurance Testing during Construction.

7.0 Schedule

The following is a tentative schedule for this project:

Field Investigations and Program Verification:	45 Calendar Days
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**NEW TERMINAL
ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)
Exhibit A - Scope of Work**



30% Plans	30 Calendar Days
60% Contract Documents	30 Calendar Days
90% Contract Documents	30 Calendar Days
100% Bid Documents	14 Calendar Days
Bidding/Award	90 Calendar Days

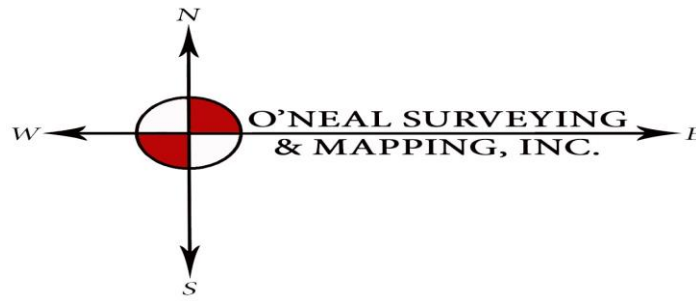
EXHIBIT B - FEE SUMMARY
ZPH TERMINAL BUILDING



TASK	Totals
<u>Basic Services (Lump Sum)</u>	
<i>Program Verification</i>	\$6,102.00
<i>Design Development (30%)</i>	\$13,890.00
<i>Construction Documents (60%)</i>	\$20,732.00
<i>Construction Documents (90%)</i>	\$14,918.00
<i>Construction Documents (100%)</i>	\$7,560.00
<i>Bidding and Award</i>	\$5,016.00
Total Basic Services:	<u>\$68,218.00</u>
<u>Special Services (Lump Sum)</u>	
<i>Stormwater (ERP) Permitting</i>	\$4,752.00
<i>Airspace Analysis</i>	\$1,724.00
<i>Prepare Short-Form CATEX</i>	\$826.00
<i>Prepare a CSPP</i>	\$2,286.00
<i>Prepare Periodic Progress Report for FDOT</i>	\$1,304.00
Total Special Services:	<u>\$10,892.00</u>
<u>Expenses (Not to Exceed)</u>	
<i>SWFWMD Permit Allowance</i>	\$500.00
Total Expenses:	<u>\$500.00</u>
Total Fees (NTE):	<u>\$79,610.00</u>

TASK	Sub Task	Principal	Project Manager	Senior Engineer	Designer	Technician	Clerical	Totals
		\$239.00	\$194.00	\$163.00	\$105.00	\$100.00	\$87.00	
1	Program Verification							
	1 Compile and review project related documents		2		2			4
	2 Perform a site visit and verify as-built			2	2			4
	3 Prepare preliminary cost estimate		2		2			4
	4 Coordinate with the OWNER, FAA and attend Pre-Design meeting		2					2
	5 Determine number and location of pavement cores, site visit, and coordinate with subs		2	2				4
	6 Meet and coordinate with subconsultants		2	2	2			6
	7 Prepare a Preliminary Construction Schedule		2					2
	8 Verify permit requirements			12				12
	Total Labor Hours:		12	18	8			38
	Total Labor Costs:		\$2,328.00	\$2,934.00	\$840.00			\$6,102.00
2	Design Development (30%)							
	1 Prepare Geotechnical Report and Evaluate Findings		4	16	4		2	26
	2 Preliminary Pavement Design			2	2			4
	3 Prepare Preliminary Phasing Plan		2		4			6
	4 Prepare 30% Drawings: Cover Sheet, Project Site/Layout Plan, Project Key Sheet, Typical Sections, Phasing Plan, Staking/Demolition Plans,		2	4	24		2	32
	5 Update Construction Cost Estimate			2	2			4
	6 Update Construction Schedule		2				2	4
	7 Prepare Preliminary Engineer's Report		2	8	2		2	14
	8 Identify Modifications to Standards							
	9 Prepare Outline of Technical Specifications		2				2	4
	10 Quality Reviews and Control							
	11 Submit 30% Documents, PDF			2	2		2	6
	12 General Coordination with Owner, Jacobs, Subs		2					2
	Total Labor Hours:		16	34	40		12	102
	Total Labor Costs:		\$3,104.00	\$5,542.00	\$4,200.00		\$1,044.00	\$13,890.00
3	Construction Documents (60%)							
	1 Finalize Pavement Design		2	2				4
	2 Evaluate Construction Sequence and Phasing		2	2	8			12
	3 Review Owner and other Comments		2		2			4
	4 Prepare 60% Drawings							
	a. Cover Sheet				2			2
	b. Project Site/Layout Plans				8			8
	c. Project Key Sheet							
	d. General/Safety Notes Plan			2	2			4
	e. Phasing/Construction Sequencing Plan		2	2	8			12
	f. Project Survey Control Plans				2			2
	g. Geotechnical/Boring Location Plan				2			2
	h. Staking and Demolition Plans			2	4			6
	i. Erosion Control Plans and Details			2	4			6
	j. Paving, Grading and Drainage Plans			4	16			20
	k. Typical Sections			2	4			6
	l. Profile and Cross Sections			2	8			10
	m. Pavement Marking Plans and Details			2	4			6
	n. Utilities		2	4	24			30
	5 Update Construction Cost Estimate			2	2		2	6
	6 Update Construction Schedule			2				2
	7 Update Engineer's Report		2	4	2		2	10
	8 Prepare Draft Specifications			4	4		4	12
	9 Quality Reviews and Control							
	10 Submit 60% CDs				2		2	4
	11 General Coordination with OWNER							
	Total Labor Hours:		12	38	108		10	168
	Total Labor Costs:		\$2,328.00	\$6,194.00	\$11,340.00		\$870.00	\$20,732.00
4	Construction Documents (90%)							
	1 Respond to 60% Comments		2	2	2			6
	2 Finalize Construction Cost Estimate			2	2			4
	3 Finalize Construction Schedule		2		2			4
	4 Finalize Engineer's Report			2	4		2	8

TASK	Sub Task	Principal	Project Manager	Senior Engineer	Designer	Technician	Clerical	Totals
		\$239.00	\$194.00	\$163.00	\$105.00	\$100.00	\$87.00	
5	Prepare 90% Drawings: Cover Sheet, Staging and Haul Routes, General Notes, Existing Conditions, Geotech and Survey Information, Survey Control Plans, Staking and Demo Plans, Erosion Control Plan, Geometry Plan, Grading and Drainage Plan, Paving Plan, Paving Details, Pavement Typical Sections, , Marking Plan and details, Utilities		4	8	40		4	56
6	Complete Front-End Documents		2	8	2		2	14
7	Complete Technical Specifications		2	8			2	12
8	Quality Reviews and Control				4		2	6
9	Submit 90% Documents						2	2
10	General Coordination with Owner		4					4
	Total Labor Hours:		16	30	56		12	114
	Total Labor Costs:		\$3,104.00	\$4,890.00	\$5,880.00		\$1,044.00	\$14,918.00
5	Construction Documents (100%)							
1	Incorporate Final Review Comments and Finalize Plans, Specs and Quantities		2	2	24		2	30
2	Prepare Final Bid Documents		2	4	8		8	22
3	Prepare and Submit Final CDs		2		8		4	14
	Total Labor Hours:		6	6	40		14	66
	Total Labor Costs:		\$1,164.00	\$978.00	\$4,200.00		\$1,218.00	\$7,560.00
6	Bidding and Award							
1	Prepare Issued for Bid Construction Documents		2	2	2			6
2	Prepare for and Attend Pre-Bid Conference		2					2
3	Answers to Bidders/Issue Addenda		2	2	2		2	8
4	Revise Construction Documents and Issue Addenda			2	4			6
5	Attend Bid Opening							
6	Review Bids for Responsiveness		2				2	4
7	Certified Bid Tabs/Award Contract		2				4	6
8	Make recommendation of Award		2				2	4
	Total Labor Hours:		12	6	8		10	36
	Total Labor Costs:		\$2,328.00	\$978.00	\$840.00		\$870.00	\$5,016.00
	Total Basic Services (Lump Sum):							\$68,218.00
Special Services								
1	Stormwater (ERP) Permitting			24	8			\$4,752.00
2	Airspace Analysis							
A.	Prepare form 7460-1 (Temporary, Perm)			4				4
B.	Prepare Site Exhibits			2	4			6
C.	Upload and Coordinate with FAA			2				2
	Sub Total Airspace Hours			8	4			12
	Sub Total Airspace Fee			\$1,304.00	\$420.00			\$1,724.00
3	Prepare Short-Form CATEX			4			2	\$826.00
4	Prepare a CSPP							
A.	Prepare Report and Necessary Drawings		2	4	4		2	12
B.	Submit Report via OEAAA			2				2
C.	Coordination with Owner and FAA			2				2
	Sub Total CSPP Hours		2	8	4		2	16
	Sub Total CSPP Fee		\$388.00	\$1,304.00	\$420.00		\$174.00	\$2,286.00
5	Prepare Periodic Progress Report for FDOT			8				\$1,304.00
	Total Special Services (Lump Sum):							\$10,892.00
	Total Fees (Lump Sum):							\$79,110.00



6400 Manatee Ave., Suite L113
Bradenton, FL 34210
Ph.: (941)375-4470

June 27, 2023

RE: Zephyrhills Municipal Airport New Terminal Survey

O'Neal Surveying and Mapping, Inc. (OSM) is pleased to provide you with a scope of services for the New Zephyrhills Municipal Airport Terminal, in Zephyrhills, Florida. The project and services include the following:

SCOPE OF SERVICES

General:

The project consists of constructing a new 75' by 80' (approximate) Terminal Building at Zephyrhills Municipal Airport (ZPH). The construction also includes associated parking, sidewalk and landscaped areas. The new building will be located about 225 feet north of the current FBO building as shown on the attached Exhibit "A", provided by the client, also depicting the Limits of Survey.

The field survey for this project shall provide adequate data on the existing structures, grades, utilities, pavements, lights, signage, etc.

Basic Services:

- Establish construction baseline grid, locate and identify all existing paved surfaces.
- Located buildings, fuel farm, etc. within the survey limit.
- Paved surfaces shall be surveyed on a 25' grid with elevations taken on existing grid points, edges of pavements, ground shots at edges of pavements, and all grade breaks.
- Locate upper and lower end, including invert elevations and pipe material and size, of all culverts, storm drains, and sanitary sewer lines passing through limits of survey. Locate all drainage and sewer structures within survey limits. Locate top and invert elevations of drainage structures, and invert elevations of connecting pipes.
- Areas off pavement shall be surveyed on a 50' grid with elevations taken on existing ground at grid points and all grade breaks. Elevations shall be taken to define all swales.
- Locate all taxiway edge lights, including type of light (base or stake mounted).
- Locate all signs, including sign message, description of the type of sign and any concrete sign base/footer.
- Locate all duct banks, cables, and utilities, including but not limited to waterline, telephone, electric, and communication cable, but only as visible above ground or as marked or uncovered by others.
- Locate all pavement markings.
- Locate all other features which lie within the survey zone.

Survey Accuracy:

- Elevations of pavement, structures, inverts, and paved swales to the nearest 0.03 foot at 95% confidence level. Spot elevations on hard surfaces will be depicted to the nearest 0.01 feet.
- Elevations of non-paved areas to the nearest 0.1 foot.
- Horizontal location of all features to the nearest 0.1 foot. The horizontal location of utility structures, lights, and small slabs shall be referenced to the center of structure.
- All vertical controls shall be referenced to the North American Vertical Datum of 1988 (NGVD1988).
- All horizontal controls shall be referenced to the NAD1983 State Plane Coordinate System.
- Use the Airport's Primary and Secondary Airport Control Stations (PACs and SAC,s).

Deliverables:

Provide topographic survey drawings of the areas identified above with 0.5- foot contours and all elevation shots. Maps will show field survey information as described in each item. The maps will be at a scale to best display the information, to be agreed upon by OSM and Jacobs.

Provide a DTM file compatible with the Civil 3D program. All survey points shall have a descriptor identifying the shot as pavement, edge of pavement (EOP), ground (gnd), etc.

Miscellaneous Requirements:

- All OSM personnel working within the secured Air Operations Area (AOA) of the airport shall have valid Identification (State issued Driver's License).
- All OSM vehicles operating within the secured AOA shall be marked with company logos and have flashing lights.
- OSM staff will coordinate with the Owner to arrange access to the site.
- OSM staff will coordinate with Jacobs to arrange for background data, drawings, and records on existing conditions and underground utilities. Plans to be provided to OSM in digital Civil3D format.

Items Excluded From this Proposal:

- Boundary survey work.
- Excavation and probing for underground lines, conduits, or obstructions. Utility locations will be taken from plans provided to OSM, other than those utilities clearly visible above ground, or marked and uncovered by others.
- Aerial photography of the sites.
- Weather delays, or airport operations and administrative delays caused by others, of no more than 4 days (Monday thru Friday). Delays in excessive of 4 days, by weather or others) will extend the schedule proportionally for number of days the survey is delayed.

Schedule:

Upon Notice to Proceed, OSM will have two weeks to mobilize and begin the field survey. All work is to be completed within 30 consecutive calendar days, once the project has begun.

Total Lump Sum Survey Fee**\$ 14,000.00****Project Assumptions**

- This is strictly a daytime operation and with the exception of weather, crews will be allowed to work for up to 10 hours per day, Monday through Friday.
- No background checks, fingerprints or badging will be required.

Work Zone Safety:

All work zone and Airport safety, rules and procedures as required by the Zephyrhills Airport will be observed and strictly adhered to by OSM. All survey activity will be coordinated with Jacobs staff prior to and during commencement. Any and all vehicles to be utilized in said survey activities will be authorized by and registered as required. Said vehicles to have current decal, display company name/identification and maintain proper lighting requirements.

Quality Control/Quality Assurance and Field Review:

Verification of the field conditions as related to the collected survey data prior to any topographic survey data submittal.

All activities required to supervise and coordinate the survey project will be performed by the OSM project supervisor, a Florida P.S.M. or their delegate.

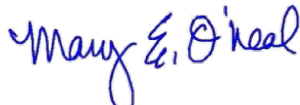
OSM will implement their QA/QC plan to include review, response to comments and any resolution meetings if required, preparation of submittals for reviews, etc.

Deliverables will include the ACAD Civil 3D digital files of the topographic survey, Signed and sealed copies of survey.

Thank you for this opportunity and please do not hesitate to call if you have any questions or concerns

Sincerely,

O'Neal Surveying & Mapping, Inc.



Mary E. O'Neal, PSM
President

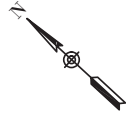


EXHIBIT "A"

LIMITS OF SURVEY



C:\Users\Dan\MOHSEN DESIGN GROUP\Desktop\MDG\General\Airports\ZPHAL\FBO Expansion\FBO-TERMINAL-SURVEY EXHIBIT.dwg Tab: FBO-TERMINAL Jun 20, 2023 - 6:47am Plotted by: Dan



June 21, 2023

Jacobs
5401 W. Kennedy Blvd, Suite 900
Tampa, FL 33609

Attn: Joe Sawmiller, P.E.

Re: **Fee Estimate for Geotechnical Services**
Zephyrhills Municipal Airport FBO New Terminal Building
Pasco County, Florida
TSF Proposal No.: 2306-415

As requested, **TSF** is pleased to submit this proposal for the above-referenced project. The proposal is based on information provided in your email dated June 21, 2023. It is our understanding that a subsurface investigation is requested for the new FBO New Terminal Building at Zephyrhills Airport in Pasco County, Florida.

This proposal includes an outline of our proposed scope of work, an estimate of the total fees, and our anticipated schedule for completion of the work.

PROPOSED SCOPE OF WORK

The scope of services provided in your email is attached. It is understood that the fieldwork will be performed between 7am and 7pm, an escort will be provided, and the SPT samples, logs, and field data collected onsite.

ESTIMATED FEES

It is proposed that the fee for the performance of the services outlined above is determined on a unit price basis in accordance with the attached Fee Schedule and that the work be performed pursuant to TSF's General Conditions enclosed herewith and incorporated into this proposal. Based on the proposed quantities, it is estimated that the total fee will be approximately \$11,200.00.

Our estimate covers the field and lab work. Not included are drafting, engineering recommendations, reviews of drawings, preparation of construction specifications, special conferences, and any other work requested after the field and lab work is completed.

SCHEDULE AND AUTHORIZATION

TSF will proceed with the work after receipt of a signed copy of this proposal or executed sub-consultant agreement. With our present schedule, we can commence work within the 30 days requested (weather permitting) and fieldwork is expected to take up to two days to complete.

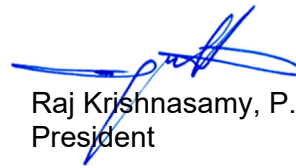
We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you should have any questions concerning our proposal, please contact our office.

Respectfully submitted,

TIERRA SOUTH FLORIDA, INC.



Amy L. Guisinger, P.E.
Principal Engineer



Raj Krishnasamy, P.E.
President

Attachments: General Conditions
Fee Estimate
Scope and Concept Plan (Provided by Jacobs)

AUTHORIZED BY:	INVOICE TO:
Firm:	Firm:
Name:	Name:
Title:	Address:
Date:	Phone #:

TSFGeo's General Conditions

1. **SCOPE OF WORK:** Work means the specific geotechnical, analytical, testing or other service to be performed by TSFGeo as set forth in TSFGeo's proposal, Client's acceptance of the scope of work and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by TSFGeo. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of TSFGeo's work. TSFGeo shall have no duty or obligation to any third party greater than that set forth in TSFGeo's proposal, Client's acceptance of TSFGeo's proposal and these General Conditions. The ordering of work from TSFGeo, or the reliance on any of TSFGeo's work, shall represent acceptance of the terms of TSFGeo's proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **RIGHT-OF-ENTRY** -The client will provide right-of-entry for TSFGeo and all necessary equipment in order to complete the work. While TSFGeo will take all reasonable precautions to minimize any damage to the property, it is understood by Client that in the normal course of work some damage may occur; the correction of which is not part of this agreement.
3. **DAMAGE TO EXISTING MAN-MADE OBJECTS** -The Client, will provide the location of all underground utilities or obstructions to TSFGeo who, in the prosecution of their work, will take all reasonable precautions to avoid damage or injury to any such subterranean structure or utility. The Owner agrees to hold TSFGeo harmless for any damages to subterranean structures which are not called to TSFGeo's attention and correctly shown on the plans furnished and will reimburse TSFGeo for any expenses in connection with any claims or suits including reasonable attorney fees at the trial and appellate levels.
4. **IN-PLACE MATERIALS TESTING** - TSFGeo will not be responsible for repair or damage to portions of structures designated for in-place materials testing. Repairs can be made for aesthetic reasons if requested in advance of the work to be performed. The cost for labor and materials would be charged.
5. **SAMPLE RETENTION** - TSFGeo will retain all soil and rock samples obtained for geotechnical explorations for 30 days. Samples subjected to Construction Materials and Laboratory testing are disposed of subsequent to testing. Further storage or transfer of samples can be made at Client's expense upon written authorization.
6. **DEFINITION OF RESPONSIBILITY (OBSERVATION SERVICES)** - The presence of our field representative will be for the purpose of providing observation and field testing. Our work does not include supervision or direction of the actual work of the contractor, his employees or agents. The contractor for this project should be so advised.
 - 6.1. The Contractor should also be informed that neither the presence of our field representative or the observation and testing by our firm shall excuse him in any way for defects discovered in his work. It is understood that TSFGeo will not be responsible for the Contractor's job or site safety on his project. That will be the sole responsibility of the contractor.
7. **STANDARD OF CARE** -Service performed by TSFGeo under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.
 - 7.1. Client recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys or explorations are made by TSFGeo and that the data, interpretations and recommendations of TSFGeo are based solely on the information available to it. TSFGeo shall not be responsible for the interpretation by others of information developed.
8. **ORAL AGREEMENTS** -No oral agreement, guarantee, promise, representation or warranty shall be binding.
9. **OWNERSHIP OF DOCUMENTS** -All reports, boring logs, field data and notes, laboratory test data, calculations, estimates and other documents prepared by TSFGeo, as instruments of service, shall remain the property of TSFGeo until final payment is received and a letter of copyright transfer been executed.
10. **BASIS OF PAYMENT** -Payment is due within 30 days of date of invoice. Payments not made when due shall bear interest at eighteen (18) percent annum or at the maximum rate allowed by law from the date of the invoice until same is paid.
 - 10.1. If the Client fails to make any payment due to TSFGeo for service and/or expenses within 60 days of date of invoice, TSFGeo may, after giving seven days' written notice to Client, suspend services until all outstanding amounts have been paid to TSFGeo in full. Further, TSFGeo may, in addition to withholding services, or singularly, withhold reports, plans and other documents not paid in full by the Client. In the event that final payment for completed work is not made, TSFGeo shall request that all copyrighted documents which were submitted to client be returned and all information used in project plans be removed from project documents.
 - 10.2. In the event it is necessary to take legal action to effect collection, whether or not litigation is commenced, the Client agrees to reimburse TSFGeo for expenses in connection with any claims or suits, including reasonable attorney's fees, including but not limited to the trial and appellate levels.
 - 10.3. This contract shall be governed by the laws of the State of Florida.
11. **CONSTRUCTION REVIEW** - TSFGeo cannot accept responsibility for any design work unless the work includes services for construction review to determine whether or not the work performed is in substantial compliance with TSFGeo's conclusions and recommendations.
12. **INDEMNIFICATION** -TSFGeo agrees to hold harmless and indemnify Client from and against liability arising out of TSFGeo's negligent performance of the work. Client agrees to indemnify and hold TSFGeo harmless from all liability including all costs, attorney's fees and expenses of defense for any claims by any other person or corporation which may arise out of the performance or breach of this contract for which TSFGeo was not solely negligent.
13. **LIMITATION OF LIABILITY** -The Client/Owner agrees to limit TSFGeo's liability for negligent professional acts, errors or omissions, such that the total aggregate liability of TSFGeo shall not exceed \$50,000 or the total fee for the services rendered on this project; whichever is greater. The Owner further agrees to require the contractor and his subcontractors a similar limitation of liability suffered by the contractor or the subcontractors arising from TSFGeo's negligent professional acts, errors or omissions.
 - 13.1. If Client prefers to have higher limits on professional liability, TSFGeo agrees to increase the limits up to a maximum of \$1,000,000 upon Client's written request at the time of accepting our proposal provided that Client agrees to pay an additional consideration of 5 percent of our total fee. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance.
14. **INSURANCE** -TSFGeo represents and warrants that it and its agents, staff and consultants employed by it are protected by Worker's Compensation insurance and Employer's Liability Insurance in conformance with applicable state laws. TSFGeo has such coverage under public liability and property damage insurance policies that TSFGeo deems to be adequate. A Certificate of Insurance can be supplied evidencing such coverage upon request.
 - 14.1. Within the limits and conditions of such insurance, TSFGeo agrees to indemnify and save client harmless from and against any loss, damage or liability arising from any negligent acts by TSFGeo, its agents, staff and consultants employed by it. TSFGeo shall not be responsible for any loss, damage or liability beyond the amounts, limits and considerations of such insurance. TSFGeo shall not be responsible for any loss, damage or liability arising from any acts by clients, its agents, staff and other consultants employed by it.
 - 14.2. Cost of the above coverage is included in our quoted fees. If additional coverage or increased limits of liability are required, TSFGeo will endeavor to obtain the requested insurance and charge separately for costs associated with additional coverage or increased limits.
15. **TERMINATION** -This agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms thereof. Such termination shall not be effective if the substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, TSFGeo shall be paid for services performed to the termination notice date plus reasonable termination expenses.
 - 15.1. In the event of termination or suspension for more than three months, prior to completion of all reports contemplated by this Agreement, TSFGeo may complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs for TSFGeo in completing such analyses, records and reports.
16. **CLIENT'S OBLIGATION TO NOTIFY TSFGeo** - Client represents and warrants that it has advised TSFGeo of any known or suspected hazardous materials or conditions, utility lines and pollutants at any site at which TSFGeo is to do work hereunder, and unless TSFGeo has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save TSFGeo harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to TSFGeo's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to TSFGeo by Client.
17. **HAZARDOUS MATERIALS** -This agreement shall not be interpreted as requiring TSFGeo to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants.

Initial _____

**Zephyrhills Municipal Airport
FBO New Terminal Building
Subsurface Investigation and Testing
Geotechnical Field and Lab Fee Estimate**

I. FIELD INVESTIGATION

	<u>Unit</u>	<u>Unit Rate</u>	<u>Quantity</u>	<u>Total</u>
Mobilization of Men and Equipment - Truck Mounted	Trip	\$500.00	1	\$ 500.00
Support Vehicle	Trip	\$175.00	2	\$ 350.00
Standby Drill Crew	Hour	\$150.00	8	\$ 1,200.00
Standard Penetration Test Borings, 0 to 50 feet	L.F.	\$17.00	120	\$ 2,040.00
Grout-Seal Borehole, 0 to 50 feet	L.F.	\$8.00	120	\$ 960.00
Safety Lights	Day	\$350.00	0	\$ -
Mobilization (Asphalt Coring Machine and Generator)	Trip	\$400.00	0	\$ -
Asphalt Core	Each	\$150.00	5	\$ 750.00
Ground Penetrating Radar - Utility Clearance	Day	\$2,000.00	1	\$ 2,000.00
Field Subtotal:				\$ 7,800.00

II. SOILS TESTING

Natural Moisture Content Tests	Test	\$10.00	0	\$ -
Unit Weight and Natural Moisture (Undisturbed)	Test	\$50.00	0	\$ -
Grain-Size Analysis - Full Gradation	Test	\$65.00	0	\$ -
Atterberg Limit Tests	Test	\$75.00	0	\$ -
Organic Content Tests	Test	\$35.00	0	\$ -
California Bearing Ratio Test + sampling	Test	\$500.00	0	\$ -
Soils Testing Subtotal:				\$ -

III. COORDINATION/MANAGEMENT

Project Manager	Hour	\$175.00	8	\$ 1,400.00
Drilling Coordinator	Hour	\$125.00	16	\$ 2,000.00
Engineering/Coordination/Management Subtotal:				\$ 3,400.00

TOTAL: \$ 11,200.00

GEOTECHNICAL FIELD SERVICES SCOPE OF WORK

Zephyrhills Municipal Airport (ZPH)

New FBO-Terminal Building

GEOTECHNICAL FIELD AND LABORATORY SERVICES:

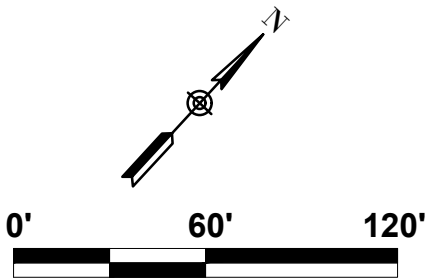
The City of Zephyrhills (CITY) intends to construct a new FBO-Terminal Building at Zephyrhills Municipal Airport (ZPH). To support the design team effort on this project, JACOBS is requesting Tierra South Florida (TSF) to obtain pavement cores and Standard Penetration Test (SPT) samples within the limits of the new building and parking areas. The FBO-Terminal building will have a footprint of 75' by 80' and will be located about 225 feet north of the current FBO building as shown on the attached Exhibit. Following is a summary of the geotechnical field scope of work:

1. Mobilize to the site (picture ID of field personnel, airport flags on drilling equipment, strobe lights and company decals are required), escort will be provided, assume daytime work [7:00 AM to 7:00 PM].
2. Clear each boring location to avoid buried utilities prior to drilling, use GPR or other reliable methods for this task.
3. Perform five (5) Standard Penetration Tests (SPT) each extending 20 feet and two (2) SPT borings each extending ten (10) feet below the land surface or auger refusal depth.
4. Borings B-2, B-3, B-5, B-6 and B-7 are located in asphalt paved areas. At these locations, auger through the asphalt and record pavement type, pavement thickness, base type and base thickness. Start SPT sampling at the bottom of the base layer (see Figure 1, Field Exploration Map for boring locations).
5. Measure and record groundwater levels immediately following completion of each boring.
6. Grout all borings to the surface and thoroughly clean work areas of loose debris, soils, mud, etc.
7. Relinquish collected SPT samples, logs, and any other field data to the assigned escort (or Owner Representative). No engineering services or laboratory tests are required.
8. All work to be completed within 30 consecutive calendar days from Notice-to-Proceed.



