



CITY OF DELAND
REGULAR MEETING OF THE CITY COMMISSION
JUNE 3, 2024 AT 7:00 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE

AGENDA

CALL TO ORDER

INVOCATION-Pastor Johnny Long, First Baptist DeLand

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

1. Presentation re Quarterly Financial Report for the Period Ending March 31, 2024.

CONSENT AGENDA

1. Resolution Approving Community Development Block Grant (CDBG) Budget for Fiscal Year 2024-2025.

Community Development Block Grant Budget for Fiscal Year 2024-2025.

2. Consideration re Award of Bid to Kone Inc. for Melching Field and DeLand Memorial Hospital Elevator Modernization.

In December 2023, the subject project was advertised online and in the local newspaper. Bids were received from three vendors, of which three were deemed responsive. The results are presented in the attached bid tabulation. The delay to award was due to the requirement of replacing the fire alarm system at DeLand Memorial Hospital prior to the installation of the elevator modernization.

3. Consideration re Contract with Buildingeye, Inc.

Consideration of a contract with Buildingeye for its service, AgencyCounter.

4. Consideration re Extension of Independent Auditor Contract with James Moore & Co., P.L.

It is recommended the City Commission approve the extension of the independent auditor contract with James Moore & Co., P.L. for a term of five (5) years beginning with the fiscal year ending September 30, 2024 based on the proposal dated April 16, 2024 and authorize the Mayor and City Manager to execute the attached engagement letter.

5. Consideration re Award of Bid for Lift Station 79 Rehabilitation.

Staff recommends that the City Commission award the Lift Station 79 Replacement project to US Water Services Corporation in the amount of \$1,451,659.00.

6. Consideration re Change Order No.1, HP Communications for Additional Fiber Replacement Work.

Staff recommends that the City Commission approves this Change Order for an additional \$10,389.60. Funding will be available with budget transfers from other budget line items approved in the budget.

7. Consideration re Update to the Overtime Rates for Special Events.

Consideration to Update to the Overtime Rates for Special Events.

PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

BOARD APPOINTMENT

1. Consideration re Appointments to the Historic Preservation Board.

It is recommended that the City Commission make the appointments to the Historic Preservation Board for terms to expire October 1, 2027, as recommended by staff.

OLD BUSINESS

1. Second Reading of Ordinance No. 2024-27, Changing the Land Use for Approximately 0.35 Acre of Property, Located at 227 West Beresford Avenue, from Medium Density Residential to Mixed Commercial.(1st Rdg. 03-18-24).

This request is to amend the future land use designation from Medium Density Residential to Mixed Commercial for approximately 0.35 acres. The subject property is located at 227 West Beresford Avenue.

2. Second Reading of Ordinance No. 2024-28, Changing the Zoning for Approximately 0.35 Acre of Property, Located at 227 West Beresford Avenue, from Residential (R-1) to Limited Neighborhood Commercial (C-1).(1st Rdg. 03-18-24).

This request is to rezone from R-1 (Single-Family Residential) to C-1 (Neighborhood Commercial) for approximately 0.35 acres. The subject property is located at 227 West Beresford Avenue.

3. Second Reading of Ordinance No. 2024-29, Abandoning 1.22 Acres of Property Located at Bert Fish Drive Right-of-Way at 220 East University Avenue. (1st Rdg. 05-20-24).

The applicant is seeking to vacate the North Bert Fish Dr Right-of-Way from University Ave South to Minnesota Ave. And the East Bert Fish Dr Right-of-Way from North Bert Fish Dr East to North Amelia Ave. Based on compliance with the applicable criteria, staff recommends that the City Commission approve right-of-way vacation application A24-098.

NEW BUSINESS

1. Resolution Approving Class IV Site Plan, Stetson University Residential Hall, Located at 215 East Bert Fish Avenue.

The applicant, Stetson University, has submitted an application to construct a new four-story 300 bed residential hall on the Stetson University campus. The gross building area of the residential hall will be 107,463 square feet, which requires review from the Planning Board and approval by the City Commission. Staff reviewed the submittal and found it complied with the Land Development Regulations and Comprehensive Plan and forwarded a recommendation of approval to the Planning

Board and City Commission. The Planning Board reviewed the application and forwarded a recommendation of approval to the City Commission.

2. Consideration re Request to Schedule Budget Workshops for FY 2024 - 2025.

Request for the City Commission to formally schedule the Budget Workshops for FY 2024.

CITY MANAGER REPORT

CITY ATTORNEY REPORT

CITY CLERK REPORT

CITY COMMISSION

ADJOURNMENT

The DeLand City Commission holds its regular meetings on the first and third Mondays of each month at 7:00 p.m. in the DeLand City Commission Chambers, 120 South Florida Avenue, DeLand. Notice of special meetings, workshops, changes in dates, times or locations are provided by separate Public Notices, which are posted at City Hall and on the City's web site.

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 City Commission meetings are not transcribed verbatim. If any person decides to appeal a decision made by the City Commission 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 a 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 City Commission's Agenda, please call the City Clerk's Office: 626-7132.

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

Electronic Information! City Commission agendas and short form minutes are now available on the City's web page: www.deland.org.

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Presentation re Quarterly Financial Report for the Period Ending March 31, 2024.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Quarterly Financial Report 03-31-24

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

Attached is a copy of the City's Quarterly Financial Report for the quarter ended March 31, 2024. The Quarterly Financial Report is a supplemental report intended to provide information regarding the financial position of each fund and includes a review of balance sheets and schedules on revenues and expenditures.

The Quarterly Financial Report is an attempt to bring to you a concise and readable interim report, and is not a substitute for the Comprehensive Annual Financial Report issued at the end of each fiscal year after the independent audit of the City's financial records. This Quarterly Financial Report covers six months of the fiscal year, a representation of fifty percent of the year. A brief presentation will be made regarding the financial position of each of the major funds of the City.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the City Commission acknowledge acceptance of the Quarterly Financial Report as presented.

BACKGROUND/DISCUSSION:

General Fund - Revenues of the General Fund are \$29,304,753 as of March 31, 2024 and represent 69% of revenues budgeted exclusive of those revenues considered non-revenues.

Property taxes are at 92% realization due to the fact that the majority of property owners avail themselves of the discounts associated with paying their property taxes before the due date. This is compared to the same quarter last year which was also at 93% realized property tax revenue. Other taxes include 1st Local Option Gas tax at 55% realized while Fire and Casualty Insurance Premium taxes are both at 0% realized due to timing of payments which come later in the fiscal year. Permits, Fees and Special Assessments are at 110% realization

mainly due to Local Business Taxes that are collected early in the fiscal year. Operating grants include \$64,718 of FEMA revenue collected for Hurricane Ian expenses spent in prior fiscal years. Charges for services are 43% realized mainly due to special event revenue for the Mud Dog Music Festival which is planned for April 2024. Other significant revenues are within expected ranges.

General Fund expenditures are at 40% of budgeted funds as of March 31, 2024. Expenditures by category as a percentage of appropriated funds are personnel 45%, operating 46%, grants and aid 17%, contingencies 0% and transfers to other funds 21%.

Contingencies include planned savings of \$200,000 for the Hurricane Reserve and \$12,500 for the Sanborn Center Reserve.

Undesignated Fund Balance - The City will manage its fiscal resources to ensure funding for the operation of the City is not disrupted. A reserve equivalent to two months' operating needs shall be maintained in the General Fund. The funds available for this reserve are estimated to be \$7,713,484, which represents a reserve surplus of \$516,276 above the required two-month Undesignated Reserve of \$7,197,208 at March 31, 2024.

Confiscated Trust Fund - Confiscated Trust Fund revenues are \$14,534 or 484% of budget, while expenditures are \$0 or 0% of budget as of March 31, 2024.

Homeless Shelter Fund - Revenues of the Homeless Shelter Fund are \$346,800 as of March 31, 2024 and represent 49% of revenues budgeted. Revenues include \$275,000 or 47% of budgeted transfers from the General Fund. Expenditures are at \$323,679 or 46% as of March 31, 2024.

Spring Hill Community Redevelopment Trust Fund - Revenues realized at March 31, 2024 are \$960,482, which represents 117% of revenues budgeted. Revenues from all taxing agencies have been billed and collected.

Spring Hill Community Redevelopment Trust Fund expenditures are \$141,595 or 17% of budgeted funds as of March 31, 2024. Expenditures by category as a percentage of appropriated funds are personnel 44%, operating 56%, grants and aid 11%, contingencies 0% and transfers to other funds 41%.

Governmental Impact Fees Trust Fund - Revenues realized at March 31, 2024 are \$651,008, which represents 47% of revenues budgeted. The Governmental Impact Fees Trust Fund was established to budget and account for projects using revenue collected from Police, Fire, Parks and Recreation, and General Government Building Impact Fees paid by new construction.

Governmental Impact Fees Trust Fund expenditures are \$581,931 or 27% of budgeted funds as of March 31, 2024. 94% of budgeted expenditures are transfers to other funds.

Downtown Community Redevelopment Trust Fund - Revenues realized at March 31, 2024 are \$805,613, which represents 79% of the budget. Revenues from all taxing agencies have been billed and collected while transfers for the construction of the new parking lot have not been recognized to date.

Downtown Community Redevelopment Trust Fund expenditures are at 10% of budgeted funds as of March 31, 2024. Expenditures by category as a percentage of appropriated funds are operating 47%, capital outlay 2%, grants and aid 0%, contingencies 0% and transfers to other funds 20%.

Grant & Special Revenues Fund - The Grant & Special Revenues Fund was established to budget and account for all capital projects and expenditures relating to grants which fund non-payroll operating expenses. Revenues realized at March 31, 2024 are \$800,501, which represents 20% of the budget. Charges for services include tree revenues of \$454,793 this quarter. Miscellaneous revenues include opioid class action settlement revenue totaling \$46,268. Debt proceeds include anticipated revenue for a 2024 debt issue for road

resurfacing which as not been issued to date.

The Grant & Special Revenues Fund expenditures are at 11% of budgeted funds as of March 31, 2024. Expenditures in this fund are based on the timing of projects and will not always follow the normal benchmarks each quarter.

Debt Service Fund - Revenues for this fund consists of transfers from other funds used to pay debt payments for the current fiscal year. As of March 31, 2024, \$773,156 has been transferred, which represents 34% of the budget. Likewise, expenditures are at 34% as of March 31, 2024. \$1,910,843 has been budgeted for debt payments this fiscal year.

Capital Projects Fund - Revenues for this fund are \$1,861,179 or 18% of budgeted funds. Revenue includes .2 mills of advalorem taxes dedicated for capital expenses, debt proceeds, interest revenue and transfers from other funds which are recognized when expenses are incurred for each project and will not always follow normal benchmarks for the quarter. Capital Projects Fund expenditures are \$1,527,515 or 13% of budgeted funds as of March 31, 2024.

Water & Sewer Fund - Revenues realized at March 31, 2024 are \$17,424,567, representing 54% of the budget for this year. The current budget includes a \$23M FDEP grant, \$3M SRJWMD grant, and \$57M SRF loan to fund the \$83M construction of a new Waste Water Treatment Plant this fiscal year.

Water & Sewer Fund expenditures are \$26,834,042 or 20% of budgeted funds as of March 31, 2024. Expenditures by category as a percentage of appropriated funds are personnel 44%, operating 43%, capital outlay 14%, services provided by the general government 49%, contingencies 0% and transfers to other funds 27%.

Water & Sewer Undesignated Reserves - The City will manage its fiscal resources to ensure funding for the operation of the City is not disrupted. A reserve equivalent to three months' operating needs shall be maintained in the Water & Sewer Fund. The funds available for this reserve are estimated to be \$7,220,522, which represents a reserve surplus of \$1,170,011 above the required three-month Undesignated Reserve of \$6,050,511 at March 31, 2024.

Municipal Airport Fund - Revenues realized at March 31, 2024 are \$1,151,653, which represents 60% of the budget. As of March 31, 2024, 0% of Federal or State grant monies have been received because grant related projects are either in their very early stages or have not started yet. Rent revenue is expected to increase with the addition of new T-Hangars this year.

Municipal Airport Fund expenditures are \$1,834,572 or 22% of budgeted funds as of March 31, 2024. Expenditures by category as a percentage of appropriated funds are personnel 45%, operating 33%, capital outlay 19%, services provided by the general government 50%, and transfers to other funds 12%.

Refuse Collection Fund - Revenues realized at March 31, 2024 are \$2,749,962, which represents 53% of the budget. Refuse Collection Fund expenditures are at \$2,739,221 or 53% of budget. This includes the contractual payments made to our solid waste hauler.

Stormwater Fund - Revenues realized at March 31, 2024 are \$1,726,642, which represents 74% of the budget. In addition to billing stormwater fees monthly for property within the City limits to owners of property that have separate water/sewer accounts, an annual stormwater fee is billed at the end of each calendar year for property within the City limits to owners of property that is leased or developed parcels that do not have separate water/sewer accounts.

Stormwater Fund expenditures are \$1,384,917 or 36% of budgeted funds as of March 31, 2024. Expenditures

by category as a percentage of appropriated funds are personnel 44%, operating 47%, capital outlay 25%, services provided by the general government 50% and transfers to other funds 19%.

Permits & Inspections Fund - Revenues realized at March 31, 2024 are \$1,449,919, which represents 69% of the budget. In 2019, the Florida Building Code was amended to limit the unexpended permit reserves to no more than the fund's average operating budget for the previous four fiscal years. In an effort to adhere to state law regarding permit reserve balances, a 10% fee reduction will be proposed in April 2024.

Permits & Inspection Fund expenditures are \$1,727,376 or 37% of budget. Expenditures by category as a percentage of appropriated funds are personnel 43%, operating 25%, capital outlay 19%, services provided by the general government 50% and transfers to other funds 20%.

Cash Management - The investments held by the City at March 31, 2024 have a book value of \$39,508,862, a par value of \$39,515,000 and a market value of \$37,140,840. The blended rate of return as of March 31, 2024 was 0.82% with a weighted average maturity for the portfolio of 1.55. The Investment Policy sets a performance measurement for the City's portfolio with the objective of exceeding the average return on three-month US Treasury Bills or the average rate on federal funds, whichever is higher. The average return on three-month US Treasury Bills was 5.24%, while the average rate on federal funds was 5.33%. As of March 31, 2024, the City has an unrealized loss of \$2,368,023.

At March 31, 2024, 68% of the City's portfolio was in liquid assets (cash and commercial paper). The primary liquid investments include the Wells Fargo Pooled Cash account, a money market account at United Community Bank, and a money market account at US Bank.

The City of DeLand, Florida

QUARTERLY FINANCIAL REPORT



FOR THE PERIOD ENDING
March 31, 2024

MEMORANDUM

June 3, 2024

TO: HONORABLE MAYOR, CITY COMMISSIONERS AND CITY MANAGER

FROM: FINANCE DIRECTOR

SUBJECT: FINANCIAL REPORT, QUARTER ENDING MARCH 31, 2024

The Financial Report for quarter ending March 31, 2024, for the City of DeLand is submitted herewith. The Quarterly Financial Report is a supplemental report intended to provide information regarding the financial position of each fund and includes a review of balance sheets and schedules on revenues and expenditures.

The quarterly financial report is an attempt to bring to you a concise and readable interim report, and is not a substitute for the Annual Comprehensive Financial Report issued at the end of each fiscal year after the independent audit of the City's financial records. This quarterly report covers six months of the fiscal year, a representation of fifty percent of the year.

To provide a more comparable and consistent presentation of fund balance reporting, the Governmental Accounting Standards Board Statement Number 54 – *Fund Balance Reporting and Government Fund Type Definitions* (Statement 54) has been implemented. Previously, fund balance for governmental funds was displayed in two broad components – Reserved and Unreserved. GASB 54 established five classifications comprising a hierarchy based primarily on the extent to which the government is bound to honor constraints for which monies can be spent. The classifications are: Non-spendable, Restricted, Committed, Assigned and Unassigned. This presentation only applies to Governmental Funds. The Proprietary Funds are presented in compliance with the GASB 34 balance sheet format: assets plus deferred outflows of resources equal liabilities plus deferred inflows of resources plus net investment in capital assets where net assets are displayed as Invested in Capital Assets – net of related liabilities, Restricted and Unrestricted.

Non-spendable Fund Balance includes amounts that cannot be spent because they are either not in a spendable form or contractually must be maintained intact. Inventories, prepaid amounts, property acquired for resale, and the principal of a permanent fund are all examples of this type of classification.

Restricted Fund Balance reflects amounts that have externally or legally imposed constraints on their use. This category naturally would include resources subject to externally imposed restrictions (creditors, grantors, contributors, laws/regulations of other governments, constitutional provisions). It also would normally, but not always, include resources resulting from enabling legislation (i.e., legislation authorizing the raising of resources for a specific purpose).

Committed Fund Balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Commission, the highest level of decision making in the City. These committed amounts cannot be used for any other purpose unless the government removes or changes the specified use.

Assigned Fund Balance includes amounts that are constrained by the government's intent, but are neither restricted nor committed. The assignment conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the governmental fund. Intent is not imposed by a formal commission action. Unassigned Fund Balance is the residual classification for the general fund. The General Fund should be the only fund that reports a positive unassigned fund balance, since expenditures associated with other funds are incurred for the specific activity for which the fund is reporting.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
GENERAL FUND	3
CONFISCATED TRUST FUND	6
HOMELESS SHELTER FUND	6
SPRING HILL COMMUNITY REDEVELOPMENT FUND	7
GOVERNMENTAL IMPACT FEES TRUST FUND.....	8
DOWNTOWN COMMUNITY REDEVELOPMENT FUND	9
GRANTS & SPECIAL REVENUES FUND	10
DEBT SERVICE FUND	11
CAPITAL PROJECTS FUND.....	12
WATER & SEWER FUND	14
WATER TRUST FUND	19
WASTEWATER TRUST FUND	19
MUNICIPAL AIRPORT FUND	20
REFUSE COLLECTION FUND.....	21
STORMWATER FUND	22
PERMITS & INSPECTIONS FUND.....	23
HEALTH INSURANCE COST CONTAINMENT FUND	24
WORKERS' COMPENSATION SELF-INSURANCE FUND	25
CASH MANAGEMENT.....	25
CONCLUSION.....	26

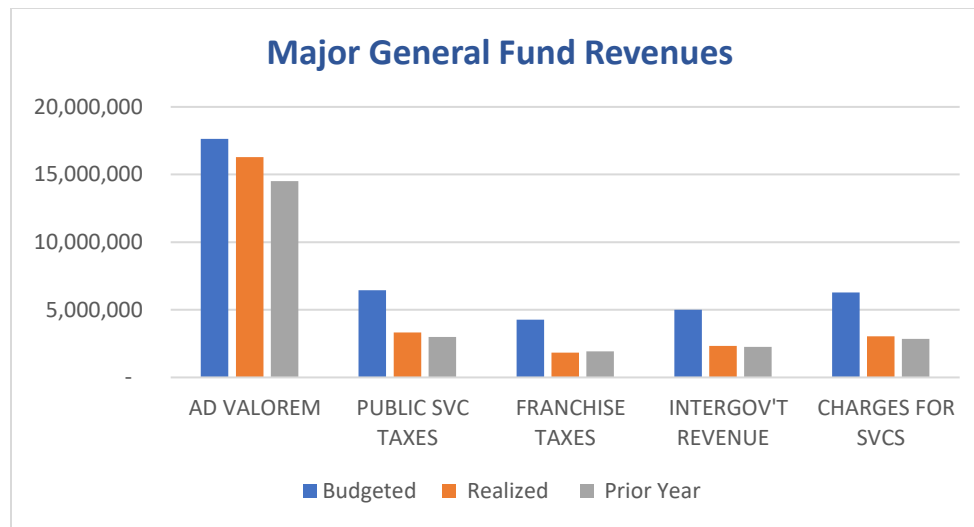
GENERAL FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Revenues of the General Fund are \$29,304,753 as of March 31, 2024 and represent 69% of revenues budgeted this fiscal year. Charges for government services represent allocated administrative costs charged out to other funds for governmental services provided. Transfers from other funds include transfers from the GIFT Fund for repayment of Hurricane Reserves and transfers from the Airport Fund for the repayment of debt.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 001 - GENERAL FUND				
AD VALOREM	17,640,976	16,297,723	92.39	14,525,271
OTHER TAXES	866,910	220,722	25.46	198,293
PUBLIC SERVICE TAXES	6,451,058	3,335,221	51.70	2,989,625
PERMITS, FEES, & SPECIAL ASSESSMENTS	308,420	315,531	102.31	267,322
FRANCHISE TAXES	4,270,305	1,825,301	42.74	1,934,365
OPERATING GRANTS	53,387	74,650	139.83	144,420
INTERGOVERNMENTAL REVENUE	5,002,701	2,334,006	46.65	2,247,956
CHARGES FOR GOVT SERVICES	5,199,977	2,580,761	49.63	2,339,509
CHARGES FOR SERVICES	1,081,397	467,089	43.19	521,271
FINES & FORFEITS	110,000	80,229	72.94	61,777
MISCELLANEOUS REVENUES	375,475	742,924	197.86	636,618
INTEREST REVENUES	400,000	626,966	156.74	384,500
RENTAL INCOME	224,186	167,963	74.92	106,332
TRANSFERS FROM OTHER FUNDS	686,986	235,666	34.30	238,489
	<u>42,671,778</u>	<u>29,304,753</u>	68.67	<u>26,595,746</u>
USE OF RESERVES	7,851,775	-		-
TOTAL REVENUES	<u>50,523,553</u>	<u>29,304,753</u>	58.00	<u>26,595,746</u>

- Property taxes are at 92% realized due to the majority of property owners that take advantage of discounts associated with paying their property taxes before the due date. This same quarter last year was 93%.
- Other taxes include 1st Local Option Gas tax at 55% realized this quarter. Fire Insurance Premium tax and Casualty Insurance Premium tax are both at 0% this quarter due to timing of payments which come later in the fiscal year.
- Permits, Fees & Special Assessments include local business tax renewals which are 110% realized this quarter due to timing on collection of fees which are billed early in the fiscal year.
- Operating grants includes HIDTA and VOCA grant revenue in addition to \$64,718 for Hurricane Ian FEMA revenue which is not budgeted in the current fiscal year.
- Charges for services are 43% of budget mainly due to special event revenue for the Mud Dog Music Festival which is planned for April 2024.
- Fines & Forfeits include parking ticket revenue which is up significantly at \$35,481 compared to \$9,037 a year ago.
- Transfers from Other Funds is at 34% realized mainly due to contra revenues that are recorded to reclass principal payments to the asset balances for internal loan obligations.



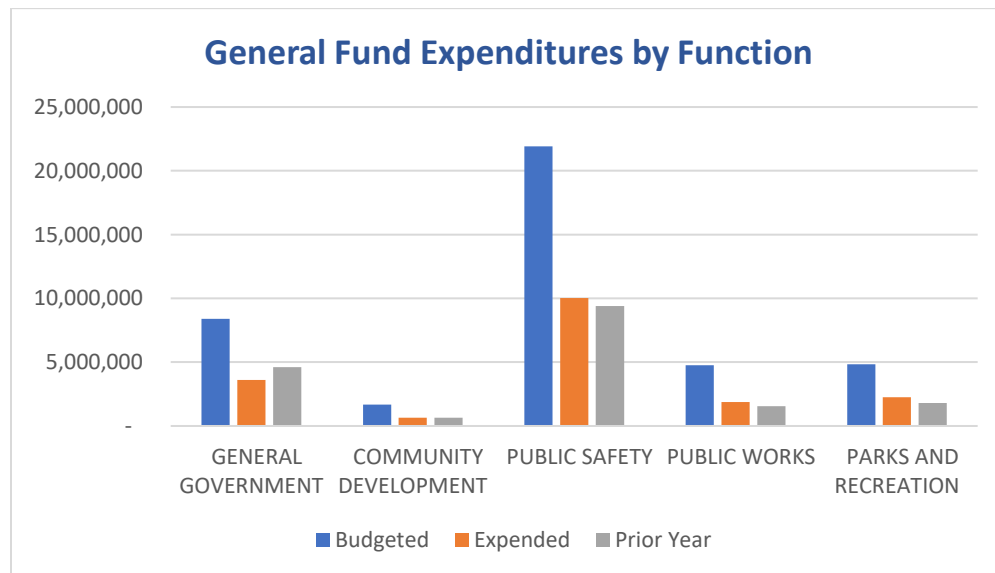
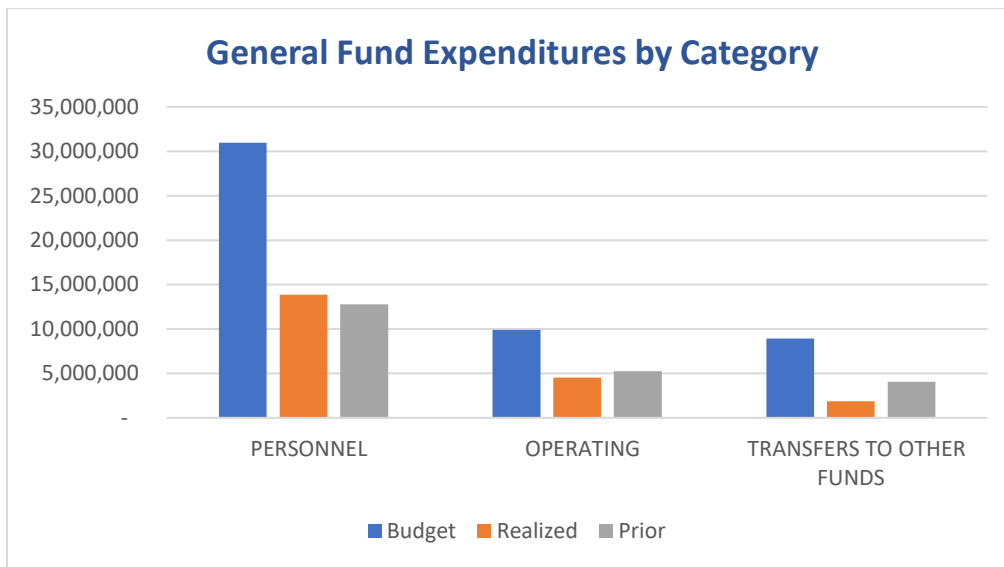
EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

General Fund expenditures are at \$20,308,887 or 40% of budgeted funds as of March 31, 2024. Expenditures by category as a percent of appropriated funds are personnel 45%, operating 46%, grants and aid 17%, contingencies 0%, and transfers to other funds 21%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 001 - GENERAL FUND				
PERSONNEL	30,973,926	13,866,391	44.77	12,791,262
OPERATING	9,907,323	4,547,754	45.90	5,248,985
GRANTS & AID	87,000	15,000	17.24	8,000
CONTINGENCY	626,434	-	0.00	-
TRANSFERS TO OTHER FUNDS	8,928,870	1,879,742	21.05	4,049,690
TOTAL EXPENDITURES	50,523,553	20,308,887	40.20	22,097,937

EXPENDITURES BY FUNCTION	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 001 - GENERAL FUND				
GENERAL GOVERNMENT	8,389,824	3,610,125	43.03	4,613,015
COMMUNITY DEVELOPMENT	1,685,476	641,404	38.05	658,941
PUBLIC SAFETY	21,925,225	10,030,261	45.75	9,403,702
PUBLIC WORKS	4,769,472	1,886,582	39.56	1,563,215
PARKS AND RECREATION	4,824,686	2,260,773	46.86	1,809,373
TRANSFERS	8,928,870	1,879,742	21.05	4,049,690
Fund 001 - GENERAL FUND: TOTAL EXPENDITURES	50,523,553	20,308,887	40.20	22,097,937

- Contingency budget includes planned savings for the fiscal year for the Hurricane Reserve (\$200,000) and Sanborn Center Reserves (\$12,500). Also included is additional contingent funds for unplanned costs during the year.
- Budgeted transfers to other funds include transfers to Homelessness Fund (\$590,467), transfers to the Grants & Special Revenue Fund (\$841,384), transfers to the Debt Service Fund (\$1,210,600), and transfers to the Capital Projects Fund (\$6,286,419).



GENERAL FUND CAPITAL PROJECTS

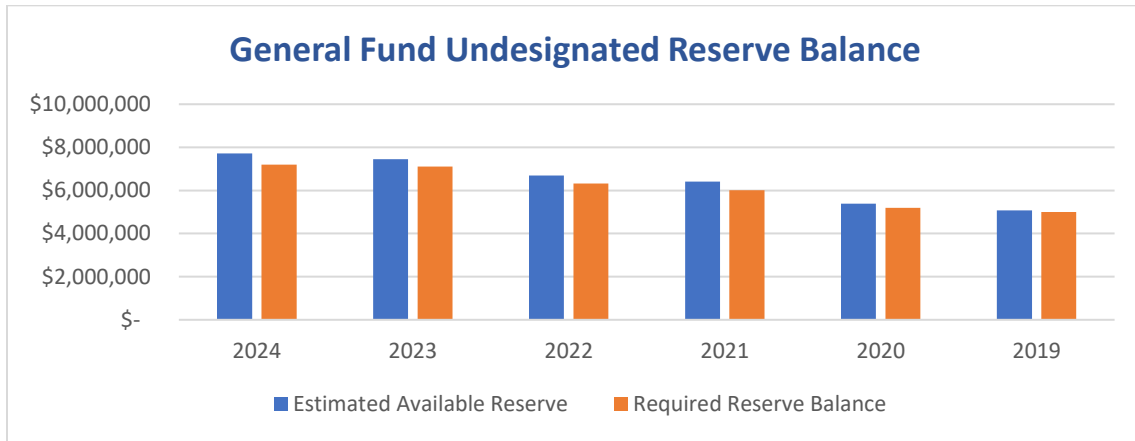
The capital projects for the General Fund are recorded in the Grants & Special Revenues Fund and the Capital Projects Fund which are included in a separate section of this report.

GENERAL FUND RESERVE ANALYSIS

According to City policy, the City will manage its fiscal resources to ensure funding for City operations is not disrupted. A reserve equivalent to two month's operating needs shall be maintained in the General Fund. The funds available for this reserve are estimated to be \$7,713,484 which represents a reserve balance of \$516,276 above the two-month required Undesignated Reserve of \$7,197,208 at March 31, 2024.

General Fund
Fiscal Year 2024 Undesignated Reserve Analysis

	1st QTR	2nd QTR	3rd QTR	4th QTR
Estimated Available Reserve Funds	\$ 7,716,708	\$ 7,713,484		
Required 2 Month Undesignated Reserve	7,189,680	7,197,208		
Surplus/Deficit	\$ 527,028	\$ 516,276	\$ -	\$ -



CONFISCATED TRUST FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Confiscated Trust Fund revenues are \$14,534 or 484% of total revenues budgeted this fiscal year. Revenues are budgeted to cover expenses and not based on revenue projections.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Confiscated Trust Fund operating expenditures are at \$0 or 0% of the total budget of \$3,000 this fiscal year.

HOMELESS SHELTER FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

The Homeless Shelter Fund revenues are \$346,800 or 49% of total revenues budgeted this fiscal year. Operating revenues are comprised of private donations totaling \$71,800. Transfers from the general fund total \$275,000 or 47% of budgeted funds which will be used towards operations of the facility.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

The Homeless Shelter expenses are \$323,679 or 46% of budgeted expenses this fiscal year. Expenses include payments to the West Volusia Neighborhood Center for operation of the shelter, payments to the First Step Shelter, and property insurance and building maintenance for the facility. The Homeless Shelter Fund has depleted all reserve funds and relies on donations and transfers from the General Fund to cover expenses this year.

SPRING HILL COMMUNITY REDEVELOPMENT FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Spring Hill Community Redevelopment Fund revenues realized at March 31, 2024 are \$960,482 or 117% of budgeted revenues. CRA revenues are comprised of ad valorem taxes, federal grants, miscellaneous revenues, and interest revenue.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 160 - SPRING HILL CRA FUND				
AD VALOREM	794,154	902,936	113.70	719,115
MISCELLANEOUS REVENUES	1,200	2,023	168.58	4,340
INTEREST REVENUES	-	30,813	100.00	12,782
RENTAL INCOME	-	-	0.00	10,000
OPERATING GRANTS	24,710	24,710	100.00	(0)
	820,064	960,482	117.12	746,237
USE OF RESERVES	13,073	-		-
TOTAL REVENUES	833,137	960,482	115.28	746,237

- Ad Valorem taxes are 114% realized due to revenues from all taxing agencies are billed and collected in the first quarter.
- Miscellaneous Revenue is 169% realized mainly due to forfeited 401A funds used to offset retirement contributions this fiscal year.
- Budgeted grants include CDBG funds for personnel expenses totaling \$24,710.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Spring Hill Community Redevelopment Fund expenditures are \$141,595 or 17% of budget as of March 31, 2024. Expenditures by category as a percent of appropriated funds are personnel 44%, operating 56%, grants & aid 11%, contingency 0%, and transfers to other funds 41%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 160 - SPRING HILL CRA FUND				
PERSONNEL	203,403	88,499	43.51	60,525
OPERATING	46,921	26,291	56.03	21,352
GRANTS & AID	20,000	2,175	10.88	-
CONTINGENCY	502,929	-	0.00	-
TRANSFERS TO OTHER FUNDS	59,884	24,630	41.13	30,739
TOTAL EXPENDITURES	833,137	141,595	17.00	112,616

- Operating expenses are 56% of budget mainly due to A/C Maintenance and one-time operating expenses paid early in the fiscal year.
- Budgeted transfers to other funds include transfers to the debt service fund (\$36,386), and transfers to the capital project fund for shared costs of Information Technology projects (\$23,498).

GOVERNMENTAL IMPACT FEES TRUST FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Governmental Impact Fees Trust Fund revenues realized at March 31, 2024 are \$651,008 or 47% of budgeted funds. The Governmental Impact Fees Trust Fund was established to budget and account for projects using revenue collected from Police, Fire, Parks and Recreation, and General Government Building Impact Fees paid by new customers. Revenues are budgeted to match expenses and do not reflect planned savings for the fiscal year.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 170 - GIFT FUND				
PERMITS, FEES, & SPECIAL ASSESSMENTS				
IMPACT FEES - POLICE RESIDENTIAL	110,041	111,444	101.27	126,972
IMPACT FEES - FIRE RESIDENTIAL	170,000	53,872	31.69	53,920
IMPACT FEES - POLICE COMMERCIAL	15,000	14,043	93.62	2,937
IMPACT FEES - FIRE COMMERCIAL	-	6,784	100.00	8,843
IMPACT FEES - RECREATION RESIDENTIAL	890,091	249,824	28.07	284,946
IMPACT FEES - RECREATION COMMERCIAL	-	-	0.00	-
IMPACT FEES - GEN GOVT RESIDENTIAL	211,000	96,644	45.80	110,091
IMPACT FEES - GEN GOV'T COMMERCIAL	-	12,166	100.00	2,545
INTEREST REVENUES	-	106,232	100.00	42,675
	<u>1,396,132</u>	<u>651,008</u>	46.63	<u>632,929</u>
USE OF RESERVES	<u>739,634</u>	<u>-</u>		<u>-</u>
TOTAL REVENUES	<u>2,135,766</u>	<u>651,008</u>	30.48	<u>632,929</u>

- Budgeted Use of General Gov't Reserves is to fund the downtown parking lot (\$306,000).
- Budgeted Use of Parks & Rec Reserves is to fund the Alabama Greenway Trail (\$431,264).
- Budgeted Use of PD Reserves is to fund equipment for a new position (\$2,370).

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Governmental Impact Fees Trust Fund expenses as of March 31, 2024 are \$581,931 or 27% of budgeted funds. 94% of budgeted expenditures are transfers to other funds to cover project expenses that are funded by more than impact fees.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 170 - GIFT FUND				
OPERATING	8,000	5,452	68.15	-
TRANSFERS TO OTHER FUNDS	2,011,760	555,633	27.62	592,555
CAPITAL OUTLAY	<u>116,006</u>	<u>20,846</u>	17.97	<u>40,902</u>
TOTAL EXPENDITURES	<u>2,135,766</u>	<u>581,931</u>	27.25	<u>633,457</u>

- Operating expenses includes funding for laptop computers for new police positions added this fiscal year.
- Budgeted transfers to the General Fund include \$200,000 to repay Hurricane Reserves and \$211,000 for the early repayment of Revenue Notes 2004A & B. Budgeted transfers to the Grants & Special Revenue Fund include \$392,915 for Alabama Greenway Trail. Budgeted transfers to the Debt Service Fund \$901,845 are for debt funded impact projects such as Earl Brown Park, Sperling Sports Complex, construction of Fire Station #81 and Police Evidence Building. Budgeted transfers to Downtown CRA \$306,000 will pay for construction of a new parking lot where the old Fire Station #81 used to be.

- Capital Outlay is at 18% of budget due to timing of capital projects and will not follow normal benchmarks each quarter.

GOVERNMENTAL IMPACT FEES TRUST FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
NEW POLICE CAR FOR NEW OFFICER	2,370	2,370	-	0	0.01
NEW POLICE CAR FOR NEW OFFICER	75,287	-	-	75,287	100.00
ECHO - ALABAMA GREENWAY TRAIL DESIGN	38,349	18,476	19,873	1	0.00
	116,006	20,846	19,873	75,288	64.90

DOWNTOWN COMMUNITY REDEVELOPMENT FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Downtown Community Redevelopment Fund revenues are at \$805,613 or 79% of budgeted revenues this quarter. CRA revenues are comprised of ad valorem taxes, charges for services, miscellaneous revenues, and interest revenue.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 180 - DOWNTOWN CRA FUND				
AD VALOREM	646,434	681,445	105.42	599,264
CHARGES FOR SERVICES	58,105	40,177	69.15	38,029
MISCELLANEOUS REVENUES	14,618	19,773	135.26	21,687
INTEREST REVENUES	-	64,219	100.00	25,034
TRANSFERS FROM OTHER FUNDS	306,000	-	0.00	-
	1,025,157	805,613	78.58	684,014
USE OF RESERVES	1,941,709	-		-
TOTAL REVENUES	2,966,866	805,613	27.15	684,014

- Ad Valorem tax revenue is 105% realized due to revenues from all taxing agencies are billed and collected in the first quarter of the fiscal year.
- Miscellaneous Revenue is 135% realized mainly due to donations for the Winter Wonder DeLand event (\$10,515).
- Transfers from other funds are for construction of the new parking lot where Fire Station #81 used to be.
- Use of Reserves is to fund construction of the new Voorhis Avenue Streetscape project.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Downtown Community Redevelopment Fund expenditures are \$285,141 or 10% of budgeted funds. Expenses by category as a percent of appropriated funds are operating expenses 47%, grants and aid 0%, contingency 0%, transfers to other funds 20%, and capital outlay 2%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 180 - DOWNTOWN CRA FUND				
OPERATING	473,947	224,721	47.41	273,962
GRANTS & AID	67,500	-	0.00	-
CONTINGENCY	52,071	-	0.00	-
TRANSFERS TO OTHER FUNDS	125,639	25,670	20.43	19,283
CAPITAL OUTLAY	2,247,709	34,749	1.55	2,450
TOTAL EXPENDITURES	2,966,866	285,141	9.61	295,695

- Budgeted transfers to other funds include transfers to the debt service fund to cover loan payments for Downtown Parking Improvements and the Voorhis Avenue Streetscape projects.
- Capital Outlay is at 2% of budget due to timing of capital project expenditures and will not follow normal benchmarks each quarter.

DOWNTOWN COMMUNITY REDEVELOPMENT FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
REPLACE FRONT DOORS AT FISH BUILDING	16,509	-	15,247	1,262	7.64
PARKING LOT - 201 W. HOWRY AVE	801,800	15,320	801,469	(14,988)	(1.87)
VOORHIS AVENUE STREETScape	1,429,400	19,429	202,031	1,207,940	84.51
	2,247,709	34,749	1,018,746	1,194,213	53.13

GRANTS & SPECIAL REVENUES FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Grants and Special Revenues Fund revenues realized at March 31, 2024 are \$800,501 or 20% of budgeted revenues. The Grants and Special Revenues Fund was established to budget and account for all capital projects and expenditures relating to grants and other specific revenues that fund non-payroll operating expenses. Revenues in this fund are based on timing of projects and will not always follow the normal benchmarks for each quarter.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 190 - GRANT & SPECIAL REVENUE FUND				
OTHER TAXES	300,004	163,195	54.40	142,881
CHARGES FOR SERVICES	25,000	454,793	1,819.17	1,424
MISCELLANEOUS REVENUES	-	48,767	100.00	1,390,386
INTEREST REVENUES	-	80,331	100.00	-
TRANSFERS FROM OTHER FUNDS	1,234,299	19,911	1.61	2,184,061
CAPITAL GRANTS	1,945,706	33,505	1.72	12,444
DEBT PROCEEDS	500,000	-	0.00	-
	4,005,009	800,501	19.99	3,731,196
USE OF RESERVES	2,565,282	-		-
TOTAL REVENUES	6,570,291	800,501	12.18	3,731,196

- Charges for Services include Tree Replacement revenue which is significantly higher than budget.
- Miscellaneous Revenue includes opioid settlement revenue (\$46,268) which has restricted use.
- Budgeted transfers include transfers from the General Fund \$841,384 (road resurfacing \$725,833, CDBG ROW \$4,737, Zoll AED monitors \$19,911, Melching Field renovations \$87,903, and Chisholm marquee board \$3,000) and transfers from the GIFT Fund of \$392,915 for the Alabama Greenway Trail. Transfers are recorded when expenses are incurred and will not always follow quarterly benchmarks.
- Federal grant budgeted revenue includes JAG funds for Interview Cameras and CDBG funds for ADA right of way improvements and Chisholm Center marquee board and replacement scoreboard. Local grant revenue includes ECHO funds for the Alabama Greenway Trail.
- Debt proceeds includes budgeted funds for a 2024 debt issue for road resurfacing.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Grants and Special Revenue Fund expenditures as of March 31, 2024 are \$741,322 or 11% of budgeted funds. Expenses by category are operating 3% and capital outlay 20%. Operating expenses include road materials and supplies and tree department operating supplies. Expenditures in this fund are based on timing of projects and will not always follow normal benchmarks for a given quarter.

GRANTS & SPECIAL REVENUES FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
JAG 2023 - INTERVIEW TECHNOLOGY PLATFORM	15,779	6,975	8,325	479	3.04
CDBG 2021 - ROW ADA IMPROV	75,798	-	-	75,798	100.00
CDBG 2022 - ROW ADA IMPROV	60,424	-	-	60,424	100.00
CDBG 2023 - ROW ADA SIDEWALK IMPROV	161,213	-	161,213	-	0.00
CDBG 2024 - ROW ADA IMPROV	73,024	-	-	73,024	100.00
SCAG ZTURN 48' REPLACE 133-MO-27	9,038	-	-	9,038	100.00
ELECTRIC F150 FOR NURSERY	48,462	-	-	48,462	100.00
NEW SOLAR CHARGING STATION FOR NURSERY	95,518	93,133	-	2,385	2.50
MELCHING FIELD RENOVATION & EXPANSION	87,903	-	76,500	11,403	12.97
ECHO - ALABAMA GREENWAY TRAIL	2,687,670	553,979	1,927,980	205,711	7.65
CDBG 2023 - CHISHOLM MARQUEE BOARD	20,000	-	-	20,000	100.00
CDBG 2024 - CHISHOLM REPLACE SCOREBOARD	6,000	-	-	6,000	100.00
CDBG 2024 - CHISHOLM ADD 2ND SCOREBOARD	6,000	-	-	6,000	100.00
	3,346,829	654,087	2,174,018	518,724	15.50

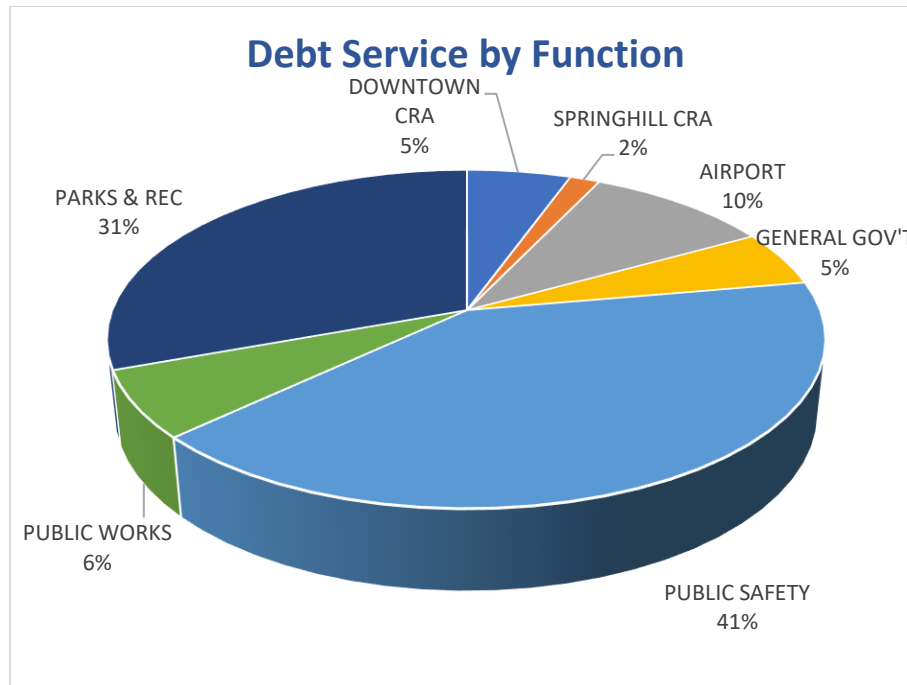
DEBT SERVICE FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Revenues for the Debt Service Fund consists of transfers from other funds which are used to pay debt payments for the current fiscal year. As of March 31, 2024, \$773,156 or 34% of budgeted funds were transferred from other funds to cover debt payments made by the end of the second quarter. Transfers occur as debt payments are due which will not always follow normal benchmarks each quarter. Debt proceeds for various projects have been budgeted for FY 2024 but no loan issues have been incurred to date.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Debt Service Fund expenditures are \$774,987 or 34% of budgeted funds at the end of the second quarter. Budgeted expenditures by department for governmental related debt payments include General Government (\$122,054), Public Safety (\$934,055), Public Works (\$146,915), Parks and Recreation (\$700,951), Airport (\$225,162), Downtown CRA (\$125,639), and Springhill CRA (\$36,386).



Annual Debt Service Schedule – FY 2024

From Amortization Schedules				
Debt Instrument	Principal Payments	Interest Payments	Total Payment Due	Principal Bal Due
2013A Note BB&T - EB Park	132,145	47,698	179,843	1,320,197
2013B Note BB&T - EB Park	50,025	18,057	68,082	499,778
2018A Revenue Note BB&T - Non-taxable	262,887	62,722	325,609	1,787,706
2018B Revenue Note BB&T - Taxable	66,677	31,884	98,561	737,252
2019 Revenue Note - Chase Bank	612,406	125,833	738,239	7,176,196
2020 Truist Bank Lease - Ladder Truck	193,180	11,047	204,227	595,919
2023 Revenue Note - Webster Bank	94,000	162,684	256,684	4,901,000
	1,411,321	459,925	1,871,246	17,018,048

From Amortization Schedules				
Capital Leases	Principal Payments	Interest Payments	Total Payment Due	Principal Bal Due
2020 Printer/Copiers - DEX Imaging	39,597	-	39,597	42,921
	39,597	-	39,597	42,921
Total Capital Debt	1,450,918	459,925	1,910,843	17,060,969

CAPITAL PROJECTS FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Revenues for the Capital Projects Fund total \$1,861,179 or 18% of budgeted funds. Revenue includes .2 mills of ad valorem taxes dedicated for capital expenses, insurance proceeds, interest earnings, debt proceeds and transfers from other funds which are recognized when expenses are incurred for each project and will not always follow normal benchmarks each quarter.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Capital fund expenditures total \$1,527,515 or 13% of budgeted expenses. All expenses in this fund are for capital projects which are detailed in the section below.

CAPITAL PROJECTS FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
CITY HALL CHRISTMAS TREE REPLACEMENT	35,000	17,500	17,500	-	0.00
GENERATOR FOR CITY HALL	291,000	-	291,000	-	0.00
REPLACE ERP SYSTEM	76,513	-	-	76,513	100.00
RECORD MGMT PLAN SERVICES	36,750	-	-	36,750	100.00
PANASONIC ARBITRATOR SYSTEM	19,900	-	-	19,900	100.00
FORTIGATE ENTERPRISE BUNDLE SERVICE PACK	26,094	6,930	-	19,164	73.44
LASERFICHE PROFESSIONAL AND WORKFLOW	15,093	-	-	15,093	100.00
IT NETWORK SWITCHES	10,803	1,596	-	9,207	85.23
IT OVERHEAD FIBER	103,000	-	-	103,000	100.00
POLICE IN-SYNC SOFTWARE	2,750	-	-	2,750	100.00
P&R CIVREC SOFTWARE	6,000	1,282	-	4,718	78.63
VXRAIL GPU UPDATE	32,540	32,539	-	1	0.00
UPGRADE CURRENT VMWARE HOSE	36,000	34,250	-	1,750	4.86
REMOTE ACCESS SOFTWARE FOR FIPS 140-2	24,000	23,143	-	857	3.57
NETWORK MONITORING AND PERFORMANCE MGMT	19,000	-	-	19,000	100.00
SANBORN CENTER AVI	1,291	-	-	1,291	100.00
COPIER FOR PUBLIC SERVICES	14,154	-	-	14,154	100.00
LARGE FORMAT PLOTTER	5,000	-	-	5,000	100.00
FIJUTSU FI-7700 SCANNER FOR CLERK	12,000	-	-	12,000	100.00
REPLACEMENT OF UNITY 450	78,600	62,000	-	16,600	21.12
INTERNET TO SPEC MARTIN	12,000	-	-	12,000	100.00
REPLACEMENT OF UNITY 300	72,440	66,000	-	6,440	8.89
INTERNET TO FS82	12,000	-	-	12,000	100.00
INTERNET TO AIRPORT	12,000	-	-	12,000	100.00
VEHICLE FOR CODE ENFORCEMENT MANAGER	33,000	-	-	33,000	100.00
FIRE STATION 82/83 IMPROVEMENTS	67,563	26,987	-	40,576	60.06
FIRE STATION 83 ADDITION	500,000	-	-	500,000	100.00
REPLACEMENT GATE STATION 81	62,600	24,938	34,138	3,525	5.63
ENGINE REPLACEMENT 2007 CONTENDER	736,776	-	-	736,776	100.00
LADDER APPARATUS 75' PIERCE ENFORCER	1,288,603	-	-	1,288,603	100.00
EMS - SPECIAL EVENT GOLF CART- ALS READY	25,000	195	22,395	2,410	9.64
ALS ZOLL MONITOR	47,316	47,315	-	1	0.00
COMMAND VEHICLE RADIO-LIGHT PACKAGE	87,513	-	87,513	0	0.00
REPLACEMENT RADIO FOR ENGINE 281	8,508	-	8,508	0	0.00
PD PERIMETER SECURITY FENCING AND WALL	181,000	-	-	181,000	100.00
LEFTA PRODUCT SUITE	13,600	-	13,600	-	0.00
LEADS ONLINE/CELL HAWK	9,260	9,260	-	-	0.00
UDE UPGRADES ON IN CAR CAMERAS	6,825	-	6,825	-	0.00
FORD INTERCEPTOR SUV FOR PATROL #1	10,920	9,263	1,657	0	0.00
FORD INTERCEPTOR SUV FOR PATROL #2	10,920	9,263	1,657	0	0.00
FIRE ALARM SYSTEM PANEL & EQUIP REPLACE	70,528	-	-	70,528	100.00
HVAC CONTROL SYSTEM AND CHILLERS	597,931	298,965	298,965	0	0.00
UNMARKED CID VEHICLE	62,978	7,803	36,366	18,809	29.87
CHEVY TAHOE FOR PATROL 1 OF 5	77,720	55,678	11,923	10,119	13.02
CHEVY TAHOE FOR PATROL 2 OF 5	77,720	55,678	11,923	10,119	13.02
CHEVY TAHOE FOR PATROL 3 OF 5	77,720	55,678	11,923	10,119	13.02
CHEVY TAHOE FOR PATROL 4 OF 5	77,720	55,678	11,923	10,119	13.02
CHEVY TAHOE FOR PATROL 5 OF 5	77,720	53,138	9,148	15,435	19.86
FALCON LICENSE PLATE READER CAMERAS	20,600	20,600	-	-	0.00
CID - CHEVY MALIBU OR SIMILAR SEDAN	37,943	-	-	37,943	100.00
DRONE	31,176	22,428	8,748	-	0.00
AXON IN-CAR CAMERA 10 YEAR BUNDLE	129,033	129,032	-	1	0.00
422 E BERESFORD LAND PURCHASE	16,500	338	16,163	-	0.00
REPLACE 2015 PATHFINDER WITH TRUCK	45,836	45,491	345	-	0.00
REPLACEMENT AC UNIT PS BLDG 2A	6,135	6,135	-	0	0.00
CITY ENTRY FEATURE - DESIGN	205,083	32,784	53,160	119,139	58.09
NEW SIDEWALKS	103,000	-	-	103,000	100.00

BERESFORD EXT. MULTI USE PATH WITH VOLUS	120,000	-	-	120,000	100.00
HYDRAULIC TRUCK POST PULLER	6,650	-	-	6,650	100.00
2023 FORD F150 SUPER CAB FOR 1302133A	50,516	-	49,272	1,244	2.46
NEW SHED FOR DOWNTOWN EVENTS	16,623	-	7,565	9,058	54.49
NEW FORKLIFT TO REPLACE SCISSOR LIFT	55,294	-	44,155	11,139	20.15
REPLACE ROOF MAIN ADMIN PARKS & REC DEPT	80,000	-	6,348	73,652	92.07
DELAND HOUSE ROOF IMPROVEMENT	94,000	94,000	-	-	0.00
REPLACE CARPET THROUGHOUT WAYNE SANBORN	49,296	-	49,296	1	0.00
REPLACE ROOF COATING AT BOY SCOUT HUT	12,825	12,455	-	370	2.88
SPEC MARTIN FACILITY IMPROVEMENTS	75,000	-	-	75,000	100.00
FOUNDATION IMPROVEMENTS AT SPEC MARTIN	105,230	-	-	105,230	100.00
DEVELOP ADDITIONAL PARKING AT SPERLING	150,000	-	7,500	142,500	95.00
POLES AND NETTING NORTH END SPEC MARTIN	10,000	-	-	10,000	100.00
RECREATION FIELDS AT VICTORIA PARK	4,000,000	-	120,536	3,879,464	96.99
REPLACE EXTERIOR FENCE AT DELAND HOUSE	25,889	-	23,536	2,353	9.09
SPEC MARTIN FOUNDATION IMPROVEMENTS	150,000	599	104,248	45,153	30.10
UPGRADE ELEVATOR EQUIPMENT AT STONE ST	10,200	-	-	10,200	100.00
REPLACE 1999 KUBOTA TRACTOR #143-TRA-006	36,017	36,016	-	1	0.00
CONRAD CENTER NEW AIR CONDITIONER	7,305	7,304	0	1	0.01
MODERNIZE ELEVATOR AT MELCHING FIELD	169,000	79	777	168,144	99.49
MODERNIZE ELEVATOR AT BILL DREGGORS	147,000	13,287	39,198	94,515	64.30
PURCHASE SAND PRO	35,490	-	19,021	16,469	46.40
REPLACE 2004 FORD TRUCK 1430025	42,619	-	42,574	45	0.11
REPLACE 2006 FORD TRUCK 1430028	47,849	-	47,849	-	0.00
REPLACE MAINTENANCE BOX TRUCK 1430054	59,560	59,560	-	-	0.00
REPLACE WACKPACKER/ROLLER 143-WR-001	34,274	21,366	-	12,909	37.66
REPLACE HVAC SYSTEM -CHISHOLM CENTER GYM	139,546	-	132,605	6,941	4.97
REPLACE HVAC SYSTEM - BILL DREGGORS PARK	13,550	13,300	-	250	1.85
REPLACE 2013 JOHN DEERE ZERO TURN MOWER	10,724	10,724	-	0	0.00
REPLACE ICE MACHINE - SPEC MARTIN	5,940	-	-	5,940	100.00
FLOORSCRUBBER - SANBORN	14,900	-	13,621	1,279	8.59
MINI SPLIT AC UNIT-TICKETBOOTH-SPEC MART	8,871	6,315	-	2,556	28.81
REPLACE 1 OF 2 PROJECTOR AT SANBORN	11,910	11,910	-	1	0.00
REPLACE 2 OF 2 PROJECTOR AT SANBORN	11,910	11,910	-	1	0.00
NETTING AT MELCHING FIELD	9,574	9,574	-	-	0.00
AUDIO/VISUSAL FOR CHISHOLM	21,000	7,231	-	13,769	65.57
	11,597,237	1,527,515	1,663,480	8,406,242	72.48

WATER & SEWER FUND

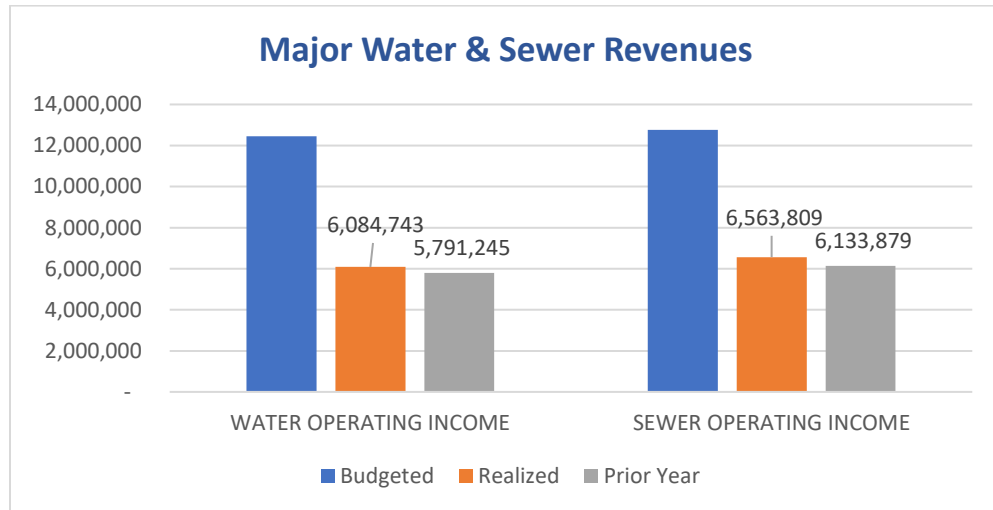
REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Water & Sewer operating revenues are \$17,424,567 or 54% of budgeted operating revenues as of March 31, 2024. Revenue by category as a percent of budget realized is charges for government services 70%, charges for services 50%, miscellaneous revenues 138%, interest revenues 146%, capital grants 0% and debt proceeds 2%.

