CRA MEETING
ZEPHYRHILLS, FLORIDA

Monday, September 25, 2023
5:00 PM

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

Please join the GoToMeeting
from your computer, tablet or smartphone:
https://meet.goto.com/996796165
or dial in using your phone:
+1 (571) 317-3112 - Access Code: 996-796-165
(Please mute your phone unless you wish to speak on a specific item)

Zephyrhills City Hall **Council Chambers**

Call to Order – CRA Board Chairperson Kenneth M. Burgess, Jr.
Roll Call – City Clerk Lori Hillman

1. BUSINESS ITEMS
    - 1.1 Approval of August 28, 2023 Meeting Minutes
        1. M08-28-23 - CRA
    - 1.2 First Reading **RESOLUTION NO. 819-23 - "A RESOLUTION OF THE CITY OF ZEPHYRHILS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR 2023-2024; PROVIDING FOR SEVERABILITY, APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE."**
        1. Resolution 819-23 CRA 2023-2024 Budget
        2. Resolution 819-23 Exhibit A
    - 1.3 Streetscape Enhancements - BGE, Inc. Task Order No.'s 105-23 and 106-23
        1. 2023-08-08_CRA Streetscapes_TO-10523-01
        2. 2023-08-08_CRA Cemetery Streetscape_TO-10623-01

1.4 Residential Ownership Incentive Grant - Dylan and Victoria Richards - 38633 4th Avenue
    1. Richards 38633 4th Ave

2. CRA DIRECTOR'S REPORT

3. MAIN STREET ACTIVITY REPORT

4. CITIZEN COMMENTS

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decisionmade by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.**

COMMUNITY REDEVELOPMENT AGENCY MEETING

A Regular Community Redevelopment Meeting was held on August 28, 2023 at 5:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (872) 240-3212 - Access Code: 889633533.

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

Staff present: CRA Director Gail Hamilton, Police Chief Derek Brewer, Public Information Officer Kevin Weiss, IT Director Mike Panak, Main Street Event Director Antwon Gildon and City Clerk Lori Hillman.

1. BUSINESS ITEMS

1.1 Approval of July 24, 2023 Meeting Minutes

Steve Spina moved to approve the July 24, 2023 Meeting Minutes. Seconded by Lance Smith. Motion passed unanimously.

1.2 Residential Ownership Incentive Grant – Thomas / Velazquez - 5436 10th Street

CRA Director Gail Hamilton presented a Residential Ownership Incentive Grant application submitted by Jonathan Thomas and Shaila Velazquez for a home located at 5436 10th Street. The application meets all requirements and staff recommended approval. Mr. Thomas was unable to attend the meeting due to mandatory evacuation in preparation for Tropical Storm Idalia.

Steve Spina moved to approve the Residential Ownership Incentive Grant located at 5436 10th Street. Seconded by Jodi Wilkeson. Motion passed unanimously.

1.3 Residential Ownership Incentive Grant – Edward Sealander – 5332 5th Street

CRA Director Gail Hamilton presented a Residential Ownership Incentive Grant application submitted by Edward Sealander for a home located at 5332 5th Street. The application meets all requirements and staff recommended approval.

Steve Spina moved to approve the Residential Ownership Incentive Grant for Edward Sealander. Seconded by Charles Proctor. Motion passed unanimously.

1.4 Oakside Neighborhood Stormwater Ponds Fence Replacement

CRA Director Gail Hamilton said she intended for this item to be in next year's budget. The Purchasing Department sent out a request for fence cost estimates for next year's budget and the responses received were only good for 15 days. The money is in this year's budget and staff recommended the approval of the low bidder, ACME fence, to replace the chain link fence around the two stormwater ponds per the CRA Design Standards. Staff recommended approval of the stormwater ponds fence replacement.

Steve Spina moved to approve the Oakside Neighborhood Stormwater Ponds Fence Replacement. Seconded by Charles Proctor. Motion passed unanimously.

1.5 2023 Audit Engagement Letter No. 37-23-06 with Bodine Perry – One Year Extension for CRA Audit Services

CRA Director Gail Hamilton recommended approval of Bodine Perry's 2023 Audit Engagement Letter for a one year extension for 2023 CRA Audit Services in the amount of $5,400.

Steve Spina moved to approve the one year extension for CRA Audit Services with Bodine Perry. Seconded by Jodi Wilkeson.

Commissioner Smith requested the City go out for RFP next year for Audit Services.

Motion passed unanimously.

CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton advised consultants are completing permitting for Hercules Park and the Purchasing Department will release purchase orders the second week in September 2023 to begin purchasing materials. A groundbreaking ceremony is planned for Thursday, November 30, 2023 at 12:00 p.m. or 5:30 p.m. with sponsors, consultants Kimley Horn and Wharton Smith and give-a-ways with the City's new logo. CRA and City staff are working on the update to the CRA Master Plan with GAI Consultants, Inc. One meeting has been held with

interested business and property owners with public meetings scheduled next month for public input. Per Commissioner Spina's request, BGE, Inc. has identified all vacant properties within the CRA district and are currently eliminating lots attached to homes and parking lots that were included.

2. MAIN STREET ACTIVITY REPORT

Main Street Event Director Antwon Gildon said staff are currently working on a "Jeep Show" for the September 15th Night Market, 5 p.m. to 9 p.m.; a Farmer's Market on September 16th, 10 a.m. to 2 p.m.; Wizard's Fest on October 28th, 11 a.m. – 3 p.m. downtown and Halloween Howl, 5 p.m. – 9 p.m. at the Alice Hall Community Center in Zephyr Park; Veterans Day event with parade on November 11th at 10 a.m. hosted by the Fraternal Order of the Eagles to coincide with a three day Veterans event hosted by the Zephyrhills Military Museum.

City Manager William Poe suggested City staff notify residents near the park to take it upon themselves to block off their yard when promoting the event to eliminate event attendees from parking on their lawn.

Main Street released the first of a three-part series called "More to the Story", sharing details about downtown that was tested out at the Mad Dragon Studio location with a great response. He recognized PIO Kevin Weiss and Intern Jayleen Herrera for their efforts in posting the information to Main Street's Facebook Page. Main Street's website is currently being refreshed.

3. CITIZEN COMMENTS

N/A

Meeting Adjourned: 5:27 p.m.
Submitted by Lori L. Hillman

Action Item

BUSINESS ITEMS 1.2

First Reading **RESOLUTION NO. 819-23 - "A RESOLUTION OF THE CITY OF ZEPHYRHILS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR 2023-2024; PROVIDING FOR SEVERABILITY, APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE."**

Issue:

CRA Board of Commissioners approve Resolution 819-23.