FIGURE 1: Field Exploration Map

Appendix A. Additional information



CONSENT ITEMS 2.4

Parks and Recreation Board Member Appointee

Issue:

There is a vacancy on the Parks and Recreation Advisory Board.

Background:

Parks and Recreation Board consists of seven (7) members, each serving a three (3)-year term.

Attachment(s):

1. parks advisory board application - Miller, Kimberly

Fiscal Impact:

No fiscal impact - volunteer advisory board member.

Staff Recommendation:

The Public Works Director and City Manager recommend Ms. Kimberly Miller be appointed to the Parks and Recreation Advisory Board.

City of Pasco	Field not completed.
City of Vancouver	Field not completed.
City of White Salmon	Field not completed.
Parks & Recreation Advisory Board	1
Mayor's Youth Council	Field not completed.
Are you a resident of the city?	Yes
How long have you been a resident of the city?	45 years
Are you a resident of the county?	Yes
How long have you been a resident of the county?	45 years
Are you a registered voter?	Yes
Are you a property owner?	Yes
Why do you wish to serve on this city board/committee?	Enhance the quality of recreational activities afforded to citizens. Also, to create an adaptive and inclusive environment for our everchanging city.
What is it in your background that has prepared you for this volunteer role?	I have lived in Zephyrhills my entire life. I played multiple sports collegiately and professionally. Further, I have been employed by Pasco County Parks, Recreation and Natural Resources for 20 plus years.
Do you now or have you ever served on a government appointed board or committee?	Yes
Where and under what circumstances did you serve on a government appointed board or committee?	4H of Pasco County
What can you contribute to this board?	Capacities to include an adaptive and inclusive level of leisure services for multi-generations.

FW: Online Form Submittal: Application for Board Membership

Lori Hillman <LHillman@ci.zephyrhills.fl.us>

Mon 7/10/2023 9:01 AM

To: Shane LeBlanc <sleblanc@ci.zephyrhills.fl.us>

FYI

Lori Hillman, MMC
City Clerk
City of Zephyrhills
5335 Eighth Street
Zephyrhills, FL 33542
(813)780-0004

From: noreply@civicplus.com <noreply@civicplus.com>**Sent:** Friday, July 7, 2023 9:14 PM**To:** Lori Hillman <LHillman@ci.zephyrhills.fl.us>**Subject:** Online Form Submittal: Application for Board Membership**EXTERNAL EMAIL**

Application for Board Membership

Name:	Kimberly L. Miller
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Address:	5906 Beech Street Zephyrhills, FL 33542
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Home Phone:	8139565862
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Business Phone:	7274944878
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Cell Phone:	8139565862
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Email:	mm69488@gmail.com
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I would like to be considered for membership on the following city boards/committees:

Rank your first choice by placing "1" in the drop down. If you would consider an alternative appointment, if not appointed to the 1st choice, please place a "2" and so on in the drop down of the alternative boards/committees.

Board of Adjustment, Code Enforcement & Appeals	Field not completed.
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Planning Commission	Field not completed.
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BUSINESS ITEMS/PUBLIC HEARING 3.1

Adopt Charter Amendment

Second Reading **ORDINANCE NO. 1465-23 - "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA, APPROVING AN AMENDMENT TO THE CHARTER LAWS OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE 1, CHAPTER 1, SECTION 11.01 TO PROVIDE THE DATE OF CREATION AND ESTABLISHMENT OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE II, CHAPTER 1, SECTION 21.031 TO REQUIRE COUNCIL MEMBERS BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE II, CHAPTER 1, SECTION 21.11 TO REQUIRE THE FINANCE DIRECTOR TO REPORT MONEY DEPOSITS AT QUARTERLY COUNCIL MEETINGS; AMENDING TITLE II, CHAPTER 2, SECTION 32.03 TO REQUIRE THE MAYOR BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE V, SECTION 51.01 REQUIRING ELECTED OFFICIALS TO TAKE OFFICE AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING AFTER THE CANVAS OF VOTE; AMENDING TITLE V, SECTION 51.07 TO PROVIDE THAT CITY COUNCIL ACCEPT AND DECLARE THE RESULTS OF THE ELECTION AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING; AMENDING TITLE XI TO PROVIDE FOR FORMAL REVIEW OF THE CHARTER EVERY TEN (10) YEARS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ZEPHYRHILLS AND POWERS AND AUTHORITY FOR THE CODE CODIFIER; PROVIDING FOR SEVERABILITY AND PROVIDING FOR EFFECTIVE DATE OF ORDINANCE AND EFFECTIVE DATE OF PROPOSED CHARTER AMENDMENTS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."**

- A. Council President opens Public Hearing
- B. Council President closes Public Hearing
- C. City Council considers Ordinance 1465-23 on the Second Reading

Issue:

The city charter required an official review of the charter every 5 years. The last review was conducted in 2018. The council served as the Charter Review Committee and recommended 8 changes.

Background:

On April 11, 2023, the City Electorate voted on the proposed amendments. The following amendments were approved by the electorate:

- Creation of Municipality - Section 11.01
- Election and Terms (Council) - Section 21.031
- Designation of Depositories - Section 21.11

- Election and Term (Mayor) - Section 32.03
- Time of Holding - Section 51.01
- Canvass of Returns - 51.07
- Charter Amendment - Title XI

Attachment(s):

1. Ordinance 1465-23 Adopt Charter Amendment

Fiscal Impact:

No fiscal impact

Staff Recommendation:

Staff recommends approval of Ordinance No. 1465-23 on the second reading.

ORDINANCE NO. 1465-23

AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA, APPROVING AN AMENDMENT TO THE CHARTER LAWS OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE 1, CHAPTER 1, SECTION 11.01 TO PROVIDE THE DATE OF CREATION AND ESTABLISHMENT OF THE CITY OF ZEPHYRHILLS; AMENDING TITLE II, CHAPTER 1, SECTION 21.031 TO REQUIRE COUNCIL MEMBERS BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE II, CHAPTER 1, SECTION 21.11 TO REQUIRE THE FINANCE DIRECTOR TO REPORT MONEY DEPOSITS AT QUARTERLY COUNCIL MEETINGS; AMENDING TITLE II, CHAPTER 2, SECTION 32.03 TO REQUIRE THE MAYOR BE ELECTED TO A TERM OF FOUR YEARS; AMENDING TITLE V, SECTION 51.01 REQUIRING ELECTED OFFICIALS TO TAKE OFFICE AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING AFTER THE CANVAS OF VOTE; AMENDING TITLE V, SECTION 51.07 TO PROVIDE THAT CITY COUNCIL ACCEPT AND DECLARE THE RESULTS OF THE ELECTION AT THE NEXT REGULARLY SCHEDULED COUNCIL MEETING; AMENDING TITLE XI TO PROVIDE FOR FORMAL REVIEW OF THE CHARTER EVERY TEN (10) YEARS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ZEPHYRHILLS AND POWERS AND AUTHORITY FOR THE CODE CODIFIER; PROVIDING FOR SEVERABILITY AND PROVIDING FOR EFFECTIVE DATE OF ORDINANCE AND EFFECTIVE DATE OF PROPOSED CHARTER AMENDMENTS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the City Council of the City of Zephyrhills has duly considered the Charter amendments, as voted on by the electorate of the City of Zephyrhills, Florida, and by passage of this ordinance indicates its desire to approve the Charter amendments as set forth herein; and

WHEREAS, The City Council of the City of Zephyrhills desires to amend the Charter of the City of Zephyrhills, Florida, pursuant to the procedures provided by law; and

WHEREAS, a municipal election was held on April 11, 2023 wherein Charter amendments 1, 2, 3, 4, 5, 7 and 8 received a majority vote.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Zephyrhills, Florida as follows:

Section 1. CREATION OF MUNICIPALITY.

Title 1, Chapter 1, Section 11.01, Municipality created is hereby amended to read as follows:

That a municipality to be known and designated as the City of Zephyrhills is hereby created and established in Pasco County, November 17, 1914.

Section 2. ELECTION AND TERMS.

Title II, Chapter 1, Section 21.031 is hereby amended to read as follows:

- (1) Commencing with the regular municipal election of April 11th, 2023, and at the regular municipal election each four (4) years thereafter, one City Council Member shall be elected for a term of four (4) years.
- (2) Commencing with the regular municipal election of April 9th, 2024, and at the regular municipal election each four (4) years thereafter, two City Council Members shall be elected for a term of four (4) years.
- (3) Commencing with the regular municipal election of April 8th, 2025, two City Council Members shall be elected for a term of four (4) years and at the regular municipal election each four (4) years thereafter.

Section 3. DESIGNATION OF DEPOSITORIES.

Title II, Chapter 1, Section 21.11 of the City Charter is hereby amended to read as follows:

The City Council shall, by resolution, designate from time to time such banks to be the depositories of the funds of said City, and the Finance Director shall be required to deposit day by day such funds of the City as may come into said director's hands in said banks to the credit of the City, and shall be required to present quarterly at Council Meetings a report of all such monies collected and deposited in said banks by the Finance Director; the City Council may, by resolution require such banks acting as City depository, to give such bond as they deem proper, for the safekeeping of all City funds entrusted to their care, said depository only to pay out said funds upon a written order signed by the President of the City Council, attested by the City Manager.

Section 4. ELECTION AND TERM.

Title II, Chapter 2, Section 32.03 is hereby amended to read as follows:

At the regular municipal election of April 11th, 2023, the Mayor shall be elected by the qualified voters of the City for a term of four (4) years and at the regular municipal election every four (4) years thereafter, the Mayor shall be elected for a term of four (4) years.

Section 5. TIME OF HOLDING.

Title V, Section 51.01 is hereby amended to read as follows:

A general election for the choosing of officers of said City shall be held on the second Tuesday in April of each year, and officers elected shall qualify and take office at the next regularly scheduled Council meeting after the canvas is received from the County Canvassing Board.

Section 6. CANVASS OF RETURNS.

Title V, Section 51.07 is hereby amended to read as follows:

The City Council shall receive the returns of all City elections, and shall accept the canvas from the County Canvassing Board of the same at the next regularly scheduled Council meeting after said returns are received by them, and shall declare the results thereof, which shall be spread upon their minutes. The City Council may by resolution extend the time for a period not to exceed five (5) days.

Section 7. CHARTER AMENDMENT.

Title XI is hereby amended to read as follows:

This Charter may be amended in accordance with Section 166.031, Florida Statutes, as amended and shall be formerly reviewed by City Council every ten (10) years.

Section 8. SEVERABILITY.

Should any section, paragraph, sentence, clause, phrase or other part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as a whole or any portion thereof, other than the part so declared to be invalid.

Section 9. POWERS AND AUTHORITY FOR CODE CODIFER.

The City's code codifier is granted broad and liberal power and authority to codify the Charter of the City of Zephyrhills, Florida, in terms of making appropriate harmonizing, technical or editorial changes and notes that do not affect the substantive provisions thereof.

Section 10. EFFECTIVE DATE.

This Ordinance shall become effective immediately upon passage and signing by the Mayor.

PLANNING DIRECTOR'S REPORT 4.1

ANX-19-23 5L Properties, LLC Annexation, Future Land Use Map Amendment and Rezoning
(Planning Report)

Issue:

The applicant has petitioned the City to bring the subject property into the City for future industrial development.

Background:

The subject property is located in the City's Industrial Corridor and NE of the City's airport. The intent of land along the Chaancey Rd corridor is to promote opportunities for industrial / manufacturing employment centers and create jobs that provide economic benefits to the City.

Both the City and Pasco County support the future land use and zoning along the corridor to be industrial.

Attachment(s):

1. Planning Board Presentation
2. Staff Report and Application For County JPA Notification (1) (2)

Fiscal Impact:

Future development will provide a positive fiscal return to the City and require less services than residential development.

Staff Recommendation:

Staff and the Planning Commission recommend approval of the Annexation, Future Land Use Map Amendment to City IN (Industrial) and Rezoning to City LI (Light Industrial). This is the Planning Report and is a large scale plan amendment, therefore, the next Council meeting will provide for the Transmittal Public Hearing.



FLORIDA

PLANNING COMMISSION

July 18, 2023

Annexation, Comprehensive Plan Amendment, Zoning Amendment

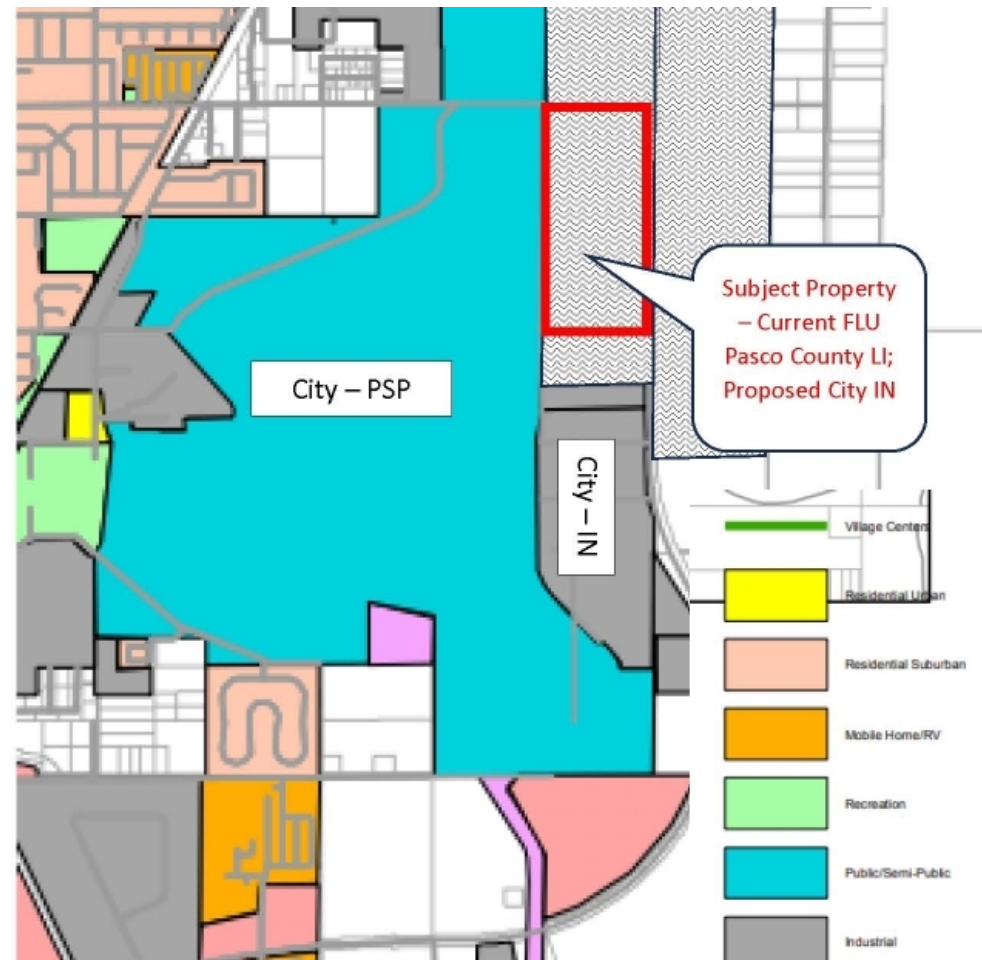
Subject Property

- 72.52 Acres (mol)
- Chancey Road and 6th Avenue
- Adjacent to the Zephyrhills Municipal Airport (current city limits)
- County Future Land Use of IL and Zoning of AC



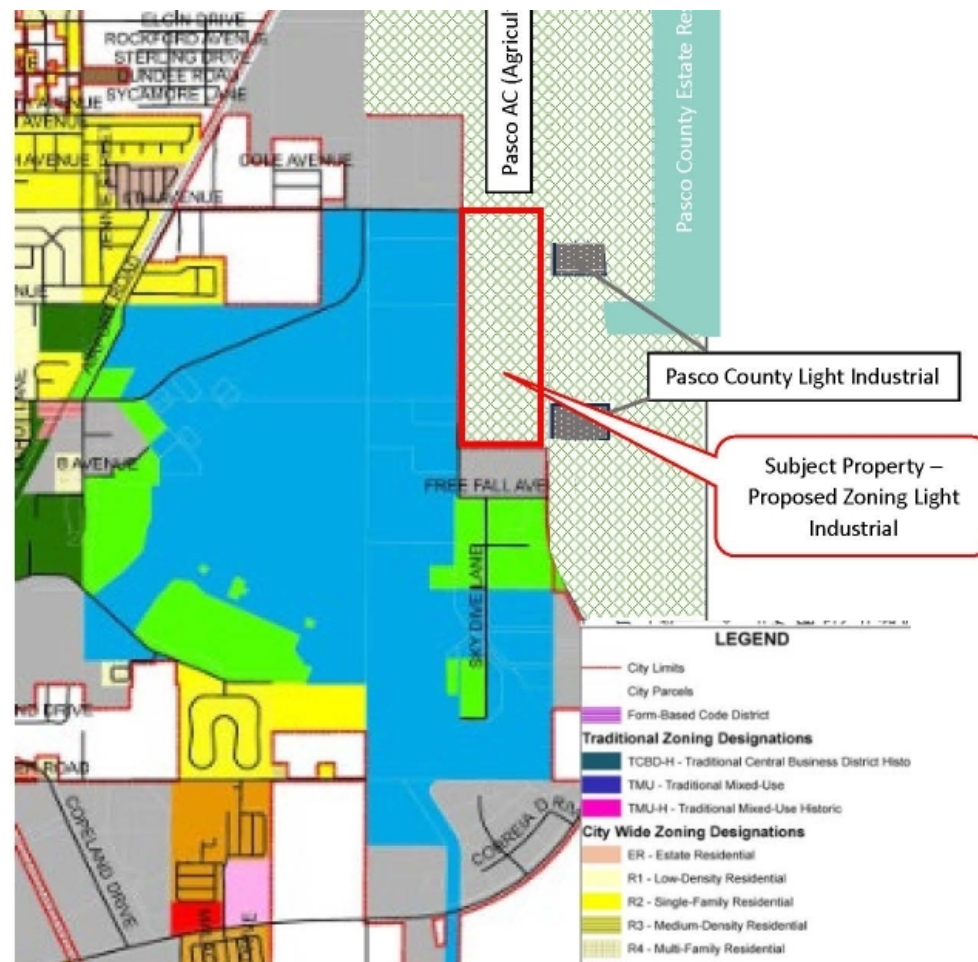
Existing and Proposed FLU

- Existing County FLU – Light Industrial
- Proposed City FLU – Industrial
- The purpose of the Industrial (IN) land use classification is to depict those areas of the City that are now developed, or appropriate to be developed, in an industrial manner; and so as to encourage the reservation and use of consolidated areas for industrial use in a manner and location consistent with surrounding use, transportation facilities, and natural resource characteristics.
- Primary uses include facilities such as research & development, light manufacturing/assembly, wholesale/distribution; storage/warehouse and secondary uses include office, commercial, transient accommodations, and public/semi-public uses with a maximum floor area ratio of 0.50.



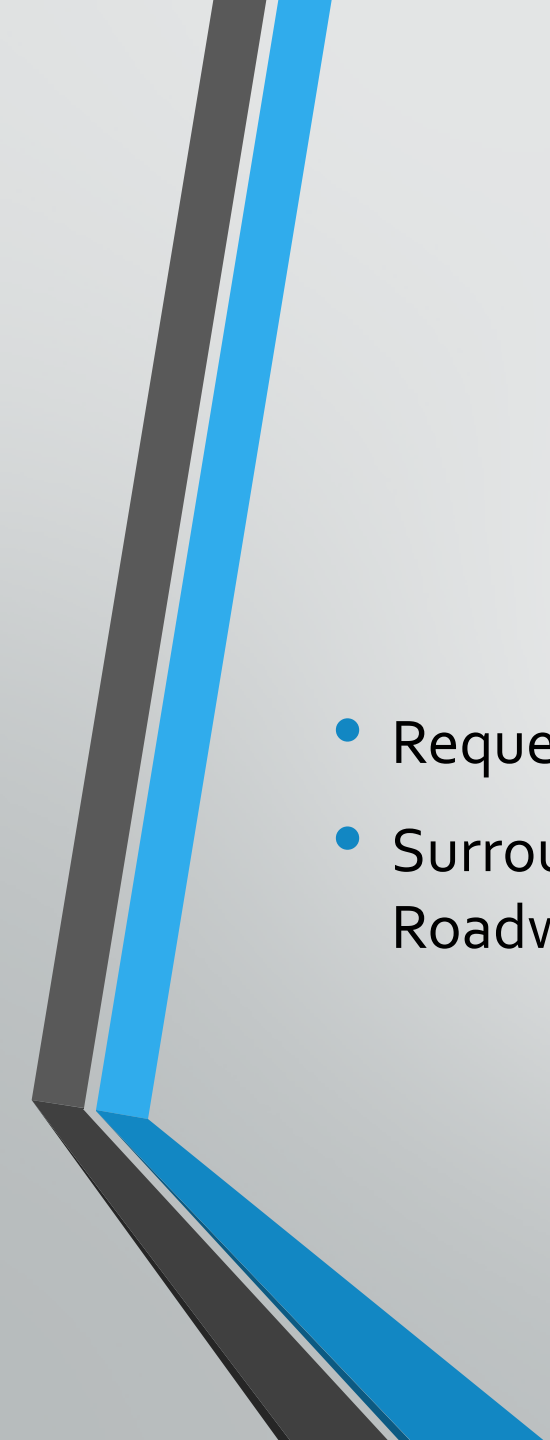
Existing and Proposed Zoning

- Existing County Zoning – Agricultural District
- Proposed City Zoning – Light Industrial
- Uses permitted within Light Industrial include professional offices, business offices, government facilities, aviation related business, commercial, light industrial manufacturing and associated retail, assembly or service industries. Zephyrhills Municipal Airport Authority and the city have the right to restrict the manner in which any parcel is used within the center.
- Primary uses include facilities such as research & development, light manufacturing/assembly, wholesale/distribution; storage/warehouse and secondary uses include office, commercial, transient accommodations, and public/semi-public uses with a maximum floor area ratio of 0.50.



Annexation - Consistency

- Meets the criteria set forth in Subsection 171.044, F.S. regarding character of the area to be annexed. The property's boundary is contiguous to the City's boundary, the property is reasonably compact, not part of another incorporated municipality, and will be used for urban purposes (industrial development). The subject property is located within the boundaries of both the Zephyrhills/Pasco County Joint Planning Area and Utilities Services Area Interlocal Agreement. Water and sewer lines are located on Chancey Road and 6th Avenue and will be connected to either of these two existing main lines, based upon final engineering approved by the Public Works Director at the time of a future site plan submission.
- OBJECTIVE LU1-10-1: The City manages its growth through the establishment of a future service area, guidelines for annexation and the execution and maintenance of interlocal agreements with Pasco County.
- GOAL ECO-1: To provide a diverse economic base which affords the City of Zephyrhills and its residents a maximum amount of economic opportunity.



Future Land Use – Consistency and Compatibility

- Request is from Pasco County IL to City IN
- Surrounding future land uses either PSP or IL/IN on a County Collector Roadway

Zoning Designation - Compatibility

- Request is to change from County AC to City LI
- Surrounding existing city zoning compatible with light industrial uses
- Part of City's future "Industrial Overlay Corridor" area

Request

- Recommend approval of the annexation, future land use, and zoning amendment to the City Council as presented.

I. BACKGROUND & INFORMATION

A. History | Application Summary

The property is located on Chancey Road and 6th Avenue and consists of approximately 72.52 acres. Consent, through applications, were provided by 5L Properties to annex, amend the future land use map and rezone the properties for light industrial uses.

B. Site Information

Owner: 5L Properties, Inc.

Location: West of Chancey Road, South of 6th Avenue.
See attached location map.

Parcel Future Land Use and Zoning District					
Parcel ID/Acreage	Current Political Jurisdiction	Current FLU	Proposed FLU	Current Zoning	Proposed Zoning
07-26-22-0000-00100-0012 72.52 ± Acres	Pasco County	IL	IN	AC	LI

Existing Land Use: The parcel is currently undeveloped and is being used for cattle grazing.

II. DATA & ANALYSIS REVIEW

A. Character Analysis

The subject property is located west of Chancey Road and south of 6th Ave and adjacent to the Zephyrhills Municipal Airport. It is contiguous with the current municipal boundaries of the City as shown in Map 1. The overall subject property consists of 72.52 acres, m.o.l. of undeveloped land, and contains no jurisdictional wetlands.

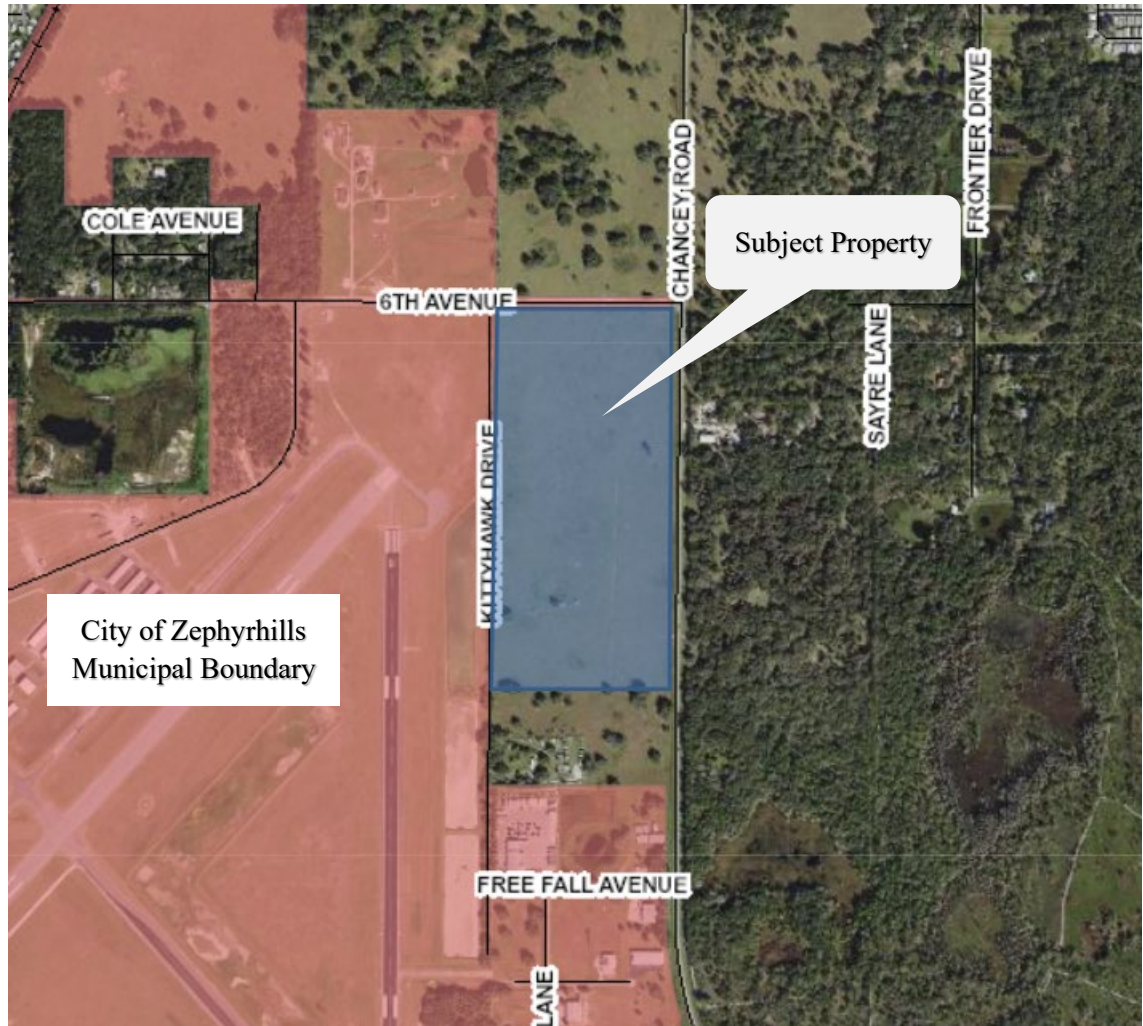
West – City of Zephyrhills Municipal Airport, City of Zephyrhills municipal boundary.

