CITY OF DELAND
REGULAR MEETING OF THE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
APRIL 1, 2024 AT 6:30 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE
AGENDA

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. Presentation of the Annual Financial Statement for Fiscal Year Ended September 30, 2023.

   Presentation of the Annual Financial Statements for the fiscal year ended September 30, 2023.

2. Resolution Approving Carry Forward for FY 2023-2024 Budget Amendment.

   Staff recommends the CRA adopt the Resolution amending the FY 23/24 budget as presented.

3. Resolution Approving Budget Amendment for FY 2023-2024.

   Staff recommends the Downtown CRA adopt the Resolution amending the FY 23/24 budget as presented.

4. Consideration re Facade Improvement Grant for Property Located at 112 South Woodland Boulevard.

   The applicants, Dan and Tracy McKenna, have requested a Downtown Facade Improvement Grant in the amount of $5,000.

5. Cons. re Mainstreet DeLand Update.

   Update from Mainstreet DeLand.

ADJOURNMENT

The City of DeLand may take action on any matter during this meeting, including items that are not set forth within this agenda.

Public participation is encouraged on any matter on the agenda. If you desire to be recognized by the Mayor, please fill out a Speaker's Card and present it to the City Clerk.

Minutes of the DeLand Downtown Community Redevelopment Agency meetings are not transcribed verbatim. If any person decides to appeal a decision made by the CRA with respect to any matter considered at a public meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made by a court reporter, at the person's own expense.

In accordance with the American Disabilities Act, persons needing special accommodation in order to

participate in the proceedings should notify the City Clerk's Office at least 48 hours in advance of the meeting: 626-7132.

Assisted Listening System receivers are available for the hearing impaired, and can be obtained from the City Clerk.

If you wish to obtain information regarding the CRA's Agenda, please call the City Clerk's Office: 626-7132.

We respectfully request that all pagers and cell phones be turned OFF during CRA meetings.

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
April 1, 2024

SUBJECT: Presentation of the Annual Financial Statement for Fiscal Year Ended September 30, 2023.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Downtown CRA Financial Statements, Downtown CRA FY23 Letter to Gov Board

APPROVED BY: Michael Pleus, City Manager, March 26, 2024

SUMMARY/HIGHLIGHT:

Chapter 2019-163, Laws of Florida, amended Section 163.387(8), Florida Statutes, to require that each community redevelopment agency (CRA) meeting the specified $100,000 threshold provide for a separate audit and that the resultant audit report accompany the county or municipality annual financial report filed with the Department of Financial Services (see Sections 163.387(8)(c) and 2018.32(3)(b), Florida Statutes). In addition, Chapter 2021-116, Laws of Florida, amended Section 218.39(1)(h), Florida Statutes, to require the separate audit to be filed with the Auditor General.

The CRA audit is to be separate from the audit of the county or municipality that created the CRA, which include within their reporting entities the CRA as a component unit, and the separate CRA audit report must include the financial statements required by Section 163.387(8)(b)2, Florida Statues. Accordingly, the CRA must prepare stand-alone financial statements. In accordance with Auditor General Rule 10.557(3), the CRA audit report must include basic financial statements, notes to the financial statements, and management's discussion and analysis and other required supplementary information.

CRA's are special purpose governments as contemplated by Government Accounting Standards Board (GASB) Codification Section Sp20 and the stand-alone financial statements, notes to the financial statements, and required supplementary information must be prepared in accordance with the guidance provided therein.

The audit of the financial records for the fiscal year 2022-2023 was completed by James Moore & Co., P.L. and staff has prepared the annual Financial Statements presented herein. The Financial Statements are prepared in conformity with generally accepted accounting principles (GAAP) that represent the financial position of the Downtown CRA and results of operations as of September 30, 2023. The Downtown CRA has received an unmodified audit opinion, which is the highest level of opinion the auditor can give and is, therefore, the opinion we seek to obtain each year. The auditors also noted no internal control or compliance findings, no current year comments or recommendations reported and the Downtown CRA was in compliance with *Local Government Investment Policies* and *Redevelopment Trust Fund* statutes.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The contract with James Moore & Co., P.L. provided for an annual audit fee of $4,000, which was included in the current year's budget (FY 23-24).

RECOMMENDATION:

Staff recommends the Board acknowledge acceptance of the Annual Financial Statements for the fiscal year ended September 30, 2023, as presented.

BACKGROUND/DISCUSSION:

Revenues for the year totaled $802,211 (a positive variance of $92,022) while expenditures totaled $383,279 (a positive variance of $2,154,151) and other financing sources totaled $661,566 (a positive variance of $79,945). The Downtown CRA fund balance at year end increased by $1,080,498 to $2,441,569.

City of DeLand Downtown Tax Increment District

FINANCIAL STATEMENTS

For the Fiscal Year Ended September 30, 2023

CITY OF DELAND DOWNTOWN TAX INCREMENT DISTRICT

FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

CITY OF DELAND DOWNTOWN TAX INCREMENT DISTRICT
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JAMESMOORE

INDEPENDENT AUDITORS' REPORT

To the Governing Board,
City of DeLand Downtown Tax Increment District:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and each major fund of the City of DeLand Downtown Tax Increment District (the CRA), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the CRA as of September 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the CRA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The CRA's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 6, 2024, on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Daytona Beach, Florida
March 6, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of DeLand Downtown Tax Increment District's (the CRA) management's discussion and analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the CRA's financial activity, (c) identify changes in the CRA's financial position (its ability to address the next and subsequent year challenges), (d) identify any material deviations from the financial plan (the approved budget), and (e) identify individual fund issues or concerns.

Since the MD&A is designed to focus on current year activities, resulting changes, and currently known facts, it should be read in conjunction with the CRA's financial statements which follow this section.

Financial Highlights

- The assets of the CRA exceeded its liabilities at September 30, 2023, by $2,441,569 (net position). Of this amount, the entire balance was restricted for redevelopment purposes.
- As of September 30, 2023, the CRA's reported ending fund balances of $2,441,569. Fund balance saw a change of $1,080,498 when compared to the prior year.

The MD&A is intended to serve as an introduction to the CRA's basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements.

Overview of the Financial Statements

This annual report consists of four components: 1) management's discussion and analysis (this section), 2) government-wide and fund financial statements, 3) notes to the financial statements, and 4) required supplementary information.

Government-wide Financial Statements

Government-wide financial statements provide readers with a broad overview of the CRA's finances in a manner similar to a private-sector business. The governmental activities of the CRA include reinvesting within the community redevelopment district.