Background:

In accordance with Sections 163.387 and 189.016, of the Florida Statutes, the CRA Board of Commissioners are required to adopt the budget by resolution each fiscal year.
The CRA Budget was presented to the CRA Board for discussion at the July 24, 2023 CRA Meeting.
The attached budget reflects the project priorities as per the direction of the Board.

The attached budget includes funding for major CRA programs including Commercial, Residential and Homeowner's Incentives, Public Art Downtown, Zephyr Park/Oakside Neighborhood Improvements, Clock Plaza Improvements, Sidewalks and Trails, New Park Signage, Entrance Signange, and 5th Ave Hardscape Improvements.

Attachment(s):

1. Resolution 819-23 CRA 2023-2024 Budget
2. Resolution 819-23 Exhibit A

Fiscal Impact:

Refer to CRA Budget FY23/24.

Staff Recommendation:

Staff requests approval of Resolution 819-23.

RESOLUTION NO. 819-23

A RESOLUTION OF THE CITY OF ZEPHYRHILS COMMUNITY REDEVELOPMENT AGENCY ADOPTING A PROPOSED BUDGET FOR THE CRA DISTRICT FOR THE FISCAL YEAR 2023-2024; PROVIDING FOR SEVERABILITY, APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE.

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

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

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

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

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

Section 2. Adoption of Budget. The governing body of the Zephyrhills CRA does hereby approve and adopt a Budget for the Zephyrhills CRA for Fiscal Year 2023–2024. A copy of the budget is attached hereto and incorporated herein as Exhibit "A".

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

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

The foregoing Resolution No. 819-23 was read and passed in an open and regular meeting of the Community Redevelopment Agency of the City of Zephyrhills, Florida on this 25th day of September, 2023.

Attest: _____ _____

Lori L. Hillman, City Clerk — Kenneth M. Burgess, Jr., CRA Board President

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

_____

Matthew E. Maggard, City Attorney

Community Redevleopment Agency

CRA Fund
Org Code: 11005900

The CRA is a dependent special district in which any future increases in property values are set aside in a Trust Fund to support economic development and redevelopment projects within the designated district.

Under Florida Statute Chapter 163, Part III, local governments have the ability to designate areas as Community Redevelopment Areas when certain conditions exist. To document the required conditions, the local governments must survey the proposed redevelopment area and prepare a Finding of Necessity. If the Finding of Necessity determines the required conditions of slum and blight exist, the local government may create a Community Redevelopment Agency to provide the tools needed to foster and support positive redevelopment of the targeted area. The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan or Master Plan that addresses the unique needs of the targeted area. The plan includes the overall goals for redevelopment in the area, as well as identifying the types of projects planned for the area.

Tax Increment Financing or TIF is a unique tool available to cities and counties for redevelopment activities as provided in the Master Plan. It is used to leverage public funds to promote private sector activity in the CRA. The dollar value of all real property in the Community Redevelopment Area is determined as of a fixed date, also known as the “frozen value”. Taxing Authorities continue to receive property tax revenues based on the frozen value. These frozen revenues are available for general government purposes. Any tax revenues from increases in real property value within the CRA are deposited into the Community Redevelopment Agency Trust Fund and dedicated to specific redevelopment projects and plans within the Redevelopment Area and are not for general government purposes. The tax increment revenues can be used immediately, saved for a particular project, or can be bonded to maximize the funds available.

CRA Boards do not establish policy for the city or county, they develop and administer a Master Plan to implement that policy. The CRA acts officially as a body distinct and separate from the governing body, even when it is the same group of people. The CRA has certain powers the city or county by itself may not do, such as establish tax increment financing, and leverage local public funds with private dollars to make redevelopment happen. The CRA term is limited to 30 years, 40 years if extended. After that time all tax revenues are retained by each taxing entity that contributed to the CRA Trust Fund.

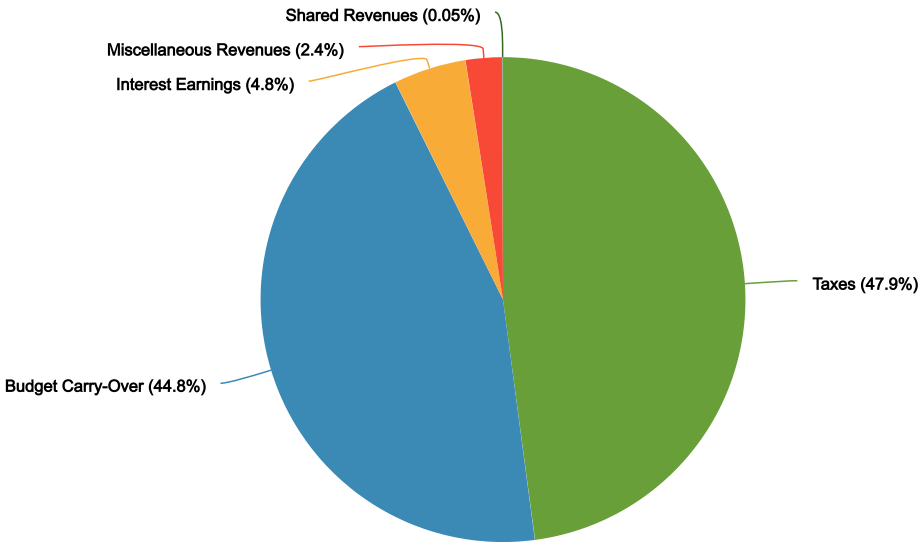
Community Redevelopment Agency - Personnel Information

Personnel by Position

Position	FY 2022	FY 2023	FY 2024
Community Redevelopment Agency Director *	1	1	1
Total	**1**	**1**	**1**