East – Chancey Road and vacant land owned by 5L Properties in unincorporated Pasco County.

North – 6th Avenue and vacant land owned by 5L Properties in unincorporated Pasco County.

South – Vacant land owned by 5L Properties, in unincorporated Pasco County.

Map 1 – Location of Property



B. Compatibility Analysis

1. Annexation

- (a) The subject property proposed for annexation is currently located within unincorporated Pasco County. The property's boundary is contiguous to the City's boundary, not part of another incorporated municipality, and will be used for urban purposes (light industrial).
- (b) The subject property is located within the City's Joint Planning Area (JPA) and Utility Service Area.
- (c) No objections have been received to date from outside agencies or residents.

- (d) Pursuant to §171.044 F.S., the owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality. The petition bears the signatures of the property owners' agent of record. All noticing requirements under §171.044 F. S. have been met for this annexation petition.

2. Future Land Use Map (FLUMA) Amendment

- (a) The subject property is 72.52 ± acres, therefore is subject to the provisions of a large-scale plan amendment, in coordination with the Department of Economic Opportunity (DEO);
- (b) The request is to change the subject property's future land use designation from County IL (Industrial-Light) to City IN (Industrial);
- (c) The proposed change is consistent with the City of Zephyrhills Comprehensive Plan Goals, Objectives, and Policies;
- (d) Utility capacity is available for the proposed petition;
- (e) Transportation:
 - (1) Subject parcel abuts 6th Ave. to the north and Chancey Road to the east. 6th Ave. is an improved two-lane road, owned and maintained by the City of Zephyrhills. Chancey Road is an improved County owned and maintained collector road.
 - (2) If the property is developed, access to the property may be proposed on either 6th Ave. or Chancey Road.
 - (3) Prior to development, the owners will provide an acceptable TIA (traffic impact analysis) to the City of Zephyrhills and to Pasco County. Minimal developer related improvements are anticipated along the nearby roadway network that may include acceleration/deceleration lanes.

The proposed future land use map amendment (FLUMA) is consistent with Chapter 163, Part II, FS; the City of Zephyrhills Comprehensive Plan, and the City's Land Development Code. It is also consistent and compatible with the land use/development trends of the area. Due to the proximity of the airport, Staff will work with the FAA to determine any possible aeronautical issues when the property is developed.

3. Zoning Amendment

- (a) The request is to change the subject property's zoning classification from County AC (Agricultural District) to City LI (Industrial – Light). The subject property has original zoning from 1975.
- (b) The requested zoning designation is consistent with the development patterns and zoning designations of the much of the developed area and surrounding properties and will not create "spot zoning". Properties

abutting the subject parcel have future land use classifications of LI and/or zoning for light industrial. The City's municipal airport abuts the property on the western border.

- (c) The subject petition is not anticipated to create a situation of premature development based on the development patterns in the general vicinity and utility infrastructure availability. Water and sewer lines are present on 6th Avenue and on Chancey Road.

The subject property is a vacant, unimproved large acreage site in the Airport Industrial area. Its incorporation into the City will potentially spur additional development and/or redevelopment within the vicinity. The proposed zoning is consistent with the City of Zephyrhills Comprehensive Plan, Land Development Code, and City codes and ordinances. It is also compatible/consistent with the growth and development trends of the general area.

C. Natural & Historic Resources Analysis

The following site characteristics are provided:

1. Soil Types – Tavares sand with 0-5% slope. This soil type is generally acceptable for development.
2. Flood Plain – The entirety of the subject property is located in Flood Zone “X” and is outside the 100-year flood zone.
3. Stormwater – The stormwater system will be designed to provide storage and treatment of runoff as required by state and local jurisdictional requirements including but not limited to Southwest Florida Water Management District (SWFWMD).
4. Wetlands/Water Bodies – There are no water bodies on the subject property.
5. Historic/Archaeological Resources – The subject property is located outside of the Zephyrhills Historic District and is not projected to impact any identified historic resources. If archaeological resources are found onsite during development, notification shall be made to the Florida Department of Historical Resources and any other required agencies.
6. Natural Resources – Pasco County data shows this habitat is not significant for endangered or protected species. If resources, such as gopher tortoise, burrowing owls, etc. are found on site during development of the property, a full report and mitigation and/or relocation plan shall be submitted to the City and other agencies as required by law.

D. Public Services Analysis | Impact

POLICE	Projected general police service demand is within satisfactory limits for future development of the site proposed for light industrial uses. Areas immediately to the south are within the County. Both City and County properties receive regular patrols.
FIRE	Projected general fire service demand is within satisfactory limits for future development of the site proposed for light industrial use. Staff, through the JPA has begun the coordination process for County review at various department levels. Adequate fire/ems service exists within the County according to Chief Swartout. Staff will coordinate with Fire Marshall Frum when site plans are submitted for review.
WATER	Water service is available to the subject property and services by the City for future development. Projected general water service demand is <20,000 gallons per day.
SEWER	The project will be required to hook into the City's sanitary sewer system for future development. Projected general service demand is <20,000 gallons per day (gpd).
SANITATION	Future development will be required to utilize City Sanitation services. The City collaborates with Pasco County for use of their landfill site. The County's facility has adequate capacity and the increased pickups can be absorbed into the current level of service, therefore the anticipated impact is within acceptable levels.
TRANSPORTATION	Access for the project is proposed via Chancey Road. Pasco County public transit does not currently service the area. A traffic impact analysis (TIA) will be submitted by the owner/developer and reviewed prior to any site development application.
SCHOOLS	No impacts are expected for the school system.

E. Comp Plan Analysis and Verified Applicant Response

The purpose of the Industrial (IN) land use classification is to depict those areas of the City that are now developed, or appropriate to be developed, in an industrial manner; and so as to encourage the reservation and use of consolidated areas for industrial use in a manner and location consistent with surrounding use, transportation facilities, and natural resource characteristics.

Primary uses include facilities such as research & development, light manufacturing/assembly, wholesale/distribution; storage/warehouse and secondary uses include office, commercial, transient accommodations, and public/semi-public uses with a

maximum floor area ratio of 0.50.

Appropriate locational characteristics generally include acreage with sufficient size to encourage an industrial park type arrangement with provisions for internal service access with minimal impact on adjoining uses, and with good access to transportation and utility facilities such as a collector or arterial roadway network, rail facilities, airports and mass transit.

Compatible zoning districts include light industrial or a planned unit development.

According to the adopted Comprehensive Plan, the industrial acreage projection for 2025 was a need for 227 acres for industrial uses.

Comprehensive Plan Consistency:

OBJECTIVE LU-1-1: To encourage efficient development in areas which will have the capacity to contribute more to the City in revenue than it will consume in services that meet the above-mentioned goals and consistent with this adopted plan.

Response: The addition of industrial land to the City's tax rolls, industrial development on this will diversify the tax base. In terms of cost of services to the community, industrial lands produce more tax revenues than they consume, including the provision of emergency and police personnel calls. It further provides economic benefits to the City with an increased tax base and will provide employment opportunities that traditionally pay more than service industries.

POLICY LU-1-1-1: The City shall continue to enforce land development regulations to ensure orderly development, that at a minimum, contain provisions which:

1. regulate the subdivision of land;
2. regulate signage;
3. provide for drainage and stormwater management;
4. provide requirements for the provision of open space, and safe and convenient on-site traffic flow and parking requirements;
5. coordinate future land uses with soil conditions, topography, and availability of facilities and services;
6. ensure that development orders and permits are issued only when it is documented that such development is consistent with the adopted level of service standards and that facilities and services are available concurrent with the impacts of development;
7. protect the limited amount of wetlands and other environmentally sensitive natural resources;
8. protect the potable well fields by designating appropriate activities and land uses
9. within well-head protection areas and environmentally sensitive land;
10. provision of mixed land use designations, such as recreation...in residential areas;

and
11. discourage the proliferation of urban sprawl.

Response: Any future proposed or submitted development applications will be in compliance with each of the above criteria as applicable. The developer shall have the responsibility to submit all plans to the appropriate governmental agency for review and comment. Any revision or amendments necessary will be positively acted upon to assure compliance in each instance. The property owner intends to market to industrial developers or end users. The tax base generated by any development on this parcel will be a positive contribution the City's tax base.

ARCHAEOLOGICAL AND HISTORIC RESOURCES

OBJECTIVE LU-1-4: The City will develop mechanisms to ensure the protection of archaeological and historical resources.

Response: There are no known archaeological or historic resources on this site. To further protect any resources that may be found, the City will require in the development order issued, that if archeological or historical resources are found on-site, all construction activities will cease immediately, and proper authorities are to be notified of the discovery. Any remediation necessary will occur prior to any construction activities commencing.

OBJECTIVE LU-1-7: All development activities shall ensure the protection of natural resources and potable well fields.

Response: The site proposed for the Future Land Use Map amendment is not located within a wellhead protection zone, not in a flood plain nor contains any wetlands. Pasco County/FEMA maps were reviewed to assess the flood potential of the subject parcel. No portion of the subject parcel is located within the 100-year flood plain area.

OBJECTIVE LU-1-7-1: The clearing of trees and wetland vegetation shall be prohibited unless permits are obtained from the property government entities.

Response: Prior to any site development permits, the developer shall be responsible to apply for and acquire any permits from the appropriate governmental agencies.

OBJECTIVE LU-1-7-2: Species of flora and fauna identified as endangered, threatened, or species of special concern, as defined by Federal Law or Florida Statutes, and found to exist in Zephyrhills by the Florida Game Fresh Water Fish commission, shall be protected through compliance with appropriate Federal and State regulations.

Response: There are no known endangered, threatened, or species of special concern as defined by Federal law or Florida Statutes on this site. To further protect any resources that may be found, the City will require in any development order issued, that if any species of flora and fauna identified as endangered, threatened, or species of special concern are found on-site, all construction activities will cease immediately, and proper authorities are to be notified of the discovery. Any remediation necessary will occur prior to any construction activities commencing.

OBJECTIVE LU-1-7-3: Consider in land use planning and regulation, the impact of land use on water quality and quantity; the availability of land water and other natural resources to meet demands; and the potential for flooding.

OBJECTIVE LU-1-7-4: The clearing of trees and wetland vegetation shall be prohibited unless permits are received from appropriate governmental entities.

OBJECTIVE LU-1-7-5: The developer/owner of any new development or redevelopment shall be responsible for on-site management of stormwater run-off in a manner so that post-development run-off rates, volumes and pollutant loads do not exceed existing conditions.

Response: The owner/developer shall comply with each of these provisions during the planning, design, engineering, staff review, permitting, construction, and inspection process of the subject property.

NEIGHBORHOOD INTEGRITY AND AESTHETIC

OBJECTIVE LU-9: Improve and enhance the visual appearance of neighborhoods and commercial areas in the City.

POLICY LU-1-9-1: The land development regulations shall provide for reduction of confusion and visual clutter through control of size, placement, and related aspects of signage.

Response: The subject property's entry signage shall be reviewed and permitted by Staff to assure it meets all signage requirements of the City.

URBAN SERVICE AREA AND ANNEXATION

OBJECTIVE LU1-10-1: The City manages its growth through the establishment of a future service area, guidelines for annexation and the execution and maintenance of interlocal agreements with Pasco County.

POLICY LU-1-10-2 The City shall maintain an Interlocal Agreement with Pasco County that designates existing and future service areas for the City of Zephyrhills. Amendments to the boundary of the "Future Service Area" shall require an

amendment of this Comprehensive Plan.

Response: Subject property is located within the interlocal agreements' service area. The future land use amendment is required if the property is developed.

POLICY LU-1-10-3: The City will not consider the annexation of lands outside of the "Future Service Area" established by this Element.

Response: The subject policy is within the identified area.

Policy LU-1-10-4: The City will consider the annexation of lands within the "Future Service Area" in accordance with the following criteria:

1. The land to be annexed can be served by public water and sewer within three years;
2. It can be demonstrated that adequate water supply is available to serve the area to be annexed at the time of annexation or can be provided concurrent with anticipated development;
3. It can be demonstrated that roadway levels of service can be satisfied within the area to be annexed at the time of annexation or can be provided concurrent with anticipated development;
4. It can be demonstrated that general public services such as fire and police protection can be provided concurrent with anticipated development.
5. It can be demonstrated that adopted levels of service for parks and recreation, stormwater management, solid waste management and schools can be met by anticipated development within the area to be annexed;
6. It can be demonstrated that the principles and standards for energy efficiency, energy conservation and reduction of greenhouse gas emissions establishes by the City can be equaled or exceeded within the area to be annexed.

Response: Water and sewer services are adjacent to the subject property. The owner/developer of any future site application shall be required to submit an application to the City and/or County for access and construct any required improvements to the transportation network as required by the City and/or County codes. All level of service standards shall be met concurrent with any development.

ECONOMIC DEVELOPMENT

GOAL ECO-1: To provide a diverse economic base which affords the City of Zephyrhills and its residents a maximum amount of economic opportunity.

Response: The addition of industrial lands will reduce the reliance on residential ad valorem tax base and will diversify the economic base. Once developed with an industrial user, this property will provide additional employment opportunities which traditionally compensate higher than service industry jobs.

POLICY ECO-I-2-3: It shall be the policy of the City of Zephyrhills to develop and maintain programs which assist suitable new companies in expansion and relocation efforts in order to create annually, a number of jobs, when combined with jobs in new industries, that exceeds the average annual growth in employment over the past five years.

Response: Proactively annexing and providing the correct FLU and Zoning designations to Industrial properties will provide additional opportunities for new or expanding companies to locate in a more efficient manner.

OBJECTIVE ECO-1-4: The City shall ensure that land is allocated for future commercial, industrial and conservation/open space land uses to allow for a viable economy.

POLICY ECO-1-4-1: It shall be the policy of the City of Zephyrhills to provide for the location and clustering of major commercial and industrial activities according to the following guidelines:

- a. In close proximity to principal arterials.
- b. With access to appropriate utilities (water, sewer, electricity, gas, telephone) or to allow for provision of these utilities.
- c. With access to mass transit routes where feasible.
- d. With on-site rail facilities and airport access, if appropriate, and available.
- e. So as to have acceptable impacts to the natural environment and adjacent land uses.

POLICY ECO-1-6-2: It shall be the policy of the City of Zephyrhills to continue support for the Zephyrhills Industrial Air Park.

Response: Through the annexation, comprehensive plan amendment, and zoning amendment, the City will be increasing its industrial land availability in close proximity to principal arterials (US 98, US 301, I-75, I-4), access to utilities, air and rail access, and will have minimal impacts to the natural environment and adjacent land uses. The subject property is located adjacent to the “Airport Industrial Air Park” and is part of the future vision for the City’s Industrial Corridor.

III. RECOMMENDATION

Based upon the above and ongoing analysis, Staff recommends approval of the petitions for Annexation, Future Land Use Map Amendment, and Rezoning.



City of Zephyrhills

Planning Department
5335 8th Street | Zephyrhills, FL 33542
www.ci.zephyrhills.fl.us
813-780-0006

PETITION – SIMULTANEOUS REVIEW

Annexation | Future Land Use Map Amendment(s) | Rezoning

This process is intended to ensure that requests meet the requirements of the City of Zephyrhills Land Development Code and adopted Comprehensive Plan pertaining to Annexations, Future Land Use Map amendments, and Zoning map amendments.

PLEASE NOTE: Site development/amendment plans, commercial checks, and other processes, permits, authorizations and fees may be applicable after the approval of a comprehensive plan amendment.

Procedure

Pre-application Meetings: Pre-application meetings are required prior to submitting this petition. To set up a pre-application meeting, please call the Planning Department at 813-780-0006. Petitions will not be accepted without a meeting.

Petition Submission: The deadline to submit petitions is the last business day of the month at 4:00 PM. Incomplete petitions will not be accepted unless written permission is received from the Planning Director or City Manager. Petitions received after the filing deadline will be held until the next Site Plan Review cycle unless written permission is received from the Planning Director or City Manager.

Site Plan Review Committee Meeting: Complete petitions filed at or before the deadline will be scheduled for review by the Site Plan Review Committee (SPRC). The SPRC will provide a recommendation or deny forwarding the petition to the Planning Commission. The SPRC meets regularly on the third (3rd) Tuesday of the month at 9:30 AM. An authorized representative must be in attendance for this meeting.

Planning Commission: Planning Commission meetings are held the 3rd Tuesday of the month at 6:00 PM. The Planning Department will give due public notice that a public hearing will be held by the Planning Commission to consider the petition request. Owners of property within 200 feet of the subject site will be notified of the request and invited to comment. The Petitioner, and/or his authorized representative(s) shall appear at the Planning Commission meeting. The Petitioner should be prepared to address the guidelines and standards for the petition. After considering the request, recommendation of the SPRC, and comments by the petitioner and public, the Planning Commission will make a recommendation to City Council to approve the petition as presented, approve the petition with conditions, or deny the request.

City Council: The recommendations of the Planning Commission and SPRC will be forwarded to the City Council. Staff will give a planning report where City Council will consider the recommendations of the Planning Commission and SPRC, and review the request. The City Council may then recommend that the City Attorney prepare an Ordinance for first reading and public hearing.

If the petition is for a large scale amendment (over 10 acres), the future land use petition, supporting documentation and ordinance will be forwarded to the Department of Economic Opportunity (DEO) and other applicable agencies for review and comment prior to adoption.

If the petition is for a small-scale amendment (under 10 acres), the ordinance will be scheduled for second reading and adoption at the next available City Council Meeting.

The City Council may vote to deny or approve the ordinance(s). City Council may impose conditions in addition to those of the Planning Commission.

Application Checklist

All required materials listed below shall be submitted in unison as one complete package. The City of Zephyrhills reserves the right to refuse incomplete applications and will not accept partial applications to meet filing deadline requests unless written approval is received from the Planning Director or City Manager prior to submittal.

REQUIRED MATERIALS

One (1) hard copy and (1) electronic copy, provided on a CD/DVD or flashdrive, or via a Dropbox or similar link, of the following information is required:

- ☐ **Petition Form, Permission to reproduce and applicable Agent Authorizations**
- ☐ **Petition Fees**
PLEASE NOTE: For in-unison applications, multiple fees will be assessed.
- ☐ **Proof of Ownership**
- ☐ **Boundary Survey and Legal Description**
- ☐ **Surrounding Property Owners List and Envelopes**

For the purpose of public notice, petitioners are required to provide the following:

- (1) A list of properties within a 200-foot radius of the subject property with the property address, parcel identification number, and owner's name and mailing address.
- (2) Stamped envelopes address to the property owners.

- ☐ **Environmental Report**

To include an inventory of all Federal and State listed plant and animal species on the property.

- ☐ **Historic and Archaeological Resources Report**

To include a map and inventory of all properties that may be impacted by the proposed project.

- ☐ **Justification Report**

- (1) Analysis for Compliance
 - Consistency with the Comprehensive Plan
 - Consistency with FL Statute Ch. 171
 - Consistency with the Land Development Code and City Ordinances
 - Surrounding Future Land Use and Zoning Analysis
 - Local Development Pattern: must show that the proposed amendment(s) will allow for logical and orderly development
 - Premature Development: must show that the proposed amendment(s) will not create premature development.
- (2) Suitability Analysis – data and analysis to support the project's suitability/compatibility relative to the site, adjacent uses, and public facilities (including water, sewer, fire, police, schools, and EMS).
- (3) Residential Impact Statement
- (4) Traffic Study – Please see the city's Land Development Code, Article VII, Part 7.03.00, Section 7.03.01
- (5) Utility Report – based on existing and proposed water/sewer capacity analysis.
- (6) Map Series
 - Recent aerial photograph of the site and surrounding area showing boundaries, source and date;
 - Location map;
 - Existing Future Land Use and Zoning maps;
 - Proposed Future Land Use and Zoning maps;
 - Natural Resource maps – soils, flood zones, aquifer recharge, wetlands, biological hotspots, etc.;
 - Transportation maps.



City of Zephyrhills
Planning Department
5335 8th Street | Zephyrhills, FL 33542
www.ci.zephyrhills.fl.us
813-780-0006

OFFICE USE ONLY

File No. _____

Submittal Date _____

Project Name _____

PETITION – SIMULTANEOUS REVIEW

Annexation | Future Land Use Map Amendment(s) | Rezoning

PROJECT INFORMATION

PETITION TYPE: ☐ Annexation ☐ Future Land Use Map Amendment ☐ Rezoning

Mark all that apply.

SUBJECT PROPERTY ADDRESS: _____

PARCEL ID NUMBER(S): _____

ACREAGE/SQ. FOOTAGE: _____ **EXISTING FUTURE LAND USE:** _____

CURRENT LAND USE: _____ **PROPOSED FUTURE LAND USE:** _____

PROPOSED USE: _____ **EXISTING ZONING DESIGNATION:** _____

PROPOSED ZONING DESIGNATION: _____

CONTACT INFORMATION

PROPERTY OWNER: _____

FIRM: _____

ADDRESS: _____

PHONE NUMBER(S): _____ **EMAIL:** _____

PETITIONER: _____

FIRM: _____

ADDRESS: _____

PHONE NUMBER(S): _____ **EMAIL:** _____

AUTHORIZED AGENT*: _____

FIRM: _____

ADDRESS: _____

PHONE NUMBER(S): _____ **EMAIL:** _____

The Petitioner, as owner of the above described land does respectfully request the City of Zephyrhills to take all action necessary to process the COMPREHENSIVE PLAN/MAP AMENDMENT PETITION. The Petitioner, as owner and/or representative of the above described land agrees to pay all related costs associated with this petition, including but not limited to: advertisement fees and consultant review fees as well as future required development fees, permit fees, impact fees and other review process fees.

Submitted by (firm): _____

Signature: _____

Print Name: _____

Date: _____

Owner Signature: _____

Print Name: _____

Date: _____

S/H



Recpt: 1310990 Rec: 69.50
DS: 0.70 IT: 0.00
06/17/10 S. Shultz, Dpty Clerk

PAULA S.O'NEIL, Ph.D. PASCO CLERK & COMPTROLLER
06/17/10 04:24pm 1 of 8
OR BK 8356 PG 1794

**THIS INSTRUMENT WAS PREPARED BY
AND RETURNED TO:**

Stephen J. Szabo, Esquire
Foley & Lardner LLP
Post Office Box 3391
Tampa, FL 33601-3391

Property Appraiser's Parcel ID Nos:

01-26-21-0010-08100-0000	06-26-22-0000-00200-0000
06-26-22-0000-00200-0040	07-26-22-0000-00100-0000
07-26-22-0000-00100-0012	07-26-22-0000-00100-0090
07-26-22-0010-00300-0000	07-26-22-0010-00700-0000
07-26-22-0010-06700-0000	07-26-22-0010-09900-0000
18-26-22-0010-00500-0000	

SPECIAL WARRANTY DEED

THIS INDENTURE, made the 14th day of June, 2010, between **TERRY WAYNE LINVILLE, ANTHONY LINVILLE, TIMOTHY LINVILLE, JAY B. LINVILLE, and DANNY RICHEY LINVILLE**, each as to an undivided 20% interest, as tenants in common, whose address is P. O. Box 2679, Zephyrhills, FL 33539 (hereinafter collectively called the "Grantor"), and **5L PROPERTIES, LLC**, a Florida limited liability company, whose address is 4622 Gall Blvd., Zephyrhills, FL 33542 (hereinafter called the "Grantee").

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, to them in hand paid, the receipt whereof is hereby acknowledged, by these presents do grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee, its successors and assigns forever, all that certain parcel of land lying and being in the County of Pasco, State of Florida, as more particularly described on Exhibit "A" hereto (the "Land").

THIS IS A CONVEYANCE OF UNENCUMBERED LAND FROM FIVE INDIVIDUALS TO A FLORIDA LIMITED LIABILITY COMPANY, WHERE EACH MEMBER OWNS THE LAND IN THE SAME PROPORTION AS HIS OWNERSHIP INTEREST IN THE LLC. THE LAND IS BEING TRANSFERRED FOR NO CONSIDERATION AND WITHOUT THE ISSUANCE OF ANY ADDITIONAL LIMITED LIABILITY INTERESTS.

Based upon these facts and the reasoning of the Florida Supreme Court in Crescent Miami Center, LLC v. Florida Department of Revenue, 857 So.2d 904 (Fla. 3d D.C.A. 2003), appeal granted, 870 So.2d 821 (SCO3-2063, 3/24/04), there is no purchaser under the Deed and the Land is being transferred for no consideration. Consequently, the Deed is exempt from documentary stamp taxes imposed under Chapter 201 of the Florida Statutes.

TOGETHER WITH all the tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining.

SUBJECT TO real estate taxes for 2010 and all subsequent years, and all restrictions, easements, covenants and other matters of record.

THE HEREIN-DESCRIBED LAND IS NOT THE HOMESTEAD PROPERTY OF ANY OF THE GRANTORS.

TO HAVE AND TO HOLD the above described Land, with the appurtenances, unto the said Grantee, its successors and assigns, in fee simple forever.

And the Grantor does specially warrant the title to said Land subject to the matters referred to above and will defend the same against the lawful claims of all persons claiming by, through or under the Grantor, but not otherwise.

IN WITNESS WHEREOF, the aforesaid Grantors have set their hands and seals the day and year first above written.

Signed, seal and delivered
in the presence of:

[Signature]
Name: Herbert + Spunkum

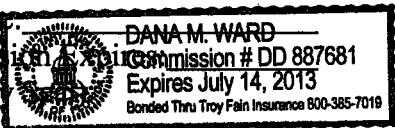
[Signature]
Name: Karen Keeney

[Signature]
TERRY WAYNE LINVILLE

Address: P. O. Box 2679
Zephyrhills, FL 33539

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 11th day of June, 2010, by TERRY WAYNE LINVILLE, who ~~is~~ personally known to me or who has produced as identification.

[Signature]
Notary Public, State of Florida
Printed Name: DANA M. WARD
My Commission # DD 887681
(Affix Notary Seal)  Expires July 14, 2013
Bonded Thru Troy Fain Insurance 600-385-7019

IN WITNESS WHEREOF, the aforesaid Grantors have set their hands and seals the day and year first above written.

Signed, seal and delivered
in the presence of:

Dana M. Ward
Name: Dana M Ward

Karen Kenney
Name: Karen Kenney

Anthony Linville
ANTHONY LINVILLE

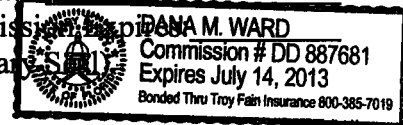
Address: P. O. Box 2679
Zephyrhills, FL 33539

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 14th day of June, 2010, by ANTHONY LINVILLE, who is personally known to me or who has produced _____ as identification.

Dana M. Ward
Notary Public, State of Florida
Printed Name:

My Commission Expires DD 887681
(Affix Notary Seal) Expires July 14, 2013



IN WITNESS WHEREOF, the aforesaid Grantors have set their hands and seals the day and year first above written.

Signed, seal and delivered
in the presence of:

Karen Keeney
Name: Karen Keeney

Herbert Sparkman
Name: Herbert Sparkman

TIMOTHY LINVILLE
TIMOTHY LINVILLE

Address: P. O. Box 2679
Zephyrhills, FL 33539

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 11th day of June, 2010, by TIMOTHY LINVILLE, who is personally known to me or who has produced as identification.

Dana M. Ward
Notary Public, State of Florida
Printed Name
My Commission # DD 87681
(Affix Notary Seal) Expires July 14 2013
Bonded Thru Troy Fain Insurance 800-385-7019

IN WITNESS WHEREOF, the aforesaid Grantors have set their hands and seals the day and year first above written.

Signed, seal and delivered
in the presence of:

H. Sparkman
Name: Herbert Sparkman

K. Keeney
Name: Karen Keeney

Jay B. Linville
JAY B. LINVILLE

Address: P. O. Box 2679
Zephyrhills, FL 33539

STATE OF FLORIDA
COUNTY OF PASCO

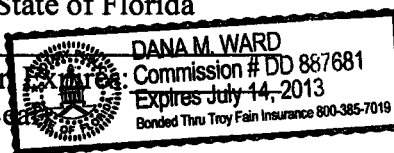
The foregoing instrument was acknowledged before me this 17th day of June, 2010, by JAY B. LINVILLE, who is personally known to me or who has produced _____ as identification.