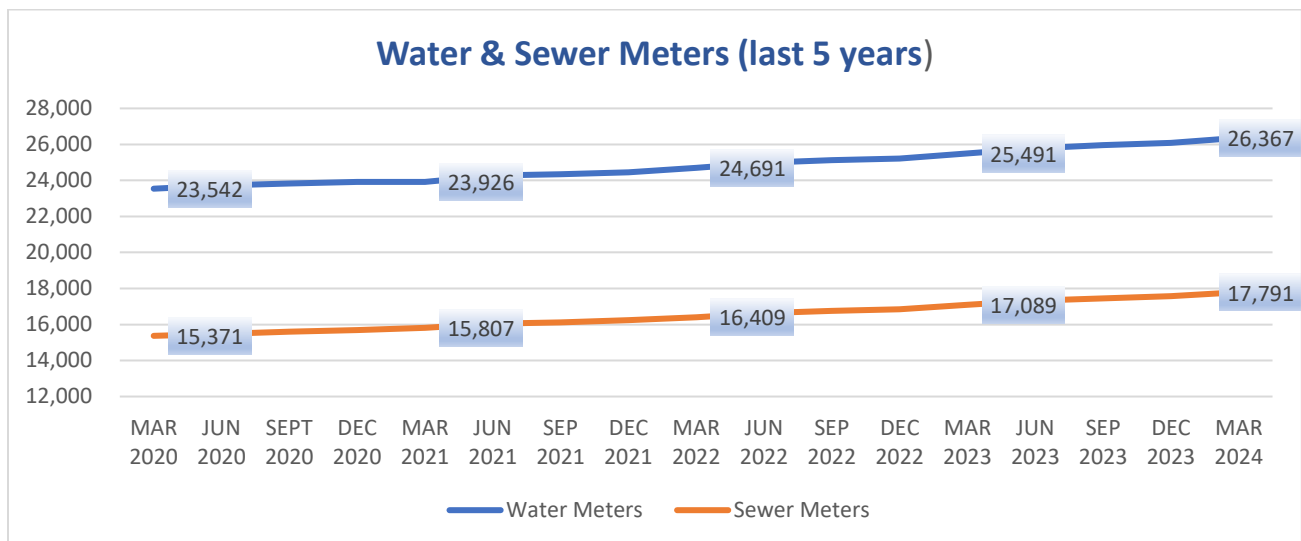
REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 401 - WATER & SEWER FUND				
CHARGES FOR GOVT SERVICES	116,000	80,723	69.59	8,000
CHARGES FOR SERVICES	28,127,205	14,160,908	50.35	13,510,884
MISCELLANEOUS REVENUES	657,015	908,437	138.27	833,018
INTEREST REVENUES	600,000	877,443	146.24	539,105
	29,500,220	16,027,511	54.33	14,891,007
CAPITAL GRANTS	26,240,000	38,305	0.15	8,265
DEBT PROCEEDS	57,000,000	1,358,752	2.38	-
USE OF RESERVES	24,459,442	-	-	-
TOTAL REVENUES	137,199,662	17,424,567	12.70	14,899,272

- Charges for government services are 70% of budget mainly due to contributions from the refuse fund to cover administrative fees for administrative billing services. Contributions are 3% of gross revenues for the quarter.

- Miscellaneous revenues are 138% realized mainly due to unrealized gains on investments which fluctuate with market value each quarter.
- Capital grants include funding from federal, state and local agencies for approved grant funded projects. Reimbursements are requested when project expenses are incurred and will not always follow normal benchmarks for any given quarter. The City currently has a \$23M FDEP grant, \$3M SJRWMD grant, and \$57M SRF loan to fund construction of the new wastewater treatment plant and expansion project for FY 2024 . Grant revenue is requested quarterly from FDEP and SJRWMD and SRF funds are drawn down monthly to reimburse expenses already incurred.



As of March 31, 2024, there are 26,367 water customers and 17,791 sewer customers billed each month. As reclaim lines are installed, irrigation accounts will decrease while reclaim accounts increase. There was 1,456 irrigation meters one year ago compared to 1,432 this quarter.



Based on the last water rate study performed by Raftelis, water rates will increase 4.5% a year and wastewater rates will increase 4.0% a year through FY 2026.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Water and Sewer Fund expenditures are at \$26,834,042 or 20% of budgeted expenses as of March 31, 2024. Expenditures by category as a percent of appropriated funds are personnel 44%, operating 43%, contingency 0%, transfers to other funds 27%, capital outlay 14%, and services provided by general government 49%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 401 - WATER & SEWER FUND				
PERSONNEL	11,047,931	4,848,676	43.89	4,395,264
OPERATING	9,318,973	3,966,695	42.57	3,307,029
CONTINGENCY	147,566	-	0.00	-
TRANSFERS TO OTHER FUNDS	177,028	47,797	27.00	70,249
CAPITAL OUTLAY	112,828,272	16,150,157	14.31	3,433,137
SERVICES PROVIDED BY GEN GOVT	3,679,892	1,820,719	49.48	1,679,687
TOTAL EXPENDITURES	<u>137,199,662</u>	<u>26,834,042</u>	19.56	<u>12,885,365</u>
EXPENDITURES BY DEPARTMENT	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
4201 - UTILITIES ADMIN	5,888,942	2,813,953	47.78	2,176,181
4202 - ENGINEERING	1,439,809	513,364	35.66	437,336
4203 - WATER PRODUCTION	1,853,278	769,836	41.54	773,686
4204 - WATER DISTRIBUTION	4,542,593	1,994,917	43.92	1,885,787
4205 - WASTEWATER TREATMENT	3,438,033	1,562,233	45.44	1,325,368
4206 - UTILITIES MAINTENANCE	2,426,947	1,036,327	42.70	1,014,581
4208 - FACILITIES MAINTENANCE	1,048,894	490,332	46.75	419,965
4209 - CUSTOMER SERVICE	1,709,538	741,097	43.35	668,509
4210 - WASTEWATER COLLECTION	856,716	312,233	36.45	330,447
9990 - CONTINGENCY	147,566	-	0.00	-
9998 - CONTRIBUTIONS	842,046	401,796	47.72	350,119
9999 - TRANSFERS	177,028	47,797	27.00	70,249
CAPITAL OUTLAY	112,828,272	16,150,157	14.31	3,433,137
TOTAL EXPENDITURES - FUND 401	<u>137,199,662</u>	<u>26,834,042</u>	19.56	<u>12,885,365</u>

- Engineering and Wastewater departments are 36% of budget used mainly due to professional services and equipment maintenance which will not always follow normal benchmarks each quarter.
- Contributions are budgeted annually and are based on an allocation of administrative and other shared operating cost of services provided by other departments to the water & sewer fund.
- Budgeted transfers to other funds includes transfers to the debt service fund for printer leases (\$7,680) and transfers to the capital projects fund to cover allocated costs of governmental capital projects (\$169,348). Transfers are recorded when expenses are incurred and will not always follow normal benchmarks each quarter.
- Capital Outlay is at 14% of budget due to timing of project related expenses and will not always follow normal benchmarks for each quarter.

WATER & SEWER FUND CAPITAL PROJECTS

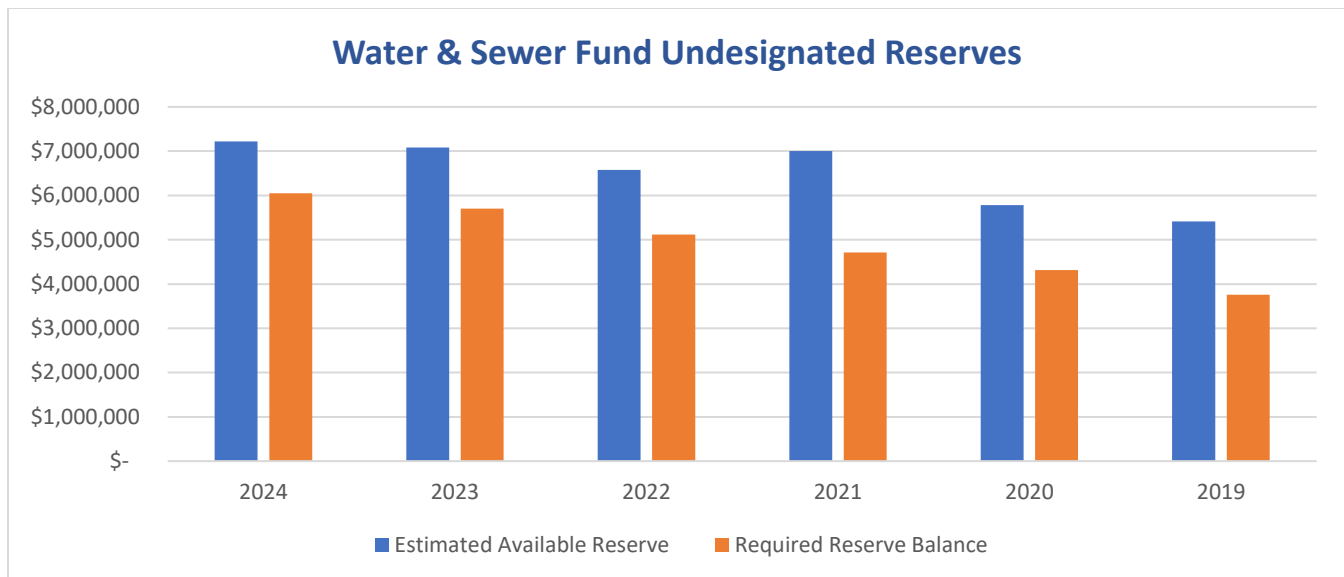
PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
UTILITIES ADMIN BUILDING CONSTRUCTION	14,918,178	4,938,014	9,675,543	304,621	2.04
VEHICLE # 298 - 2022 CHEVY TRAVERSE	42,330	42,329	-	1	0.00
UTILITY ADMIN BLDG FFE	600,000	-	-	600,000	100.00
NEW VEHICLE - DEPUTY CITY ENGINEER	31,535	-	30,617	918	2.91
WTP #10 PROJECT A WELL SITE	474,430	33,069	91,303	350,058	73.78
WTP#10 SUPPLY WELLS FG1-2	1,266,733	1,555	90,268	1,174,910	92.75
WP#10 DESIGN	2,158,858	-	-	2,158,858	100.00
WTP#4 WELL#6 REPLACEMENT	81,000	-	72,557	8,443	10.42
WP#3 WELL PUMP FENCING	11,200	1,952	-	9,248	82.57
WP#1 WELL #5 PUMP HOUSE FENCING	22,884	-	-	22,884	100.00
WP#9 GROUND STORAGE TANK FENCING REPLACE	18,572	-	-	18,572	100.00
#279 VEHICLE REPLACEMENT - FORD F250	64,613	64,612	-	1	0.00
WP#2 GENERATOR REPLACEMENT	146,680	131,094	-	15,586	10.63
GROUND STORAGE TANKS SAFETY & REPAIRS	12,500	-	-	12,500	100.00
#281 VEHICLE REPLACEMENT - FORD F250 3/4	85,000	-	68,228	16,772	19.73
WTP#1 PLC REPLACEMENT	12,800	-	9,495	3,305	25.82
WTP#2 HIGH SERVICE PUMP REPLACEMENT	276,120	-	233,400	42,720	15.47
WTP#2 TRANSFER PUMP REPLACEMENTS 1 OF 3	88,620	-	80,600	8,020	9.05
WATER PLANT SECURITY CAMERA REPLACEMENTS	39,374	-	-	39,374	100.00
WTP #2 PLC REPLACEMENT	12,800	-	12,469	331	2.59
WTP #3 PLC REPLACEMENT	12,800	-	10,074	2,726	21.30
WTP#2 TRANSFER PUMP REPLACEMENTS 2 OF 3	88,620	-	80,600	8,020	9.05
WTP#2 TRANSFER PUMP REPLACEMENTS 3 OF 3	88,620	-	80,600	8,020	9.05
REPLACEMENT AC UNIT PS BLDG 2B	6,135	6,135	-	0	0.00
WOODLAND & MANDARIN WATER MAIN	167,155	-	-	167,155	100.00
AMELIA AVE ROUNDABOUT UTILITY RELOCATION	35,725	-	-	35,725	100.00
COUNTRY PURE WATER MAIN EXTENSION	72,850	700	-	72,150	99.04
SR44/KEPLER ROUNDABOUT UTIL RELOCATION	1,099,733	257,031	842,701	0	0.00
DOWNTOWN WATER IMPROVEMENTS PHASE 1	586,560	-	-	586,560	100.00
#61 VEHICLE REPLACEMENT - FORD F250 3/4	85,000	-	68,228	16,772	19.73
#97 VEHICLE REPLACEMENT - FORD F250 3/4	85,000	-	68,228	16,772	19.73
HYDRAULIC 6" PUMP	67,172	59,803	-	7,369	10.97
NASH WRF S. RECLAIM STATION CONST	524,617	196,006	328,609	2	0.00
NASH WRF ENG, PLANNING & CONSTRUCTION	538,860	22,503	516,294	63	0.01
WMN CAPACITY EXPAN & AWT IMPR CONSTRUCT	82,980,411	9,494,495	72,383,062	1,102,854	0.01
RECLAIM WATER EXPANSION PHASE 6 DESIGN	200,000	-	-	200,000	100.00
22/23 WWTP FENCING - ADDITIONAL PROPERTY	65,047	65,047	-	0	0.00
WWTP ADMIN BUILD ROOF A/C REPLACEMENT #1	18,875	-	15,760	3,115	16.50
WWTP ADMIN BUILD ROOF A/C REPLACEMENT #2	16,875	-	13,840	3,035	17.99
BIOSOLIDS DUMP TRUCK	220,000	-	198,424	21,576	9.81
WATER PURIFICATION SYSTEM	6,800	-	-	6,800	100.00
RECLAIM JOCKEY PUMP REPLACEMENT	31,100	-	-	31,100	100.00
GATOR MAINTENANCE VEHICLE	12,365	11,923	-	442	3.58
LAB/CONFERENCE ROOM A/C UNIT	7,500	-	-	7,500	100.00
RECLAIM PUMP HOUSE A/C UNIT	12,960	-	8,200	4,760	36.73
ALUM PUMP REPLACEMENTS (1 OF 4)	12,090	-	9,748	2,343	19.38
SLUDGE PRESS #1 ONSITE REBUILD	237,444	-	-	237,444	100.00
D.O. SENSORS (1 OF 3)	9,507	8,033	-	1,474	15.50
ALUM PUMP REPLACEMENTS (2 OF 4)	12,090	-	9,748	2,343	19.38
ALUM PUMP REPLACEMENTS (3 OF 4)	12,090	-	9,748	2,343	19.38
ALUM PUMP REPLACEMENTS (4 OF 4)	12,090	-	9,748	2,343	19.38
D.O. SENSORS (2 OF 3)	9,507	8,033	-	1,474	15.50
D.O. SENSORS (3 OF 3)	9,506	8,033	-	1,473	15.49
L/S #79 REHABILITATION PROJECT	2,350,000	-	-	2,350,000	100.00
L/S #7 REPLACEMENT & PANEL BOX	313	313	-	1	0.16
L/S #10 REPLACEMENT & PANEL BOX	891	891	-	-	0.00
L/S #65 REPLACEMENT & PANEL BOX	322	322	-	0	0.12
6" DRI-PRIME DIESEL PUMP	65,250	64,081	-	1,169	1.79
#269 F250 PICK UP WITH UTILITY BED	63,764	64,164	-	(400)	(0.63)
LS #79 REHABILITATION PROJECT	137,101	114,506	22,594	1	0.00
L/S #1 REPLACEMENT & PANEL BOX	94,872	-	53,276	41,596	43.84
L/S #12 REPLACEMENT & PANEL BOX	80,732	-	80,732	-	0.00
L/S #20 REPLACEMENT & PANEL BOX	84,504	-	84,504	-	0.00
L/S #80 REPLACEMENT & PANEL BOX	84,694	2,774	81,919	1	0.00
GROUND PENETRATING RADAR UNITS (1 OF 2)	21,059	17,132	-	3,927	18.65
COMMERCIAL RIDING LAWN MOWER	10,085	9,814	-	271	2.69
TRIMBLE GPS DEVICE	20,344	12,863	-	7,481	36.77

HYDRAULIC HOSE REPLACEMENTS	11,786	5,000	-	6,787	57.58
TANDEM AXLE CARGO TRAILER	6,827	6,826	-	1	0.01
NEW FORD TRANSIT VAN	50,182	-	50,182	-	0.00
VIVAX METROTECH LOCATORS (1 OF 3)	7,858	7,227	631	-	0.00
L/S#79 STANDBY GENERATOR & TRANSFER SWIT	89,447	-	76,901	12,546	14.03
STANDBY GENERATOR FOR L/S#34	55,000	-	29,885	25,115	45.66
GROUND PENETRATING RADAR UNITS (2 OF 2)	17,247	17,132	-	115	0.67
VIVAX METROTECH LOCATORS (2 OF 3)	7,857	7,227	630	-	0.00
VIVAX METROTECH LOCATORS (3 OF 3)	7,857	7,227	630	-	0.00
ENCLOSE EXISTING POLE BARN	11,020	-	-	11,020	100.00
NEW ENCLOSED STORAGE SHED	17,711	905	14,404	2,402	13.56
NEW TZ50 TOW BEHIND	73,862	-	-	73,862	100.00
REPLACE A/C UNITS AT FACILITY (1 OF 2)	9,032	5,400	-	3,632	40.21
REPLACE 2080108-2023 CHEVY 350 CARGO VAN	70,916	-	65,520	5,396	7.61
REPLACEMENT 2080110-2023 FORD ESCAPE S	34,505	-	29,108	5,397	15.64
REPLACE 208-LIFT-003 ELEC SCISSOR LIFT	25,697	25,697	-	-	0.00
REPLACE A/C UNITS AT FACILITY (2 OF 2)	9,031	5,600	-	3,431	37.99
CITY HALL BILLING DEPT REMODEL	21,020	-	-	21,020	100.00
NEPTUNE AMI PILOT	300,212	79,063	221,149	1	0.00
LETTER OPENER	12,500	12,500	-	-	0.00
EAST REGIONAL FORCE MAIN PART B DESIGN	400,000	-	-	400,000	100.00
DOWNTOWN LIFT STATION & FM DESIGN	230,000	-	-	230,000	100.00
MANHOLE REPAIR AT BRANDYWINE SUBDIVISION	153,545	153,545	-	-	0.00
SEWER LINE REHABILITATION 23/24	200,000	140,281	58,557	1,162	0.58
MANHOLE REHABILITATION 23/24	85,000	19,069	64,675	1,256	1.48
#275 VEHICLE REHABILITATION TRUCK	550	550	-	-	0.00
NEW PICKUP TRUCK W/UTILITY BED	60,000	-	49,189	10,811	18.02
#282 VEHICLE REPLACEMENT	85,000	-	68,228	16,772	19.73
COLLECTION CAMERA SYSTEM	16,625	-	10,962	5,663	34.06
ROOT CUTTERS	16,440	4,995	-	11,445	69.62
HOIST SYSTEM	18,283	14,685	-	3,598	19.68
	112,828,272	16,150,157	95,407,887	1,270,229	1.13

WATER & SEWER FUND RESERVE ANALYSIS

According to city policy, the city will manage its fiscal resources to ensure funding for city operations is not disrupted. A reserve equivalent to three months' operating needs shall be maintained in the Water & Sewer Fund. The funds available for this reserve are estimated to be \$7,220,522 which represents a reserve balance of \$1,170,011 above the three-month required Undesignated Reserve of \$6,050,511 at March 31, 2024.

Water & Sewer Fund				
Fiscal Year 2024 Undesignated Reserve Analysis				
	1st QTR	2nd QTR	3rd QTR	4th QTR
Estimated Available Reserve Funds	\$ 7,397,427	\$ 7,220,522		
Required 3 Month Undesignated Reserve	5,998,826	6,050,511		
Surplus/Deficit	\$ 1,398,601	\$ 1,170,011	\$ -	\$ -



WATER TRUST FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

The Water & Wastewater Trust Fund was separated into two funds in FY 2023 in order to segregate water connection revenues and expenses from wastewater connection revenues and expenses. Water Trust Fund revenues realized are \$883,881 or 55% of budget as of March 31, 2024.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Water Trust Fund expenditures are \$962,536 or 13% of budget as of March 31, 2024. Operating expenses include investment fees of \$166 while all other budgeted expenses in this fund are for capital outlay which is detailed in the capital project section below.

WATER TRUST FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
NORTHFIELD WELLFIELD ACQUISITION	996,188	2,550	12,038	981,601	98.54
2024 WATER MAIN IMPROVEMENTS	2,528,222	66,944	2,140,329	320,949	12.69
DOWNTOWN WATER IMPROVEMENTS DESIGN	79,925	12,495	2,205	65,225	81.61
BLUE SPRING WATER MAIN EXTENSION	450,000	-	399,540	50,460	11.21
2025 WATER MAIN IMPROVEMENTS DESIGN	350,000	-	-	350,000	100.00
2022 WATER MAIN IMPROVEMENTS	2,441,900	880,381	1,485,363	76,156	3.12
2022 DELEON SPRINGS WATER MAIN IMPROV	509,017	-	-	509,017	100.00
	7,355,252	962,370	4,039,474	2,353,408	32.00

WASTEWATER TRUST FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

The Water & Wastewater Trust Fund was separated into two funds in FY 2023 in order to segregate water connection revenues and expenses from wastewater connection revenues and expenses. Wastewater Trust Fund revenues realized are \$1,119,596 or 28% of budget as of March 31, 2024.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Water Trust Fund expenditures are \$1,332,320 or 25% of budget as of March 31, 2024. Operating expenses include investment fees of \$103 while all other budgeted expenses in this fund are for capital outlay which is detailed in the capital project section below.

WASTEWATER TRUST FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
RECLAIM WATER EXPANSION PHASE #5 DESIGN	56,098	48,380	5,208	2,510	4.47
EAST REGIONAL FORCE MAIN SEWER DESIGN	29,076	22,293	6,782	2	0.01
SJRWMD - RECLAIM WATER EXP CONST PHASE 5	3,478,560	1,261,544	1,308,540	908,476	26.12
	3,563,734	1,332,217	1,320,530	910,987	25.56

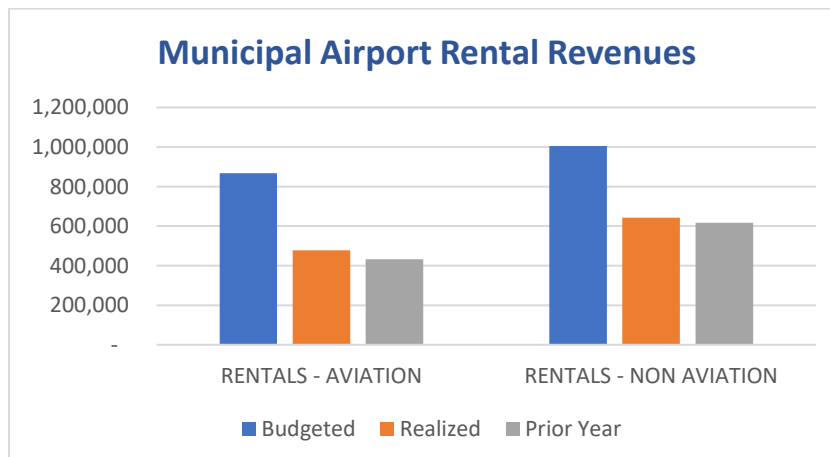
MUNICIPAL AIRPORT FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Municipal Airport Fund revenues realized as of March 31, 2024 are \$1,151,653 or 60% of operating revenues budgeted this fiscal year. Revenues by category are miscellaneous revenues 370%, interest revenues 28%, rental income 60%, and capital grant revenue 0%.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 430 - AIRPORT FUND				
MISCELLANEOUS REVENUES	5,000	18,491	369.81	3,193
INTEREST REVENUES	40,000	11,256	28.14	29,299
RENTAL INCOME	1,872,902	1,121,907	59.90	1,049,338
TRANSFERS FROM OTHER FUNDS	-	-	0.00	607,494
	1,917,902	1,151,653	60.05	1,689,323
CAPITAL GRANTS	5,865,470	-	0.00	546,350
USE OF RESERVES	433,060	-	0.00	-
TOTAL REVENUES	8,216,432	1,151,653	14.02	2,235,673

- Miscellaneous revenues include unrealized gains and losses on investments which fluctuate with market values.
- Federal and State grant revenues are 0% realized due to the timing of grant funded revenues collected throughout the year. All airport grant revenues are collected after expenses are incurred and eligible for reimbursement.



EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Municipal Airport Fund expenditures are \$1,834,572 or 22% of budget for fiscal year ending March 31, 2024. Expenditures by category are personnel 45%, operating expenses 33%, transfers to other funds 12%, capital outlay 19%, and services provided by general government 50%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 430 - AIRPORT FUND				
PERSONNEL	578,835	262,362	45.33	243,312
OPERATING	506,826	167,860	33.12	166,677
TRANSFERS TO OTHER FUNDS	301,735	36,314	12.04	47,090
CAPITAL OUTLAY	6,510,644	1,208,840	18.57	1,557,961
SERVICES PROVIDED BY GEN GOVT	318,392	159,196	50.00	142,061
TOTAL EXPENDITURES	<u>8,216,432</u>	<u>1,834,572</u>	<u>22.33</u>	<u>2,157,100</u>

- Operating expenses are at 33% of budget mainly due to professional services and building maintenance which are significantly under budget at the end of the second quarter.
- Budgeted transfers to other funds include transfers to the general fund for repayment of debt (\$275,986), transfers to the debt service fund for copier lease (\$3,060) and transfers to the capital project fund for shared project costs of IT projects (\$22,689). Transfers occur when expenses are incurred and will not always follow normal benchmarks for any given period.
- Capital Outlay is at 19% of budget due to timing of capital projects which occur over multiple budget years and will not follow normal benchmarks for any given period.

MUNICIPAL AIRPORT FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
FDOT - T-HANGARS & ELEC GATE	1,697,554	1,188,001	509,539	14	0.00
FDOT - EAST HANGAR COMPLEX - PHASE 1B	223,250	-	223,250	-	0.00
FDOT - NW INDUSTRIAL BUS PK ACCESS RD	20,581	6,839	13,739	3	0.01
FAA/FDOT - AIRFIELD MARKINGS	261,832	14,000	10,434	237,398	90.67
FAA/FDOT - WEST APRON CONSTRUCTION	2,515,212	-	2,515,208	4	0.00
FAA/FDOT-CONSTRUCT MID SECTION TAXIWAY A	300,000	-	277,940	22,060	7.35
NEW DIRECTIONAL SIGNS	35,000	-	18,388	16,612	47.46
FDOT - WEST APRON REHAB CONST (NON-AIP)	94,819	-	94,819	0	0.00
UPDATE MASTER PLAN AND ALP	600,000	-	-	600,000	100.00
HANGAR ELECTRICAL IMPROVEMENTS DESIGN	20,000	-	18,515	1,485	7.43
DESIGN SOUTH CENTRAL APRON REHAB	120,000	-	-	120,000	100.00
DESIGN RUNWAY 5/23 REHAB	350,000	-	-	350,000	100.00
T-HANGARS GUTTERS	125,000	-	-	125,000	100.00
DESIGN TAXIWAY E LIGHTING	100,000	-	-	100,000	100.00
NEW SCHULTE BATWING	47,396	-	41,213	6,183	13.04
	<u>6,510,644</u>	<u>1,208,840</u>	<u>3,723,045</u>	<u>1,578,759</u>	<u>24.25</u>

REFUSE COLLECTION FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Refuse Collection Fund revenues realized on March 31, 2024 are \$2,749,962 or 53% of budgeted revenues for the fiscal year. A 5-year solid waste and recycling contract was negotiated with GFL Corporation in FY 2023. A CIP rate increase of 3.9% was approved with Resolution 2023-53 in September 2023 to be effective October 1, 2024.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Refuse Collection Fund expenditures are \$2,739,221 or 53% of budgeted funds for the fiscal year. Operating expenses are paid when invoices are received during the year and the timing of payments does not always correlate to quarterly benchmarks until fiscal year end.

STORMWATER FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Stormwater Fund revenues are \$1,726,642 or 74% of budgeted revenues for the fiscal year ending March 31, 2024. An annual stormwater fee is billed each year for property within the City limits to owners of property that is leased or developed parcels that do not have separate water/sewer accounts. Stormwater fees are typically billed at the end of the calendar year. A rate study was performed during FY 2020 to determine the necessary rate adjustment needed over the next five years to fund future capital projects. Beginning in FY 2022, stormwater rates will increase 4% annually through fiscal year 2026. A new rate study will be conducted in FY 2024.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 450 - STORMWATER FUND				
CHARGES FOR SERVICES	2,295,000	1,606,169	69.99	1,515,557
MISCELLANEOUS REVENUES	2,500	75,702	3,028.09	38,045
INTEREST REVENUES	35,000	44,770	127.92	26,549
	2,332,500	1,726,642	74.03	1,580,152
USE OF RESERVES	1,489,284	-		-
TOTAL REVENUES	3,821,784	1,726,642	45.18	1,580,152

- Charges for services are 70% of budget due to the timing of revenues based on annual stormwater bills.
- Miscellaneous revenue is 3,028% of budget mainly due to unrealized gains on investments, the sale of surplus property, and 401(1) forfeitures this quarter. Investments are recorded at fair value which fluctuates with current market conditions. 401(a) forfeitures were used to offset retirement expenses this fiscal year.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Stormwater Fund expenditures are \$1,384,917 or 36% of total budgeted funds for the year. Expenses by category are personnel 44%, operating 47%, transfers to other funds 19%, capital outlay 25%, and services provided by general government 50%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 450 - STORMWATER FUND				
PERSONNEL	1,371,156	598,884	43.68	382,465
OPERATING	383,412	180,814	47.16	89,620
TRANSFERS TO OTHER FUNDS	23,228	4,427	19.06	13,488
CAPITAL OUTLAY	1,716,717	437,157	25.46	118,375
SERVICES PROVIDED BY GEN GOVT	327,271	163,636	50.00	148,028
TOTAL EXPENDITURES	3,821,784	1,384,917	36.24	751,976

- Budgeted transfers include \$21,332 of shared costs in the Capital Fund and \$1,896 for the copier lease in the Debt Service fund which will not always follow benchmarks for any given quarter.
- Services Provided by General Government represent shared administrative costs in the General Fund and Water & Sewer Fund.

STORMWATER FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
CITY HALL DRAINAGE PIPE 24"	111,090	-	8,770	102,320	92.11
NEW HAMPSHIRE AVE POND ADDITION	35,413	-	-	35,413	100.00
BOSTON/RICH AVE DRAINAGE IMPRO	49,316	3,892	-	45,424	92.11
HUBBARD AVE & HIGH ST DRAINAGE	81,697	-	-	81,697	100.00
MISC CITY WIDE PIPE LINING REPLACEMENT	33,385	-	-	33,385	100.00
HUBBARD AVE & HIGH ST DRAINAGE IMPROV	250,000	192,870	-	57,130	22.85
BOSTON AVE & RICH AVE DRAINAGE IMPROV	107,000	-	-	107,000	100.00
JACOBS ROAD DRAINAGE IMPROVEMENTS	86,259	76,696	-	9,563	11.09
MISC CITYWIDE PIPELINING REPLACEMENT	300,000	-	148,058	151,942	50.65
MISC SW IMPROVEMENTS (NEIGHBORHOOD)	100,000	52,461	-	47,539	47.54
MISC STORMWATER IMPROVEMENTS (PONDS)	25,000	-	-	25,000	100.00
GEORGIA AVENUE DRAINAGE	261,417	4,900	256,517	-	0.00
REPLACE 450163A - FORD F150 CREW CAB	45,836	45,491	345	-	0.00
PAINTER'S POND GENERATOR-REPLACE	101,925	-	86,235	15,690	15.39
NEW FOREST HEAD	32,589	25,951	-	6,638	20.37
NEW MANUAL INTAKE GATE-EARL BROWN	54,063	-	-	54,063	100.00
NEW 60" AQUATIC BUCKET	8,714	5,625	-	3,089	35.45
NEW ENVIROSIGHT PUSH CAMERA-INSPECTIONS	14,713	11,770	-	2,943	20.00
REPLACEMENT 450-INT-534	9,150	8,750	-	400	4.37
REPLACE 450-TL-003 ENCLOSED TRAILER	9,150	8,750	-	400	4.37
	1,716,717	437,157	499,925	779,635	45.41

PERMITS & INSPECTIONS FUND

REVENUES DISCUSSION REGARDING BUDGET VARIATIONS

Permits & Inspections Fund revenue as of March 31, 2024 is \$1,449,919 or 69% of revenues budgeted this fiscal year. Revenues by category are permits, fees & special assessments 60%, charges for services 93%, miscellaneous revenues 1,213%, and interest revenue 308%.

REVENUES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 480 - PERMITS & INSPECTIONS FUND				
PERMITS, FEES, & SPECIAL ASSESSMENTS	1,818,854	1,083,592	59.58	857,918
CHARGES FOR SERVICES	245,000	228,691	93.34	273,339
MISCELLANEOUS REVENUES	5,000	60,626	1,212.52	54,747
INTEREST REVENUES	25,000	77,010	308.04	24,992
	2,093,854	1,449,919	69.25	1,210,997
USE OF RESERVES	2,632,485	-		-
TOTAL REVENUES	4,726,339	1,449,919	30.68	1,210,997

- Charges for services are higher than budget mainly due to plan reviews which are significantly over budget at the end of the second quarter.
- Miscellaneous revenues are 1213% realized at the end of the second quarter mainly due to unrealized gains on investments and 401(a) forfeitures. Investments are recorded at market value and fluctuate with changes in market conditions. 401(a) forfeitures are used to offset retirement expenses for the year.

- In 2019, the Florida Building Code was amended to restrict the unexpended building permit funds to no more than the fund's average operating budget for the previous four fiscal years. In an effort to adhere to state law regarding permitting reserve balances, a 10% fee reduction will be proposed in April 2024.

EXPENDITURES DISCUSSION REGARDING BUDGET VARIATIONS

Permits & Inspections Fund expenditures are \$1,727,376 or 37% of budgeted funds at the end of the second quarter. Expenditures by category as a percentage of appropriated funds are personnel 43%, operating expenses 25%, transfers to other funds 20%, capital outlay 19%, and services provided by general government 50%.

EXPENDITURES BY CATEGORY	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	% BDGT USED	YTD QTR BALANCE 03/31/2023
Fund 480 - PERMITS & INSPECTIONS FUND				
PERSONNEL	2,033,627	883,949	43.47	822,859
OPERATING	1,398,894	352,252	25.18	265,648
TRANSFERS TO OTHER FUNDS	66,103	13,231	20.02	15,989
CAPITAL OUTLAY	433,498	80,836	18.65	12,588
SERVICES PROVIDED BY GEN GOVT	794,217	397,109	50.00	329,631
TOTAL EXPENDITURES	<u>4,726,339</u>	<u>1,727,376</u>	36.55	<u>1,446,714</u>

- Operating expenses were 25% of budgeted funds mainly due to professional service expenses which were only 7% by the end of the second quarter. Professional services budget includes \$400,000 for demolitions which has not been spent to date.
- Budgeted transfers to other funds include \$62,047 for shared costs of capital expenses in the Capital Fund and \$4,056 for copier lease payments in the Debt Service Fund.
- Capital Outlay is at 19% of budget due to timing of capital projects which occur over multiple budget years and will not follow normal benchmarks for any given period.

PERMITS & INSPECTIONS FUND CAPITAL PROJECTS

PROJECT DESCRIPTION	2023-24 AMENDED BUDGET	QTR BALANCE 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT REMAIN
P&I OFFICE RENOVATIONS	78,146	78,246	-	(100)	(0.13)
ACCELA CIVIC PLATFORM ENHANCEMENTS	140,914	2,590	17,230	121,094	85.93
AGENCY COUNTER	55,000	-	30,185	24,815	45.12
BUILDING OFFICIAL TRUCK 1	53,146	-	52,694	452	0.85
BUILDING OFFICIAL TRUCK 2	53,146	-	52,694	452	0.85
BUILDING OFFICIAL TRUCK 3	53,146	-	52,694	452	0.85
	<u>433,498</u>	<u>80,836</u>	<u>205,497</u>	<u>147,165</u>	<u>33.95</u>

HEALTH INSURANCE COST CONTAINMENT FUND

The Health Insurance Cost Containment Fund (HICC) was created to account for the operation of a health center in an attempt to defray the rising costs of health insurance. The center provides free health care to all employees and dependents who are currently insured through the City's health plan. The HICC Fund results in reduced costs compared to regular health provider services and benefits employees by minimizing the annual increase in health insurance.

Total revenue as of March 31, 2024 is \$362,351 or 51% of budgeted revenues. The majority of revenue reflected in this fund represents transfers made from all other funds and totals \$357,802 or 50% of budget at the end of the second quarter.

Expended funds are \$311,345 or 44% of budget at the end of the second quarter. Expenditures by category as a percentage of appropriated funds are operating expenses 43% and services provided by general government 50%. Clinic hours were increased by four hours in FY 2024.

WORKERS' COMPENSATION SELF-INSURANCE FUND

Worker's Comp Revenue as of March 31, 2024 totals \$632,471 or 73% of budgeted revenues. Premium revenues reflected in the Workers' Compensation Self-Insurance Fund represent transfers made from all other funds and totals \$430,368 or 50% at the end of the second quarter. Interest income is \$149,960 and Miscellaneous revenue is \$52,143 at the end of the second quarter.

Expended funds are \$437,078 or 50% of budget at the end of the second quarter. Expenditures by category as a percentage of appropriated funds are operating 50% and services provided by general government 50%.

The City received an updated actuarial report in July 2023 which increased the necessary reserve amount to \$1,672,000 to maintain a confidence level of 90% with a \$100,000 deductible, as determined by the City's actuary, Cornerstone Actuarial Solutions. As of March 31, 2024, the fund had a recorded liability in the amount of \$1,361,911 for claims incurred but not reported, and a liability for reported losses of \$310,089.

CASH MANAGEMENT

The primary objectives of the City's investment activities are defined in the Investment Policy adopted by the City Commission. Those objectives are safety of principal, diversification to avoid incurring unreasonable risks and maintaining a portfolio sufficiently liquid to enable the City to meet all operating requirements, which may be reasonably anticipated.

The City's cash balance is \$78,374,115 which is 68% of the total cash and investment portfolio. The current rate of return on pooled cash balances is 5.182%. The investments held by the City as of this reporting period have a par value of \$39,515,000, a book value of \$39,508,862 and a fair value of \$37,140,840. The blended rate of return at the end of this reporting period was .82% with a weighted average maturity for the portfolio of 1.55. The Investment Policy sets a performance measurement for the City's portfolio with the objective of exceeding the average return on three-month US Treasury Bills or the average rate on federal funds, whichever is higher. The average three-month Treasury bill rate was 5.24% and the average rate on federal funds was 5.33%.

The City's investment portfolio is managed by Morgan Stanley. The primary liquid investments of the City are the Wells Fargo pooled cash account, money market account at United Community Bank, and a money market account at US Bank.

Governmental Accounting Standards Board (GASB) Statement No. 31 Accounting and Financial Reporting for Certain Investments and for External Investment Pools establish the accounting and financial reporting standards for governmental investments. Investments should be reported at fair value in the balance sheet and changes in the fair value of investments should be reported in the operating statement. As of March 31, 2024, the City has an unrealized loss of (\$2,368,023). An unrealized loss is defined as the decrease in fair value of investments under the book value. The investment policy requires investments be structured within portfolio percentage limitations. Below are those limitations, along with comparisons of investments held in the City's portfolio at March 31, 2024:

	Policy Limitations	Investment Percentages	Market Value of Investments
Us Treasuries & Agencies	70 - 80%	0%	-
Step Up / Callable Notes & Bonds	60 - 70%	32%	37,140,840
Single Index Variable Rate	20 - 30%	0%	-
Banker's Acceptances	15 - 25%	0%	-
Commercial Paper	15 - 25%	0%	-
CD's, CDARS and Other Time Deposits	60 - 70%	68%	78,374,115
Mutual Funds	20 - 30%	0%	-
Local Government Surplus Fund (SBA)	65 - 75%	0%	-
		100%	\$ 115,514,954

A list of the City 's investment portfolio as of March 31, 2024 is included in this report.

CONCLUSION

The attached Financial Report is a presentation of the City's financial position and results of operation through March 31, 2024. Revenues for all funds are within an acceptable range for this reporting period except for those where concern was specifically expressed in this report. Expenditures for all funds are in line with what we would anticipate for this reporting period except for those where concern was specifically expressed in this report.

Please contact Daniel Stauffer, Finance Director, at 386-626-7079 or staufferd@deland.org should you have any questions or comments regarding this memorandum or the enclosed financial report.

Cash & Investments Portfolio Summary
March 2024

Investment	Type	Callable Date	Maturity Date	Current Yield to Maturity	Par Value/ Value	Face Value	Book Value	Fair Value	Market Adjustment	Interest Receivable
General Investments:										
Pooled Interest Bearing Checking Account			Next Day	5.18%	71,472,053		71,472,053	71,472,053	-	-
Money Market - United Community Bank			Next Day	4.34%	5,849,011		5,849,011	5,849,011	-	-
Money Market - US Bank			Next Day	4.34%	1,053,051		1,053,051	1,053,051	-	-
Total General Investments					78,374,115		78,374,115	78,374,115	-	-

Short Term Operating Investments:

FHLMC	Call	08/24/24	3134GYJ78	02/24/25	5.254%	500,000.00	500,425.00	499,660.00	(765.00)	2,589.04
FNMA	Call	05/25/24	3135GA4V0	11/25/25	0.672%	2,000,000.00	2,000,000.00	1,860,240.00	(139,760.00)	4,349.32
FNMA	Call	07/30/24	3136G4ZP1	07/30/25	0.687%	2,000,000.00	2,000,000.00	1,891,320.00	(108,680.00)	2,172.60
FNMA	Call	08/27/24	3136G4S87	08/27/25	0.691%	2,000,000.00	2,000,000.00	1,882,340.00	(117,660.00)	1,175.34
FFCB	Call	09/02/24	3133EMSK9	03/02/26	0.906%	2,000,000.00	1,999,500.00	1,853,700.00	(145,800.00)	1,334.79
FFCB	Call	08/10/24	3133EMZ70	02/10/25	0.499%	2,000,000.00	1,998,000.00	1,922,420.00	(75,580.00)	1,315.07
FFCB	Call	08/04/24	3133EMP00	02/04/26	0.541%	2,000,000.00	2,000,000.00	1,847,260.00	(152,740.00)	1,534.25
FFCB	Call	08/25/24	3133EL4W1	08/25/25	0.648%	2,000,000.00	1,999,500.00	1,882,880.00	(116,620.00)	1,169.86
FFCB	Call	08/04/24	3133EL2S2	08/04/25	0.709%	2,000,000.00	2,000,000.00	1,889,520.00	(110,480.00)	2,055.89
FFCB	Call	08/04/24	3133EL2U7	08/04/25	0.719%	2,000,000.00	2,000,000.00	1,891,720.00	(108,280.00)	2,086.58
FFCB	Call	05/17/24	3133ENDV9	11/17/25	1.098%	500,000.00	498,000.00	469,060.00	(28,940.00)	1,904.79
FHLB	Call	04/29/24	3130ALZA5	04/29/26	0.785%	2,000,000.00	2,000,000.00	1,910,120.00	(89,880.00)	6,328.77
FHLB	Call	09/24/24	3130AKA55	09/24/25	0.555%	2,000,000.00	2,000,000.00	1,874,640.00	(125,360.00)	199.45
FHLB	Call	04/29/24	3130AKC95	10/29/25	0.589%	2,000,000.00	2,000,000.00	1,867,200.00	(132,800.00)	4,641.10
FNMA	Call	09/28/24	3130AP4L6	03/28/25	0.627%	2,000,000.00	1,998,000.00	1,912,400.00	(85,600.00)	98.63
FHLB	Call	06/30/24	3130AMX49	12/30/24	0.621%	2,000,000.00	2,000,000.00	1,932,240.00	(67,760.00)	3,024.66
FHLB	Call	09/17/24	3130ANRU6	09/17/26	1.116%	1,000,000.00	1,000,000.00	914,220.00	(85,780.00)	391.23
FNMA	Call	04/27/24	3136G45P4	10/27/25	0.589%	2,000,000.00	2,000,000.00	1,866,060.00	(133,940.00)	4,701.37
Total Short Term Operating Investments					0.753%	32,000,000.00	31,993,425.00	30,167,000.00	(1,826,425.00)	41,072.74

Long Term Operating Reserve Investments:

FHLMC	Call	08/24/24	3134GYJ78	02/24/25	5.254%	515,000.00	515,437.75	514,649.80	(787.95)	2,666.71
FNMA	Call	06/30/24	3136G4XV0	06/30/25	0.768%	1,000,000.00	1,000,000.00	950,150.00	(49,850.00)	1,840.00
FFCB	Call	08/25/24	3133EL4W1	08/25/25	0.648%	2,000,000.00	2,000,000.00	1,882,880.00	(117,120.00)	1,169.86
FFCB	Call	09/11/24	3133EL7D0	09/11/26	0.813%	2,000,000.00	2,000,000.00	1,820,780.00	(179,220.00)	810.96
FHLB	Call	04/19/24	3130AKC46	10/19/26	0.798%	2,000,000.00	2,000,000.00	1,805,380.00	(194,620.00)	6,470.14
Total Long Term Operating Reserve Investments					1.086%	7,515,000.00	7,515,437.75	6,973,839.80	(541,597.95)	12,957.67

Total Investments including cash & paper
Total L/T & S/T Investments Only
Total Value - Morgan Stanley Assets

117,889,114.64	117,882,977.39	115,514,954.44	(2,368,022.95)	54,030.41
39,515,000.00	39,508,862.75	37,140,839.80	(2,368,022.95)	54,030.41
		38,247,920.71		

Average Call/Maturity: 0.31
Blended Investment Portfolio Rate of Return 0.82%
3 Mnth T Bill 5.24%
Fed Funds 5.33%

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GOVERNMENTAL FUND TYPES

GENERAL FUND

The General Fund serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

Fund 001 GENERAL FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	2,199,751.75	2,451,507.93
102.000	CASH ON HAND	4,225.00	9,125.00
104.000	EQUITY IN POOLED CASH	22,132,518.45	24,532,525.19
105.000	TAXES RECEIVABLE	6,422.74	6,591.47
107.000	DELINQUENT TAXES RECEIVABLE	47,015.00	52,856.62
115.100	ACCOUNTS RECEIVABLE	1,043,310.61	1,460,388.73
117.000	ALLOWANCE FOR UNCOLLECTIBLE AR	(20,462.44)	(24,962.21)
121.000	ASSESSMENTS RECEIVABLE	47,946.39	21,763.66
131.000	DUE FROM OTHER FUNDS	0.00	19,000.00
132.000	ADVANCES TO OTHER FUNDS	1,763,119.04	1,599,674.58
133.000	DUE FROM OTHER GOVERNMENTS	630,943.00	680,065.94
135.000	INTEREST & DIVIDENDS REC	10,297.32	43,780.02
141.000	INVENTORIES	57,025.53	68,319.32
142.000	INVENTORIES - FOR SALE	614.74	614.74
151.900	INVESTMENTS - NON-CURRENT	8,303,119.06	8,424,238.18
155.000	PREPAID ITEMS	1,607,382.00	1,933,874.40
156.900	OTHER ASSETS - NONCURRENT	773,086.28	1,720,684.30
Total Assets		38,606,314.47	43,000,047.87
*** Liabilities ***			
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
201.000	VOUCHERS PAYABLE	597.15	833.25
202.000	ACCOUNTS PAYABLE	601,753.07	751,241.46
205.000	CONTRACTS PAYABLE	0.00	0.00
207.000	DUE TO OTHER FUNDS	0.00	0.00
208.000	DUE TO OTHER GOVERNMENTS	2,494.44	1,791.83
216.000	ACCRUED SALARIES & WAGES	0.00	0.00
220.000	DEPOSITS	144,221.91	163,957.34
223.000	DEFERRED REVENUE	76,103.41	78,478.86
229.000	OTHER CURRENT LIABILITIES	0.00	0.00
290.000	DEFERRED INFLOW	758,018.98	1,724,748.62
Total Liabilities		1,583,188.96	2,721,051.36
*** Fund Balance ***			
251.000	PRIOR PERIOD ADJUSTMENT	0.00	0.00
280.000	FUND BALANCE - NONSPENDABLE	1,933,568.47	1,841,536.28
281.000	FUND BALANCE - RESTRICTED	903,470.53	980,313.00
282.000	FUND BALANCE - COMMITTED	5,383,657.85	4,368,033.91
283.000	FUND BALANCE - ASSIGNED	17,577,885.04	16,409,301.97
284.000	FUND BALANCE - UNASSIGNED	6,726,734.70	7,684,006.49
Total Fund Balance		32,525,316.59	31,283,191.65
Beginning Fund Balance		32,525,316.59	31,283,191.65
Net of Revenues VS Expenditures		4,497,808.92	8,995,804.86
Ending Fund Balance		37,023,125.51	40,278,996.51
Total Liabilities And Fund Balance		38,606,314.47	43,000,047.87

Required Supplementary Information
City of DeLand, Florida
General Fund

Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
REVENUES					
AD VALOREM	17,640,976	17,640,976	16,297,723	1,343,253	14,525,271
OTHER TAXES	866,910	866,910	220,722	646,188	198,293
PUBLIC SERVICE TAXES	6,451,058	6,451,058	3,367,692	3,083,366	2,989,625
PERMITS, FEES, & SPECIAL ASSESSMENTS	308,420	308,420	315,531	(7,111)	267,322
FRANCHISE TAXES	4,270,305	4,270,305	1,792,830	2,477,475	1,934,365
OPERATING GRANTS	65,000	53,387	74,650	(21,263)	144,420
INTERGOVERNMENTAL REVENUE	5,002,701	5,002,701	2,334,006	2,668,695	2,247,956
CHARGES FOR GOVT SERVICES	2,837,846	2,837,846	1,418,923	1,418,923	1,329,567
CHARGES FOR SERVICES	1,081,397	1,081,397	467,089	614,308	521,271
FINES & FORFEITS	110,000	110,000	80,229	29,771	61,777
MISCELLANEOUS REVENUES	280,287	375,475	742,924	(367,449)	636,618
INTEREST REVENUES	400,000	400,000	626,966	(226,966)	384,500
RENTAL INCOME	224,186	224,186	167,963	56,223	106,332
USE OF RESERVES	2,442,550	7,851,775	-	7,851,775	-
CHARGES FOR GOVT SERVICES	2,323,676	2,362,131	1,161,838	1,200,293	1,009,942
TRANSFERS FROM OTHER FUNDS	686,986	686,986	235,666	451,320	238,489
TOTAL REVENUES	44,992,298	50,523,553	29,304,753	21,218,800	26,595,746
EXPENDITURES					
PERSONNEL	70,051	70,051	33,729	36,322	34,092
OPERATING	85,897	86,908	58,377	28,531	32,341
0100 - CITY COMMISSION	155,948	156,959	92,105	64,854	66,433
PERSONNEL	362,346	362,346	166,411	195,935	159,001
OPERATING	20,564	20,564	10,706	9,858	7,516
0101 - CITY MANAGER	382,910	382,910	177,117	205,793	166,517
PERSONNEL	368,432	371,432	179,017	192,415	169,421
OPERATING	80,589	97,589	32,318	65,271	23,316
0102 - CITY CLERK	449,021	469,021	211,335	257,686	192,737
PERSONNEL	938,179	938,179	447,520	490,659	420,228
OPERATING	93,765	156,125	42,391	113,734	43,913
0103 - FINANCE	1,031,944	1,094,304	489,911	604,393	464,141
PERSONNEL	93,015	93,015	43,208	49,807	40,475
OPERATING	448,950	448,950	145,976	302,974	136,644
0104 - LEGAL	541,965	541,965	189,184	352,781	177,119
PERSONNEL	720,225	749,482	407,294	342,188	453,187
OPERATING	975,949	1,021,986	469,946	552,040	1,682,651
0106 - ADMINISTRATIVE SERVICES	1,696,174	1,771,468	877,240	894,228	2,135,838
PERSONNEL	838,025	838,025	348,617	489,408	389,465
OPERATING	1,770,895	1,854,049	918,192	935,857	724,435
0110 - INFORMATION TECHNOLOGY	2,608,920	2,692,074	1,266,809	1,425,265	1,113,899
PERSONNEL	516,784	516,784	238,231	278,553	225,311
OPERATING	137,905	137,905	68,194	69,711	71,020
0115 - HUMAN RESOURCES	654,689	654,689	306,425	348,264	296,331
PERSONNEL	309,719	309,719	155,152	154,567	137,893
OPERATING	104,608	104,608	61,718	42,890	63,100

Required Supplementary Information
City of DeLand, Florida
General Fund

Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
GRANTS & AID	-	87,000	15,000	72,000	8,000
1117 - COMMUNITY DEVELOPMENT	414,327	501,327	231,869	269,458	208,993
PERSONNEL	924,126	924,126	364,144	559,982	402,740
OPERATING	107,440	145,734	14,979	130,755	14,266
1118 - PLANNING	1,031,566	1,069,860	379,123	690,737	417,006
PERSONNEL	56,017	56,017	28,079	27,938	31,603
OPERATING	58,272	58,272	2,332	55,940	1,338
1119 - LICENCES & ENFORCEMENT	114,289	114,289	30,411	83,878	32,942
PERSONNEL	7,772,814	7,772,814	3,709,241	4,063,573	3,250,131
OPERATING	806,926	853,553	483,899	369,654	391,877
1222 - FIRE	8,579,740	8,626,367	4,193,140	4,433,227	3,642,008
PERSONNEL	623,145	623,145	217,124	406,021	159,762
OPERATING	43,680	46,258	16,229	30,029	11,964
1223 - FIRE PREVENTION	666,825	669,403	233,352	436,051	171,726
PERSONNEL	10,841,923	10,841,923	4,818,179	6,023,744	4,548,954
OPERATING	1,630,502	1,706,206	750,553	955,653	1,005,770
1226 - POLICE	12,472,425	12,548,129	5,568,732	6,979,397	5,554,724
PERSONNEL	60,731	60,731	29,063	31,668	33,384
OPERATING	20,595	20,595	5,974	14,621	1,860
1228 - PARKING SERVICES	81,326	81,326	35,037	46,289	35,243
PERSONNEL	409,281	409,281	199,636	209,645	167,443
OPERATING	124,477	124,242	44,577	79,665	35,778
1301 - PUBLIC WORKS ADMIN	533,758	533,523	244,213	289,310	203,221
PERSONNEL	888,541	888,541	358,767	529,774	313,752
OPERATING	978,092	990,092	428,938	561,154	341,053
1302 - STREETS	1,866,633	1,878,633	787,706	1,090,927	654,805
PERSONNEL	617,626	617,626	229,557	388,069	140,771
OPERATING	132,697	136,327	53,423	82,904	24,674
1303 - TREES	750,323	753,953	282,981	470,972	165,445
PERSONNEL	789,780	789,780	276,538	513,243	281,956
OPERATING	198,318	214,118	67,633	146,485	60,466
1304 - URBAN BEAUTIFICATION	988,098	1,003,898	344,170	659,728	342,422
PERSONNEL	522,127	522,127	200,101	322,026	174,086
OPERATING	77,338	77,338	27,411	49,927	23,235
1306 - VEHICLE MAINTENANCE	599,465	599,465	227,512	371,953	197,321
PERSONNEL	363,959	363,959	152,704	211,255	144,633
OPERATING	26,523	42,113	11,926	30,187	26,937
1401 - PARKS & REC ADMIN	390,482	406,072	164,630	241,442	171,570
PERSONNEL	335,892	335,892	150,967	184,925	126,206
OPERATING	125,910	125,210	72,465	52,745	36,566
1402 - RECREATION	461,802	461,102	223,432	237,670	162,773

Required Supplementary Information
City of DeLand, Florida
General Fund

Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
PERSONNEL	1,893,578	1,893,578	793,532	1,100,046	732,293
OPERATING	393,840	466,709	297,670	169,039	204,002
1403 - PARKS	2,287,418	2,360,287	1,091,202	1,269,085	936,295
OPERATING	18,626	18,626	5,932	12,694	6,941
1404 - INTERMODAL TRANSPORTATION	18,626	18,626	5,932	12,694	6,941
OPERATING	41,021	41,021	23,634	17,387	20,395
1405 - TRAILER PARK	41,021	41,021	23,634	17,387	20,395
OPERATING	13,993	42,693	18,449	24,244	5,798
1406 - DELAND HOUSE	13,993	42,693	18,449	24,244	5,798
PERSONNEL	341,544	341,544	175,316	166,228	136,621
OPERATING	138,642	144,942	73,786	71,156	50,267
1407 - SANBORN ACTIVITY CENTER	480,186	486,486	249,102	237,384	186,888
OPERATING	159,296	162,716	62,744	99,972	61,578
1408 - STADIUM	159,296	162,716	62,744	99,972	61,578
PERSONNEL	-	-	-	-	594
OPERATING	201,300	201,300	74,022	127,278	15,488
1409 - SPECIAL EVENTS	201,300	201,300	74,022	127,278	16,082
PERSONNEL	283,809	283,809	144,267	139,542	117,260
OPERATING	124,942	137,242	68,508	68,734	50,856
1410 - CHISHOLM CENTER	408,751	421,051	212,775	208,276	168,116
OPERATING	99,267	106,857	48,647	58,210	27,035
1411 - SPERLING SPORTS COMPLEX	99,267	106,857	48,647	58,210	27,035
OPERATING	71,875	116,475	86,205	30,270	45,904
1412 - CONRAD/MELCHING	71,875	116,475	86,205	30,270	45,904
CONTINGENCY	832,500	626,434	-	626,434	-
TRANSFERS TO OTHER FUNDS	3,905,435	8,928,870	1,879,742	7,049,128	4,049,690
TOTAL EXPENDITURES	44,992,298	50,523,553	20,308,887	30,214,666	22,097,937
TOTAL REVENUES - FUND 001	44,992,298	50,523,553	29,304,753	21,218,800	26,595,746
TOTAL EXPENDITURES - FUND 001	44,992,298	50,523,553	20,308,887	29,142,633	22,097,937
NET OF REVENUES & EXPENDITURES	-	-	8,995,866	(7,923,833)	4,497,809

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GOVERNMENTAL FUND TYPES

SPECIAL REVENUE FUNDS

A special revenue fund is used when legal requirements restrict specific resources to be expended for specified purposes, with the exception of trust, capital projects or debt service. The confiscated Fund accounts for the receipts and disbursements of forfeited funds for law enforcement purposes. The Spring Hill Community Redevelopment Fund accounts for the revenues and expenditures of the Spring Hill Tax Increment District. The Downtown Community Redevelopment Fund accounts for the revenues and expenditures of the Downtown Tax Increment District. The Governmental Impact Fees Trust Fund accounts for projects using revenue collected from Police, Fire, Parks & Recreation and General Government Building Impact Fees paid by new construction. The Grant & Other Special Revenues Fund accounts for all capital projects and expenditures relating to grants which fund non-payroll operating expenses.