The statement of net position presents information on all of the CRA's assets and liabilities, with the difference between the two reported as net position. This statement serves a purpose similar to that of the balance sheet of a private-sector business. Over time, increases or decreases in net position may serve as one indicator of whether the financial position of the CRA is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the fiscal year. All changes in net position are reported using the modified cash basis of accounting.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

Statement of Net Position

The following is a summary of the CRA's governmental activities net position for each of the past two years:

	Governmental Activities	
	2023	**2022**
ASSETS		
Current and other assets	$ 3,169,053	$ 2,129,356
Total assets	$ 3,169,053	$ 2,129,356
LIABILITIES		
Current liabilities	$ 20,605	$ 3,606
Total liabilities	$ 20,605	$ 3,606
DEFERRED INFLOWS	$ 706,879	$ 764,679
NET POSITION		
Restricted	$ 2,441,569	$ 1,361,071
Total net position	$ 2,441,569	$ 1,361,071

The most notable change between the two years was a significant increase in current assets, specifically cash and cash equivalents.

Statement of Activities

The following is a summary of the changes in the CRA's governmental activities net position for each of the past two years:

	Governmental Activities	
	2023	**2022**
REVENUES		
Property taxes	$ 599,264	$ 528,728
Charges for services	66,315	62,575
Other revenues	136,632	51,872
Total revenues	802,211	643,175
EXPENSES		
Community redevelopment	367,899	293,539
Capital outlay	15,380	219,690
Total expenses	383,279	513,229
Net change before transfers	418,932	129,946
Transfer of debt proceeds	700,000	-
Transfers to primary government	(38,434)	(41,394)
Change in net position	1,080,498	88,552
Net position, beginning of year	1,361,071	1,272,519
Net position, end of year	$ 2,441,569	$ 1,361,071

Financial Analysis of the General Fund

The focus of the CRA's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the CRA's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the CRA's general fund reported an ending fund balance of $2,441,569, a change of $1,080,498, in comparison with the prior year.

At the end of the current fiscal year, the entire fund balance was restricted for community redevelopment. As the CRA is focused on reinvestment revenues into the CRA district and does not have significant annual operational costs, the CRA does not maintain specific reserve levels for operations.

General Fund Budgetary Highlights

Significant variations between original and final budget expenditure amounts were mainly due to carryover of capital projects from the previous year.

Actual expenditures in the general fund were $2,154,152 less than final budget amounts. The main reason for this is due to the timing of capital projects and other one-time expenditures.

Budgetary comparisons between the final budget and actual results can be found on page 15 of this report.

Economic Factors and Next Year's Budget

There are many challenges facing local governments today. Property values have continued to increase in recent years, contributing to related growth in the revenues of the CRA. While property values for the subsequent fiscal year have increased, the future outlook of property values, and any potential impact they will have on the CRA's finances, are unknown.

Requests for Information

This report is designed to provide an overview of the CRA's finances for those with an interest in this area. Questions concerning any of the information found in this report, or requests for additional information, should be addressed to the Finance Director, City of DeLand, Florida, 120 S. Florida Avenue, DeLand, FL 32720.

CITY OF DELAND DOWNTOWN TAX INCREMENT DISTRICT
BALANCE SHEET / STATEMENT OF NET POSITION
SEPTEMBER 30, 2023

	Balance Sheet		Statement of Net Position
	General Fund	Adjustments	Governmental Activities
ASSETS			
Cash and cash equivalents	$ 2,411,735	$ -	$ 2,411,735
Receivables, net	332	-	332
Due from other governments	2,491	-	2,491
Leases receivable	754,495	-	754,495
Total assets	$ 3,169,053	$ -	$ 3,169,053
LIABILITIES			
Accounts payable and accrued liabilities	$ 20,605	$ -	$ 20,605
Total liabilities	20,605	-	20,605
DEFERRED INFLOWS OF RESOURCES			
Related to leases	706,879	-	706,879
FUND BALANCE / NET POSITION			
Fund Balance:			
Restricted for:			
Community redevelopment	2,441,569	(2,441,569)	-
Net Position:			
Restricted for:			
Community redevelopment	-	2,441,569	2,441,569
Total fund balance / net position	2,441,569	-	2,441,569
Total liabilities and fund balance / net position	$ 3,169,053	$ -	$ 3,169,053

The accompanying notes to financial statements are an integral part of this statement.

CITY OF DELAND DOWNTOWN TAX INCREMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE /
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Statement of Revenues, Expenditures, and Changes in Fund Balance		Statement of Activities
	General Fund	Adjustments	Governmental Activities
Revenues			
Taxes	$ 599,264	$ -	$ 599,264
Charges for services	66,315	-	66,315
Investment income (loss)	95,146	-	95,146
Miscellaneous	41,486	-	41,486
Total revenues	802,211	-	802,211
Expenditures / expenses			
Current:			
Community redevelopment	367,899	-	367,899
Capital outlay	15,380	-	15,380
Total expenditures / expenses	383,279	-	383,279
Excess (deficiency) of revenues over expenditures / operating income (loss)	418,932	-	418,932
Other financing sources (uses)			
Transfers out to primary government	(38,434)	-	(38,434)
Debt proceeds	700,000	-	700,000
Total other financing sources (uses)	661,566	-	661,566
Net change in fund balance / net position	1,080,498	-	1,080,498
Fund balance / net position, beginning of year	1,361,071	-	1,361,071
Fund balance / net position, end of year	$ 2,441,569	$ -	$ 2,441,569

The accompanying notes to financial statements are an integral part of this statement.

(1) Summary of Significant Accounting Policies:

The financial statements of the City of DeLand Downtown Tax Increment District (the CRA), have been prepared in conformance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles and the CRA has adopted the GASB Codification. The following is a summary of the CRA's significant accounting policies:

(a) **Reporting entity**—The City of DeLand Downtown Tax Increment District was created in 1984 by City Resolution 1984-13 of the City of DeLand, Florida (the City), pursuant to Florida Statute 163.387, to account for the receipt and expenditure of property tax revenues from the tax increment financing district to support redevelopment in the designated community redevelopment area. Since the City is financially accountable for the activities of the CRA, its governing board is the same, and its relationship to the CRA is significant, the CRA is considered to be a blended component unit in the City's financial statements, where it is also reported as a major special revenue fund.

The CRA has determined there are no component units that meet criteria for inclusion in the CRA's financial statements.