Community Redevelopment Agency - Revenues by Source

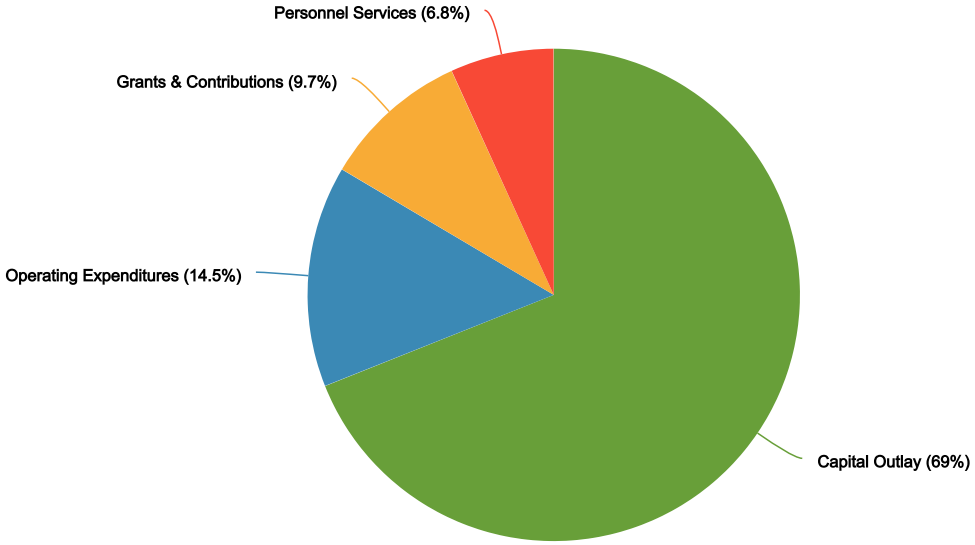
Projected 2024 Revenues by Source



Name	ERP Code	FY2023 Original Budget	FY2024 Budgeted
Revenue Source			
Budget Carry-Over			
C/O Balance	11000300-300100	$657,305	$925,344
Total Budget Carry-Over:		**$657,305**	**$925,344**
Taxes			
Ad Valorem Taxes			
Property Tax	11010311-311000	$328,685	$446,425
Property Tax	11020311-311000	$393,781	$543,395
Total Ad Valorem Taxes:		**$722,466**	**$989,820**
Total Taxes:		**$722,466**	**$989,820**
Shared Revenues			
Main Street Reimbursement	11000338-338300	$0	$1,000
Total Shared Revenues:		**$0**	**$1,000**
Interest Earnings			
Interest Income	11000361-361100	$1,000	$100,000
Total Interest Earnings:		**$1,000**	**$100,000**
Miscellaneous Revenues			
Surplus Property Sales	11000364-364400	$0	$50,000
Total Miscellaneous Revenues:		**$0**	**$50,000**
Total Revenue Source:		**$1,380,771**	**$2,066,164**

Community Redevelopment Agency - Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Name	ERP Code	FY2023 Original Budget	FY2024 Budgeted
Expense Objects			
Personnel Services			
Salaries	11005900-512000	$81,163	$89,526
Fica Taxes	11005900-521100	$5,032	$5,551
Medicare Taxes	11005900-521200	$1,177	$1,299
Retirement Contributions	11005900-522100	$25,465	$30,905
Group Health	11005900-523000	$8,867	$9,732
Workers Comp Insurance	11005900-524000	$195	$3,542
Total Personnel Services:		**$121,899**	**$140,555**
Operating Expenditures			
Professional Services	11005900-531500	$100,000	$50,000
Prof Ser - Software & Support	11005900-531700	$2,096	$2,096
Auditing Services	11005900-532000	$5,807	$6,039
Contractual Services	11005900-534000	$50,000	$75,000
Telephone & Data Communication	11005900-541000	$3,200	$3,200
Refuse Removal	11005900-543400	$600	$600
Property & Casualty Insurance	11005900-545000	$5,619	$7,024
Promotional Activities	11005900-548000	$5,000	$50,100
Office Supplies	11005900-551000	$150	$150
Operating Supplies	11005900-552000	$2,400	$2,400
Memberships/Dues	11005900-554200	$1,500	$1,500

Name	ERP Code	FY2023 Original Budget	FY2024 Budgeted
Training	11005900-555500	$2,500	$2,500
CRA Initiatives	11005900-556200	$100,000	$100,000
Total Operating Expenditures:		**$278,872**	**$300,609**
Capital Outlay			
Building & Building Improvemen	11005900-562000	$300,000	$340,000
Building & Building Improvemen	11005900-562000	$0	$125,000
Infrastructure	11005900-563000	$630,000	$360,000
Sidewalk Capital Projects	11005900-563111	$0	$250,000
Machinery & Equipment	11005900-564000	$0	$350,000
Total Capital Outlay:		**$930,000**	**$1,425,000**
Grants & Contributions			
Building Facade Grants	11005900-583010	$50,000	$100,000
Restaurant Grants			$100,000
Total Grants & Contributions:		**$50,000**	**$200,000**
Total Expense Objects:		**$1,380,771**	**$2,066,164**

Action Item

BUSINESS ITEMS 1.3

Streetscape Enhancements - BGE, Inc. Task Order No.'s 105-23 and 106-23

Issue:

The CRA Board of Commissioners approve two (2) Task Orders with BGE, Inc. Vendor No. 2960, for streetscape enhancements along 5th Ave, from Hwy 301 to 1st Street, 8th Street between 5th Avenue and 6th Avenue, 1st Avenue Stormwater Pond, and Oakside Cemetary between 8th and 11th Avenues.

Background:

The Task Orders, provided in your back-up, BGE will prepare construction documents for landscaping, locations for benches, trash cans, street signs/poles, identify locations for public art, landscape lighting, and fencing. Services include pre-construction meetings, review of RFI's, submittals and a post-construction maintenance schedule for landscaping. Task Order No. 106-23 Oakside Cemetery Streetscape Enhancements in the amount of $13,600. Task Order No. 105.23 Streetscape and Stormwater Pond Landscape Enhancements in the amount of $29,700. Total Cost $43,300.

Attachment(s):

1. 2023-08-08_CRA Streetscapes_TO-10523-01
2. 2023-08-08_CRA Cemetery Streetscape_TO-10623-01

Fiscal Impact:

Funding for this project is included in the FY 2023/2024 CRA Budget.

Staff Recommendation:

Staff recommends approval of BGE, Inc. Task Orders No, 106.23 and 105.23, Total Cost $43, 300.

August 8, 2023

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

RE: Task Order 105-23, Streetscape and Stormwater Pond Landscape Enhancements 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 professional consulting services for the above referenced project.

1.0 PROJECT OVERVIEW

This proposal is based on the following information related to this project. Information that becomes known after this proposal is submitted may change the scope of work and fees proposed herein.

1.1 The following are assumptions related to the Project:

1.1.1 There are three (3) project areas associated with this task order as listed below and shown on Attachment 'A'.

- 5th Avenue (SR 54) Streetscape between Highway 301 and 1st Avenue
- 8th Street Streetscape between 5th Avenue and 6th Avenue
- 1st Avenue Stormwater Pond Landscape Enhancements

1.1.2 It is assumed that all proposed design elements will be wholly located within the right-of-way, City-owned property or within an easement granted to the City. Proposed enhancements of the project areas may include:

- Landscaping
- Benches
- Trash cans
- Street signs / poles
- Identify potential locations for public art
- Minor Landscape Lighting
- Fencing

1.1.3 It is assumed that no site utility design, revisions or upfit of existing utilities will be required with this scope of work (water, sewer, gas, dry utilities, etc.).

