

## REGULAR COUNCIL MEETING

A Regular Council Meeting was held on January 14, 2019 at 6:00 p.m. in the Council Chambers of City Hall.

President Smith called the meeting to order. Roll call was taken. Present were members Ken Burgess, Jodi Wilkeson, Alan Knight, Charlie Proctor, Lance Smith and Mayor Whitfield. City Manager Steve Spina and City Attorney Matthew Maggard were also present.

Staff present: Police Chief Derek Brewer, Fire Chief Brian Swartout, Utilities Director John Bostic, Public Works Director Shane Leblanc, Building Official Bill Burgess, HR Director Sandra Amerson, Director of Planning Todd Vande Berg, CRA Director Gail Hamilton, IT Director Mike Panak, Airport Manager Nathan Coleman, Assistant Planning Director Rodney Corriveau, Historic Preservation Officer Audrey McGuire, CIS Technician Kevie DeFranc, Fire Captain Micheal Richards, Assistant City Clerk Jessica Carter and City Clerk Lori Hillman.

Christian Ryman gave the Invocation. The Pledge of Allegiance followed. Ken Burgess moved the minutes of the December 10, 2018 Regular Meeting be approved. Seconded by Charlie Proctor. Motion passed unanimously.

### MAYOR

Arbor Day Proclamation

City Clerk Lori Hillman read aloud the Arbor Day Proclamation. Mayor Whitfield presented the proclamation to Beverly Jones with the Garden Club and proclaimed January 18, 2019 as Arbor Day in Zephyrhills. An Arbor Day event will be held on Friday, January 25, 2019 at 1:00 p.m. in Zephyr Park.

### CONSENT ITEMS

1. Lease of 5031 Airport Road by Tony and Linda Starr Kerns
2. Zephyrhills Police Department Sergeant's Contract
3. Airport Grant for Runway 01/19 Improvements
4. Department of Economic Opportunity Grant for Airport Industrial Corridor Master Plan
5. Dr. Bedi Property Transfer

Consent Item 1 was pulled from the agenda by staff. Alan Knight moved to approve Consent Items 2, 3, 4 and 5. Seconded by Ken Burgess. Motion passed unanimously.

### BUSINESS ITEMS

#### PUBLIC HEARING

1. Second Reading **ORDINANCE NO.: 1375-19 – “AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA AMENDING TABLE 2.02.01 (ALLOWABLE USES IN ZONING DISTRICTS) OF THE LAND DEVELOPMENT CODE; REPEALING SECTION 2.02.07 (LAND USES ALLOWED WITHIN THE TRADITIONAL CITY CENTER) OF THE LAND DEVELOPMENT CODE; PROVIDING FOR REPEALER, SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE.”**

Ordinance No. 1375-19 was read by title. A public hearing was held and there were no comments from the audience. Charlie Proctor moved Ordinance No. 1375-19 be passed on the second reading. Seconded by Ken Burgess. Motion passed unanimously.

2. First Reading **RESOLUTION NO.: 756-19 - “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) STATE REVOLVING FUND (SRF), ADOPTION OF THE WATER AND WASTEWATER FACILITIES PLANS FOR THE IMPLEMENTATION OF MULTIPLE IMPROVEMENTS, EFFECTIVE THIS DATE”**

Resolution No. 756-19 was read by title. Dr. Spina stated this resolution authorizes the City to enter into an agreement through the State Revolving Fund for a 20-year low interest loan to fund water and wastewater projects. A public hearing was held and there were no comments

from the audience. Charlie Proctor moved Resolution No. 756-19 be passed on the first reading. Seconded by Alan Knight. Motion passed unanimously.

### **CITY CLERK'S REPORT**

#### 2. Request a Date for Mayor's Caucus

City Clerk Lori Hillman said the qualifying period for the upcoming municipal election is February 12<sup>th</sup> at noon through February 19<sup>th</sup> at noon. The City's charter requires the Mayor's Caucus be held within three days following the end of qualifying to accept candidate petitions and requested Council set a date and time as early following qualifying as possible to allow the Supervisor of Elections to begin mailing absentee ballots and allow candidates to attend the Municipal Candidate Workshop on February 20<sup>th</sup>.