(b) **Government-wide and fund financial statements**—The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the CRA. The CRA only has governmental activities and does not engage in any business-type activity. Direct expenses are those that are clearly identifiable with a specific function or segment. General revenues include ad valorem taxes and interest income. Fund financial statements are presented for the CRA's General Fund. The General Fund, which accounts for all financial operations of the CRA, is considered to be a major fund and is the only fund of the CRA.

(c) **Measurement focus, basis of accounting, and financial statement presentation**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the grantor have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers property revenues to be available if they are collected within 60 days of the end of the current period. Grants, other intergovernmental revenues, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditures generally are recorded when a liability is incurred. However, expenditures related to long-term agreements are recorded only when payment is due.

(d) **Budgets and budgetary accounting**—The governing board of the CRA adopts an annual operating budget, which is prepared on a modified accrual basis and can be amended by the board throughout the year. At the fund level, actual expenditures cannot exceed the budgeted amounts. The accompanying budgeted financial statements for the General Fund reflect the final budget authorization amounts, including all amendments.

(1) **Summary of Significant Accounting Policies:** (Continued)

(e) **Deposits and investments**—The CRA's cash and cash equivalents include cash on hand, demand deposits and short-term investments that are readily convertible to known amounts of cash. Investments with original maturities of three months or less are considered to be cash equivalents.

(f) **Receivables and payables**—Activity between the CRA and the City has been classified as amount due to/from the primary government on the balance sheet and statement of net position. All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of outstanding balances and historical trends. At September 30, 2023, all of the CRA's receivables were considered fully collectible.

(g) **Leases receivable**—When engaged in long-term leasing activity as the lessor, the CRA recognizes a lease receivable and a deferred inflow of resources in the government-wide and governmental fund financial statements. At the commencement of a lease, the CRA initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the CRA determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The City uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.
- The City monitors changes in circumstances that would require a remeasurement of its lease, and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

(h) **Prepaid items**—When present, certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

(i) **Capital assets**—The CRA does not own any capital assets. Any capital outlay expenditures made by the CRA are deemed to be on behalf of the City who takes ownership of the assets along with the perpetual maintenance obligation for those assets.

(j) **Long-term obligations**—The CRA does not have any legal indebtedness. Any use of funds for debt service represents payments toward long-term debt issued in the name of the City for which CRA revenues have been pledged.

The CRA does not have any employees. Any employees who provide services to the CRA are employees of the primary government and do so at either no charge to the CRA, or any allocations made to the CRA represent reimbursements by the CRA to the primary government for services rendered (any items recorded to personnel expense accounts are only for ease of tracking the reimbursement amounts). As a result, there is no compensated absences, other post-employment benefits (OPEB), or pension liabilities recorded on the CRA's financial statements.

(1) **Summary of Significant Accounting Policies:** (Continued)

(k) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the CRA is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

Nonspendable – amounts not available to be spent or not in spendable form, such as inventory and prepaid items.

Restricted – amounts constrained to specific purposes by their providers (such as grantors and higher levels of government), through constitutional provisions or by enabling legislation.

Committed – amounts constrained to specific purposes based on actions taken by the CRA governing board through ordinance.

Assigned – amounts the CRA intends to use for a specific purpose. Intent can be expressed by the CRA governing board or by an official or body which the Board delegates authority.

Unassigned – amounts that are available for any purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available; the CRA considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the CRA considers amounts to have been spent first out of committed funds, then assigned funds and finally, unassigned funds, as needed.

(l) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The CRA has no items that meet this reporting criteria.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net assets that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The CRA has one type of deferred inflows: deferred inflows related to leases.

(m) **Net position flow assumption**—Sometimes the CRA will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the CRA's policy to consider restricted net position to have been used before unrestricted net position is applied.

(n) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

(o) **New accounting pronouncements**—GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (the Statement), which provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments) was implemented in 2023 with no impact on the CRA.

(2) **Reconciliation of Government-Wide and Fund Financial Statements:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. The CRA has no items reported differently between these two statements.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. The CRA has no items reported differently between these two statements.

(3) **Deposits and Investments:**

The CRA is subject to the investment policy of the primary government and maintains interest-bearing banking accounts for substantially all CRA funds. Additional accounts are held for various other purposes, or to segregate cash balances for amounts which are restricted or held on behalf of others. State statutes authorize the CRA to invest excess funds in time deposits, or obligations of the principal and interest of which are unconditionally guaranteed by, the United States Government, commercial paper, corporate bonds, repurchase agreements and/or the State Board of Administration (SBA) Local Government Surplus Trust Fund Investment Pool or other investment vehicles authorized by local ordinance.

As of September 30, 2023, all CRA deposits were covered by private bank acquired insurance, Securities Investor Protection Corporation (SIPC) insurance, private broker/dealer acquired insurance, Federal Depository Insurance Corporation (FDIC) insurance, and/or the State of Florida collateral pool established under the Florida Security for Public Deposits Act (the Act). The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125% may be required if deemed necessary.

All of the CRA's deposits are held with public depositories and as of September 30, 2023, the CRA's deposits and investments were not subject to any substantial interest rate, credit, or concentration risks.

(4) **Commitments and Contingencies:**

The CRA is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2023. The outcomes of established claims are included in these financial statements. In the opinion of the CRA and the primary government's legal counsel, no legal proceedings are pending or threatened against the CRA which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

The CRA is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which is satisfactorily insured by limited risk, high deductible commercial general liability insurance. Commercial insurance policies are also obtained for other risks of loss, including employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

(5) Leases Receivable:

The CRA has two ongoing lease agreements with third parties related to rentals of building space. A summary of the CRA's activity surrounding leases receivable as of and for the year ending September 30, 2023, is as follows:

	Downtown CRA
Lease Revenue	$ 57,801
Interest Revenue	30,493
Lease Receivable	754,495
Deferred Inflows	706,879

(6) Recent Accounting Pronouncements:

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the CRA's financial statements:

(a) GASB issued Statement No. 102, *Certain Risk Disclosures*, in June 2022. GASB 102 requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. The provisions for GASB 102 are effective for fiscal years beginning after June 15, 2024.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF DELAND DOWNTOWN TAX INCREMENT DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2023