Dana M. Ward
Notary Public, State of Florida

Printed Name: _____

My Commission Expires _____

(Affix Notary Seal)



IN WITNESS WHEREOF, the aforesaid Grantors have set their hands and seals the day and year first above written.

Signed, seal and delivered
in the presence of:

Dana M. Ward
Name: Danamward

Karen Keeney
Name: Karen Keeney

Danny Richey Linville
DANNY RICHEY LINVILLE

Address: P. O. Box 2679
Zephyrhills, FL 33539

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 17th day of June, 2010, by DANNY RICHEY LINVILLE, who is personally known to me or who has produced _____ as identification.

Dana M. Ward
Notary Public, State of Florida
Printed Name:

My Commission Expires DD 887681
(Affix Notary Seal) Expires July 14, 2013
Bonded Thru Troy Fain Insurance 800-385-7019

EXHIBIT A

Legal Description

Parcel 1 (Property Appraiser's Parcel ID No. 01-26-21-0010-08100-0000)

THAT PART OF TRACTS 81, 96, 97, 98, AND 111, WHICH LIES EAST OF THE ATLANTIC COAST LINE RAILROAD, AND TRACT 112, ZEPHYRHILLS COLONY COMPANY SUBDIVISION, AS SHOWN BY MAP OR PLAT THEREOF RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT IN AND FOR PASCO COUNTY, FLORIDA, IN PLAT BOOK 1, PAGE 55, THE SAME BEING IN SECTION 1, TOWNSHIP 26 SOUTH, RANGE 21 EAST.

Parcel 2 (Property Appraiser's Parcel ID No. 06-26-22-0000-00200-0000)

THAT PORTION OF THE S $\frac{1}{2}$ OF SECTION 06, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA, LYING SOUTH OF SR 54 AND WEST OF ZEPHYRHILLS BY-PASS R/W EXCEPT SCL RR R/W AND EXCEPT THE FOLLOWING DESCRIBED PROPERTY:

COMMENCE AT THE NORTHWEST CORNER OF THE NE $\frac{1}{4}$ OF THE SW $\frac{1}{4}$ OF SECTION, THENCE SOUTH 231 YARDS FOR POB, THENCE EAST 110 YARDS, THENCE SOUTH 121 YARDS, THENCE WEST 110 YARDS, THENCE NORTH 121 YARDS TO POB, SUBJECT TO ORIGINAL ZEPHYRHILLS COLONY COMPANY LANDS R/W PER PLAT BOOK 1, PAGE 55, IN THE SE $\frac{1}{4}$ OF THE SW $\frac{1}{4}$ OF SAID SECTION 6.

Parcel 3 (Property Appraiser's Parcel ID No. 06-26-22-0000-00200-0040)

THAT PART OF THE SOUTH $\frac{1}{2}$ OF SECTION 06, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA, LYING SOUTH OF SR 54 AND EAST OF ZEPHYRHILLS BY-PASS R/W A/K/A THE W $\frac{1}{2}$ OF THE SE $\frac{1}{4}$ OF SAID SECTION 06, TOWNSHIP 26 SOUTH, RANGE 22 EAST, LESS R/W.

Parcel 4 (Property Appraiser's Parcel ID No. 07-26-22-0000-00100-0000)

THE EAST $\frac{1}{2}$ OF THE NW $\frac{1}{4}$ OF SECTION 07, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA, LYING WEST OF ZEPHYRHILLS BY-PASS EXCEPT THE SOUTH 40.00 FEET THEREOF, SUBJECT TO AVIATION EASEMENT PER OFFICIAL RECORD BOOK 1582, PAGE 187.

Parcel 5 (Property Appraiser's Parcel ID No. 07-26-22-0000-00100-0012)

THE E $\frac{1}{2}$ OF THE SW $\frac{1}{4}$ OF SECTION 07, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA, LYING WEST OF ZEPHYRHILLS BY-PASS, SUBJECT TO AVIATION EASEMENT THEREOF PER OFFICIAL RECORD BOOK 1582, PAGE 187.

Parcel 6 (Property Appraiser's Parcel ID No. 07-26-22-0000-00100-0090)

THAT PORTION OF THE SW $\frac{1}{4}$ OF THE NE $\frac{1}{4}$ OF SECTION 07, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA, LYING EAST OF THE R/W OF THE ZEPHYRHILLS BY-PASS.

Parcel 7 (Property Appraiser's Parcel ID No. 07-26-22-0010-00700-0000)

TRACTS 7, 8, 9, 10, 23, 24, 25 AND 26, ZEPHYRHILLS COLONY COMPANY SUBDIVISION, AS SHOWN BY MAP OR PLAT THEREOF RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT IN AND FOR PASCO COUNTY, FLORIDA, IN PLAT BOOK 2, PAGE 6, THE SAME BEING IN SECTION 7, TOWNSHIP 26 SOUTH, RANGE 22 EAST.

Parcel 8 (Property Appraiser's Parcel ID No. 07-26-22-0010-00300-0000)

TRACTS 3, 4, 14, 19, 20, 29, AND 30, ZEPHYRHILLS COLONY COMPANY SUBDIVISION, AS SHOWN BY MAP OR PLAT THEREOF RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT IN AND FOR PASCO COUNTY, FLORIDA, IN PLAT BOOK 1, PAGE 55, THE SAME BEING IN SECTION 7, TOWNSHIP 26 SOUTH, RANGE 22 EAST.

AND

TRACT 13 OF THE ZEPHYRHILLS COLONY COMPANY LANDS IN SECTION 7, TOWNSHIP 26 SOUTH, RANGE 22 EAST, OR PER PLAT BOOK 1, PAGE 55, FILED IN THE PUBLIC RECORDS OF PASCO COUNTY, FLORIDA.

Parcel 9 (Property Appraiser's Parcel ID No. 07-26-22-0010-06700-0000)

ZEPHYRHILLS COLONY COMPANY LANDS IN PLAT BOOK 1, PAGE 55, TRACTS 67, 68, 77 AND 78, EXCEPT THE FOLLOWING DESCRIBED PORTION OF TRACT 68 FOR ZEPHYRHILLS BY-PASS (PARCEL 132.1): COMMENCE AT THE SOUTHWEST CORNER OF THE SE ¼ OF SECTION 07, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA; THENCE S 89°44'06" E ALONG THE SOUTH LINE OF THE SE ¼ OF THE SECTION, 15 FEET, THENCE N 00°47'15" E 2343.45 FEET TO A POINT ON THE WEST LINE OF TRACT 68 FOR POB, THENCE N 00°47'15" E 200 FEET, THENCE S 04°55'23" E 100.50 FEET, THENCE S 06°29'53" W 100.50 FEET TO POB.

Parcel 10 (Property Appraiser's Parcel ID No. 07-26-22-0010-09900-0000)

ZEPHYRHILLS COLONY COMPANY LANDS IN PLAT BOOK 1, PAGE 55, TRACTS 99, 100, 109, 110, 115, 116, 125 AND 126, EXCEPT THE FOLLOWING DESCRIBED PORTION OF TRACTS 100 AND 109 FOR ZEPHYRHILLS BY-PASS (PARCEL 131.1): COMMENCE AT THE SOUTHWEST CORNER OF THE SE ¼ OF SECTION 07, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA; THENCE S 89°44'06" E ALONG THE SOUTH LINE OF THE SE ¼ OF THE SECTION, 15 FEET, THENCE N 00°47'15" E ALONG THE WEST LINE OF TRACTS 125, 116, AND 109, 878.47 FEET FOR POB, THENCE N 00°47'15" E ALONG THE WEST LINE OF TRACTS 109 AND 100, 200 FEET, THENCE S 04°55'23" E 100.50 FEET, THENCE S 06°29'53" W 100.50 FEET TO POB.

Parcel 11 (Property Appraiser's Parcel ID No. 18-26-22-0010-00500-0000)

ZEPHYRHILLS COLONY COMPANY LANDS IN PLAT BOOK 1, PAGE 55, THAT PORTION OF TRACTS 5, 6 AND 12 LYING WEST OF R/W OF ZEPHYRHILLS BY-PASS IN SECTION 18, TOWNSHIP 26 SOUTH, RANGE 22 EAST, PASCO COUNTY, FLORIDA.

LOGO 000048845

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

☐

PICK-UP

☐

WAIT

☐

MAIL

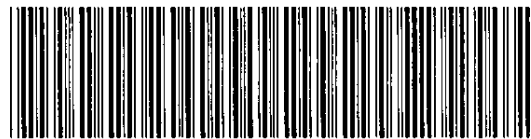
(Business Entity Name)

(Document Number)

Certified Copies _____ Certificates of Status _____

Special Instructions to Filing Officer

Office Use Only



800155890808

05/20/09--01002--013 **130.00

RECEIVED
09 MAY 19 PM 4:48
DEPARTMENT OF STATE
DIVISION OF CORPORATIONS
TALLAHASSEE, FLORIDA

FILED
09 MAY 19 AM 9:15
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

B. KOHR

MAY 20 2009

EXAMINER

CORPDIRECT AGENTS, INC. (formerly CCRS)
515 EAST PARK AVENUE
TALLAHASSEE, FL 32301
222-1173

FILING COVER SHEET
ACCT. #FCA-14

CONTACT: ASHLEY SMITH

DATE: 05-19-2009

REF. #: 000672.104503

CORP. NAME: SL PROPERTIES, LLC

FILED
09 MAY 19 AM 9:15
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

- | | | |
|--|---|---|
| ☐ ARTICLES OF INCORPORATION | ☐ ARTICLES OF AMENDMENT | ☐ ARTICLES OF DISSOLUTION |
| ☐ ANNUAL REPORT | ☐ TRADEMARK/SERVICE MARK | ☐ FICTITIOUS NAME |
| ☐ FOREIGN QUALIFICATION | ☐ LIMITED PARTNERSHIP | ☒ LIMITED LIABILITY |
| ☐ REINSTATEMENT | ☐ MERGER | ☐ WITHDRAWAL |
| ☐ CERTIFICATE OF CANCELLATION | | |
| ☐ OTHER: | | |

STATE FEES PREPAID WITH CHECK# 530350 FOR \$ 130.00

AUTHORIZATION FOR ACCOUNT IF TO BE DEBITED:

_____ COST LIMIT: \$ _____

PLEASE RETURN:

- | | | |
|--|--|--|
| ☐ CERTIFIED COPY | ☒ CERTIFICATE OF GOOD STANDING | ☒ PLAIN STAMPED COPY |
| ☐ CERTIFICATE OF STATUS | | |

Examiner's Initials

**ARTICLES OF ORGANIZATION
OF
5L PROPERTIES, LLC**

FILED
09 MAY 19 AM 9:15
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

1. Name. The name of this limited liability company is **5L PROPERTIES, LLC** (the "Company"), and it shall be formed as a limited liability company under Chapter 608 of the laws of the State of Florida.

2. Duration. The Company shall exist from the date of filing of these Articles of Organization with the Florida Secretary of State, and the Company's existence shall be perpetual.

3. Purpose. The Company is organized for the purpose of transacting all lawful activities and businesses that may be conducted by a limited liability company under the laws of Florida.

4. Place of Principal Office. The street address of the Company's principal office is 4622 Gall Boulevard, Zephyrhills, Florida 33542. The mailing address of the Company is Post Office Box 9005, Zephyrhills, Florida 33539-9005.

5. Registered Agent and Office. The name of the initial registered agent of the Company is Terry Linville. The street address of the initial registered agent of the Company is 4622 Gall Boulevard, Zephyrhills, Florida 33542.

6. Management of the Company. The management of the Company shall be vested in the managers of the Company. The initial managers of the Company are as follows:

<u>Name</u>	<u>Address</u>
Terry Linville	Post Office Box 9005 Zephyrhills, Florida 33539-9005
Danny Linville	Post Office Box 9005 Zephyrhills, Florida 33539-9005
Jay Linville	Post Office Box 9005 Zephyrhills, Florida 33539-9005
Timothy Linville	Post Office Box 9005 Zephyrhills, Florida 33539-9005
Anthony Linville	Post Office Box 9005 Zephyrhills, Florida 33539-9005

7. Operating Agreement. The members shall have the power to adopt, alter, amend, or repeal the Operating Agreement of the Company containing provisions for the regulation and management of the affairs of the Company.

The undersigned executed these Articles of Organization on the 5th day of MAY, 2009. (In accordance with Section 608.408(3), *Florida Statutes*, the execution of these Articles constitutes an affirmation under the penalties of perjury that the facts stated herein are true.)


TERRY LINVILLE
Authorized Representative of Member

ACCEPTANCE BY REGISTERED AGENT

Having been named Registered Agent and designated to accept service of process for the within-named Company, at the place designated herein, and being familiar with the obligations of that position, I hereby agree to act in this capacity, and I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties.


TERRY LINVILLE

Dated: 05/05/, 2009

"Thank You for allowing us to serve you."

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

Parcel / Account Number	Escrow	Tax District
07-26-22-0000-00100-0012		3200

Pay your current taxes online at www.pascotaxes.com

5L PROPERTIES LLC
PO BOX 2679
ZEPHYRHILLS, FL 33539-2679

UNKNOWN

SE1/4 OF SW1/4 WEST OF ZEPHYRHILLS
BY-PASS EXC NORTH 40.00 FT THEREO
See Additional Legal on Tax Roll

Paid 11/30/2022

Receipt # 23-1-040699

\$382.26 Paid By 5L PROPERTIES LLC

Ad Valorem Taxes						
Taxing Authority	Telephone	Millage	Assessed Value	Exemption	Taxable Value	Taxes Levied
COUNTY COMMISSION - OPERATING	727-847-8980	7.6076	25,382	0	25,382	193.10
SCHOOL OPERATING STATE LAW	727-774-2268	4.0160	25,382	0	25,382	101.93
SCHOOL - CAPITAL OUTLAY	727-774-2268	1.5000	25,382	0	25,382	38.07
COUNTY MUNICIPAL SERVICE FIRE DIST	727-847-8980	1.8036	25,382	0	25,382	45.78
SW FLA WATER MANAGEMENT DISTRICT	352-796-7211	0.2260	25,382	0	25,382	5.74
PASCO COUNTY MOSQUITO CONTROL	727-376-4568	0.2545	25,382	0	25,382	6.46
COUNTY FIRE RESCUE BOND 2019	727-847-8980	0.0268	25,382	0	25,382	0.68
COUNTY FIRE RESCUE BOND 2020	727-847-8980	0.0557	25,382	0	25,382	1.41
COUNTY JAIL BOND 2019	727-847-8980	0.0336	25,382	0	25,382	0.85
COUNTY JAIL BOND 2021	727-847-8980	0.1194	25,382	0	25,382	3.03
COUNTY PARKS & REC BOND 2019	727-847-8980	0.0126	25,382	0	25,382	0.32
COUNTY PARKS & REC BOND 2022	727-847-8980	0.0103	25,382	0	25,382	0.26
COUNTY LIBRARIES BOND 2019	727-847-8980	0.0123	25,382	0	25,382	0.31
COUNTY LIBRARIES BOND 2021	727-847-8980	0.0100	25,382	0	25,382	0.25
	Total Millage	15.6884		Total Ad Valorem Taxes		\$398.19

Non-Ad Valorem Taxes		
Levying Authority	Telephone	Amount
Total Non-Ad Valorem Taxes		\$0.00
Total Combined Taxes & Assessments		\$398.19

If Paid By Please Pay	Nov 30, 2022 \$0.00				
--------------------------	------------------------	--	--	--	--

Call Center M-F 8:30am - 5:00pm (352)521-4338 ♦ (727)847-8032 ♦ (813)235-6076 Or visit us online at www.pascotaxes.com

<><><><><><><><><> Pasco County Tax Collector Office Locations <><><><><><><><><>

DADE CITY - GULF HARBORS - LAND O' LAKES - NEW PORT RICHEY - WESLEY CHAPEL

Your check is your receipt, or you may visit our website, www.pascotaxes.com to print a receipt.

◆ PLEASE DETACH AND RETURN BOTTOM STUB WITH PAYMENT ◆

"Thank You for allowing us to serve you."

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

Parcel / Account Number	Escrow	Tax District
07-26-22-0000-00100-0012		3200

Pay your current taxes online at www.pascotaxes.com

If Paid By Please Pay	Nov 30, 2022 \$0.00				
--------------------------	------------------------	--	--	--	--

PLEASE PAY IN U.S. FUNDS (U.S. Bank) TO: MIKE FASANO, PASCO COUNTY TAX COLLECTOR, PO BOX 276, DADE CITY, FL 33526-0276

UNKNOWN

5L PROPERTIES LLC
PO BOX 2679
ZEPHYRHILLS, FL 33539-2679

SE1/4 OF SW1/4 WEST OF ZEPHYRHILLS
BY-PASS EXC NORTH 40.00 FT THEREO
See Additional Legal on Tax Roll

PID	Owner Name	Owner Name 2	Address	City, State, Zip
07-26-22-0000-00100-0000	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
07-26-22-0000-00100-0012	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
07-26-22-0000-00100-0090	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
07-26-22-0010-06700-0000	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
07-26-22-0010-09900-0000	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
18-26-22-0010-00300-0000	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
18-26-22-0010-00500-0000	5L PROPERTIES LLC		PO BOX 2679	ZEPHYRHILLS, FL 33539-2679
07-26-22-0000-00100-0011	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
07-26-22-0000-00400-0000	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
07-26-22-0010-04000-0000	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
07-26-22-0010-39900-0000	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
18-26-22-0010-00700-0000	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
07-26-22-0000-00300-0000	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
07-26-22-0000-00300-0010	CITY OF ZEPHYRHILLS		5335 8TH ST	ZEPHYRHILLS, FL 33542-4312
07-26-22-0000-49900-0000	PASCO COUNTY	FACILITIES MANAGEMENT DEPT	7220 OSTEEN RD	NEW PORT RICHEY, FL 34653-2359
18-26-22-0000-49900-0000	PASCO COUNTY	FACILITIES MANAGEMENT DEPT	7220 OSTEEN RD	NEW PORT RICHEY, FL 34653-2359
07-26-22-0010-08400-0000	RTD CONSTRUCTION INC		PO BOX 2439	ZEPHYRHILLS, FL 33539-2439
07-26-22-0010-09300-0000	RTD CONSTRUCTION INC		PO BOX 2439	ZEPHYRHILLS, FL 33539-2439

Environmental Report

The subject property is listed as not significant habitat for any federal or state listed plants or animal species. Prior to any development, the developer will be required to provide an endangered species report, including flora and fauna, to be reviewed by City staff. During any construction activities, if endangered or special species are encountered, the developer will be required to stop all work on site, contact all required agencies, and not be permitted to continue work onsite until the situation is remediated and developer has been granted approval to proceed by relative agencies.

Historic and Archaeological Resources Report

The subject property is located outside of the Zephyrhills Historic District and is not projected to impact any identified historic resources. If archaeological resources are found onsite during development, notification shall be made to the Florida Department of Historical Resources and any other required agencies.

JUSTIFICATION REPORT

1. Statement of Proposed Actions

The area subject to this Annexation, Comprehensive Plan, and Zoning Amendment Petition is located at the southeast corner of the 6th Avenue and Chancey Road intersection on approximately 72.52 acres, is identified by Parcel ID: 07-26-22-0000-00100-0012 as set forth below:



The intent of the proposed actions is to annex the subject property, amend the future land use to Industrial, and establish a zoning designation of Light Industrial, in conformance with FS 171.044, Chapter 163, and consistent with the City of Zephyrhills Land Development Code and City Ordinances.

ANNEXATION – CONSISTENCY WITH FS 171.044

The subject property proposed for annexation is located within unincorporated Pasco County. The annexation is the result of collaboration with the existing landowners and the City of Zephyrhills to diversify the tax base and increase industrial acreage located within the City’s municipal limits. The subject property is located in the Joint Planning Area and Utility Service Area interlocal agreements with the County and is targeted for future industrial land use.

The proposed annexation meets the criteria set forth in Subsection 171.044, F.S. regarding character of the area to be annexed. The property’s boundary is contiguous to the City’s boundary, the property is reasonably compact, not part of another incorporated municipality, and will be used for urban purposes (industrial development). The subject property is located within the boundaries of both the Zephyrhills/Pasco County Joint Planning Area and Utilities Services Area Interlocal Agreement. Water and sewer lines are located on Chancey Road and 6th Avenue and will be connected to either of these two existing main lines, based upon final engineering approved by the Public Works Director at time of a future site plan submission.

ANNEXATION – CONSISTENCY WITH THE COMPREHENSIVE PLAN

Zephyrhills Comprehensive Plan: Urban Service Area and Annexation

OBJECTIVE LU1-10-1: The City manages its growth through the establishment of a future service area, guidelines for annexation and the execution and maintenance of interlocal agreements with Pasco County.

POLICY LU-1-10-2 The City shall maintain an Interlocal Agreement with Pasco County that designates existing and future service areas for the City of Zephyrhills. Amendments to the boundary of the “Future Service Area” shall require an amendment of this Comprehensive Plan.

Response: Subject property is located within the interlocal agreements’ service area. The future land use amendment is required if the property is developed.

POLICY LU-1-10-3: The City will not consider the annexation of lands outside of the “Future Service Area” established by this Element.

Response: The subject property is within the identified future service area.

Policy LU-1-10-4: The City will consider the annexation of lands within the “Future Service Area” in accordance with the following criteria:

1. The land to be annexed can be served by public water and sewer within three

years.

2. It can be demonstrated that adequate water supply is available to serve the area to be annexed at the time of annexation or can be provided concurrent with anticipated development.
3. It can be demonstrated that roadway levels of service can be satisfied within the area to be annexed at the time of annexation or can be provided concurrent with anticipated development.
4. It can be demonstrated that general public services such as fire and police protection can be provided concurrent with anticipated development.
5. It can be demonstrated that adopted levels of service for parks and recreation, stormwater management, solid waste management and schools can be met by anticipated development within the area to be annexed.
6. It can be demonstrated that the principles and standards for energy efficiency, energy conservation and reduction of greenhouse gas emissions established by the City can be equaled or exceeded within the area to be annexed.

Response: Water and sewer services are adjacent to the subject property. The owner/developer of any future site application shall be required to submit an application to the City and/or County for access and construct any required improvements to the transportation network as required by the City and/or County codes. All level of service standards shall be met concurrent with any development.

FUTURE LAND USE

As a result of the annexation, a Zephyrhills Future Land Use ("FLU") classification is required. The current FLU Classification in unincorporated Pasco County is IL (Industrial - Light), with the intent to recognize areas suitable for light-industrial uses or for other uses without objectionable, aesthetic impact and without adverse noise, smoke, dust, vibration, or glare impacts. Generally speaking, compatible primary uses include, but are not limited to office, light industry, research/corporate parks, solar facility, and warehouses/distribution centers and secondary uses include other commercial/support services, hotels, day-care center, and service stations. The maximum development on a site would be a floor area ratio of 0.50.

The purpose of the Industrial (IN) land use classification is to depict those areas of the City that are now developed, or appropriate to be developed, in an industrial manner; and so as to encourage the reservation and use of consolidated areas for industrial use in a manner and location consistent with surrounding use, transportation facilities, and natural resource characteristics.

Primary uses include facilities such as research & development, light manufacturing/assembly, wholesale/distribution; storage/warehouse and secondary uses include office, commercial, transient accommodations, and public/semi-public uses with a maximum floor area ratio of 0.50.

Appropriate locational characteristics generally include acreage with sufficient size to encourage an industrial park type arrangement with provisions for internal service access with minimal impact on adjoining uses, and with good access to transportation and utility facilities such as a collector or arterial roadway network, rail facilities, airports and mass transit.

It is appropriate for the subject property to maintain a future land use that is similar in character and intensity as is currently on site. The proposed FLU would be Industrial (IN), which has equitable characteristics between the County's regulations and the City's as discussed above.

This action is also consistent with the City's Comprehensive Plan Land Use elements as discussed previously and in the Economic Development Element as outlined below:

FUTURE LAND USE – CONSISTENCY WITH THE COMPREHENSIVE PLAN

Economic Development Element

GOAL ECO-1: To provide a diverse economic base which affords the City of Zephyrhills and its residents a maximum amount of economic opportunity.

Response: The addition of industrial lands will reduce the reliance on residential ad valorem tax base and will diversify the economic base. Once developed with an industrial user, this property will provide additional employment opportunities which traditionally compensate higher than service industry jobs.

POLICY ECO-I-2-3: It shall be the policy of the City of Zephyrhills to develop and maintain programs which assist suitable new companies in expansion and relocation efforts in order to create annually, a number of jobs, when combined with jobs in new industries, that exceeds the average annual growth in employment over the past five years.

Response: Proactively annexing and providing the correct FLU and Zoning designations to Industrial properties will provide additional opportunities for new or expanding companies to locate in a more efficient manner.

OBJECTIVE ECO-1-4: The City shall ensure that land is allocated for future commercial, industrial and conservation/open space land uses to allow for a viable economy.

POLICY ECO-1-4-1: It shall be the policy of the City of Zephyrhills to provide for the location and clustering of major commercial and industrial activities according to the following guidelines:

- a. In close proximity to principal arterials.
- b. With access to appropriate utilities (water, sewer, electricity, gas, telephone) or to allow for provision of these utilities.
- c. With access to mass transit routes where feasible.
- d. With on-site rail facilities and airport access, if appropriate, and available.
- e. So as to have acceptable impacts to the natural environment and adjacent land uses.

POLICY ECO-1-6-2: It shall be the policy of the City of Zephyrhills to continue support for the Zephyrhills Industrial Air Park.

Response: Through the annexation, comprehensive plan amendment, and zoning amendment, the City will be increasing its industrial land availability in close proximity to principal arterials (US 98, US 301, I-75, I-4), access to utilities, air and rail access, and will have minimal impacts to the natural environment and adjacent land uses. The subject property is located adjacent to the “Airport Industrial Air Park” and is part of the future vision for the City’s Industrial Corridor.

ZONING AMENDMENT

Also as a result of the annexation, prior to site development, the subject property must have a City zoning designation. The future land use is currently proposed to be light industrial. A compatible zoning designation, as stated in the City’s Comprehensive Plan, includes light industrial, with a FAR maximum of 0.50. The proposed zoning district will not create premature development. The subject property has been identified in multiple City planning documents as an area already targeted for annexation and light industrial uses.

All development that will take place on the subject property would also be required to follow the City’s land development code regulations and FAA regulations to ensure the safety of airport traffic. Any and all development that may occur on this site shall be consistent with the Land Development Code and applicable City Ordinances.

ZONING AMENDMENT – CONSISTENCY WITH THE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODES

As outlined in the Future Land Use Amendment analysis, zoning the subject property LI is compatible with the Comprehensive Plan. As outlined in the Suitability Analysis section and visualized in the Map Series, the surrounding neighborhood is either Public-Semi Public Uses in the form of a municipal airport, a municipal landfill, other industrial users, and vacant properties under the same ownership with the same future land use as the subject property. The subject property, if developed, will be subject to the City’s Land Development Code and other applicable City Ordinances.

Suitability Analysis

Surrounding Land Uses

As identified in the attached map series, surrounding land uses are primarily light industrial or public semi-public, with the City owned municipal airport, and lands used previously as a dump to the north. A majority of the surrounding land is owned by the subject property owners and is vacant, with future land use of Light Industrial. Developed properties in close proximity to the subject property are zoned for light industrial use, both in the County and in the City. The proposed stated actions are consistent and compatible with the surrounding land uses.

The subject property is located within the City's utility service area, with existing mains for both water and sewer abutting the site. Electric service will be provided in the future by Duke Energy, and if needed, natural gas will be serviced by People's Gas, with a main less than a 1/3 of a mile from the site.

Police services will be provided by the City of Zephyrhills, and if assistance is requested by the City, the Pasco County Sheriff's Office. Industrial uses have less calls for safety services (Fire, Police, EMS) than residential developments, therefore minimal impacts to safety services is anticipated once the property is developed.

Traffic Study

Proposed development projects are required to provide plans of their development projects to the Site Plan Review Committee, including a traffic study in accordance with ZH § 5.04.01 to determine the impact on the transportation system. For projects within the city that front a county/state road, a pre-application meeting with Pasco County is required to determine Pasco County traffic study and review process requirements. Traffic study requirements should be sufficient to address both the city concurrency traffic study requirements and the county/state substandard road and access management requirements.