1.1.4 It is assumed that no stormwater design, revisions or upfit of existing storm or drainage systems will be required with this scope of work (drainage swales, stormwater management devices, storm pipes, structures, etc.).

1.1.5 The construction documents will meet the Zephyrhills Community Redevelopment Agency Design Standards and the Land Development Code (ZLDC), as applicable.

1.1.6 All fees for any municipal or outside agency contact to be paid for by the Client (meetings, reviews, submittals, or associated permitting tasks).

1.2 It is assumed that no permitting by the City of Zephyrhills, or other outside agency (except for as noted in 1.3 below) is required for this Project.

1.3 It is assumed that a Right-of-Way Use Permit will be required by the Florida Department of Transportation (FDOT) for the enhancements on SR 54 / 5th Avenue.

1.4 BGE staff will provide all services described in the Scope of Services below:

2.0 SCOPE OF SERVICES

2.1 Schematic Design

2.1.1 BGE will meet with the Client, and other project team members as appropriate, for a project kick off meeting to review the project scope and specific site program requirements for the proposed improvement in the streetscape areas.

2.1.2 BGE will prepare one (1) set of Schematic Plans to include the elements listed below based on a project budget to be furnished by Client. These plans will be a combination of hand-drawn and computer-generated graphics.

- Overall Site Plan to establish placement of the proposed streetscape elements and landscape improvements, identify any demolition needed, and illustrate conceptual designs.
- Overall Landscape Plant Palette
- Precedent Images

2.1.3 BGE will meet with the Client to review the Concept Plans, discuss potential revisions and alternates, and confirm a final direction for each project area. BGE will complete up to one (1) revision of each project area based on Client comments. A final Schematic Plan for each project area will be prepared for Client review and approval.

2.1.4 We have anticipated two (2) meetings during this phase of work. We assume one of these will be in person, with the other being in a virtual format.

2.2 Design Development

2.2.1 BGE will develop the plans approved in the Schematic Design phase into a plan set produced in AutoCAD that will begin the documentation of permit requirements and further details of the site elements and landscape. BGE will prepare the following Design Development plans:

- Preliminary Site Plans/Layout
- Preliminary Planting Plans
- Preliminary Site/Landscape Details
- Existing Irrigation Coverage Plan
  BGE will review and document existing irrigation coverage and identify areas for updates or additional coverage.

2.2.2 BGE will meet with the Client to review the Design Development package for feedback and approval. BGE will complete up to one (1) revision for each project area based on Client comments. Revisions requested from this review will be incorporated into a Final Design Development package and used as the basis for Construction Drawings.

2.2.3 We have anticipated two (2) meetings during this phase of the work. We assume one of these will be in person, with the other being in a virtual format. In addition, we anticipate attending one (1) City Council meeting.

2.3 Construction Drawings + Permitting

2.3.1 BGE will prepare a construction drawing package(s) using AutoCAD based on the Client-approved Design Development Plans including:

- Existing Conditions / Site Demolition Plan, as applicable
- Site Layout and Materials Plan
- Landscape Plans and Details
- Irrigation Specifications and Coverage Plan
- Site Construction Details
- Post-Construction Maintenance Schedule

2.3.2 BGE will submit the Construction Drawings to FDOT as necessary to obtain a Right-of-Way Use Permit.

2.3.3 BGE will submit the Construction Drawings to the City for use during the bidding process.

2.4 Construction Phase Services (Hourly)

2.4.1 We propose the following services on an hourly rate basis, per the attached Rate Schedule, up to the budget allocated in the 'Fees' section. These services are anticipated to cover the construction phase for all design services included in this proposal. We will not exceed this budget without prior approval from Client. Work within this section is anticipated to include:

- One (1) Pre-Construction Meeting
- Review project RFIs and consult with Contractor for any clarification of the plans and documents.

- Conduct up to two (2) on-site visits to observe progress of construction and conformance to construction documents.
- Review applicable shop drawings and submittals.
- Review Contractor Submittals for hardscape and/or other landscape components.
- Review photos of typical nursery stock from the Landscape Contractor to ensure that the proposed plant material for the project complies with the plans and specifications.
- One (1) Punchlist Site Visit at the end of Landscape Installation to review the work.
- Final Report summarizing items discussed during the Punchlist Site Visit and outlining any corrective actions needed to comply with the plans and specifications.

2.5 Miscellaneous Services

Miscellaneous service items may be performed under this task as requested by the Client. Approval by Client will be obtained prior to utilizing this task for services. This task will provide consultation and design services beyond the scope of sections 2.1 through 2.4 above, after the plans and reports have been submitted as final, or otherwise not contemplated in this proposal, such as but not limited to the identification of additional areas to be incorporated into the project. This section will also include any additional meeting attendance or renderings/graphics that are not accounted for above that are provided by BGE at the request of the Client.

2.6 Reimbursable Expenses

Reimbursable costs including 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 include in the invoice to the City. Typical out-of-pocket expenses shall include, but not be limited to, travel expenses (lodging, meals, etc.), job-related mileage at the prevailing Company rate, postage, advertising fees, courier, printing, reproduction costs.

3.0 GENERAL CONDITIONS AND UNDERSTANDINGS

3.1 The following will be provided by the Client:

3.1.1 Any pertinent information to the project including but not limited to copies of the existing surveys, site plans, design guidelines, etc.

3.1.2 All review fees associated with applications and permits for the project, as applicable.

3.1.3 Programming guidance for elements to be included in the project design.

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

4.0 EXCLUSIONS

4.1 Additional services, although not requested at this time, may be needed later as the project progresses. For clarification, the following items are not included within our Scope of Services:

- Any service not specifically included in the above scope of work.
- Submittal, Application and Permit Fees; Bidding Advertising Costs.
- Preparation of Bid Documents and Technical Specifications beyond the drawing packages listed above.
- Pasco County permitting.
- Florida Department of Transportation (FDOT) permitting.
- Tagging plants at the Landscape Nursery (representative photo review included).
- Specialized services normally performed by an Arborist or Forester.
- Tree Save / Mitigation Plan and/or Report.
- Site Lighting Design, including photometrics.
- Site Signage Design and Permitting.
- Plumbing and Electrical design for fountains/water features.
- Public Meeting attendance.
- Construction contract preparation.
- Environmental permitting.
- Redesign due to plan changes imposed by the Client following substantial completion of plans or which may be required.