	Budgeted Amounts			Variance with Final Budget - Positive (Negative)
	Original	Final	Actual	
Revenues				
Taxes	$ 607,480	$ 607,480	$ 599,264	$ (8,216)
Charges for services	58,105	58,105	66,315	8,210
Investment income (loss)	-	-	95,146	95,146
Miscellaneous	44,604	44,604	41,486	(3,118)
Total revenues	710,189	710,189	802,211	92,022
Expenditures				
Current:				
Community redevelopment	575,341	580,341	367,899	212,442
Capital outlay	716,509	1,957,089	15,380	1,941,709
Total expenditures	1,291,850	2,537,430	383,279	2,154,151
Excess (deficiency) of revenues over expenditures	(581,661)	(1,827,241)	418,932	2,246,173
Other financing sources (uses)				
Transfers out to primary government	(125,639)	(125,679)	(38,434)	87,245
Debt proceeds	707,300	707,300	700,000	(7,300)
Total other financing sources (uses)	581,661	581,621	661,566	79,945
Net change in fund balances	-	(1,245,620)	1,080,498	2,326,118
Fund balances, beginning of year	1,361,071	1,361,071	1,361,071	-
Fund balances, end of year	$ 1,361,071	$ 115,451	$ 2,441,569	$ 2,326,118

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Governing Board,
City of DeLand Downtown Tax Increment District:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the City of DeLand Downtown Tax Increment District (the CRA), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements and have issued our report thereon dated March 6, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the CRA's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CRA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Daytona Beach, Florida
March 6, 2024

JAMESMOORE

INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA OFFICE OF THE AUDITOR GENERAL

To the Governing Board,
City of DeLand Downtown Tax Increment District:

Report on the Financial Statements

We have audited the basic financial statements of the City of DeLand Downtown Tax Increment District (the CRA), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated March 6, 2024.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 6, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations identified in the prior year audit.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the CRA is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the CRA met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the CRA, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had no such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Specific Special District Information – City of DeLand Downtown Tax Increment District

The following items have been provided to us to comply with state reporting requirements and have not been audited by us. We did not audit the following information within this section, nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on this data.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the City of DeLand Downtown Tax Increment District reported the following unaudited data:

a) The total number of district employees compensated in the last pay period of the district's fiscal year: -0-

b) The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year: -0-.

c) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: $-0-

d) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: $-0-.

e) Each construction project with a total cost of at least $65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as:

a. One project totaling $15,380.

f) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as follows: the district's original budget totaled $1,417,489 and was amended by the total amount of $1,245,620, for final budgeted expenditures of $2,663,109.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the CRA's governing board and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Daytona Beach, Florida
March 6, 2024

James Moore & Co., P.L.

INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Governing Board,
City of DeLand Downtown Tax Increment District:

We have examined the City of DeLand Downtown Tax Increment District's (the CRA) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies,* and Sections 163.387(6) and (7), Florida Statutes, *Redevelopment Trust Fund* (collectively, the "Statutes"), for the year ended September 30, 2023. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to obtain reasonable assurance by evaluation the CRA's policies against the statutes, to determine the CRA's compliance and performing other procedures to obtain sufficient appropriate audit evidence to express an opinion that conveys the results of our evaluation based on our examination.

Our examination was conducted in accordance with attestation standards for a direct examination engagement established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied with the Statutes, for the year ended September 30, 2023, in all material respects. An examination involves performing procedures to obtain evidence about the CRA's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of the CRA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our examination engagement.

In our opinion, the City of DeLand Downtown Tax Increment District complied with the Statutes for the year ended September 30, 2023, in all material respects.

Daytona Beach, Florida
March 6, 2024

James Moore & Co., P.L.

March 6, 2024

To the Governing Board,
City of DeLand Downtown Tax Increment District:

We have audited the financial statements of the City of DeLand Downtown Tax Increment District (the CRA) as of and for the year ended September 30, 2023, and have issued our report thereon dated March 6, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated January 26, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the CRA solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm has complied with all relevant ethical requirements regarding independence.

We have applied safeguards related to our preparation of the CRA's financial statements, including, but not limited to, an assessment of management's skill, knowledge, and experience.

Significant Risks Identified

Professional standards require that we, as auditors, identify significant risks that impact the audit based upon the nature of the organization and design our audit procedures to adequately address those risks. As part of the audit process, we have identified the following significant risks, which are being communicated solely to comply with auditing standards and do not represent any specific finding and/or concerns related to the audit:

- Override of internal controls by management
- Improper revenue recognition due to fraud
- Improper use of restricted resources

Our audit was designed to adequately address the above risks and no issues were noted that impacted our ability to render an opinion on the financial statements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the CRA is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. There were no such sensitive accounting estimates affecting the financial statements.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the CRA's financial statements relate to:

Note 3 to the financial statements summarizes the CRA's deposits and investments.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. A summary of the uncorrected misstatements of the financial statements follows:

- None noted.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following list summarizes the corrected misstatements that have been recorded by management:

- None noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the CRA's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated March 6, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the CRA, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the CRA's

This report is intended solely for the information and use of the governing board and management of the CRA and of the City of DeLand, Florida, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

James Moore & Co., P.L.

JAMES MOORE & CO., P.L.

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
April 1, 2024

SUBJECT: Resolution Approving Carry Forward for FY 2023-2024 Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Resolution, FY23-24 CO Amendment - Downtown CRA Details

APPROVED BY: Michael Pleus, City Manager, March 26, 2024

SUMMARY/HIGHLIGHT:

The budget amendments proposed are detailed in the attached summary and represent projects carried over from FY 22/23 to the adopted FY 23/24 Budget.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The Resolution amends the Downtown CRA budget to reflect changes with the impact to funds itemized in the attached summary.

RECOMMENDATION:

Staff recommends the CRA adopt the Resolution amending the FY 23/24 budget as presented.

BACKGROUND/DISCUSSION:

N/A

RESOLUTION NO. 2024 -

A RESOLUTION OF THE DOWNTOWN DELAND COMMUNITY REDEVELOPMENT AGENCY, AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend the budget for the Downtown DeLand Community Redevelopment Agency for fiscal year 2023-2024; and

WHEREAS, the Downtown DeLand Community Redevelopment Agency desires to amend its budget for fiscal year 2023-2024 as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMMENT AGENCY OF DELAND, FLORIDA:

Section 1. The budget of the Downtown DeLand Community Redevelopment Agency of the City of DeLand for fiscal year 2023-2024 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		**719,157**	**1,941,709**	**0**	**2,660,866**
180-0000-380-200	FUNDS C/O FROM PRIOR YEAR	0	1,241,709	0	1,241,709
180-0000-380-202	FUNDS C/O FROM PRIOR YEAR - DEBT RESERVES	0	700,000	0	700,000
EXPENDITURES		**719,157**	**1,941,709**	**0**	**2,660,866**
180-1800-662-000-DT2301	REPLACE FRONT DOORS AT FISH BUILDING	0	16,509	0	16,509
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	0	495,800	0	495,800
180-1800-663-000-DT2302	VOOHRIS AVENUE STREETSCAPE	0	1,429,400	0	1,429,400

Section 2. In all other respects the budget of the Downtown DeLand Community Redevelopment Agency for fiscal year 2023-2024 is hereby ratified and confirmed as adopted by Resolution 2023-65.