Fund 109 CONFISCATED FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	46,911.92	62,534.86
135.000	INTEREST & DIVIDENDS REC	0.00	0.00
156.900	OTHER ASSETS - NONCURRENT	0.00	0.00
Total Assets		46,911.92	62,534.86
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	0.00	0.00
Total Liabilities		0.00	0.00
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	17,340.03	48,000.49
Total Fund Balance		17,340.03	48,000.49
Beginning Fund Balance		17,340.03	48,000.49
Net of Revenues VS Expenditures		29,571.89	14,534.37
Ending Fund Balance		46,911.92	62,534.86
Total Liabilities And Fund Balance		46,911.92	62,534.86

Required Supplementary Information
City of DeLand, Florida
Fund 109 - CONFISCATED FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 109 - CONFISCATED FUND					
REVENUES					
FINES & FORFEITS	3,000	3,000	13,018	(10,018)	28,894
INTEREST REVENUES	-	-	1,516	(1,516)	678
TOTAL REVENUES	<u>3,000</u>	<u>3,000</u>	<u>14,534</u>	<u>(11,534)</u>	<u>29,572</u>
EXPENSES					
OPERATING	3,000	3,000	-	3,000	-
TOTAL EXPENDITURES	<u>3,000</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>-</u>
Fund 109 - CONFISCATED FUND:					
TOTAL REVENUES	3,000	3,000	14,534	(11,534)	29,572
TOTAL EXPENDITURES	<u>3,000</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>-</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>14,534</u>	<u>(14,534)</u>	<u>29,572</u>

Fund 120 HOMELESSNESS FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	96,511.19	23,308.76
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
	Total Assets	96,511.19	23,308.76
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	2,068.40	188.00
	Total Liabilities	2,068.40	188.00
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	297,645.02	0.02
	Total Fund Balance	297,645.02	0.02
	Beginning Fund Balance	297,645.02	0.02
	Net of Revenues VS Expenditures	(203,202.23)	23,120.74
	Ending Fund Balance	94,442.79	23,120.76
	Total Liabilities And Fund Balance	96,511.19	23,308.76

Required Supplementary Information
City of DeLand, Florida
Fund 120 - HOMELESSNESS FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 120 - HOMELESSNESS FUND					
REVENUES					
INTEREST REVENUES	-	-	-	-	2,771
MISCELLANEOUS REVENUES	109,766	111,091	71,800	39,291	59,843
TRANSFERS FROM OTHER FUNDS	550,000	590,467	275,000	315,467	25,000
TOTAL REVENUES	<u>659,766</u>	<u>701,558</u>	<u>346,800</u>	<u>354,758</u>	<u>87,614</u>
EXPENSES					
OPERATING	<u>659,766</u>	<u>701,558</u>	<u>323,679</u>	<u>377,879</u>	<u>290,816</u>
TOTAL EXPENDITURES	<u>659,766</u>	<u>701,558</u>	<u>323,679</u>	<u>377,879</u>	<u>290,816</u>
Fund 120 - HOMELESSNESS FUND:					
TOTAL REVENUES	659,766	701,558	346,800	354,758	87,614
TOTAL EXPENDITURES	<u>659,766</u>	<u>701,558</u>	<u>323,679</u>	<u>377,879</u>	<u>290,816</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>23,121</u>	<u>(23,121)</u>	<u>(203,202)</u>

Fund 160 SPRING HILL CRA FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	1,146,737.31	1,873,373.29
115.100	ACCOUNTS RECEIVABLE	10,106.50	106.50
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	0.00	0.00
151.900	INVESTMENTS - NON-CURRENT	0.00	0.00
155.000	PREPAID ITEMS	0.00	0.00
Total Assets		1,156,843.81	1,873,479.79
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	2,033.62	1,235.40
205.000	CONTRACTS PAYABLE	0.00	0.00
208.000	DUE TO OTHER GOVERNMENTS	6.61	6.67
216.000	ACCRUED SALARIES & WAGES	0.00	0.00
236.900	ADVANCES FROM OTHER FUNDS	0.00	0.00
Total Liabilities		2,040.23	1,242.07
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	521,182.59	1,053,350.76
Total Fund Balance		521,182.59	1,053,350.76
Beginning Fund Balance		521,182.59	1,053,350.76
Net of Revenues VS Expenditures		633,620.99	818,886.96
Ending Fund Balance		1,154,803.58	1,872,237.72
Total Liabilities And Fund Balance		1,156,843.81	1,873,479.79

Required Supplementary Information
City of DeLand, Florida
Fund 160 - SPRING HILL CRA FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 160 - SPRING HILL CRA FUND					
REVENUES					
INTEREST REVENUES	-	-	30,813	(30,813)	12,782
MISCELLANEOUS REVENUES	1,200	1,200	2,023	(823)	4,340
AD VALOREM	794,154	794,154	902,936	(108,782)	719,115
CAPITAL GRANTS	24,710	24,710	24,710	-	(0)
RENTAL INCOME	-	-	-	-	10,000
USE OF RESERVES	-	13,073	-	13,073	-
TOTAL REVENUES	820,064	833,137	960,482	(127,345)	746,237
EXPENSES					
OPERATING	46,233	46,921	26,291	20,630	21,352
PERSONNEL	203,403	203,403	88,499	114,904	60,525
GRANTS & AID	20,000	20,000	2,175	17,825	-
CONTINGENCY	503,617	502,929	-	502,929	-
TRANSFERS TO OTHER FUNDS	46,811	59,884	24,630	35,254	30,739
TOTAL EXPENDITURES	820,064	833,137	141,595	691,542	112,616
Fund 160 - SPRING HILL CRA FUND:					
TOTAL REVENUES	820,064	833,137	960,482	(127,345)	746,237
TOTAL EXPENDITURES	820,064	833,137	141,595	691,542	112,616
NET OF REVENUES & EXPENDITURES	-	-	818,887	(818,887)	633,621

Fund 170 GIFT FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	2,460,182.02	4,141,639.73
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
131.000	DUE FROM OTHER FUNDS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	0.00	0.00
155.000	PREPAID ITEMS	0.00	0.00
Total Assets		2,460,182.02	4,141,639.73
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	10,000.00	6,478.00
207.000	DUE TO OTHER FUNDS	0.00	0.00
Total Liabilities		10,000.00	6,478.00
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	2,450,710.96	4,066,084.03
Total Fund Balance		2,450,710.96	4,066,084.03
Beginning Fund Balance		2,450,710.96	4,066,084.03
Net of Revenues VS Expenditures		(528.94)	69,077.70
Ending Fund Balance		2,450,182.02	4,135,161.73
Total Liabilities And Fund Balance		2,460,182.02	4,141,639.73

Required Supplementary Information
City of DeLand, Florida
Fund 170 - GIFT FUND

Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 170 - GIFT FUND					
REVENUES					
INTEREST REVENUES	-	-	106,232	(106,232)	42,675
USE OF RESERVES	-	739,634	-	739,634	-
PERMITS, FEES, & SPECIAL ASSESSMENTS	1,396,132	1,396,132	544,777	851,355	590,253
TOTAL REVENUES	<u>1,396,132</u>	<u>2,135,766</u>	<u>651,008</u>	<u>1,484,758</u>	<u>632,929</u>
EXPENSES					
OPERATING	8,000	8,000	5,452	2,548	-
TRANSFERS TO OTHER FUNDS	1,312,845	2,011,760	555,633	1,456,127	592,555
CAPITAL OUTLAY	75,287	116,006	20,846	95,160	40,902
TOTAL EXPENDITURES	<u>1,396,132</u>	<u>2,135,766</u>	<u>581,931</u>	<u>1,553,836</u>	<u>633,457</u>
Fund 170 - GIFT FUND:					
TOTAL REVENUES	1,396,132	2,135,766	651,008	1,484,758	632,929
TOTAL EXPENDITURES	1,396,132	2,135,766	581,931	1,553,836	633,457
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>69,078</u>	<u>(69,078)</u>	<u>(529)</u>

Fund 180 DOWNTOWN CRA FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	0.00	0.00
104.000	EQUITY IN POOLED CASH	1,745,183.91	2,922,523.80
115.100	ACCOUNTS RECEIVABLE	5,268.23	5,671.60
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	2,598.61	2,490.81
151.900	INVESTMENTS - NON-CURRENT	0.00	0.00
156.900	OTHER ASSETS - NONCURRENT	789,033.41	754,494.54
Total Assets		2,542,084.16	3,685,180.75
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	28,015.01	16,260.72
205.000	CONTRACTS PAYABLE	0.00	0.00
208.000	DUE TO OTHER GOVERNMENTS	0.00	0.00
216.000	ACCRUED SALARIES & WAGES	0.00	0.00
220.000	DEPOSITS	0.00	0.00
223.000	DEFERRED REVENUE	0.00	0.00
290.000	DEFERRED INFLOW	764,679.29	706,878.53
Total Liabilities		792,694.30	723,139.25
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	1,361,070.21	2,441,569.00
Total Fund Balance		1,361,070.21	2,441,569.00
Beginning Fund Balance		1,361,070.21	2,441,569.00
Net of Revenues VS Expenditures		388,319.65	520,472.50
Ending Fund Balance		1,749,389.86	2,962,041.50
Total Liabilities And Fund Balance		2,542,084.16	3,685,180.75

Required Supplementary Information
City of DeLand, Florida
Fund 180 - DOWNTOWN CRA FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 180 - DOWNTOWN CRA FUND					
REVENUES					
INTEREST REVENUES	-	-	64,219	(64,219)	25,034
MISCELLANEOUS REVENUES	14,618	14,618	19,773	(5,155)	21,687
TRANSFERS FROM OTHER FUNDS	-	306,000	-	306,000	-
AD VALOREM	646,434	646,434	681,445	(35,011)	599,264
USE OF RESERVES	-	1,941,709	-	1,941,709	-
CHARGES FOR SERVICES	58,105	58,105	40,177	17,928	38,029
TOTAL REVENUES	<u>719,157</u>	<u>2,966,866</u>	<u>805,613</u>	<u>2,161,253</u>	<u>684,014</u>
EXPENSES					
OPERATING	461,000	473,947	224,721	249,226	273,962
GRANTS & AID	67,500	67,500	-	67,500	-
CONTINGENCY	65,018	52,071	-	52,071	-
TRANSFERS TO OTHER FUNDS	125,639	125,639	25,670	99,969	19,283
CAPITAL OUTLAY	-	2,247,709	34,749	2,212,960	2,450
TOTAL EXPENDITURES	<u>719,157</u>	<u>2,966,866</u>	<u>285,141</u>	<u>2,681,725</u>	<u>295,695</u>
Fund 180 - DOWNTOWN CRA FUND:					
TOTAL REVENUES	719,157	2,966,866	805,613	2,161,253	684,014
TOTAL EXPENDITURES	<u>719,157</u>	<u>2,966,866</u>	<u>285,141</u>	<u>2,681,725</u>	<u>295,695</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>520,473</u>	<u>(520,473)</u>	<u>388,320</u>

Fund 190 GRANT & SPECIAL REVENUE FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	0.00	0.00
104.000	EQUITY IN POOLED CASH	(1,558,500.41)	2,974,409.73
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
128.900	NOTES RECEIVABLE - NON-CURRENT	0.00	0.00
133.000	DUE FROM OTHER GOVERNMENTS	2,219,266.31	50,306.71
Total Assets		660,765.90	3,024,716.44
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	158,284.87	18,314.60
205.000	CONTRACTS PAYABLE	133,619.04	24,899.98
207.000	DUE TO OTHER FUNDS	0.00	0.00
223.000	DEFERRED REVENUE	0.00	0.00
Total Liabilities		291,903.91	43,214.58
*** Fund Balance ***			
251.000	PRIOR PERIOD ADJUSTMENT	0.00	0.00
281.000	FUND BALANCE - RESTRICTED	58,988.68	2,115,343.37
282.000	FUND BALANCE - COMMITTED	(2,421.90)	806,979.73
Total Fund Balance		56,566.78	2,922,323.10
Beginning Fund Balance		56,566.78	2,922,323.10
Net of Revenues VS Expenditures		312,295.21	59,178.76
Ending Fund Balance		368,861.99	2,981,501.86
Total Liabilities And Fund Balance		660,765.90	3,024,716.44

Required Supplementary Information
City of DeLand, Florida
Fund 190 - GRANT & SPECIAL REVENUE FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 190 - GRANT & SPECIAL REVENUE FUND					
REVENUES					
INTEREST REVENUES	-	-	80,331	(80,331)	-
MISCELLANEOUS REVENUES	-	-	48,767	(48,767)	1,390,386
TRANSFERS FROM OTHER FUNDS	-	1,234,299	19,911	1,214,388	2,184,061
CAPITAL GRANTS	85,024	1,945,706	33,505	1,912,201	12,444
USE OF RESERVES	-	2,565,282	-	2,565,282	-
CHARGES FOR SERVICES	25,000	25,000	454,793	(429,793)	1,424
OTHER TAXES	300,004	300,004	163,195	136,809	142,881
DEBT PROCEEDS	-	500,000	-	500,000	-
TOTAL REVENUES	410,028	6,570,291	800,501	5,769,790	3,731,196
EXPENSES					
OPERATING	325,004	3,223,462	87,235	3,136,227	20,390
CAPITAL OUTLAY	85,024	3,346,829	654,087	2,692,742	3,398,510
TOTAL EXPENDITURES	410,028	6,570,291	741,322	5,828,969	3,418,900
Fund 190 - GRANT & SPECIAL REVENUE FUND:					
TOTAL REVENUES	410,028	6,570,291	800,501	5,769,790	3,731,196
TOTAL EXPENDITURES	410,028	6,570,291	741,322	5,828,969	3,418,900
NET OF REVENUES & EXPENDITURES	-	-	59,179	(59,179)	312,295

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GOVERNMENTAL FUND TYPES

DEBT SERVICE FUND

A debt service fund is used to account for the accumulation of financial resources to be used the payment of general long-term debt principal and interest. The Debt Service Fund accounts for the revenues and expenditures for all Governmental Fund payments on long-term debt and is funded through transfers from other funds.

Fund 200 DEBT SERVICE FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	3,299.78	3,299.77
	Total Assets	3,299.78	3,299.77
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	3,299.78	5,130.51
	Total Liabilities	3,299.78	5,130.51
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	0.00	0.00
	Total Fund Balance	0.00	0.00
	Beginning Fund Balance	0.00	0.00
	Net of Revenues VS Expenditures	0.00	(1,830.74)
	Ending Fund Balance	0.00	(1,830.74)
	Total Liabilities And Fund Balance	3,299.78	3,299.77

Required Supplementary Information
City of DeLand, Florida
Fund 200 - DEBT SERVICE FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 200 - DEBT SERVICE FUND					
REVENUES					
TRANSFERS FROM OTHER FUNDS	2,291,162	2,291,162	773,156	1,518,006	796,665
TOTAL REVENUES	2,291,162	2,291,162	773,156	1,518,006	796,665
EXPENSES					
PRINCIPAL & INTEREST	2,291,162	2,291,162	774,987	1,516,175	796,665
TOTAL EXPENDITURES	2,291,162	2,291,162	774,987	1,516,175	796,665
 Fund 200 - DEBT SERVICE FUND:					
TOTAL REVENUES	2,291,162	2,291,162	773,156	1,518,006	796,665
TOTAL EXPENDITURES	2,291,162	2,291,162	774,987	1,516,175	796,665
NET OF REVENUES & EXPENDITURES	-	-	(1,831)	1,831	-

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GOVERNMENTAL FUND TYPES

CAPITAL PROJECTS FUNDS

A capital projects fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds or trust funds. The Capital Projects Fund accounts for the revenues and expenditures for all General Fund capital projects.

Fund 300 CAPITAL PROJECTS FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	0.00	0.00
104.000	EQUITY IN POOLED CASH	536,974.08	2,166,078.40
131.000	DUE FROM OTHER FUNDS	0.00	0.00
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
Total Assets		536,974.08	2,166,078.40
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	35,882.14	8,896.36
205.000	CONTRACTS PAYABLE	(0.01)	0.00
207.000	DUE TO OTHER FUNDS	0.00	0.00
Total Liabilities		35,882.13	8,896.36
*** Fund Balance ***			
281.000	FUND BALANCE - RESTRICTED	40,099.21	1,823,517.61
283.000	FUND BALANCE - ASSIGNED	0.00	0.00
Total Fund Balance		40,099.21	1,823,517.61
Beginning Fund Balance		40,099.21	1,823,517.61
Net of Revenues VS Expenditures		460,992.74	333,664.43
Ending Fund Balance		501,091.95	2,157,182.04
Total Liabilities And Fund Balance		536,974.08	2,166,078.40

Required Supplementary Information
City of DeLand, Florida
Fund 300 - CAPITAL PROJECTS FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 300 - CAPITAL PROJECTS FUND					
REVENUES					
INTEREST REVENUES	-	-	37,863	(37,863)	3,180
TRANSFERS FROM OTHER FUNDS	2,239,342	6,585,333	1,283,711	5,301,622	987,374
AD VALOREM	560,491	560,491	539,605	20,886	457,813
USE OF RESERVES	-	1,764,849	-	1,764,849	-
DEBT PROCEEDS	-	3,000,000	-	3,000,000	-
TOTAL REVENUES	<u>2,799,833</u>	<u>11,910,673</u>	<u>1,861,179</u>	<u>10,049,494</u>	<u>1,448,367</u>
EXPENSES					
CAPITAL OUTLAY	<u>2,799,833</u>	<u>11,910,673</u>	<u>1,527,515</u>	<u>10,383,158</u>	<u>987,374</u>
TOTAL EXPENDITURES	<u>2,799,833</u>	<u>11,910,673</u>	<u>1,527,515</u>	<u>10,383,158</u>	<u>987,374</u>
Fund 300 - CAPITAL PROJECTS FUND:					
TOTAL REVENUES	2,799,833	11,910,673	1,861,179	10,049,494	1,448,367
TOTAL EXPENDITURES	<u>2,799,833</u>	<u>11,910,673</u>	<u>1,527,515</u>	<u>10,383,158</u>	<u>987,374</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>333,664</u>	<u>(333,664)</u>	<u>460,993</u>

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PROPRIETARY FUND TYPES

ENTERPRISE FUNDS

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis should be financed or recovered through user charges. Currently there are five enterprise funds which consist of the Water & Sewer Revenue Fund, Municipal Airport Fund, Refuse Collection Fund, Stormwater Revenue Fund and Permits & Inspections Fund.

Fund 401 WATER & SEWER FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	4,296,156.01	2,834,312.95
102.000	CASH ON HAND	3,300.00	3,300.00
104.000	EQUITY IN POOLED CASH	25,567,846.80	18,773,615.40
115.100	ACCOUNTS RECEIVABLE	3,838,085.57	3,755,010.03
117.000	ALLOWANCE FOR UNCOLLECTIBLE AR	(634,775.63)	(882,506.20)
128.900	NOTES RECEIVABLE - NON-CURRENT	0.00	0.00
131.000	DUE FROM OTHER FUNDS	0.00	0.00
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	26,174.70	27,699.45
151.900	INVESTMENTS - NON-CURRENT	19,810,105.73	19,891,471.87
155.000	PREPAID ITEMS	148,049.75	193,036.25
161.900	LAND	2,162,336.64	2,135,477.03
162.900	BUILDINGS	12,112,614.96	10,570,580.99
163.900	ACCUM DEPREC - BUILDINGS	(7,948,688.56)	(8,036,926.49)
164.900	INFRASTRUCTURE	125,151,956.03	135,650,298.63
165.900	ACCUM DEPREC - INFRASTRUCTURE	(35,545,443.83)	(39,132,789.04)
166.900	EQUIPMENT & FURNITURE	19,957,384.07	20,856,952.87
167.900	ACCUM DEPREC - EQUIPMENT	(12,887,020.18)	(13,786,414.42)
169.900	CONSTRUCTION WORK IN PROGRESS	4,478,470.00	9,535,901.53
190.000	DEFERRED OUTFLOW	77,119.00	1,576,775.00
Total Assets		160,613,671.06	163,965,795.85
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	573,915.42	288,474.28
203.900	NOTES & LOANS PAYABLE - LT	0.00	0.00
205.000	CONTRACTS PAYABLE	134,117.28	877,450.24
207.000	DUE TO OTHER FUNDS	0.00	0.00
215.000	ACCRUED INTEREST PAYABLE	0.00	0.00
216.000	ACCRUED SALARIES & WAGES	633,209.35	706,281.74
220.000	DEPOSITS	0.00	0.00
223.000	DEFERRED REVENUE	31,200.00	0.00
229.000	OTHER CURRENT LIABILITIES	934,911.00	3,853,403.00
290.000	DEFERRED INFLOW	951,870.00	66,114.00
Total Liabilities		3,259,223.05	5,791,723.26
*** Fund Balance ***			
274.000	NET ASSETS, INVEST IN CAPITAL	107,583,648.43	117,793,081.10
275.000	NET ASSETS, RESTRICTED	0.00	0.00
276.000	NET ASSETS, UNRESTRICTED	47,838,294.03	49,790,466.37
Total Fund Balance		155,421,942.46	167,583,547.47
Beginning Fund Balance		160,137,530.31	167,584,234.97
Net of Revenues VS Expenditures		1,932,505.55	(9,409,474.88)
Fund Balance Adjustments		(4,715,587.85)	(687.50)
Ending Fund Balance		157,354,448.01	158,174,072.59
Total Liabilities And Fund Balance		160,613,671.06	163,965,795.85

Required Supplementary Information
City of DeLand, Florida
Fund 401 - WATER & SEWER FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
REVENUES					
Fund 401 - WATER & SEWER FUND					
CAPITAL GRANTS	55,000	26,240,000	38,305	26,201,695	8,265
CHARGES FOR SERVICES	27,896,605	28,127,205	14,160,908	13,966,297	13,510,884
MISCELLANEOUS REVENUES	424,857	657,015	908,437	(251,422)	833,018
INTEREST REVENUES	600,000	600,000	877,443	(277,443)	539,105
USE OF RESERVES	-	24,459,442	-	24,459,442	-
DEBT PROCEEDS	-	57,000,000	1,358,752	55,641,248	-
CHARGES FOR GOVT SERVICES	116,000	116,000	80,723	35,277	8,000
TOTAL REVENUES	<u>29,092,462</u>	<u>137,199,662</u>	<u>17,424,567</u>	<u>119,775,095</u>	<u>14,899,272</u>
EXPENDITURES					
PERSONNEL	1,133,888	1,060,078	450,082	609,996	419,209
OPERATING	947,792	1,991,018	944,948	1,046,070	427,405
SERVICES PROVIDED BY GEN GOVT	2,837,846	2,837,846	1,418,923	1,418,923	1,329,567
CAPITAL OUTLAY	-	15,560,508	4,980,343	10,580,165	483,370
4201 - UTILITIES ADMIN	<u>4,919,526</u>	<u>21,449,450</u>	<u>7,794,296</u>	<u>13,655,154</u>	<u>2,659,551</u>
PERSONNEL	987,279	1,105,743	480,595	625,148	403,105
OPERATING	54,566	334,066	32,769	301,297	34,232
CAPITAL OUTLAY	-	31,535	-	31,535	-
4202 - ENGINEERING	<u>1,041,845</u>	<u>1,471,344</u>	<u>513,364</u>	<u>957,980</u>	<u>437,336</u>
PERSONNEL	679,426	679,426	314,162	365,264	292,058
OPERATING	1,156,497	1,173,852	455,674	718,178	481,628
CAPITAL OUTLAY	838,410	4,968,359	238,417	4,729,942	171,123
4203 - WATER PRODUCTION	<u>2,674,333</u>	<u>6,821,637</u>	<u>1,008,254</u>	<u>5,813,383</u>	<u>944,808</u>
PERSONNEL	2,111,827	2,111,827	921,662	1,190,165	908,156
OPERATING	2,288,788	2,430,766	1,073,255	1,357,511	977,630
CAPITAL OUTLAY	823,732	2,199,195	317,534	1,881,661	68,640
4204 - WATER DISTRIBUTION	<u>5,224,347</u>	<u>6,741,788</u>	<u>2,312,451</u>	<u>4,429,337</u>	<u>1,954,427</u>
PERSONNEL	1,440,170	1,440,170	650,518	789,652	491,967
OPERATING	1,944,520	1,997,863	911,715	1,086,148	833,401
CAPITAL OUTLAY	347,149	84,949,734	9,814,073	75,135,661	2,248,078
4205 - WASTEWATER TREATMENT	<u>3,731,839</u>	<u>88,387,767</u>	<u>11,376,306</u>	<u>77,011,461</u>	<u>3,573,446</u>
PERSONNEL	1,794,401	1,794,401	791,784	1,002,617	742,371
OPERATING	598,876	632,546	244,543	388,003	272,210
CAPITAL OUTLAY	2,998,025	3,267,992	337,500	2,930,493	126,593
4206 - UTILITIES MAINTENANCE	<u>5,391,302</u>	<u>5,694,939</u>	<u>1,373,826</u>	<u>4,321,113</u>	<u>1,141,174</u>
PERSONNEL	971,738	971,738	450,777	520,961	390,096
OPERATING	69,456	77,156	39,555	37,601	29,869
CAPITAL OUTLAY	166,537	251,774	37,602	214,172	103,369
4208 - FACILITIES MAINTENANCE	<u>1,207,731</u>	<u>1,300,668</u>	<u>527,934</u>	<u>772,734</u>	<u>523,334</u>
PERSONNEL	1,248,308	1,248,308	556,293	692,015	500,503
OPERATING	463,730	461,230	184,803	276,427	168,007
CAPITAL OUTLAY	10,000	333,732	91,563	242,169	-
4209 - CUSTOMER SERVICE	<u>1,722,038</u>	<u>2,043,270</u>	<u>832,659</u>	<u>1,210,611</u>	<u>668,509</u>
PERSONNEL	636,240	636,240	232,802	403,438	247,800

Required Supplementary Information

City of DeLand, Florida

Fund 401 - WATER & SEWER FUND

Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
OPERATING	220,476	220,476	79,431	141,045	82,647
CAPITAL OUTLAY	421,348	1,265,443	333,125	932,318	231,965
4210 - WASTEWATER COLLECTION	1,278,064	2,122,159	645,358	1,476,801	562,412
CONTINGENCY	1,037,227	147,566	-	147,566	-
SERVICES PROVIDED BY GEN GOVT	803,591	842,046	401,796	440,251	350,119
TRANSFERS TO OTHER FUNDS	60,619	177,028	47,797	129,231	70,249
TOTAL EXPENDITURES	29,092,462	137,199,662	26,834,042	110,365,620	12,885,365
Fund 401 - WATER & SEWER FUND:					
TOTAL REVENUES	29,092,462	137,199,662	17,424,567	119,775,095	14,899,272
TOTAL EXPENDITURES	29,092,462	137,199,662	26,834,042	110,365,620	12,885,365
NET OF REVENUES & EXPENDITURES	-	-	(9,409,475)	9,409,475	2,013,907

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Fund 403 WATER TRUST FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	1,359,366.21	204,213.21
104.000	EQUITY IN POOLED CASH	2,108,940.34	3,824,555.30
115.100	ACCOUNTS RECEIVABLE	4,573.17	187.35
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	0.00	316.63
151.900	INVESTMENTS - NON-CURRENT	3,271,932.20	3,273,034.87
161.900	LAND	0.00	0.00
162.900	BUILDINGS	0.00	0.00
163.900	ACCUM DEPREC - BUILDINGS	0.00	0.00
164.900	INFRASTRUCTURE	66,519.82	0.00
165.900	ACCUM DEPREC - INFRASTRUCTURE	0.00	0.00
166.900	EQUIPMENT & FURNITURE	0.00	0.00
167.900	ACCUM DEPREC - EQUIPMENT	0.00	0.00
169.900	CONSTRUCTION WORK IN PROGRESS	1,404,973.03	687.50
Total Assets		8,216,304.77	7,302,994.86
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	0.00	32,022.71
205.000	CONTRACTS PAYABLE	0.00	56,219.06
Total Liabilities		0.00	88,241.77
*** Fund Balance ***			
274.000	NET ASSETS, INVEST IN CAPITAL	1,471,492.85	(1,274,519.74)
275.000	NET ASSETS, RESTRICTED	6,060,571.09	7,292,721.54
276.000	NET ASSETS, UNRESTRICTED	0.00	1,275,207.24
Total Fund Balance		7,532,063.94	7,293,409.04
Beginning Fund Balance		0.00	7,292,721.54
Net of Revenues VS Expenditures		684,240.83	(78,655.95)
Fund Balance Adjustments		7,532,063.94	687.50
Ending Fund Balance		8,216,304.77	7,214,753.09
Total Liabilities And Fund Balance		8,216,304.77	7,302,994.86

Required Supplementary Information
City of DeLand, Florida
Fund 403 - WATER TRUST FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 403 - WATER TRUST FUND					
REVENUES					
INTEREST REVENUES	-	-	102,496	(102,496)	44,747
MISCELLANEOUS REVENUES	-	-	88,658	(88,658)	88,187
USE OF RESERVES	1,070,850	5,755,252	-	5,755,252	-
PERMITS, FEES, & SPECIAL ASSESSMENTS	1,600,000	1,600,000	692,726	907,274	635,418
TOTAL REVENUES	2,670,850	7,355,252	883,881	6,471,371	768,353
EXPENSES					
OPERATING	-	-	167	(167)	(50)
CAPITAL OUTLAY	2,670,850	7,355,252	962,370	6,392,882	84,162
TOTAL EXPENDITURES	2,670,850	7,355,252	962,536	6,392,716	84,112
Fund 403 - WATER TRUST FUND:					
TOTAL REVENUES	2,670,850	7,355,252	883,881	6,471,371	768,353
TOTAL EXPENDITURES	2,670,850	7,355,252	962,536	6,392,716	84,112
NET OF REVENUES & EXPENDITURES	-	-	(78,656)	78,656	684,241

Fund 404 WASTEWATER TRUST FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	843,119.94	126,659.20
104.000	EQUITY IN POOLED CASH	991,889.36	3,585,477.99
115.100	ACCOUNTS RECEIVABLE	416,668.90	322,605.39
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	6,745.36	6,941.74
151.900	INVESTMENTS - NON-CURRENT	2,029,351.02	2,030,034.92
161.900	LAND	0.00	0.00
162.900	BUILDINGS	0.00	0.00
163.900	ACCUM DEPREC - BUILDINGS	0.00	0.00
164.900	INFRASTRUCTURE	184,354.26	0.00
165.900	ACCUM DEPREC - INFRASTRUCTURE	0.00	0.00
166.900	EQUIPMENT & FURNITURE	0.00	0.00
167.900	ACCUM DEPREC - EQUIPMENT	0.00	0.00
169.900	CONSTRUCTION WORK IN PROGRESS	6,974,315.00	0.00
Total Assets		11,446,443.84	6,071,719.24
*** Liabilities ***			
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
202.000	ACCOUNTS PAYABLE	0.00	11,895.93
205.000	CONTRACTS PAYABLE	0.00	60,864.50
223.000	DEFERRED REVENUE	0.00	101,587.00
Total Liabilities		0.00	174,347.43
*** Fund Balance ***			
274.000	NET ASSETS, INVEST IN CAPITAL	(5,628,650.59)	(286,796.69)
275.000	NET ASSETS, RESTRICTED	3,477,306.03	6,110,095.64
276.000	NET ASSETS, UNRESTRICTED	12,794,594.07	286,796.69
Total Fund Balance		10,643,249.51	6,110,095.64
Beginning Fund Balance		9,545,151.34	6,110,095.64
Net of Revenues VS Expenditures		803,194.33	(212,723.83)
Fund Balance Adjustments		1,098,098.17	0.00
Ending Fund Balance		11,446,443.84	5,897,371.81
Total Liabilities And Fund Balance		11,446,443.84	6,071,719.24

Required Supplementary Information
City of DeLand, Florida
Fund 404 - WASTEWATER TRUST FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 404 - WASTEWATER TRUST FUND					
REVENUES					
INTEREST REVENUES	-	-	122,402	(122,402)	25,042
MISCELLANEOUS REVENUES	-	-	54,989	(54,989)	54,696
CAPITAL GRANTS	-	2,260,883	-	2,260,883	-
USE OF RESERVES	-	1,302,851	-	1,302,851	-
PERMITS, FEES, & SPECIAL ASSESSMENTS	1,800,000	1,800,000	942,206	857,794	936,881
TOTAL REVENUES	<u>1,800,000</u>	<u>5,363,734</u>	<u>1,119,596</u>	<u>4,244,138</u>	<u>1,016,619</u>
EXPENSES					
OPERATING	-	-	103	(103)	115
CONTINGENCY	1,800,000	1,800,000	-	1,800,000	-
CAPITAL OUTLAY	-	3,563,734	1,332,217	2,231,517	213,309
TOTAL EXPENDITURES	<u>1,800,000</u>	<u>5,363,734</u>	<u>1,332,320</u>	<u>4,031,414</u>	<u>213,424</u>
Fund 404 - WASTEWATER TRUST FUND:					
TOTAL REVENUES	1,800,000	5,363,734	1,119,596	4,244,138	1,016,619
TOTAL EXPENDITURES	1,800,000	5,363,734	1,332,320	4,031,414	213,424
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>(212,724)</u>	<u>212,724</u>	<u>803,194</u>

Fund 430 AIRPORT FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	0.00	0.00
102.000	CASH ON HAND	0.00	0.00
104.000	EQUITY IN POOLED CASH	1,978,017.74	156,559.81
115.100	ACCOUNTS RECEIVABLE	121,961.02	111,923.13
117.000	ALLOWANCE FOR UNCOLLECTIBLE AR	(2,134.56)	(4,787.25)
128.900	NOTES RECEIVABLE - NON-CURRENT	0.00	0.00
133.000	DUE FROM OTHER GOVERNMENTS	16,213.20	158,181.97
135.000	INTEREST & DIVIDENDS REC	472,806.80	813,574.78
141.000	INVENTORIES	676.24	1,457.43
151.900	INVESTMENTS - NON-CURRENT	0.00	0.00
155.000	PREPAID ITEMS	20,699.48	27,877.50
156.900	OTHER ASSETS - NONCURRENT	37,325,770.67	38,208,756.30
161.900	LAND	3,935,210.59	3,935,210.59
162.900	BUILDINGS	6,466,996.38	6,372,050.59
163.900	ACCUM DEPREC - BUILDINGS	(2,019,839.19)	(2,167,558.06)
164.900	INFRASTRUCTURE	37,886,083.49	37,260,178.87
165.900	ACCUM DEPREC - INFRASTRUCTURE	(12,413,367.15)	(13,133,743.72)
166.900	EQUIPMENT & FURNITURE	675,462.65	683,457.65
167.900	ACCUM DEPREC - EQUIPMENT	(546,790.57)	(569,766.01)
169.900	CONSTRUCTION WORK IN PROGRESS	1,605,072.22	4,670,236.87
Total Assets		75,522,839.01	76,523,610.45
*** Liabilities ***			
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
201.000	VOUCHERS PAYABLE	0.00	0.00
202.000	ACCOUNTS PAYABLE	47,442.77	6,833.21
203.900	NOTES & LOANS PAYABLE - LT	0.00	0.00
205.000	CONTRACTS PAYABLE	144,416.58	184,101.77
207.000	DUE TO OTHER FUNDS	0.00	19,000.00
208.000	DUE TO OTHER GOVERNMENTS	8,744.17	7,896.96
215.000	ACCRUED INTEREST PAYABLE	0.00	0.00
216.000	ACCRUED SALARIES & WAGES	51,812.78	55,221.47
220.000	DEPOSITS	83,567.51	90,242.18
223.000	DEFERRED REVENUE	0.00	0.00
225.900	CAPITAL LEASES - LONG TERM	0.00	0.00
236.900	ADVANCES FROM OTHER FUNDS	1,763,119.04	1,599,674.58
290.000	DEFERRED INFLOW	36,653,410.69	36,702,161.74
Total Liabilities		38,752,513.54	38,665,131.91
*** Fund Balance ***			
273.000	DEBT USED TO ACQUIRE FA	0.00	0.00
274.000	NET ASSETS, INVEST IN CAPITAL	35,598,862.33	37,050,066.78
275.000	NET ASSETS, RESTRICTED	18,555.14	18,555.14
276.000	NET ASSETS, UNRESTRICTED	1,084,368.88	1,472,775.09
Total Fund Balance		36,701,786.35	38,541,397.01
Beginning Fund Balance		35,143,825.57	38,541,397.01
Net of Revenues VS Expenditures		68,539.12	(682,918.47)
Fund Balance Adjustments		1,557,960.78	0.00
Ending Fund Balance		36,770,325.47	37,858,478.54
Total Liabilities And Fund Balance		75,522,839.01	76,523,610.45

Required Supplementary Information
City of DeLand, Florida
Fund 430 - AIRPORT FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 430 - AIRPORT FUND					
REVENUES					
INTEREST REVENUES	40,000	40,000	11,256	28,744	29,299
MISCELLANEOUS REVENUES	5,000	5,000	18,491	(13,491)	3,193
TRANSFERS FROM OTHER FUNDS	-	-	-	-	607,494
CAPITAL GRANTS	1,137,000	5,865,470	-	5,865,470	546,350
RENTAL INCOME	1,872,902	1,872,902	1,121,907	750,995	1,049,338
USE OF RESERVES	-	433,060	-	433,060	-
TOTAL REVENUES	<u>3,054,902</u>	<u>8,216,432</u>	<u>1,151,653</u>	<u>7,064,779</u>	<u>2,235,673</u>
EXPENSES					
OPERATING	506,298	506,826	167,860	338,966	166,677
PERSONNEL	578,835	578,835	262,362	316,473	243,312
CONTINGENCY	5,790	-	-	-	-
TRANSFERS TO OTHER FUNDS	287,391	301,735	36,314	265,421	47,090
CAPITAL OUTLAY	1,358,196	6,510,644	1,208,840	5,301,804	1,557,961
SERVICES PROVIDED BY GEN GOVT	318,392	318,392	159,196	159,196	142,061
TOTAL EXPENDITURES	<u>3,054,902</u>	<u>8,216,432</u>	<u>1,834,572</u>	<u>6,381,860</u>	<u>2,157,100</u>
Fund 430 - AIRPORT FUND:					
TOTAL REVENUES	3,054,902	8,216,432	1,151,653	7,064,779	2,235,673
TOTAL EXPENDITURES	<u>3,054,902</u>	<u>8,216,432</u>	<u>1,834,572</u>	<u>6,381,860</u>	<u>2,157,100</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>(682,918)</u>	<u>682,918</u>	<u>78,573</u>

Fund 440 REFUSE COLLECTION FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	293,720.38	362,495.74
115.100	ACCOUNTS RECEIVABLE	510,786.83	448,920.60
117.000	ALLOWANCE FOR UNCOLLECTIBLE AR	(28,810.71)	(37,039.08)
135.000	INTEREST & DIVIDENDS REC	0.00	0.00
151.900	INVESTMENTS - NON-CURRENT	0.00	0.00
Total Assets		775,696.50	774,377.26
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	236,317.48	739,963.34
207.000	DUE TO OTHER FUNDS	0.00	0.00
220.000	DEPOSITS	0.00	0.00
Total Liabilities		236,317.48	739,963.34
*** Fund Balance ***			
276.000	NET ASSETS, UNRESTRICTED	20,661.92	23,673.43
Total Fund Balance		20,661.92	23,673.43
Beginning Fund Balance		20,661.92	23,673.43
Net of Revenues VS Expenditures		518,717.10	10,740.49
Ending Fund Balance		539,379.02	34,413.92
Total Liabilities And Fund Balance		775,696.50	774,377.26

Required Supplementary Information
City of DeLand, Florida
Fund 440 - REFUSE COLLECTION FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 440 - REFUSE COLLECTION FUND					
REVENUES					
INTEREST REVENUES	-	-	9,220	(9,220)	3,677
CHARGES FOR SERVICES	5,160,000	5,160,000	2,740,741	2,419,259	2,548,246
TOTAL REVENUES	5,160,000	5,160,000	2,749,962	2,410,038	2,551,923
EXPENSES					
OPERATING	5,060,000	5,060,000	2,666,498	2,393,502	2,033,206
SERVICES PROVIDED BY GEN GOVT	100,000	100,000	72,723	27,277	-
TOTAL EXPENDITURES	5,160,000	5,160,000	2,739,221	2,420,779	2,033,206
Fund 440 - REFUSE COLLECTION FUND:					
TOTAL REVENUES	5,160,000	5,160,000	2,749,962	2,410,038	2,551,923
TOTAL EXPENDITURES	5,160,000	5,160,000	2,739,221	2,420,779	2,033,206
NET OF REVENUES & EXPENDITURES	-	-	10,740	(10,740)	518,717

Fund 450 STORMWATER FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	2,334.97	40,534.75
104.000	EQUITY IN POOLED CASH	1,279,200.28	1,314,454.40
115.100	ACCOUNTS RECEIVABLE	342,042.35	385,625.93
117.000	ALLOWANCE FOR UNCOLLECTIBLE AR	(94,578.14)	(94,579.94)
128.900	NOTES RECEIVABLE - NON-CURRENT	0.00	0.00
132.000	ADVANCES TO OTHER FUNDS	0.00	0.00
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	39,809.25	38,320.92
151.900	INVESTMENTS - NON-CURRENT	1,276,223.94	1,276,654.03
155.000	PREPAID ITEMS	15,180.98	20,295.52
161.900	LAND	1,076,393.39	1,076,393.39
162.900	BUILDINGS	316,191.74	316,191.74
163.900	ACCUM DEPREC - BUILDINGS	(30,719.52)	(38,624.31)
164.900	INFRASTRUCTURE	5,268,037.01	5,435,290.24
165.900	ACCUM DEPREC - INFRASTRUCTURE	(1,004,940.89)	(1,128,218.61)
166.900	EQUIPMENT & FURNITURE	3,448,082.52	3,271,329.37
167.900	ACCUM DEPREC - EQUIPMENT	(1,935,952.11)	(1,927,089.02)
169.900	CONSTRUCTION WORK IN PROGRESS	54,813.87	60,328.03
190.000	DEFERRED OUTFLOW	6,067.00	177,575.00
Total Assets		10,058,186.64	10,224,481.44
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	7,613.63	18,849.16
203.900	NOTES & LOANS PAYABLE - LT	0.00	0.00
205.000	CONTRACTS PAYABLE	0.00	0.00
207.000	DUE TO OTHER FUNDS	0.00	0.00
215.000	ACCRUED INTEREST PAYABLE	0.00	0.00
216.000	ACCRUED SALARIES & WAGES	31,646.06	32,625.82
220.000	DEPOSITS	0.00	0.00
223.000	DEFERRED REVENUE	0.00	0.00
225.900	CAPITAL LEASES - LONG TERM	0.00	0.00
229.000	OTHER CURRENT LIABILITIES	88,354.00	428,707.00
236.900	ADVANCES FROM OTHER FUNDS	0.00	0.00
290.000	DEFERRED INFLOW	106,317.00	6,641.00
Total Liabilities		233,930.69	486,822.98
*** Fund Balance ***			
274.000	NET ASSETS, INVEST IN CAPITAL	7,196,635.92	7,065,600.83
276.000	NET ASSETS, UNRESTRICTED	1,804,174.38	2,330,333.32
Total Fund Balance		9,000,810.30	9,395,934.15
Beginning Fund Balance		8,882,435.54	9,395,934.15
Net of Revenues VS Expenditures		823,445.65	341,724.31
Fund Balance Adjustments		118,374.76	0.00
Ending Fund Balance		9,824,255.95	9,737,658.46
Total Liabilities And Fund Balance		10,058,186.64	10,224,481.44

Required Supplementary Information
City of DeLand, Florida
Fund 450 - STORMWATER FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 450 - STORMWATER FUND					
REVENUES					
INTEREST REVENUES	35,000	35,000	44,770	(9,770)	26,549
MISCELLANEOUS REVENUES	2,500	2,500	75,702	(73,202)	38,045
USE OF RESERVES	395,531	1,489,284	-	1,489,284	-
CHARGES FOR SERVICES	2,295,000	2,295,000	1,606,169	688,831	1,515,557
TOTAL REVENUES	2,728,031	3,821,784	1,726,642	2,095,142	1,580,152
EXPENSES					
OPERATING	365,347	383,412	180,814	202,598	89,620
PERSONNEL	1,371,156	1,371,156	598,884	772,272	382,465
TRANSFERS TO OTHER FUNDS	8,953	23,228	4,427	18,801	13,488
CAPITAL OUTLAY	655,304	1,716,717	437,157	1,279,561	118,375
SERVICES PROVIDED BY GEN GOVT	327,271	327,271	163,636	163,636	148,028
TOTAL EXPENDITURES	2,728,031	3,821,784	1,384,917	2,436,867	751,976
Fund 450 - STORMWATER FUND:					
TOTAL REVENUES	2,728,031	3,821,784	1,726,642	2,095,142	1,580,152
TOTAL EXPENDITURES	2,728,031	3,821,784	1,384,917	2,436,867	751,976
NET OF REVENUES & EXPENDITURES	-	-	341,724	(341,724)	828,176

Fund 480 PERMITS & INSPECTIONS FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	1,504,555.21	557,500.05
102.000	CASH ON HAND	100.00	100.00
104.000	EQUITY IN POOLED CASH	569,144.51	2,106,058.94
133.000	DUE FROM OTHER GOVERNMENTS	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	2,522.74	2,714.61
151.900	INVESTMENTS - NON-CURRENT	1,982,662.73	1,983,330.90
155.000	PREPAID ITEMS	0.00	0.00
164.900	INFRASTRUCTURE	1,047,820.15	1,036,916.93
165.900	ACCUM DEPREC - INFRASTRUCTURE	(450,620.40)	(637,373.72)
166.900	EQUIPMENT & FURNITURE	277,117.16	344,089.61
167.900	ACCUM DEPREC - EQUIPMENT	(178,122.41)	(212,473.51)
168.950	ACCUM DEPREC - CAPITAL LEASES	0.00	305,068.10
169.900	CONSTRUCTION WORK IN PROGRESS	0.00	25,067.50
190.000	DEFERRED OUTFLOW	11,551.00	6,547.00
Total Assets		4,766,730.69	5,517,546.41
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	1,038.12	6,230.51
205.000	CONTRACTS PAYABLE	10,000.00	14,557.95
208.000	DUE TO OTHER GOVERNMENTS	11,772.45	17,247.84
215.000	ACCRUED INTEREST PAYABLE	0.00	7,457.14
216.000	ACCRUED SALARIES & WAGES	74,321.71	76,128.51
225.900	CAPITAL LEASES - LONG TERM	0.00	265,299.66
229.000	OTHER CURRENT LIABILITIES	79,098.00	76,179.00
290.000	DEFERRED INFLOW	13,203.00	9,486.00
Total Liabilities		189,433.28	472,586.61
*** Fund Balance ***			
274.000	NET ASSETS, INVEST IN CAPITAL	696,194.50	595,995.25
275.000	NET ASSETS, RESTRICTED	49,906.57	57,798.17
276.000	NET ASSETS, UNRESTRICTED	4,066,914.12	4,668,623.77
Total Fund Balance		4,813,015.19	5,322,417.19
Beginning Fund Balance		4,802,092.46	5,322,417.19
Net of Revenues VS Expenditures		(235,717.78)	(277,457.39)
Fund Balance Adjustments		10,922.73	0.00
Ending Fund Balance		4,577,297.41	5,044,959.80
Total Liabilities And Fund Balance		4,766,730.69	5,517,546.41

Required Supplementary Information
City of DeLand, Florida
Fund 480 - PERMITS & INSPECTIONS FUND
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 480 - PERMITS & INSPECTIONS FUND					
REVENUES					
INTEREST REVENUES	25,000	25,000	77,010	(52,010)	24,992
MISCELLANEOUS REVENUES	5,000	5,000	60,626	(55,626)	54,747
USE OF RESERVES	1,709,851	2,632,485	-	2,632,485	-
PERMITS, FEES, & SPECIAL ASSESSMENTS	1,818,854	1,818,854	1,083,592	735,262	857,918
CHARGES FOR SERVICES	245,000	245,000	228,691	16,309	273,339
TOTAL REVENUES	<u>3,803,705</u>	<u>4,726,339</u>	<u>1,449,919</u>	<u>3,276,420</u>	<u>1,210,997</u>
EXPENSES					
OPERATING	864,509	1,398,894	352,252	1,046,642	265,648
PERSONNEL	1,965,744	2,033,627	883,949	1,149,678	822,859
TRANSFERS TO OTHER FUNDS	19,797	66,103	13,231	52,872	15,989
CAPITAL OUTLAY	159,438	433,498	80,836	352,662	12,588
SERVICES PROVIDED BY GEN GOVT	794,217	794,217	397,109	397,109	329,631
TOTAL EXPENDITURES	<u>3,803,705</u>	<u>4,726,339</u>	<u>1,727,376</u>	<u>2,998,963</u>	<u>1,446,714</u>
Fund 480 - PERMITS & INSPECTIONS FUND:					
TOTAL REVENUES	3,803,705	4,726,339	1,449,919	3,276,420	1,210,997
TOTAL EXPENDITURES	<u>3,803,705</u>	<u>4,726,339</u>	<u>1,727,376</u>	<u>2,998,963</u>	<u>1,446,714</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>(277,457)</u>	<u>277,457</u>	<u>(235,718)</u>

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PROPRIETARY FUND TYPES

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. Currently there are two internal service funds which consists of the Health Insurance Cost Containment Fund and the Workers' Compensation Self-Insurance Fund.

Fund 500 HEALTH INSUR COST CONTAINMENT

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
104.000	EQUITY IN POOLED CASH	198,424.26	237,253.95
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	0.00	0.00
166.900	EQUIPMENT & FURNITURE	9,542.00	9,542.00
167.900	ACCUM DEPREC - EQUIPMENT	(9,542.00)	(9,542.00)
168.950	ACCUM DEPREC - CAPITAL LEASES	100,092.60	66,728.40
Total Assets		298,516.86	303,982.35
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	3,871.50	2,525.14
215.000	ACCRUED INTEREST PAYABLE	235.47	161.51
225.900	CAPITAL LEASES - LONG TERM	102,751.06	70,477.18
Total Liabilities		106,858.03	73,163.83
*** Fund Balance ***			
274.000	NET ASSETS, INVEST IN CAPITAL	0.00	(3,748.78)
284.000	FUND BALANCE - UNASSIGNED	148,927.83	183,561.77
Total Fund Balance		148,927.83	179,812.99
Beginning Fund Balance		148,927.83	179,812.99
Net of Revenues VS Expenditures		42,731.00	51,005.53
Ending Fund Balance		191,658.83	230,818.52
Total Liabilities And Fund Balance		298,516.86	303,982.35

Required Supplementary Information
City of DeLand, Florida
Fund 500 - HEALTH INSUR COST CONTAINMENT
Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 500 - HEALTH INSUR COST CONTAINMENT					
REVENUES					
INTEREST REVENUES	-	-	4,548	(4,548)	3,072
CHARGES FOR GOVT SERVICES	715,605	715,605	357,802	357,803	284,652
TOTAL REVENUES	<u>715,605</u>	<u>715,605</u>	<u>362,351</u>	<u>353,254</u>	<u>287,725</u>
EXPENSES					
OPERATING	683,400	683,400	295,243	388,157	228,891
SERVICES PROVIDED BY GEN GOVT	32,205	32,205	16,103	16,103	16,103
TOTAL EXPENDITURES	<u>715,605</u>	<u>715,605</u>	<u>311,345</u>	<u>404,260</u>	<u>244,994</u>
Fund 500 - HEALTH INSUR COST CONTAINMENT:					
TOTAL REVENUES	715,605	715,605	362,351	353,254	287,725
TOTAL EXPENDITURES	<u>715,605</u>	<u>715,605</u>	<u>311,345</u>	<u>404,260</u>	<u>244,994</u>
NET OF REVENUES & EXPENDITURES	<u>-</u>	<u>-</u>	<u>51,006</u>	<u>(51,006)</u>	<u>42,731</u>

Fund 510 WORK COMP SELF INS FUND

GL Number	Description	PERIOD ENDED 03/31/2023	PERIOD ENDED 03/31/2024
*** Assets ***			
101.000	CASH IN BANK	652,820.40	712,333.12
104.000	EQUITY IN POOLED CASH	1,340,712.51	1,641,002.61
115.100	ACCOUNTS RECEIVABLE	0.00	0.00
135.000	INTEREST & DIVIDENDS REC	1,542.25	1,659.54
151.900	INVESTMENTS - NON-CURRENT	1,212,074.26	1,212,482.74
155.000	PREPAID ITEMS	0.00	0.00
Total Assets		3,207,149.42	3,567,478.01
*** Liabilities ***			
202.000	ACCOUNTS PAYABLE	0.00	7,934.00
205.000	CONTRACTS PAYABLE	0.00	0.00
229.000	OTHER CURRENT LIABILITIES	1,583,000.00	1,672,000.00
Total Liabilities		1,583,000.00	1,679,934.00
*** Fund Balance ***			
282.000	FUND BALANCE - COMMITTED	300,000.00	300,000.00
284.000	FUND BALANCE - UNASSIGNED	1,212,923.68	1,392,151.66
Total Fund Balance		1,512,923.68	1,692,151.66
Beginning Fund Balance		1,512,923.68	1,692,151.66
Net of Revenues VS Expenditures		111,225.74	195,392.35
Ending Fund Balance		1,624,149.42	1,887,544.01
Total Liabilities And Fund Balance		3,207,149.42	3,567,478.01

Required Supplementary Information
City of DeLand, Florida
Fund 510 - WORK COMP SELF INS FUND

Schedule of Revenue, Expenditures, and Changes in Fund Balances - Comparison with Budget and FY 2023 Actual

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD QTR BALANCE 03/31/2024	AVAILABLE BALANCE	YTD QTR BALANCE 03/31/2023
Fund 510 - WORK COMP SELF INS FUND					
REVENUES					
INTEREST REVENUES	-	-	52,143	(52,143)	30,586
MISCELLANEOUS REVENUES	-	-	149,960	(149,960)	32,668
USE OF RESERVES	-	10,000	-	10,000	-
CHARGES FOR GOVT SERVICES	860,736	860,736	430,368	430,368	426,370
TOTAL REVENUES	860,736	870,736	632,471	238,265	489,625
EXPENSES					
OPERATING	796,736	806,736	405,078	401,658	346,399
SERVICES PROVIDED BY GEN GOVT	64,000	64,000	32,000	32,000	32,000
TOTAL EXPENDITURES	860,736	870,736	437,078	433,658	378,399
Fund 510 - WORK COMP SELF INS FUND:					
TOTAL REVENUES	860,736	870,736	632,471	238,265	489,625
TOTAL EXPENDITURES	860,736	870,736	437,078	433,658	378,399
NET OF REVENUES & EXPENDITURES	-	-	195,392	(195,392)	111,226

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Resolution Approving Community Development Block Grant (CDBG) Budget for Fiscal Year 2024-2025.

DEPARTMENT: Planning

PREPARED BY: Carol Kuhn, Planning Director

ATTACHMENTS: Resolution, Exhibit A - CDBG Budget

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

A Resolution adopting the Community Development Block Grant (“CDBG”) Budget for Fiscal Year 2024-2025 is proposed to the City Commission. The CDBG Budget for Fiscal Year 2024-2025 will result in the expenditure of CDBG funds for the benefit of targeted areas of the City of DeLand upon approval of grant applications submitted to Volusia County.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government.

SUSTAINABILITY:

This program provides annual grant opportunities for community revitalization and rehabilitation for low and moderate income persons.

FISCAL IMPACT:

The allocation and expenditure of CDBG funding authorized for the City of DeLand in the amount of \$185,345 will benefit the citizens of the City while using a funding source other than ad valorem tax revenues.

RECOMMENDATION:

It is recommended that the City Commission approve the Resolution adopting the CDBG Budget for Fiscal Year 2024-2025.

BACKGROUND/DISCUSSION:

The City of DeLand annually adopts a budget relating to the allocation of CDBG funds received from Volusia County and submits grant applications to Volusia County. Section 290.046(5), *Florida Statutes*, provides that the City “...may establish a citizen advisory task force composed of citizens in the jurisdiction in which the proposed project is to be implemented to provide input relative to all phases of the project process”. Thus, the creation and use of such a body is purely discretionary and voluntary on the part of the City Commission and a review and recommendation is not a statutorily mandated legal requirement. The City Commission did adopt Resolution Number 2008-29 creating the Community Advisory Task Force ("CATF") for the purpose of, among other things, reviewing CDBG grant applications and making recommendations to the City Commission. However, of necessity, as a result of the board having multiple vacancies and no quorum, the City cancelled the CATF meeting at which the CDBG budget and related matters would have been reviewed and

recommendations on the current CDBG budget and grant applications would have been made.

Accordingly, it is necessary and appropriate for the City Commission to approve the CDBG Budget and grant applications for submission to Volusia County without the CATF making recommendations and, further, it is in the best interests of the City and consistent with the statutory and constitutional home rule powers of the City and other controlling law for the City Commission to adopt the proposed Resolution.