Alan Knight moved to schedule the Mayor's Caucus on Tuesday, February 19<sup>th</sup> at 6:00 p.m. in Council Chambers. Seconded by Ken Burgess. Motion passed unanimously.

### **PLANNING DIRECTOR'S REPORT**

#### 4. Draft 5-Year Strategic Action Plan

Planning Director Todd Vande Berg explained the Five-Year Strategic Action Plan addresses the five strategic focus areas that were broken out from information provided to staff by citizens during community workshops at Alice Hall in late 2016. Mr. Vande Berg narrated the Five-Year Strategic Action Plan highlighting the downtown and in-town neighborhoods, U.S. 301 Corridor Greenfields, Airport Industrial Corridor, and education. He said when the comprehensive plan is complete, the focus will shift to City branding and marketing.

Councilman Burgess suggested presenting the Strategic Action Plan at the annual BBQ and Blues event to reach a larger audience.

Councilwoman Wilkeson said the story of the City's accomplishments and future goals needs to be shared to change the misconceptions of Zephyrhills particularly with the impact that the S.R. 56 extension will have on industrial development.

Planning Director Todd Vande Berg said he and staff celebrate the story of all the good things happening in Zephyrhills with the development community. There is a story with important pieces that need to be shared and staff needs to be creative with marketing by advertising in magazines and periodicals geared toward realtors and developers.

Conversations ensued regarding recreational amenities, walking trails, identifying needs over the next four years for State Appropriations funding, and an opportunity to make a presentation to the Florida Redevelopment Association at their next conference.

Council concurred to revisit the Strategic Action Plan quarterly.

### **CITY MANAGER'S REPORT**

#### 5. Project Updates

Dr. Spina said over the Christmas break a letter was received from Colonel Jeffrey Harrington with the Pasco County Sheriff's Office asking the City to consider partnering with Pasco County on the unified emergency services dispatch. Dade City has joined the unified system and New Port Richey is currently reviewing the option. Dr. Spina and Chief Brewer met with City Manager Debbie Manns and Chief Boggart of New Port Richey and agreed to create a list of pros and cons to be discussed and then taken back to their respective Councils.

Councilman Proctor wants to assure current employees will not lose their jobs or benefits if the City chooses to partner with Pasco County's unified emergency dispatch services.

Dr. Spina said the runway extension project at the airport is moving along. A sliver (two-to-four acres) of land will be purchased just south of the airport to meet the clear zone requirements or runway protection zones. He contacted Senator Simpson last week who has

agreed to sponsor the land purchase as a follow up to this year's appropriation and the office of Representative Burgess has been contacted. The property owner has been contacted and there is no problem acquiring the land which will be surveyed and appraised.

Dr. Spina said the City will not seek funding for Re-Imagine Gall Blvd. since the City is currently conducting two corridor studies; S.R. 56 Extension Study and the Industrial Corridor Study with the Department of Economic Opportunity. In order for the City to make an educated request based on needs, a clearer understanding of how the bypass will impact the 301 Corridor Study is needed. State Appropriations requested this year include the Septic-to-Sewer Project on 6<sup>th</sup> Avenue and the purchase of two-to-four acres of land south of the airport.

#### 6. Deputy City Manager

Dr. Spina said in November 2018, Council hired Billy Poe to serve as the Assistant City Manager to ultimately become City Manager. The role Billy is going to play is much more suited to the title of Deputy Manager since in the City Manager's absence, he will backup and perform all duties with independent authority. He requested to use Deputy in lieu of Assistant.

Council concurred to use the title Deputy Assistant Manager.

#### 7. Baggett-Reutimann FYE 9-30-2017 Audit

Dr. Spina introduced Judson Baggett with Baggett, Reutimann & Associates, CPAs, PA to present the City's FYE17 Audit.