Section 3. This resolution shall become effective immediately upon its adoption.

PASSED AND DULY ADOPTED this 1st day of April, 2024.

_____
Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

_____
Julie Hennessy
City Clerk-Auditor

APPROVED AS TO FORM AND LEGALITY:

_____
Darren J. Elkind
City Attorney

FY22-23 Budget Amendment Details

ACCOUNT	Account Description	Increase	Decrease	Description
COMMUNITY REDEVELOPMENT TRUST FUND				
REVENUES		***1,941,709***	***0***	
180-0000-380-200	FUNDS C/O FROM PRIOR YEAR	1,241,709		Funds carried over from FY 22-23
180-0000-380-202	FUNDS C/O FROM PRIOR YEAR - DEBT RESERVES	700,000		CARRY OVER: to fund Voorhis Avenue Streetscape
EXPENDITURES		***1,941,709***	***0***	
180-1800-662-000-DT2301	REPLACE FRONT DOORS AT FISH BUILDING	16,509		CARRY OVER: to fund new Front Doors at Fish Building
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	495,800		CARRY OVER: to fund Parking Lot at 201 W. Howry Ave
180-1800-663-000-DT2302	VOOHRIS AVENUE STREETSCAPE	1,429,400		CARRY OVER: to fund Voorhis Avenue Streetscape

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
April 1, 2024

SUBJECT: Resolution Approving Budget Amendment for FY 2023-2024.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Resolution, FY23-24 Budget Amendment - Downtown CRA Details

APPROVED BY: Michael Pleus, City Manager, March 26, 2024

SUMMARY/HIGHLIGHT:

The budget amendments proposed are detailed in the attached summary and recommended after review of actual first quarter expenditures. The amendments proposed are primarily adjustments to reflect anticipated actual revenues and expenditures.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The Resolution amends the Downtown CRA budget to reflect changes with the impact on the fund itemized in the attached summary.

RECOMMENDATION:

The Resolution amends the Downtown CRA budget to reflect changes with the impact to fund itemized in the attached summary.

BACKGROUND/DISCUSSION:

Staff recommends the Downtown CRA adopt the Resolution amending the FY 23/24 budget as presented.

RESOLUTION NO. 2024 - XX

A RESOLUTION OF THE DOWNTOWN DELAND COMMUNITY REDEVELOPMENT AGENCY, AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend the budget for the Downtown DeLand Community Redevelopment Agency for fiscal year 2023-2024; and

WHEREAS, the Downtown DeLand Community Redevelopment Agency desires to amend its budget for fiscal year 2023-2024 as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMMENT AGENCY OF DELAND, FLORIDA:

Section 1. The budget of the Downtown DeLand Community Redevelopment Agency of the City of DeLand for fiscal year 2023-2024 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		**2,660,866**	**306,000**	**0**	**2,966,866**
180-9999-381-170	TRANSFER FROM GIFT FUND	0	306,000	0	306,000
EXPENDITURES		**2,660,866**	**318,947**	**12,947**	**2,966,866**
180-1800-545-100	INSURANCE	36,113	3,847	0	39,960
180-1800-553-100	ROAD MATERIALS & SUPPLIES	61,449	9,100	0	70,549
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	495,800	306,000	0	801,800
180-9990-999-200	RESERVE CONTINGENCY	35,018	0	12,947	22,071

Section 2. In all other respects the budget of the Downtown DeLand Community Redevelopment Agency for fiscal year 2023-2024 is hereby ratified and confirmed as adopted by Resolution 2023-65 and 2024-26.

Section 3. This resolution shall become effective immediately upon its adoption.

PASSED AND DULY ADOPTED this 1st day of April, 2024.

_____
Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

_____
Julie Hennessy
City Clerk-Auditor

APPROVED AS TO FORM AND LEGALITY:

_____
Darren J. Elkind
City Attorney

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
COMMUNITY REDEVELOPMENT TRUST FUND					
REVENUES		**2,660,866**	**306,000**	**0**	**2,966,866**
180-9999-381-170	TRANSFER FROM GIFT FUND	0	306,000	0	306,000
EXPENDITURES		**2,660,866**	**318,947**	**12,947**	**2,966,866**
180-1800-545-100	INSURANCE	36,113	3,847	0	39,960
180-1800-553-100	ROAD MATERIALS & SUPPLIES	61,449	9,100	0	70,549
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	495,800	306,000	0	801,800
180-9990-999-200	RESERVE CONTINGENCY	35,018	0	12,947	22,071

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
April 1, 2024

SUBJECT: Consideration re Facade Improvement Grant for Property Located at 112 South Woodland Boulevard.

DEPARTMENT: Community Development

PREPARED BY: Rick Werbiskis, Community Dev. Director

ATTACHMENTS: Muse Bookshop CRA Grant Applicaiton- Final

APPROVED BY: Michael Pleus, City Manager, March 27, 2024

SUMMARY/HIGHLIGHT:

The applicants, Dan and Tracy McKenna, have requested a Downtown Facade Improvement Grant in the amount of $5,000 for work involving the painting of the front of the building, as well as the replacement and repair of windows, exterior wood trim, an exterior gate, and commercial doors located at 112 South Woodland Blvd. The MainStreet DeLand Design Committee has reviewed the application and recommended approval. The proposed work will require the issuance of a Certificate of Appropriateness and related building permits from the City of DeLand. The estimated total cost of the proposed work is $15,000. Eligible projects may receive grant awards of up to 75% of total project cost as a reimbursement for expenditures, with no single grant exceeding $5,000.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

Preserving "Sense of Community"

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The grant request is for the maximum allowance of $5,000. There is a current balance of $60,000 in the Downtown CRA Grants Fund.

RECOMMENDATION:

Staff recommends approval of the grant as requested.

BACKGROUND/DISCUSSION:

The City of DeLand, through its visioning process, has identified revitalization of the downtown as one of the elements in creating a strong, vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The City of DeLand Community Redevelopment Agency has created a Facade Improvement Grant program that is designed to assist downtown businesses that rehabilitate their exterior facades, particularly storefronts. Eligible projects may receive up to 75% of the total project cost with no single grant exceeding $5,000.