RESOLUTION NO. 2024 -

A RESOLUTION OF THE CITY COMMISSION OF DELAND, FLORIDA, ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET FOR FISCAL YEAR 2024-2025; AND AUTHORIZING CITY STAFF TO SUBMIT THE BUDGET AND GRANT APPLICATIONS TO VOLUSIA COUNTY; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of DeLand annually adopts a budget relating to the allocation of Community Development Block Grant (“CDBG”) funds received from Volusia County and submits grant applications to Volusia County; and

WHEREAS, in accordance with Section 290.046(5), Florida Statutes, the City adopted Resolution No. 2008-29 creating the Community Advisory Task Force (“CATF”) for the purpose of, amongst other things, reviewing CDBG grant applications and making recommendations thereon to the City Commission; and

WHEREAS, creation of the CATF was purely voluntary on the part of the City Commission and its review is not a statutorily mandated legal requirement; and

WHEREAS, the CATF does not have sufficient membership to hold a meeting and it is therefore not possible for the CATF to convene a meeting and make a recommendation on the CDBG budget; and

WHEREAS, the City Commission hereby determines that voting upon the CDBG budget and grant applications to submit to Volusia County without the CATF making recommendations thereon is in the best interests of the City and the community at large; and

WHEREAS, the City Commission determines that the adoption of this Resolution is in the best interests of the health, safety and welfare of the citizens of the City of DeLand.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF DELAND, FLORIDA:

Section 1. The City Commission of the City of DeLand hereby adopts and incorporates into this Resolution, as the findings and intent of the City Commission, the recitals (whereas clauses) to this Resolution.

Section 2. The City Commission hereby approves the Community Development Block Grant budget for fiscal year 2024-2025 attached hereto as Exhibit “A” and authorizes the City’s professional staff to submit grant applications to Volusia County as reflected in the said budget.

Section 3. All resolutions or parts of resolutions and other actions of the City Commission in conflict with this Resolution are hereby repealed.

Section 4. If any section, sentence, phrase, word or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or

impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Resolution not otherwise determined to be invalid, unlawful or unconstitutional.

Section 5. This Resolution shall become effective immediately upon adoption.

PASSED AND DULY ADOPTED this 3rd day of June, 2024.

Christopher M. Cloudman
Mayor - Commissioner

ATTEST:

Julie A. Hennessy
City Clerk - Auditor

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

"EXHIBIT A"

VOLUSIA URBAN COUNTY CDBG Budget - FY 2024/2025 City of DeLand

Actual Allocation - \$185,345

Updated - May 10, 2024

Department / Project / Activities:

**Funds
Requested:**

CAPITAL IMPROVEMENT PROJECTS:

♦ Utilities - Standby Generator for Lift Station #61 (Division / Kentucky)	\$68,323
♦ Public Works - ADA Improvements (W. Volusia Ave)	\$89,220
85% for Capital Improvement Projects:	\$157,543

PROGRAM ACTIVITIES:

♦ Joyce M. Cusack Resource Center - Personnel	\$27,802
15% for Program Activities:	\$27,802

Total Projected Expenditures: \$185,345

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Award of Bid to Kone Inc. for Melching Field and DeLand Memorial Hospital Elevator Modernization.

DEPARTMENT: Parks & Recreation

PREPARED BY: rick hall, P&R Director

ATTACHMENTS: Completed Deland Bid Docs KONE001, B2402Tabulation

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

In December 2023, the subject project was advertised online and the local newspaper. Bids were received from three vendors, which were all deemed responsive. The results are presented in the attached bid tabulation. The delay to award was due to the requirement of replacing the fire alarm system at DeLand Memorial Hospital prior to the installation of the elevator modernization.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

Facilities & Infrastructure.

SUSTAINABILITY:

N/A

FISCAL IMPACT:

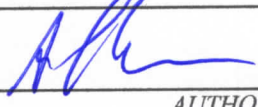
Kone submitted the lowest-responsive bid, valued at \$316,000.00. The FY 23/24 budget in the Capital Fund includes only \$232,884 for these projects, therefore, additional funding in the amount of 83,116 is necessary. Funding is available from General Fund capital reserves and will be included in a future budget amendment presented to the City Commission for approval.

RECOMMENDATION:

Staff recommends that the City Commission award the elevator modernization for Melching Field and the DeLand Memorial Hospital to Kone.

BACKGROUND/DISCUSSION:

N/A

SUBMIT TO: CITY OF DeLAND FINANCE DEPT., 2 nd Floor Receptionist 120 SOUTH FLORIDA AVENUE DeLAND, FLORIDA 32720		INVITATION TO BID	
CONTACT PERSON: Corey McMillen			
PHONE: 386-626-7078		BID # B-24-02	<i>SUBMITTALS RECEIVED AFTER SPECIFIED DATE AND TIME WILL NOT BE CONSIDERED</i>
BID TITLE: Elevator Modernization			SUBMITTAL DEADLINE December 7, 2023 @ 3:00 P.M.
PRE-BID DATE, TIME AND LOCATION: November 16, 2023 @ 10:00 A.M. at the Parks & Recreation Admin. Building – 230 N. Stone Street, DeLand, FL 32720			BID BOND REQUIRED 5%
RESPONDENT NAME: KONE INC			FEDERAL ID # OR SOCIAL SECURITY #: 36-2357423
MAILING ADDRESS: 9400 Southridge Park Ct #200			TELEPHONE #: 407-812-8033
CITY – STATE – ZIP: Orlando FL 32819			FAX #: 407-852-6439
X 			EMAIL: aaron.smelser@kone.com
AUTHORIZED SIGNATURE			Title Sr. Sales Executive, Modernization
Printed Name Aaron Smelser			Date 12/15/23
By my signature I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting an offer for the same materials, supplies, equipment, or service(s), and is in all respects fair and without collusion or fraud. I further agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the City of DeLand all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust laws of the United States and the State of Florida for price fixing relating to the particular commodity(s) or services(s) purchased or acquired by the City of DeLand. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the bidder.			
THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE			
Sec. 25A.5-2. Local bid preference.			
(a) Applicability. This Section shall apply to all purchasing \$25,000.00 and above which is accomplished by the City of DeLand pursuant to an invitation to bid. (b) Preference. Where the lowest Bid is submitted by a vendor which is not a Local business, and a Bid is submitted by a Local business which is within five percent (5%) of the lowest Bid, then the Local business submitting the lowest Bid amongst all Local business submitting Bids, and the vendor submitting the lowest Bid, shall each have the opportunity to submit, within five (5) working days of the bid opening, a best and final Bid equal to or lower than the amount of the lowest Bid. The contract shall be awarded to the vendor submitting the lowest final Bid. In the case of a tie between a Local business and a vendor which is not a Local business, the contract shall be awarded to the Local business. (c) Exemptions. Notwithstanding the provisions of subparagraph (b) above, this Section shall not apply to any of the following purchasing activities: 1. Purchasing funded, in whole or in part, by an entity prohibiting application of the preference provided by this section by grant agreement, contract or applicable federal, state, or local law; 2. Items purchased on state contracts, "piggybacked" contracts, sole source purchases, or other purchases which are not accomplished by competitive bids, in accordance with the City's Charter and Purchasing Guidelines; 3. Emergency purchasing. (d) Certification. A vendor claiming to qualify as a Local business for purposes of this Section shall so certify in writing on a form prescribed by the City of DeLand's finance director as part of the request for bids process. (e) Verification. Any vendor which has qualified as Local business as prescribed in this Section shall provide all documentation reasonably required by the finance director that demonstrates its status as a Local business prior to the time of purchase or recommendation of award of contract. (f) Maintenance of status. A vendor granted a preference under this Section which results in the award of a contract may be required to stipulate to maintaining its status as Local businesses throughout the term of the contract. (g) Job openings. A vendor which is granted a preference under this Section which results in the award of a contract shall be required to post job openings related to the contract with such agencies or organizations designated by the city manager. (h) Compliance. Noncompliance with this section shall be deemed a material breach of any contract which resulted from a preference granted under this Section, and such breach shall be grounds for termination by the City of DeLand. The terms of this Section are deemed incorporated by reference in any contract resulting from a preference granted under this Section, regardless of whether such contract expressly so states.			

ELEVATOR MODERNIZATION
B-24-02
BIDDER ACKNOWLEDGEMENT FORM

Price shall include all labor, materials, delivery/shipping, and equipment to perform all requirements and meet all specifications.

ADDENDUM ACKNOWLEDGMENT

Contractor acknowledges receipt of amendments by indicating amendment number and date of issue.

Add. No. 1 Dated 11/29/23 // Add. No. _____ Dated _____

Add. No. _____ Dated _____ // Add. No. _____ Dated _____

I hereby acknowledge that I have read, understand, and agree to all terms, conditions, insurance, scope of work, specifications and pricing for B-24-02/Elevator Modernization.

COMPANY NAME KONE INC

ADDRESS 9400 Southridge Park Ct #200 Orlando FL 32819

AUTHORIZED SIGNATURE _____

PRINTED SIGNATURE Aaron Smelser DATE 12/15/23

TELEPHONE # 407-812-8033 FAX # 407-852-6439

EMAIL aaron.smelser@kone.com

CERTIFICATION AFFIDAVIT BY CONTRACTOR AS LOCAL BUSINESS

This form must be signed and sworn to in the presence of a notary public or other official authorized to administer oaths.

1. This sworn statement is submitted to the City of DeLand, Florida:

By: Aaron Smelser, Sr. Sales Executive, Modernization (Authorized Individual's name and title)

For: KONE INC

(Name of Company/Individual submitting sworn statement)

2. Local Preference Eligibility:

- a. Vendor has been in business for a minimum of six (6) months prior to the date of bid. Yes or No?
b. Vendor has attached proof of local business in the form of a business tax receipt from a local jurisdiction per City of DeLand Local Preference ordinance. Yes or No?

3. Job Openings:

- a. There will or there will not be job openings created by award of this contract; yes or no?
b. Job openings related to award of this bid shall be advertised with:

Center for Business Excellence
846 Saxon Boulevard
Orange City, Florida 32763
(386) 323-7079
businessservices2@cbe-fve.org

- c. Verification receipt of job posting must be provided to the Finance Director within ten (10) days after the job advertisement has been released:

City of DeLand
Finance Director
120 South Florida Avenue
DeLand, Florida 32720

I understand that the submission of this form to the City of DeLand, Florida, is valid through the end of term of the awarded contract. I also understand that failure to notify the City of DeLand of a change in address out of the local area may result in breach of contract.

(Signature) _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this 15th day of December, 2023,
by Aaron Smelser
(name of person making statement)



Amy Mohr Saxour
(Signature of Notary Public - State of Florida)
Amy Mohr Saxour
(Name of Notary Typed, Printed, or Stamped)

Personally Known X OR Produced Identification _____

Type of Identification Produced _____

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

3100 SVC-ELEVATORS 2023 **EXPIRES 9/30/2024** 3100-0016805
\$30.00 6 EMPLOYEES ;

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00

KONE INC

KONE INC
9400 SOUTHRIDGE PARK CT
ORLANDO FL 32819

9400 SOUTHRIDGE PARK CT
U - ORLANDO, 32819

PAID: \$30.00 0098-01123774 8/15/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

3100 SVC-ELEVATORS 2023 **EXPIRES 9/30/2024** 3100-0016805
\$30.00 6 EMPLOYEES ;

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00



KONE INC

KONE INC
9400 SOUTHRIDGE PARK CT
ORLANDO FL 32819

9400 SOUTHRIDGE PARK CT
U - ORLANDO, 32819

PAID: \$30.00 0098-01123774 8/15/2023

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

PROPOSER'S CERTIFICATION

IN WITNESS WHEREOF, the Proposer hereto has executed this Proposal Form this

15th day of December, 2023.

By:

Holly Lobaito
Signature of Individual

Holly Lobaito
Printed Name of Individual

Holly Lobaito
Witness

Business Address KONE Inc. 9400 Southridge Park Court, Suite 200
City/State/Zip Orlando, FL 32819
Business Phone Number 407-812-8033 Fax Number 407-852-6439

State of FLORIDA

County of ORANGE

The foregoing instrument was acknowledged before me this 15th day of December, 2023 by Kim Protheroe, who is personally known to me or who has produced N/A as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

Amy Mohr Saxour

NOTARY PUBLIC

AMY MOHR SAXOUR

(Name of Notary Public: Print, Stamp, or Type as Commissioned)



CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

KONE INC

Company

Authorized Signature

Aaron Smelser, Sr. Sales Executive, Modernization

Printed Name & Title

aaron.smelser@kone.com

Email

9400 Southridge Park Ct #200

Address

Orlando, FL 32819

City, State, Zip Code

407-812-8033

Telephone No.

407-852-6439

Fax No.

State of FLORIDA
City of ORLANDO

SUBSCRIBED AND SWORN to before me this 15th day of December, 2023 by

Aaron Smelser

who is personally known to me to be the

Senior Sales Executive for the Firm, OR who produced the following
Modernization
identification.

Amy Mohr Saxour

Notary Public

My Commission Expires MARCH 24, 2026



NON-COLLUSION AFFIDAVIT

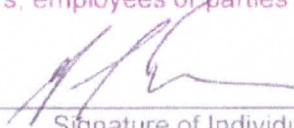
State of Florida)

County of Orange)

Aaron Smelser being first duly sworn, deposes and says that:

- (1) He/she is the Representative, (Owner, Partner, Officer, Representative or Agent) of KONE INC, the Contractor that has submitted the attached Proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Contractor, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Contractor, firm, or person to fix the price or prices in the attached Proposal or of any other Contractor, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Contractor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

By

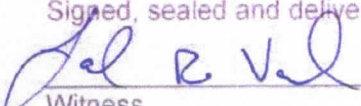

Signature of Individual

AARON SMELSER

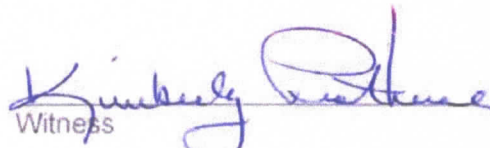
Printed Name of Individual

Sr. Sales Executive, Modernization
Title of Individual

Signed, sealed and delivered in the presence of:


Witness

State of FLORIDA


Witness

City of ORLANDO

The foregoing instrument was acknowledged before me this 15th day of December, 2023 by Aaron Smelser, who is personally known to me, or who has produced NA as identification and who did (did not) take an oath.

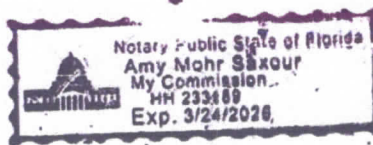
WITNESS my hand and official seal.

Amy Mohr Saxour

NOTARY PUBLIC

AMY MOHR SAXOUR

(Name of Notary Public: Print, Stamp, or Type as Commissioned)



CONTRACTOR AFFIDAVIT REGARDING SCRUTINIZED COMPANY LIST

Awarded Contractor shall certify that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S. If the Contract is for more than \$1,000,000 the Contractor further certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S.

For Contracts of any amount, if the City determines the Contractor submitted a false certification under Section 287.135(5) of the Florida Statutes, or if the Contractor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, the City shall either terminate the Contract after it has given the Contractor notice and an opportunity to demonstrate the City's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or on a case-by-case basis the City may choose to maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met. For Contracts \$1,000,000 and greater, if the City determines the Contractor submitted a false certification under Section 287.135(5) of the Florida Statutes, or if the Contractor has been placed on the Scrutinized Companies with Activities in the Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the City shall either terminate the Contract after it has given the Contractor notice and an opportunity to demonstrate the City's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or on a case-by-case basis the City may choose to maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.

STATE OF FLORIDA

CITY OF ORLANDO

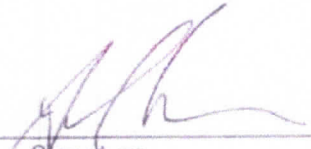
BEFORE ME, the undersigned authority, personally appeared

Aaron Smelser, who, being by me first duly sworn, made the following statement:

1. The Business address of 9400 Southridge Park Ct #200 Orlando, FL 32819 (name of bidder or Contractor) is KONE INC
2. My relationship to KONE INC (name of bidder or Contractor) is Representative (relationship such as sole proprietor, partner, president, vice president).
3. I understand that "Boycott of Israel" has the same meaning as defined in §215.4725, Florida Statutes, and means refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner. A statement by a company that it is participating in a boycott of Israel, or that it has initiated a boycott in

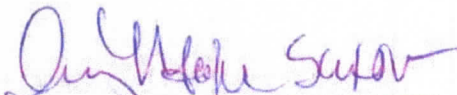
response to a request for a boycott of Israel or in compliance with, or in furtherance of, calls for a boycott of Israel, may be considered by the State Board of Administration to be evidence that a company is participating in a boycott of Israel. The term does not include restrictive trade practices or boycotts fostered or imposed by foreign countries against Israel.

4. I understand that "business operations" means, for purposes specifically related to Cuba or Syria, engaging in commerce in any form in Cuba or Syria, including, but not limited to, acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, military equipment, or any other apparatus of business or commerce.
5. KONE INC (name of the bidder or Contractor) is not on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, Florida Statutes, or is engaged in a boycott of Israel.
6. KONE INC (name of the bidder or Contractor) is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, Florida Statutes.
7. KONE INC (name of the bidder or Contractor) is not engaged in business operations in Cuba or Syria.



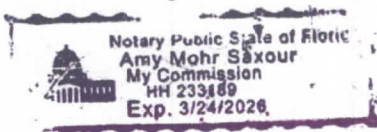
Signature

Sworn to and subscribed before me in the state and City first mentioned above on the 15th day of December, 2023



Notary Public

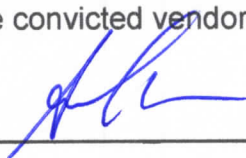
My commission expires MARCH 24, 2026



PUBLIC ENTITY CRIME FORM

Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/quote/proposal on a contract to provide goods or services to a public entity, may not submit a bid/quote/proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/quotes/proposals on leases of rental property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged:  _____

Date: 12-15-23

CITY OF DeLAND
CONFIRMATION OF DRUG-FREE WORKPLACE FORM

In accordance with Section 287.087, Florida Statutes, "[w]henver two or more bids are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection one (1).
- (4) In the statement specified in subsection one (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section."

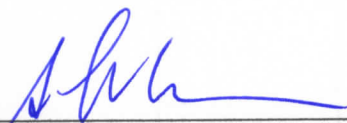
As the person authorized to sign the statement, I certify that this firm complies with the above requirements and the Florida Statutes Section 287.087. This form is in conjunction with The City of DeLand's General Conditions, Drug-Free Workplace.

KONE INC

Business Name

B.24.02

Bid Number and Name



Authorized Representative's Signature

12-15-23

Date

Aaron Smelser

Name

Sr. Sales Executive, Modernization

Position



120 S. Florida Ave.
DeLand, FL 32720
Phone: 386-626-7000
Fax: 386-626-7140

BID TABULATION SHEET

Bid Title: Elevator Modernization

Bid No: B-24-02

OPENING DATE & TIME: December 7, 2024 @ 3:00 PM

POSTING DATE: March 21, 2024

POSTED BY: Corey McMillen

Vendor Name	City, State	Conrad Elevator	Admin. Elevator	Total Price
Kone Inc.	Orlando, FL	\$169,000.00	\$147,000.00	\$316,000.00
Skyline Elevators, Inc.	Groveland, FL	\$180,413.33	\$152,552.22	\$332,965.55
Oracle Elevator Holdco, Inc.	Longwood, FL	\$200,500.00	\$172,000.00	\$372,500.00

Bid tabulations with award recommendations are posted to DemandStar at www.demandstar.com & VendorLink at www.vendorlink.com.

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Contract with Buildingeye, Inc.

DEPARTMENT: Community Development

PREPARED BY: Rick Werbiskis, Community Dev. Director

ATTACHMENTS: AgencyCounter Proposal, Service Agreement

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

The Community Development Department has utilized the Accela Civic Platform since 2017 for a cloud-based land management software solution for automating the permit process. Florida statutes require that all building permitting information be available online for viewing and inspection. Buildingeye has been providing the AgencyCounter software solution to Florida cities to comply with this statutory requirement. The module seamlessly integrates into the Accela Civic Platform and provides the customer to search for permit information either through query or map-based selection.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government.

SUSTAINABILITY:

N/A

FISCAL IMPACT:

Approval of the contract will result in a one-time fiscal impact of \$25,000.00 for FY2024 with an initial annual subscription rate of \$38,764. Future annual subscription rates will be based upon population numbers. The FY 23/24 Budget in the Permits and Inspections Fund included \$81,000 for this project, thus funding is available.

RECOMMENDATION:

It is staff's recommendation that the City Commission approve the contract with Buildingeye, Inc.

BACKGROUND/DISCUSSION:

The Community Development Department has utilized the Accela Civic Platform since 2017 for a cloud-based land management software solution for automating the permit process. Florida statutes require that all building permitting information be available online for viewing and inspection. Buildingeye has been providing the AgencyCounter software solution to Florida cities to comply with this statutory requirement.



PROPOSAL FROM

Buildingeye, Inc. for its service,
AgencyCounter

FOR

City of DeLand, Florida

DATED

March 1, 2024



Table of Contents

Why AgencyCounter?	2
About Buildingeye, Inc.	3
What the City of DeLand, Florida has asked for?	3
Offer for the City of DeLand, FL	4
Integration Costs	5
AgencyCounter Launch Pack - what's included?	5
Additional Benefits	6
Timeline	6
AgencyCounter Version 23.01 Feature List	7
Service Agreement	9
References	9
Acceptance of the Proposal	10

Contact Details

Buildingeye, Inc.
100 Pine Street, #1250
San Francisco, CA 94111

1.888.800.1928

CEO - Ronan Barrett - ronan@buildingeye.net - 1.650.300.9368

Government Liaison - Sean Featherstone - sean@buildingeye.net - 1.888.668.2930

Terms

This proposal is subject to contract. E&OE



Why AgencyCounter?

AgencyCounter from buildingeye brings service transformation to Local Government.

Based on listening and our expertise working with cities and counties since 2014, it is apparent that Community Development departments aspire to empower users to access services at their convenience, presenting information in formats that work for today's digital society. However, they have been constrained by technology system design and a focus on internal procedures.

Together, we work to overcome these constraints, matching the need for instant access to information and users' expectations in this digital age.

AgencyCounter is a cloud-based service with an intuitive application that delivers this promise

- **as a service**, our technology extracts and curates data from all leading Permitting / ERP / Open Data systems.
- **as an application**, for all Users, information is easy to access, instantly available, presented in a clearly understood format, and provides simple search/filtering with an alert capability and notifications on the latest developments.
- **as an Agency**, other features are available such as Scorecards - both Public and Internal, Instant Report Generation for Public Desk/Phone queries, Social Media Sharing, and Consultations/Feedback through in-built Video Communications.
- **as a solution**, AgencyCounter delivers a service that reclaims productivity, morale, and resources; time, energy, and management for staff and officials, while optimizing user satisfaction when interacting with a department.

To get started, your Agency can have this service up and running in a few weeks without costly or lengthy integration.

About Buildingeye, Inc.

The provider, Buildingeye, Inc., is a leading and recognized GovTech company. Through its expertise, research, and partnerships, it has brought its innovations into AgencyCounter, addressing Agency requirements, enduring beyond today, and ready for the future.

As a service, AgencyCounter brings a new outlook to an Agency, builds trust, demonstrates the real benefits of service transformation, and opens opportunities for engagement, efficiency, and time savings. The platform is managed, maintained, and supported every moment of every day. It has offices in San Francisco, California, and Dublin, Ireland.



What the City of DeLand, Florida has asked for?

Daily Updates of Records

Curation of Data from Department Systems

Display Record Details for the User including current Status

Intuitive User Features

Include GIS Shapes for known Areas

Ability to create and design Alerts

Alert Notification

Include data from Accela Construct API of Planning Applications (Planning Module)

Include data from Accela Construct API of Building Permits (Building Module)

Include data from Accela Construct API of Code Enforcement Cases (Enforcement Module)

Include data from Accela Construct API of Business Licenses (Licensing Module)

Include data from Accela Construct API of Fire Inspections (Fire Module)

For Floridian Agencies, HB1059 Features and State Compliance Reporting are included.

SlideRule from AgencyCounter - an enhanced consistent Management Statistics/Reports is optionally available.



Offer for the City of DeLand, FL

Subscribe to AgencyCounter Launch Pack

Contract - Service Agreement	Rate Card	Discount	Offer
Annual Service Plan - AgencyCounter Unlimited Pack - Multiple Module Datafeeds	Pop Cap		\$38,764
HB1059 State Compliance Reporting for Building Permits	Included		Included
Initial Term - Offer Cost			\$38,764

Pop Cap relates to the population of the City (2021)

Integration Costs

An integration charge will apply - these are One-off costs.

Contract - Service Agreement	Rate Card	Discount	Offer
Accela Construct API Integration (1 Module Included	\$10,000	One-off	\$10,000
Integration for each Additional Module	\$5,000	One-off	\$5,000



AgencyCounter Launch Pack - what's included?

AgencyCounter Service for your Agency will be publicly available at

delandfl.agencycounter.com

Turnkey Service Designed Application

Hosted in the Cloud on AWS

Updated via Accela Construct API

Mapping Interface by Mapquest

AgencyCounter Interface

99.99% Uptime Service Level Agreement (SLA)

Up to 10 years of Data

Multiple Data Sources can be combined, including Local Area shapefiles

Unlimited Searches

Data Curated as processed from Daily Updates

Information presented based on the Users' Role

Features presented based on Users' Role

Notifications are processed based on records matching User designed Alerts

Users informed that Notifications are available in AgencyCounter

Public & Internal Scorecard per Time Period / Local Area / Module / Agency

User Roles included are Guest, Public, and Internal

All Package Upgrades as released

Agency Service Support is included

All Data is held in the USA

Standard Technology Service Agreement Terms

Protected by a Comprehensive Insurance Policy

Protected by a CyberTechnology Insurance Policy

Additional Benefits

We provide an additional instance of the service at no extra cost:

- for integration purposes, available only to the Agency project team to validate and interact with innovations before they are released to the AgencyCounter Live service

We provide an AgencyCounter Promotion Package to ensure the success of the service for the Agency. This package includes recommendations on communicating the service's availability and capability during pre-launch, launch, and post-launch.

Provision of a dedicated Account Manager



Timeline

The following sets out our typical timeline of effort, working through the high-level topics from first engagement to service launch.

Step	Topics	Duration
1	Education & Pre Contract - • Leadership engagement • Department inclusion • Marry initiatives to current plans • Support Decision-making process • Agree on Product & Terms	At the pace of the Agency
2	Proceed, Agreement Reached - • Access to data provided by the Agency • Integration invoice is issued • Procurement process worked through to Contract • Agency is provided with a fully functioning integration service that includes your updated data • Curation of information presented is managed with the project team • Subscription invoice raised	From Data Access to Integration Service Delivery 3 Weeks
3	Contract & Launch - • Build and provide official AgencyCounter service • provide all the services agreed in your package, including the additional benefits • support and ongoing management during the term of service	From Integration Service Delivery to Launch 1 Week Agency determined
4	Engage & Serve - • Manage and maintain daily processes • Personal Account Management • Market, Service, and Company Updates	Ongoing



AgencyCounter Version 23.01 Feature List

Listed below is the range of features available as of January 2023

Item	Product Segment	Feature	Public User	Internal User
A	Product	Agency Branding	Yes	Yes
B	Navigation	AgencyCounter Landing Page Intents	Yes	Yes
C	Data	Data Presentation	As is	As is
D	Roles	User RBAC System	Yes	Yes
E	Interface	Mapquest Interface	Yes	Yes
F	Search	Browse the Map	Yes	Yes
G	Search	Simple Search Filter	Yes	-
H	Search	General Search Filter	Yes	-
I	Search	Internal Search Filter	-	Yes
J	Search	By Location, including Local Areas	Yes	Yes
K	Search	By Record Number	Yes	Yes
L	Search	By Type	Yes	Yes
M	Search	By Status	Yes	Yes
N	Search	By Date	Yes	Yes
O	Search	By Open/Closed Dates	-	-
P	Map Controls	Zoom In/Out	Yes	Yes
Q	Map Controls	Snapback	Yes	Yes
R	Map Controls	Any Shape	-	Yes
S	Record Detail	Location/Record Info Panel	Yes	Yes
T	Record Detail	Display Address, Record Source, Record Number, Record Type, Opened Date, Record Status, Map Status	Yes	Yes
U	Record Detail	Display Record Workflow	Yes	Yes
V	Record Detail	Link to Repository	-	Optional*
W	Record Detail	Outbound Links	-	Optional*
X	Record Detail	Locate a Record on the Map - manually	-	-
Y	Alerts	Create an Alert for a Local Area	Yes	Yes
Z	Alerts	Create an Alert for a Custom Area	Yes	Yes
AA	Alerts	Amend Events of an Alert	Yes	Yes
AB	Alerts	Delete an Alert	Yes	Yes
AC	Alerts	Notifications in Activity Stream, notified by Email	Yes	Yes



AD	Sharing	Based on the Search Criteria	-	Yes
AE	Sharing	via Social Media	-	Optional
AF	Sharing	via Email	-	Optional
AG	Sharing	via Templated Reports	-	Optional*
AH	Scorecards	Publish 3 Scorecards / <100 Stats for Public Viewing	Yes	Yes
AI	Scorecards	Publish 101 Stats for Internal Viewing	-	Yes
AJ	SlideRule	Department Stats & KPI - Management Reporting	-	Scope*
AK	SlideRule	Process Stats & KPI - Management Reporting	-	Scope*
AL	Formfillr	Take any document and convert it to an online form	-	Optional*
AM	Payments	Take any process into a form where you ask for micro-payments	-	Optional*
AN	User Features	Profile Page	Yes	Yes
AO	User Features	HomePage - to navigate around the Product	Yes	Yes
AP	User Features	Activity Content - shows events generated for the User	Yes	Yes

* relates to some optional features, charged separately



Service Agreement

Following the acceptance of this proposal, an AgencyCounter Technology Service Agreement entered into with other municipalities covering the requirements of a cloud-based service will be in force.

References

References are available by arrangement with the following local government agencies:

Palo Alto, California (customer since 2015)
Pittsburgh, Pennsylvania (customer since 2017)
Berkeley, California (customer since 2019)
Grand Rapids, Michigan (customer since 2016)
Redwood City, California (customer since 2016)
Albany, Oregon (customer since 2018)
San Francisco, California (customer since 2014)
Rochester, Minnesota (customer since 2020)
Sacramento, California (customer since 2021)



Acceptance of the Proposal

Agreed To

Buildingeye, Inc

Authorized By:

Ronan Barrett, CEO

Date 4/29/2024

Accepted by

City of DeLand, Florida

Authorized By:

Richard Werbiskis, AICP
Community Development Director

Date

TECHNOLOGY SERVICE AGREEMENT AGENCYCOUNTER from buildingeye

This Technology Service Agreement (hereinafter "Agreement") is made and entered into by and between the CITY OF DELAND, Florida, a municipal corporation (hereinafter "Agency"), and BUILDINGEYE INC., a Delaware Corporation (hereinafter "Consultant"). The Agency and Consultant may be collectively referred to herein as the "parties."

RECITALS

- A. Agency requested a proposal from Consultant to provide the AgencyCounter application to present government held records (permits, applications, cases, licenses, assets, et al) and other public data using Consultant procedures, techniques, methods and interfaces.
- B. In response to the Agency's request, Consultant submitted a proposal, and, after negotiations, Consultant agreed to perform the services more particularly described on Exhibit "A," in return for the compensation described in this Agreement and Exhibit "B."

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS IDENTIFIED HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. DEFINITIONS.

"Application" refers to the current version of AgencyCounter, provided by the Consultant accessed by a User.

"Documentation" means user guides, and workbooks, as updated and amended from time to time, provided by Consultant to assist Customer with the use of the Application.

"Cloud-Hosted and Data Service" means that Consultant owns, provides and oversees infrastructure, software, data compilation, data management and administrative tasks and makes its AgencyCounter platform available to the Agency over the Internet using a standard current web browser. The cloud-hosted Service includes the software and network capacity as well as the equipment used to support operations including storage, hardware, servers and networking components. The infrastructure in the hosted environment is properly secured through multiple physical, procedural, and technical safeguards to segregate and protect the Agency's data.

"Initial Constructive Use" Initial constructive use is the earliest point in time where all Software delivered under the terms of this agreement is available and is sufficiently free of errors for the Agency to use it to conduct the ordinary business for which it is intended. An integration instance of the Application is in the main configured for use by the Agency is deemed delivered in "Private Release" form, prior to a release of the Application to the Public, this means Agency data for a given period is available with all standard functions and features in the Application on the basis of an agreed configuration.

"Metadata" means complementary data, provided by the Agency to enhance the AgencyCounter application to include GIS information such as known local areas (districts, neighborhoods) that assists a user to find information in intuitive ways.

“Module” means and reflects the operational equivalent of the source data and the verticals within government departments, such as Building, Planning, Code Enforcement, Licensing, Fire, Engineering, Public Works, Environmental, et al.

“Premium Services” means functions and capabilities available to Users on a request basis, these services consumed by Users with specific purpose are metered and billed accordingly.

“Private Release” means an AgencyCounter Integration instance which is in the main configured for use by the Agency and is deemed delivered in “Private Release” form, prior to their official release to the Public. Each module is delivered once complete. The proposed project schedule when agreed between Consultant and the Agency is completed accordingly. A “Private Live Release” means the Agency data for a given period is available with all functions working in the application based on an agreed configuration file.

“Software” means all or any portion of the global version of the binary computer software programs, updates, and enhancements thereto, (including corresponding source code, unless specifically excluded herein) and Documentation delivered by Consultant to the Agency. Software includes the third-party software delivered by Consultant as specified in the Schedule, and modifications made to the Software. Software does not include source code to third party software. Unless specifically stated otherwise, all Software is delivered to Customer only if and when generally commercially available.

2. **SCOPE OF SERVICES.** Consultant shall perform the services described in Exhibit “A,” attached hereto and incorporated herein by reference, in accordance with the terms and conditions contained in this Agreement.

3. **TIME FOR PERFORMANCE.** Time is of the essence in the performance of services under this Agreement and the timing requirements set forth herein shall be strictly adhered to unless otherwise modified in writing in accordance with this Agreement. Consultant shall commence performance and shall complete all required services no later than the dates set forth in Exhibit “A.” Any services for which times for performance are not specified in this Agreement shall be commenced and completed by Consultant in a reasonably prompt and timely manner based upon the circumstances and direction communicated to the Consultant. Consultant shall submit all requests for extensions of time to the Agency in writing no later than ten (10) days after the start of the condition which purportedly caused the delay, and not later than the date on which performance is due.

4. **CLOUD-HOSTED SERVICE.**

4(A). Right to Use the Hosted Service, Software and Documentation. In consideration of all obligations of the Agency hereunder, including, without limitation, the payment by the Agency of any applicable fees, Consultant hereby grants to the Agency, during the term of this Agreement, a non-exclusive, non-transferable (except as otherwise provided for herein), right and license to access and use the Software and Cloud-Hosted Service, and to make a reasonable number of copies of and use the Documentation in connection with such use of the Cloud-Hosted Service.

4(B). Use Restrictions. Agency shall not: (i) access and/or use the Software or Hosted Service in order to design, create or build a service or product that is competitive with the Software or Hosted Service, or which uses ideas, features or functions that are similar to the Software or Hosted Service; (ii) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Software or Hosted Service, except as expressly permitted herein; and (iii) modify or make derivative works based upon the Software or Hosted Service or any part thereof, or directly or indirectly disassemble, decompile, or otherwise reverse engineer the Software or Hosted Service or any portion thereof.

4(C). Proprietary Rights. The Software, Cloud-Hosted and Data Service, including all intellectual property rights therein and thereto, and any modification thereof, are and shall remain the exclusive property of Consultant and its licensors. The Agency shall not take any action that jeopardizes the proprietary rights of Consultant or its licensors or acquire any right in the Software or Hosted Service except the limited rights expressly granted in this Agreement.

4(D). Internet and Telecommunication Connections. Agency shall be responsible for obtaining any and all Internet and/or telecommunication connections used by the Agency to access the Hosted Service. Consultant shall have no responsibility or liability for any interruption or delay in accessing or using the Hosted Service arising out of such Internet or telecommunications connections.

4(E). Security of Hosted Service.

- (i) Consultant shall provide the Cloud-Hosted Service on redundant servers on a dedicated server infrastructure in an electronically restricted facility, including protecting the infrastructure from the external environment via firewall systems, at separated secure locations.
- (ii) Consultant shall take commercially reasonable precautions to ensure that the Hosting Service is secure. Consultant protects sensitive data such as passwords by using a minimum of 256-bit SSL encryption. As the Consultant hosting environment evolves with modern technologies, Consultant will use reasonable commercial efforts to maintain an equivalent or better level of security of the Agency Content.
- (iii) Consultant will notify the Agency of any known breach of its security related to areas, locations, or computer systems that contain the Agency Content in a timely manner following such breach and take any necessary remedial actions at its sole cost and expense.

4(F). Agency Content.

- (i) Agency shall provide the Agency Content for inclusion in the AgencyCounter application. Agency is responsible for the quality of the Agency Content provided. Consultant is responsible for the quality of the display or use of the Agency Content provided for inclusion in the Agency database, only when it makes changes to the source data.
- (ii) Consultant acknowledges that all data provided by the Agency will remain the sole property of the Agency. The Agency grants Consultant a non-exclusive, transferable, perpetual, worldwide, royalty free license to copy, modify, and make derivative works of data or information submitted by the Agency to Consultant for the development of new

- software applications or the provision of software services.
- (iii) Consultant acknowledges that the Agency is entitled to copy, export, or otherwise duplicate any available Agency Content at any time.
 - (iv) In the event this Agreement expires or is terminated, Consultant shall provide the Agency with all the Agency Content within thirty (30) calendar days of such termination or expiration, should they not have access to their own Accela ERP API. The dedicated data files will be comprised of the provided Agency Content contained in Consultant's Hosted Service.

5. **PAYMENT.**

5(A). Billing. In order to request payment, Consultant shall submit invoices to the Agency either directly or via their appointed reseller or similar, identifying the services performed in the billing period, milestones achieved, and the charges therefor, as set forth in Exhibit "B," attached hereto and incorporated herein by reference.

5(B). Payment. Agency shall pay all Fees within thirty (30) days from the date of each Consultant or Resellers invoice. Unpaid invoices may be subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum allowed by law, whichever is lower, plus all expenses of collection.

5(C). "Not-to-Exceed" Compensation. The compensation payable to Consultant for the services identified in Exhibit "A" shall not exceed \$99,000 in the first year. Consultant shall not perform any services beyond the services identified in Exhibit "A" without prior written authorization from Agency's Authorized Representative.

5(D). Consultant's Failure to Perform. In the event that Consultant performs services which do not comply with the requirements of this Agreement, Consultant shall, upon receipt of written notice from the Agency, re-perform the services (without additional compensation to the Consultant). If Consultant's failure to perform in accordance with this Agreement causes damages to the Agency, Consultant shall reimburse the Agency for the damages incurred (which may be charged as an offset, where mutually agreed, to Consultant's payment).

6. **AUTHORIZED REPRESENTATIVES.**

6(A). Consultant's Authorized Representative. Consultant understands that, in entering into this Agreement, the Agency has relied upon Consultant's ability to perform in accordance with its representations regarding the qualifications of the Consultant (including the qualifications of its Authorized Representative, its personnel, and its subconsultants, if any) identified in Exhibit "C," attached hereto and incorporated herein by reference. Therefore, Consultant can replace its Authorized Representative identified in Exhibit "C," without the prior written consent of the Agency. All services under this Agreement shall be performed by, or under the direct supervision of, Consultant's Authorized Representative, as identified in Exhibit "C."

6(B). Agency Authorized Representative. For the performance of services under this Agreement, Consultant shall take direction from the Agency's Authorized Representative, [appointed Project Manager(s)], unless otherwise designated in writing by the Agency's Authorized Representative.

7. INFORMATION AND DOCUMENTATION.

7(A). Information from the Agency. Agency shall make an effort to provide Consultant with all information necessary for Consultant's performance of services under this Agreement. If Consultant believes additional information is required, Consultant shall promptly notify the Agency, and the Agency will provide to Consultant all relevant non-privileged information in the Cities possession.

8. RELATIONSHIP BETWEEN THE PARTIES. Consultant is, and at all times shall remain, an independent contractor solely responsible for all acts of its employees, agents, or subconsultants, including any negligent acts or omissions. Consultant is not the Agency's agent and shall have no authority to act on behalf of the Agency, or to bind the Agency to any obligation whatsoever, unless the Agency provides prior written authorization to Consultant. Consultant is not an officer or employee of the Agency, and Consultant shall not be entitled to any benefit, right, or compensation other than that provided in this Agreement.

9. CONFLICTS OF INTEREST PROHIBITED. Consultant (including its employees, agents, and subconsultants) shall not maintain or acquire any direct or indirect interest that conflicts with the performance of this Agreement.

10. NONDISCRIMINATION. Consultant shall comply with all applicable federal, state, and local laws regarding nondiscriminatory employment practices, whether or not said laws are expressly stated in this Agreement. Consultant shall not discriminate against any employee or applicant because of race, color, religious creed, national origin, physical disability, mental disability, medical condition, marital status, sexual orientation, or gender.

11. COMPLIANCE WITH LAW AND STANDARD OF CARE. Consultant shall comply with all applicable legal requirements including all federal, state, and local laws (including ordinances and resolutions), whether or not said laws are expressly stated in this Agreement. Consultant shall perform services under this Agreement using a standard of care equal to, or greater than, the degree of skill and diligence ordinarily used by reputable professionals, with a level of experience and training similar to Consultant, performing under circumstances similar to those required by this Agreement.

12. INSURANCE. Consultant shall, throughout the duration of this Agreement, maintain insurance to cover Consultant (including its agents, representatives, sub-consultants, and employees) in connection with the performance of services under this Agreement of the types and in the coverage, amounts set forth in Exhibit "D" entitled "Insurance Requirements."

13. CONFIDENTIAL INFORMATION.

13(A). The term "Confidential Information" shall mean any and all information which is disclosed by either party ("Owner") to the other ("Recipient") verbally, electronically, visually, or in a written or other tangible form which is either identified or should be reasonably understood to be confidential or proprietary. Confidential Information includes, but is not limited to, trade secrets, computer programs, software, documentation, formulas,

data, inventions, techniques, marketing plans, strategies, forecasts, customer lists, employee information, financial information, confidential information concerning Owner's business, as Owner has conducted it or as it may conduct itself in the future, confidential information concerning any of Owner's past, current, or possible future products or manufacturing or operational methods, including information about Owner's research, development, engineering, purchasing, manufacturing, accounting, marketing, selling or leasing, and any software (including third party software) provided by Owner. Owner's Confidential Information shall be treated as strictly confidential by Recipient and shall not be disclosed by Recipient except to those third parties with a need to know and that are operating under a confidentiality agreement with non-disclosure provisions no less restrictive than those set forth herein. This Agreement imposes no obligation upon the parties with respect to Confidential Information which either party can establish by legally sufficient evidence: (a) was in the possession of, or was rightfully known by the Recipient without an obligation to maintain its confidentiality prior to receipt from Owner; (b) is or becomes generally known to the public without violation of this Agreement; (c) is obtained by Recipient in good faith from a third party having the right to disclose it without an obligation on confidentiality; (d) is independently developed by Recipient without the participation of individuals who have had access to the Confidential Information; or (e) is required to be disclosed by court order or applicable law, provided prior notice is given to the Owner. The Recipient shall not obtain, by virtue of this Agreement, any rights title or interest in any Confidential Information of the Owner. Within thirty (30) days after termination of this Agreement, each party shall certify in writing to Owner that all copies of Owner's Confidential Information in any form, including partial copies, have been destroyed or returned to Owner.

Consultant acknowledges that the Agency is a governmental agency and may be required to release certain information under requests made according to provisions of the Public Records Act.

13(B). Recipient shall protect the deliverables resulting from Services with at least the same degree of care and confidentiality, but not less than a reasonable standard of care, which Recipient utilizes for Recipient's Confidential Information.

13(C). The terms of this Section 13 shall survive termination of this Agreement.

- 14. REPORTING DAMAGES.** If any damage (including death, personal injury or property damage) occurs in connection with the performance of this Agreement, Consultant shall immediately notify the Agency Risk Manager's office by telephone at [telephone xxx.xxx.xxxx], and Consultant shall promptly submit to the Agency's Risk Manager and the Agency's Authorized Representative, a written report (in a form acceptable to the Agency) with the following information: (a) name and address of the injured or deceased person(s); (b) name and address of witnesses; (c) name and address of Consultant's insurance company; and (d) a detailed description of the damage and whether any Agency property was involved.

15. INDEMNIFICATION.

15(A). Consultant shall indemnify, hold harmless, and defend the Agency (including its elected officials, officers, agents and employees) from and against any and all claims (including all litigation, demands, damages, liabilities, costs, and expenses, and

including court costs and attorney's fees) resulting or arising from performance, or failure to perform, under this Agreement.

15(B). Copyright and Patent Indemnification. Claims which trigger Consultant's responsibility under Section 15 shall include any claims that the software resulting from the provision of Services pursuant to the attached Exhibit "A," Scope of Services, infringe any patent, copyright, or accidental or intentional violation of a trade secret or other intellectual property of a third party not included in this Agreement. Consultant shall, in its reasonable judgment and at its option and expense: (i) obtain for the Agency the right to continue using the Software; or (ii) replace or modify the Software so that it becomes non-infringing while giving equivalent performance. Consultant shall not have any liability for a claim alleging that any Software infringes a patent or copyright if the alleged infringement was developed based on information furnished by the Agency or if the alleged infringement is the result of a modification made by the Agency.

16. LIMITED WARRANTY.

16(A). Consultant warrants that it has title to the Software and/or the authority to grant licenses to use the Software.

16(B). Consultant warrants that the Software will perform substantially in accordance with the Documentation for a period of one year from the date of initial installation and that the Software media is free from material defects. Consultant does not warrant that the Software is error-free.

16(C). Consultant's sole obligation with respect to its limited warranty is limited to repair or replacement of the defective Software, provided Licensee notifies Consultant of the deficiency within the one-year period and provided Licensee has installed all Software updates provided pursuant to Consultant's Support Services.

16(D). Consultant warrants that to the best of its knowledge, information, and belief, the Software does not contain any known viruses, back-doors or time bombs, (or similar malicious code), or undocumented security codes that could prevent Licensee's perpetual use of the Software.

16(E). Consultant will commence and complete the obligations described in this Agreement in a good and efficient manner, consistent with the practices and standards of care accepted within and expected of Consultant's industry, to ensure that the operation and availability of the Hosted Applications does not materially differ from documented specifications. Consultant may make repeated efforts within a reasonable period to resolve operational issues. When an operational issue cannot be resolved, the Agency's exclusive remedy will be damages in an amount equal to the total of hosting fees paid to Consultant for the defective or non-conforming software products amongst the Hosted Applications during the three (3) calendar months immediately preceding the occurrence of the unresolved operational issue.

16(F). CONSULTANT DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

17. **TERM OF THE AGREEMENT.** The term of this Agreement shall commence on the date last signed by the parties or provision of Private Release (whichever is sooner), below, and shall continue until completion of all services in accordance with the timing requirements set forth in Exhibit “A” and paragraph 2 of this Agreement. If the Agency exercises its right to terminate this Agreement in accordance with this paragraph, the Agency shall pay Consultant for all services satisfactorily performed in accordance with this Agreement, through and including the date of termination.
18. **RENEWAL.** Subject to compliance with all terms and conditions, the initial term of this Agreement shall be from the Effective Date and shall continue for an initial term of twelve (12) months. At the end of the initial term, this Agreement shall automatically renew for a minimum of two successive periods of twelve (12) months, thereafter either party may give the other party written notice of non-renewal at least thirty (30) days prior to the renewal date (such renewal periods and the initial period, collectively the “Term”). The customer will be billed on an annual basis.
19. **DEFAULT.** If either party (“demanding party”) has a good faith belief that the other party (“defaulting party”) is not complying with the terms of this Agreement, the demanding party shall give written notice of the default (with reasonable specificity) to the defaulting party, and demand the default to be cured within ten working days of the notice. If: (a) the defaulting party fails to cure the default within fifteen working days of the notice; or (b) if more than ten days are reasonably required to cure the default and the defaulting party fails to give adequate written assurance of due performance within ten working days of the notice; then (c) the demanding party may terminate this Agreement upon written notice to the defaulting party.
20. **NOTICES.** All notices required or contemplated by this Agreement shall be in writing and shall be delivered to the respective party as set forth in this section. Communications shall be deemed to be effective upon the first to occur of: (a) actual receipt by a party’s Authorized Representative; or (b) actual receipt at the address designated below; or (c) following acknowledgement receipt of an email to the address below; or (d) ten working days following deposit in the United States Mail of registered or certified mail sent to the address designated below. The Authorized Representative of either party may modify their respective contact information identified in this section by providing notice to the other party.

To: Agency
Agency Clerk
Agency Name
Street
City, State
Contact Email

To: Consultant
Ronan Barrett, President
Buildingeye Inc.
100 Pine Street, #1250
San Francisco, CA 94111
contracts@buildingeye.net

21. **HEADINGS.** The heading titles for each paragraph of this Agreement are included only as a guide to the contents and are not to be considered as controlling, enlarging, or restricting the interpretation of the Agreement.
22. **SEVERABILITY.** If any term of this Agreement (including any phrase, provision, covenant, or condition) is held by a court of competent jurisdiction to be invalid or unenforceable, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect; provided, however,

this paragraph shall not be applied to the extent that it would result in a frustration of the parties' intent under this Agreement.

23. **GOVERNING LAW, JURISDICTION, AND VENUE.** The interpretation, validity, and enforcement of this Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the City and County of San Francisco.
24. **ATTORNEY'S FEES.** In the event any legal action is commenced to enforce this Agreement, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred.
25. **ASSIGNMENT AND DELEGATION.** This Agreement, and any portion thereof, shall not be assigned or transferred, nor shall any of the Consultant's duties be delegated, without the written consent of the Agency. Any attempt to assign or delegate this Agreement without the written consent of the Agency shall be void and of no force or effect. Consent by the Agency to one assignment shall not be deemed to be consent to any subsequent assignment.
26. **MODIFICATIONS.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.
27. **WAIVERS.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.
28. **CONFLICTS.** If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or any documents expressly incorporated, the terms and conditions of this Agreement shall control.
29. **COUNTERPARTS.** This Agreement may be signed in counterparts, each of which shall be deemed to be an original. The Parties agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Any digital signatures shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based record keeping system to the fullest extent permitted by applicable law.
30. **ENTIRE AGREEMENT.** This Agreement, including all documents incorporated herein by reference, comprises the entire integrated understanding between the parties concerning the services described herein. This Agreement supersedes all prior negotiations, agreements, and understandings regarding this matter, whether written or oral. The documents incorporated by reference into this Agreement are complementary; what is called for in one is binding as if called for in all.

CITY OF DELAND, FLORIDA – TECHNOLOGY SERVICE AGREEMENT
AGENCYCOUNTER from buildingeye

31. SIGNATURES. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the Consultant and the Agency. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the Agency and Consultant do hereby agree to the full performance of the terms set forth herein.

AGENCY

City of DeLand, Florida

CONSULTANT

Buildingeye Inc., a Delaware Corporation

By:
Title:
Date:

By: Ronan Barrett, President
Title: Chief Executive Officer
Date:
Tax ID: 42-1776632

APPROVED AS TO FORM:

By:
Title:

**Exhibit “A”
SCOPE OF SERVICES**

This Scope of Services, Exhibit “A”, is hereby incorporated by reference into the Agreement, under Agreement Paragraph 2.

- A. OBJECTIVE.** The AgencyCounter Application presents the abundance of public records held by a government agency; these records/record types are aligned to department/business functions i.e., building, land use, code compliance, public works, inspections, et al.
The scope of services provides for the hosting of current and historical data, the integration of data from data sources and other professional services. All services provided are turnkey, with Agency resources only required to agree user and data configurations.
The objective of the application is to present records residing in the Agency’s ERP (Accela) and data repository systems, their respective workflow/review process and to communicate this as authoritative information to Agency officials, staff, and citizens through its proprietary interface.
Users are assigned a Role in AgencyCounter, these roles manage the features available, such as creating alerts and data accessed when searching, filtering, and sharing information.
A free map component is included to make it easy for Users to locate their area of reference. Scorecards are statistical shortcuts that enable a User to view information based on frequently requested or logical searches.
Access to the Application will be through the Agency AgencyCounter URL where the Public will view Agency data.
- B. NEW PROJECT INTEGRATION TIMELINE.** Consultant will implement data preparation and present Agency data in the AgencyCounter application within a timeframe of six (6) weeks from the contract execution date. The project timeline is a 6-week program that requires less than six (6) hours of allocated time for conference calls with the relevant Department staff from the Agency during the integration stage.
- C. CONTINUING PROJECT TIMELINE.** Consultant will provide all services and functions of the Application as agreed with the Agency to ensure seamless continuity from contract to contract.
- D. APPROACH FOR NEW PROJECTS.** Consultant works with the Agency on an agreed schedule of work to include, but not limited to, the setup of communications between the project liaisons, prerequisite requirements, provision of access to the Accela system via the Construct API (Application Program Interface), engagement on technical, product delivery and other matters as they arise. The steps are as follows:
1. Consultant is granted access to the Accela back-office systems via the Accela Construct API v3 or later.
 2. Consultant presents a Configuration (based on a test data extraction) to gather detailed information based on fields in the Accela back-office systems and/or the csv/xls file – this is circulated with the Agency Project Team for

comment/direction.

3. Consultant prepares a fully functioning Module following the integration and testing of the data extracted from the Accela system for the Agency Project Team to review.
4. Each Department integration is continually monitored by the Consultant Project team and is further updated based on feedback from the Agency Project Team – this is an iterative process and set out in the project schedule.
5. Each AgencyCounter instance undergoes testing, goes Live and is deemed delivered in Private Release form. Each Department is delivered once complete. The proposed project schedule when agreed between Consultant and the Agency is completed accordingly.
6. Meetings are scheduled for a one-hour period with the project coordinator on a weekly basis to ensure continuity of communication and visibility of the progress to the Agency.

E. FUNCTIONAL REQUIREMENTS. AgencyCounter Application – Standard Edition

1. Personalization. The Agency logo will be included consistently throughout the application located on the top bar.
2. Service Compatibility. The AgencyCounter application is compatible across all standard based web browsers on desktop, tablet, and mobile devices.
3. Data Visualization. The AgencyCounter application functions in a logical workflow and visualization for the public, agency staff and officials. The use of a map element provides Users with context from a location perspective, the map layer is provided as part of the application.

Data is visualized on a web application with the ability to browse a map, filter, and search for records.

Each marker or group of markers on the map is interactive, when clicked on, an information pane appears with record details for that location. The interface is pre-populated with markers based on the user's role, noting locations where records exist.

The status and workflow for each record should be clear for users to quickly understand where in the process the project is.

Users with a profile access certain additional features and data attributes.

4. Search Functions. Users can browse, search, and filter available data based on their Role based on Agency Content and additional derived content.
5. Alerts. The AgencyCounter application enables Users to create a profile using an email address and then design their preference for an alert based on a selected geographic location. Users can amend preferences and unsubscribe without restrictions. Alerts are processed at timed intervals, at a minimum daily, and placed in the applications' Users Activity Center.
6. Activity Center. Inside AgencyCounter application each User logged in has a feature where Notifications from their Alerts are held for review, Saved Searches, and Reports are also held here for convenience.
7. Scorecards. Shortcuts to frequently asked or logical requests for information are

presented as Stats, when clicked on, all records to the resultant Stat are presented. Certain Users can output reports based on these Stats.

- F. EXTENT OF DATA VISUALIZED.** The Data supplied will be for at least 10 years; however, AgencyCounter can show more data than this.
- G. CLOUD HOSTING AND TECHNICAL ASSISTANCE.** AgencyCounter provides an always-on service; support and escalation procedures are documented, tested and available. The data input, visualization and email functionality is managed, hosted and powered by Consultant. Formal instruction sheets for support and escalation are provided prior to the launch of the AgencyCounter platform. Upon product launch, the Agency, through the authorized project manager/point of contact can phone, email or create a ticket in Consultant ticketing system to interact with Consultant executive management or operations team. Feedback is available through the AgencyCounter application for anyone to submit a query. Feedback is diverted to Consultant's ticketing system, then followed up with the user or forwarded to the Agency depending upon the issue. Consultant operational support includes professional support for all customers. Consultant, at any time, can be reached by phone and/or email (raising a support ticket is preferable so requests can be processed in a timely manner). Most issues are dealt with within 24 hours or less if the Consultant is at fault. All other issues, including data or system changes by the Agency are programmed and completed within an agreed and acceptable timeframe.
- H. MAINTENANCE AND SYSTEM OUTAGES.** Consultant provides notification when it is determined that the service is not available during normal working hours. Currently all maintenance of the service are silent, meaning that users are not aware a maintenance is taking place. For system outages (due to third parties, such as AWS (Amazon Web Services)), Consultant notifies the Agency of the issue, and provides guidance on the possible length of time it will affect service.
- I. DATA STORAGE.** Databases are replicated and are backed up daily outside peak times of demand. All data is held at datacenters in the US and is secured, maintained and managed using industry standard best practices.
- J. DELIVERABLES.** The set of AgencyCounter application deliverables are as follows:
1. URL. A web address is required – two are provided, at the following locations: `agencyname.agencycounter.us` (for Integration purposes only) and `agencyname.agencycounter.com` (Production).
 2. Initial Data Extraction. Consultant requires read only access to the Agency data repositories to initiate the project.
Data for each module is downloaded for the agreed period and analyzed to understand workflow, application types, address normalization, etc.
Consultant prepares a staging environment with records visualized and a list of questions presented to the Agency project team. This is an iterative process and Consultant works continuously to deliver on the defined scope with the project team until the application is ready for testing.
Based on successful outcome, the Agency data for a given period is uploaded to the AgencyCounter platform and is deemed to be a "Private Live Release".
 3. Continuing Data Extraction. At a minimum daily, Consultant extracts and updates data from the Agency data repository into the application.