4.2 Additional Services or work outside of the previously detailed Scope of Work will not be performed without written authorization and will be performed at our standard hourly rate as identified in the BGE, Inc. 2023 Standard Fee Schedule, or as updated.

5.0 FEES

	ITEM	FEE BASIS	FEE AMOUNT
2.1	Schematic Design	Lump Sum	$ 7,400
2.2	Design Development	Lump Sum	$ 10,200
2.3	Construction Drawings	Lump Sum	$ 8,100
		SUBTOTAL	*$ 25,700*
2.4	Construction Phase Services	Hourly NTE	$ 4,000
2.5	Miscellaneous Services	Hourly	TBD
2.6	Reimbursable Expenses	As Incurred	$ 500 (max.)
		TOTAL	**$ 29,700**

TERMS OF THE PROJECT

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 Terms and Conditions in Professional Services Contract executed on February 13, 2023.

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.

BGE, Inc.

Jeff Westmoreland, PLA
Director | Planning + Landscape Architecture

August 8, 2023
Date

Nicole Young
Senior Landscape Architect
August 8, 2023
Date

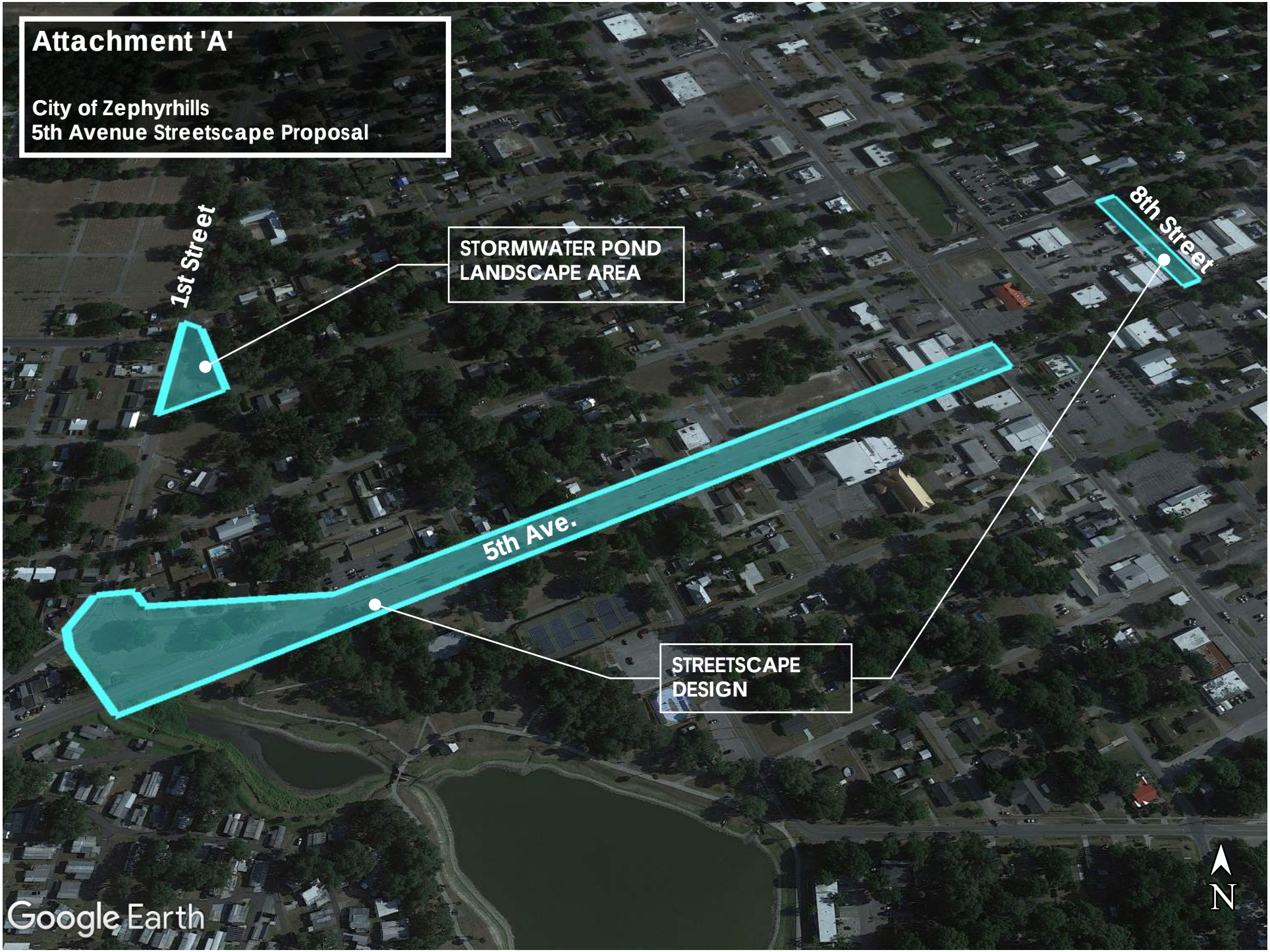
ACCEPTED:
City of Zephyrhills (Client)

Signature

Printed Name

Title

Date


Attachment 'A'
City of Zephyrhills
5th Avenue Streetscape Proposal
1st Street
STORMWATER POND
LANDSCAPE AREA
8th Street
5th Ave.
STREETSCAPE
DESIGN
N
Google Earth

August 8, 2023

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

RE: Task Order 106-23, Oakside Cemetery Streetscape Enhancements
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 professional consulting services for the above referenced project.

1.0 PROJECT OVERVIEW

This proposal is based on the following information related to this project. Information that becomes known after this proposal is submitted may change the scope of work and fees proposed herein.

1.1 The following are assumptions related to the Project:

1.1.1 The Project area includes the streetscape along the frontage of Oakside Cemetery on 1st Street between 8th and 11th Avenues, as shown on Attachment 'A'.

1.1.2 It is assumed that all proposed design elements will be wholly located within the right-of-way, City-owned property or within an easement granted to the City. Proposed enhancements within the Project area may include:

- Landscaping
- Fencing

1.1.3 It is assumed that no site utility design, revisions or upfit of existing utilities will be required with this scope of work (water, sewer, gas, dry utilities, etc.).

1.1.4 It is assumed that no stormwater design, revisions or upfit of existing storm or drainage systems will be required with this scope of work (drainage swales, stormwater management devices, storm pipes, structures, etc.).

1.1.5 The construction documents will meet the Zephyrhills Community Redevelopment Agency Design Standards and the Land Development Code (ZLDC), as applicable.