Muse Book Shop

DOWNTOWN DELAND

FACADE IMPROVEMENT PROGRAM

The City of DeLand, through its visioning process, has identified revitalization of the downtown as one of the elements vital to creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The City of DeLand Community Redevelopment Agency has created a Façade Grant program that is designed to assist businesses in rehabilitating store fronts and publicly visible sides of buildings. This program is available to commercial properties within the downtown tax increment district. Matching Grants are available to downtown businesses or property owners for refurbishing publicly visible facades of buildings. Eligible projects may receive grant awards of up to **75%** of total project cost as a reimbursement for expenditures, with no single grant exceeding **$5,000**. Only one grant may be used for a specific project. The grant program will be administered by the MainStreet DeLand Association. The MainStreet staff will assist applicants through the grant process; however, it is the applicant's responsibility to meet the requirements of the grant program and all applicable City regulations.

PLEASE NOTE: It is the expectation that all awarded grant projects will be completed with all documentation specified as necessary for payment submitted to the City of DeLand no later than September 30 of the year of the grant award.

Attached are the following forms:

A. Façade grant instructions

B. Permit Requirements

C. Architectural Guidelines

D. Facade Grant Application

E. Facade Grant Contract

MAINSTREET DELAND ASSOCIATION

100 N. Woodland Boulevard, Suite 4

(386) 738-0649 MainStreetDeLand.org

Call now for an appointment with a MainStreet Representative to discuss your project.

FAÇADE GRANT INSTRUCTIONS

Name of owner or lessee: DAN McKenna & TRACY McKenna

Address: 112 S. Woodland Blvd, DeLand, FL 32720

Phone: (386) 747-6693 FAX:

E-Mail: Dantracon3 At Me. Com

Building Owner if different from lessee:

1. Applicant (owner/lessee) contacts MainStreet DeLand Association (MSDA) for a Grant Application. If the applicant is the lessee, written consent of the owner must be attached to the application.
2. MSDA representative reviews the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
   a. Photographs, clearly showing existing conditions.
   b. Detailed drawing, to approximate scale, showing proposed improvements.
   c. Written specifications outlining scope of work.
   d. Sample of colors to be used on facade and signs.
   e. Project budget, showing estimates of all work items. (Copies of previously accepted Grant applications will be available to owners to be used as examples.)
4. MSDA representative meets with applicant to review the grant application prior to submission.
5. MSDA will then collect and review applications to insure all required documents are present and applications are complete.
6. MSDA will then forward the applications to designated City staff for preliminary review of building regulations, planning and historic preservation compliance.
7. After sign-off by City staff the grant applications deemed as compliant will be returned the MSDA for review and recommendation by the MSDA Design and Grant Review Committee.

   NOTE: Any grant applications flagged by City staff as problematic will be returned to the MSDA with comments from City staff attached. City staff and MSDA representatives will then meet to attempt to resolve any issues or concerns with a grant application.
8. MSDA Grant Committee meets to review the pre-screened project and if necessary makes recommendations for any necessary changes.
9. Upon approval by MSDA the grant requests are submitted to the CRA for review and approval.
10. MSDA informs applicant of funding decisions.
11. When approved by CRA, MSDA representative reviews the contract with the applicant and applicant obtains required signatures.
12. Applicant/Contractor presents final plans to the City building department for review of building regulations and historic preservation compliance.

Note: Any unapproved deviation from approved proposal will void any grant funding.

FAÇADE GRANT INSTRUCTIONS (continued)

13. Building department issues building permit.
14. Project work commences within 45 days of obtaining a building permit.
15. Upon completion, City of DeLand approves work and issues a Certificate of Completion to applicant
16. Applicant provides MSDA with documentation of project, permits, certificate of completion, canceled checks or paid receipts and makes a request for reimbursement.
17. MSDA inspects project to determine compliance with guidelines and issues a request to the City representative for reimbursement to the owner/lessee.

I have read and understand these instructions

David Mahoney — 3/14/24

Applicant — Date

Witness — Date

FACADE GRANT PERMIT REQUIREMENTS

Building Dept. Permits – City Hall 120 S Florida Ave. Ph: 626-7007.

Owner may act as their own contractor, but they will still need a building permit.

PERMITS WHICH MUST BE OBTAINED:

Electrical
Awnings
Signage
Renovation – Structural Renovation or Structural Aesthetic Changes

If grantee is in the Historic District paint colors must be approved by the City Historical Resource Coordinator Ph: 386-626-7013.

Note:

- Owners or grantees are responsible for meeting with the city building officials prior to grant application to find out the legal needs, permits, etc.
- Owner/grantee must comply with all relevant requirements.
- Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: _____ Date: 3/14/24

Applicant

ARCHITECTURAL GUIDELINES

1. The criteria utilized by the MainStreet DeLand Grant Committee will be based on the United States Secretary of the Interior's Standards of Historic Rehabilitation, and standards and guidelines adopted by the DeLand Historic Preservation Board and the MainStreet DeLand Association.

2. Changes to the facades of the buildings will not remove, alter, damage, or cover up significant architectural features of the building which are original or which reflect a major alteration or addition that has historic architectural value in its own right, or which help create a unified and attractive appearance to the building.

3. Changes to the facades of the buildings will either: a) partially or fully restore to the original appearance of the building based on actual evidence, including photographs, and written documentation, or b) represent a modern treatment which blends into and is compatible with the building and adjoining buildings or c) restore to an appearance consistent with the historic district.

4. Colors harmonious with the historic character of DeLand, as set by the DeLand Historic Preservation Board, are required. These colors may be seen at the City Building Department.

5. The size, color, and shape of all signs shall compliment the building, add to the historic character of the area and meet all applicable city regulations and guidelines.

6. Removal of paint or other coatings on building exteriors shall be undertaken with the gentlest means that are effective. Cleaning methods such as sandblasting, that damage the historic building materials are strongly discouraged.

7. General building maintenance is not eligible under this program.

8. No building that is subject to Code Enforcement action is eligible.

GRANT AWARD CRITERIA

1. Removal of non-historical facades and signs.
2. Installation or rehabilitation of doors and windows.
3. Installation or rehabilitation of signs/canopies.
4. Painting.
5. Non-Repeat location within five years.