4. AgencyCounter Interface. The interface is made up of the following components, each proprietary to AgencyCounter:
 - i. Design and User Flow
 - ii. Intents and Navigation
 - iii. Map
 - iv. Info Pane
 - v. Alert Management
 - vi. Activity Center
 - vii. Scorecards
 - viii. Sharing
 - ix. Advanced Data Services
5. Key Features.
 - i. The data is visible on the map and color coded in accordance with the agreed status
 - ii. Location markers are clickable and produce an information pane to the left hand side representing the key metadata about records at that specific location
 - iii. Users can search by address as well as local known areas such as Districts etc.
 - iv. Filter functionality is provided to allow users to filter by keyword, record number, date range and type
 - v. Users can view current (instantly) and historical records (when logged in)
6. Filter Tools. Users can filter their search by the following:
 - i. Address
 - ii. Local Area: Neighborhoods, District, Custom (GIS shapes for specific areas to be provided by the Agency)
 - iii. Status (Under Consideration / Decision Made) matched to state of each record
 - iv. Keyword (permissioned)
 - v. Date ranges
 - vi. Record type (tree of different types)
7. User Profile. Users can create and maintain a profile in the AgencyCounter application. The process is simple and only takes a few minutes following the step-by-step wizard. Once details have been entered, an email is sent to the provided email address to validate its authenticity.
8. Alert Notifications. Users can manage their alerts in AgencyCounter where they can amend or delete them. Users who wish to receive alerts must have an authenticated profile (as outlined above) and can do the following:
 - i. Create an alert by choosing a known local area or a selected number of grids overlaid on a geographic area of the Agency
 - ii. Choose the options for each department/module available

K. ACCELA CONSTRUCT API ACCESS. Consultant requires access to the Accela Back Office system to provide service to the Agency. To enable this, Consultant sets out the details on how to setup the Accela Construct API access for AgencyCounter. These steps are typically performed by the Agency's Accela Administrator.

**Exhibit “B”
 COMPENSATION**

This compensation schedule, Exhibit “B”, is hereby incorporated by reference into the Agreement, under Agreement Paragraph 5.

For all services identified in Exhibit “A”, Scope of Service, the Agency agrees to pay, and Consultant agrees to accept as total compensation the following:

A. COSTS. Consultant shall invoice the Agency at the anniversary of each calendar year for all annual fees covering the subsequent year. Agency shall pay the amounts due under each invoice without deducting any taxes that may be applicable to such payments. Agency is responsible for paying any and all withholding, sales, valued added or other taxes, duties, or charges applicable, other than taxes based on the Consultant’s income and taxable property. On the anniversary of each annual term, unless otherwise agreed an increase of 5% is applied to each renewal.

1. One-Time Fees

As per proposal dated March 1st, 2024, and as per additional scopes when agreed in writing throughout the term.

2. Annual Subscription Fees

AgencyCounter Florida Standard Edition	List Price	Daily Rate	Subscription for 2024
Planning	\$25,185		
Building / Permits	\$25,185		
Fire	\$25,185		
Code Enforcement	\$25,185		
Subscription Renewal Fee – Total This is a Population Cap based Subscription			\$38,764

B. EXTRA WORK. Extra work as directed and approved in advance by the Agency will be billed at Consultant’s standard rates for service, which is listed as follows:

Description	Hourly Rate
Project Management, Development, Service and Oversight – Blended Cost	\$249.00

- C. CONSUMED SERVICES.** Consumed services are calculated on a fair use basis. Alerts created by Users are metered by number of Users . A User can create up to two (2) alert notifications based on their selected criteria (by local known area or grid and then by record type – new records). A quota is agreed based on the annual subscription fee, thereafter a charge of \$1 is levied per User per month. The quota for this Agreement is nnnn Active Monthly Alert Users, for the first year, it is unlimited.
- D. PREMIUM FEATURES.** Standard Edition elements provided in AgencyCounter are freely available to Guest, Registered or Internal Users as per the Consultants product feature listing. Premium features and services are made available for a fee to either Users or the Agency – these will be agreed in advance with the Agency.
- E. RATE CARD.** The Consultant provides certain services and features as add-ons, these are detailed and billed as per the Rate Card in force at the time of uptake, such charges, when and where applicable will be notified to the Agency in advance, in writing.
- F. TERMS.** In general, payment terms are NETT 30 Days from date of signing/order/invoice, whichever is earlier. Initial Integration Fees will be billed when works commence following signing of this agreement. Fees for each Department will be issued following Private Release to the Agency or on signing of this Agreement, whichever is earlier.

Exhibit “C” QUALIFICATIONS

These Consultant Qualifications, Exhibit “C”, are incorporated by reference into the Agreement, under Agreement Paragraph 6.

Consultant offers enterprise and public geospatial products designed exclusively for government agencies, based on the electronic records held in most back-office systems, including xls/csv formatted files. The AgencyCounter solution brings life to the data held in public records, presenting it in an easy-to-use format available on any device, every day. Consultant’s solutions included modules for planning applications, and building permit functions, along with other specialist modules for code enforcement, business license, engineering, transportation, fire departments and capital projects.

During 2015, Consultant was acknowledged by its peers for instigating the development of the BLDS standard to address the interoperability of common data systems within Government. The Consultant as a provider of services to government has ranked in the US GovTech 100 since 2016.

EXPERIENCE. Consultant has extensive experience in handling millions of records from a variety of back-office systems and csv format files. The first implementation was integrated over ten years ago and since then Consultant has had a successful working relationship implementing the solution in other agencies throughout the Country.

Consultant is a member of the Accela Partner Program. All work is completed in-house by permanent staff. Consultant does not use subcontractors in the provision of the Application. Consultant has internal knowledge of all aspects of the managing and progressing government operational methods, systems, and reporting methods, much of which is captured in the functionality of the solution that the Agency is looking to have implemented. Consultant has implemented the successful release of similar solutions as the one proposed herein for the following agencies:

- City of Corvallis, OR
- City of Alameda, CA
- City of Missoula, MT
- City of Fremont, CA
- City of Cupertino, CA
- Adams County, CO
- City of Pittsburgh, PA
- City & County of San Francisco

KEY TEAM MEMBERS

Ronan Barrett - CEO

Responsibility: Project Management

Ronan has lead the development of AgencyCounter upgrading the foundation that buildingeye (the product) to address the needs presented by local government, combat the challenges of labor and resource intensive labor, reinforcing the strengths of Agency officials and staff to get easier access to records sitting in back office systems and making it available to a wider audience, internally and to the Citizens and Communities they serve.

CITY OF DELAND, FLORIDA – TECHNOLOGY SERVICE AGREEMENT
AGENCYCOUNTER from buildingeye

As a visionary with multi-faceted experience across a number of industries, he brings to bare a management style that gets things done, in a partnership and collaborative approach. Project management is a key skill to ensure that projects are on time and in budget, delivered as a robust application and services.

and has developed AgencyCounter to address a real need to the frustrations of accessing government information which is labor/time intensive and difficult to find the information you need. He set out to simplify the process for citizens, Agency officials and staff to easily access records sitting in back-office systems.

The original innovation was recognized by the City and County of San Francisco where Buildingeye was successfully selected by Mayor Lee for the City's inaugural Entrepreneurship-in-Residence program which focused on innovation and efficiencies in Government.

Gary Smith, Project Lead
Responsibilities: Internal Client Services

Liaise with project team to deliver to an Agency and their Departments from initial technical engagement through to Application delivery.

Gary is leading the migration of buildingeye to AgencyCounter for Agencies, as well as bringing all new Agency departments. He has led the successful integration of the many product releases in the following cities: San Francisco, Corvallis, Alameda, Fremont, and Cupertino on time and within budget. He has been with the company for over 6 years.

He has over 15 years' experience in the software industry with a deep knowledge and hands-on experience in working with all technical and product matters, including the integration with many governments back-office systems.

**Exhibit “D”
INSURANCE REQUIREMENTS
Professional**

Consultant’s performance of the services under this agreement shall not commence until Consultant shall have obtained all insurance required under this Exhibit and such insurance shall have been reviewed and approved by the Risk Manager. All requirements herein provided shall appear either in the body of the insurance policies or as endorsements and shall specifically bind the insurance carrier.

Consultant shall procure and maintain for the duration of the contract all necessary insurance against claims now and in the future for alleged injuries to persons or damages to property which may arise from or in connection with the performance of the services by the Consultant, the Consultant’s agents, representatives, employees, and subcontractors. Required professional liability insurance shall be maintained at the level specified herein for the duration of this agreement and any extension thereof and for twelve additional months following the agreement termination or expiration.

INSURANCE COVERAGE AND LIMITS RESTRICTIONS

1. It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater.
2. The limits of insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the Agency before the Agency’s own insurance or self-insurance shall be called upon to protect it as a named insured.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage:
 - a. Blanket contractual liability
 - b. Broad form property coverage
 - c. Personal injury
2. Insurance Services Office form covering Automobile Liability, code 1 (any auto).
3. Workers’ Compensation insurance as required by the State of California and Employer’s Liability insurance.
4. Professional Liability insurance
5. Cyber Insurance
6. Such other insurance coverages and limits as may be required by the Agency.

B. MINIMUM LIMITS OF INSURANCE

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage and a \$2,000,000 aggregate. If Commercial General Liability insurance or other form with a general aggregate liability is used, either the general aggregate limit shall apply separately to this agreement or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability:
 - a. Bodily Injury by Accident: \$1,000,000 each accident.
 - b. Bodily Injury by Disease: \$1,000,000 policy limit.
 - c. Bodily Injury by Disease: \$1,000,000 for each employee.
4. Professional Liability insurance: \$2,000,000.
5. Cyber Liability: \$2,000,000

Such other insurance coverages and limits as may be required by the Agency shall be chargeable if a premium increase is determined.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

1. Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
2. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or the Agency.
3. The Agency reserves the right to obtain a full certified copy of any insurance policy and endorsement. Failure to exercise this right shall not constitute a waiver of right to exercise later.

D. ADDITIONAL INSURED REQUIREMENTS

1. The required general liability and automobile policies are to contain, or be endorsed to contain the following provisions:
 - a. the Agency, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects alleged: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees, agents or volunteers.
 - b. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Agency, its officers, officials, employees, agents or volunteers.
 - c. The Consultant's insurance shall apply separately to each insured against whom a claim is made, or suit is brought except with respect to the limits of the insurer's liability.

- d. Consultant shall furnish properly executed Certificates of Insurance from insurance companies acceptable to the Agency and signed copies of the specified endorsements for each policy prior to commencement of work under this agreement. Such documentation shall clearly evidence all coverages required above including specific evidence of separate endorsements naming the Agency and shall provide that such insurance shall not be materially changed, terminated, or allowed to expire except after 30 days prior written notice by certified mail, return receipt requested, has been filed with the Agency Clerk.

Such insurance shall be maintained from the time work first commences until completion of the work under this agreement. Consultant shall replace such certificates for policies expiring prior to completion of work under this agreement.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

F. CROSS-LIABILITY

The Liability policy shall include a cross-liability or severability of interest endorsement.

G. FAILURE TO MAINTAIN INSURANCE COVERAGE

If Consultant, for any reason, fails to maintain insurance coverage, which is required pursuant to this agreement, the same shall be deemed a material breach of contract, the Agency, at its sole option, may terminate this agreement and obtain damages from the Consultant resulting from said breach. Alternatively, the Agency may purchase such required insurance coverage, and with notice to Consultant, the Agency may deduct from sums due to Consultant any premium costs advanced by the Agency for such insurance.

H. PRIMARY AND NON-CONTRIBUTORY

For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the Agency, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Agency, its officers, officials, employees, agents or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

I. SUBCONTRACTORS

Consultant shall require all subconsultants to maintain the same levels of insurance and provide the same indemnity that the Consultant is required to provide under this Agreement. A subconsultant is anyone who is under contract with the Consultant or any of its subconsultants to perform work contemplated by this Agreement. The Consultant shall require all subconsultants to provide evidence of valid insurance and the required endorsements prior to the commencement of any work.

J. SUBROGATION WAIVER

Consultant agrees to waive subrogation rights against the Agency regardless of the applicability of any insurance proceeds, and to require all Consultants,

subcontractors or others involved in any way with the services to do likewise.

K. VERIFICATION OF COVERAGE

Consultant shall furnish the Agency with original endorsements affecting the coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the Agency before the services commence.

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Extension of Independent Auditor Contract with James Moore & Co., P.L.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Audit Contract - FY24-28 Proposed

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

Section 31 of the City Charter requires the City Commission to designate a firm of certified public accountants to perform an independent audit of the City's financial records. On June 16, 2014, the City Commission approved a contract with James Moore & Co., P.L. for a three (3) year term beginning with the fiscal year 2014, with an additional two (2) year extension. Additionally, the approved contract allowed for two additional five (5) year extension periods, September 30, 2019 through 2023, and September 30, 2024 through 2028.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The fees for the audit of the financial statements and related services, including expenses, for each of the fiscal years included in this extension are as follows:

Fiscal Year	Amount
2024	\$67,000 + \$10,000 (CRA's) + \$3,500 single audit (per major program)
2025	\$70,000 + \$10,000 (CRA's) + \$3,500 single audit (per major program)
2026	\$73,000 + \$10,000 (CRA's) + \$3,500 single audit (per major program)
2027	\$76,000 + \$10,000 (CRA's) + \$3,500 single audit (per major program)
2028	\$79,000 + \$10,000 (CRA's) + \$3,500 single audit (per major program)

The amount charged in FY 2023 was \$72,500 (\$64,500 for the city audit and \$8,000 for the CRA audits). The cost of audit services is borne by the General Fund (30%), the Water and Sewer Fund (60%), the Airport Fund (5%), the Permits & Inspection fund (5%), the Downtown CRA (\$5,000), and the Springhill CRA (\$5,000). The single audit changes from year to year depending on the level of federal and state grant awards

received in any given year. Audit expenses are appropriately budgeted in the FY 2024 budget according to the allocations listed above.

RECOMMENDATION:

It is recommended the City Commission approve the extension of the independent auditor contract with James Moore & Co., P.L. for a term of five (5) years beginning with the fiscal year ended September 30, 2024 based on the attached proposal dated April 16, 2024 and authorize the Mayor and City Manager to execute the attached engagement letter.

BACKGROUND/DISCUSSION:

James Moore & Co., P.L. has performed the annual independent audit of the City for the last ten (10) years at the following costs:

Fiscal Year	Audit Services Costs	Fiscal Year	Audit Services Costs
2014	\$59,300	2019	\$62,300
2015	\$59,300	2020	\$62,300
2016	\$59,300	2021	\$62,300 + \$8,000 CRA's
2017	\$60,800	2022	\$63,400 + \$8,000 CRA's
2018	\$62,300	2023	\$64,500 + \$8,000 CRA's

This is the last five-year renewal allowed under the current audit contract before we will be required to rebid our audit services. The contract allows the City to terminate the contract at any time for any reason with 60 days notice. As such, if the City wanted to put the audit back out for bid earlier than five years from now, the City has the option to do so.

April 16, 2024

To the Honorable Mayor and City Commissioners,
City of DeLand, Florida:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of DeLand, Florida (the City) as of September 30, 2024, 2025, 2026, 2027, and 2028, and for the years then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In addition, if applicable, we will audit the City's compliance over major federal award programs and major state projects for the years ended September 30, 2024, 2025, 2026, 2027, and 2028. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs and major state projects.

The objectives of our audit of the financial statements 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 auditing standards generally accepted in the United States of America (GAAS), and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and 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.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the City complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis (MD&A) or budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, 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. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Pension and OPEB schedules (as applicable)

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with GAAS. We intend to provide an opinion on whether the following supplementary information is presented fairly in all material respects in relation to the basic financial statements as a whole:

1. Nonmajor fund combining schedules
2. Budgetary comparison schedules
3. Schedule of expenditures of federal awards and state financial assistance (if applicable)

Also, the document we submit to you will include the following other additional information which will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Introductory section
2. Statistical section

Data Collection Form

If applicable, prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility, if the Data Collection Form is applicable. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form, if applicable, is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America (if applicable); the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards* (Uniform Guidance) (if applicable); Section 215.97, Florida Statutes, *Florida Single Audit Act* (if applicable), and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General (if applicable). As part of an audit of financial statements in accordance with GAAS, and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. 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 controls.

- Obtain an understanding of the system of internal control 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 City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- 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, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General upon completion of our audit.

Reporting on Key Audit Matters

Management has not requested that we communicate key audit matters in our auditors' report for this fiscal year.

Significant Risks Identified

We have identified the following preliminary significant risks of material misstatement as part of our audit planning, which are being communicated 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 final communication of significant risks identified will take place upon completion of our audit.

Audit(s) of Major Program and/or Major Project Compliance

If applicable, our audit(s) of the City's major federal award program(s) and/or state project(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General; and will include tests of accounting records, a determination of major programs and/or projects in accordance with the Uniform Guidance, Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, and other procedures we consider necessary to enable us to express such an opinion on major federal award program and/or major state project compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the City's compliance based on the audit. 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, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of the federal programs as a whole.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the City's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the City's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major state projects, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the City's compliance based on the audit. 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, Government Auditing Standards, and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of the state projects as a whole.

Our procedures will consist of tests of transactions and other applicable procedures described in the State of Florida State Projects Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major state projects, and performing such other procedures as we consider necessary in the circumstances. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major state projects in our report on compliance issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

Also, as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we will obtain an understanding of the City's internal control over compliance relevant to the audit in order to design and perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state project. Our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

As part of a compliance audit in accordance with GAAS, and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the City's major federal award programs and/or major state projects, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system 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;

3. For identifying, in its accounts, all federal awards received and state financial assistance expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards and/or state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance (if applicable) and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requirements (if applicable);
6. For the design, implementation, and maintenance of internal control over federal awards, state financial assistance, and compliance;
7. For establishing and maintaining effective internal control over federal awards and state financial assistance that provides reasonable assurance that the City is managing federal awards and state projects in compliance with federal and state statutes, regulations, and the terms and conditions of the federal awards and state financial assistance;
8. For identifying and ensuring that the City complies with federal laws and state statutes, regulations, and the terms and conditions of federal award programs and state financial assistance projects and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and state financial assistance projects;
9. For disclosing accurately, currently, and completely the financial results of each federal award and major state project in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, and relevant to federal award programs and state financial assistance projects, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the City and others from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

20. For informing us of any known or suspected fraud affecting the City involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information;
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter; and
24. For identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants.
25. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Additional Examination Engagements

You have requested that we examine the City's compliance for the fiscal years ended September 30, 2024, 2025, 2026, 2027, and 2028, with the following statutes (collectively, "the Statutes"):

- Section 218.415, Florida Statutes, *Local Government Investment Policies*

We are pleased to confirm our acceptance and our understanding of this direct examination engagement by means of this letter. Our examination will be conducted with the objective of obtaining reasonable assurance by evaluating whether the City complied in all material respects with the Statutes and performing other procedures to obtain sufficient appropriate evidence to express an opinion in a written practitioner's report that conveys the results of our evaluation.

Practitioner Responsibilities

We will conduct our examination in accordance with the attestation standards established by the AICPA. An examination involves performing procedures to obtain attest evidence about whether the City complied with the Statutes, in all material respects. An examination involves performing procedures to obtain evidence about the City's compliance with the Statutes. The nature, timing, and extent of procedures selected depend on the practitioner's judgment, including the assessment of the risks of material misstatement of the underlying subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. However, we will inform you of any material noncompliance with laws or regulations, uncorrected

misstatements, fraud, and when relevant to the underlying subject matter or subject matter information, internal control deficiencies that comes to our attention, unless clearly inconsequential.

Management Responsibilities

Our examination will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For ensuring the City complies with the Statutes;
2. For the design, implementation, and maintenance of internal control to prevent, or detect and correct, misstatement of or noncompliance with the Statutes, due to fraud or error;
3. For selecting the criteria for the evaluation of the City's compliance with the Statutes;
4. Determining that such criteria are suitable, will be available to the intended users, and are appropriate for the purpose of the engagement; and
5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to compliance with the Statutes, such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
 - b. Additional information that we may request from management for the purpose of the examination; and
 - c. Unrestricted access to persons within the City from whom we determine it necessary to obtain attest evidence.

As part of our examination process, we will request from you written confirmation concerning representations made to us in connection with the examination.

Reporting

We will issue a written report upon completion of our examination of the City's compliance with the Statutes. Our report will be addressed to the governing body. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Nonattest Services

We will perform the following nonattest services: preparation of financial statements, preparation of schedule of expenditures of federal awards and state financial assistance and data collection form (if applicable). With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities. The City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Dan Stauffer, Finance Director) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, establishing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm may advise the City with regard to different matters, but the City must make all decisions with regard to those matters.

Any nonattest services performed by us do not constitute an audit performed in accordance with *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents or support for any other transactions we select for testing.

We do not host, are not the custodian of, and accept no responsibility for your financial and non-financial data. You acknowledge that you have sole responsibility for the storage and preservation of your financial and non-financial data.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditors' report to the date the financial statements are issued.

Zach Chalifour is the service leader for the audit services specified in this letter. The service leader's responsibilities include supervising the services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the reports.

Our fees for the audit of the financial statements and related services, including expenses, for each of the fiscal years included in this engagement are as follows:

Year Ending September 30,	City Audit Fee	Downtown CRA Audit Fee	Spring Hill CRA Audit Fee	Single Audit Fee (per major program)
2024	\$67,000	\$5,000	\$5,000	\$3,500
2025	\$70,000	\$5,000	\$5,000	\$3,500
2026	\$73,000	\$5,000	\$5,000	\$3,500
2027	\$76,000	\$5,000	\$5,000	\$3,500
2028	\$79,000	\$5,000	\$5,000	\$3,500

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the City's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance may result in an increase of our fees.

We will not increase the fee over the agreed amount as long as the scope of the audit is consistent with the scope outlined in the Request for Proposal. The City is not completely in control of the scope of work for future years. Significant required changes may be mandated by federal, state, other regulatory agencies or accounting and auditing standards boards or by significant staff changes within the City. For these reasons, if the scope of the audit changes significantly from the scope outlined in the RFP, we would present for approval, prior to commencing work, why an adjustment in fee is warranted.

This engagement may be terminated by either party for noncompliance with the terms as noted in this engagement letter. The parties will provide 60 days' notice of their intention to terminate the engagement. Upon completion of this engagement with the audit for the year ended September 30, 2028, a new engagements can be entered into for an additional five-year period, at the option of both parties. Any such engagements will be evidenced by a new engagement letter.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

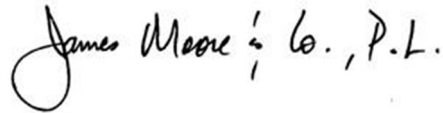
The audit documentation for this engagement is the property of James Moore & Co., P.L. and constitutes confidential information. However, we may be requested to make certain audit documentation available to a grantor or their designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by laws or regulation, or to peer reviews. If requested, access to such audit documentation will be provided under the supervision of James Moore & Co., P.L. personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the normal course of business, we use the services of third-parties and individual contractors, which are not employees of James Moore & Co., P.L. Those services are performed at various levels and in various aspects our engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement we may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require us to handle confidential information and we expects third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, we require those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Your acceptance of this arrangement acknowledges and accepts our handling of confidential information including access by third-party and individual service providers.

City of DeLand, Florida
April 16, 2024
Page 11

We appreciate the opportunity to be of service to the City of DeLand, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive style with a large, stylized initial "J".

JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of the City of DeLand, Florida.

By _____

Title _____

Date _____

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Award of Bid for Lift Station 79 Rehabilitation.

DEPARTMENT: Utilities

PREPARED BY: Jim Ailes, Deputy Public Serv. Director/Utilities Director

ATTACHMENTS: B2408Tabulation, Recommendation of Award LS #79

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

On August 21, 2023, the City Commission authorized Mead & Hunt to plan for the design and replacement of Master Lift Station 79 on Orange Camp Rd. The plans and specification were completed and the project put out to bid recently. Bids were opened on May 9, 2024 for this project.

This project will provide services to oversee the demo/ bypass pumping, new pumps, piping, electrical panels, generator, and backup diesel pump system, driveway replacement, and associated fencing and landscaping at the site. The station continues to experience issues with the suction piping and settling of the current lift station and staff has been able to keep it operational.

Funds for the construction have been budgeted in the Utility Enterprise fund for this current fiscal year. The project was advertised for bid via the local newspaper and the internet-based Demand Star System. Bids were received from six firms and the results are presented in the attached bid tabulation.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government.

SUSTAINABILITY:

Facilities and Infrastructure.

FISCAL IMPACT:

A total of \$2,122,169.00 was included in the FY 23-24 fiscal year budget for this project. Award to the lowest bidder, US Water Services Corporation, will result in an obligation of \$1,451,659.00. Bid documents for this project require that the Contractor supply all materials needed for this job, except the generator that was purchased by the city and will be provided to the contractor for install. Funds are currently available in the Utility Enterprise Account for this project to cover this expense.

RECOMMENDATION:

Staff recommends that the City Commission award the Lift Station 79 Replacement project to US Water Services Corporation in the amount of \$1,451,659.00.

BACKGROUND/DISCUSSION:

This project will replace and upgrade the station on Orange Camp Road that experienced a major emergency

issue last year and had to be bypassed while lines were replaced. It is critical to the proper operation of the southern section of the DeLand Utility Service area sewer system.

**B-24-08 BID TABULATION
LIFT STATION #79 REHABILITATION**

ITEM #	DESCRIPTION	QTY.	UNIT	Carr & Collier Inc.		Danus Utilities, Inc.		Ferreira Construction Co., Inc.		Prime Construction Group, Inc.		SanPik Inc		US Water Services Corp	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$190,000.00	\$190,000.00	\$76,000.00	\$76,000.00	\$503,010.00	\$503,010.00	\$195,000.00	\$195,000.00	\$135,000.00	\$135,000.00	\$50,002.00	\$50,002.00
2	Erosion & Sediment Control	1	LS	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$3,620.00	\$3,620.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$23,776.00	\$23,776.00
3	Pre-construction Video	1	LS	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$2,254.00	\$2,254.00
4	Field Locate & Expose Existing Utilities	1	LS	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$2,620.00	\$2,620.00	\$7,500.00	\$7,500.00	\$3,000.00	\$3,000.00	\$14,109.00	\$14,109.00
5	Demolition of Existing Can & Vault Box	1	LS	\$100,000.00	\$100,000.00	\$125,000.00	\$125,000.00	\$57,100.00	\$57,100.00	\$99,000.00	\$99,000.00	\$88,000.00	\$88,000.00	\$33,480.00	\$33,480.00
6	10" Forcemain Relocation & Saddle Manhole	1	LS	\$75,000.00	\$75,000.00	\$180,000.00	\$180,000.00	\$149,000.00	\$149,000.00	\$118,500.00	\$118,500.00	\$80,000.00	\$80,000.00	\$87,275.00	\$87,275.00
7	Bypass Pumping	1	LS	\$130,000.00	\$130,000.00	\$40,000.00	\$40,000.00	\$136,202.00	\$136,202.00	\$257,200.00	\$257,200.00	\$115,000.00	\$115,000.00	\$29,070.00	\$29,070.00
8	Complete Lift Station Repair	1	LS	\$1,060,115.00	\$1,060,115.00	\$640,750.00	\$640,750.00	\$536,480.00	\$536,480.00	\$974,000.00	\$974,000.00	\$930,000.00	\$930,000.00	\$572,970.00	\$572,970.00
9	Electrical	1	LS	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$146,450.00	\$146,450.00	\$174,100.00	\$174,100.00	\$73,800.00	\$73,800.00	\$255,628.00	\$255,628.00
10	Pigging Station & Valves	1	LS	\$20,000.00	\$20,000.00	\$75,000.00	\$75,000.00	\$21,850.00	\$21,850.00	\$22,200.00	\$22,200.00	\$27,600.00	\$27,600.00	\$71,537.00	\$71,537.00
11	DIP Fittings (Add or Delete)	0.5	TN	\$500.00	\$250.00	\$27,000.00	\$13,500.00	\$1,000.00	\$500.00	\$9,500.00	\$4,750.00	\$23,250.00	\$11,625.00	\$15,060.00	\$7,530.00
12	Complete Skid Mount Bypass pump w/ Conc. Slab, Suction, & Discharge Piping	1	LS	\$125,000.00	\$125,000.00	\$175,000.00	\$175,000.00	\$143,660.00	\$143,660.00	\$119,550.00	\$119,550.00	\$159,715.00	\$159,715.00	\$221,566.00	\$221,566.00
13	Permit Allowance	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
14	As-Built Plans	1	LS	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$6,615.00	\$6,615.00	\$6,500.00	\$6,500.00	\$12,500.00	\$12,500.00	\$28,420.00	\$28,420.00
15	Driveway (6" Thick)	50	SY	\$100.00	\$5,000.00	\$165.00	\$8,250.00	\$191.00	\$9,550.00	\$175.00	\$8,750.00	\$125.00	\$6,250.00	\$318.00	\$15,900.00
16	Chainlink Fencing & Manual Gate	220	LF	\$50.00	\$11,000.00	\$55.00	\$12,100.00	\$88.00	\$19,360.00	\$60.00	\$13,200.00	\$50.00	\$11,000.00	\$61.00	\$13,420.00
17	Sidewalk (4" Thick)	35	SY	\$81.00	\$2,835.00	\$100.00	\$3,500.00	\$122.00	\$4,270.00	\$150.00	\$5,250.00	\$95.00	\$3,325.00	\$252.00	\$8,820.00
18	Sod	200	SY	\$5.00	\$1,000.00	\$45.00	\$9,000.00	\$19.60	\$3,920.00	\$5.00	\$1,000.00	\$10.00	\$2,000.00	\$29.48	\$5,896.00
BID TOTAL				\$1,905,700.00		\$1,543,100.00		\$1,757,207.00		\$1,983,000.00		\$1,672,315.00		\$1,451,659.00	

*Note: All bids are subject to review and tabulation is not final.



May 15, 2024

James V. Ailes
Deputy Public Services/Utilities Director
City of DeLand
1101 S. Amelia Ave.
DeLand, FL, 32724

Email: Ailesj@deland.org
Hard Copy Mailed Only on Request

**RE: LS #79 REHABILITATION
BID NO. 24-08**

Dear Jim,

The City received six (6) bids on the above referenced project on May 9, 2024. U.S. Water Services Corporation, of New Port Richey, Florida was the low bidder with a bid totaling \$1,451,659.00 (bid tabulation attached).

We have verified that U.S. Water Services Corporation has submitted their bid with all the required bid documents included. Their license is in good standing and has no active complaints.

We have worked with U.S. Water Services Corporation on numerous projects of a similar nature in the past. Therefore, we recommend that the City award this project, in its entirety, to U.S. Water Services Corporation in the total amount of \$1,451,659.00.

Do not hesitate to contact the office if you have questions. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad T. Blais".

Brad T. Blais, P.E.
Vice President/Client Manager

BTB:bf

Attachment: Bid Tabulation

CITY OF DELAND
LIFT STATION #79 REHABILITATION
BID# 24-08
BID TABULATION

				U.S. WATER SERVICES CORPORATION New Port Richey, FL		DANUS UTILITIES, INC. Sanford, FL		SANPIK, INC. Lake Mary, FL		FERREIRA CONSTRUCTION CO., INC. Jacksonville, FL		CARR & COLLIER, INC. Leesburg, FL		PRIME CONSTRUCTION GROUP, INC. Orlando, FL	
ITEM #	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization	1	LS	\$ 50,002.00	\$ 50,002.00	\$ 76,000.00	\$ 76,000.00	\$ 135,000.00	\$ 135,000.00	\$ -	\$ -	\$ 190,000.00	\$ 190,000.00	\$195,000.00	\$ 195,000.00
2	Erosion and Sediment Control	1	LS	\$ 23,776.00	\$ 23,776.00	\$ 5,500.00	\$ 5,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,620.00	\$ 3,620.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3	Pre-construction Video	1	LS	\$ 2,254.00	\$ 2,254.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
4	Field Locate and Expose Exisitng Utilities	1	LS	\$ 14,109.00	\$ 14,109.00	\$ 7,500.00	\$ 7,500.00	\$ 3,000.00	\$ 3,000.00	\$ 2,620.00	\$ 2,620.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00
5	Demolition / Disposal	1	LS	\$ 33,480.00	\$ 33,480.00	\$ 125,000.00	\$ 125,000.00	\$ 88,000.00	\$ 88,000.00	\$ 57,100.00	\$ 57,100.00	\$ 100,000.00	\$ 100,000.00	\$ 59,000.00	\$ 59,000.00
6	10" Forcemain Relocation & Saddle Manhole	1	LS	\$ 87,275.00	\$ 87,275.00	\$ 180,000.00	\$ 180,000.00	\$ 80,000.00	\$ 80,000.00	\$ 149,000.00	\$ 149,000.00	\$ 75,000.00	\$ 75,000.00	\$118,500.00	\$ 118,500.00
7	Bypass Pumping	1	LS	\$ 29,076.00	\$ 29,076.00	\$ 40,000.00	\$ 40,000.00	\$ 115,000.00	\$ 115,000.00	\$ 136,202.00	\$ 136,202.00	\$ 130,000.00	\$ 130,000.00	\$257,200.00	\$ 257,200.00
8	Complete Lift Station Rehab	1	LS	\$ 572,970.00	\$ 572,970.00	\$ 640,750.00	\$ 640,750.00	\$ 930,000.00	\$ 930,000.00	\$ 536,480.00	\$ 536,480.00	\$ 1,060,115.00	\$ 1,060,115.00	\$974,000.00	\$ 974,000.00
9	Electrical	1	LS	\$ 255,628.00	\$ 255,628.00	\$ 150,000.00	\$ 150,000.00	\$ 73,800.00	\$ 73,800.00	\$ 146,450.00	\$ 146,450.00	\$ 150,000.00	\$ 150,000.00	\$174,100.00	\$ 174,100.00
10	Pigging Station & Valves	1	LS	\$ 71,537.00	\$ 71,537.00	\$ 75,000.00	\$ 75,000.00	\$ 27,600.00	\$ 27,600.00	\$ 21,850.00	\$ 21,850.00	\$ 20,000.00	\$ 20,000.00	\$ 22,200.00	\$ 22,200.00
11	DIP Fittings (Add or Delete)	0.5	TN	\$ 15,060.00	\$ 7,530.00	\$ 27,000.00	\$ 13,500.00	\$ 23,250.00	\$ 11,625.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 9,500.00	\$ 4,750.00
12	Complete Skid Mount Emergency Bypass Pump w/ Conc. Slab, Suction & Discharge Piping	1	LS	\$ 221,566.00	\$ 221,566.00	\$ 175,000.00	\$ 175,000.00	\$ 159,715.00	\$ 159,715.00	\$ 143,660.00	\$ 143,660.00	\$ 125,000.00	\$ 125,000.00	\$119,550.00	\$ 119,550.00
13	Permit Allowance	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
14	As-Built Plans	1	LS	\$ 28,420.00	\$ 28,420.00	\$ 10,000.00	\$ 10,000.00	\$ 12,500.00	\$ 12,500.00	\$ 6,615.00	\$ 6,615.00	\$ 2,500.00	\$ 2,500.00	\$ 6,500.00	\$ 6,500.00
15	Driveway (6" Thick)	50	SY	\$ 318.00	\$ 15,900.00	\$ 165.00	\$ 8,250.00	\$ 125.00	\$ 6,250.00	\$ 191.00	\$ 9,550.00	\$ 100.00	\$ 5,000.00	\$ 175.00	\$ 8,750.00
16	Chainlink Fencing & Manual Gate	220	LF	\$ 61.00	\$ 13,420.00	\$ 55.00	\$ 12,100.00	\$ 50.00	\$ 11,000.00	\$ 88.00	\$ 19,360.00	\$ 50.00	\$ 11,000.00	\$ 60.00	\$ 13,200.00
17	Sidewalk (4" Thick)	35	SY	\$ 252.00	\$ 8,820.00	\$ 100.00	\$ 3,500.00	\$ 95.00	\$ 3,325.00	\$ 122.00	\$ 4,270.00	\$ 81.00	\$ 2,835.00	\$ 150.00	\$ 5,250.00
18	Sod	200	SY	\$ 29.48	\$ 5,896.00	\$ 45.00	\$ 9,000.00	\$ 10.00	\$ 2,000.00	\$ 19.60	\$ 3,920.00	\$ 5.00	\$ 1,000.00	\$ 5.00	\$ 1,000.00
TOTAL BASE BID					\$ 1,451,659.00		\$ 1,543,100.00		\$ 1,672,315.00		\$ 1,254,197.00		\$ 1,905,700.00		\$ 1,983,000.00

Notes:
Ferreira Construction did not calculate their bid item prices correctly; they also did not include a price for Item 1, Mobilization.

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Change Order No.1, HP Communications for Additional Fiber Replacement Work.

DEPARTMENT: Information Technology

PREPARED BY: Alberto Cirelli, Programmer Analyst

ATTACHMENTS: Change Order No.1, Original Fiber RCA, Fiber Costs Memo, QTE - DELAND PUBLIC SERVICE NEW UG R1, QTE - DELAND PUBLIC SERVICE FUEL PUMPS ADDITIONAL SOW, QTE - PD RISER POLE ADD SOW, QTE - PLACE NEW 48 CT CABLE FROM EXISTING MH TO UAB SECOND FLOOR MPOE - R1, QTE - 48 CT FIBER REPLACEMENT FROM LEMON ROOM TO PARKS AND REC BLDG.

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

The Commission approved the award of RFP-24-01 to HP Communications for the total amount of \$169,610.40 with \$20,000 extended fiber to the new Utility Administration Building. After the bid, staff determined that we needed to replace the conduit at Public Works and required a new box for the Public Works fuel pump. As a result, staff is requesting approval of a change order in the amount of \$10,389.60 for this additional work.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government.

SUSTAINABILITY:

To maintain connectivity of the network between City infrastructure.

FISCAL IMPACT:

This item has a total fiscal impact of \$200,000. The original approval for the Fiber Replacement was \$189,610.40 with the balance of \$86,610.40 being funded from Capital Reserves. The additional \$10,389.60 can be funded from the Capital Reserves and will be included in a future budget amendment presented to the City Commission for approval.

RECOMMENDATION:

Staff recommends that the City Commission approves this Change Order for an additional \$10,389.60.

BACKGROUND/DISCUSSION:

By replacing our existing fiber, this will have new shielding for protection as well as set the infrastructure in place for additional connections between buildings for the future, including the additional connection needed when the new UAB construction is complete.

CHANGE ORDER NO. 1

Date: June 3, 2024
Project: Fiber Project
Contractor: HP Communications
Description: Additional fiberoptic work required for the Utility Administration Building.

ADJUSTED SCHEDULE OF CONTRACT COSTS

Original Contract Amount.....\$189,641.40
This Change Order No. 1.....\$10,389.60
Adjusted Contract Cost.....\$200,000.00

IT DIRECTOR CERTIFICATION:

I hereby certify that, in my considered professional opinion, the prices quoted are fair and reasonable and in proper ratio to the cost of the original work contracted for under competitive bidding.

Alberto Cirelli
Alberto Cirelli
Director of Information Technology

05/28/2024
Date

Contractor:

Robby Allen
Robby Allen
Florida Area Manager – HP Communications

05/28/2024
Date

CITY OF DELAND, FLORIDA

Christopher M. Cloudman
Mayor - Commissioner

Date

ATTEST:

Julie Hennessy
City Clerk

Date

Change Order Fiber

Created:	05/28/2024
Status:	Signed
Transaction ID:	da8e06f0-1022-4df4-9b43-995b54529343

"Change Order Fiber" history

-  Jessica Gray created the document.
05/28/2024 2:05:35 PM GMT - IP address 97.68.134.2:54357
-  Document was emailed to Robby Allen
05/28/2024 2:05:36 PM GMT
-  Document was emailed to Alberto Cirelli
05/28/2024 2:05:36 PM GMT
-  Alberto Cirelli signed the document.
05/28/2024 2:07:19 PM GMT - IP address 97.68.134.2:50318
-  Robby Allen signed the document.
05/28/2024 5:16:11 PM GMT - IP address 12.175.38.194:51341
-  Document was successfully signed and filed
05/28/2024 5:16:12 PM GMT

CITY OF DELAND
Request for Commission Action
February 19, 2024

SUBJECT: Consideration re Award of Bid, Fiber Replacement- RFP-24-01.

DEPARTMENT: Information Technology

PREPARED BY: Greg Whidden, IT Director

ATTACHMENTS: RFP-24-01 Final, RFP-24-01 Final Ranking, HP Communications, New Underground Engineering and Construction at Hubbard and S Florida Ave Proposal, Option 1 6 CT MM Cable Replacement (Public Serv. Bldg to Fuel Pumps) Proposal, Option 3 24 Ct Fiber Optic Cable Replacement (Police Station to City Hall) Proposal

APPROVED BY: Michael Pleus, City Manager, February 15, 2024

SUMMARY/HIGHLIGHT:

Our current fiber between main buildings City Hall, PD, WaterPlant, PR Admin, Chisholm, Sanborn and PS complex is 17 years old. We have used all fiber connections currently available. We solicited RFPs to replace our old fiber with new while expanding the number of fibers to increase our capabilities.

On October 24, 2023, the subject project was advertised via the internet based Demandstar and VendorLink, and the local newspaper. Proposals were received on December 14, 2023, from Bore Tech Utilities & Maintenance, HP Communications, Inc. and Unitech Inc. contractors and the results are presented in the attached bid tabulation.

The confirmed low proposal is HP Communications, Inc., of Corona, California, for the total amount of \$169,610.40. The low proposer has demonstrated that they have the necessary experience and ability to perform and deliver the requirements specified in the bidding documents. This includes option 1 to run fiber from Public Works to fuel pumps and Option 3 to replace cables between City Hall and Police. Additionally, staff is asking that the Commission authorize \$20,000 to extend fiber to the new Utility Administration Building.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government.

SUSTAINABILITY:

To maintain connectivity of the network between City infrastructure.

FISCAL IMPACT:

This item has a total fiscal impact of \$189,610.40 to include Options 1 & 3, plus \$20,000 in contingency for the new Utility Administration Building. The total budgeted amount for the Fiber Replacement is \$103,000.00. The balance of \$86,610.40 can be funded from Capital Reserves.

RECOMMENDATION:

Staff recommends that the City Commission award the Fiber Replacement RFP No. 24-01 to HP Communications, Inc. for the amount \$169,610.40 with \$20,000 contingency for a total of \$189,610.40.

BACKGROUND/DISCUSSION:

By replacing our existing fiber, this will have new shielding for protection as well as set the infrastructure in place for additional connections between buildings for the future, including the additional connection needed when the new UAB construction is complete.



Memorandum

To: City Commission

From: Alberto Cirelli

Date: 5/24/2024

RE: Fiber Costs

The city of DeLand is replacing their optical fiber between city sites. During this project, it has been discovered that we require additional work to accomplish this project. The conduit inside the PW facility needs to be replaced. The total funds required are listed below.

Work	Cost
Original	\$169,610.40
Lemon Room	\$ 6,109.40
UAB Work	\$ 7,989.60
PD Pedestal	\$ 3,375.00
PS Conduit	\$ 6,910.00
PS Conduit New	\$ 3,100.00
Fuel Pump Box	\$ 2,905.60
Total	\$200,000.00



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DELAND
FLORIDA —...

“The High Performance Team”

***DELAND PUBLIC SERVICE
NEW UG R1***

PROPOSAL

CONFIDENTIAL



HP Communications, Inc.

"United We Stand"

May 24, 2024

Alberto Cirelli
120 S. Florida Ave.
DeLand, FL 32720

RE: DELAND PUBLIC SERVICE NEW UG R1

Alberto:

Thank you for providing HP Communications the opportunity to submit a quote for the above referenced project. Based on the information provided and our experience with projects similar in scope, we are pleased to present you with this proposal. HP Communications will provide labor and equipment to complete the following:

SCOPE OF WORK				
Description	Qty	U.O.M	Price	Extension
Bore (Included: Supply And Pulling Back 1 Conduit 2" + Mule Tape)	360	FT	\$14.75	\$5,310.00
Handhole 17"X30" (Included: Vault Supply, Vault Installation And Gravel Supply)	1	EA	\$550.00	\$550.00
Mobilization	1	EA	\$4,000.00	\$4,000.00
Total				\$9,860.00

Terms:

- **Net 30 days from date of invoice. 2% late fee per month for payments past 30 days.**
- **Price includes all applicable sales tax.**
- **Price quote is valid for 30 Days.**

Again, thank you for the opportunity and we hope that this proposal meets with your approval. We at HP Communications take pride in our efforts to develop partnerships with our customers. We're not just satisfied with completing a job; we will help design and build the best system to suit our customers' needs.

If you have any questions, please feel free to contact me at (951) 609-5267

Sincerely,

Robby Allen
Florida Area Manager
HP Communications Inc.
Robby.Allen@hpcomminc.com



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DELAND
FLORIDA —...

“The High Performance Team”

***DELAND PUBLIC SERVICE FUEL PUMPS
ADDITIONAL SOW
PROPOSAL***

CONFIDENTIAL



HP Communications, Inc.

"United We Stand"

May 24, 2024

Alberto Cirelli
120 S. Florida Ave.
DeLand, FL 32720

RE: DELAND PUBLIC SERVICE FUEL PUMPS ADDITIONAL SOW

Alberto:

Thank you for providing HP Communications the opportunity to submit a quote for the above referenced project. Based on the information provided and our experience with projects similar in scope, we are pleased to present you with this proposal. HP Communications will provide labor and equipment to complete the following:

SCOPE OF WORK				
Description	Qty	U.O.M	Price	Extension
Place/Mount New Nema Rate Box	1	EA	\$750.00	\$750.00
Place New Patch Panel in Nema Box	1	EA	\$250.00	\$250.00
Nema Box	1	EA	\$300.00	\$300.00
Wall Mount Patch Panel	1	EA	\$145.00	\$145.00
Splice Cassette	2	EA	\$500.00	\$1,000.00
Total				\$2,445.00

Terms:

- *Net 30 days from date of invoice. 2% late fee per month for payments past 30 days.*
- *Price includes all applicable sales tax.*
- *Price quote is valid for 30 Days.*

Again, thank you for the opportunity and we hope that this proposal meets with your approval. We at HP Communications take pride in our efforts to develop partnerships with our customers. We're not just satisfied with completing a job; we will help design and build the best system to suit our customers' needs.

If you have any questions, please feel free to contact me at (951) 609-5267

Sincerely,

Robby Allen
Florida Area Manager
HP Communications Inc.
Robby.Allen@hpcomminc.com



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DELAND
FLORIDA —...

“The High Performance Team”

PD RISER POLE ADD. SOW

PROPOSAL

CONFIDENTIAL



HP Communications, Inc.

"United We Stand"

May 8, 2024

City Of Deland
120 S. Florida Ave.
DeLand, FL 32720

RE: PD RISER POLE ADD. SOW

Alberto:

Thank you for providing HP Communications the opportunity to submit a quote for the above referenced project. Based on the information provided and our experience with projects similar in scope, we are pleased to present you with this proposal. HP Communications will provide labor and equipment to complete the following:

SCOPE OF WORK				
Description	Qty	U.O.M	Price	Extension
Dig Up And Expose Existing Conduits At Police Department Riser Pole	1	LS	\$1,800.00	\$1,800.00
Place New Pedestal Over Existing Conduits	1	LS	\$750.00	\$750.00
Pedestal	1	LS	\$825.00	\$825.00
Total				\$3,375.00

Terms:

- *Net 30 days from date of invoice. 2% late fee per month for payments past 30 days.*
- *Price includes all applicable sales tax.*
- *Price quote is valid for 30 Days.*

Again, thank you for the opportunity and we hope that this proposal meets with your approval. We at HP Communications take pride in our efforts to develop partnerships with our customers. We're not just satisfied with completing a job; we will help design and build the best system to suit our customers' needs.

If you have any questions, please feel free to contact me at (951) 609-5267

Sincerely,

Robby Allen
Florida Area Manager
HP Communications Inc.
Robby.Allen@hpcomminc.com



&



DELAND
FLORIDA —...

“The High Performance Team”

***PLACE NEW 48 CT CABLE FROM
EXISTING MH TO UAB SECOND FLOOR MPOE R1***

PROPOSAL

CONFIDENTIAL



HP Communications, Inc.

"United We Stand"

April 24, 2024

Greg Whidden
120 S. Florida Ave.
DeLand, FL 32720

RE: PLACE NEW 48 CT CABLE FROM EXISTING MH TO UAB SECOND FLOOR MPOE R1

Greg:

Thank you for providing HP Communications the opportunity to submit a quote for the above referenced project. Based on the information provided and our experience with projects similar in scope, we are pleased to present you with this proposal. HP Communications will provide labor and equipment to complete the following:

SCOPE OF WORK				
Description	Qty	U.O.M	Price	Extension
Place New 48 Ct Cable (From Existing MH To UAB Second Floor MPOE)	1	LS	\$1,500.00	\$1,500.00
Site Survey / Cut Sheet Creation	1	HR	\$250.00	\$250.00
Prep And Install CCH-04U	1	EA	\$1,000.00	\$1,000.00
Terminate Fiber Optic Cable – Fusion Splice In Pigtail Cassette	24	EA	\$45.75	\$1,098.00
Test Uni-Terminated Fiber Optic Cable – Uni-Directional OTDR	24	EA	\$17.15	\$411.60
Test Bi-Terminated Fiber Optic Cable – Bi-Directional Optical Power Meter / ORDR	24	EA	\$25.75	\$618.00
Final Documentation	1	EA	\$250.00	\$250.00
Rack Mount Panel And Splice Cassette – Material	1	EA	\$2,800.00	\$2,800.00
Splice Sleeves – Material	24	EA	\$0.50	\$12.00
Miscellaneous Materials	1	LS	\$50.00	\$50.00
Total				\$7,989.60

Terms:

- **Net 30 days from date of invoice. 2% late fee per month for payments past 30 days.**
- **Price includes all applicable sales tax.**
- **Price quote is valid for 30 Days.**

Again, thank you for the opportunity and we hope that this proposal meets with your approval. We at HP Communications take pride in our efforts to develop partnerships with our customers. We're not just satisfied with completing a job; we will help design and build the best system to suit our customers' needs.

If you have any questions, please feel free to contact me at (951) 609-5267

Sincerely,

Robby Allen
Florida Area Manager
HP Communications Inc.
Robby.Allen@hpcomminc.com



&



DELAND
FLORIDA —...

“The High Performance Team”

***48 CT FIBER REPLACEMENT
FROM LEMON ROOM TO PARKS AND REC BLDG.***

PROPOSAL

CONFIDENTIAL



HP Communications, Inc.

"United We Stand"

April 3, 2024

Greg Whidden
120 S. Florida Ave.
DeLand, FL 32720

RE: 48 CT FIBER REPLACEMENT FROM LEMON ROOM TO PARKS AND REC BLDG.

Greg:

Thank you for providing HP Communications the opportunity to submit a quote for the above referenced project. Based on the information provided and our experience with projects similar in scope, we are pleased to present you with this proposal. HP Communications will provide labor and equipment to complete the following:

SCOPE OF WORK				
Description	Qty	U.O.M	Price	Extension
Place New 48ct. Cable From Lemon Room To Parks And Rec BLDG.	1	LS	\$1,500.00	\$1,500.00
Site Survey / Cut Sheet Creation	1	HR	\$250.00	\$250.00
Prep And Install CCH-01U	1	EA	\$250.00	\$250.00
Terminate Fiber Optic Cable – Fusion Splice In Pigtail Cassette	36	EA	\$45.75	\$1,647.00
Test Uni-Terminated Fiber Optic Cable – Uni-Directional OTDR	36	EA	\$17.15	\$617.40
Test Bi-Terminated Fiber Optic Cable – Bi-Directional Optical Power Meter / ORDR	36	EA	\$25.75	\$927.00
Final Documentation	1	EA	\$250.00	\$250.00
Wall Mount Panel And Splice Cassette	1	EA	\$600.00	\$600.00
Splice Sleeves – Material	36	EA	\$0.50	\$18.00
Miscellaneous Materials	1	LS	\$50.00	\$50.00
Total				\$6,109.40

Terms:

- *Net 30 days from date of invoice. 2% late fee per month for payments past 30 days.*
- *Price includes all applicable sales tax.*
- *Price quote is valid for 30 Days.*
- *Fibers 1-12 will be splice at the panel at Park and Rec & Lemon Room. For 24 Fibers, to patch and/or jumper as need be.*
- *Fibers 13-24 will be spliced at the panel at Lemon Room.*

Again, thank you for the opportunity and we hope that this proposal meets with your approval. We at HP Communications take pride in our efforts to develop partnerships with our customers. We're not just satisfied with completing a job; we will help design and build the best system to suit our customers' needs.

If you have any questions, please feel free to contact me at (951) 609-5267

Sincerely,

Robby Allen
Florida Area Manager
HP Communications Inc.
Robby.Allen@hpcomminc.com

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Update to the Overtime Rates for Special Events.

DEPARTMENT: Admin Services

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: 2024 Average Overtime Rates

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

DeLand implemented the current rates for special event overtime in 2007. Since that time, the City's cost for overtime has increased and the rates need to be adjusted so that the City is not subsidizing the overtime rates for non-waived special events. Based upon a review of actual overtime costs and looking at how other area jurisdictions charge for special event overtime, staff recommends the rates be billed at the actual rate for each employee who worked the event.

Using staff's in-house calculations for 2024, the average overtime rate for police is currently \$60 per hour, fire is \$50 per hour and general nonpublic safety employees is \$37 per hour. The current formula utilizes a standard flat billable overtime rate of \$40 per hour for police, \$35 for fire services, and \$30 per hour for general nonpublic employees.

The policy modification will not impact employee pay, it will only change what the non-waived event organizer is billed.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High value government & creating a sense of community.

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The proposed policy change to invoice for actual overtime expenditures at non-waived events will allow the City to fully pass through any personnel costs to an event organizer, resulting in a budgetary savings as it compares to the current special overtime rate structure for non-waived events.

RECOMMENDATION:

It is recommended that the City Commission approve the update to the overtime rates for Special Events.

BACKGROUND/DISCUSSION:

Overtime rates for special events that are non-waived, were last updated in 2007. In general, there are two types of events when overtime is considered: waived and non-waived. Waived events are signature events that the

City historically has waived the overtime cost to the event organizer and non-waived events are any other event that takes place in the City where the event organizer pays for the overtime labor for the event.

Average Overtime Figures for DeLand 2024

Fire

Avg Regular Rate	\$	21.51
OT Rate	\$	32.27
FICA	\$	2.47
Retirement	\$	16.21
Adjusted Rate	\$	50.95

Police

Avg Regular Rate	\$	29.59
OT Rate	\$	44.39
FICA	\$	3.40
Retirement	\$	12.74
Adjusted Rate	\$	60.52

Public Works

Avg Regular Rate	\$	21.84
OT Rate	\$	32.76
FICA	\$	2.51
Retirement	\$	2.46
Adjusted Rate	\$	37.72

Parks & Rec

Avg Regular Rate	\$	20.72
OT Rate	\$	31.08
FICA	\$	2.38
Retirement	\$	2.33
Adjusted Rate	\$	35.79

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Consideration re Appointments to the Historic Preservation Board.

DEPARTMENT: City Clerk

PREPARED BY: Julie Hennessy, City Clerk

ATTACHMENTS: Dave Krijgsman Application, Matthew West Application, Matthew West Resume

APPROVED BY: Julie Hennessy, City Clerk, May 29, 2024

SUMMARY/HIGHLIGHT:

Three (3) seats on the Historic Preservation Board have expired terms, as follows:

Seat 2, Renee Garrison - has termed out
Seat 4, Solomon Greene - has termed out
Seat 6, Regina Santilli - has termed out

Staff has received two (2) new applications from Dave Krijgsman and Matthew West.

The Board shall have seven members appointed by the City Commission to serve for a period of three years. At least four (4) of the seven members shall be residents of the City of DeLand. Three (3) members may be non-residents who own land in the Historic District. One member of the Board shall be a registered architect, if available. The remaining six appointments shall be made on the basis of civic pride, integrity, experience, and interest in the field of historic preservation. The City Commission should, whenever possible, appoint a representative from each of the following areas of expertise:

- (a) History
- (b) Real estate or real property appraisal
- (c) Urban planning

Staff has contacted the applicants and advised them of the City Commission meeting date.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

Citizen Advisory Boards support the Focus Area of "High Value Government."

SUSTAINABILITY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

It is recommended that the City Commission appoint the two (2) applicants to two (2) of the expired seats on the HPB, for terms to expire on October 1, 2027.

BACKGROUND/DISCUSSION:

N/A

View History Report

Audit Trail

Show detailed result

Application **Submitted** by Dave Krijgsman <dave@davek.nl>

Are you a City of DeLand resident?	Yes
How long have you lived in the DeLand area?	2 years
Do you own property in DeLand?	Yes
Do you work within the City limits?	No
Have you ever served on a City Board?	No
Are you currently serving on any advisory board for any other governmental agency?	No
Please indicate if you have working knowledge or expertise in any of the following areas:	Urban Planning/Engineering,Building construction
Indicate which area(s) you have expertise:	Engineering or Building Construction
Please describe your community involvement:	My wife is an active member with Deland JSL, I help out with activities. Previously served on a board of directors for HOA.
Please describe your interest/activities:	As a historical home owner I uphold the highest standard in construction and engineering.
Why do you desire to serve on this Board or Committee?	As a former member of several boards I, and a current historical home owner I was approached by close neighbors if I was interested in applying for a position with the historical society, which gained my interest.
First name:	Dave
Last name:	Krijgsman
Email address:	dave@davek.nl
Primary phone number:	(407) 766-1975
Address:	215 N Clara Ave, DeLand, FL 32720, USA
Employment History	
Employer:	Disney Cruise Line
Position:	Manager of Nautical Operations
Employment date:	12/15/2016
Education	
Degree(s):	BS Nautical Science and Marine Engineering

School or college: Maritime Academy IJmuiden
Graduation date: 07/2012

Completed Stages:

Application:  05/23/2024 12:43:11 PM - Dave Krijgsman <dave@davek.nl>

[0 Comments](#) [0 Emails](#)

Comments

Comments(0)

To link emails to this workflow - send or CC them to this workflow using the following workflow specific address: wf-0c334dafed20478fbea08332a0a2e62e.prod@simpligov.com . All emails sent into the workflow will display in the list below.

View History Report

Audit Trail

Show detailed result

Application Submitted by Matthew West <mattwestaicp@gmail.com>

Are you a City of DeLand resident?	Yes
How long have you lived in the DeLand area?	1 week
Do you own property in DeLand?	Yes
Do you work within the City limits?	No
Have you ever served on a City Board?	No
Are you currently serving on any advisory board for any other governmental agency?	No
Please indicate if you have working knowledge or expertise in any of the following areas:	Urban Planning/Engineering
Indicate which area(s) you have expertise:	Urban Planning
Please describe your community involvement:	I grew up in Central Florida and have lived here for over 50 years mainly in Seminole County/Sanford. I am an urban planner and have worked on planning projects in the Volusia County and DeLand area so I am pretty familiar with DeLand and its surroundings. I recently bought a home in Victoria Commons and would like to get involved with the City.
Please describe your interest/activities:	History, planning, disc golf, art, urban form, music
Why do you desire to serve on this Board or Committee?	Historic preservation is directly connected to planning and I can bring my planning experience to the Board. It will also be a great learning experience from me since I am not an expert historian.
First name:	Matthew
Middle name:	Edward
Last name:	West
Email address:	mattwestaicp@gmail.com
Primary phone number:	(407) 340-7775
Secondary phone number:	(386) 257-2571
Address:	223 W Tarrington Dr, DeLand, FL 32724, USA
Employment History	
Employer:	LTG, Inc.