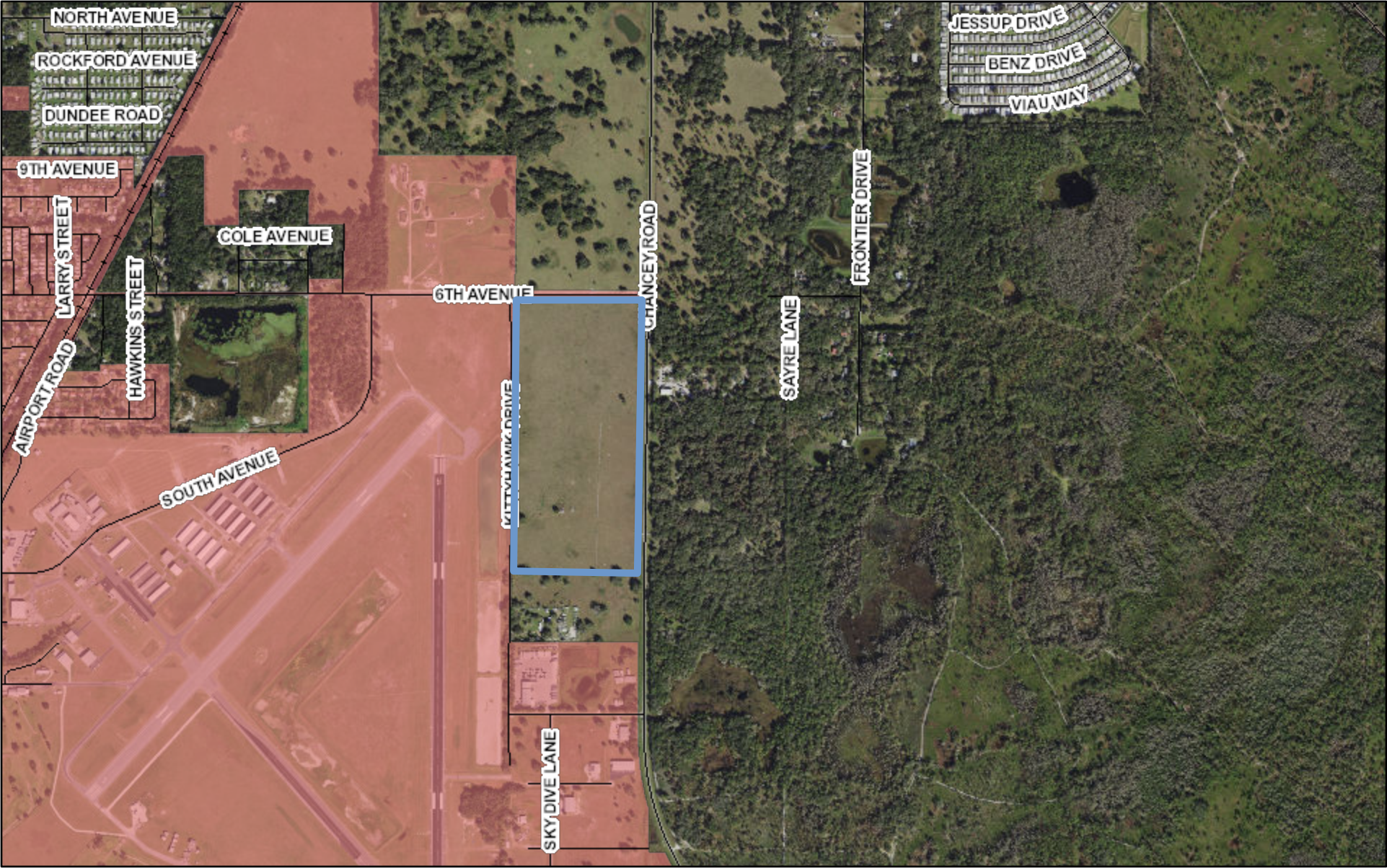
According to the ITE Common Trip Generation Rates, Trip Generation Manual, 10th Edition, General Light Industrial uses produce 0.63 trips per 1,000 s.f. of gross floor area. Using those numbers, and assuming maximum build-out on the subject property at a 0.50 FAR, (1.5 MM s.f.) approximately 945 average daily gross trips is possible, which is considered de minimus according to ZH § 5.04.01.

For the purposes of this proposed action, there are no impacts to the current roadway system, until site development occurs. A traffic impact analysis is part of this application, using assumptions for future development. Once an identified user is prepared to submit site plans for development, all necessary traffic studies with both the City and the County will be prepared to ensure levels of service shall be maintained to service the site.

Utility Report

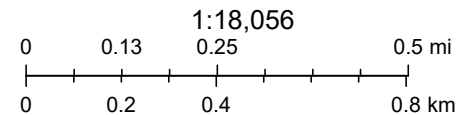
For the purposes of this proposed action, there are no impacts to the water and sewer system. A complete capacity analysis will be performed prior to site plan application to ensure the City can service the end user. Preliminary discussions with the Public Works director indicates that industrial users should be able to be serviced concurrent with development.

Map Series 1 - Aerial and Location



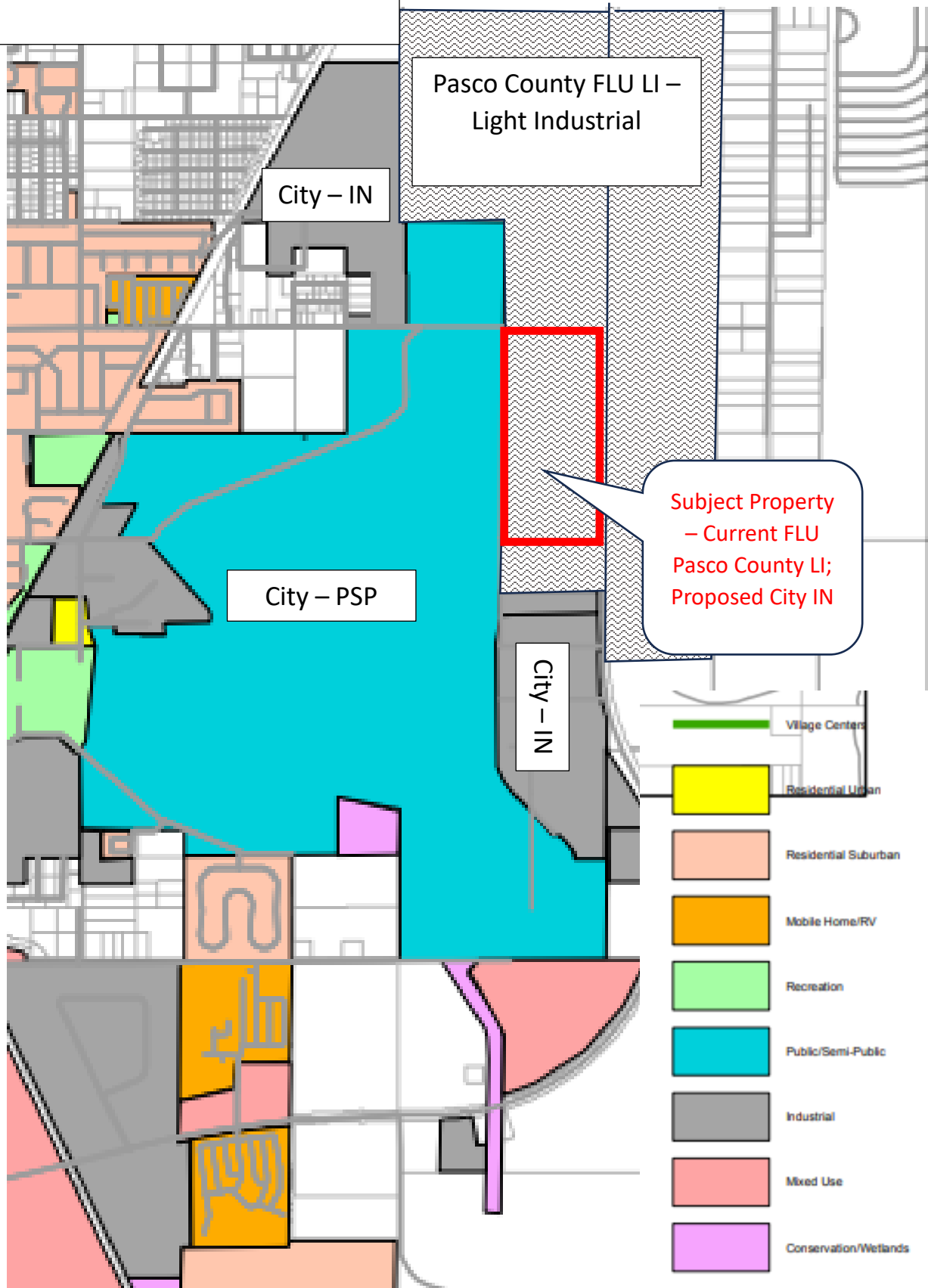
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 Override 1  Railroad  Roads

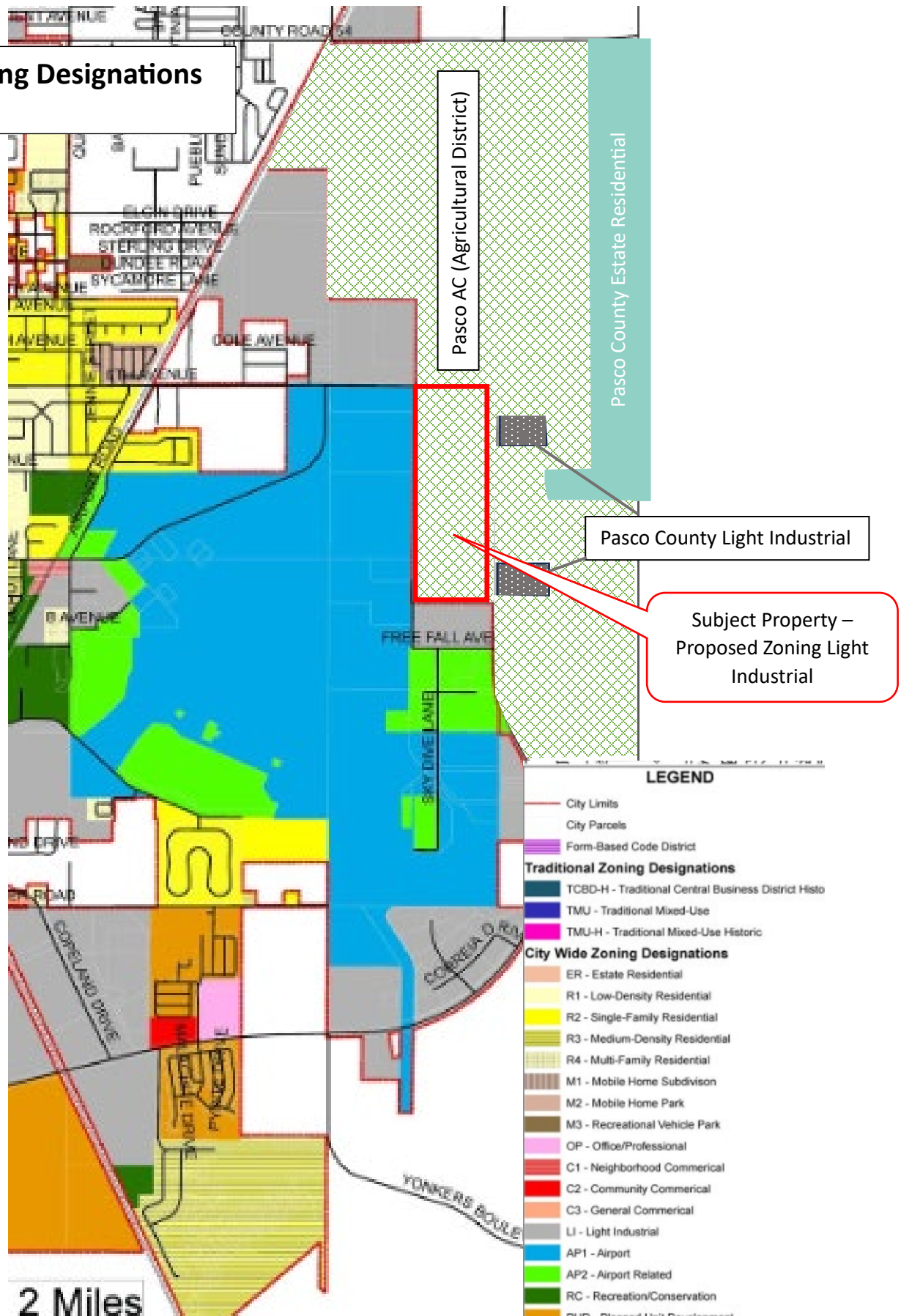


J Edwards, J Edwards, SWFWMD

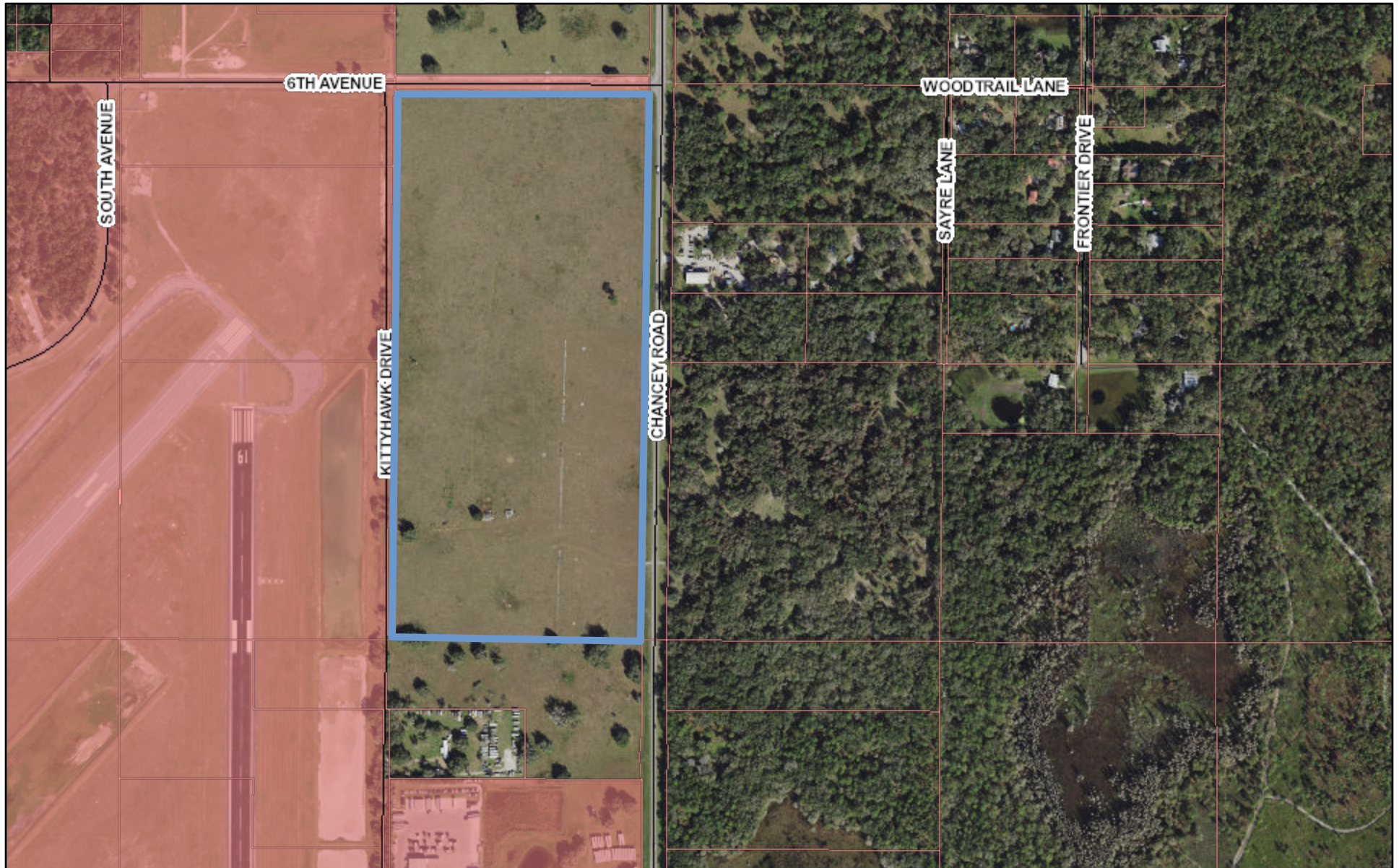
Surrounding Future Land Use



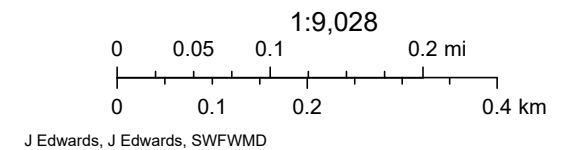
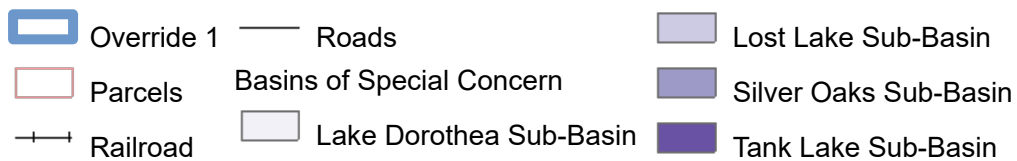
Surrounding Zoning Designations



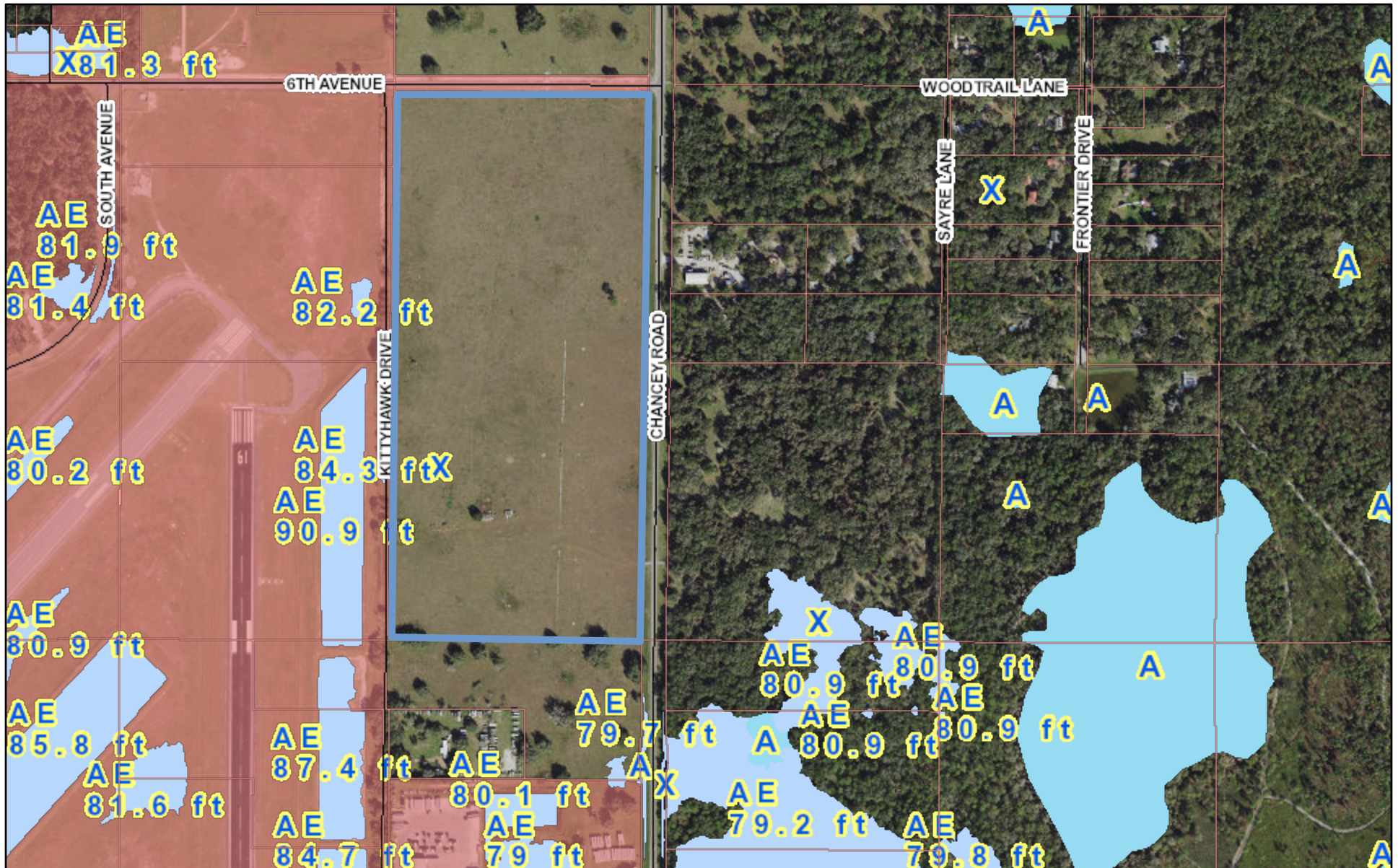
Map Series - Basins of Special Concern



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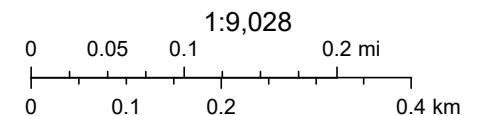


Map Series - FEMA 2020 Zones



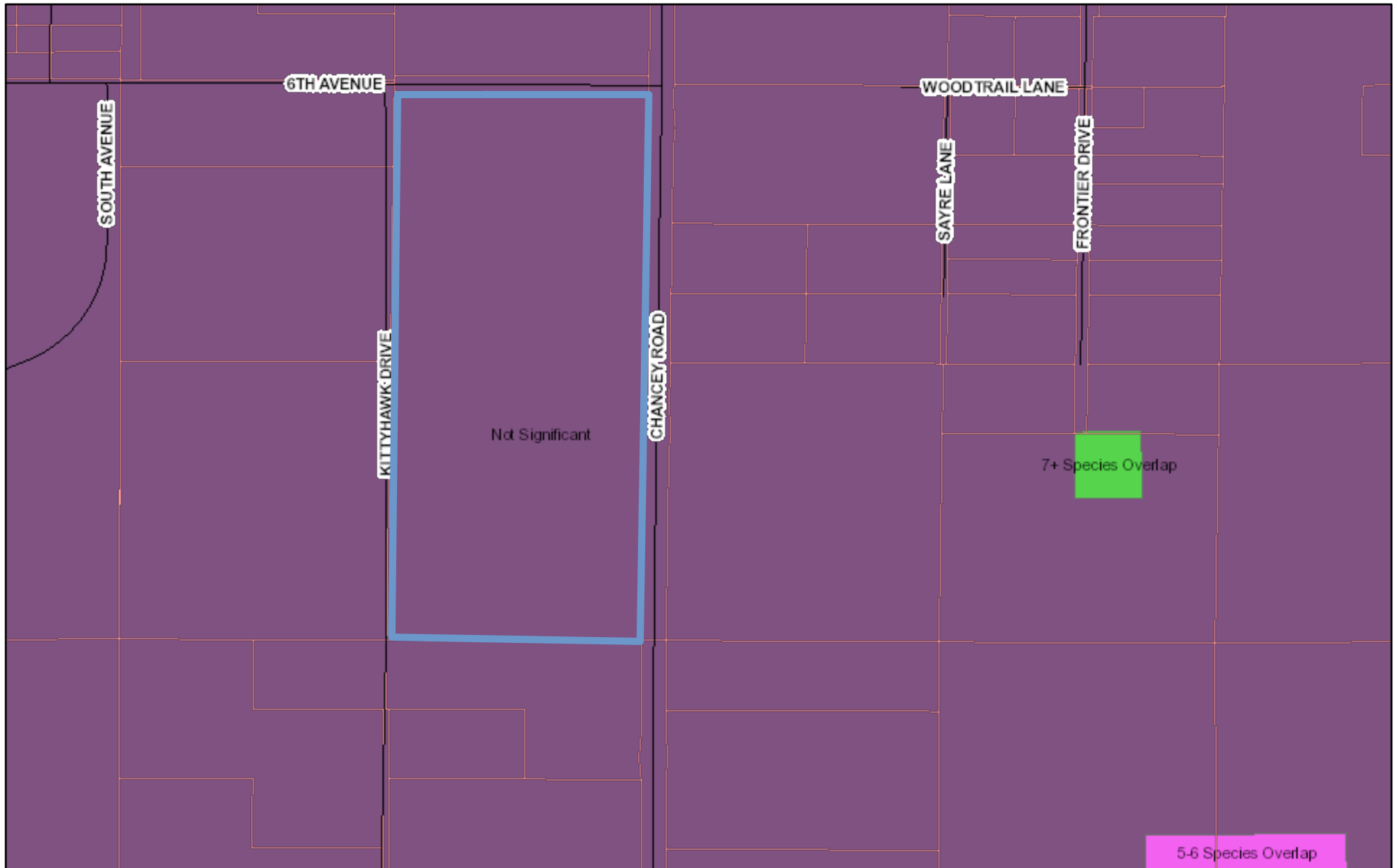
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- Override 1
- Roads
- Parcels
- FEMA 2020 Zones
- Railroad
- AE - 1% annual chance of flooding
- AH - 1% annual chance of shallow flooding
- A - 1% annual chance of flooding
- VE - Coastal areas with a 1% or greater chance of flooding

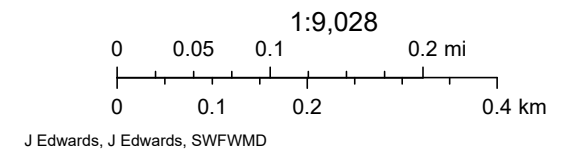
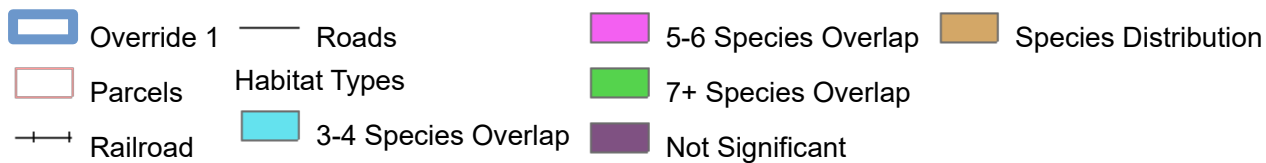