FACADE GRANT APPLICATION

Project: Paint & Repair
Applicant/owner: Name: Dan & Tracy McKeaman
Mailing Address: 1609 Victoria Gardens DR, DeLand, FL 32724
Property Address: 112 S. Woodland Blvd
E-Mail Address: Dantracy3@Me.com
Daytime Phone: (386) 747-6693 FAX #:
Type of Facade Improvement Planned: Roof Repair, Paint, clean
Estimated Cost of Project: $ 15,000 Amount Requested $ 5,000
(Maximum grant **$5,000**; cannot be more than **75%** of project cost)
I am applying for a **"GREEN"** project supplement and agree to provide proper documentation to demonstrate that I have complied with the supplement requirements. YES ☐ NO ☐
Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements.
3. Samples of proposed colors to be used on facade and signs, if applicable.
4. Project budget with contractor estimates.

AGREEMENT

I understand that in order for my request for funding to be approved, I must agree to follow the recommendations of the MainStreet Grant Committee and comply with the following:

1. Facade grants apply only to those commercial structures and buildings within the designated Downtown CRA.
2. Only projects which have not received grant funds within the past FIVE (5) years will be given consideration.
3. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city ***BEFORE*** beginning any work. No reimbursements will be received without the proper permits before work begins.
4. Project work must begin 45 days after permits are obtained.
5. Monies are for exterior improvements only and will be reimbursed upon completion and verification of work. (Any changes made to the facade that have not been approved by the MainStreet Grant Committee will not be funded.)

Note: Any unapproved deviation from the approved proposal will void any grant funding.

6. For projects where the applicant is not the property owner, the applicant must obtain approval in writing that the property owner concurs with the execution of the proposed work.

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits. (See Grant Permit Requirements on Application)

SIGNED: _____ Date: 3/14/24
Applicant

FACADE GRANT CONTRACT (Page 1 of 2)

This agreement is made and entered into the ___day of _____, ____ by and between the MainStreet DeLand Association, (hereinafter "Association") and [ ] (hereinafter "Contractor") and [ ] (hereinafter "Applicant"), for a grant project on the property located at [ ], for and in consideration of the mutual covenants expressed herein and other good and valuable considerations. The adequacy of which is hereby acknowledged, the parties agree as follows:

CONTRACTOR AGREES:

A. To perform the work for the project set forth in the specifications attached hereto and made a part hereof in a workmanlike manner and all work shall be done in strict conformance with all applicable federal, state, county and city codes, laws, regulations and ordinances.

B. After the approval of the project by the MainStreet Grant Committee and the DeLand Community Redevelopment Agency and within 45 days of obtaining all required permits, to commence the specified work, with such work to be completed with all documentation specified as necessary to receive payment no later than September 30th of the grant award year, including such extensions as may be granted by the MainStreet Grant Committee in writing.

C. To guarantee all work performed by him/her for a period of one year against defects in workmanship and materials.

D. To hold harmless the MainStreet Grant Committee and its individual members, the "Association" including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury occurs as a result of working on the project.

E. The MainStreet Grant Committee or the City of DeLand does not pay the Contractor, and the Contractor shall not bill the MainStreet Grant Committee or the "Association" or the City. Reimbursement of $ [ ] shall be made by the City of DeLand to the Applicant upon contractor's completion of work, and the MainStreet Grant Committee and City of DeLand's on site inspection and acceptance of same. Contractor shall seek payment for their performance under the contract from the applicant.

FAÇADE GRANT CONTRACT (Page 2 of 2)

THE "ASSOCIATION" AGREES:

The work in progress will be inspected by the Association and the Association will work with the Applicant and the Contractor to ensure that the work meets the objectives of the Façade Grant Program. Neither the MainStreet Grant Committee nor the "Association" will be responsible for the quality of material and workmanship.

THE "APPLICANT" AGREES:

A. To bear responsibilities to the Contractor for total cost of the project.
B. To complete the project and submit to the City of DeLand all documentation specified as necessary to receive payment no later than September 30th of the grant award year.
C. To maintain, with no substantial changes, the facade and improvements for ten (10) years unless otherwise agreed to by the MainStreet Grant Committee and the CRA.
D. To submit to the guidelines of MainStreet Grant Committee and the CRA for the project.
E. To hold harmless the MainStreet Grant Committee and its individual members, the "Association" including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury that occurs as a result of the project.

WITNESS the hands and seals of the parties hereto the date first written above.

BY: _____
City of DeLand – CRA

BY: _____
MainStreet DeLand Association

BY: _____
Contractor

BY: _____
Owner

Tracy + Dan McKenna

ESTIMATE FOR WORK: Muse Book Store

QUALITY PAINT WORK BY MIKE

DATE March 8, 2024

Prep + Paint exterior Front of Building, to include Body, windows, Red Iron gate (using Sherwin Williams premium products)

Prep, Paint + Labor $4,250.00

DATE

HOMEOWNER

DATE

MIKE HAESLER

AMB Painting Plus

Proposal

PROPOSAL NO.

SHEET NO.

DATE

PROPOSAL SUBMITTED TO:

NAME Mr Dan Muse Bookstore

ADDRESS 1125 Woodland Blvd DeLand FL

PHONE NO.

WORK TO BE PERFORMED AT:

ADDRESS

DATE OF PLANS

ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of Prep Building Soft wash the Front of Building. So we wont damage further. Scrap Building to get all peeling Paint off on Brick and Wood. Wire wheel all metal surfaces Primer prime all Brick with Loxon XP primer to Building. Prime all wood with wood primer Prime all metal with metal primer.

Finish coat to all surfaces using Emerald on trim and Loxon xp to Brick. Specs will be sent from Sherwin on the Proper Paint to use.

All material Included

Total = $15,600

Half when start
Half when finished

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of _____ Dollars ($ _____) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Brya Pello