Mr. Jud Baggett presented the City's FY17 Audit highlighting key elements to include the Independent Auditor's Report, Management's Discussion and Analysis and touched on areas required of all governmental audits in Florida.

Dr. Spina addressed two comments recommend by the auditors: 1). Appoint an individual to oversee grants for the general fund and 2). Bank reconciliations. He said staff is working on a solution to oversee grants and added the City is up-to-date with bank reconciliations with the assistance of CLA.

Dr. Spina said staff will be interviewing for a Finance Director on Thursday, January 17<sup>th</sup>. A Finance Department Assessment was performed by CLA and once a new Finance Director is on board, he or she and the new city manager designate will make recommendations and changes which will be brought to Council on the February 11<sup>th</sup> agenda.

Charlie Proctor moved to approve the Baggett-Reutimann FYE 9-30-2017 Audit. Seconded by Jodi Wilkeson. Motion passed unanimously.

#### 8. Sarah Vande Berg Tennis Center Final Design

Dr. Spina unveiled the final design for the Sarah Vande Berg Tennis Center. He explained the front elevation façade has a higher lobby entrance with tennis ball features. The rear elevation has an overhang over the courtyard dining area with the tennis ball features and brick accents. He said if Council concurs, staff will move forward with the final design.

Dr. Spina said the City will go out to bid this month for Simons Road which will be completed in two phases. Phase I will be from Eiland Blvd. to just past the bend on Simons Road. Phase II will be the construction of the northeast corner of Simons Road after 2021 following the relocation of lines in the right-of-way on the west side of Simons Road by Duke Energy. Staff believes it is more financially feasible to break the project into two phases. The City is in the process of securing an agreement with Duke Energy to move their poles in the right-of-way of Simons Road and modify Duke Energy's easement to enable the City to be able to realign Simons Road for a better connection to Ft. King Road.

Jodi Wilkeson moved to approve the design and added to paint the front and rear white overhang (a narrow, modern looking overhang suspended by aluminum poles) to match the bricks. Seconded by Ken Burgess. Motion passed unanimously.

#### 9. Purchase of Replacement Fire Engine

Fire Chief Brian Swartout said he is requesting a second fire truck to replace an aging fire truck and recommended Council go to contract now and pay for the truck in FY19/20 as laid out in the fire department's capital plan for \$525,000 with no money down. A normal truck build is

anywhere from 10-to-14 months depending on where the truck is in line when the contract is signed. The cost continues to increase; however, if older vehicles are moved into reserve status, their life span is maximized. When a quality product is purchased and maintained, it will last a long time and can be used to replace a front line engine when taken out of service. He recommended Council approval a contract before the February 1<sup>st</sup> deadline with Ten-8 to save money.

Conversations ensued relating to the capital plan, a third fire station on the west side of town based on growth, the use of reserve trucks when front line trucks are out of service, average life span of trucks, approval of contract by February 1<sup>st</sup> to receive a discount, fire assessment fees, a new ladder truck in 2022, purchasing the new truck with \$250,000 down to earn 3% discount, and approval of the fire truck purchase tonight and bring back a finance plan on the January 28<sup>th</sup> agenda.

Dr. Spina said a Fire Assessment Fee Workshop will be held on February 11, 2019 with the updated fire expense programming and general fund assessment analysis. He said setting the fire truck aside, the station and some of the purchases down the road could be adjusted based on the rate in which the fire assessment fee is implemented combined with different growth areas.

Chief Swartout said \$250,000 was put down on the last fire truck which saved the City \$8,000; although, the City can go to contract with no money down and pay for the truck when it is delivered next year. He said he would like to look at replacement costs down the road through fire assessment fees and be able to earmark funds for each vehicle over time so that in 10 years when a new vehicle is due to be replaced, the money will be available to make the purchase.