J Edwards, J Edwards, SWFWMD

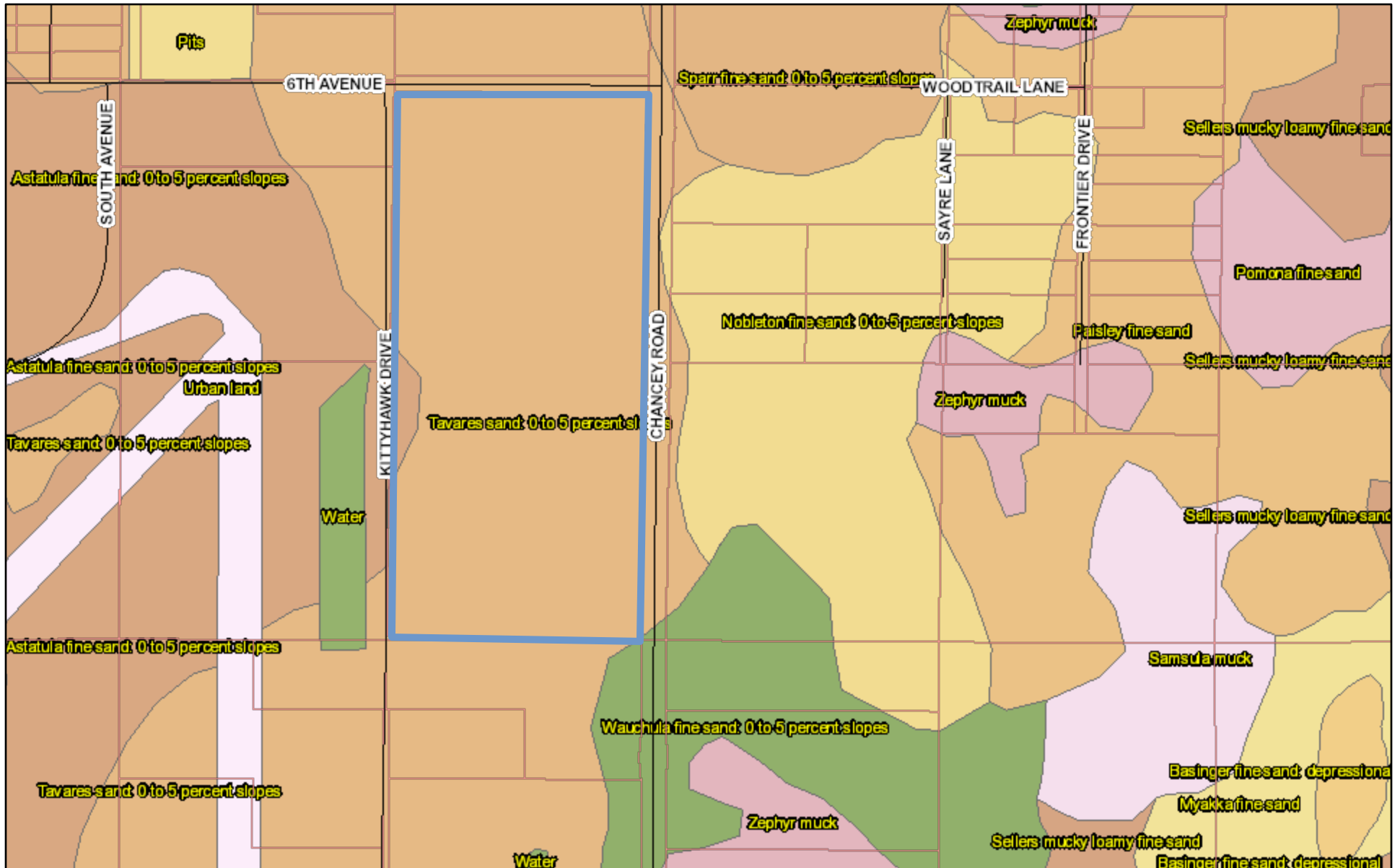
Map Series - Habitat Types



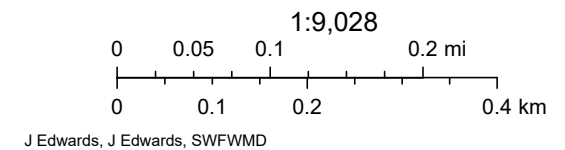
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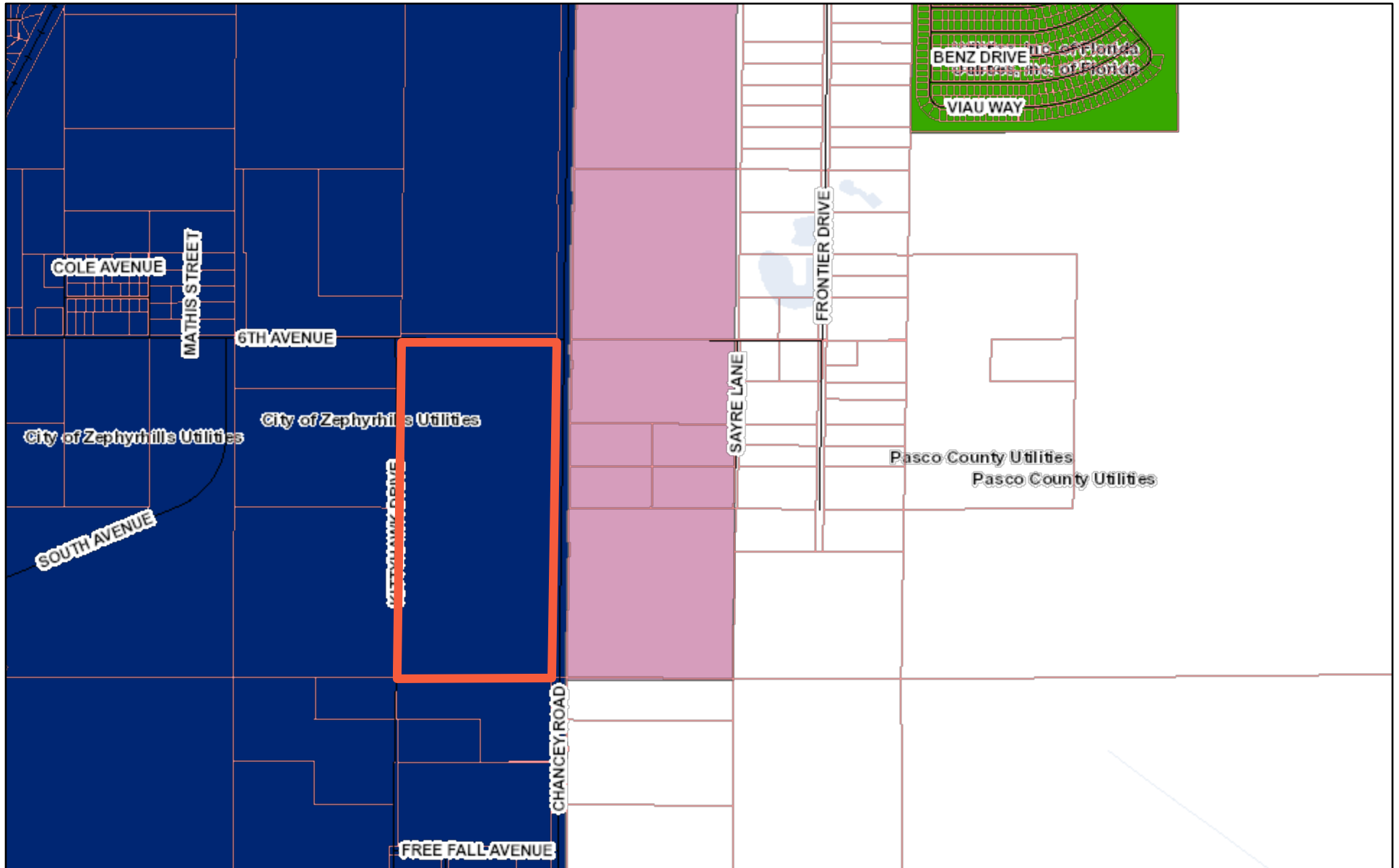
Map Series - Soils



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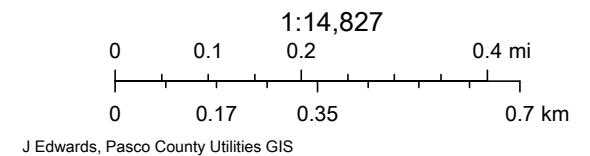


Map Series - Utility Service Area

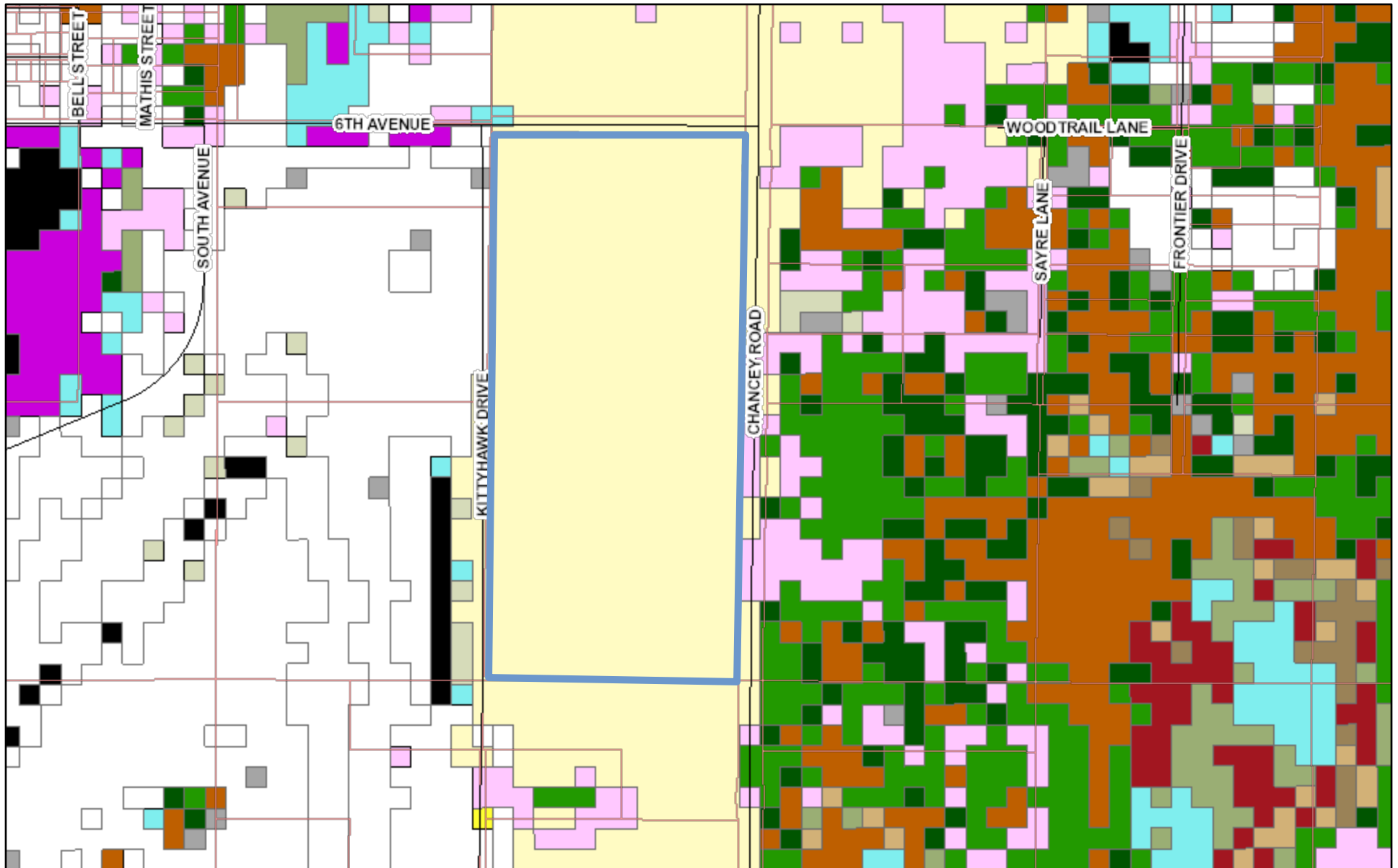


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- Override 1
- Roads
- Parcels
- Water Service Areas
- Railroad
- City of New Port Richey Utilities
- City of Port Richey Utilities
- City of San Antonio
- City of Zephyrhills Utilities
- Crestridge Utility Corporation
- Dade City Utilities
- Allen Lafortune & Otis Fender



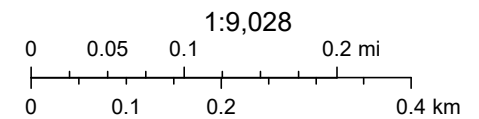
Map Series - 2003 Vegetation



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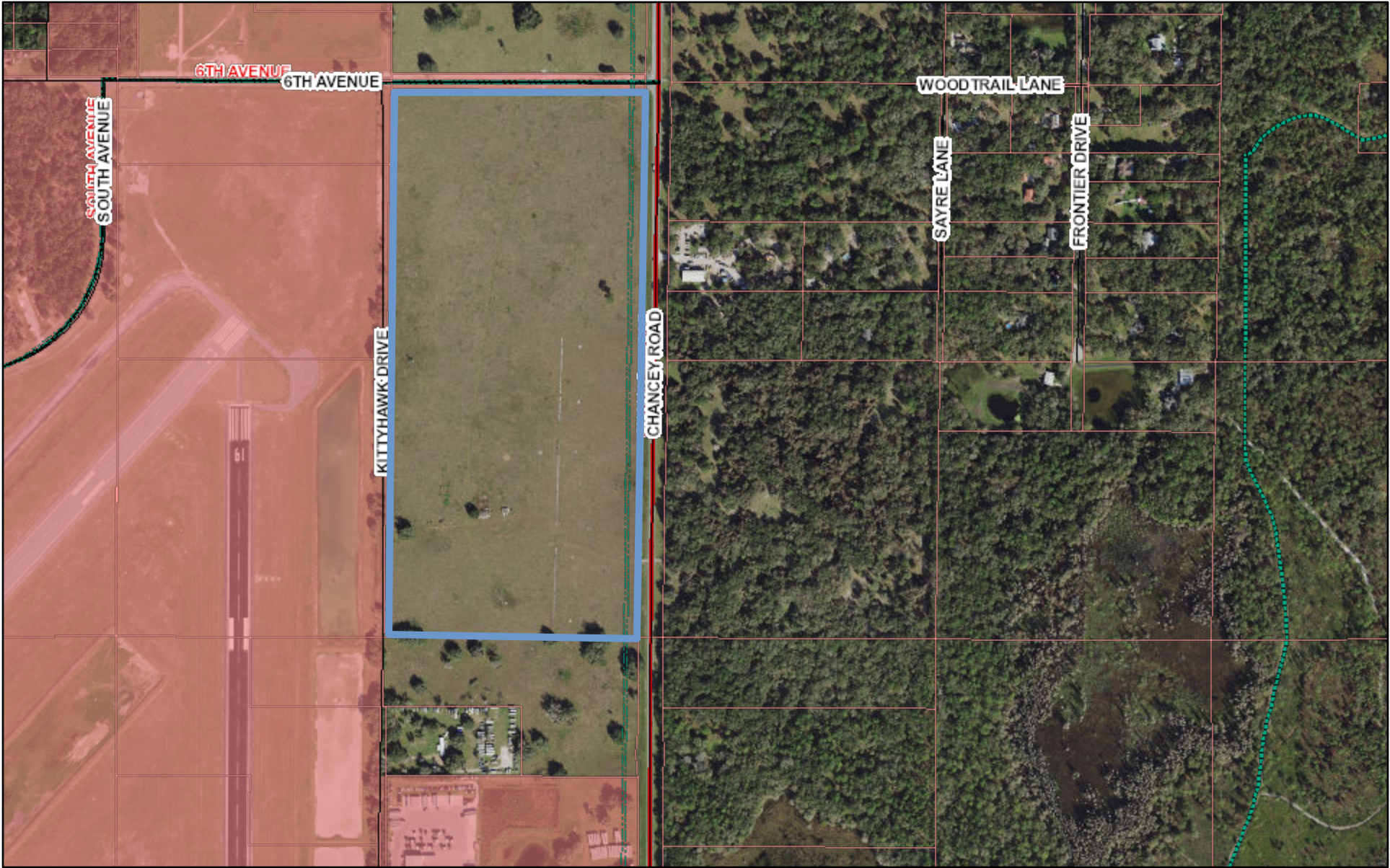
- | | | | |
|------------|-------------------------|-----------------|------------------------------|
| Override 1 | Roads | Xeric Oak Scrub | Dry Prairie |
| Parcels | 2003 Florida Vegetation | Sand Pine Scrub | Mixed Pine-Hardwood Forest |
| Railroad | Coastal Strand | Sandhill | Hardwood Hammocks and Forest |
| | Sand/Beach | | |

Pinelands



J Edwards, J Edwards, SWFWMD

Map Series - Vision Roads - Trails and Blueways



6/28/2023, 11:39:06 AM

- Override 1

Parcels

Railroad
- Roads

Trails and Blueways

<all other values>
- Conceptual Trails / Planned

Existing Blueways

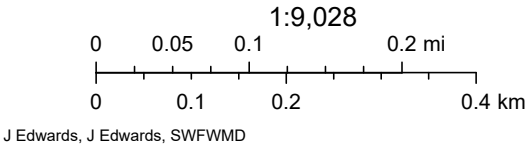
Existing Trails
- Existing Trails (unpaved)

Funded Trails
- Vision Roads

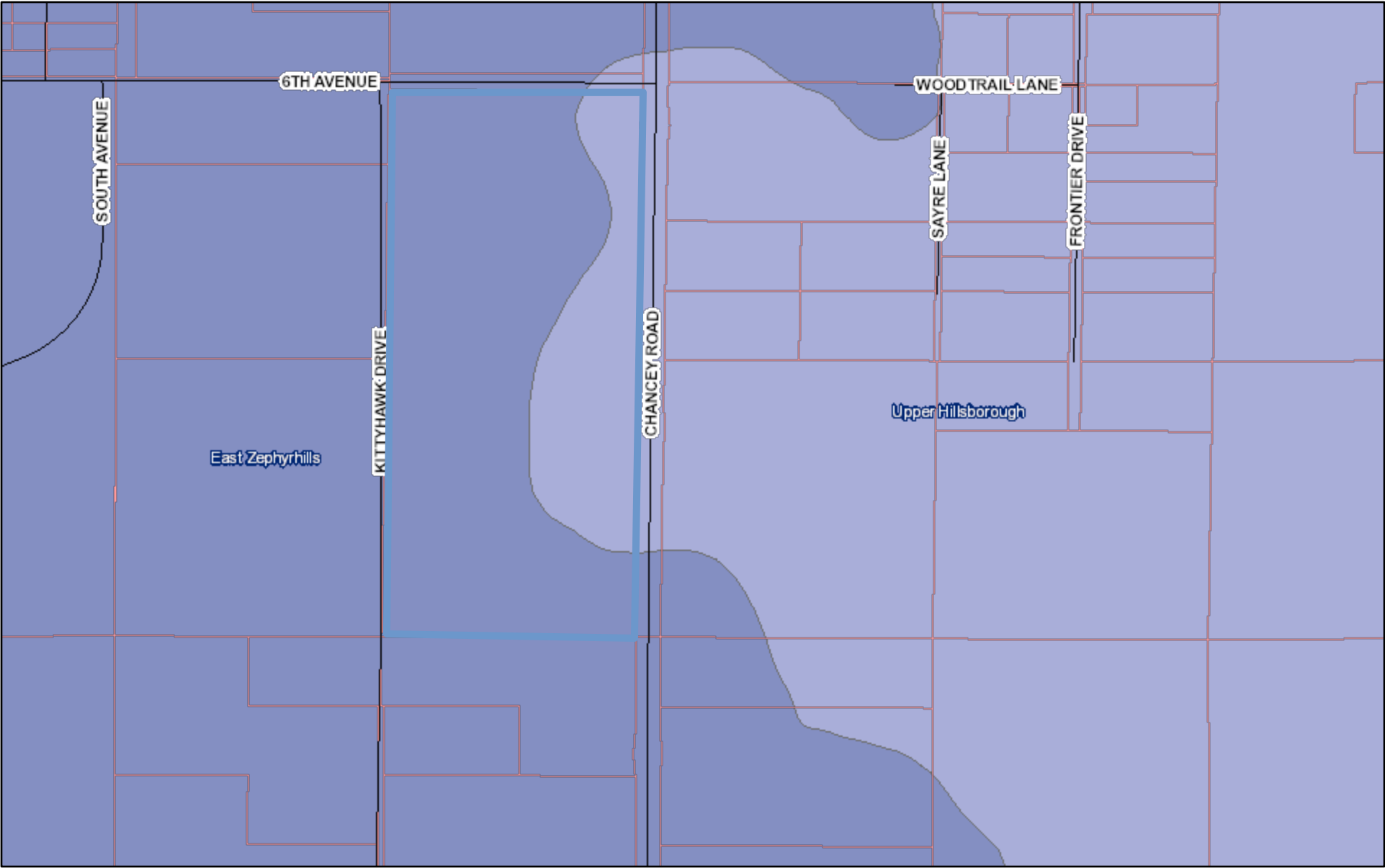
Existing Arterial

Existing Collector

Interstate/Toll

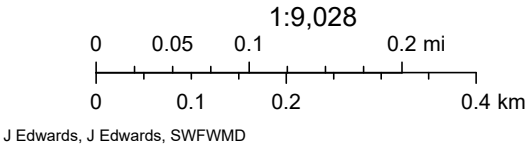


Map Series - Watersheds

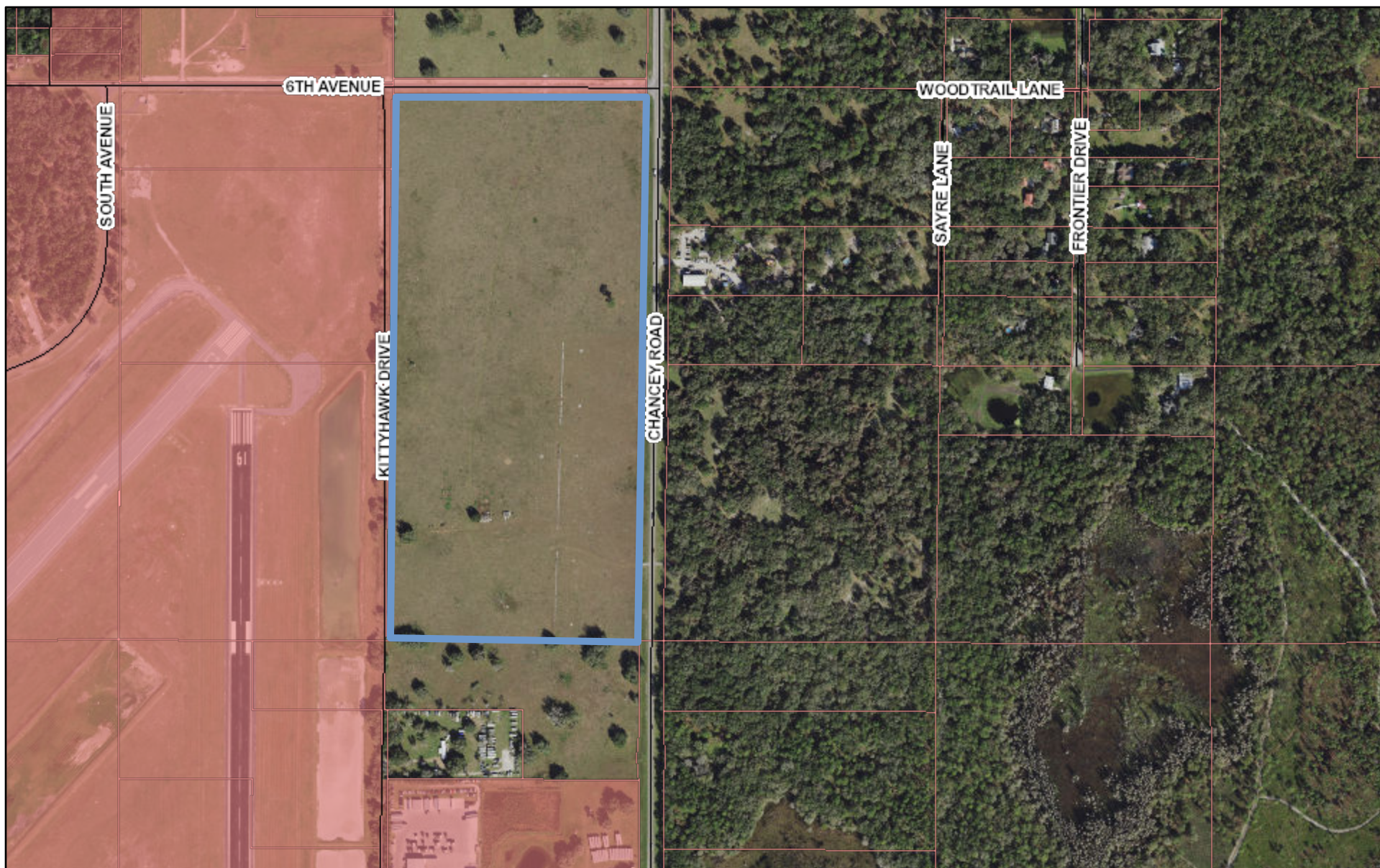


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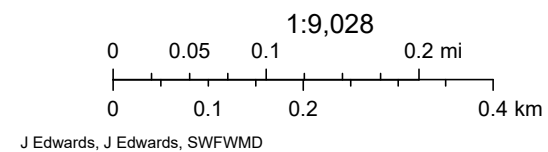
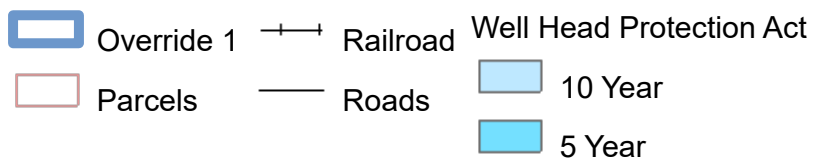
- | | | | | | |
|------------|--------------|----------------|------------------|---------------|-----------------|
| Override 1 | Roads | Cypress Creek | East Zephyrhills | Lower Coastal | Pithlachascotee |
| Parcels | Watersheds | Double Hammock | Hammock Creek | New River | South Lakes |
| Railroad | Bear Creek | Duck Lake | Lake Zephyr | North Lakes | |
| | Blanton Lake | | | | |