Per _____

Note — this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____ Signature _____

adams D8118

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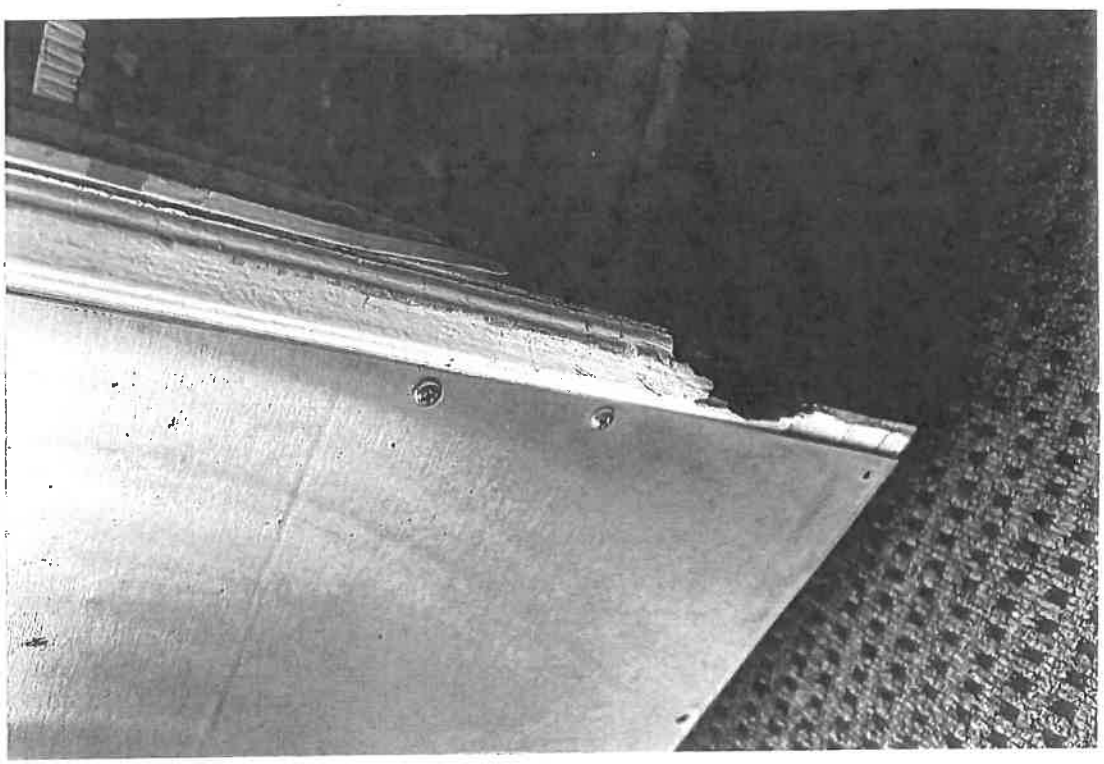
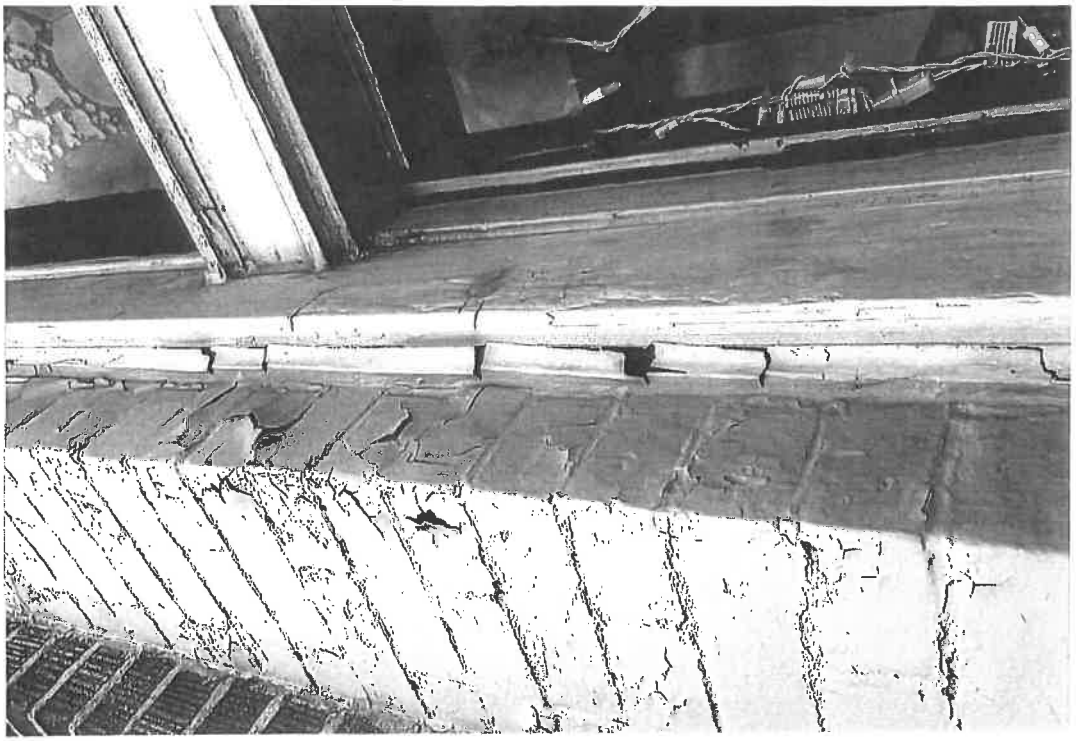
The
MUSE
Bookshop





You Can Open Again and

3 / 22 / 2024

BID FOR HANDYMAN REPAIR SERVICES
FROM FLORIDA VICTORIAN INC.
AT 114 S. WOODLAND BLVD. , DELAND

TO: DAN & TRACY MCKENNA
PROPERTY OWNERS

FLORIDA VICTORIAN INC. WILL PROVIDE THE FOLLOWING MAINTENANCE & REPAIRS AT 114 S. WOODLAND BLVD. TO INCLUDE:

1/. REPAIR 2nd FL. Double Hung Windows as necessary – Scraping, cleaning of Jamb & Sashes. Removal of worn out putty glazing, prime paint all sashes, install new glazing points & glazing. Repair wooden window jambs & trim as necessary. (This bid is limited to all east facing window units overlooking Woodland Blvd.)

2 / Superficial Repair of brick mortar patch above south 2nd floor window – grind existing mortar patch to smooth brick-like appearance. Grinder repoint mortar patch to simulate surrounding antique brick. Apply Loxon SP waterproof sealer to mortar patch.

3 / Repair / Replace rotted exterior wood trim below both 1st floor plate glass window units. Repair both matching inset wood panels below glass area utilizing appropriate antique trim.

4 / Repair / replace as necessary wood base detailing encroaching on metal floor exterior areas. Possible mortar patch in metal floor voids.

5 / Repair of pair original antique wood & glass commercial doors. Assess & repair loose joint structure with oak ½ inch dowels at all mortise & tenon structure points. Remove & wood replace any rotted areas. Repair as necessary any jamb & trim areas. Inspect & replace original hardware as needed to continue original vintage appearance.

6 / Building maintenance repairs to be initiated in late April & completed by 3rd week May.

TOTAL COST OF LISTED REPAIR SERVICES - $ 11, 750.

Respectfully submitted,

Mark Shuttleworth

Florida Victorian Inc.

DeLand

☆ Require Licensed Contractor