Position: Director of Planning
Employment date: 07/05/2017

Education

Degree(s): Political Science
School or college: Rollins College
Graduation date: 05/1986

A resume or separate sheet with additional information may be included: Matthew_Resume_2023.pdf

Completed Stages:

Application:  05/02/2024 12:40:25 PM - Matthew West <mattwestaicp@gmail.com>

Uploaded Files

Name	Uploaded by	Version	Source
Matthew_Resume_2023.pdf	SYSTEM	1	A resume or separate sheet with additional information may be included:

[0 Comments](#) [0 Emails](#)

Comments

Comments(0)

To link emails to this workflow - send or CC them to this workflow using the following workflow specific address: wf-11dfb34c791a470aa6faefbd8d39c88f.prod@simpligov.com . All emails sent into the workflow will display in the list below.



Mr. West is an expert in Florida planning. For over 35 years he has participated in almost every aspect of local planning. With knowledge of state planning law, local government politics and local planning perspectives, his insight proves invaluable navigating the entitlement processes. He has extensive public speaking experience, and public outreach experience. His experience includes assisting local governments with studies, policy writing, visioning, comprehensive planning, master planning and code drafting. His experience covers the gamut of planning issues that affect local governments including emergency management planning, economic development, corridor studies and neighborhood planning.

EDUCATION

Rollins College
B.S. Arts, Political Science
(1986)

REGISTRATIONS

American Institute of Certified
Planners No. 019009
(2003)

AFFILIATIONS

American Planning Association
(APA)

Volusia County Association for
Responsible Development
(VCARD)

YEARS EXPERIENCE

35

YEARS WITH LTG

9

CONTACT INFO

mwest@ltg-inc.us
386-257-2571

OFFICE LOCATION

(Remote)
Ormond Beach, Florida

RELEVANT EXPERIENCE

Project Manager, Maytown Road/I-95 Interchange Justification Report (IJR) Methodology Letter of Understanding (MLOU), Volusia County, FL: Mr. West lead a team in preparing an IJR for a proposed new interchange at Maytown Road and Interstate 95 in unincorporated Volusia County. This interchange will be instrumental in providing an additional east/west connection between I-4 and I-95 through Volusia County. As project planner for the team, Mr. West was the principal author of the MLOU between Volusia County and the FDOT. The MLOU establishes the manner in which the IJR is prepared. The MLOU was approved September 2018 by Volusia County and FDOT.

Project Manager, Farmton Eastern Gateway Application for Incremental Development Approval (AIDA), City of Edgewater, FL: LTG was engaged by Miami Alternatives, LLC to lead a team of professionals to prepare the initial AIDA in January 2018. Mr. West served as the Project Manager from start to finish. This first increment (known as the Farmton Eastern Gateway) had been annexed into the City of Edgewater, FL in 2017. It was composed of 285 acres, more than half of which would be dedicated as conservation. The remaining land in the increment would be permitted to be developed with a maximum of 350 dwelling units. Processing the first increment was challenging since the County's Farmton Local Plan policies and the Master DRI conditions were being applied for the first time to a specific property. Mr. West spear-headed a multi-disciplined consulting team to prepare and process the AIDA. LTG oversaw the preparation of the required traffic impact analysis, general project description, and human resources impacts. LTG functioned as the key organizer of the consultant team including scheduling, coordinating, assembly and delivery of the application to the various local, regional, state and federal review agencies. The AIDA was approved by the City of Edgewater in November 2020 after findings of consistency by the East Central Florida Regional Planning Council, the Volusia Growth Management Commission, and the Volusia County Council.

Deputy Project Manager, Safe Routes to School Grant Application Assistance (Campbell Middle School & Turie T. Elementary), Daytona Beach, FL: Mr. West lead a team to assist the City of Daytona Beach in submitting a Safe Routes to School Infrastructure Application to FDOT. Tasks included field observations at both schools, including an assessment of the existing traffic and pedestrian operations during morning arrival and afternoon dismissal. Coordination of a qualitative assessment of the preferred school routes within each school's walk zone to identify existing ADA barriers, pedestrian and bicycle safety issues and access constraints. Preparation of recommendations and conceptual design for improvements to the existing network. Key factors being considered for improvements in design are vehicular travel speed and operations at school entrances, public transit locations and ease of access, ADA compliant crosswalks and curb ramps at intersections, and overall pedestrian safety enhancements through driver awareness techniques and roadway characteristic improvements.

Project Manager, Volusia County Alternative Thoroughfare Road Impact Fee Study (Age-Restricted Housing), Volusia County, FL: Volusia County's Thoroughfare Road Impact Fee study and fee structure did not differentiate between age-restricted (55+ community) housing and standard residential housing. In February 2019, Minto Communities retained LTG to calculate an alternative rate for age-restricted housing. Following the procedures established in the Volusia County Code regarding Alternative Impact Fee Studies, LTG submitted a methodology letter to Volusia County on behalf of Minto Communities (developers of Latitude Margaritaville in Daytona Beach FL) for studying the trip generation rates of age-restricted communities similar to the newly approved Latitude Margaritaville. As project manager, Mr. West submitted and received approval of the Methodology Letter by the County. In addition, Mr. West worked closely with the Project Engineer and a data collection firm to coordinate data collection and draft the final report. The study revealed that age-restricted residential generates far fewer trips than standard residential. The Alternative Impact Fee Study for age-restricted housing was approved by Volusia County on May 1, 2019, which reduce the adopted County fee per dwelling unit from \$5,379.00 to \$2,603.00 for all residential development in Minto's Latitude Margaritaville. Therefore, the total estimated residential transportation impact fees for Latitude Margaritaville were reduced from \$20.9 million to \$10.2 million.

Project Manager and Project Planner, Parking Demand Analyses, Various Clients, Central and Northeast Florida: Mr. West as Project Manager has supervised (and in some cases personally prepared) parking demand analyses of various projects and uses within the Central Florida and Northeast Florida areas. The parking demand analyses include parking ratio reductions for multifamily, hotels, industrial and mixed-use projects. The basis of analysis included nationally accepted studies, shared parking analyses, and data collection of existing comparable uses. In one case, at an existing multifamily student housing facility in Jacksonville, Mr. West coordinated parking data collection to justify an increase in parking which exceeded the land development code.

Project Manager and Project Planner, Comprehensive Plan Amendment (CPA) and Rezoning Traffic Impact Analyses (RTIA) for Development within the City of Daytona Beach, FL: As Project Manager and Project Planner, Mr. West has been intimately involved with the preparation of and representation of numerous Traffic Technical Memoranda involving the potential traffic impacts related to comprehensive plan amendments and/or rezonings. Recent analyses include the LPGA Golf Villas, Hand Avenue Multifamily, NASCAR Lot 7, Parkview Church, 1500 Tomoka Farms Road, Waypointe Tomoka Farms Road, Timberline/Sungate, NADG Parcel B, Project Delta, Project Kappa, Project Epsilon, Project Sigma, and Fairlawn. Responsibilities include research, report writing, QA/QC, public speaking, and response to agency comments.

CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Second Reading of Ordinance No. 2024-27, Changing the Land Use for Approximately 0.35 Acre of Property, Located at 227 West Beresford Avenue, from Medium Density Residential to Mixed Commercial.(1st Rdg. 03-18-24).

DEPARTMENT: Planning

PREPARED BY: Carol Kuhn, Planning Director

ATTACHMENTS: ORD-2024-27 , Exhibit A- Legal Description, SMLU23-273 Survey, SMLU23-273 Owner Statement, SMLU23-273 Staff Report - ADA, VGMC Consistency Certification Letter, SMLU23-273 Map - Proposed Land Use, SMLU23-273 Map - Current Land Use, SMLU23-273 Aerial

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

The applicant and property owner, Mr. Benjamin Thompson, is requesting to amend the future land use designation of the subject property from Medium Density Residential (MDR) to Mixed Commercial (MC), for 0.35 acres of property. The subject property is located at the northeast corner of W. Beresford Avenue and S. Clara Avenue.

The Comprehensive Plan states that, "the City of DeLand has several areas which are characterized by a mixture of primarily single family residential, office, and retail/service land uses", and "neighborhood commercial areas are frequently located in older areas of the city and may be comprised of a mixture of both residential and nonresidential land uses". A land use change to Mixed Commercial will enable the existing business to continue operating, as well as the attached apartments. The subject property has historically been used for mixed commercial/residential purposes.

On February 14, 2024, the Planning Board recommended approval of the proposed land use change.

On March 18, 2024, the City Commission approved the proposed land use change, on first reading.

On April 30, 2024, The Volusia County Growth Management (VGMC) issued a Certificate of Consistency letter for the land use change.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

The land use amendment allows implementation of the City's Strategic Plan Focus Area: institute Smart Growth Principles. Action Step 3 promotes "mixed use development that localizes vehicular trips". The existing business and apartments will continue to provide services and housing within the Core area of the City, thus reducing vehicular trips.

SUSTAINABILITY:

The land use change and supplemental rezoning of the subject property will allow an existing business and apartments to continue to operate, maintaining the existing character of the property, thus supporting sustainability of the city's Core.

FISCAL IMPACT:

Amending the land use of this property will have no immediate fiscal impact on the City.

RECOMMENDATION:

Staff recommends the City Commission approve the requested land use amendment of the subject property from Medium Density Residential to Mixed Commercial, on second reading.

BACKGROUND/DISCUSSION:

The subject property has historically been in mixed commercial and residential use and is currently operating as a hair salon and residential apartments, which is inconsistent with the current land use designation. If the future land use were to be amended to Mixed Commercial, it would legalize the commercial use while maintaining the residential entitlements.

ORDINANCE NO. 2024 - 27

AN ORDINANCE OF THE CITY COMMISSION OF DELAND, FLORIDA, AMENDING THE COMPREHENSIVE PLAN FOR THE CITY OF DELAND, BY CHANGING THE LAND USE DESIGNATION OF CERTAIN PROPERTY LOCATED AT 227 WEST BERESFORD AVENUE; FROM MEDIUM DENSITY RESIDENTIAL FUTURE LAND USE DESIGNATION TO MIXED COMMERCIAL FUTURE LAND USE DESIGNATION; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, F.S. §163.3161, et seq., creates the Community Planning Act (hereinafter the "Act"); and

WHEREAS, the Act allows each local government to approve comprehensive plan amendments related to small scale development activities at any time during the year under certain conditions; and

WHEREAS, the Act permits small area amendments to be approved without regard to statutory limits on the frequency of comprehensive plan amendments as long as:

1. The proposed amendment is a land use of 50 acres or less; and
2. The cumulative effect of the above condition does not exceed 120 acres annually; and

WHEREAS, the City Commission adopted a comprehensive plan for the future growth and development of the City pursuant to Ordinance No. 90-4, as amended, (hereinafter the "Comprehensive Plan"); and

WHEREAS, the City Commission has received a request to amend the Comprehensive Plan by changing the land use designation of approximately 0.35 +/- acres of land located at 227 West Beresford Avenue; from Medium Density Residential future land use designation to Mixed Commercial future land use designation; and

WHEREAS, the Planning Board held a public hearing, after due public notice, for the purpose of recommending the adoption of the proposed Comprehensive Plan amendment; and

WHEREAS, the City Commission held a public hearing after due public notice, in accordance with F.S. §163.3184(11), for the purpose of transmitting the proposed Comprehensive Plan amendment to the Volusia Growth Management Commission and the Florida Department of Economic Opportunity.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF DELAND, FLORIDA:

Section 1. The City Commission hereby amends the Future Land Use Map for the incorporated area by changing the land use designation of that certain parcel of land located at 227 West Beresford Avenue; consisting of approximately 0.35 +/- acres of land from Medium Density Residential Future Land Use designation to Mixed Commercial Future Land Use designation, as more particularly described in the Exhibit "A" attached hereto and by this reference made a part hereof.

Section 2. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 3. The effective date of this Ordinance shall be the later date of the following events: (1) the date of issuance of a certificate of consistency or conditional certificate of consistency with regard to the land use designation of the subject property by the Volusia Growth Management Commission; (2) thirty-one (31) days after its adoption by the City Commission; or (3) if properly challenged by an affected person, after the state land planning agency or the Administration Commission, respectively, issues a final order determining this adopted small scale development amendment to be in compliance. No development orders, development permits or land uses dependent on this Ordinance may be issued or commence before it has become effective.

PASSED AND DULY ADOPTED this 3rd day of June, 2024.

Christopher M. Cloudman
Mayor - Commissioner

ATTEST:

Julie A. Hennessy
City Clerk - Auditor

Passed on first reading: March 18, 2024
Adopted on second reading: June 03, 2024

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

Legal Description: Lots 43, 44, 45, and the West 20 feet of Lot 42, Block B, Gilliland's Subdivision of Block 211, DeLand, according to the map in Map Book 6, Page 30, Public Records of Volusia County, Florida, TOGETHER WITH the South $\frac{1}{2}$ of platted 12 feet wide East-West alley, being adjacent to the above-mentioned Lots 42, 43, 44, and 45, as shown on Gilliland Subdivision Map, Block B, Map Book 6, Page 30, of Volusia County Public Records, dated March 20, 1923, being vacated in Ordinance No. 83-18, recorded in O.R. Book 2467, Page 1283, Public Records of Volusia County, Florida.

Acreage .35 +/-

Lots 43, 44, 45, and the West 20 feet of Lot 42, Block B, Gilliland's Subdivision of Block 211, DeLand, according to the map in Map Book 6, Page 30, Public Records of Volusia County, Florida, TOGETHER WITH the South 1/2 of platted 12 feet wide East-West alley, being adjacent to the above-mentioned Lots 42, 43, 44, and 45, as shown on Gilliland Subdivision Map, Block B, Map Book 6, Page 30, of Volusia County Public Records, dated March 20, 1923, being vacated in Ordinance No. 83-18, recorded in O.R. Book 2467, Page 1283, Public Records of Volusia County, Florida.

FLOOD CERTIFICATION:

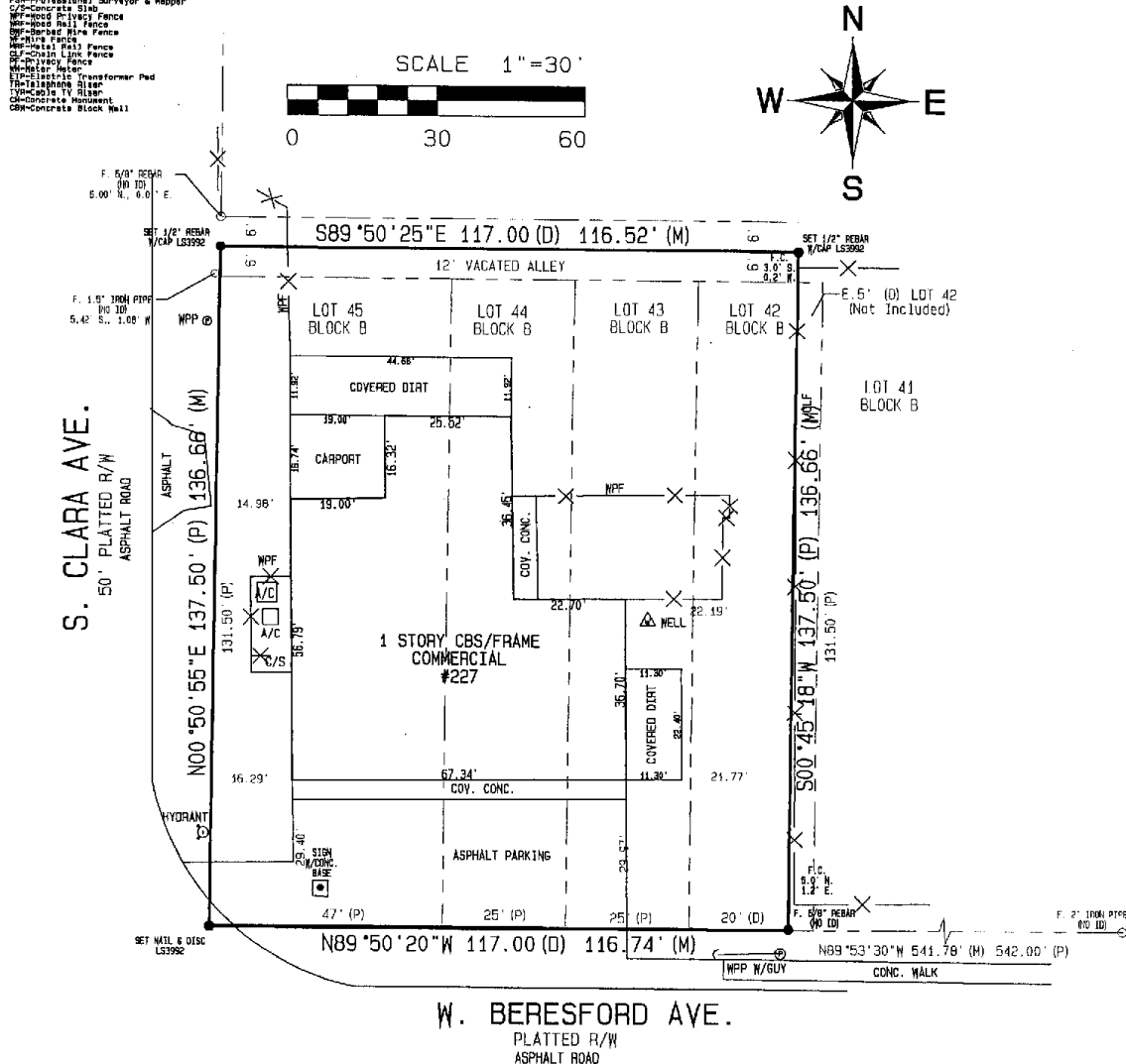
This is to certify that I have consulted the National Flood Insurance Flood Hazard Boundary Map and found the subject property is not within a special flood hazard area, according to Map No. 12127C 0650H, dated 9/29/2011. (ZONE X)

NOTES:

- 1) Subject to restrictions, reservations, easements and rights-of-way, if any, appearing of record.
2) Survey performed without the benefit of a title search.
3) Underground utilities and other below ground features, not located, other than shown.

PROPERTY ADDRESS:

- U.E.-Utility Easement
- D.E.-Drainage Easement
- U.D.E.-Utility & Drainage Easement
- D.D.-Dredge
- F.-Field measured data
- C.-Computed data
- P.-Found
- C.P.-Curve corner
- P.C.-Point of Curve
- P.T.-Point of Tangency
- C.C.-Point of Compound Curve
- P.A.C.-Point of Reversal Curve
- W/M-Right of way
- S.-Sewer
- L.-Landscaped Business
- S.S.-Sewer Surveyor & Mapper
- C/S-Concrete Slab
- W/H-Wood Privacy Fence
- W/H-White Rail Fence
- S/B-Barbed Wire Fence
- R-Fence
- W/H-White Rail Fence
- C/L-Chain Link Fence
- C/V-Concrete Vase
- W-Meter Water
- T/P-Electric Transformer Pad
- T-Telephone
- W-Cable TV
- W-Concrete Monument
- C/W-Concrete Block Wall



This survey is certified to and prepared for the exclusive benefit of the entitled and/or individuals shown herein, valid on the most current data shown, and shall not be relied upon by any other entity or individual whatsoever.

There may be additional restrictions and/or other matters of record not shown on this Survey that may be found in the Public Records of the County or contained within the Title Commitment.

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NOTE:
Date of survey may differ from date of signature. If so, the date of survey is the applicable date.



DATE SIGNED: 11/30/2020 FLORIDA
James P. Langford, P.L.S. 3992 LB7803
VALID ONLY WITH AN APPOINTMENTED ELEMENT
OR EMPOWERED SURVEYOR'S SEAL & SIGNATURE

File name/no.
20-11/

Benjamin Thompson
915 Fatio Rd.
Deland, FL 32720

City of Deland
Developmental Services-Community Development
120 S. Florida Ave.
Deland, FL 32720

December 22, 2023

RE: 227 W. Beresford Survey

Please allow this letter to certify that no changes have been made to the site since the survey dated 11/24/2020 completed by Langford Surveying CFL, INC. The survey is still accurate today.

Thank you,

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Benjamin Thompson
Property Owner
386-624-5181- Office
386-747-1124

**PLANNING DEPARTMENT STAFF REPORT
TO
THE CITY OF DELAND PLANNING BOARD**

February 14, 2024

- A. APPLICATION NO.:** SMLU23-273
- STAFF PLANNER:** Kendall Story, CNU-A
- APPLICANT:** Benjamin Thompson
- REQUEST:** To amend the land use designation MDR (Medium Density Residential) to City of DeLand MC (Mixed Commercial)

B. SITE FACTORS:

Location: 227 W. Beresford Ave.
Parcel ID: 701636020430
Parcel Size: ± 0.35 acres
Land Use: MDR
Existing Use: Hair Salon

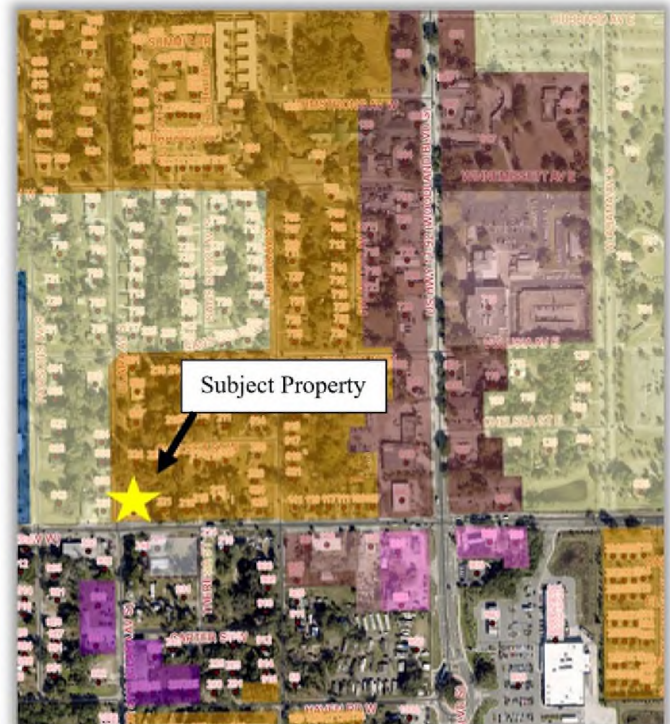
	SURROUNDING LAND USE DESIGNATIONS:	SURROUNDING USES:
North:	MDR (MEDIUM DENSITY RESIDENTIAL)	RESIDENTIAL USES
South:	VC COM (VOLUSIA CO. COMMERCIAL)	COMMERCIAL/INDUSTRIAL
East:	MDR (MEDIUM DENSITY RESIDENTIAL)	RESIDENTIAL USES
West:	LDR (LOW DENSITY RESIDENTIAL)	CHURCH

C. REQUESTED ACTION & HISTORY:

A request is being made for the future land use designation to be amended for a parcel located at 227 W. Beresford Ave. The request is to change the future land use designation from Medium Density Residential (MDR), to Mixed Commercial (MC). The parcel is currently running as a hair salon, and existing apartments, which is inconsistent with the current land use designation. There is a mix of both incorporated and unincorporated property to the south of the subject property. The adjacent uses include a metal shop, a car dealership, churches and single-family residential homes. *A concurrent application to rezone the property was also submitted.*

D. CHRONOLOGY OF PAST EVENTS:

The 0.35-acre site is owned by Benjamin Thompson. With a current future land use designation of MDR (Medium Density Residential), the density for residential uses allows up to 12 dwelling units per acre, and the maximum floor area ratio is not regulated as part of the future land use designation, being that it is currently residential. If the



land use were to change to City MC, the density for residential uses allows up to 10 dwelling units per acre but may not exceed 60% of impervious surface, and the commercial floor area ratio is a maximum of 0.75.

DENSITY & INTENSITY CALCULATIONS OF THE SUBJECT PROPERTY <i>(0.35 ACRES = 15,312 SQ. FT.)</i>				
MEASUREMENT	MIXED COMMERCIAL FLU	MAXIMUM	EXISTING	CONFORMING?
DENSITY	10 dwelling units/acre	4 units	3 units	YES
IMPERVIOUS	60% impervious area	9,187 sq. ft.	6,957 sq. ft.	YES
FLOOR AREA RATIO	0.75 F.A.R.	11,484 sq. ft.	5,282 sq. ft.	YES

E. ALTERNATIVES & ANALYSIS:

The purpose of this section is to analyze the reasonableness of the applicant's request for an amendment of the land use designation for the subject property. This analysis will include a description of the current and future land uses of the site and the surrounding area, potential impacts on the transportation system, and any significant adverse environmental impacts.

1. Availability of Public Facilities (water, sewer, solid waste, drainage, traffic, recreation, and schools if residential):

- a.* The subject property is within the city's service area for both water and sewer and availability has been confirmed.
- b.* If a Traffic Impact Analysis is required for the subject property, it will be reviewed with the site plan.
- c.* The change in designation will not generate a new demand for recreational facilities.
- d.* Volusia County already provides a sanitary landfill for the disposal of solid waste. The landfill has adequate capacity at this time.
- e.* The City can provide an adequate LOS of Fire/Rescue & Police service.

2. Compatibility with Land Use and Other Elements: The Future Land Use element requires that the subject property be consistent with surrounding development. Per the City of DeLand Comprehensive Plan, the Mixed Commercial (MC) land use designation, "the City of DeLand has several areas which are characterized by a mixture of primarily single family residential, office, and retail/service land uses" and "neighborhood commercial areas are frequently located in older areas of the city and maybe comprised of a mixture of both residential and nonresidential land uses".

3. Future Land Use Map: The proposed change in the land use designation to Mixed Commercial will be shown on the revised Future Land Use Map.

4. Location of Lakes, Floodplains, and Wetlands: The property does not contain any bodies of water or wetlands.

5. Analysis of Natural Resources:

- a.* *Soil types:* Astatula-Urban land complex, 0-8% slope
- b.* *Presence of Endangered Species:* None known of at this time.

6. Existing and Future Impact upon Infrastructure Capacity:

- a.* *Water* – obtained from City – availability confirmed
- b.* *Sewer* – obtained from City – availability confirmed
- c.* *Drainage* – The City adheres to the County's 100-year frequency, 24-hour storm event standard for landlocked basins. Stormwater capture for future development will be addressed on-site and will be reviewed with any future site plan application. At this time, there are no proposed changes.
- d.* *Solid Waste* – Solid waste services are available for the property.

- e. Transportation* – Staff does not have an estimate of any future, additional traffic generations as this site has already been developed. Per 2021 Volusia County Traffic Counts, this segment of Beresford Ave. has a current Daily LOS of “C”, and an Allowable LOS of “E”.
 - f. Fire/Rescue Service* – The City can provide an adequate LOS of Fire/Rescue service.
 - g. Police Service* - The City can provide an adequate LOS of Police protection.
7. **Impact upon Recreation and Open Space:** No need for new recreational facilities is anticipated.
 8. **New Public Facilities Needed to Serve Land Use:** No need for new public facilities is anticipated as services such as water/sewer and public safety are already in place.
 9. **Impact Upon Existing Deficiencies:** As identified in the City's Comprehensive Plan, drainage is the only existing deficiency within the City. Any future development on this site will be required to manage its own stormwater mitigation and minimize any off-site stormwater impacts that the development may create.
 10. **Impact upon Ability of the City to Fund Capital Improvements:** The development should not create an additional impact upon the City's ability to fund the projects listed in the adopted Five-Year Capital Improvement Program as this is not a publicly-funded project.
 11. **Impact upon Adopted Five-Year Schedule in Capital Improvements Element:** The proposed land use amendment will not require revision to the City's adopted Five-Year Capital Improvement Program as this is not a publicly-funded project.
 12. **Compatibility with Existing Zoning Classification:** The existing zoning classification may be amended upon approval of the land use amendment to C-1 (Neighborhood Commercial) which is compatible with the MC (Mixed Commercial) future land use. The zoning request is being reviewed concurrent to the land use amendment.
 13. **Will the proposed land use change impact schools?** The proposed amendment is from Medium Density Residential, to Mixed Commercial and may require concurrency review for any future development.
 14. **How does this proposal fit with the guidelines developed for DeLand 2050**
DeLand 2050 Land Use Guidelines: “...Create activity and neighborhood centers to encourage **mixed use** and walkability; encourage mixed land uses and reduce isolated and single form land uses in order to reduce the number of miles traveled by autos”

This subject property is consistent with the DeLand 2050 Plan Land Use Guidelines, as the property provides a service-based use (salon), while also providing housing (attached apartments). The business provides services to not only the on-site apartments, but to the residential areas that are within walking distance of the facility.

- F. **CONCLUSION:** The facility analysis presented in the above sections suggests the proposed land use should not cause any of the City’s facilities to degrade below the adopted or current operational LOS. The proposed land use designation, MC (Mixed Commercial), is consistent with the surrounding area, and is not expected to create any land use incompatibilities. The subject property is situated within the surrounding neighborhood and also has frontage on W. Beresford Ave.
- G. **STAFF RECOMMENDATION:** Staff recommends that the Planning Board forward the proposed land use amendment from MDR (Medium Density Residential), to MC (Mixed Commercial) land use.

H. VGMC INFRASTRUCTURE IMPACT ASSESSMENT:

In accordance with standard practice from the Florida Department of Economic Opportunity (DEO) and other review agencies, an impact comparison analysis of the proposed amendment has been completed based upon the theoretical maximum development potential under the currently adopted future land use designation versus the proposed designation.

The following seven public facilities and services were examined: (Table 4)

1. Schools (population)
2. Transportation
3. Sanitary Sewer
4. Potable Water
5. Recreation
6. Solid Waste
7. Stormwater Drainage

Impact Analysis Table 4 (Theoretical Max.)

Development Variable	EXISTING Future Land Use	PROPOSED Future Land Use	Net Change
	<i>Theoretical Maximums</i>		
Permitted Density/Intensity	12 du/acre	10 du/acre; FAR .75	-2 du/acre; +0.75 FAR
Dwelling Units	4	4	same
Non-residential Sq. Ft.	None	11,484 sq. ft.	+11,484 sq. ft.
1. Population	10	10	Same
2. PM Peak Hr. Trips/Daily Trips	2 peak/27 ADT	2 peak/27 ADT; 75 peak/620 ADT	+75 peak/+620 ADT
3. Sanitary Sewer (gallons/day)	800	800 /1,143	same/+1,143
4. Potable Water (gallons/day)	1,200	1,200 /1,143	same/+1,143
5. Solid Waste (pounds/day)	32	32/11	same/+11
6. Stormwater Drainage	N/A	N/A	N/A
7. Recreation/Open Space	0.1	0.1	same

Notes:

1. Population: 2.44 persons per household (per 2020 Census)
2. Transportation: ITE Trip Generation Manual, 11th Edition: *Retail < 40k sf (822)*: 6.59 PM PEAK/1,000 sq. ft.; 54.45 AADT/1,000 sq. ft.
Multi-family Residential (226): .57 PM PEAK/6.74 AADT
3. Sanitary Sewer: 200 GPD per Equivalent Residential Unit; 0.10 GPD per sq. ft. commercial use
4. Potable Water: 300 GPD per Equivalent Residential Unit; 0.10 GPD per sq. ft. commercial use
5. Solid Waste: 3.21 pounds per person per day; 10 lbs. per 1,000 sq. ft. non-residential development per day
6. Stormwater Drainage: LOS Standard 25-yr, 24-hr event. Drainage system to be designed to meet the req. cf the LDC during subdivision or site plan review.
7. Rec. & Open Space: 7 acres/1,000 persons (0.007 acres/person)



Volusia Growth Management Commission

April 30, 2024

Carol Kuhn, Planning Director
City of DeLand
120 S. Florida Avenue
DeLand, FL 32720

**RE: VGMC Case #24-016 – City of DeLand
Small Scale Amendment – SMLU23-273, 227 West Beresford Avenue
Certificate of Consistency**

Dear Ms. Kuhn,

VGMC Case No. 24-016 qualifies for certification in accordance with Chapter 90, Article II. of the Volusia County Code of Ordinances, Volusia Growth Management Commission Consistency Certification Rules and Organization. Based upon the lack of objection filed by another unit of local government, VGMC Case No. 24-016 is hereby deemed certified as consistent effective April 29, 2024 without the need for a public hearing.

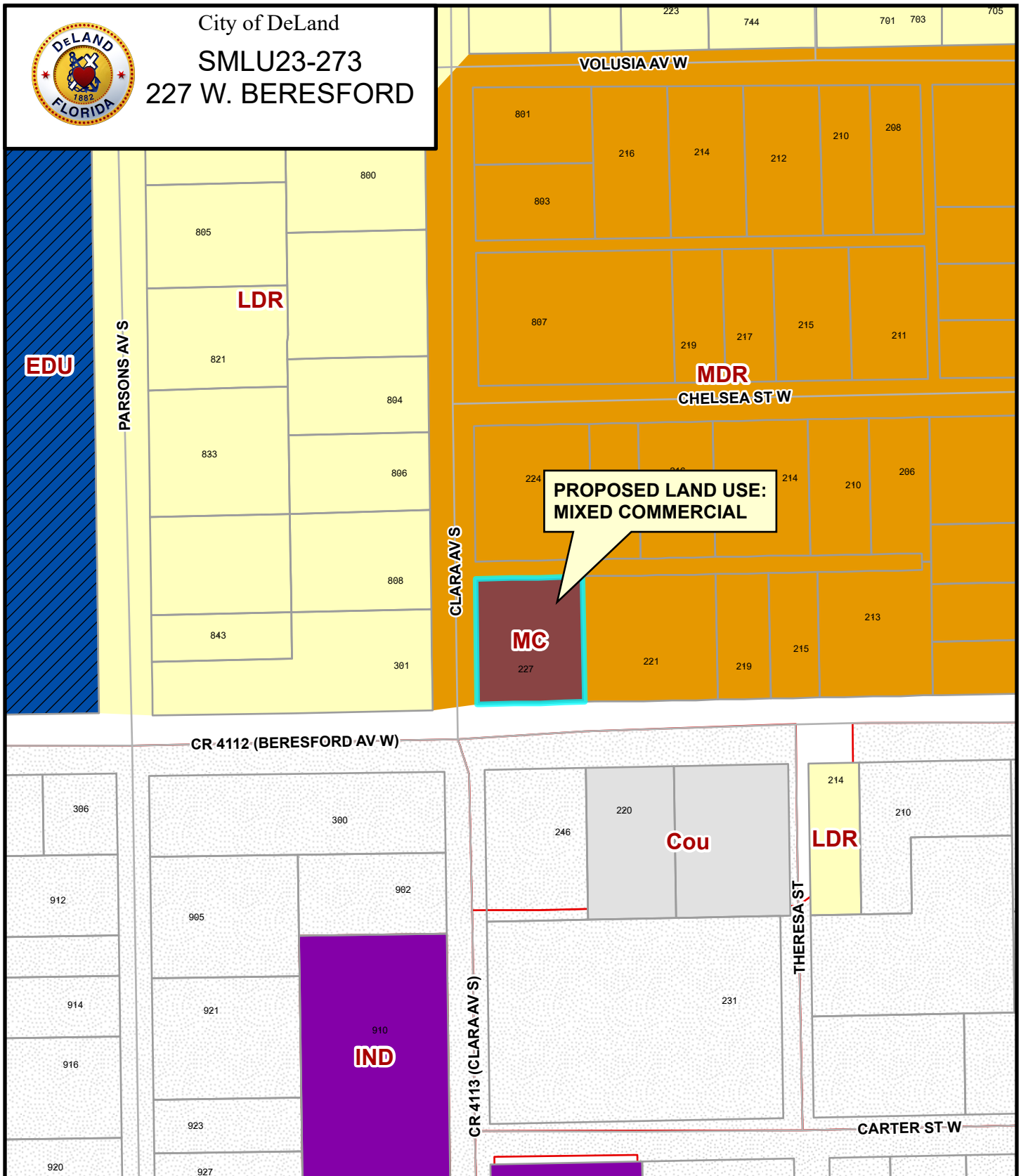
The Volusia Growth Management Commission appreciates the efforts of the City of DeLand to further intergovernmental cooperation and coordination in Volusia County. If you have any questions regarding this matter, please do not hesitate to call me.

Sincerely,

Debbie Connors
VGMC Chair



City of DeLand
SMLU23-273
227 W. BERESFORD



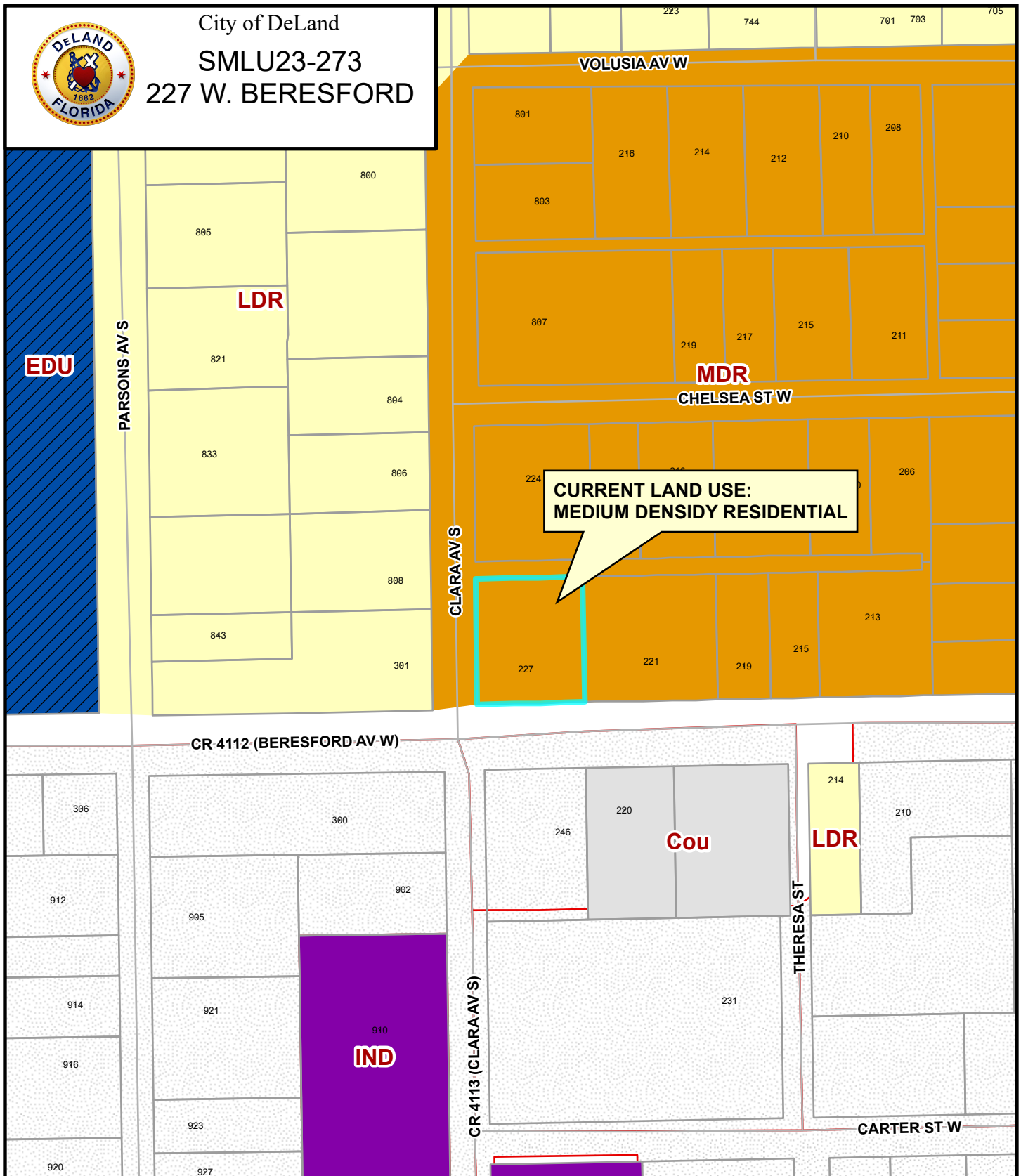
DeLand Future Land Use:

	Agricultural Conservation		Educational		Downtown Commercial		New Community Development
	Urban Low Intensity		Mixed Office - Residential		Redevelopment		Community
	Low Density Residential		Mixed Commercial		Gateway		Commerce
	Medium Density Residential		Business Retail		Rail Spur		West Central District
	High Density Residential		Highway Commercial		Industrial		County





City of DeLand
SMLU23-273
227 W. BERESFORD



DeLand Future Land Use:

Agricultural Conservation	Educational	Downtown Commercial	New Community Development
Urban Low Intensity	Mixed Office - Residential	Redevelopment	Community
Low Density Residential	Mixed Commercial	Gateway	Commerce
Medium Density Residential	Business Retail	Rail Spur	West Central District
High Density Residential	Highway Commercial	Industrial	County





City of DeLand
SMLU23-273
227 W. BERESFORD



CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Second Reading of Ordinance No. 2024-28, Changing the Zoning for Approximately 0.35 Acre of Property, Located at 227 West Beresford Avenue, from Residential (R-1) to Limited Neighborhood Commercial (C-1).(1st Rdg. 03-18-24).

DEPARTMENT: Planning

PREPARED BY: Carol Kuhn, Planning Director

ATTACHMENTS: ORD-2024-28 , Z23-275 Exhibit A - Legal Description, Z23-275 Survey, Z23-275 Owner Statement, Z23-275 Staff Report - ADA, Z23-275 Map - Proposed Zoning, Z23-275 Map - Existing Zoning, Z23-275 Aerial

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

The applicant and property owner, Mr. Benjamin Thompson, is requesting to amend the zoning for the property located at 227 W Beresford from R-1 to C-1. The subject property is currently operating as a mixed-use hair salon and residential apartments, which is inconsistent with the current zoning designation. Amending the zoning to C-1 (Neighborhood Commercial) would allow for the legal mixed-use of commercial and residential uses to continue. The property has historically been used for mixed commercial/residential uses.

On February 14, 2024, the Planning Board recommended approval of the zoning change.

On March 18, 2024, the City Commission approved the proposed zoning change, on first reading.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

One of the principles of the Strategic Plan is to institute Smart Growth Principles. Mixed-use development is a key component of Smart Growth because it reduces vehicular trips by encouraging walkability of an area. If the rezone were to be granted, it would allow both the business and the apartments to continue operating and serving the local community.

SUSTAINABILITY:

The rezone approval would allow the existing business and apartment units to continue to serve the local community while still maintaining their original character.

FISCAL IMPACT:

There is no fiscal impact, as the uses will not change.

RECOMMENDATION:

Staff recommends the City Commission approve the requested rezoning of the subject property from R-1 to C-1, on second reading.

BACKGROUND/DISCUSSION:

The subject property is currently operating as a mixed-use hair salon and residential apartments, which is inconsistent with the current zoning designation. The subject property has historically been used for mixed commercial and residential uses.

ORDINANCE NO. 2024 - 28

AN ORDINANCE OF THE CITY COMMISSION OF DELAND, FLORIDA, CHANGING THE ZONING FROM R-1, RESIDENTIAL TO C-1, LIMITED NEIGHBORHOOD COMMERCIAL ON PROPERTY LOCATED AT 227 WEST BERESFORD AVENUE; MAKING FINDINGS OF CONSISTENCY WITH THE COMPREHENSIVE LAND USE PLAN FOR THE CITY OF DELAND; DIRECTING CHANGE IN THE COMPREHENSIVE ZONING MAP; CONDITIONING FINAL DEVELOPMENT ORDERS ON A DETERMINATION OF CAPACITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the property located at 227 West Beresford Avenue and more particularly described in the attached Exhibit “A”, is currently zoned as R-1, Residential, pursuant to City of DeLand’s Zoning Ordinances; and

WHEREAS, the property currently has a Land Use Designation of Mixed Commercial pursuant to the City of DeLand’s Land Use Plan; and

WHEREAS, a proper and complete application has been received requesting that the zoning be changed to C-1, Limited Neighborhood Commercial; and

WHEREAS, the C-1, Limited Neighborhood Commercial zoning designation is consistent with the Comprehensive Plan of the City of DeLand.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF DELAND, FLORIDA:

Section 1. The City Commission has held a public hearing on the application for a change of zoning from R-1, Residential to C-1, Limited Residential Commercial zoning designation, on the following described property:

See legal description attached hereto as Exhibit “A”

Tax Parcel Identification No. 701636020430

Section 2. The City Commission hereby finds that the C-1, Limited Neighborhood Commercial zoning designation is consistent with the property’s Mixed Commercial future land use designation.

Section 3. Pursuant to the determination made at public hearing, the City Commission hereby amends the Comprehensive Zoning Map of the City of DeLand and changes the zoning from R-1, Residential to C-1, Limited Neighborhood Commercial zoning designation on the parcel described in Section 1.

Section 4. The Planning Director is hereby directed to change the Comprehensive Zoning Map of the City of DeLand to conform with the change of zoning enacted in this Ordinance.

Section 5. No rights to obtain final development orders nor any rights to develop the property have been granted or implied by this Ordinance. Final development orders for the property including, but not limited to building permits and site plan approval shall be subject to a determination of capacity.

Section 6. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 7. This Ordinance shall become effective immediately upon its adoption.

PASSED AND DULY ADOPTED this 3rd day of June, 2024.

Christopher M. Cloudman
Mayor - Commissioner

ATTEST:

Julie A. Hennessy
City Clerk - Auditor

Passed on first reading: March 18, 2024
Adopted on second reading: June 03, 2024

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

EXHIBIT A

Legal Description: Lots 43, 44, 45, and the West 20 feet of Lot 42, Block B, Gilliland's Subdivision of Block 211, DeLand, according to the map in Map Book 6, Page 30, Public Records of Volusia County, Florida, TOGETHER WITH the South $\frac{1}{2}$ of platted 12 feet wide East-West alley, being adjacent to the above-mentioned Lots 42, 43, 44, and 45, as shown on Gilliland Subdivision Map, Block B, Map Book 6, Page 30, of Volusia County Public Records, dated March 20, 1923, being vacated in Ordinance No. 83-18, recorded in O.R. Book 2467, Page 1283, Public Records of Volusia County, Florida.

Acreage .35 +/-

Lots 43, 44, 45, and the West 20 feet of Lot 42, Block B, Gilliland's Subdivision of Block 211, DeLand, according to the map in Map Book 6, Page 30, Public Records of Volusia County, Florida, TOGETHER WITH the South 1/2 of platted 12 feet wide East-West alley, being adjacent to the above-mentioned Lots 42, 43, 44, and 45, as shown on Gilliland Subdivision Map, Block B, Map Book 6, Page 30, of Volusia County Public Records, dated March 20, 1923, being vacated in Ordinance No. 83-18, recorded in O.R. Book 2467, Page 1283, Public Records of Volusia County, Florida.

FLOOD CERTIFICATION:

This is to certify that I have consulted the National Flood Insurance Flood Hazard Boundary Map and found the subject property is not within a special flood hazard area, according to Map No. 12127C 0650H, dated 9/29/2011. (ZONE X)

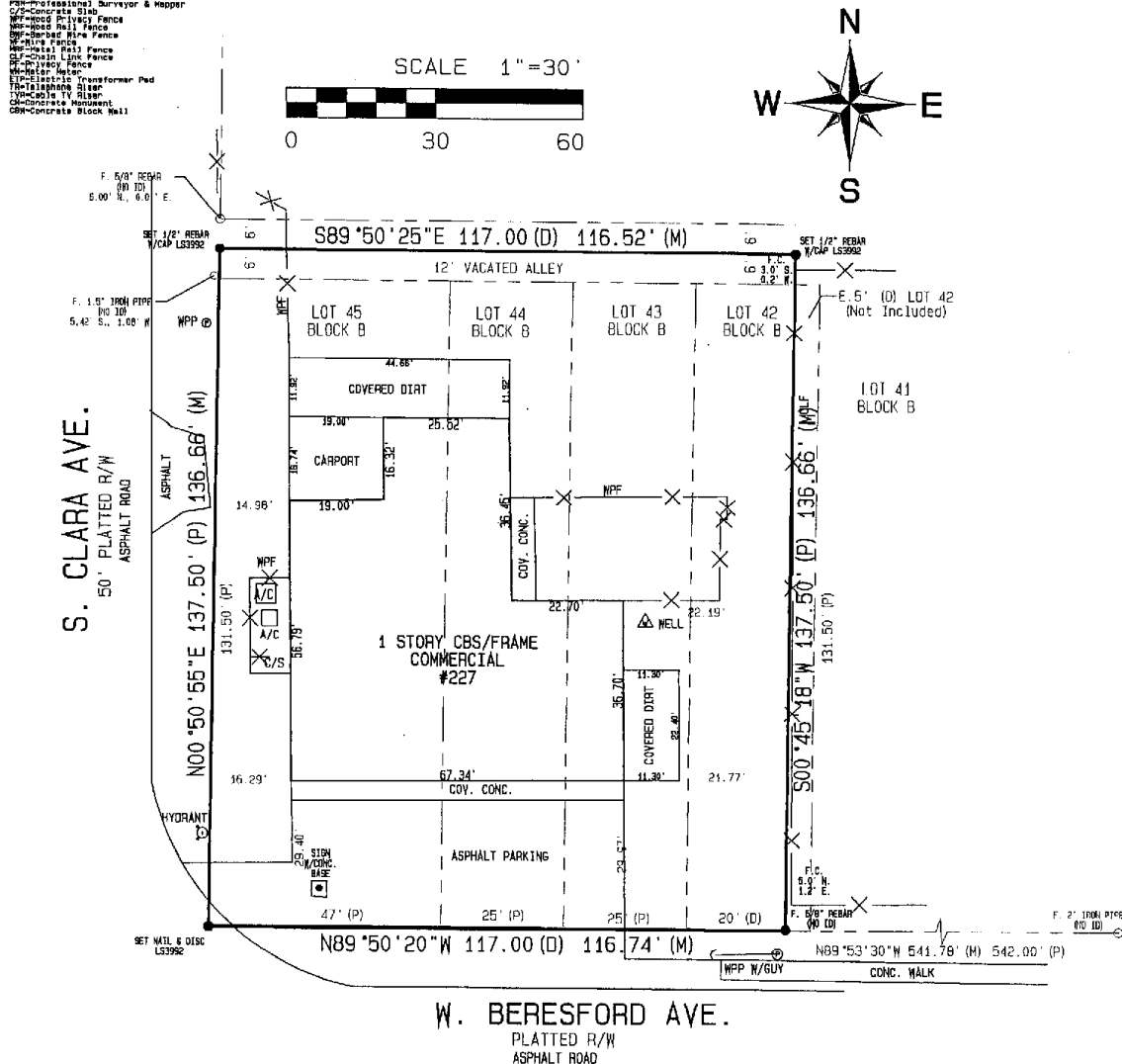
NOTES:

- 1) Subject to restrictions, reservations, easements and rights-of-way, if any, appearing of record.
2) Survey performed without the benefit of a title search.
3) Underground utilities and other below ground features, not located, other than shown.

LEGEND:

- U.E.-Utility Easement
- D.E.-Drainage Easement
- U.D.E.-Utility & Drainage Easement
- D.D.-Dredge
- F.-Field measured data
- C.-Computed data
- P.-Found
- C.P.-Curve corner
- P.C.-Point of Curve
- P.T.-Point of Tangency
- C.C.-Point of Compound Curve
- P.A.C.-Point of Reversal Curve
- W/M-Weight of way
- S.-and Surveyor
- L-Licensed Business
- S.S.-Surveyor & Mapper
- C/S-Concrete Slab
- W/Hooded Privacy Fence
- W/Barbed Rail Fence
- W/Barbed Wire Fence
- W/Rice Fence
- W/Chain Link Fence
- W/Chain Link Fence
- W/Meter Water
- T.P.-Electric Transformer Pad
- T-Telephone
- W/Cable TV
- W-Concrete Monument
- CW-Concrete Block Wall

227 W. BERESFORD AVE., DELAND, FL 32720



This survey is certified to and prepared for the exclusive benefit of the entitled and/or individuals shown herein, valid on the most current data shown, and shall not be relied upon by any other entity or individual whatsoever.

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NOTE:
Date of survey may differ from date of signature. If so, the date of survey is the applicable date.

James P. Langford
CERTIFICATE
No. 3992
STATE OF
FLORIDA
REGISTERED SURVEYOR & ALTERNATE
DATE SIGNED: 11/30/2020
James P. Langford, P.L.S. 3992, LB7803
VALID ONLY WITH AN AUTHORIZED ELECTRONIC
OR EMBOSSSED SURVEYOR'S SEAL & SIGNATURE

Date of Survey: 11/24/2020	Drawn by: JPI	Checked by: JPI	Scale: 1"=30'	File name/no. 20-11/
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Benjamin Thompson
915 Fatio Rd.
Deland, FL 32720

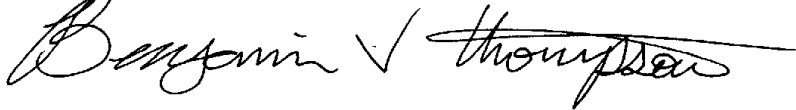
City of Deland
Developmental Services-Community Development
120 S. Florida Ave.
Deland, FL 32720

December 22, 2023

RE: 227 W. Beresford Survey

Please allow this letter to certify that no changes have been made to the site since the survey dated 11/24/2020 completed by Langford Surveying CFL, INC. The survey is still accurate today.

Thank you,

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Benjamin Thompson
Property Owner
386-624-5181- Office
386-747-1124

**PLANNING DEPARTMENT STAFF REPORT
TO
PLANNING BOARD**

February 14, 2024

A. APPLICATION NO.: Z23-275

STAFF PLANNER: Kendall Story, CNU-A

APPLICANT: Benjamin Thompson

REQUEST: Rezone from R-1 (Residential), to C-1 (Limited Neighborhood Commercial)

APPLICABLE REGULATIONS:

Article XII ADMINISTRATION AND ENFORCEMENT

Sec. 33-135 – Procedure for text amendments & rezoning.

B. SITE FACTORS:

Location:	227 W. Beresford Ave.
Parcel ID:	701636020430
Parcel Size:	±0.35 acres
Land Use:	MC, Mixed Commercial
Existing Zoning:	R-1, Single Family Residential
Existing Use:	Hair Salon/Apartment dwellings

	SURROUNDING LAND USE:	SURROUNDING ZONING:
North:	MDR (Medium Density Residential)	R-1 (Single Family Residential)
South:	VC: COM (VC Commercial)	VC: B-4 (VC General Commercial)
East:	MDR (Medium Density Residential)	R-1 (Single Family Residential)
West:	LDR (Low Density Residential)	R-1 (Single Family Residential)

C. ANALYSIS:

The subject property is located at 227 W. Beresford Ave. and consists of 0.35 acres of property. The property neighbors both residential and commercial uses. Concurrent to this zoning application, the applicant submitted a request for a future land use amendment (SMLU23-273) from Medium Density Residential to Mixed Commercial to allow the existing salon to continue as a commercial use.

The applicant intends on maintaining the existing business and adjacent apartments. There is a mix of both incorporated and unincorporated property to the south of the subject property. The adjacent

uses include a metal shop, a car dealership, churches and single-family residential homes. An approved site plan would be required for any future development on the site, and all applicable site plan requirements would need to be met.

Section 33-135 of the Land Development Regulations provides the following criteria, which the City Commission shall utilize in reviewing a rezoning request:

1. Is the proposed rezoning consistent with the Comprehensive Land Use Plan, the land use, zoning pattern and character of the surrounding area?

The development is consistent with the Comprehensive Plan with an underlying land use designation of MC, Mixed Commercial; the MC designation is characterized by a mixture of residential, office, and retail/service uses.

The C-1 zoning designation is consistent with the Mixed Commercial future land use and maintains the same general character of the surrounding area.

2. Will the proposed rezoning have an impact upon the environment or natural resources?

The rezoning of this property should not impact any environment or natural resources. It is already a developed site. Any future development or redevelopment would be analyzed for environmental impacts at the time of the request.

3. Will the proposed rezoning have an impact upon the economy of the affected area?

The rezoning will not have an impact upon the economy, as there is an existing business on site, and the business is already in operation.

4. Will the proposed rezoning have an impact upon governmental services?

The use of the property is anticipated to have little to no impact on governmental services, as existing services, such as police and fire, are already available.

5. Are there changes in the circumstances or conditions affecting the area since the original assignment of zoning that will support the proposed zoning?

The subject property is located within the Emerging Area Gateway Overlay District. According to section 33-36 of the land development code, the purpose of the gateway overlay districts is to:

- *Ensure that the main streets and entryways to the City of DeLand are developed into well-landscaped, scenic gateways;*
- *Provides uniform design standards to promote high quality new development;*

- *Promote redevelopment and adaptive reuse of existing properties in a manner consistent with the historic character of the city;*
- *Prevent visual pollution caused by unplanned and uncoordinated uses, buildings and structures;*
- *Utilize natural and transplanted trees to shade and soften the appearance of nonresidential parking areas; and*
- *Maximize pedestrian access and safety.*

If redeveloped, the property will be held to the gateway overlay standards, therefore meeting the intent of said section of the code. No exterior site improvements are proposed at this time.

6. Was there a mistake in the original classification?

There was no known mistake.

7. Will the proposed rezoning have any effect upon the use or value of the affected area?

The subject property lies on a main thoroughfare that includes an existing mix of residential and commercial uses. The C-1 zoning request is appropriate for its location and is supported by both the underlying land use of Mixed Commercial, as well as the city's Future Land Use Map.

If redeveloped, all applicable development regulations will apply, including the Emerging Gateway Overlay standards, as previously discussed, as well as architectural standards stated in Sec. 33-94, Community Design Standards. This will add value to the affected area.

8. Will the proposed rezoning have an impact upon public health, safety and welfare?

It is not anticipated that there will be any adverse impacts upon public health, safety or welfare as a result of this zoning change, and this rezoning would make the property consistent with the surrounding mixture of land uses.

D. CONCLUSION:

The Applicant is proposing to rezone the subject property to the C-1 zoning district which is compatible with the MC (Mixed Commercial) future land use designation, as well as the existing characteristics of the area.