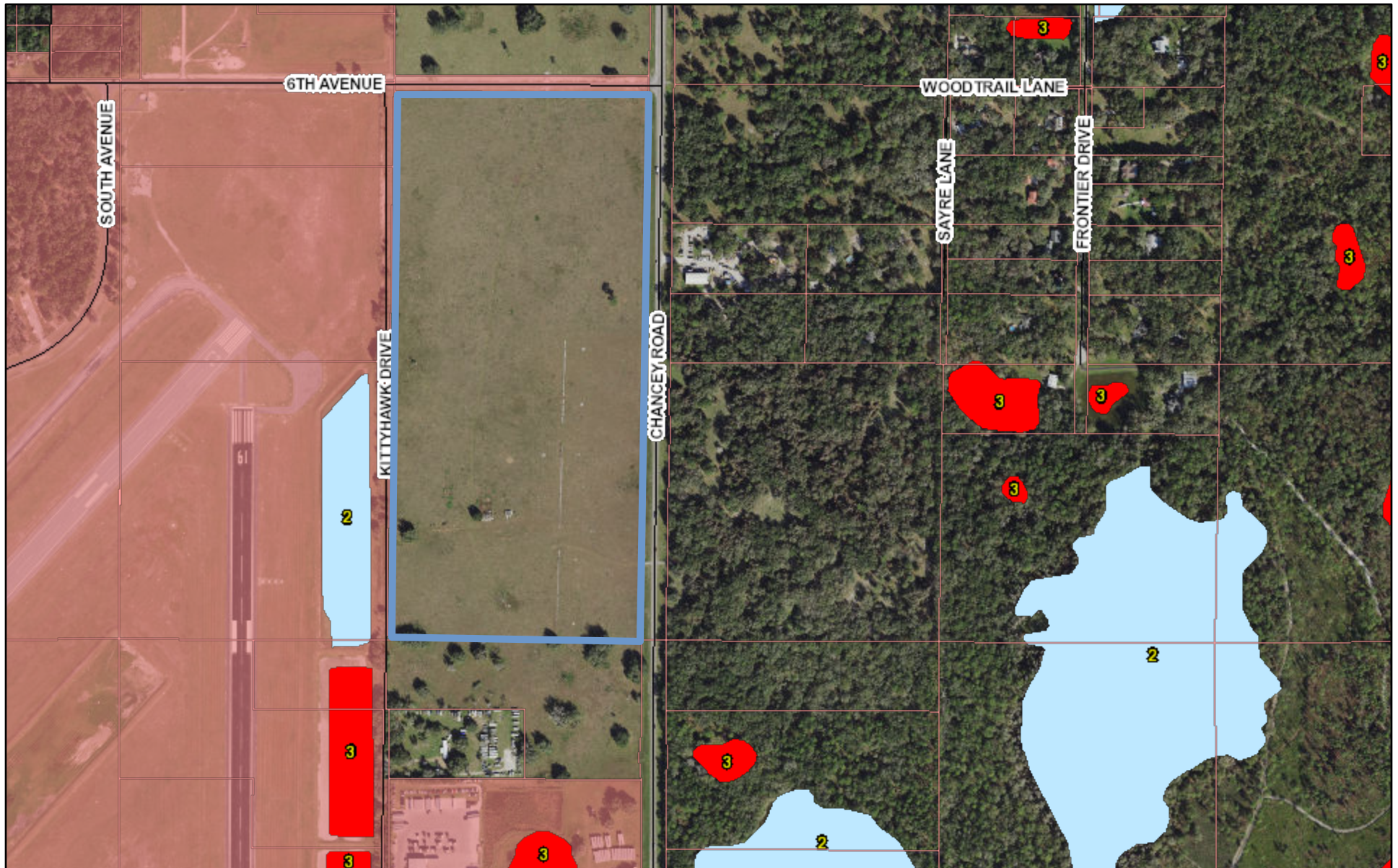
Map Series - Wellhead Protection Act



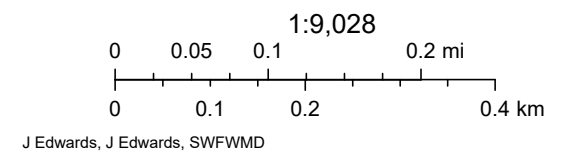
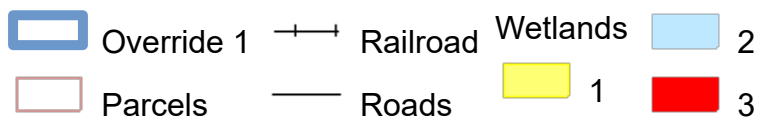
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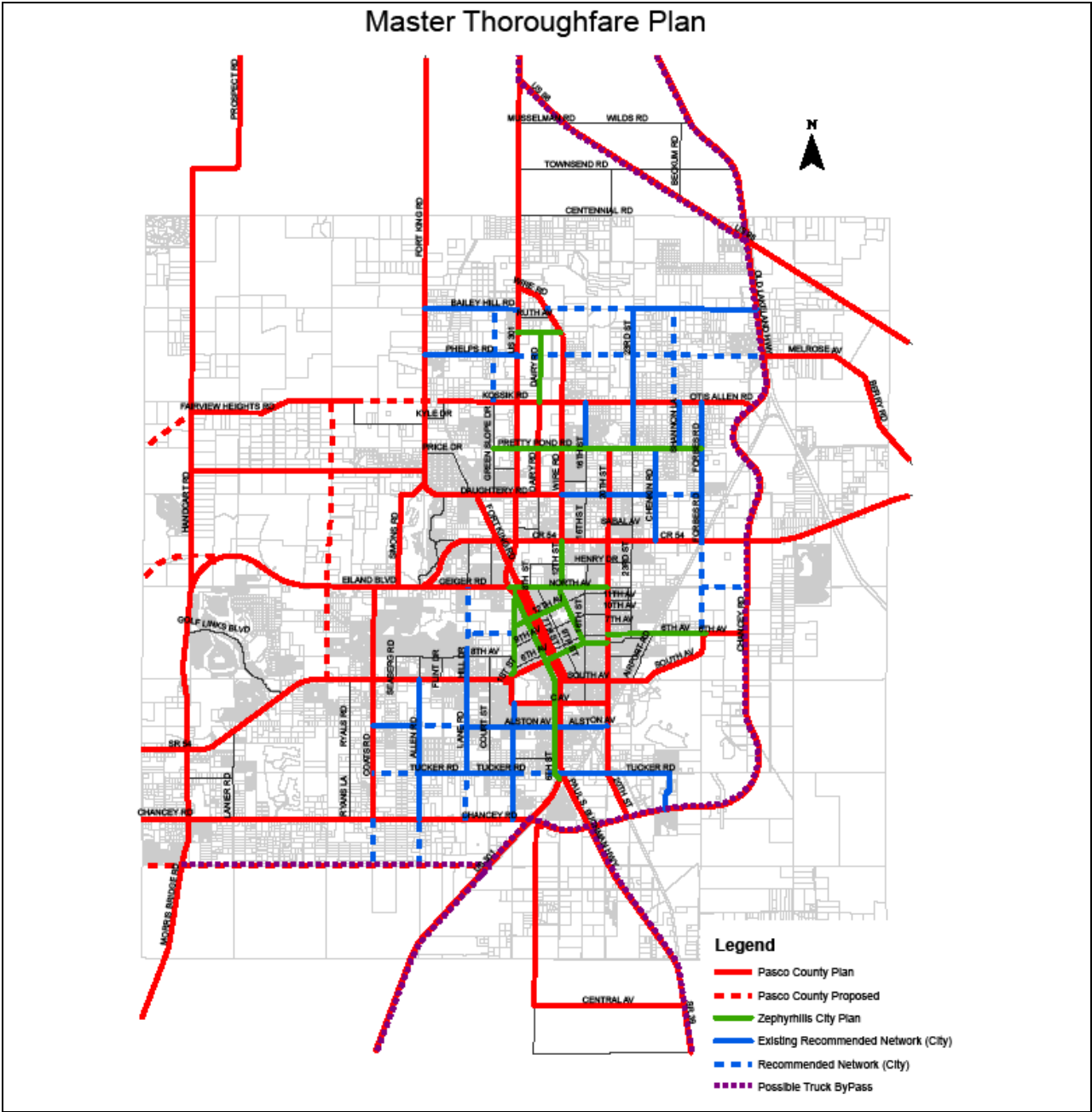


Map Series - Wetlands

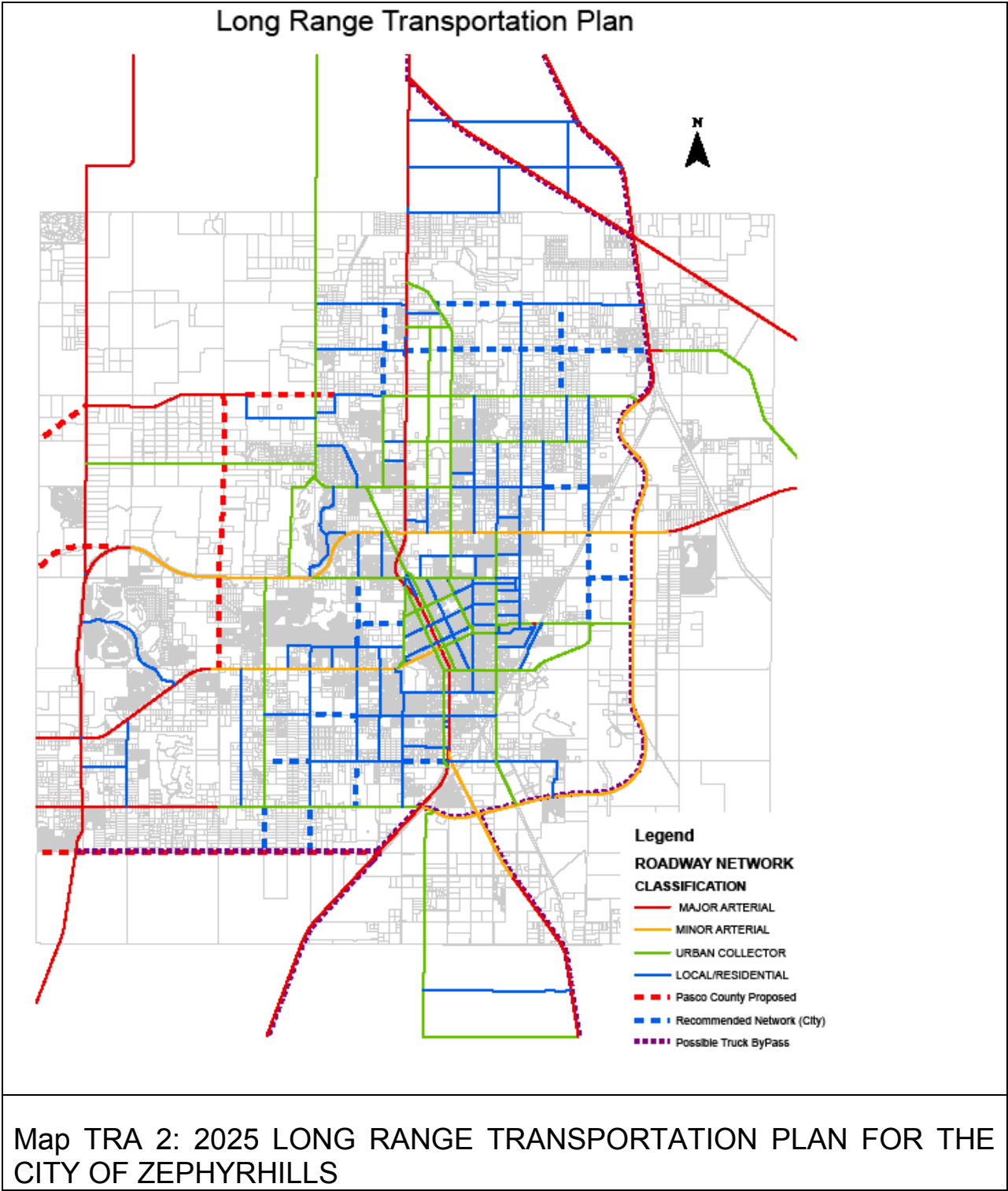


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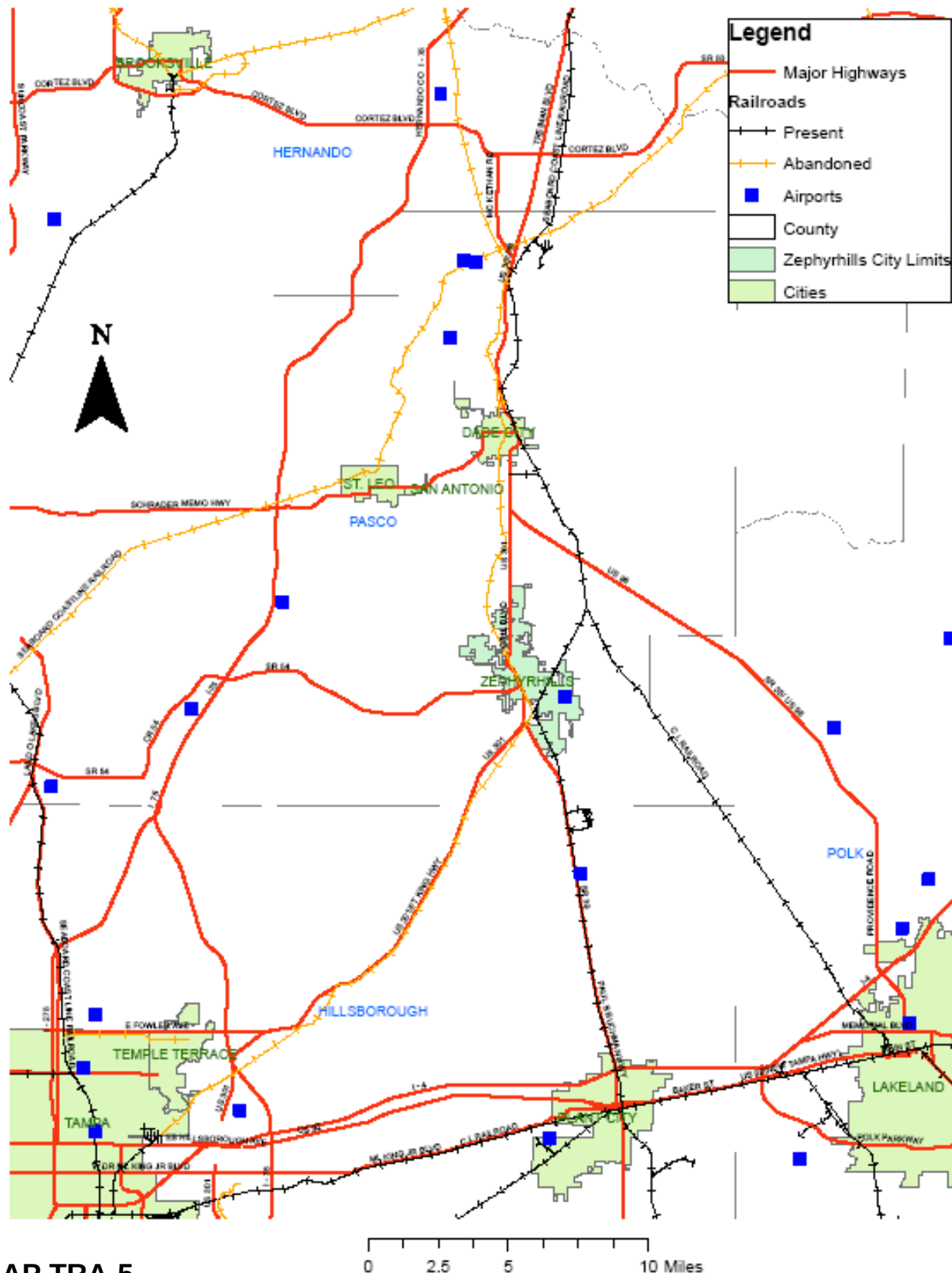




Map TRA 1: 2025 MASTER THOROUGHFARE PLAN FOR THE CITY OF ZEPHYRHILLS



Regional Connections in the Vicinity of Zephyrhills

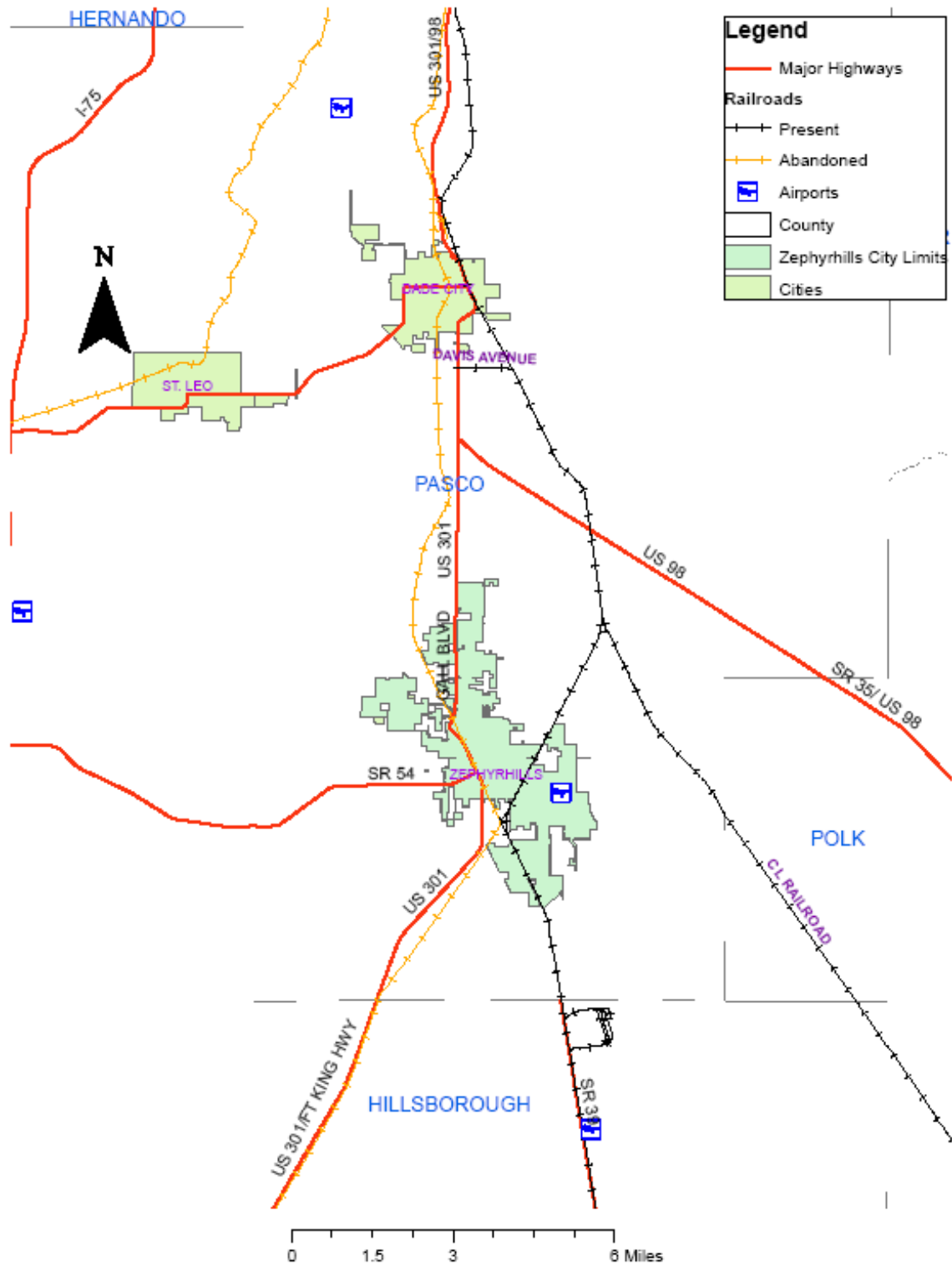


MAP TRA-5

SOURCE: City of Zephyrhills, 2009.

CITY OF ZEPHYRHILLS COMPREHENSIVE PLAN
APPENDIX B

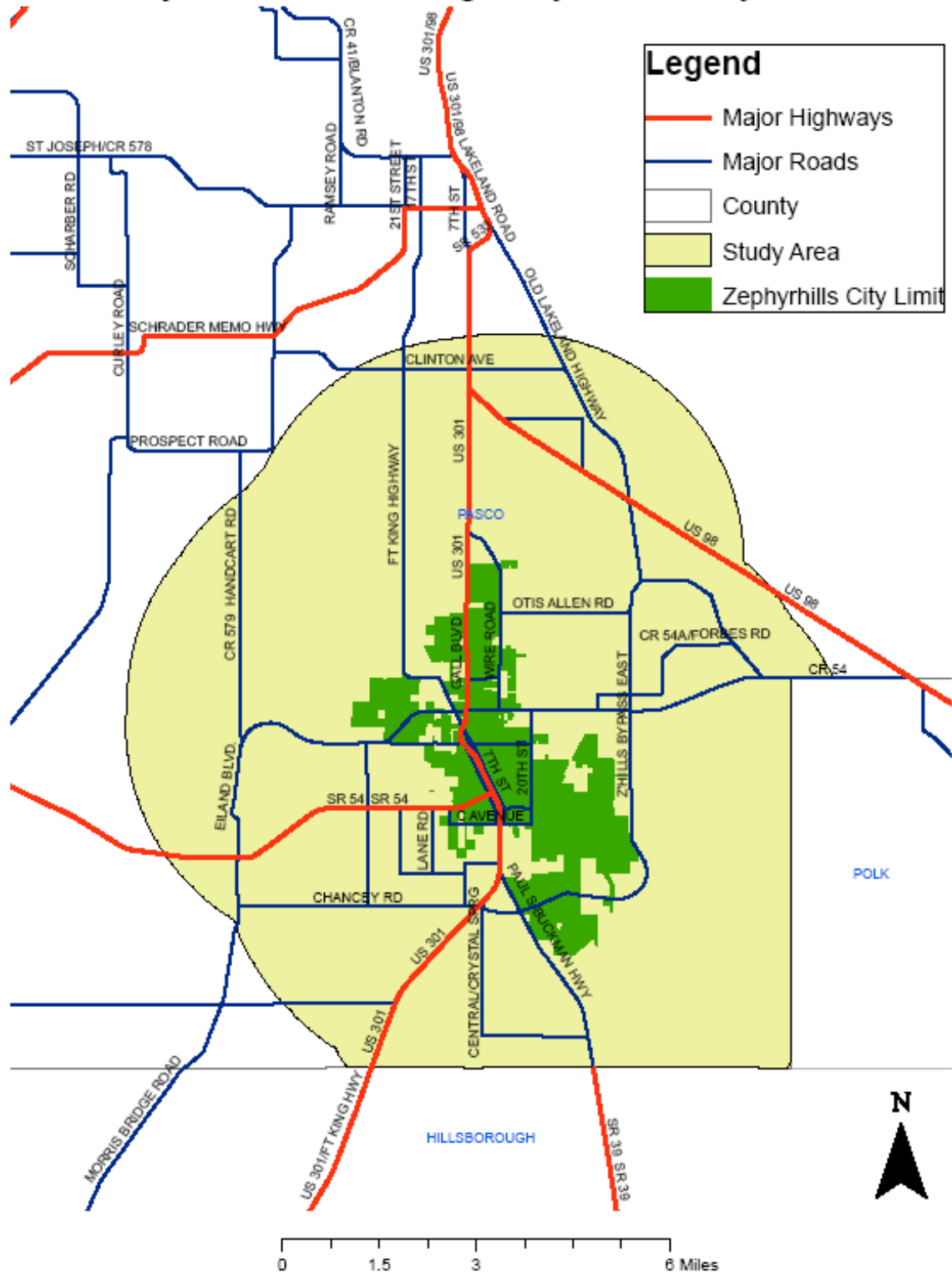
Regional Connections in the Vicinity of Zephyrhills



SOURCE: City of Zephyrhills, 2009.

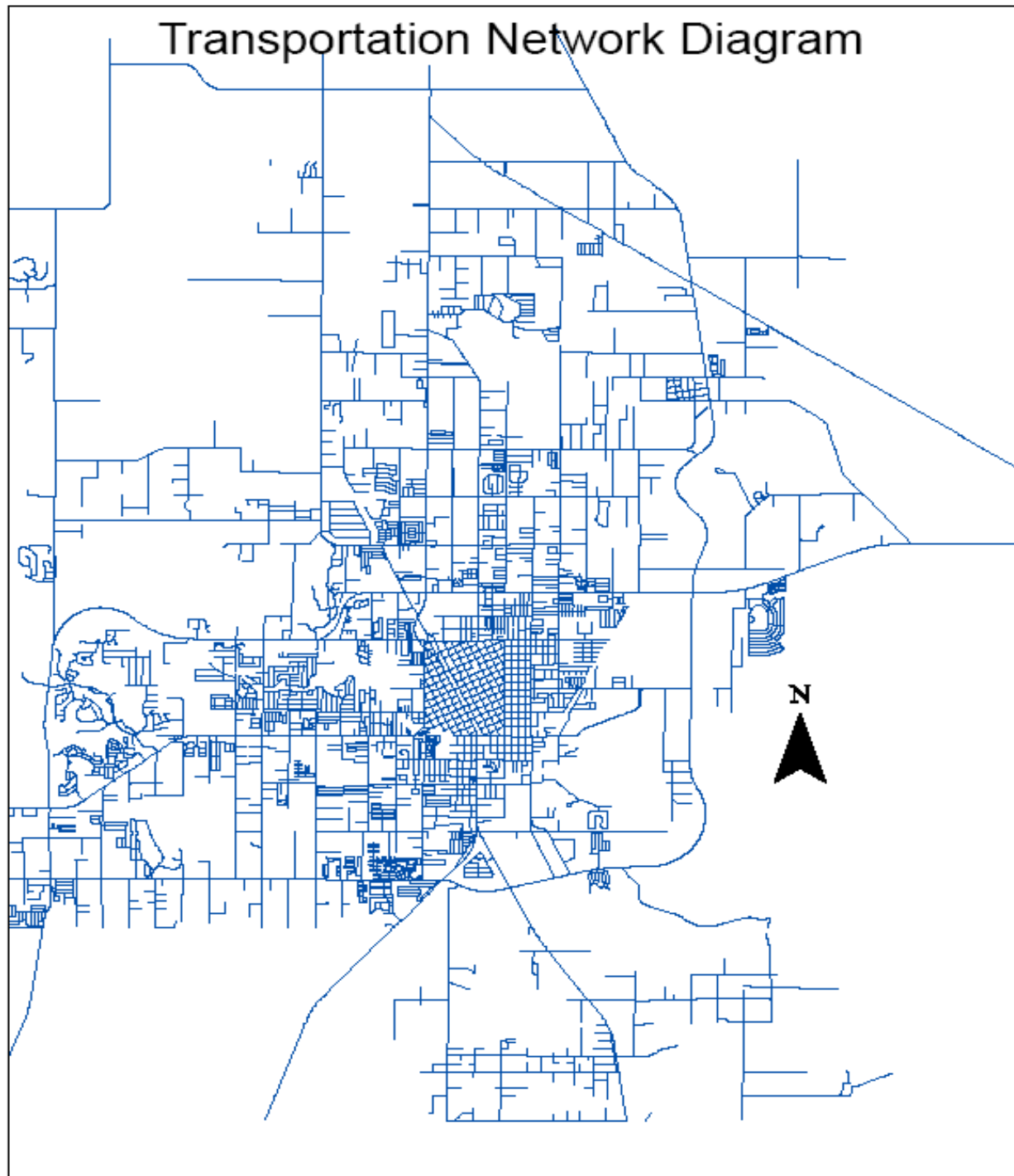
MAP TRA-6

Major Roads and Highways for Study Area



SOURCE: City of Zephyrhills, 2009.

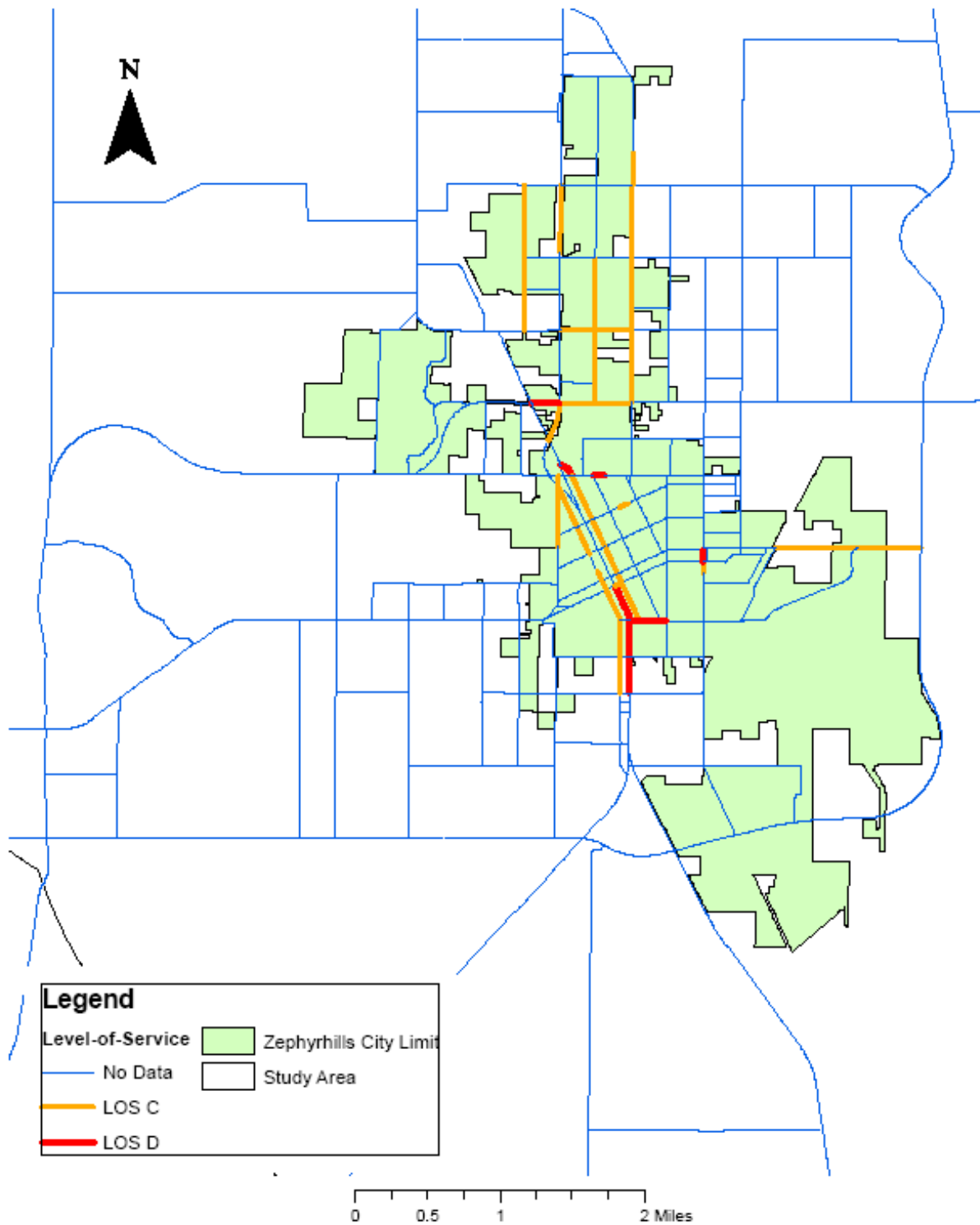
MAP TRA-7



SOURCE: City of Zephyrhills, 2009.