1.1.6 All fees for any municipal or outside agency contact to be paid for by the Client (meetings, reviews, submittals, or associated permitting tasks).

1.2 It is assumed that no permitting through the City of Zephyrhills, or other agency is required for this Project.

1.3 BGE staff will provide all services described in the Scope of Services below:

2.0 SCOPE OF SERVICES

2.1 Schematic Design

2.1.1 BGE will meet with the Client, and other project team members as appropriate, for a Project kick off meeting to review the Project scope and specific site program requirements for the proposed improvement in the streetscape area.

2.1.2 BGE will prepare one (1) set of Schematic Plans to include the elements listed below based on a Project budget to be furnished by Client. These plans will be a combination of hand-drawn and computer-generated graphics.

- Overall Site Plan to establish placement of the proposed streetscape elements and landscape improvements, identify any demolition needed, and illustrate conceptual designs.
- Overall Landscape Plant Palette
- Precedent Images

2.1.3 BGE will meet with the Client to review the Concept Plans, discuss potential revisions and alternates, and confirm a final direction for each project area. BGE will complete up to one (1) revision based on Client comments. A final Schematic Plan will be prepared for Client review and approval.

2.1.4 We have anticipated two (2) meetings during this phase of the work. We assume one of these will be in person, with the other being in a virtual format.

2.2 Design Development

2.2.1 BGE will develop the plans approved in the Schematic Design phase into a plan set produced in AutoCAD that will begin the documentation of permit requirements and further details of the site elements and landscape. BGE will prepare the following Design Development plans:

- Preliminary Site Plans/Layout
- Preliminary Planting Plans
- Preliminary Site/Landscape Details
- Existing Irrigation Coverage Plan
  BGE will review and document existing irrigation coverage and identify areas for updates or additional coverage.

2.2.2 BGE will meet with the Client to review the Design Development package for feedback and approval. BGE will complete up to one (1) revision for each project area based on Client comments. Revisions requested from this review will be incorporated into a Final Design Development package and used as the basis for Construction Drawings.

2.2.3 We have anticipated two (2) meetings during this phase of the work. We assume one of these will be in person, with the other being in a virtual format.

2.3 Construction Drawings + City of Zephyrhills Review Process

2.3.1 BGE will prepare a construction drawing package(s) using AutoCAD based on the Client-approved Design Development Plans including:

- Existing Conditions / Site Demolition Plan, as applicable
- Site Layout and Materials Plan
- Landscape Plans and Details
- Irrigation Specifications and Coverage Plan
- Site Construction Details
- Post-Construction Maintenance Schedule

2.3.2 BGE will submit the Construction Drawings to the City for use during the bidding process.

2.4 Construction Phase Services (Hourly)

2.4.1 We propose the following services on an hourly rate basis, per the attached Rate Schedule, up to the budget allocated in the 'Fees' section. These services are anticipated to cover the construction phase for all design services included in this proposal. We will not exceed this budget without prior approval from Client. Work within this section is anticipated to include:

- One (1) Pre-Construction Meeting
- Review project RFIs and consult with Contractor for any clarification of the plans and documents.
- Conduct one (1) on-site visit to observe progress of construction and conformance to construction documents.
- Review applicable shop drawings and submittals.
- Review Contractor Submittals for hardscape and/or other landscape components.
- Review photos of typical nursery stock from the Landscape Contractor to ensure that the proposed plant material for the project complies with the plans and specifications.
- One (1) Punchlist Site Visit at the end of Landscape Installation to review the work.
- Final Report summarizing items discussed during the Punchlist Site Visit and outlining any corrective actions needed to comply with the plans and specifications.

2.5 Miscellaneous Services

Miscellaneous service items may be performed under this task as requested by the Client. Approval by Client will be obtained prior to utilizing this task for services. This task will provide consultation and design services beyond the scope of sections 2.1 through 2.4 above, after the plans and reports have been submitted as final, or otherwise not contemplated in this proposal, such as but not limited to the identification of additional areas to be incorporated into the project. This section will also include any additional meeting attendance or renderings/graphics that are not accounted for above that are provided by BGE at the request of the Client.

2.6 Reimbursable Expenses

Reimbursable costs including 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 include in the invoice to the City. Typical out-of-pocket expenses shall include, but not be limited to, travel expenses (lodging, meals, etc.), job-related mileage at the prevailing Company rate, postage, advertising fees, courier, printing, reproduction costs.

3.0 GENERAL CONDITIONS AND UNDERSTANDINGS

3.1 The following will be provided by the Client:

3.1.1 Any pertinent information to the project including but not limited to copies of the existing surveys, site plans, design guidelines, etc.

3.1.2 All review fees associated with applications and permits for the project, as applicable.

3.1.3 Programming guidance for elements to be included in the project design.

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

4.0 EXCLUSIONS

4.1 Additional services, although not requested at this time, may be needed later as the project progresses. For clarification, the following items are not included within our Scope of Services:

- Any service not specifically included in the above scope of work.
- Submittal, Application and Permit Fees; Bidding Advertising Costs.
- Preparation of Bid Documents and Technical Specifications beyond the drawing packages listed above.

- Pasco County permitting.
- Florida Department of Transportation (FDOT) permitting.
- Tagging plants at the Landscape Nursery (representative photo review included).
- Specialized services normally performed by an Arborist or Forester.
- Tree Save / Mitigation Plan and/or Report.
- Site Lighting Design, including photometrics.
- Detailed Irrigation System Design.
- Site Signage Design and Permitting.
- Plumbing and Electrical design for fountains/water features.
- Public Meeting attendance.
- Construction contract preparation.
- Environmental permitting.
- Redesign due to plan changes imposed by the Client following substantial completion of plans or which may be required.

4.2 Additional Services or work outside of the previously detailed Scope of Work will not be performed without written authorization and will be performed at our standard hourly rate as identified in the BGE, Inc. 2023 Standard Fee Schedule, or as updated.