E. STAFF RECOMMENDATION:

Staff recommends that the Planning Board forward the application to the City Commission with a recommendation of approval of zoning change from R-1 (Single Family Residential) to C-1 (Neighborhood Commercial).



City of DeLand
Z23-275
227 W. BERESFORD

CHELSEA ST W

806

224

220

216

808

CLARA AV S

R-1

301

C-1

PROPOSED ZONING: C-1

221

227

CR 4112 (BERESFORD AV W)

300

B-5

220

VC:B-4

246

B-4

902

CR 4113 (CLARA AV S)

MH-1

Legend:



City Zoning

County Zoning





City of DeLand
Z23-275
227 W. BERESFORD

CHELSEA ST W

806

224

220

216

R-1

808

CLARA AV S

301

227

221

CURRENT ZONING: R-1

CR 4112 (BERESFORD AV W)

B-5

300

B-4

246

220

VC:B-4

902

CR 4113 (CLARA AV S)

MH-1

Legend:

-  City Zoning
-  County Zoning





City of DeLand
Z23-275
227 W. BERESFORD



CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Second Reading of Ordinance No. 2024-29, Abandoning 1.22 Acres of Property Located at Bert Fish Drive Right-of-Way at 220 East University Avenue. (1st Rdg. 05-20-24).

DEPARTMENT: Planning

PREPARED BY: Carol Kuhn, Planning Director

ATTACHMENTS: ORD-2024-29 , Exhibit A, A24-098 Bert Fish STAFF REPORT, A24-098 Aerial View, A24-098 Zoning Map

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

The applicant, Stetson University, is seeking to vacate the North Bert Fish Dr Right-of-Way from University Ave south to Minnesota Ave. and the East Bert Fish Dr Right-of-Way from North Bert Fish Dr east to North Amelia Ave. The vacation of these portions of right-of-way will allow the university to construct a new residence hall as well as conduct other on-campus improvements. Stetson University would receive all portions of the vacated right-of-way. A recorded utility easement is required to allow the city to maintain the existing water main and clarify that Stetson University will assume maintenance responsibility for the fire hydrants. The area of the proposed vacation will remain accessible to the Fire Department for emergency purposes.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

As outlined in the City's strategic plan focus area, "Creating the connected community." this vacation will allow the revitalization of Stetson University's campus and bring students closer to the heart of the university and closer to downtown DeLand. Additional green and recreation spaces will be provided where pavement once was.

SUSTAINABILITY:

The abandonment will allow Stetson to commence with revitalization of this section of the campus, with improvement including additional green space and reduced vehicular traffic.

FISCAL IMPACT:

Approval of the right-of-way vacation will have a positive fiscal impact for the City as the City will no longer be responsible for maintenance of the vacated roadway.

RECOMMENDATION:

Staff recommends that the City Commission approve, on second reading, right-of-way vacation application A24-098.

BACKGROUND/DISCUSSION:

This is a request for vacation of sections of the North Bert Fish Drive right-of-way. The sections being proposed to be abandoned are completely surrounded by the Stetson University Campus. This request is in

conjunction with a Class IV site plan application to allow the construction of a new residence hall. This vacation would be required to allow Stetson's proposal. Stetson University would receive all of the right-of-way being abandoned.

ORDINANCE NO. 2024 - 29

AN ORDINANCE OF THE CITY COMMISSION OF DELAND, FLORIDA, ABANDONING +/- 1.22 ACRES OF THE BERT FISH DRIVE RIGHT-OF-WAY FROM UNIVERSITY AVENUE SOUTH TO MINNESOTA AVENUE AND EAST BERT FISH DRIVE RIGHT-OF-WAY FROM NORTH BERT FISH DRIVE EAST TO NORTH AMELIA AVENUE, LOCATED AT 220 EAST UNIVERSITY AVENUE; AS MORE PARTICULARLY DESCRIBED HEREIN; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the applicant, Stetson University, requested approval of the abandonment of +/- 1.22 acres of the Bert Fish Drive right-of-way from University Avenue south to Minnesota Avenue and east Bert Fish Drive right-of-way from north Bert Fish Drive East to North Amelia Avenue located at 220 East University Avenue and more particularly described in the attached Exhibit “A”; and

WHEREAS, the requested abandonment of the right-of-way is consistent with the transportation element of the City’s Comprehensive Plan; and

WHEREAS, the requested abandonment of this portion of the right-of-way will not restrict access to any property, will not be harmful to the public interest, and provides a positive benefit to the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF DELAND, FLORIDA:

Section 1. The 1.22 acres of the Bert Fish Drive right-of way and east Bert Fish Drive right-of-way, described in the attached Exhibit A, is hereby abandoned, and any right, title, or interest of the public in and to the right-of-way on any recorded map or plat, is hereby renounced and disclaimed.

Section 2. The effect of this Ordinance is to abandon +/- 1.22 acres of the Bert Fish Drive right-of way and east Bert Fish Drive right-of-way described above, and to renounce and disclaim any right, title, or interest of the public in and to the said right-of-way.

Section 3. The City Clerk-Auditor is hereby directed to have recorded in the public records of Volusia County, Florida, a certified copy of this Ordinance.

Section 4. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 5. All Ordinances or parts of Ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 6. This Ordinance shall become effective immediately upon its adoption.

PASSED AND DULY ADOPTED this 3rd day of June, 2024.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Julie A. Hennessy
City Clerk - Auditor

Passed on first reading: May 20, 2024
Adopted on second reading: June 03, 2024

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

"EXHIBIT A"

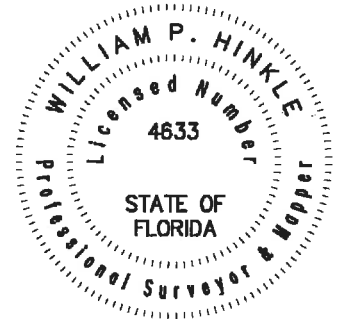
SITE



VICINITY MAP:
NOT TO SCALE

SURVEY NOTES:

1. BEARINGS SHOWN HEREON ARE BASED ON THE WESTERLY RIGHT OF WAY LINE OF AMELIA AVENUE PER PLAT OF UNIVERSITY HEIGHTS, AS RECORDED IN PLAT BOOK 5, PAGE 8 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, AS BEING S01°34'19"E.
2. LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR RIGHTS-OF-WAY, EASEMENTS, OWNERSHIP, ADJOINERS OR OTHER INSTRUMENTS OF RECORD.
3. THIS SKETCH MEETS THE APPLICABLE "STANDARDS OF PRACTICE" AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN RULE 5J17.050-.052, FLORIDA ADMINISTRATIVE CODE.
4. THIS IS NOT A BOUNDARY SURVEY.
5. THE ELECTRONIC SIGNATURE HEREON IS IN COMPLIANCE WITH FLORIDA ADMINISTRATIVE CODE (FAC) 5J-17.062(3)
6. THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY WILLIAM P. HINKLE, PSM 4633, ON 03/22/2024 PER FAC 5J-17.062(2).



William P Hinkle

Digitally signed by William P Hinkle

Date: 2024.03.22 14:23:39 -04'00'

DATE

WILLIAM P. HINKLE
FLORIDA LICENSED SURVEYOR & MAPPER
NO. LS 4633

THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

SHEET 1 OF 3

(SEE SHEET 2 FOR DESCRIPTION OF SKETCH)
(SEE SHEET 3 FOR SKETCH)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

—OF—

**ROAD VOCATION OF E. BERT
DRIVE AND A PORTION OF
N.BERT FISH DRIVE**

SECTION 9, TOWNSHIP 17 SOUTH,
RANGE 30 EAST

VOLUSIA, COUNTY

FLORIDA



Dewberry

131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

CERTIFICATE OF AUTHORIZATION NO. LB 8011

PREPARED FOR:

**STETSON UNIVERSITY
(DELAND)**

DATE: 03/22/24
REV DATE:
SCALE 1" = N/A

PROJ: 50170277
DRAWN BY: SCC
CHECKED BY: WPH

LEGAL DESCRIPTION:

ALL OF FRENCH AVENUE (EAST BERT FISH DRIVE, FIELD) AND A PORTION OF HAYDEN AVENUE (NORTH BERT FISH DRIVE, FIELD), ACCORDING TO THE PLAT OF UNIVERSITY HEIGHTS, AS RECORDED IN PLAT BOOK 5, PAGE 8, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, SITUATED IN SECTION 9, TOWNSHIP 17 SOUTH, RANGE 30 EAST, VOLUSIA COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 40, UNIVERSITY HEIGHTS, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN MAP BOOK 5, PAGE 8 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, ALSO BEING A POINT ON THE EAST RIGHT OF WAY LINE OF NORTH BERT FISH DRIVE (RIGHT OF WAY WIDTH VARIES) ACCORDING TO THE PLAT THEREOF; THENCE S01°30'08"E ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 278.90 FEET TO THE SOUTHWEST CORNER OF LOT 44 OF SAID PLAT, ALSO BEING A POINT ON THE NORTH RIGHT OF WAY LINE OF EAST BERT FISH DRIVE (50.00 FOOT RIGHT OF WAY) ACCORDING TO THE PLAT THEREOF; THENCE DEPARTING SAID EAST RIGHT OF WAY LINE RUN N89°54'21"E ALONG SAID NORTH RIGHT OF WAY LINE, A DISTANCE OF 448.00 FEET TO THE SOUTHEAST CORNER OF LOT 36 OF SAID PLAT, ALSO BEING A POINT ON THE WEST RIGHT OF WAY LINE OF AMELIA AVENUE (66.00 FOOT RIGHT OF WAY) ACCORDING TO THE PLAT THEREOF; THENCE DEPARTING SAID NORTH RIGHT OF WAY LINE RUN S01°34'19"E ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 50.02 FEET TO THE NORTHEAST CORNER OF LOT 48 OF SAID PLAT, ALSO BEING A POINT ON THE SOUTH RIGHT OF WAY LINE OF EAST BERT FISH DRIVE (50.00 FOOT RIGHT OF WAY) ACCORDING TO THE PLAT THEREOF; THENCE DEPARTING SAID WEST RIGHT OF WAY LINE RUN S89°54'21"W ALONG SAID SOUTH RIGHT OF WAY LINE, A DISTANCE OF 448.00 FEET TO THE NORTHWEST CORNER OF LOT 53 OF SAID PLAT, ALSO BEING A POINT ON SAID EAST RIGHT OF WAY LINE OF NORTH BERT FISH DRIVE; THENCE DEPARTING SAID SOUTH RIGHT OF WAY LINE RUN S01°34'19"E ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 280.00 FEET TO THE SOUTHWEST CORNER OF LOT 55 OF SAID PLAT, ALSO BEING A POINT ON THE NORTH RIGHT OF WAY LINE OF MINNESOTA AVENUE (66.00 RIGHT OF WAY) ACCORDING TO THE PLAT THEREOF; THENCE DEPARTING SAID EAST RIGHT OF WAY LINE RUN S89°54'21"W ALONG SAID NORTH RIGHT OF WAY LINE, A DISTANCE OF 51.00 FEET TO THE WEST RIGHT OF WAY LINE OF SAID NORTH BERT FISH DRIVE; THENCE DEPARTING SAID NORTH RIGHT OF WAY LINE RUN N01°25'36"W ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 608.88 FEET; THENCE DEPARTING SAID WEST RIGHT OF WAY LINE RUN N89°54'21"E, A DISTANCE OF 49.72 FEET TO THE POINT OF BEGINNING.

CONTAINING 52,999.85 SQUARE FEET/1.22 ACRES OF LAND, MORE OR LESS.

SHEET 2 OF 3

(SEE SHEET 1 FOR NOTES)
(SEE SHEET 3 FOR SKETCH)

SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

—OF—

**ROAD VOCATION OF E. BERT
DRIVE AND A PORTION OF
N. BERT FISH DRIVE**

SECTION 9, TOWNSHIP 17 SOUTH,
RANGE 30 EAST

VOLUSIA, COUNTY

FLORIDA



131 WEST KALEY STREET
ORLANDO, FLORIDA 32806
PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM
CERTIFICATE OF AUTHORIZATION No. LB 8011

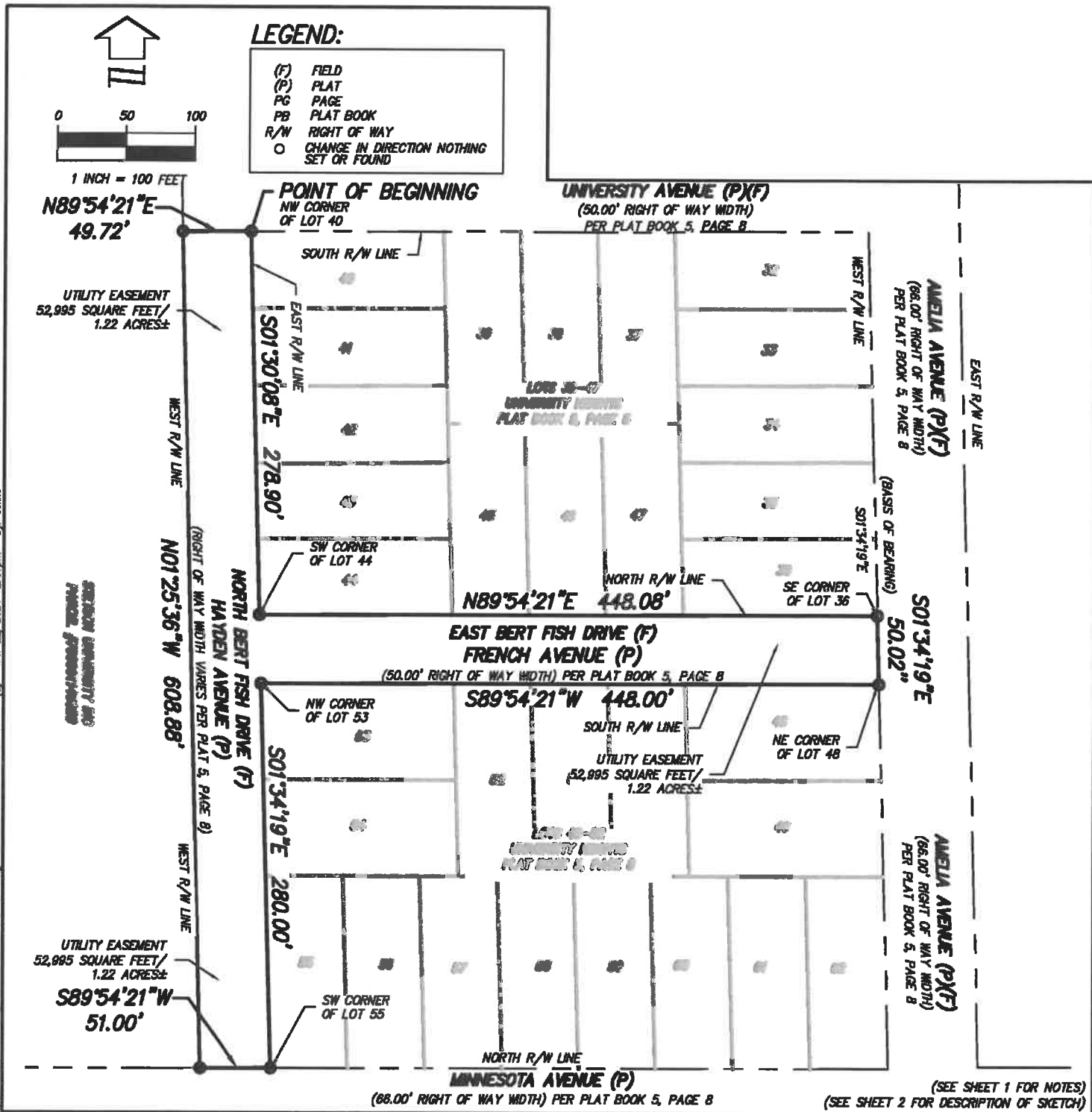
PREPARED FOR:

**STETSON UNIVERSITY
(DELAND)**

DATE: 03/22/24
REV DATE:
SCALE 1" = N/A

PROJ: 50170277
DRAWN BY: SCC
CHECKED BY: WPH

Drawing name: S:\251-01_University out lots\DWG-CM 3D\Stetson_Lot Combo_LE VACATION_murksketch.dwg DEW desc. & sketch Sheet 3 (2) Mar 22, 2024 2:07pm by: aceline



SKETCH OF DESCRIPTION ONLY. THIS IS NOT A SURVEY.

SKETCH OF DESCRIPTION

—OF—

**ROAD VACATION OF E. BERT
DRIVE AND A PORTION OF
N. BERT FISH DRIVE**

SECTION 9, TOWNSHIP 17 SOUTH,
RANGE 30 EAST

VOLUSIA, COUNTY

FLORIDA

SHEET 3 OF 3



Dewberry

131 WEST KALEY STREET
ORLANDO, FLORIDA 32806

PHONE: 321.354.9826 FAX: 407.648.9104
WWW.DEWBERRY.COM

CERTIFICATE OF AUTHORIZATION No. LB 8011

PREPARED FOR:

**STETSON UNIVERSITY
(DELAND)**

DATE: 03/22/24
REV DATE:
SCALE 1" = 100'

PROJ: 50170277
DRAWN BY: SCC
CHECKED BY: WPH

**PLANNING DIVISION STAFF REPORT
TO
THE CITY OF DELAND CITY COMMISSION**

May 20, 2024

- A. APPLICATION NO.:** A24-098, Bert Fish Dr., DeLand
- APPLICANT:** Scott Thacker, Stetson University
- B. REQUEST:** Seeking to vacate N Bert Fish Dr R/W from University Ave South to Minnesota Ave. And E. Bert Fish Dr R/W from N. Bert Fish Dr East to N. Amelia Ave
- C. APPLICABLE REGULATIONS: CHARTER AND RELATED LAWS Art. XII Planning & Zoning, Sec. 93.** - Dedication and abandonment of streets. **33-90.02. Rights-of-way.**
- D. ANALYSIS:** This is a request for vacation of sections of the North Bert Fish Drive right-of-way. The sections being proposed to be abandoned are completely surrounded by the Stetson University Campus. This request is in conjunction with a Class IV site plan application to allow the construction of a new residence hall. This vacation would be required to allow Stetson's proposal. Stetson University would receive all of the right-of-way being abandoned.

Art. XII Planning & Zoning

Sec. 93. - Dedication and abandonment of streets.

The city commission may by ordinance discontinue, vacate and abandon any plat, public park, public square, street, avenue, highway or any other way which is laid out, fixed or established in any manner by the city or any person; however, this power shall not apply to any designated state road without the concurrence of the state road department.

ARTICLE VIII. - DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS

Sec. 33-90. - Transportation systems.

33-90.02. Rights-of-way.

- (d) *Vacation of right-of-way.* Applications to vacate a right-of-way shall be approved upon a finding that all of the following requirements are met:

1. The requested vacation is consistent with the transportation element of the city Comprehensive Plan.

The vacation of this right of way will not adversely impact the goals of the city's transportation element. The element states the following:

t. 1.1.6 - Give priority to improvements which will directly benefit City residents and businesses, or those residents and businesses in the planning area.

2. The right-of-way does not provide the sole access to any property. Remaining access shall not be by easement.

The right-of-way does not provide sole access to any property. The section of right-of-way to be abandoned is located entirely within the campus of Stetson University, which contains multiple points of access. The Fire Department will still be able to access existing buildings with this vacation.

3. The vacation will not jeopardize the current or future location of any utility.
AT&T, Duke Energy, Charter Communications, Florida Public Utilities, the City of DeLand and ZAYO have provided letters of no objection for the vacation.

4. The proposed vacation is not detrimental to the public interest, and provides a positive benefit to the city.

The proposed vacation is not detrimental to the public interest as the right-of-way is largely used by Stetson students and faculty, and is located entirely within the campus of Stetson. The vacation of the right-of-way will provide additional area and options for future development and allow Stetson to improve the quality of student life on the campus.

E. STAFF RECOMMENDATION:

| Based on compliance with the applicable criteria, staff recommends that the City Commission approve right-of-way vacation application A24-098.

Exhibits

Exhibit 1 – Proposed Vacation Area

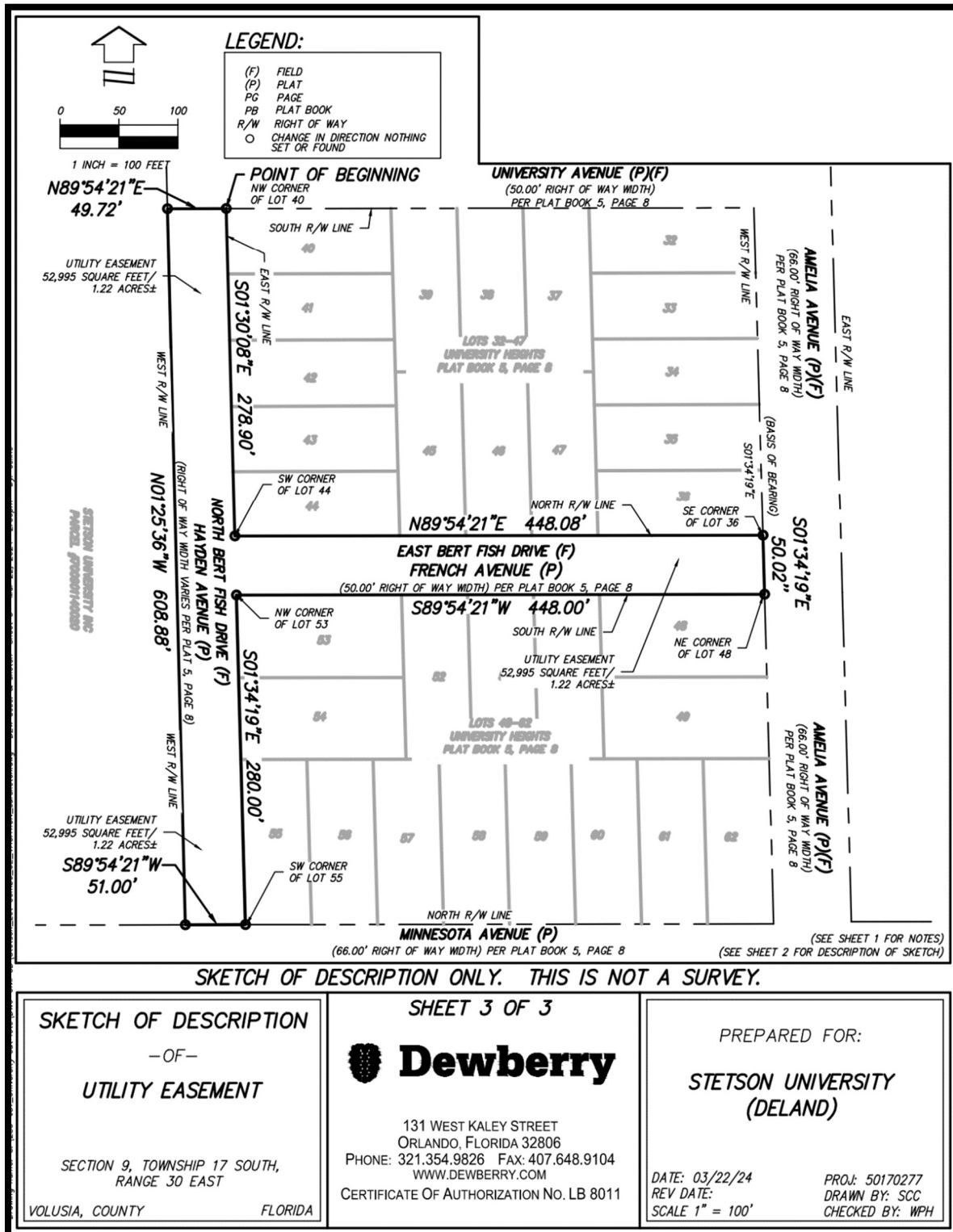
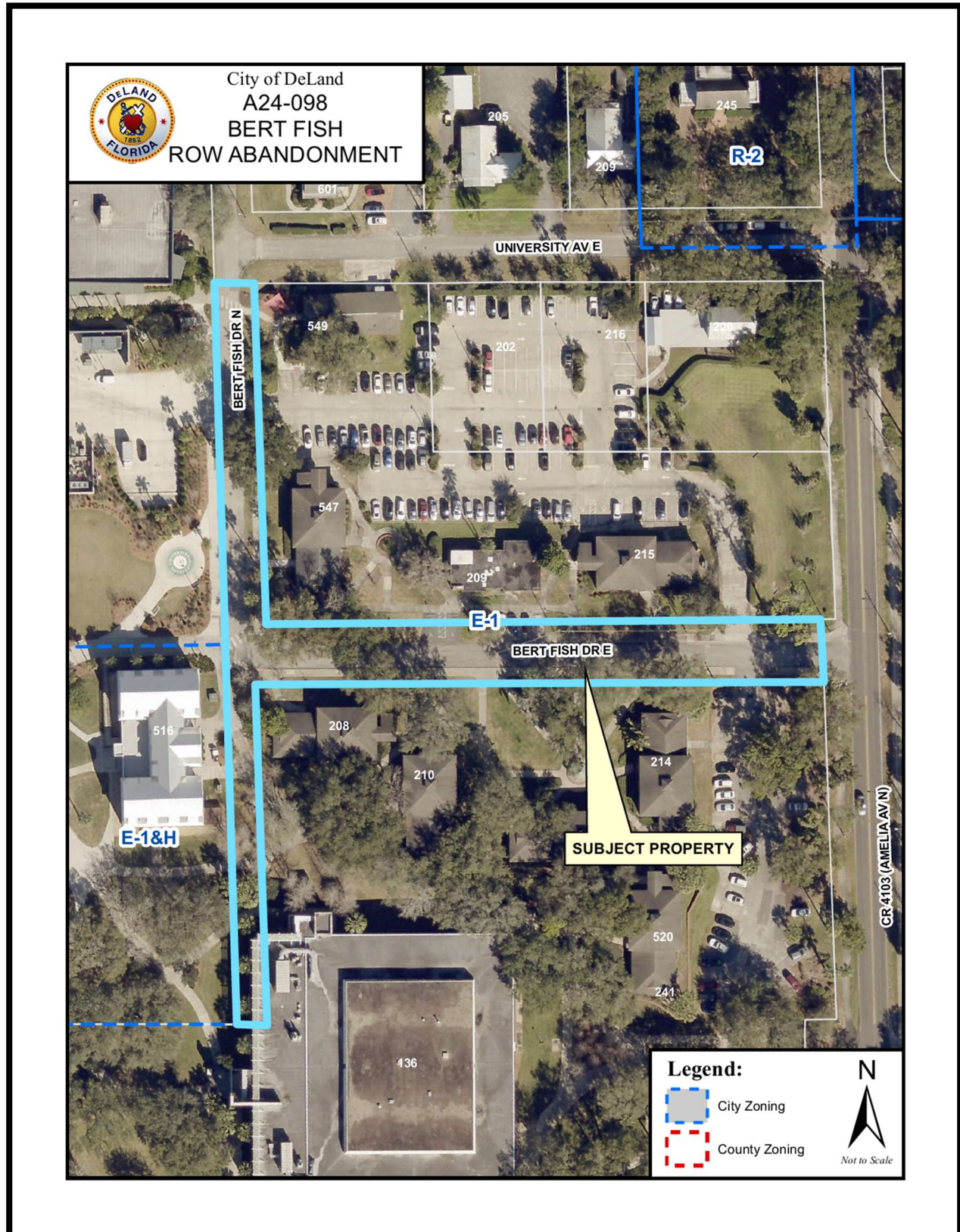
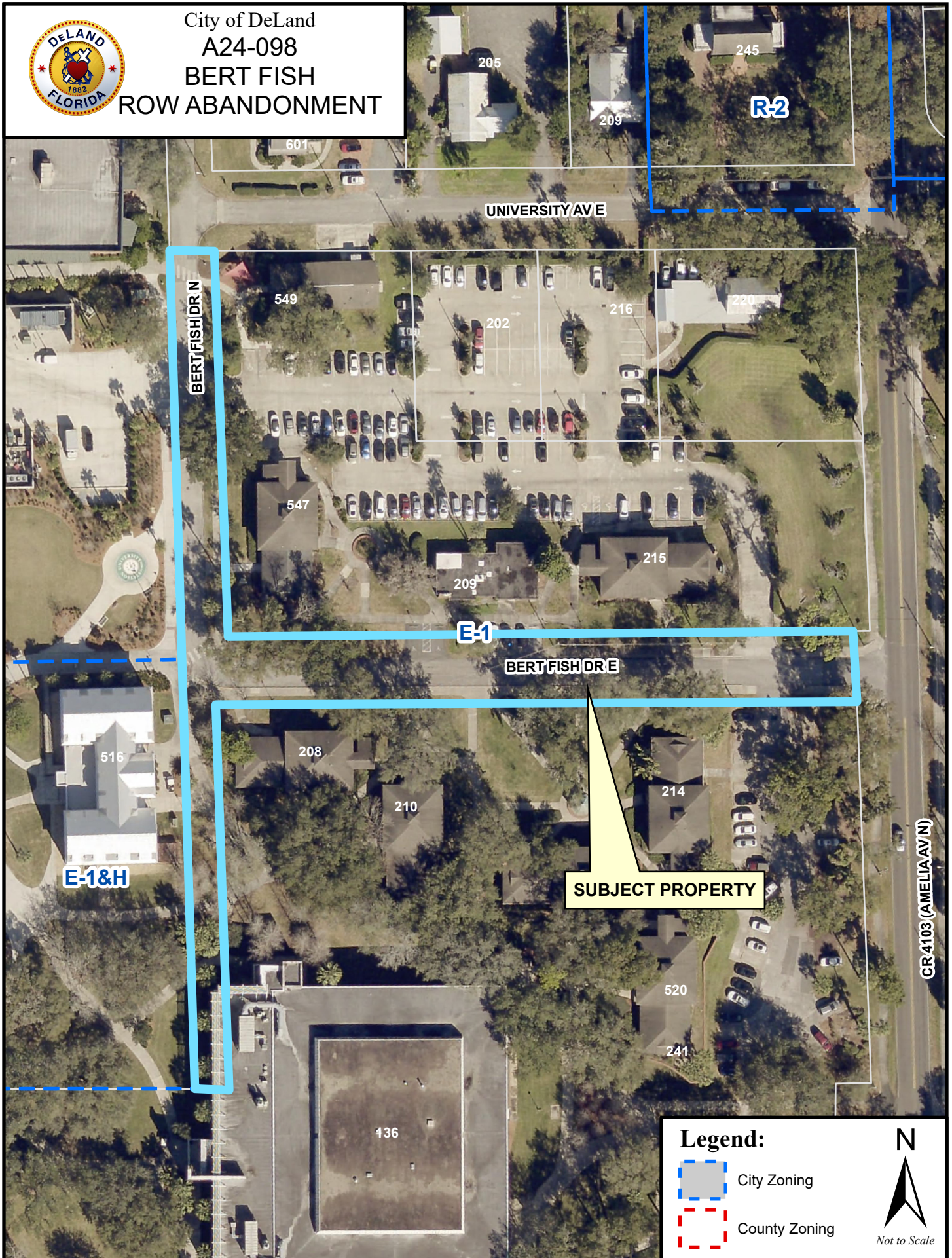


Exhibit 2 – Aerial





City of DeLand
A24-098
BERT FISH
ROW ABANDONMENT



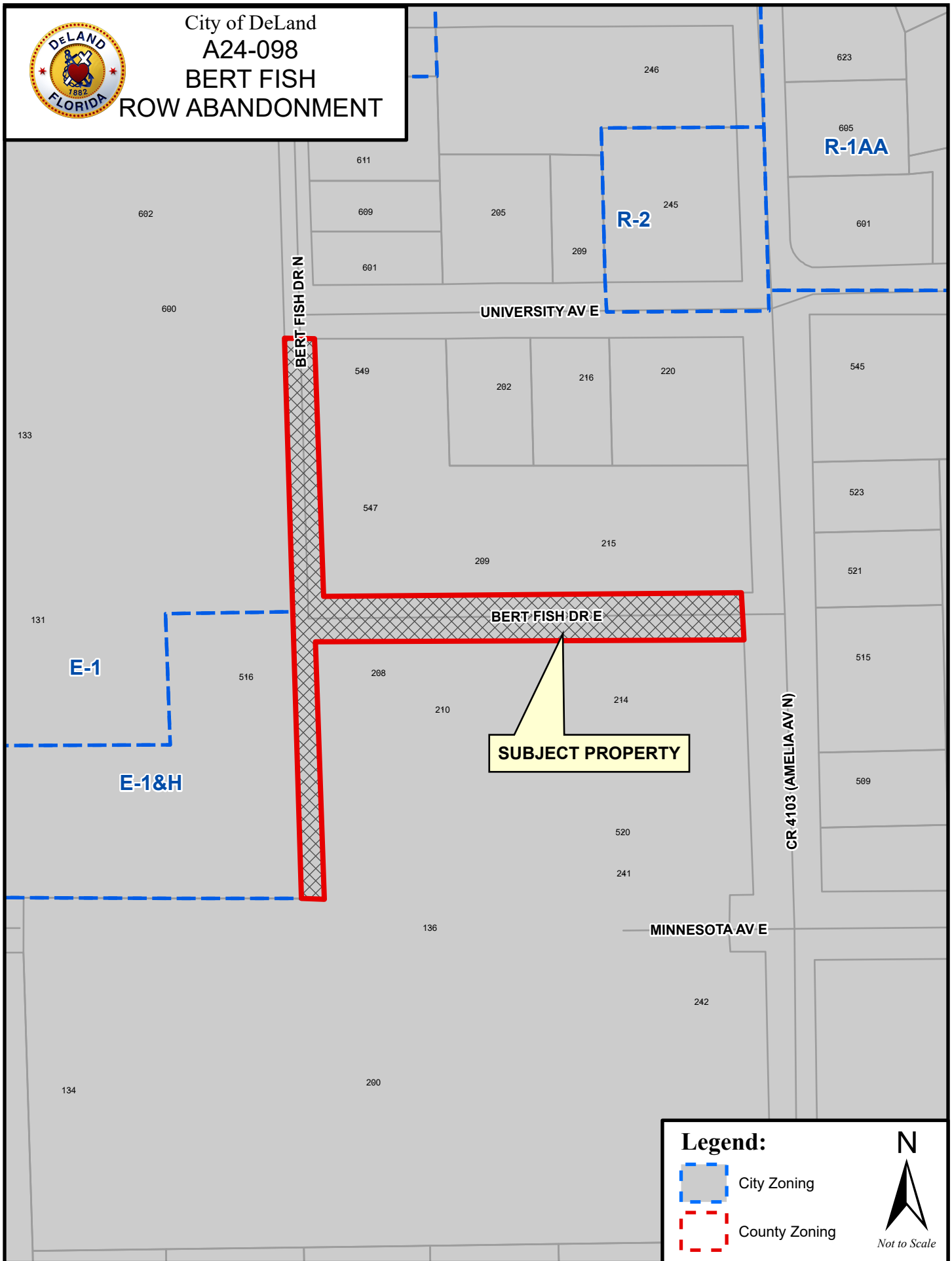
Legend:

-  City Zoning
-  County Zoning





City of DeLand
A24-098
BERT FISH
ROW ABANDONMENT



CITY OF DELAND
Request for Commission Action
June 3, 2024

SUBJECT: Resolution Approving Class IV Site Plan, Stetson University Residential Hall, Located at 215 East Bert Fish Avenue.

DEPARTMENT: Planning

PREPARED BY: Carol Kuhn, Planning Director

ATTACHMENTS: Resolution , SP24-037 Stetson Residential Hall STAFF REPORT, SP24-037 Site Plan, SP24-037 Landscape, SP24-037 Concept, SP24-037 Elevations, SP24-037 Stormwater Narrative, SP24-037 Stetson-Res Hall Parking Study_2024-02 (2), SP24-037 TRC Comments, SP24-037 Aerial View, SP24-037 Zoning Map

APPROVED BY: Michael Pleus, City Manager, May 28, 2024

SUMMARY/HIGHLIGHT:

The applicant, Stetson University, has submitted an application to construct a new four-story 300 bed residential hall on the Stetson University campus. The gross building area of the residential hall will be 107,463 square feet, which requires review from the Planning Board and approval by the City Commission. Staff reviewed the submittal and forwarded a recommendation of approval to the Planning Board and City Commission. The Planning Board reviewed the application and forwarded a recommendation of approval to the City Commission.

The construction of this residence hall is a high campus priority and one of several improvements being made to the campus. In addition to the residence hall, new greenspace and trails will be added to the campus with this project to promote walkability and create new gathering spaces for the Stetson and DeLand community.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

As outlined in the City's strategic plan focus area, "Creating the connected community." approval of this site plan will allow the revitalization of Stetson University's campus and bring students closer to the heart of the university and closer to downtown DeLand. Additional green and recreation spaces will be provided that will create new spaces for the community as a whole.

SUSTAINABILITY:

The construction of this residence hall nearer to the center of campus will help with revitalization of this section of the campus, with improvements including additional green space and bike/pedestrian enhancements to reduce vehicular traffic.

FISCAL IMPACT:

The addition of this residence hall should not have a significant fiscal impact on the City. Student housing is being constructed nearer to the downtown area compared to existing housing, which may improve walkability to downtown businesses.

RECOMMENDATION:

Staff recommends the City Commission approve Class IV Site Plan application SP24-037.

BACKGROUND/DISCUSSION:

Stetson University is proposing to construct a new four-story 300 bed residential hall on campus at 215 E. Bert Fish Ave. Currently at 215 E. Bert Fish Ave there are several buildings and a large parking lot. With the construction of this proposed residence hall these buildings would be demolished and roughly 100 parking spaces removed. The intent of the new residence hall is to promote student living nearer to the heart of the Stetson Campus. Total campus capacity will not be increased with the construction of the proposed residence hall as existing residence halls will see a reduction in occupancy. Per a parking study provided by Stetson, the campus will still exceed the City's minimum parking requirement. The total impervious coverage of the property will decrease with the construction of this residence hall, and the existing eastern stormwater pond is to be kept.

As this project exceeds 80,000 square feet of floor area, review by the Technical Review Committee, Planning Board, and City Commission is required. City staff reviewed this application at the March 21, 2024 meeting of the Technical Review Committee and forwarded a recommendation of conditional approval to the Planning Board. The Planning Board forwarded a recommendation of approval for this application to the City Commission at their May 8, 2024 meeting.

Concurrent with the Class IV Site Plan application, a variance, historic tree removal, and right-of-way vacation were required. A variance application was required to exceed the maximum height in the E-1 zoning district from 65 feet to 81 feet, which was granted by the Planning Board at the May 8, 2024 meeting. A historic tree removal application was required to remove several historic trees on the property, which was approved at the May 6, 2024 meeting of the City Commission. A right-of-way vacation application was required to vacate portions of the Bert Fish right-of-way, which was approved on first reading at the May 20, 2024 meeting of the City Commission and will be heard for second reading at the June 3, 2024 meeting.

RESOLUTION NO. 2024 -

**A RESOLUTION OF THE CITY COMMISSION OF DELAND, FLORIDA,
APPROVING A CLASS IV SITE PLAN FOR STETSON UNIVERSITY,
LOCATED AT 215 EAST BERT FISH AVENUE; AND PROVIDING
EFFECTIVE DATE.**

WHEREAS, the applicant, Stetson University, has submitted a proper and complete application under Chapter 33, Article 12 of the City of DeLand Code of Ordinances for the approval of a Class IV Site Plan for Stetson University residential hall, located at 215 East Bert Fish Avenue; and

WHEREAS, the applicant intends to construct a new four-story 300 bed residential hall consisting of +/- 107,463 square feet; and

WHEREAS, on May 8, 2024, the Planning Board recommended approval of the Class IV Site Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
DELAND, FLORIDA:**

Section 1. The City Commission hereby approves the Class IV Site Plan for Stetson University located at 215 East Bert Fish Avenue.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND DULY ADOPTED this 3rd day of June, 2024.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Julie A. Hennessy
City Clerk – Auditor

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

**PLANNING STAFF REPORT
TO
CITY OF DELAND PLANNING BOARD**

May 8, 2024

APPLICATION NO.: SP24-037

APPLICANT: Scott Thacker – Stetson University

REQUEST: Class IV Site Plan – Stetson University Residential Hall

APPLICABLE SECTIONS: Article XII, Section 33-132

A. SITE FACTORS

Location: 215 Bert Fish Dr.
Parcel Size: 3.17 ± acres
Existing Zoning: E-1 – Educational District
Existing Land Use: Educational

SITE INFORMATION:		
SITE ADDRESS		STETSON UNIVERSITY CAMPUS, N BERT FISH DRIVE, DELAND, FL
PROJECT AREA		3.17 AC
TAX PARCEL I.D. #		700916000320, 700916000350, 700916000370, 700916000390
EXISTING ZONING		E-1 EDUCATIONAL
EXISTING LAND USE		EDUCATIONAL
PROPOSED LAND USE		EDUCATIONAL
SETBACKS:		
FRONT REQUIRED/PROVIDED:		30 FT / NOT PROVIDED
SIDE: REQUIRED/PROVIDED		0 FT / NOT PROVIDED
REAR: REQUIRED/PROVIDED		30 FT / NOT PROVIDED
MAXIMUM BUILDING HEIGHT		65 FT
PROPOSED BUILDING HEIGHT		79 FT 2 IN
LAND USE TABLE:		
	ACREAGE	PERCENTAGE
PROPOSED IMPROVEMENTS:		
BUILDING (S)	0.73 AC	23%
PAVEMENT & SIDEWALK	0.99 AC	32%
TOTAL PERVIOUS	1.43 AC	45%
TOTAL IMPERVIOUS	1.74 AC	55%

- B. LAND USE PLAN:** The proposed project is a four-story residential hall containing a pitched roof with approximately three hundred beds to support student living in close proximity to the heart of campus. The new building will allow for the occupancy in the older buildings on the eastern side of North Amelia Ave to be reduced from double occupancy to single occupancy dorm rooms. Existing structures on the site will be demolished to accommodate this project. Additionally, portions of Bert Fish Dr. will be vacated. This proposed residential hall is approximately 80,000 square feet in total size with roughly 31,798.8 feet of impervious being added. After the addition is complete the total impervious coverage of the site will decrease from 81,022 square feet to 75,794 square feet. This project is part of an ongoing process of revitalization of the Stetson University campus. As part of the residential hall project, new open green space, including a rain garden, will be provided.
- C. ANALYSIS:** The project area is located entirely within the campus of Stetson University, in the Core Gateway Area of the City. As this proposed residential hall has a total floor area in excess of 80,000 square feet it is considered Class IV development, and subject to review by the Technical Review Committee, Planning Board, and City Commission. The property is located within the E-1 Educational zoning district and is designated as Educational on the Future Land Use Map. A student residential hall permitted within this zoning district and consistent with the intent of the Educational land use designation. The project is located within the campus of the historic Stetson University; however, the specific property is not located within the Stetson Historic District. The project is located within the Downtown Support District and thus subject to design review set forth in Sec. 33-94.04 of the code. The City Architect reviewed the proposed project against these criteria and submitted a recommendation of approval.

The addition of this residence hall will not increase the total number of visits to or capacity of the campus. Existing residence halls will see a reduction on occupancy which will be transferred to the proposed residence hall. The proposed residence hall will be located at the site of an existing parking lot. Total campus parking will be reduced from 2,816 spaces to 2,714 spaces upon completion of the project. The Land Development Regulations require colleges to provide one parking space per faculty member and employee, plus one space per three students. Per data provided by the University, there are 789 employees and 3,177 students. This population requires $(789 + (3,177/3)) = 1,848$ parking spaces. Based on a provided parking study and City of DeLand parking requirements, the required parking for the campus will be met. Upon completion of the project, the total site impervious coverage will be decrease from 81,022 square feet to 75,794 square feet. The existing stormwater pond on the eastern portion of the property will remain to satisfy stormwater demands.

The proposal is largely compliant with the Land Development Regulations and compliant with the Comprehensive Plan. The height of the proposed structure exceeds the maximum height of the zone district and will require approval of a variance prior to site plan approval. Additionally, a right-of-way vacation and historic tree removal will be required to be completed prior to approval of the site plan application. Approval by the Tree Advisory Committee and City Commission is required to remove these historic

trees. The proposed structure would be conforming to setback and buffering requirements provided these applications are completed and approved.

The Technical Review Committee (TRC) reviewed the site plan on March 21, 2024 and recommended conditional approval subject to staff acceptance of outstanding comments to the Planning Board. Outstanding comments are included as an attachment.

- D. STAFF RECOMMENDATION:** Staff recommends the Planning Board forward Class IV Site Plan application SP24-037 to the City Commission with a recommendation of approval subject to addressing the outstanding staff comments and any additional comments issued by the Planning Board prior to a City Commission meeting.

Exhibits

Exhibit 1 – Updated Parking Plan

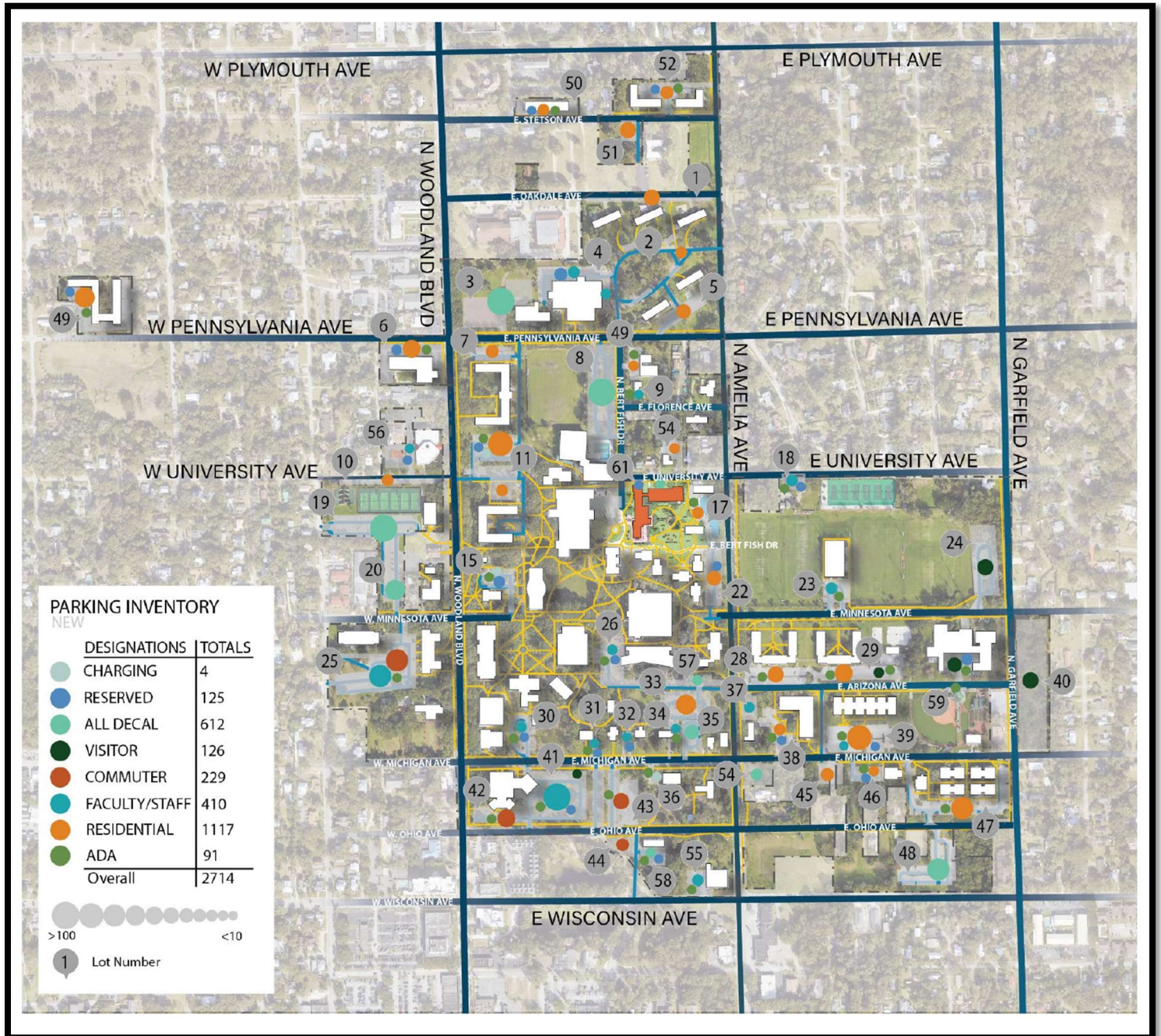


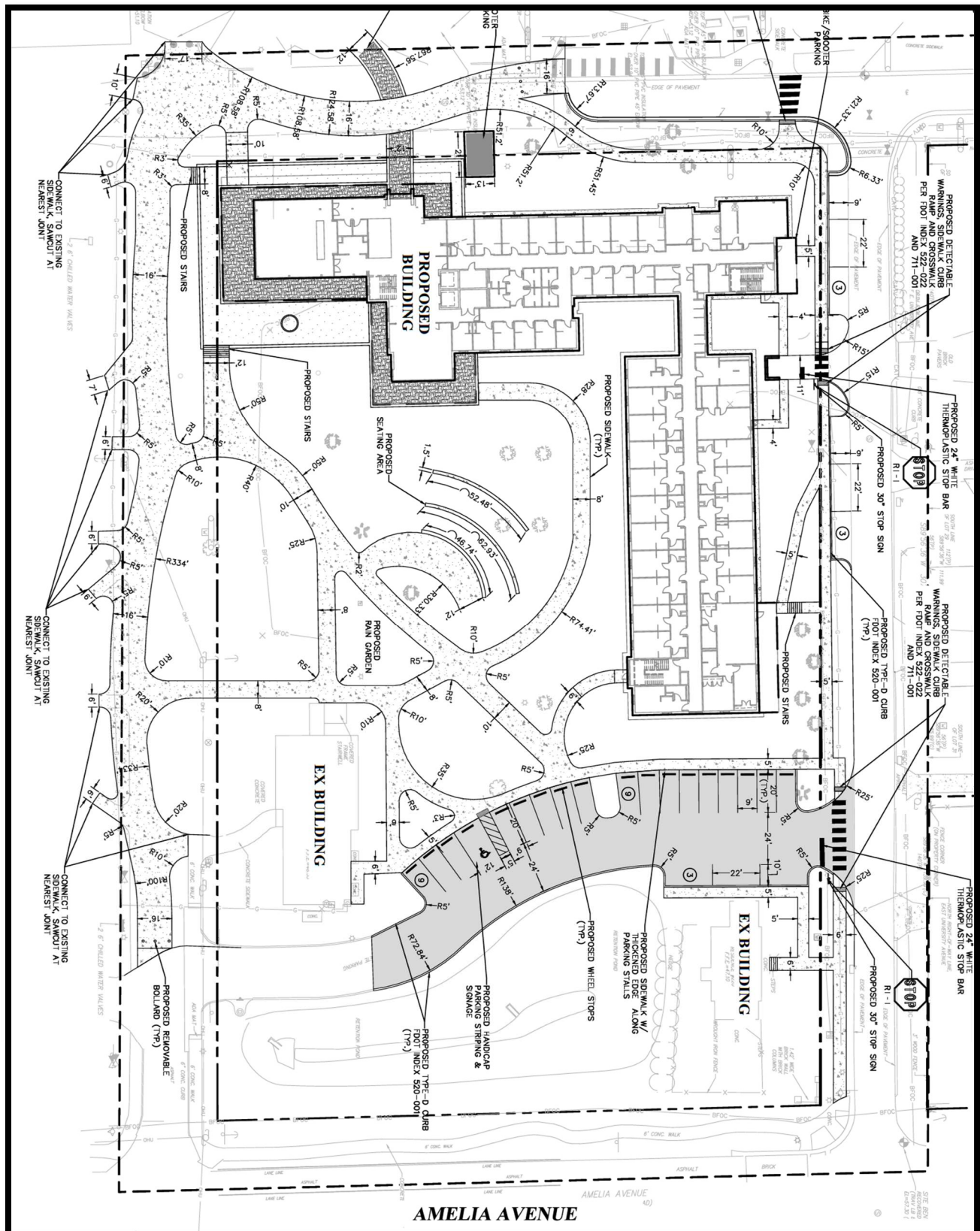
Exhibit 2 – Concept

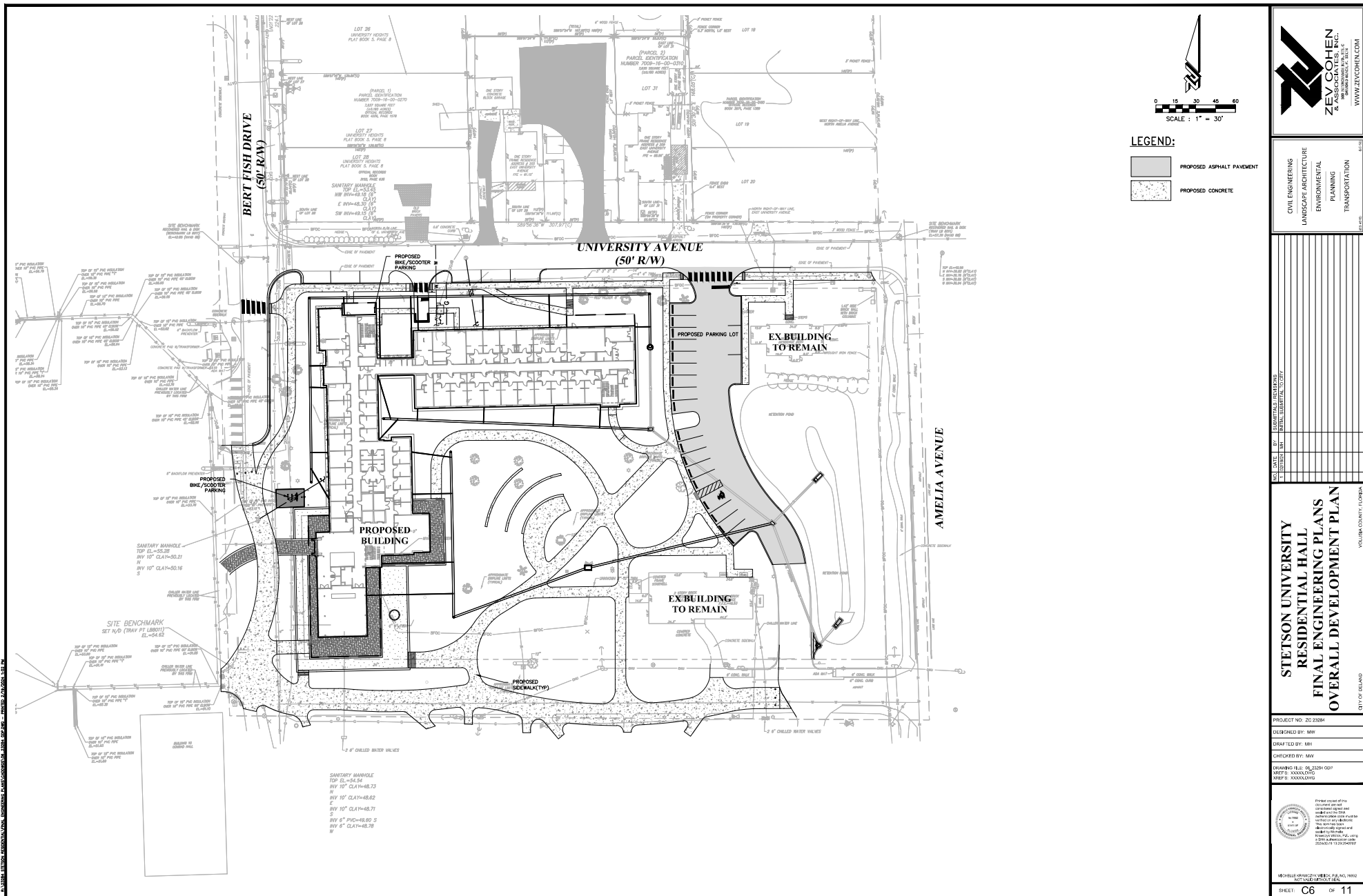


Exhibit 3 – Elevation



Exhibit 4 – Site Plan





CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

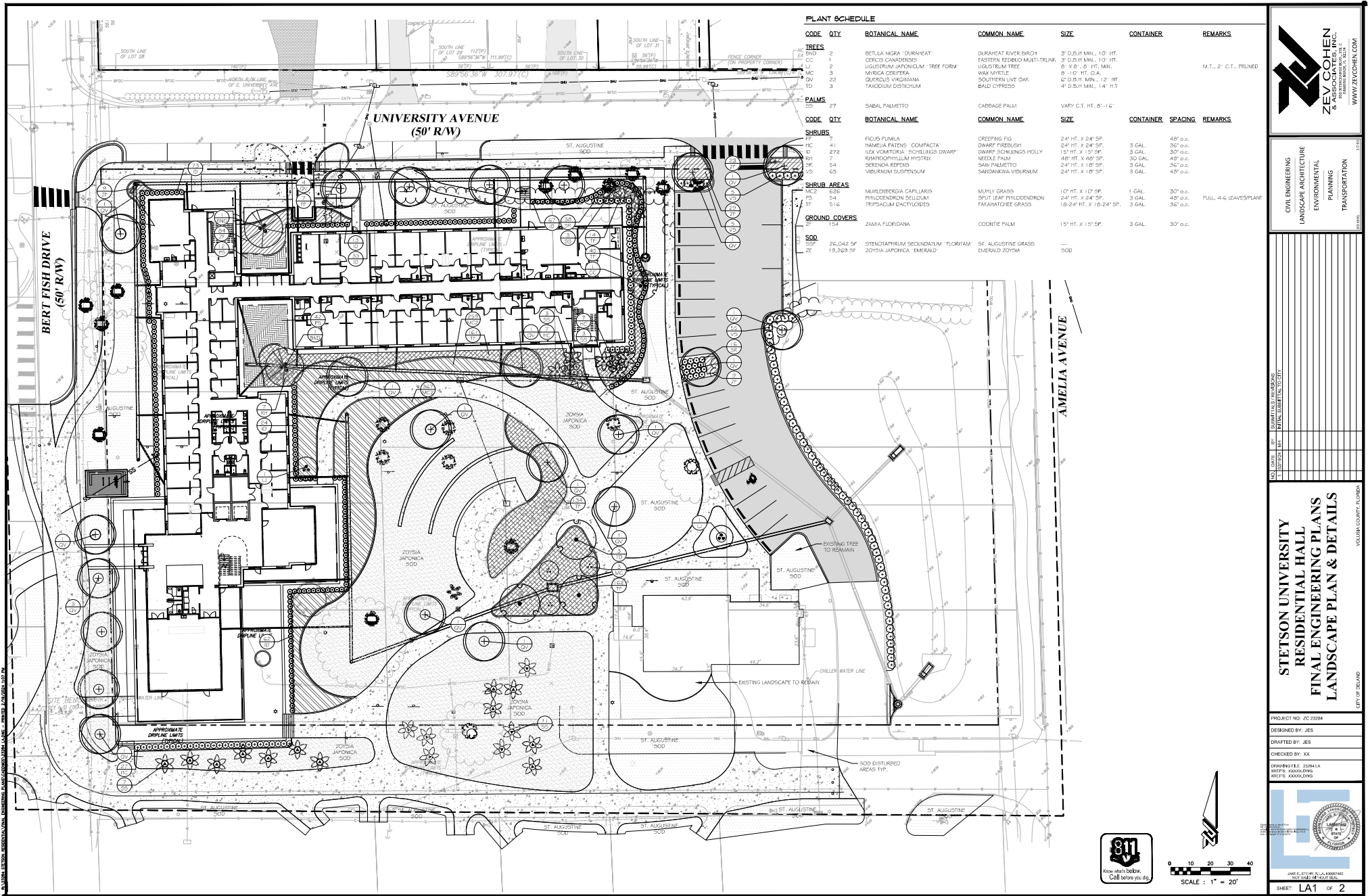
NO.	DATE	BY	DESCRIPTION
1	01/15/2024	MM	ISSUED FOR PERMIT

STETSON UNIVERSITY
RESIDENTIAL HALL
FINAL ENGINEERING PLANS
OVERALL DEVELOPMENT PLAN

PROJECT NO. ZC-25084
DESIGNED BY: MM
DRAFTED BY: MM
CHECKED BY: MM
DRAWING FILE: RL-25084.DWG
SHEET: 000001.DWG
SHEET: 000002.DWG

MOBILE ORIGINATOR: ZEV COHEN & ASSOCIATES, INC.
SHEET: 000001.DWG

SHEET C6 OF 11



CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION

STETSON UNIVERSITY
RESIDENTIAL HALL
FINAL ENGINEERING PLANS
LANDSCAPE PLAN & DETAILS

PROJECT NO. 2013094
DESIGNED BY: JES
DRAFTED BY: JES
CHECKED BY: KK
DRAWING FILE: 23094.LA
DATE: 04/04/2014
SHEET: 2000.DWG
SHEET: LA1 OF 2



EXTERIOR ELEVATION_WEST



EXTERIOR ELEVATION_SOUTH



EXTERIOR ELEVATION_EAST



EXTERIOR ELEVATION_NORTH



STORMWATER DESIGN SUMMARY

February 2024

Pre-Development:

Project Area: +/- 3.17 Ac Total
1.31 Ac of pervious area
1.86 Ac of impervious area

Existing Conditions:

The current site condition is located on a college campus and consists of three (3) buildings, paved parking lot and sidewalks area with impervious grass areas throughout. The existing project area currently has grades that vary from the western project limits of elevation 55' towards the east to approximately 45.75'. The site generally drains to the east into catch basins and stormwater piping that is discharged into the existing stormwater pond at invert elevations 34.36' and 37.44'.