Dr. Spina said in November, Pasco County had four bond issues on the ballot and one was for Pasco County Fire Rescue growth and the building of new stations which passed by 75% in the county and 75% in the City. In Precinct 6, 75% of registered voters voted in favor of funding that will not benefit the City of Zephyrhills, the money is allocated for central to west Pasco for improvements. The Fire Assessment Fee is important to help fund the fire department and provide a new source of revenue for the City.

Alan Knight moved to approve Business Item 9. Seconded by Charlie Proctor.

City Attorney Maggard recommended Council instruct the City Attorney and Fire Chief to move forward with negotiating an agreement to be brought back on the January 28<sup>th</sup> agenda.

Councilman Knight amended his motion to instruct the City Attorney and Fire Chief to move forward with negotiating an agreement to be brought back on the January 28<sup>th</sup> agenda as recommended by the City Attorney. Charlie Proctor amended his second. Motion passed unanimously.

### **CITY ATTORNEY'S REPORT**

10. First Reading of **ORDINANCE NO. 1376-19 – “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA ESTABLISHING A 12 MONTH MORATORIUM ON RECEIVING AND PROCESSING PERMIT APPLICATIONS FOR CARGO CONTAINERS AND CARGO-LIKE (CONEX) CONTAINERS FOR RESIDENTIAL PURPOSES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.”**

City Attorney Maggard stated the Planning Department has requested a moratorium to perform due diligence in researching cargo containers for residential dwelling units.

Assistant Planning Director Rodney Corriveau said staff is in the process of performing research and have scheduled a tour of a factory in Tampa that transforms cargo containers into homes.

Jodi Wilkeson moved to approve Ordinance No. 1376-19 on the first reading. Seconded by Ken Burgess. Motion passed unanimously.

### **CITIZEN COMMENTS**

There were no comments from the floor.

**MAYOR ANNOUNCEMENTS** – Mayor Whitfield said he hoped everyone had a great holiday season and is glad to be back to work.

**CITY MANAGER ANNOUNCEMENTS** - Dr. Spina displayed a trophy from the Pioneer Museum’s Chili Cook-off held Saturday, January 12<sup>th</sup> in Dade City. The City of Zephyrhills took first place with team members Chief Chef Mike Barnes, Councilmen Lance Smith and Ken Burgess, Rodney Corriveau, Gail Hamilton and Steve Spina. The Pigz in Zhills event will be held Saturday, January 19<sup>th</sup> at the Airport Park. Sunday, January 20<sup>th</sup> at 11:00 a.m. is Law Day at Macedonia Missionary Baptist Church. The church invites representatives from Law Enforcement Departments throughout the Tampa Bay Area i.e., City of Zephyrhills, Pasco County, Tampa, State Highway Patrol, and Hillsborough County. The speaker will be Ventoure Watkins, a former football player for Florida State, currently an undercover Deputy Sheriff in Hillsborough County. Monday, January 21<sup>st</sup> at 11:00 a.m., the Boys and Girls Club in Lacoochee will host a Martin Luther King, Jr. Commemorative Services.

**CITY ATTORNEY ANNOUNCEMENTS** – N/A

**CITY COUNCIL COMMENTS** – Councilman Proctor congratulated the City of Zephyrhills on the 1<sup>st</sup> place Chili Cook-Off win.

Councilman Knight – N/A

Councilman Burgess wished everyone a Happy New Year.

Councilwoman Wilkeson wished everyone a Happy New Year.

Councilman Smith asked everyone to make a point to attend the Pigz in Zhills this weekend. He said this is a great local event with fantastic music and good food. He recognized Mike Barnes for a fantastic job of making chili and thanked Gail and Rodney for a great job on the table. He shared his trip to Chicago over the holidays and the wonderful walkable areas they offered. He said the City plans to extend Main Street on the north and south corridor and this will be the reason why people come to Zephyrhills and it will set us apart. Residents will be able to walk, feel safe, and maybe even ride bikes. He encouraged citizens to bring back ideas they see in other cities.

Meeting adjourned 7:59 p.m.