5.0 FEES

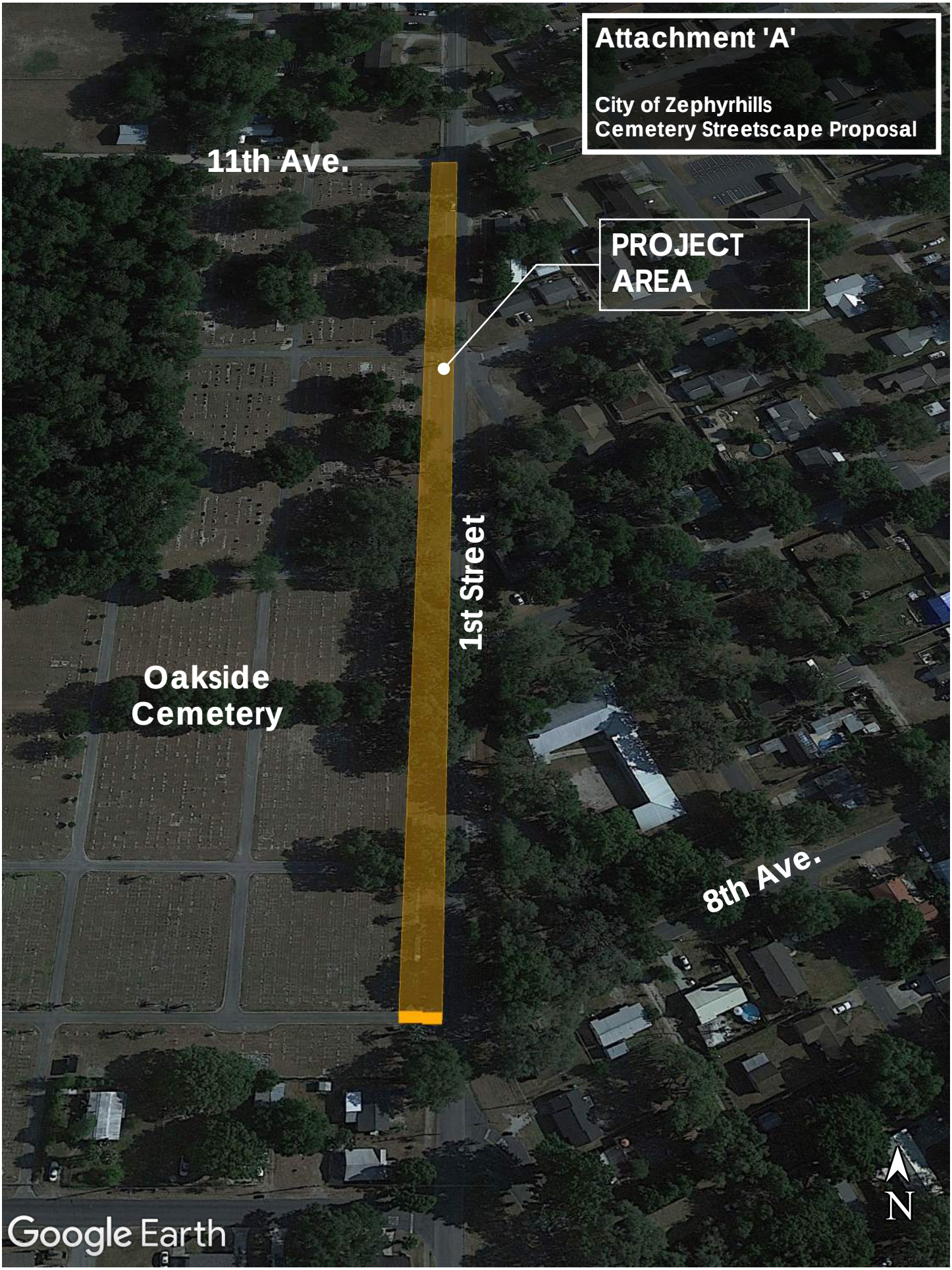
	ITEM	FEE BASIS	FEE AMOUNT
2.1	Schematic Design	Lump Sum	$ 3,200
2.2	Design Development	Lump Sum	$ 4,700
2.3	Construction Drawings	Lump Sum	$ 2,700
		SUBTOTAL	*$ 10,600*
2.4	Construction Phase Services	Hourly NTE	$ 3,000
2.5	Miscellaneous Services	Hourly	TBD
2.6	Reimbursable Expenses	As Incurred	$ 500 (max.)
		TOTAL	**$ 13,600**

TERMS OF THE PROJECT

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 Terms and Conditions in Professional Services Contract executed on February 13, 2023.

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.

BGE, Inc.	**ACCEPTED:** **City of Zephyrhills (Client)**
Jeff Westmoreland, PLA Director | Planning + Landscape Architecture	Signature
August 8, 2023 Date	Printed Name
Nicole Young Senior Landscape Architect	Title
August 8, 2023 Date	Date


Attachment 'A'
City of Zephyrhills
Cemetery Streetscape Proposal
11th Ave.
PROJECT AREA
1st Street
Oakside Cemetery
8th Ave.
N
Google Earth

CRA Meeting
September 25, 2023

Action Item

BUSINESS ITEMS 1.4

Residential Ownership Incentive Grant - Dylan and Victoria Richards - 38633 4th Avenue

Issue:

The CRA Board of Commissioners approve Residential Ownership Incentive Grant in the amount of $5000, for Dylan and Victoria Richards. Home located at 38633 4th Avenue Zephyrhills.

Background:

The applicants, Dylan and Victoria Richards, whose application is provided in your back-up, will be purchasing a home located at 38633 4th Avenue. The grant's purpose is to incentivize home purchases within distressed neighborhoods as a catalyst to improve the owner occupancy rate. The applicants are aware the grant requires them to file for homestead exemption on the property for 5 years. If Dyan and Victoria Richards do not file for homestead exemption, or vacates the property, sell or rent the property within the 5 year period, the entire grant amount will be due and owing within 15 days of notice by the Zephyrhills CRA. After the real estate closing and all required information is provided, staff will process the incentive. The goal is to increase owner occupancy rates within the CRA neighborhoods.

Attachment(s):

1. Richards 38633 4th Ave

Fiscal Impact:

Funding for the Residential Ownership Incentive Grant Program is provided in the CRA 2022/2023 approved budget.

Staff Recommendation:

The grant application meets all of the Program requirements and staff recommends approval.

Sept. CRA Agend

ZEPHYRHILLS
COMMUNITY REDEVELOPMENT AGENCY

RESIDENTIAL OWNERSHIP INCENTIVE GRANT PROGRAM

Grant Application

1. Attach photo of the home and property.
2. Attach copy of applicant's photo identification, Florida Driver License, if more than one applicant please attach each applicant photo identification.
3. Attach copy of property information from Pasco County Property Appraiser

Name: Dylan + Victoria Richards / Christopher Alba (Loan Cosigner)

Current Address: 29615 Forest Glen Dr.

Home Phone: _____ Cell Phone: 813-482-3955
813-~~838~~ 838-0227

Email: VLA_Cheergirl@yahoo.com

Subject Property Address: 38633 4th Ave.