MAP TRA-14

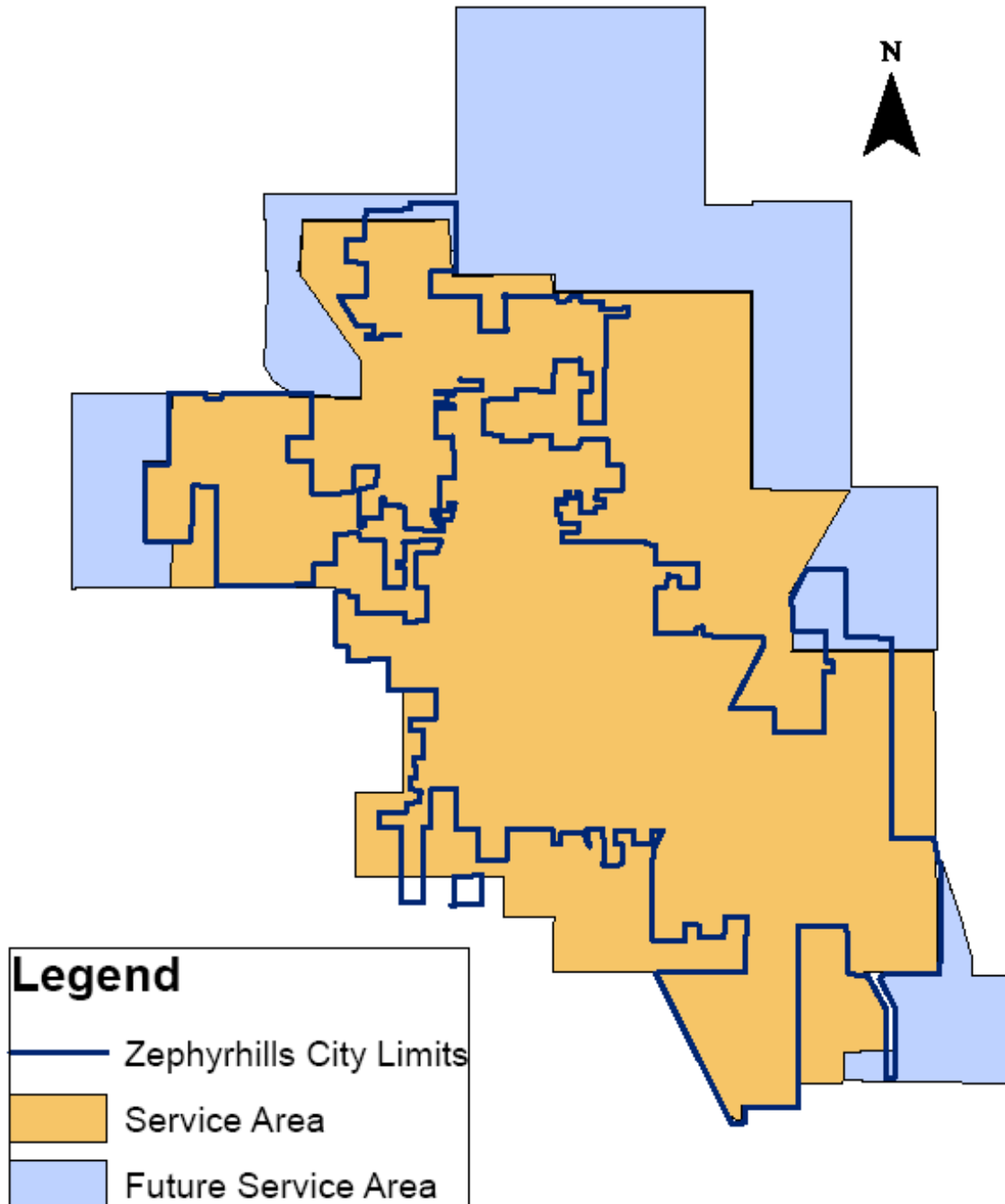
Level of Service for Roads in City Limits



SOURCE: City of Zephyrhills, 2009.

MAP TRA-17

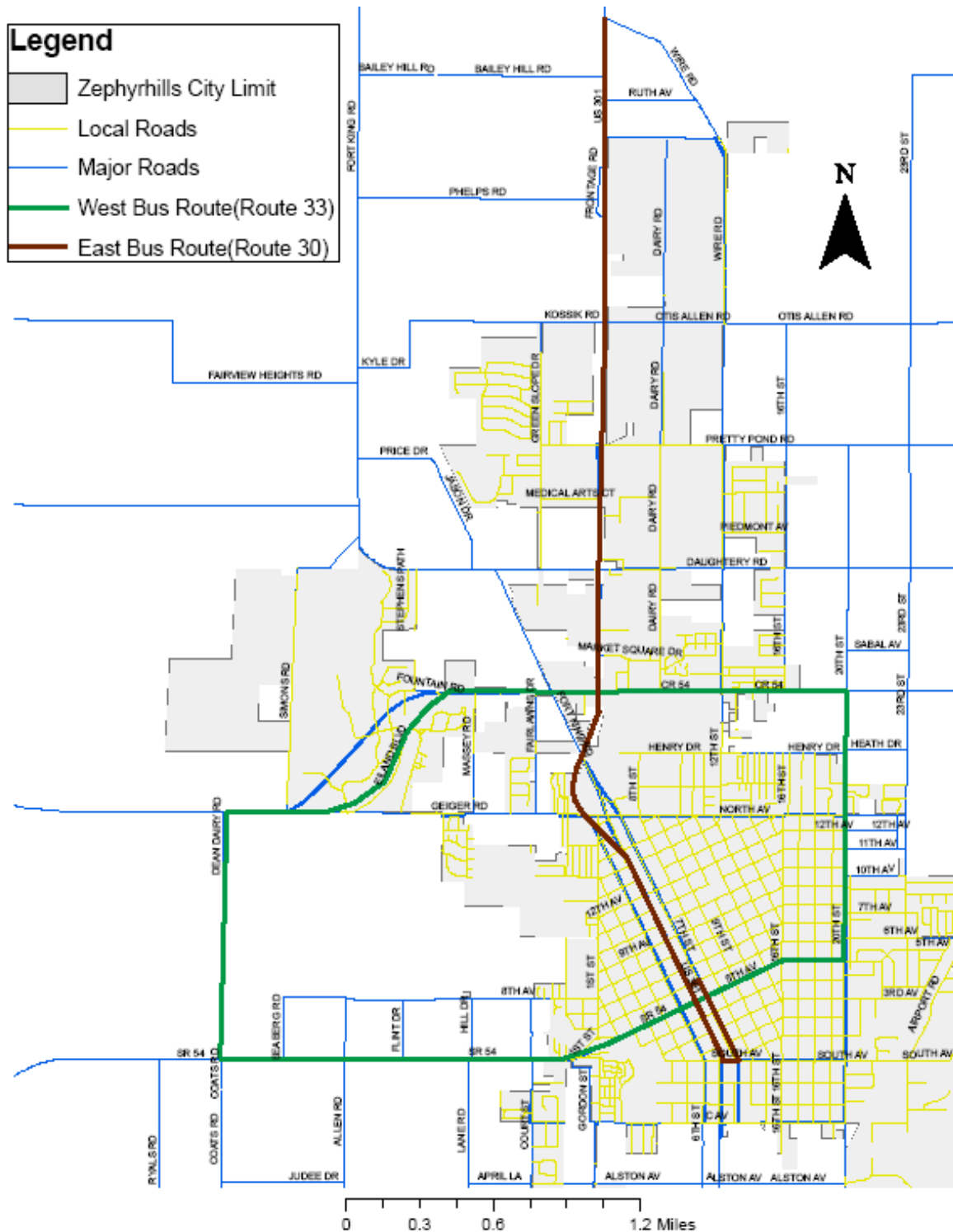
Zephyrhills Service Area



SOURCE: City of Zephyrhills, 2009.

MAP TRA-18

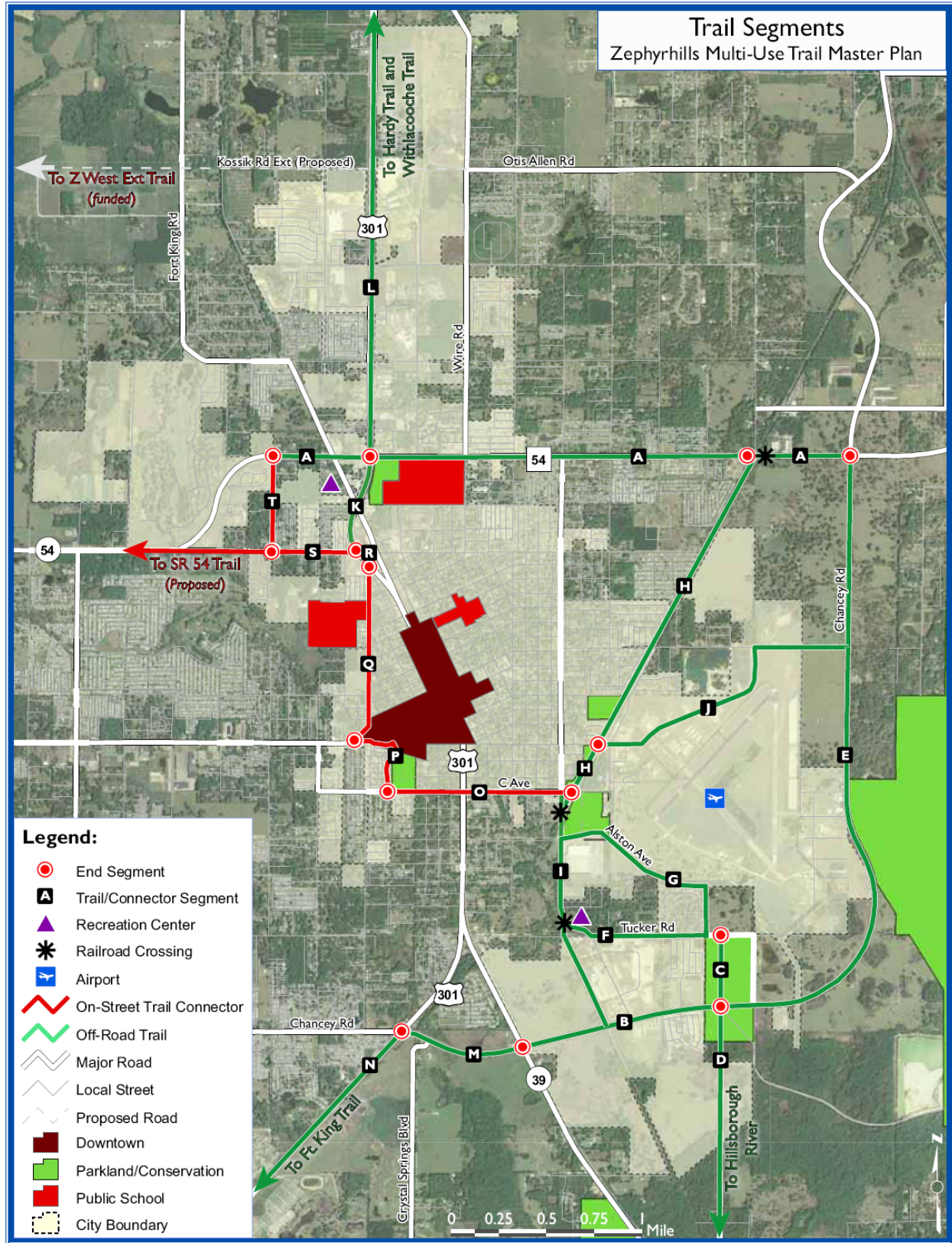
Pasco County Public Transit Zephyrhills Bus Routes



SOURCE: City of Zephyrhills, 2009.

MAP TRA-20

CITY OF ZEPHYRHILLS COMPREHENSIVE PLAN
APPENDIX B



SOURCE: City of Zephyrhills, 2009.

MAP TRA-22

FINANCE DIRECTOR'S REPORT 5.1

Set Tentative Millage Rate FY 23-24

Issue:

The County Tax Assessor has determined the City's total taxable value to be \$1,345,792,668 which is an increase of \$168,188,254 over last year. Of the \$168,188,254 increase, \$102,166,785 is attributed to new construction.

The City's current millage rate is 6.25 and the rolled back rate has been calculated to be 5.6768. Listed below are different options in setting the tentative millage rate:

	Millage Rate	Fiscal Year	Levy	95% Budget	\$ Increase	Increase %
Last Year	6.25	2023	6,969,462	6,620,989	0	
Rolled Back Rate	5.6768	2024	7,639,796	7,257,806	636,817	0%
	6.00	2024	8,074,756	7,671,018	1,050,029	5.58%
	6.10	2024	8,209,335	7,798,869	1,177,879	7.34%
Proposed Rate	6.25	2024	8,411,204	7,990,644	1,369,655	9.98%
	6.35	2024	8,545,783	8,118,494	1,497,505	11.74%

Background:

Attachment(s):

1. Certification of Taxable Value

Fiscal Impact:

Staff Recommendation:

The City's staff is recommending that the City Council set the tentative millage rate at 6.25 and set the date for the first public hearing as Tuesday, September 12, 2023 at 6 p.m. The second public hearing will be scheduled for Monday, September 25, 2023 at 6 p.m. The final rate may be decreased from 6.25; however, the rate may not be adjusted upward without mailing each taxpayer a notice.



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2023	County : PASCO
Principal Authority : CITY OF ZEPHYRHILLS	Taxing Authority : CITY OF ZEPHYRHILLS

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	1,177,604,414	(1)	
2.	Current year taxable value of personal property for operating purposes	\$	167,737,371	(2)	
3.	Current year taxable value of centrally assessed property for operating purposes	\$	450,883	(3)	
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,345,792,668	(4)	
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	102,166,785	(5)	
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,243,625,883	(6)	
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	1,115,113,999	(7)	
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES	☐ NO	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	☐ YES	☒ NO	Number 0	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:		Date :		
	Electronically Certified by Property Appraiser		6/29/2023 3:26 PM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	6.2500	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	6,969,462	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	328,685	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	6,640,777	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	73,807,138	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,169,818,745	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	5.6768	per \$1000	(16)
17.	Current year proposed operating millage rate	6.2500	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	8,411,204	(18)

19.	TYPE of principal authority (check one)		☐ County	☐ Independent Special District	(19)
			☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)		☒ Principal Authority	☐ Dependent Special District	(20)
			☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)				(21)
	☐ Yes ☒ No				
DEPENDENT SPECIAL DISTRICTS AND MSTUs				STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 6,640,777	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			5.6768 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 7,639,796	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 8,411,204	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			6.2500 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			10.10 %	(27)
First public budget hearing		Date : 9/12/2023	Time : 1:06 PM EST	Place : City Hall, 5335 8th Street, Zephyrhills, FL 33542	
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :				Date :
	Title : William Poe, CITY MANAGER		Contact Name and Contact Title : Ted Beason, Finance Director		
	Mailing Address : 5335 EIGHTH ST		Physical Address : 5335 EIGHTH ST		
	City, State, Zip : ZEPHYRHILLS, FL 33542		Phone Number : 8137800000		Fax Number : 8137800005

Instructions on page 3

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



Reset Form

Print Form

MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2023		County: PASCO	
Principal Authority : CITY OF ZEPHYRHILLS		Taxing Authority: CITY OF ZEPHYRHILLS	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☒ Yes	☐ No (1)
IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	5.6829	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2022 Form DR-420MM, Line 13	10.3592	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	6.2500	per \$1,000 (4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 1,115,113,999	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 11,551,689	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 321,472	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 11,230,217	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 1,169,818,745	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	9.6000	per \$1,000 (10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	9.6000	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0284	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	9.8726	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	10.8599	per \$1,000 (14)
15.	Current year proposed millage rate	6.2500	per \$1,000 (15)
16.	Minimum vote required to levy proposed millage: (Check one)		
☒	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
☐	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.		
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
☐	d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	9.8726	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 1,345,792,668	(18)

Continued on page 2

Taxing Authority : CITY OF ZEPHYRHILLS		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 8,411,204	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 13,286,473	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE. SIGN AND SUBMIT.	
21. Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>		\$ 0	(21)
22. Total current year proposed taxes <i>(Line 19 plus Line 21)</i>		\$ 8,411,204	(22)
Total Maximum Taxes			
23. Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>		\$ 0	(23)
24. Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>		\$ 13,286,473	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : William Poe, CITY MANAGER	Contact Name and Contact Title : Ted Beason, Finance Director	
	Mailing Address : 5335 EIGHTH ST	Physical Address : 5335 EIGHTH ST	
	City, State, Zip : ZEPHYRHILLS, FL 33542	Phone Number : 8137800000	Fax Number : 8137800005

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

DR-420MM-P
R. 5/12
Page 3

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2023 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2022 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.


[Reset Form](#)
[Print Form](#)

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year :	2023	County :	PASCO
Principal Authority :	CITY OF ZEPHYRHILLS	Taxing Authority :	CITY OF ZEPHYRHILLS
Community Redevelopment Area :	CITY OF ZEPHYRHILLS	Base Year :	2012

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	45,044,414	(1)
2.	Base year taxable value in the tax increment area	\$	26,432,345	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	18,612,069	(3)
4.	Prior year Final taxable value in the tax increment area	\$	37,022,615	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	10,590,270	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/29/2023 3:26 PM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	17,681,466	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	63,332	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

SIGN HERE	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : William Poe, CITY MANAGER		Contact Name and Contact Title : Ted Beason, Finance Director	
	Mailing Address : 5335 EIGHTH ST		Physical Address : 5335 EIGHTH ST	
	City, State, Zip : ZEPHYRHILLS, FL 33542		Phone Number : 8137800000	Fax Number : 8137800005

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

Property appraisers must complete and sign Section I of this worksheet and provide it with form DR-420, *Certification of Taxable Value*, to all taxing authorities who make payments to a redevelopment trust fund under:

- s. 163.387(2)(a), Florida Statutes, or
- An ordinance, resolution, or agreement to fund a project or to finance essential infrastructure.

“Tax increment value” is the cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under:

- s. 163.387(1), F.S. or
- An ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.

“Dedicated increment value” is the portion of the tax increment value used to determine the payment to the redevelopment trust fund. (See s. 200.001(8)(h), F.S.) Calculate the dedicated increment value on this form and enter on either Line 6b or Line 7e.

“Specific proportion,” used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

- Example 1.
Section 163.387(1), F.S., states the payment made by the taxing authority should equal 95% of the millage levied times the tax increment value. The specific proportion in this case is 95%. The ordinance providing for the payment may set a percentage lower than 95%. In these cases, the lower percentage would be the specific proportion.
- Example 2.
Some required tax increment payments are not directly related to the tax increment value. A constant dollar payment is a payment not based on a specific proportion of the tax increment value. Line 7 converts these payments into a proportion based on the prior year's payment and tax increment value to reach the current year's dedicated increment value.

Section I: Property Appraiser

A. Complete Section I of this form for each county, municipality, independent special district, dependent special district, and MSTU that:

- Has a tax increment value and
- Is not exempted from making payments to a community redevelopment trust fund based on tax increments (s. 163.387(2)(c), F.S.).

If a taxing authority has more than one tax increment value, they must complete a separate form for each tax increment value. Send a copy to each taxing authority with the DR-420 and keep a copy. When the taxing authority returns the completed forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight Program - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

B. Enter only tax increment values that apply to the value located within the taxing authority indicated.

Section II: Taxing Authority

Complete Section II of the form, keep one copy, and return the original and one copy to your property appraiser with DR-420 within 35 days of certification. Send one copy to your tax collector.

Additional Instructions for Lines 6 and 7

Complete Line 6 if the payment into the redevelopment trust fund is a specific proportion of the tax increment value.

Complete Line 7 if the payment is based on a calculation other than a specific proportion. Do not complete both Lines 6 and 7.



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year :	2023	County :	PASCO
Principal Authority :	CITY OF ZEPHYRHILLS	Taxing Authority :	CITY OF ZEPHYRHILLS
Community Redevelopment Area :	CITY OF ZEPHYRHILLS	Base Year :	1999

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	31,086,855	(1)
2.	Base year taxable value in the tax increment area	\$	15,924,352	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	15,162,503	(3)
4.	Prior year Final taxable value in the tax increment area	\$	27,489,739	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	11,565,387	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/29/2023 3:26 PM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		94.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	14,252,753	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	67,429	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : William Poe, CITY MANAGER		Contact Name and Contact Title : Ted Beason, Finance Director	
	Mailing Address : 5335 EIGHTH ST		Physical Address : 5335 EIGHTH ST	
	City, State, Zip : ZEPHYRHILLS, FL 33542		Phone Number : 8137800000	Fax Number : 8137800005

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

Property appraisers must complete and sign Section I of this worksheet and provide it with form DR-420, *Certification of Taxable Value*, to all taxing authorities who make payments to a redevelopment trust fund under:

- s. 163.387(2)(a), Florida Statutes, or
- An ordinance, resolution, or agreement to fund a project or to finance essential infrastructure.

“Tax increment value” is the cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under:

- s. 163.387(1), F.S. or
- An ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.

“Dedicated increment value” is the portion of the tax increment value used to determine the payment to the redevelopment trust fund. (See s. 200.001(8)(h), F.S.) Calculate the dedicated increment value on this form and enter on either Line 6b or Line 7e.

“Specific proportion,” used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

- Example 1.
Section 163.387(1), F.S., states the payment made by the taxing authority should equal 95% of the millage levied times the tax increment value. The specific proportion in this case is 95%. The ordinance providing for the payment may set a percentage lower than 95%. In these cases, the lower percentage would be the specific proportion.
- Example 2.
Some required tax increment payments are not directly related to the tax increment value. A constant dollar payment is a payment not based on a specific proportion of the tax increment value. Line 7 converts these payments into a proportion based on the prior year's payment and tax increment value to reach the current year's dedicated increment value.

Section I: Property Appraiser

A. Complete Section I of this form for each county, municipality, independent special district, dependent special district, and MSTU that:

- Has a tax increment value and
- Is not exempted from making payments to a community redevelopment trust fund based on tax increments (s. 163.387(2)(c), F.S.).

If a taxing authority has more than one tax increment value, they must complete a separate form for each tax increment value. Send a copy to each taxing authority with the DR-420 and keep a copy. When the taxing authority returns the completed forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight Program - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

B. Enter only tax increment values that apply to the value located within the taxing authority indicated.

Section II: Taxing Authority

Complete Section II of the form, keep one copy, and return the original and one copy to your property appraiser with DR-420 within 35 days of certification. Send one copy to your tax collector.

Additional Instructions for Lines 6 and 7

Complete Line 6 if the payment into the redevelopment trust fund is a specific proportion of the tax increment value.

Complete Line 7 if the payment is based on a calculation other than a specific proportion. Do not complete both Lines 6 and 7.



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year :	2023	County :	PASCO
Principal Authority :	CITY OF ZEPHYRHILLS	Taxing Authority :	CITY OF ZEPHYRHILLS
Community Redevelopment Area :	CITY OF ZEPHYRHILLS	Base Year :	2016

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	82,675,330	(1)
2.	Base year taxable value in the tax increment area	\$	38,598,573	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	44,076,757	(3)
4.	Prior year Final taxable value in the tax increment area	\$	71,549,503	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	32,950,930	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/29/2023 3:26 PM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	41,872,919	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	197,924	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : William Poe, CITY MANAGER		Contact Name and Contact Title : Ted Beason, Finance Director	
	Mailing Address : 5335 EIGHTH ST		Physical Address : 5335 EIGHTH ST	
	City, State, Zip : ZEPHYRHILLS, FL 33542		Phone Number : 8137800000	Fax Number : 8137800005

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

Property appraisers must complete and sign Section I of this worksheet and provide it with form DR-420, *Certification of Taxable Value*, to all taxing authorities who make payments to a redevelopment trust fund under:

- s. 163.387(2)(a), Florida Statutes, or
- An ordinance, resolution, or agreement to fund a project or to finance essential infrastructure.

“Tax increment value” is the cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under:

- s. 163.387(1), F.S. or
- An ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.

“Dedicated increment value” is the portion of the tax increment value used to determine the payment to the redevelopment trust fund. (See s. 200.001(8)(h), F.S.) Calculate the dedicated increment value on this form and enter on either Line 6b or Line 7e.

“Specific proportion,” used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

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Delivered via email to WPoe@ci.zephyrhills.fl.us

May 25, 2023

City of Zephyrhills
Attn: Mr. William Poe, City Manager
5335 8th St.
Zephyrhills, FL 33542

**RE: Task Order 103-23, GIS Administrative Services
Zephyrhills, Florida**

Dear Mr. Poe:

In accordance with our Professional Services Contract executed on February 13, 2023, we have prepared a scope and fee for task order authorization to provide the following services.

As requested, BGE, Inc. (BGE), Vendor No. 2960, is pleased to provide this proposal for the subject project.

1.0. OVERVIEW

- 1.1. The City of Zephyrhills (Client) desires to retain BGE, Inc. (BGE) to provide professional consulting services associated with GIS administrative services for the city of Zephyrhills.
- 1.2. This includes providing services to assess the existing GIS Management System, asset schema, maintenance workflows, and ESRI licensing inventory.

2.0. SCOPE OF SERVICES

2.1 Assessment of the GIS Management System

- 2.1.1 BGE will assess the existing GIS Management System that is being utilized by the Client. A brief memorandum of the state of the existing system, along with recommendations, will be presented to the Client prior to meeting with the Client to go over the recommendations.

This assessment will also include:

- Asset schema evaluation
- Maintenance workflow evaluation
- Inventory ESRI licensing

With the evaluation of the items above BGE will provide a plan to standardize and upgrade schemas, maps and develop web/mobile applications. This plan will be outlined in a memorandum submitted to the client.

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In addition, BGE will meet with the Client for up to two (2) meetings via MS Teams to discuss the findings and plan to standardize and upgrade.

- 2.1.2 BGE will update up to 40 maps for the Client to be used in zoning and planning documents. The Client will need to provide the most up to date shapefiles or a list of known changes that will need to be made prior to the creation of these maps. BGE will provide one (1) round of revisions based on the Client's comments.

2.2 Reimbursable Expenses

Reimbursable costs include out-of-pocket expenses, the cost of which shall be charged at actual costs plus an administrative charge of 10% and shall be itemized and included in the invoice. Typical out-of-pocket expenses shall include, but not limited to, travel expenses (lodging, meals, etc.), job-related mileage at the prevailing Company rate, long-distance telephone calls, postage, advertising fees, courier, printing, and reproduction costs.

3.0 GENERAL CONDITIONS AND UNDERSTANDINGS

- 3.1. The following will be provided by the Client:

- 3.1.1 Access to the Client's GIS database and system
- 3.1.2 Current standards
- 3.1.3 Current ESRI licenses

3.4 PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

4.0 EXCLUDED SERVICES

The professional services that BGE will provide under this Proposal include, and are limited to, those described under Scope of Services. All other services are specifically excluded. Additional services requested by the Client not specifically covered by this agreement will be performed on a mutually agreed upon lump sum or hourly fee basis prior to commencement of work.

5.0 FEES

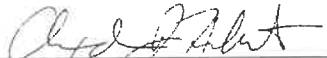
ITEM	SERVICE	FEE BASIS	FEE AMOUNT
2.1	Assessment of the GIS Management System	Hourly NTE	\$24,500
2.2	Reimbursable Expenses	As incurred	(max.) \$500
	Total:		\$25,000

This proposal is valid for 60 days from the date of this letter. The performance of the work associated with this project will be in accordance with the attached Standard Terms and Conditions Agreement. Hourly fees for labor will be billed on an hourly basis per our standard current rates.

If this outlined proposal meets your acceptance, please approve by signing below and returning a copy for our files. We appreciate the opportunity to provide these services and look forward to working with you on this project.

Sincerely,

BGE, Inc.

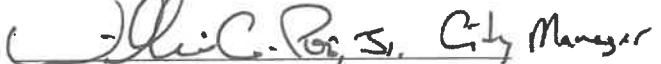


Alexander Hulbert
Director, Land/Site – Tampa
5/26/23

Date

ACCEPTED

City of Zephyrhills



Signature/Title

William C. Be, Sr.

Printed Name and Title

7/12/23

Date

Enclosures: BGE Hourly Rate Table



BGE Southeast Hourly Rate Schedule (Through December 31, 2023)

Staff Level	Hourly Billing Rate
Production/Technical	\$90 - \$100
Graduate Engineer	\$130 - \$150
Project Manager/Senior PM	\$160 - \$220
Director/Practice Leader	\$240 - \$280
Vice President/Principal	\$280 - \$325
Administrative Support	\$80 - \$90