Groundwater Conditions:

The Average Seasonal High-Water Level (SHWL) is in excess of 5 feet below the ground surface for the site is based upon the seasonal high provided by Bechtol Engineering and testing, Inc. (Geotechnical Report January 2024).

Post-Development:

Project Area: +/- 3.17 Ac Total
1.43 Ac of pervious area
1.74 Ac of impervious area

Drainage Area:

+/- 3.17 Acres

Proposed Land Use:

The proposed project is a college campus residential hall with approximately 300 beds to support on campus living. The project will require the demolition of existing buildings, parking lot, and sidewalks for the construction of a 4-story building. Proposed are new sidewalks, seating areas, and a parking lot to support the campus pedestrian connection and experience within the heart of campus. This project will reduce the existing impervious area by 0.13 acres.

Boundary Conditions:

The existing site drainage consists of sheet flow in the eastern direction into the catch basins and piping into the existing

stormwater pond as does in the existing predevelopment condition.

Treatment System:

With the reduction of the existing impervious surfaces the existing drainage system will be adequate. There are no known existing drainage issues. The western roof drains will tie into a yard drain system to serve as a drainage conveyance into a modified existing structure and into the existing stormwater pond. The other roof drains on the eastern side of the building will tie into a proposed yard drain system with a portion conveying into an existing storm structure and another section directed into a new structure located in a proposed rain garden area. The remaining part of the site will sheet flow into these existing and proposed structures. The decreased impervious surface area of the existing site condition requires no treatment. The rain garden discharges through a drainage control Type E structure (ST-1) to an existing inlet (EX ST-2) to following the existing drainage pattern into the existing stormwater pond.



Printed copies of this document are not considered signed and sealed and the SHA authentication code must be verified on any electronic copies. This item has been electronically signed and sealed by Michelle Krawczyk Widick, P.E. using a SHA authentication code 2024.02.19 14:28:29-05'00'

Stetson University

Campus Parking Analysis



City of DeLand, Florida

Submittal Date
February 19, 2024

Prepared by:
Page Southerland Page, Inc.
201 Fuller Road, 5th Floor
Albany, NY 12203
TEL 518 795 3800

Page/

Contents

Introduction

Site Description and Campus Population

Parking Demand

Current Parking Capacity

New Residence Hall

Future Parking Capacity

Parking Capacity Analysis

Summary

Introduction

This is an update to the Parking Study for the Stetson University Campus in the City of DeLand, Florida. The last Campus Parking Study was submitted to the City in August 2011. The objective of this study is to define and illustrate the existing parking conditions on campus, as well as impact with the construction of a new residence hall on campus.

Site Description and Campus Population

The DeLand campus of Stetson University is primarily located in the northeast quadrant of the city. With minor exception, the boundaries are Wisconsin (south), Florida Avenue (west), Garfield Avenue (east) and Plymouth Avenue (north). The DeLand campus is a residential campus, providing classrooms, residence halls, faculty, staff and administrative offices, indoor and outdoor recreation facilities, a student center, and other student engagement spaces.

Stetson University Public Safety regulates parking on campus and issues parking permits for students, faculty, staff, and guests. Contained within this study is the overall exiting conditions for parking on campus, in both map and chart format. These figures are up to date.

Parking Demand

The following chart demonstrates the current campus population as well as the valid parking passes on campus, as issued by Stetson University for the current academic year. The student count includes undergraduate and graduate students, as well as non-degree students. The employee count includes full-time, part-time, and adjunct faculty.

	Total Campus Population	Parking Permits Issued
Students	3,177	1,261
Employees	789	696
Total	3,966	1,957

Current Parking Capacity

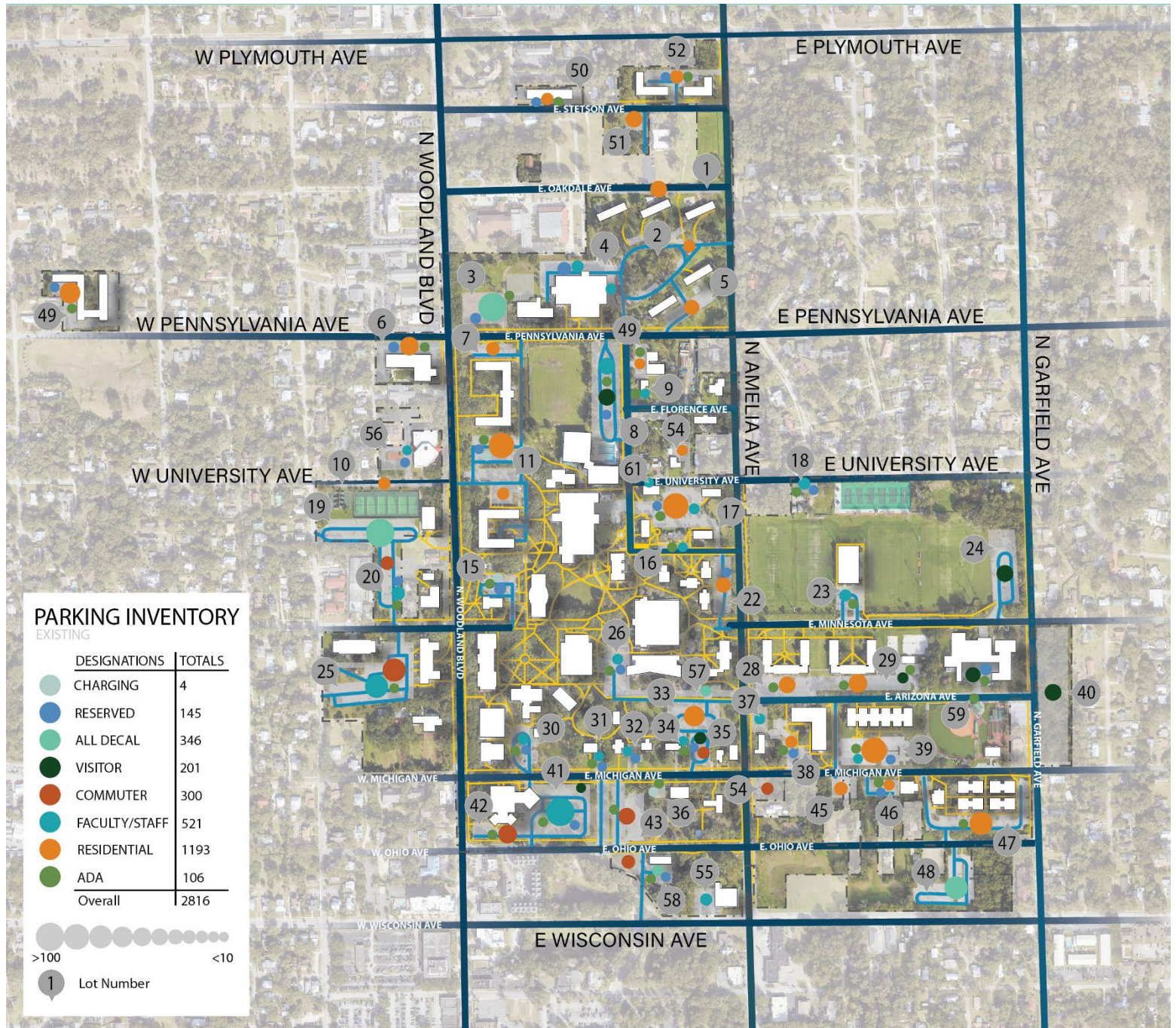
The parking on campus consists of primarily paved parking, though there are unpaved parking lots as well. Generally, the unpaved parking lots are for unique situations such as potential special events or atypical peak demand.

The following table outlines the breakdown of the existing parking on campus as of December 12, 2023:

PARKING INVENTORY AS OF Dec 12, 2023

Lot	Location	Address	ADA	Residential	Fac/Staff	Commuter	Visitor	All Decal	Reserved	Charging	Totals
1	House A, B, C	Oakdale Ave.		54							54
2	House A, B, C, D, E	Fraternity Circle		29							29
3	Wilson Athletic Center	141 E. Pennsylvania Ave.	2					117	10		129
4	Edmunds Center Main	143 E. Pennsylvania Ave.			29				35		64
4	Edmunds East Gravel	143 E. Pennsylvania Ave.			15						15
5	House D, E	Pennsylvania Ave		40							40
6	University Hall	644 N. Woodland Blvd	2	67					3		72
7	Emily Hall North	619 N. Woodland Blvd.		38							38
8	Rinker Parking Lot	E. Pennsylvania Ave.	6		56		55		1		118
9	World International Education	635 N. Bert Fish Dr.	1		3						4
10	Cummings Gym North	536 N. Woodland Blvd.		56							56
11	Chaudoin Emily Hall Main	533 N. Woodland Blvd.	8	99					2	1	110
11	Chaudoin Hall Gravel	533 N. Woodland Blvd.		29							29
15	Deland Hall	503 N. Woodland Blvd.	4						24	2	30
16	Old Accessibility Services Center	209 E. Bert Fish Ave	2		4						6
17	House 1 - House 2 (CUB)	547 N. Bert Fish Dr.	6	98	15				1		120
18	Tennis Courts	308 E. University Ave.	1		25				1		27
19	Cummings Gym Main	536 N. Woodland Blvd.						122			122
20	Behind Allen Hall	508 N. Woodland Blvd.	2		32	31			8		73
22	House 6 - House 7	214 E. Bert Fish Dr.		44					2		46
23	Athletics Training Center	401 E. Minnesota Ave.	6		25						31
24	Facilities Management	450 E. Minnesota Ave.	1				49		29		79
25	Flagler/Davis Halls	434 N. Woodland Blvd	7		84	83					174
26	DuPont Library/Brown Hall	134 E. Minnesota Ave.	3		10				2		15
26	Hand Art Center	139 E. Michigan Ave.					8				8
28	Gordis Hall	312 E. Minnesota Ave.	4	50							54
29	Smith Hall	390 E. Minnesota Ave.	4	61							65
29	Smith Beach Volleyball	390 E. Minnesota Ave.	1				19				20
30	Presser Hall	419 N. Woodland Blvd.	2		13				1		16
31	Cross Cultural Center	145 E. Michigan Ave.	1		6				2		9
32	Development / Alumni Houses	217 E. Michigan Ave.			6				1		7
33	Carson Hollis Hall Overflow	242 E. Minnesota Ave.		74							74
34	Development	219 E. Michigan Ave.	1		9						10
35	Michigan Ave by House 245	245 E. Michigan Ave.				20	20		3		43
36	Rinker Environmental Learning Ctr	231 E. Michigan Ave.	1							1	2
37	Public Safety	405 N. Amelia Ave.			16						16
38	Hatter Hall	315 E. Michigan Ave.	4	19					5		28
39	Nemec Hall	343 E. Arizona Ave.	4	93	1						98
40	Facilities Garfield Lot	Garfield					50				50
41	Lynn Business Center Main	345 N. Woodland Blvd.	7		137				3		147
42	Lynn Business Center Commuter	345 N. Woodland Blvd.	4			66					70
43	Lynn Business Center Overflow	345 N. Woodland Blvd.	1			50					51
44	Ohio Art Studio Overflow	E. Ohio Ave.				30					30
45	Nemec Hall Overflow	E. Michigan Ave.		34							34
46	Village Apartments 100	354 E. Michigan Ave.	1	19					1		21
47	Village Apts 200,300,400,500	356 E. Michigan Ave.	6	81							87
48	Village Apartments South Lot	E. Ohio Ave.						84			84
49	House F - Lamda Chi Alpha	208 E. Pennsylvania Ave.	1	14							15
49	Stetson Cove Apartments	315 W. Pennsylvania Ave.	4	79					1		84
50	Stetson Palms Apartments	155 E. Stetson Ave.	2	20					2		24
51	North Apartments Overflow	E. Stetson Ave.		55							55
52	Stetson Oaks Apartments	275 & 285 E. Stetson St.	1	30					1		32
54	Catalyst House 205	205 E. University Ave.		10							10
54	Michigan Ave. Overflow	347 N. Amelia Ave				20					20
55	Administrative Services	300 N. Amelia Ave.			24						24
56	Second Stage Theater (Museum)	Woodland Blvd			7				1		8
57	Hollis Hall on street	Arizona						5			5
58	Ohio Art Studio	224 E. Ohio Ave.	1					18	1		20
59	Softball Complex	430 E. Arizona Ave.	4								4
60	Softball Office	359 E. Michigan Ave.	1						5		6
61	Old Tri-C	549 N. Bert Fish Dr.			4						4
TOTAL			106	1193	521	300	201	346	145	4	2816

The following diagram correlates to the table and graphically identifies the lots, as well as the total parking per designation as of December 2023:



New Residence Hall

A new residence hall is in design to start construction in the summer of 2024, with an anticipated opening no sooner than August 2025. The new building is a student residence hall (dormitory) that will be all new construction.

There will be the same number of students living on campus after the completion of the new residence hall. It is not for campus growth.

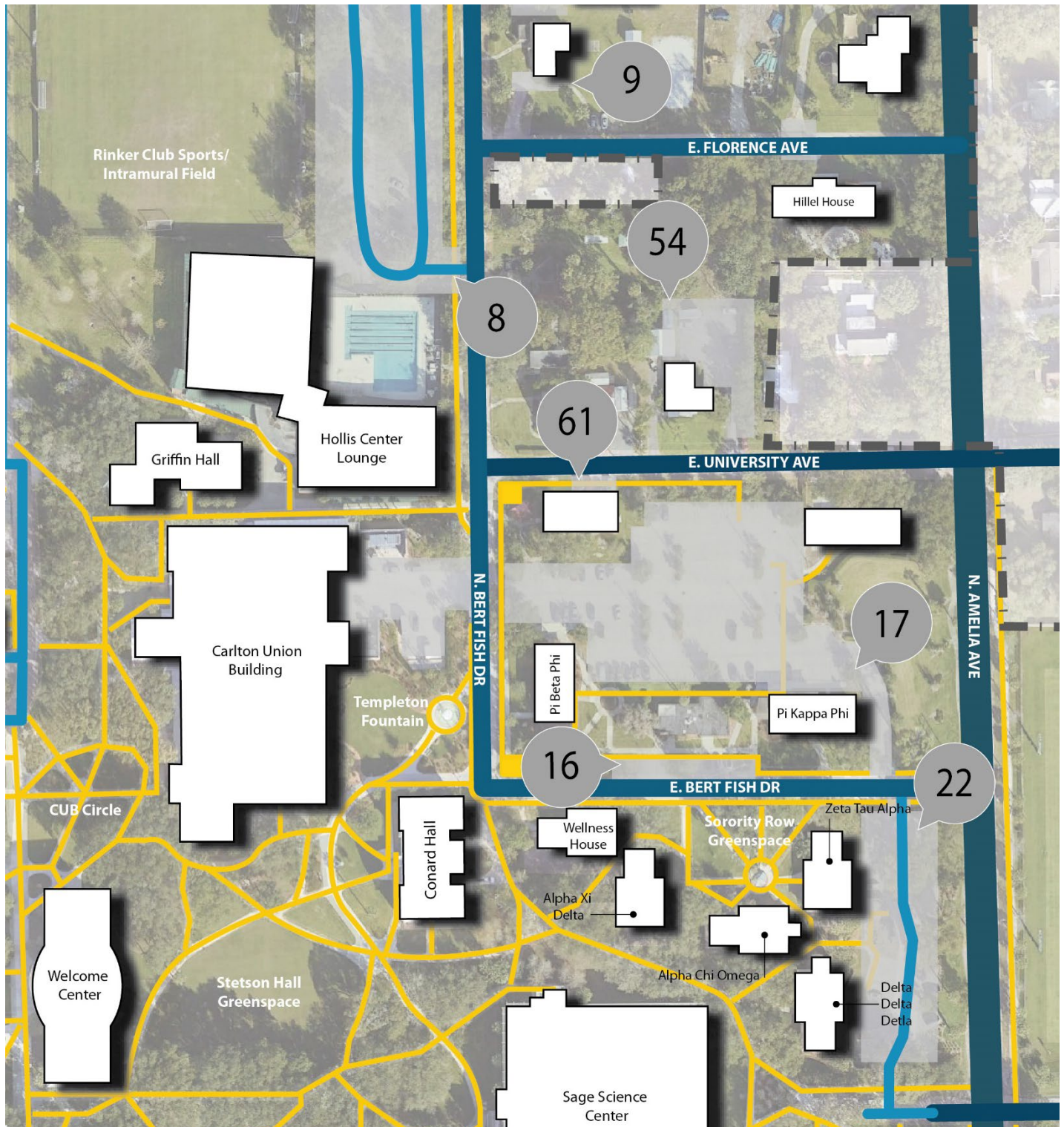
The creation of the new residence hall will help reduce some of the occupancy in the older buildings that currently exist on the east side of North Amelia Ave. The existing resident rooms in the older buildings will change from double occupancy (two beds per room) to single occupancy (one bed per room).

Site amenities around the new residence hall will include two adjacent covered bike/scooter parking areas with charging capability for electric scooters with open sides and a protective covering for sun and rain protection.

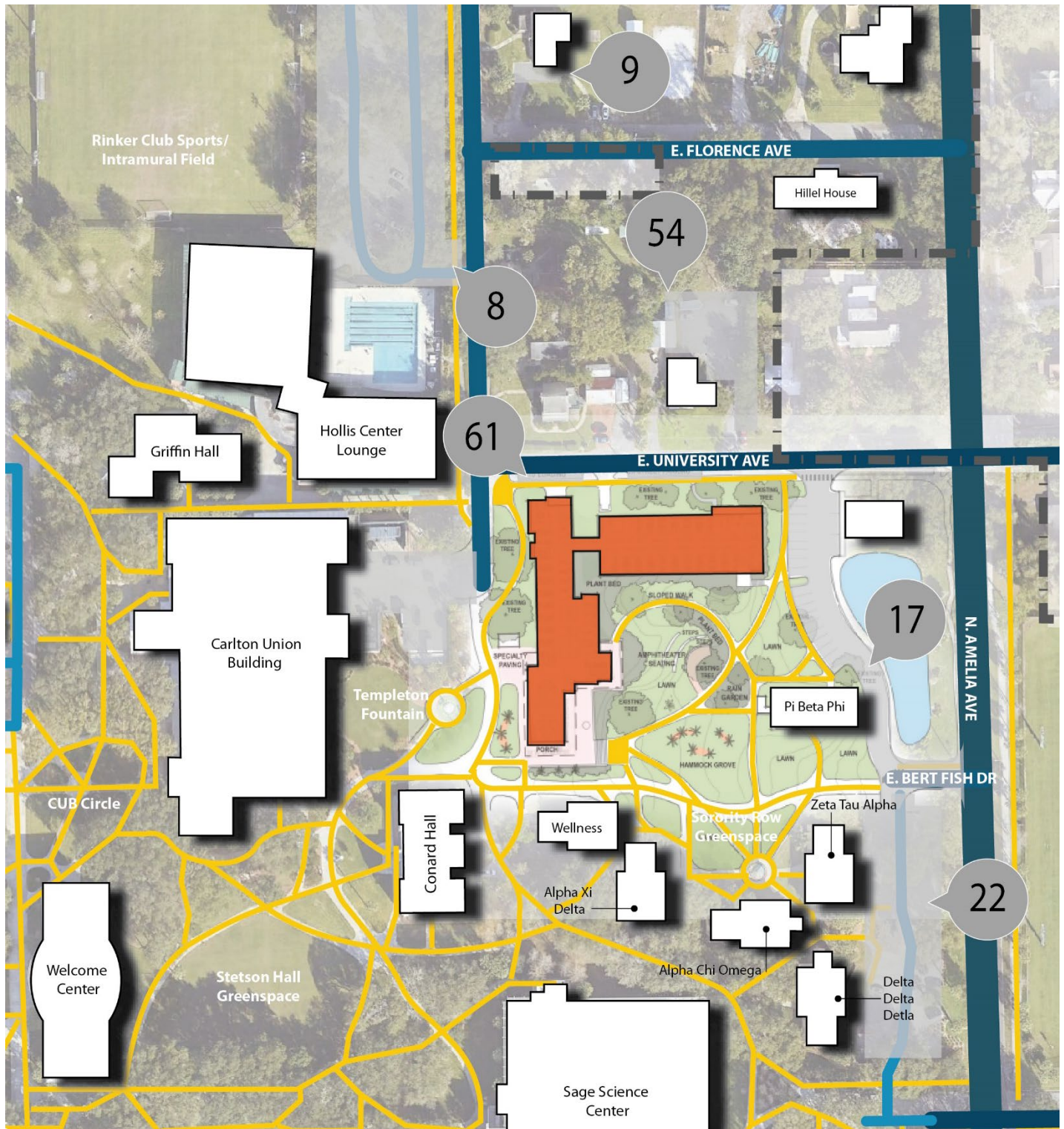
The residence hall will be built on a current parking lot (Lot 17) and the project will include reconfiguring Lot 17. Lot 16, which had six spots for the former Accessibility Services Center, will be redesigned as landscape surrounding the new residence hall. Residents of the new hall will park in the southern portion of Lot 8, which is designated as Resident Central Zone Parking. Additionally, they may park in one of the spots along E. University Ave (lot 61), which includes an ADA spot. The adjacent Lot 17 also includes 1 ADA spot, which can be utilized by residents of this building.

Lot 61 will include 3 on-street parking spots and 3 (15-minute) loading/convenience spots to allow occupants of the residence hall to briefly park to unload a car.

Here is a diagram of the existing condition of the site:



Below is a diagram of the proposed site layout, including the reconfigured parking (lot 17).



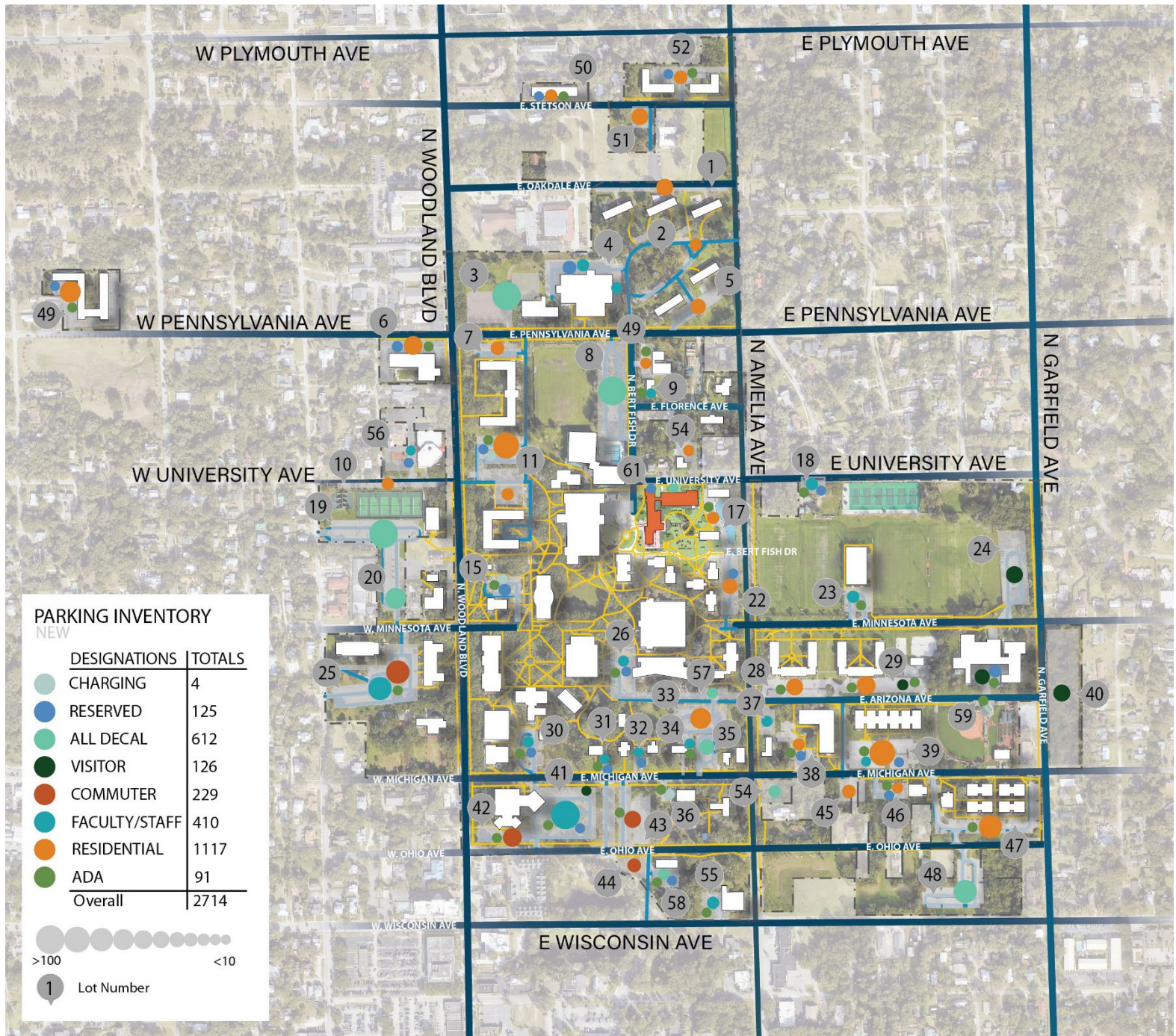
Future Parking Capacity

The following table outlines the breakdown of the future parking on campus as of completion of the new residence hall:

PARKING INVENTORY AFTER NEW RESIDENCE HALL CONSTRUCTION

Lot	Location	Address	ADA	Residential	Fac/Staff	Commuter	Visitor	All Decal	Reserved	Charging	Totals
1	House A, B, C	Oakdale Ave.		54							54
2	House A, B, C, D, E	Fraternity Circle		29							29
3	Wilson Athletic Center	141 E. Pennsylvania Ave.						129			129
4	Edmunds Center Main	143 E. Pennsylvania Ave.			29				35		64
4	Edmunds East Gravel	143 E. Pennsylvania Ave.			15						15
5	House D, E	Pennsylvania Ave		40							40
6	University Hall	644 N. Woodland Blvd	2	67					3		72
7	Emily Hall North	619 N. Woodland Blvd.		38							38
8	Rinker Parking Lot	E. Pennsylvania Ave.						118			118
9	World International Education	635 N. Bert Fish Dr.	1		3						4
10	Cummings Gym North	536 N. Woodland Blvd.		56							56
11	Chaudoin Emily Hall Main	533 N. Woodland Blvd.	8	99					2	1	110
11	Chaudoin Hall Gravel	533 N. Woodland Blvd.		29							29
15	Deland Hall	503 N. Woodland Blvd.	4						24	2	30
16	Old Accessibility Services Center	209 E. Bert Fish Ave									0
17	House 1 - House 2 (CUB)	547 N. Bert Fish Dr.	1	20							21
18	Tennis Courts	308 E. University Ave.	1		25				1		27
19	Cummings Gym Main	536 N. Woodland Blvd.						122			122
20	Behind Allen Hall	508 N. Woodland Blvd.						73			73
22	House 6 - House 7	214 E. Bert Fish Dr.		44					2		46
23	Athletics Training Center	401 E. Minnesota Ave.	6		25						31
24	Facilities Management	450 E. Minnesota Ave.	1				49		29		79
25	Flagler/Davis Halls	434 N. Woodland Blvd.	7		84	83					174
26	DuPont Library/Brown Hall	134 E. Minnesota Ave.	3		10				2		15
26	Hand Art Center	139 E. Michigan Ave.					8				8
28	Gordis Hall	312 E. Minnesota Ave.	4	50							54
29	Smith Hall	390 E. Minnesota Ave.	4	61							65
29	Smith Beach Volleyball	390 E. Minnesota Ave.	1				19				20
30	Presser Hall	419 N. Woodland Blvd.	2		13				1		16
31	Cross Cultural Center	145 E. Michigan Ave.	1		6				2		9
32	Development / Alumni Houses	217 E. Michigan Ave.			6				1		7
33	Carson Hollis Hall Overflow	242 E. Minnesota Ave.		74							74
34	Development	219 E. Michigan Ave.	1		9						10
35	Michigan Ave by House 245	245 E. Michigan Ave.						43			43
36	Rinker Environmental Learning Ctr	231 E. Michigan Ave.	1							1	2
37	Public Safety	405 N. Amelia Ave.			16						16
38	Hatter Hall	315 E. Michigan Ave.	4	19					5		28
39	Nemec Hall	343 E. Arizona Ave.	4	93	1						98
40	Facilities Garfield Lot	Garfield					50				50
41	Lynn Business Center Main	345 N. Woodland Blvd.	7		137				3		147
42	Lynn Business Center Commuter	345 N. Woodland Blvd.	4			66					70
43	Lynn Business Center Overflow	345 N. Woodland Blvd.	1			50					51
44	Ohio Art Studio Overflow	E. Ohio Ave.				30					30
45	Nemec Hall Overflow	E. Michigan Ave.		34							34
46	Village Apartments 100	354 E. Michigan Ave.	1	19					1		21
47	Village Apts 200,300,400,500	356 E. Michigan Ave.	6	81							87
48	Village Apartments South Lot	E. Ohio Ave.						84			84
49	House F - Lamda Chi Alpha	208 E. Pennsylvania Ave.	1	14							15
49	Stetson Cove Apartments	315 W. Pennsylvania Ave.	4	79					1		84
50	Stetson Palms Apartments	155 E. Stetson Ave.	2	20					2		24
51	North Apartments Overflow	E. Stetson Ave.		55							55
52	Stetson Oaks Apartments	275 & 285 E. Stetson St.	1	30					1		32
54	Catalyst House 205	205 E. University Ave.		10							10
54	Michigan Ave. Overflow	347 N. Amelia Ave						20			20
55	Administrative Services	300 N. Amelia Ave.	1		24						25
56	Second Stage Theater (Museum)	Woodland Blvd			7				1		8
57	Hollis Hall on street	Arizona						5			5
58	Ohio Art Studio	224 E. Ohio Ave.	1					18	1		20
59	Softball Complex	430 E. Arizona Ave.	4								4
60	Softball Office	359 E. Michigan Ave.	1						5		6
61	Old Tri-C	549 N. Bert Fish Dr.	1	2					3		6
TOTAL			91	1117	410	229	126	612	125	4	2714

The following diagram correlates to the table and graphically identifies the lots, as well as the total parking per designation, as of completion of the new residence hall:



Parking Capacity Analysis

The Stetson University DeLand campus is considered a general suburban site, not located within a half a mile of rail transit. The parking supply ratio per the Institute of Transportation Engineers (ITE) Parking Generation, 5th edition, is considered to be 0.32 per school population. The references from this manual are found on the following pages.

The total campus population of 3,966 does not include visitors to the campus. Based on precedent campus standard, the addition of 10% of the campus parking permit demand can be conservatively assumed. There are currently 1,957 issued permits. Adding 20 to the total campus population brings the total campus population to 3,986.

ITE Code	Land Use	Max Campus Population	Peak Parking Demand Rate	Peak Parking Demand
550	University/ College	3,986	0.32	1,276

Land Use: 550 University/College

Description

This land use includes four-year universities or colleges that may or may not offer graduate programs. Two-year junior, community, and technical colleges are included in junior/community college (Land Use 540).

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday at eight study sites in a general urban/suburban setting.

Hour Beginning	Percent of Weekday Peak Parking Demand
12:00–4:00 a.m.	—
5:00 a.m.	—
6:00 a.m.	—
7:00 a.m.	—
8:00 a.m.	—
9:00 a.m.	85
10:00 a.m.	98
11:00 a.m.	100
12:00 p.m.	96
1:00 p.m.	94
2:00 p.m.	90
3:00 p.m.	81
4:00 p.m.	—
5:00 p.m.	—
6:00 p.m.	—
7:00 p.m.	—
8:00 p.m.	—
9:00 p.m.	—
10:00 p.m.	—
11:00 p.m.	—

Additional Data

The average parking supply ratios for the study sites with parking supply information are shown in the table below.

Setting	Proximity to Rail Transit	Parking Supply Ratio	
		Per School Population	Per Student
Center City Core	Within ½ mile of rail transit	0.17 (1 site)	0.20 (1 site)
Dense Multi-Use Urban	Within ½ mile of rail transit	0.19 (1 site)	0.21 (1 site)
	Not within ½ mile of rail transit	0.25 (1 site)	0.36 (1 site)
General Urban/Suburban	Within ½ mile of rail transit	0.40 (2 sites)	0.46 (2 sites)
	Not within ½ mile of rail transit	0.32 (10 sites)	0.40 (10 sites)

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in California, Colorado, Florida, Missouri, North Carolina, Ohio, Ontario (CAN), Oregon, Pennsylvania, Washington, and West Virginia.

Future studies should provide information on any existing parking program, parking permit fees or transportation demand management programs.

Source Numbers

38, 49, 119, 169, 211, 276, 313, 315, 430, 431, 552

Summary

In 2011, an amended parking study was submitted to the City, reflecting 2,397 spaces. In the past decade, there have been a number of changes to the parking on campus due to parking lot modifications and other projects.

As of December 2023, there are a total of 2,816 spaces on campus.

At the conclusion of the construction of the new residence hall project, the overall parking on campus will consist of 2,714 spaces on campus, which is well over the demand on campus as a whole, both per the ITE parking capacity analysis and as demonstrated by requested parking permits.

Issues for record SP24-037

Job Address: 215 E BERT FISH DR, DELAND FL 32724

Job Description: This project requires the demolition of existing buildings, parking lot and sidewalk and is to be developed as a ±300 bed residential building and accompanying courtyard/infrastructure. The project will require the vacation of a portion of the Bert Fish Drive R/W.

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Engineering	Draft	Potential Conflicts The proposed gate valves, backflow preventer and fire service all seem to be in conflict with the proposed sidewalk. Please provide details on how this interface is to occur.	C9	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	3 Arches? There are 3 arches that appear to provide seating area or grade breaks in the center, yet no callouts or details are provided.	C6	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Sidewalk Radii Various sidewalk radii are missing callouts.	C7	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Stormwater 1. Provide positive flow in the curbline and transition from roadway to sidewalk on the west side and into Yard Drain ST-1. 2. The top of casting for ST-3 is above the adjacent sidewalk. Provide positive drainage away from the sidewalk. 3. The top of casting for ST-6 is above the adjacent sidewalk. Provide positive drainage away from the sidewalk. 4. The top of casting for ST-7 is above the adjacent sidewalk. Provide positive drainage away from the sidewalk. 5. The Stormwater Structure Table indicates two pipes (12" and 15") in Yard Drain ST-5, but the plan only shows 1 pipe in this structure. 6. The stormwater report indicates the presence of a rain garden, however I am unable to locate this on the plans.	C8	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Callout Bollards Please callout the proposed bollards on the west side sidewalk.	C7	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Vertical Datum National Geodetic Vertical Datum 1929 (NGVD 29) and North American Vertical Datum 1988 (NAVD 88) are transposed in various as-built notes. All final elevations shall be converted to NAVD 88.	C4	Steven Danskine	Steven Danskine	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Engineering	Draft	Construction Notes Require Updating Multiple notes reference City of Daytona (CODB), etc. along with Articles and Sections of their Codes. Please update accordingly.	C2	Steven Danskine	Steven Danskine	Yes
Fire	Draft	Fire Line Where will the fire line be entering the building. Plan states to see fire plans, none provided.	C9	Jamie Lunsford	Jamie Lunsford	Yes
Fire	Draft	Fire Hydrants 1. Existing fire hydrants are shown under concrete. Where are they being relocated? 2. A fire hydrant is required to be within 75 ft of the FDC located on the fire backflow and the same side of the road.	C9	Jamie Lunsford	Jamie Lunsford	Yes
Fire	Draft	Emergency Access How will emergency access be made for the buildings on Bert Fish Rd. Fence may be required to be moved to allow Bert Fish to remain open during construction.	C5	Jamie Lunsford	Jamie Lunsford	Yes
Forestry	Draft	Tree Protection Area 15% of the site is required to be designated as Tree Protection Area. Indicate on the plan where the TPA for this site is located.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Historic Tree Preservation You have proposed to preserve the 36" DBH Live oak. Keep in mind that 1.5 times the dripline is required to be protected. Your plan shows a scooter/bike parking pad, sidewalk, and a 15" PVC drain line being installed in close proximity to the tree. Can the scooter/bike pad be moved to another location? Can the sidewalk be routed further away from the tree? Can the PVC line be moved out of the critical root zone?	C6	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Specification #15 Fertilization is not recommended unless a soil test shows a deficiency.	LA2	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Specification #7 Add "and City Forester" after Landscape Architect.	LA2	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Minimum Coverage I cannot determine if minimum coverage will be met until the corrected tree survey and planting list information is provided.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Mitigation Mitigation cannot be calculated until the information provided has been corrected.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Plant Schedule The following corrections will need to be made to the tree specs in order to meet Grade 1 for the DBH's shown: BND - Add 6' SPD and either 100 Gallon Container or 40" Root Ball CC - Add 5' SPD and either 100 Gallon Container or 40" Root Ball	LA1	Kit Dennis	Kit Dennis	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
		LI - Revise specs to meet whatever DBH credit you are proposing to receive. MC - Wax Myrtle is not on our approved list or replacement trees and no credit will be received for them. QV - HT should be 18', add 11' SPD and either 300 Gallon Container or 60" Root Ball. TD - Add 4.5' SPD and either 100 Gallon Container or 44" Root Ball.				
		Historic Removals				
Forestry	Draft	You are proposing to remove two historic live oaks. Historic removals must be approved by the City Commission. Applicants must show that the trees are a hazard or that it is not economically or practically feasible to develop the parcel without removing the trees.	TP1	Kit Dennis	Kit Dennis	Yes
		Required Holly Replacement				
Forestry	Draft	You are showing mitigation for 96" DBH of Holly tree removals. The table shows 90" DBH of Holly trees 6" or greater. Please correct the mitigation calculation or add the missing tree to the table.	TP1	Kit Dennis	Kit Dennis	Yes
		12" Palm/Total Palm Removal DBH				
Forestry	Draft	You show mitigation for one 12" Palm. Your table only lists one 12" Palm and is shown as being preserved. Please correct whichever is incorrect. The total for Palm DBH removed does match what you have listed for removals.	TP1	Kit Dennis	Kit Dennis	Yes
		Required Gum Replacement				
Forestry	Draft	You show mitigation calculations for three 6" Gum trees. Your table lists 6", 7", and 10" Gum removals. Please correct the mitigation calculation.	TP1	Kit Dennis	Kit Dennis	Yes
		Required Crape Myrtle Replacement				
Forestry	Draft	You list three "Myrtle Clusters" as removals without DBH's. The replacement calculations show replacement for two (7" & 10"). It is my understanding that the Crape Myrtles were planted as replacement trees for a previous parking lot project. Mitigation will need to be provided for their removal. Minimum replacement for each would be 2" DBH.	TP1	Kit Dennis	Kit Dennis	Yes
		9" Live Oak Removal				
Forestry	Draft	One 9" Live oak is listed as a removal in your Trees Preserved/Removed table. The Required Live Oak Replacement calculation shows two. Add the missing tree information to the table or correct the replacement calculations.	TP1	Kit Dennis	Kit Dennis	Yes
		Tree Survey				
Forestry	Draft	A clear image showing the location of the trees is needed. The trees should be identified by the number they are assigned in your Trees Preserved/Removed table.	TP1	Kit Dennis	Kit Dennis	Yes
		Unknown Trees / Red Alder Trees				
Forestry	Draft	Please identify the "unknown" trees. Also, Red Alder are not a species that would be expected to be found in our zone. Please schedule a site visit with our forestry division to confirm the species.	TP1	Kit Dennis	Kit Dennis	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Forestry	Draft	Tree Barricade Position The tree barricade is shown on top of proposed concrete sidewalks. Please show the actual placement of the tree barricades.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Historic Tree Barricade Detail Add the City's Historic Tree Barricade Detail to this sheet.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Specimen Tree Requirements Table The Trees Removed/Preserved table shows 13 specimen trees on site. The number of specimen trees per acre is 5.2. The required number of specimen trees to be preserved is 8. You are proposing to preserve 5 specimen trees. Please correct the numbers in the table and explain why the required number of specimen trees cannot be preserved.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Minimum Trees on Site Table 1. Existing Trees To be Preserved should be 117" DBH according to what the "Trees Preserved/Removed table is showing. 2. Trees Provided on Landscape Plan total cannot be calculated until corrections have been made to the tree specs. As of now, I calculate that the plan provides 153" DBH of replacement non palm trees and 108" DBH of palms. That number will change once the Ligustrums can be calculated.	TP1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Project Area The project area is shown as 3.17 AC but the "total site acreage" is shown as 2.5 AC on sheet TP1. Why is there a difference between the project area and the site acreage?	C1	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Irrigation Plan An irrigation plan is needed.	C1	Kit Dennis	Kit Dennis	Yes
Planning	Draft	Class IV Site Plan Projects exceeding 80,000 square feet of total floor area are considered Class IV development and must go before the Planning Board and one reading at City Commission for approval.		Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Gross Floor Area Please include the gross floor area of the proposed building within the site information table.	C1	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Wayfinding Signage Will there be new wayfinding signage? If so, please show any proposed wayfinding signage on the plan.	C7	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Demolition and Construction Entrance Please show how the site and remaining buildings will be accessed during the demolition and construction periods.	C5	Samuel Nelson	Samuel Nelson	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	Lot Combination A lot combination will be required for this project prior to approval of the site plan.	C6	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Parking Lot Lighting Will there be lighting provided for the proposed parking lot? If so, please show this in a photometric plan.	C6	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Mechanical Equipment Please show and proposed exterior mechanical equipment. Note: 33-94.03 (4) 4. Building mechanical equipment, service, delivery, and work areas, shall be visually screened from pedestrian areas and from public view. These areas shall be located as far as reasonably possible from adjoining residential uses. Vertical lift and overhead garage type doors should not be located on principal facades abutting public rights-of-way.	C6	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Dumpster Enclosure Will there be a new dumpster enclosure built at the site? If so, please show the location on the site plan. Any newly proposed enclosures must be constructed with similar materials to the primary structure.	C6	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Community Design Review *Request sent to the City Architect 2/28/2024*		Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Building Dimensions Please show the dimensions of the proposed building on the plan.	C7	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Setbacks Please provide the setbacks of the proposed building from adjacent property lines.	C7	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	ADA Parking Spaces The cover page shows that two ADA parking spaces will be provided. Only one is visible on the plan. Is the other proposed ADA space able to be placed nearer to the entrance of the newly proposed building?	C7	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Exterior Wall Mounted Lighting Please show any exterior wall mounted lighting and note Sec. 33-94.03. (g) of the Land Development Regulations. 9. All lighting shall be downward and of the full cut off shield variety in which the light source is recessed and shielded in a manner which prohibits upward light overspill into the night sky. Upward illumination is prohibited except: a. Ground level light fixtures, which shall be of the burial vault type and shall be fully screened by landscaping. Illumination from ground level light fixtures shall not exceed the	A-201	Samuel Nelson	Samuel Nelson	Yes

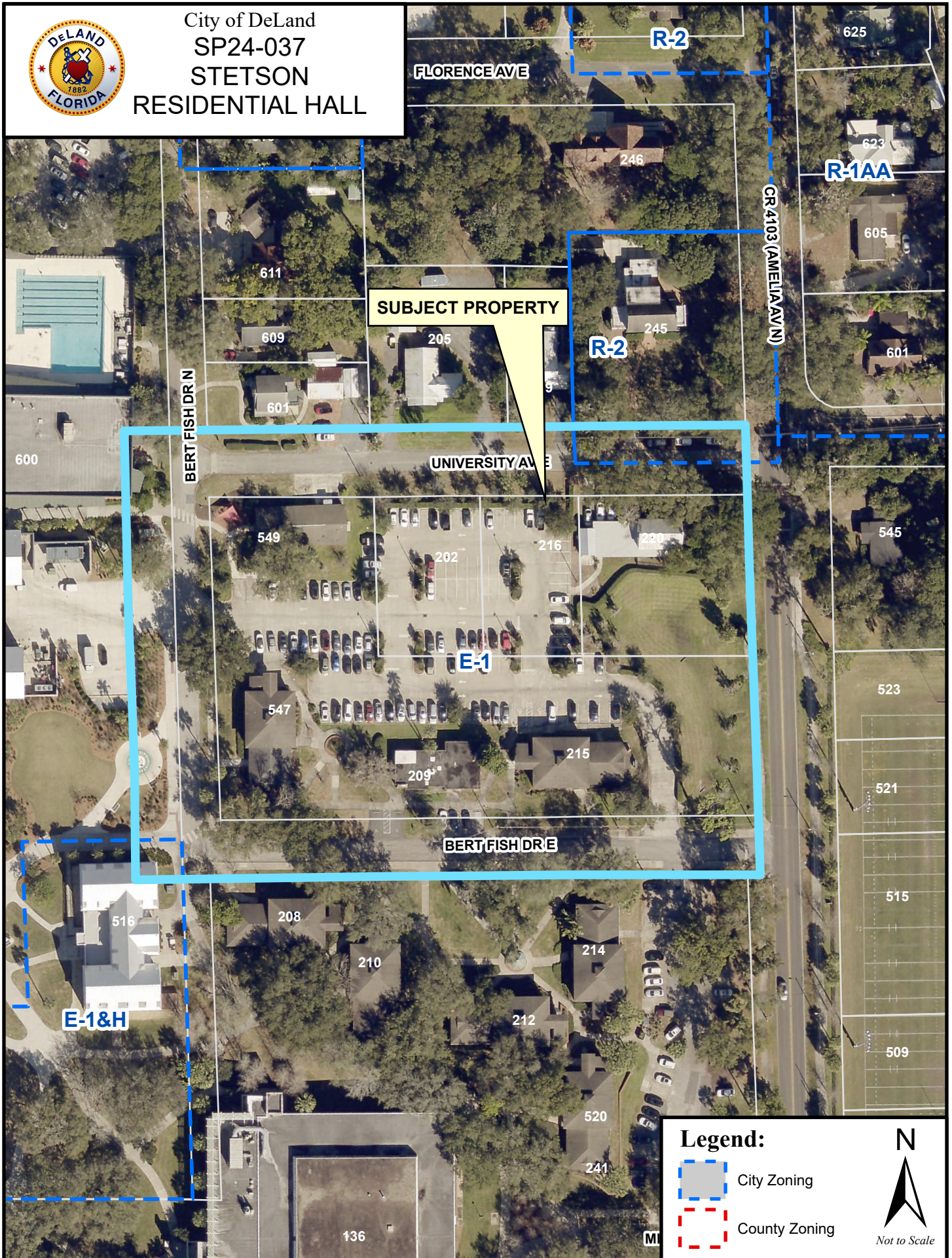
Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
		roof line of the illuminated structure by greater than 0.01 foot-candles. b. Illumination from building wall lights providing architectural detail where a component of the lighting is designed to illuminate the building in an upward manner as part of the building aesthetic design shall not exceed the roof line of the illuminated structure by greater than 0.01 foot-candles.				
		Photometric Plan Please provide a photometric plan for the project area. (33-94.02. (c)) Please note the requirements of Sec. 33-94.03. (g) (g) Lighting. 1.Site Lighting shall be scaled for the intended use and be compatible with the architectural character of the building. The use of thematic lighting is encouraged for projects with a historical character, or where such historic character helps the project relate to the surrounding neighborhood or to the historic DeLand streetscape. Proposed historic fixtures are subject to city review and the appropriateness of such fixtures will be determined during the site review process. Landscape lighting is encouraged. A lighting plan, including photometric calculations, shall be submitted to the city for review. 2.Off-site areas shall be shielded from offensive or excessive illumination. Illumination from any light source onto adjacent properties or into the public right-of-way shall not exceed 0.5 foot-candles. 3.Mixing of different types of lamp sources with differing color output is discouraged. 4.Pedestrian areas shall have lighting of such scale, intensity and character as appropriate for pedestrian movement. Light sources shall be indirect or designed so as to reduce direct glare from the light source. 5.Lighting for parking areas shall provide adequate illumination, for the safe use of the area by the public. Light sources shall be indirect, or designed so as to reduce direct glare from the light source. 6.General architectural lighting of building exteriors, including canopies, shall be designed so as to conceal illumination sources from direct view, by use of recessed lamps, shielding, or other means. 7.Decorative use of lower wattage bare lamps or use of reproduction bare lamps in a historical context is permitted, excluding the use of holiday lighting as an architectural application. 8.If security and/or freestanding parking lot lighting is provided, it should be incorporated into the lighting scheme for the entire project. 9.All lighting shall be downward and of the full cut off shield variety in which the light source is recessed and shielded in a manner which prohibits upward light overspill into the night sky. Upward illumination is prohibited except: a. Ground level light fixtures, which shall be of the burial vault type and shall be fully screened by landscaping. Illumination from ground level light fixtures shall not exceed the roof line of the illuminated structure by greater than 0.01 foot-candles. b. Illumination from building wall lights providing architectural detail where a component of the lighting is designed to illuminate the building in an upward manner as part of the building aesthetic design shall not exceed the roof line of the illuminated structure by greater than 0.01 foot-candles.				
Planning	Draft			Samuel Nelson	Samuel Nelson	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Maximum Structure Height The maximum height for structures within the E-1 zoning district is 65 feet. (33-17.12.) A variance application is required subject to Sec. 33-103. of the Land Development Regulations to allow for the requested height. The applicant's variance narrative must discuss how the variance request meets the below criteria. Variance requests are reviewed against the following criteria:						
Planning	Draft	(a)Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district; (b)Literal interpretation and enforcement of these Land Development Regulations will deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of these Land Development Regulations, and work unnecessary and undue hardship on the applicant such as natural site conditions, size or shape of lot or existing structure(s); (c)Granting of the variance request will not confer on the applicant any special privilege that is denied by these Land Development Regulations to other lands, buildings or structures in the same zoning district; (d)The granting of the variance will be in harmony with the general intent and purpose of these Land Development Regulations and the Comprehensive Plan, as amended, and will not be injurious to the surrounding properties or detrimental to the public welfare; (e)The variance, if granted, is the minimum variance necessary to make possible the reasonable use of the land, building or structure; and (f)The special conditions or circumstances are not the result of actions of the applicant or owner.		Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	Right of Way Abandonment Portions of the Bert Fish right-of way must be vacated prior to site plan approval.		Samuel Nelson	Samuel Nelson	Yes
Utilities	Draft	USA May need to have a Utility Service Agreement.	C1	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Existing Utilities How will current Public Utilities be address on abandoned roads? Will city still own and main or university will? How will access occur?	C9	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Sewer Note 32 Locate wire needs to be #10 gauge.	C2	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	CCTV Needs to be provided on thumb drive.	C2	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Sewer Note #22 Needs to be Gate Valves and not Plug.	C2	Jim Ailes	Jim Ailes	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Utilities	Draft	Sewer Clean out Show a sewer clean out in the right of way.	C9	Scott Zender	Scott Zender	Yes
Utilities	Draft	Water Main Size I believe the water main size on university is a 2" and on bert fish is a 6" .	C9	Scott Zender	Scott Zender	Yes

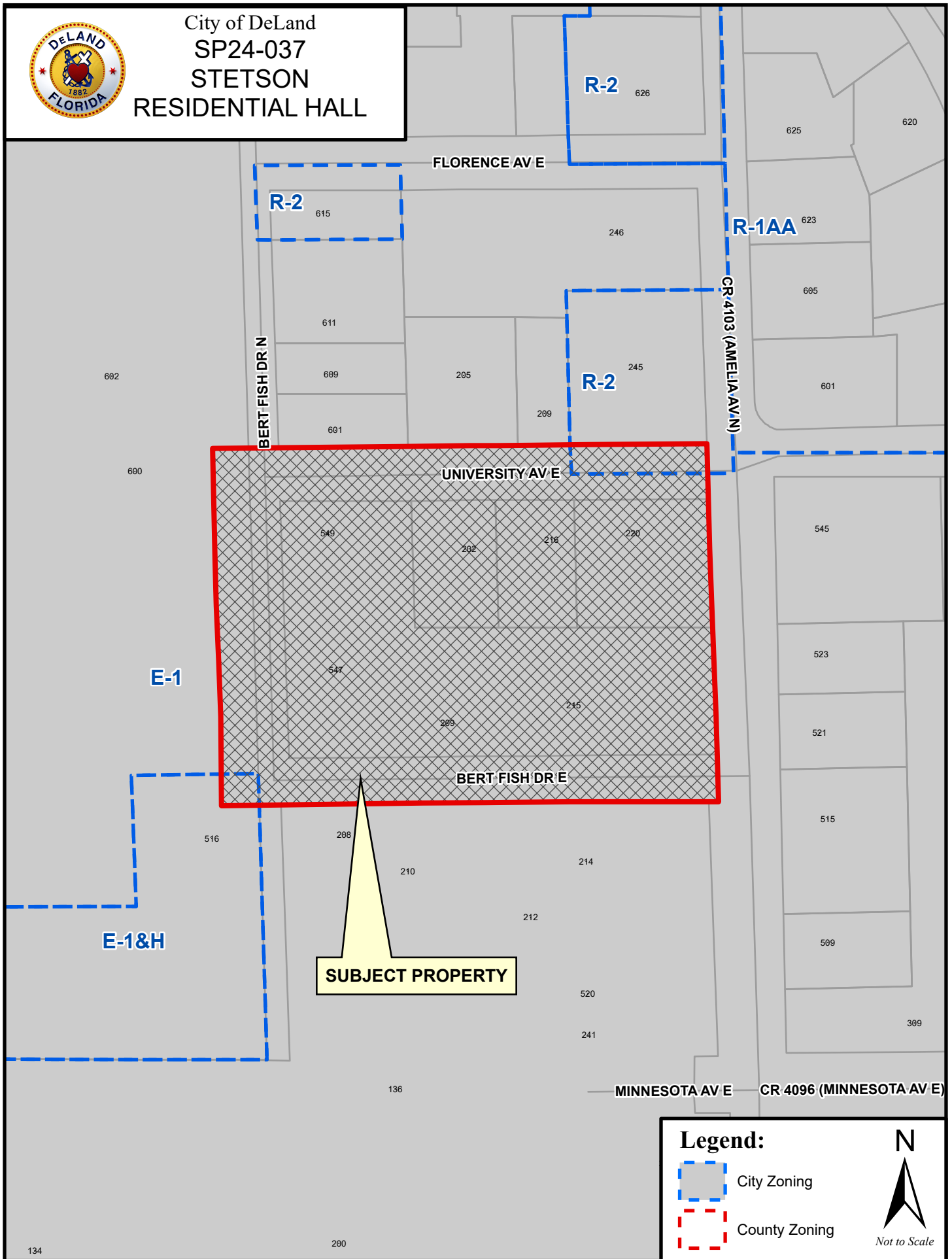


City of DeLand
SP24-037
STETSON
RESIDENTIAL HALL





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RESIDENTIAL HALL



CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
June 3, 2024

SUBJECT: Consideration re Request to Schedule Budget Workshops for FY 2024 - 2025.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS:

APPROVED BY: Julie Hennessy, City Clerk, May 29, 2024

SUMMARY/HIGHLIGHT:

Staff is requesting that the City Commission formally schedule the Budget Workshops, FY 24/25 for July 8 - 11, 2024 at 5:30 p.m., with Friday, July 12, 2024 held as a reserve date.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the City Commission formally schedule the Budget Workshops, FY 2024-2025, for July 8 - 11, 2024 at 5:30 p.m., with Friday, July 12, 2024 held as a reserve date.

BACKGROUND/DISCUSSION:

N/A