Parcel Identification Number 11-26-21-0010-17000-0160

By signing this application, I agree and certify the following:

a) I am 21 years of age or older.

b) I will hold title to this residence for a minimum of 5 years.

c) I will reside in the subject residence for a minimum of 5 years and claim homestead exemption as regulated by the Pasco County Property Appraiser.

d) I understand an encumbrance of $5000 will be placed on property for 5 years.

e) I will be disqualified and grant funds revoked if I do not comply with applicable zoning requirements, design standards and/or guidelines. ✓

f) If I fail to obtain homestead exemption, am found to be using the exemption fraudulently, or vacate property, I understand I will be required to repay the entire $5000 grant amount. Should grant amount not be repaid within 15 business days, owner will be considered in default and interest will accrue at 18% per annum. ✓

g) I understand before funding is disbursed I will provide a copy of the property sale documents/closing statement, copy of the Warranty Deed, and copy of Homestead Exemption application from Pasco County Property Appraiser, within 7 days of Real Estate Closing. ✓

h) I understand that I must provide a completed W-9 form and will be responsible for any applicable taxes from grant funding. ✓

i) I understand the CRA Board of Commissioners reserves the right to deny an application at any time without cause. ✓

j) I have read and understand the requirements of the grant program.

DYLAN RICHARDS
Print Name

X [signature]
Signature

X 8-24-23
Date

VICTORIA RICHARDS
Print Name

X [signature]
Signature

X [signature]
Witness

CHRISTOPHER J. ALBA
[signature]
CO-SIGNER

ZEPHYRHILLS
COMMUNITY REDEVELOPMENT AGENCY

RESIDENTIAL OWNERSHIP INCENTIVE GRANT PROGRAM
AFFIDAVIT

The qualified homebuyer / grant recipient must reside and claim homestead exemption on the subject property for a minimum of five (5) years from the date of the grant award. A lien will be placed on the subject property which will be removed automatically after fulfillment of the five (5) year occupancy requirement.
The lien will be filed by the City Clerk's office on the subject property within 30 business days from date of grant approval. ✓

Should the grant recipient vacate the home prior to fulfilling the five (5) year occupancy requirement the grant recipient shall pay to the City of Zephyrhills CRA the grant amount of $5000 within 15 days of vacating property. Should grant amount not be repaid within 15 business days, owner will be considered in default and interest will accrue at 18% per annum. ✓

All restoration must meet all applicable zoning and code requirements, CRA Design Guidelines and any other applicable requirements as determined by the City of Zephyrhills Planning Department. Zoning and CRA Design Guidelines will be based on a single family residential zoning category. If the applicable CRA and/or Historic Preservation (within designated areas) Guidelines are not met, upon notice by the Zephyrhills CRA the applicant will pay the entire $5000 grant back to the Zephyrhills CRA within 15 business days. ✓

Funding is not guaranteed until written approval from the City of Zephyrhills CRA is received. The Residential Ownership Incentive Grant Program is not retroactive, extending in scope or effect to a prior time, should you purchase a home before applying to the grant program or do not file homestead exemption within 7 days of closing on property, the subject property will not be eligible for grant funds. ✓

x 8-24-23
Date

x _____
Signature

x _____
Signature

Parcel ID	11-26-21-0010-17000-0160 (Card: 1 of 1)
Classification	00100-Single Family

Mailing Address
LAIN DAVID W & PAMELA E
37411 SERENITY AVE
ZEPHYRHILLS, FL 33542-1847

Physical Address
38633 4TH AVENUE, ZEPHYRHILLS, FL 33542

Legal Description (First 200 characters)
See Plat for this Subdivision
CITY OF ZEPHYRHILLS PB 1 PG 54 LOTS 16 & 17
BLOCK 170

Jurisdiction
CITY OF ZEPHYRHILLS

Community Dev District
N/A

Property Value

Just Value	**$131,503**	
Ag Land	$0	
Land	$14,700	
Building	$115,406	
Extra Features	$1,397	
	Non-School	**School**
Assessed	$116,030	$131,503
Homestead Exemption	-$0	-$0
Additional Exemptions	-$0	-$0
Taxable Value	**$116,030**	**$131,503**

Warning: A significant taxable value increase may occur when sold.
Click here for details and info. regarding the posting of exemptions.

Land Detail (Card: 1 of 1)

Line	Use	Description	Code	Zoning	Units	Type	Price	Condition	Value
1	0100R	SFR	LP2-1	00R4	8400.000	SF	$1.75	1.00	$14,700

Additional Land Information

Acres	Tax Area	FEMA Code	Subsidence Activity	Neighborhood Code(s)
0.19	30ZC	X	None Reported	ZHLH

View Sketch Building Information - Use 0100-Single Family Residential (Card: 1 of 1)

Year Built	1955	**Stories**	1.0
Exterior Wall 1	Asbestos Shingle	**Exterior Wall 2**	None
Roof Structure	Gable or Hip	**Roof Cover**	Asphalt or Composition Shingle
Interior Wall 1	Drywall	**Interior Wall 2**	None
Flooring 1	Hardwood	**Flooring 2**	Parquet
Fuel		**Heat**	Forced Air - Ducted
A/C	Central	**Baths**	1.5

Line	Code	Description	Sq. Feet	Value
1	BAS01	LIVING AREA	754	$71,501
2	FCP01	FINISHED CARPORT	288	$6,828
3	FOP01	FINISHED OPEN PORCH	88	$2,086
4	UST01	UNFINISHED STORAGE	100	$3,793
5	FEP01	FINISHED ENCL PORCH	286	$18,966
6	FSA01	FINISHED SCREENED ALUM PORCH	368	$12,233

Extra Features (Card: 1 of 1)

Line	Code	Description	Year	Units	Value
1	RDWSWC	DRVWAY/SIDEWALK CONC	1973	400	$198
2	RUDU-M	UNFIN DETACH UTIL MT	1991	1	$156
3	RDCFENCE	DECORATIVE FENCE	1998	350	$131
4	RPVCFSF	PVC FENCING (SF)	2009	420	$912

Sales History

Previous Owner: SCAGLIONE THOMAS & JOANNA

Month/Year	Book/Page	Type	DOR Code	Condition	Amount
1/2021	10266 / 3980	Warranty Deed	01	I	$130,000
1/2013	8819 / 1772	Warranty Deed	01	I	$63,500
8/2008	7934 / 0041	Warranty Deed		I	$79,000
6/2008	7856 / 1578	Certificate of Title		I	$0
9/2005	6621 / 1585	Warranty Deed		I	$145,000
9/2004	6053 / 1401	Warranty Deed		I	$106,000
10/2000	4467 / 1102	Warranty Deed		I	$64,500

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Google Earth
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Google Maps 38633 4th Ave

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