



CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
JUNE 16, 2025 AT 6:00 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE

AGENDA

CALL TO ORDER

CONSENT AGENDA

1. Resolution Approving Carryforward for FY 2024-2025 Budget Amendment.
2. Resolution Approving Budget Amendment for FY 2024-2025.

PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

UNFINISHED BUSINESS

NEW BUSINESS

1. Consideration re: Applicant for Exterior Improvement Grant, 450 Carroll Avenue

BOARDMEMBER COMMENTS/CONCERNS

NEXT MEETING

ADJOURNMENT



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CITY OF DELAND
Request for Spring Hill Downtown Community Redevelopment Agency Action
June 16, 2025

SUBJECT: Resolution Approving Carryforward for FY 2024-2025 Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Resolution, FY 24-25 Spring Hill CRA Budget Amendment Details - Carryover

APPROVED BY: Michael Grebosz, Asst. City Manager, June 11, 2025

SUMMARY/HIGHLIGHT:

The budget amendments proposed are detailed in the attached summary and represent projects carried over from FY 23/24 to the adopted FY 24/25 Budget.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends the Spring Hill CRA adopt the Resolution amending the FY 24/25 Budget as presented.

BACKGROUND/DISCUSSION:

This is the carryover budget amendment needed to update the FY 24/25 Budget for items carried over from FY 23/24.

RESOLUTION NO. 2025 - 01

A RESOLUTION OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY, AMENDING THE BUDGET FOR THE FISCAL YEAR 2024-2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Spring Hill Community Redevelopment Agency adopted Resolution 2024-04 establishing a budget for fiscal year 2024-2025 in the amount of \$994,930; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The budget of the Spring Hill Community Redevelopment Agency for fiscal year 2024-2025 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		1,034,205	1,083,417	0	2,117,622
160-0000-380-200	FUNDS C/O FROM PRIOR YEAR	0	1,083,417	0	1,083,417
EXPENDITURES		1,034,205	1,083,417	0	2,117,622
160-1600-553-100	ROAD MATERIALS & SUPPLIES	0	9,725	0	9,725
160-1600-663-000-SH2401	CANDLELIGHT OAKS BASKETBALL COURT	0	75,000	0	75,000
160-1600-663-000-SH2402	CANDLELIGHT PARK IMPROVEMENTS	0	116,231	0	116,231
160-1600-663-000-SH2403	ADELLE STREETSCAPE REFURBISH SIDEWALK INSTALLATION AND	0	27,000	0	27,000
160-1600-663-000-SH2404	IMPROVEMENTS	0	49,000	0	49,000
160-1600-663-000-SH2405	ADA UPGRADES	0	13,000	0	13,000
160-1600-663-000-SH2406	CLARA STREETSCAPE	0	793,359	0	793,359
160-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND	1,125	102	0	1,227

Section 2. In all other respects the budget of the Spring Hill Community Redevelopment Agency for fiscal year 2024-2025 is hereby ratified and confirmed as adopted by Resolution 2024-04.

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

PASSED AND DULY ADOPTED this 16th day of June, 2025.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Michael Grebosz
Spring Hill CRA Administrator

FY 24-25 Budget Amendment Details

Account Description		Increase	Decrease	Description
SPRING HILL CRA FUND				
REVENUES				
		1,083,417	0	
160-0000-380-200	FUNDS C/O FROM PRIOR YEAR	1,083,417		Funds carried over from FY 23-24
EXPENDITURES				
		1,083,417	0	
160-1600-553-100	ROAD MATERIALS & SUPPLIES	9,725		CARRY OVER: to fund Road Materials & Supplies
160-1600-663-000-SH2401	CANDLELIGHT OAKS BASKETBALL COURT	75,000		CARRY OVER: to fund Candlelight Oaks Basketball Court
160-1600-663-000-SH2402	CANDLELIGHT PARK IMPROVEMENTS	116,231		CARRY OVER: to fund Candlelight Park Improvements
160-1600-663-000-SH2403	ADELLE STREETScape REFURBISH	27,000		CARRY OVER: to fund Adelle Streetscape Refurbish
160-1600-663-000-SH2404	SIDEWALK INSTALLATION AND IMPROVEMENTS	49,000		CARRY OVER: to fund Sidewalk Installation And Improvements
160-1600-663-000-SH2405	ADA UPGRADES	13,000		CARRY OVER: to fund ADA Upgrades
160-1600-663-000-SH2406	CLARA STREETScape	793,359		CARRY OVER: to fund Clara Streetscape
160-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND	102		CARRY OVER: to fund Fortigate Enterprise Bundle (\$102)



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CITY OF DELAND
Request for Spring Hill Downtown Community Redevelopment Agency Action
June 16, 2025

SUBJECT: Resolution Approving Budget Amendment for FY 2024-2025.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Resolution, FY 24-25 Spring Hill CRA Budget Amendment Details

APPROVED BY: Michael Grebosz, Asst. City Manager, June 11, 2025

SUMMARY/HIGHLIGHT:

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

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends the Spring Hill CRA adopt the Resolution amending the FY 24/25 budget as presented.

BACKGROUND/DISCUSSION:

Staff recommends the Spring Hill CRA adopt the Resolution amending the FY 24/25 budget as presented.

RESOLUTION NO. 2025 - 02

A RESOLUTION OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY, AMENDING THE BUDGET FOR THE FISCAL YEAR 2024-2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend the budget of the Spring Hill Community Redevelopment Agency for fiscal year 2024-2025; and

WHEREAS, the Spring Hill Community Redevelopment Agency desires to amend its budget for fiscal year 2024-2025 as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The budget of the Spring Hill Community Redevelopment Agency for fiscal year 2024-2025 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		2,117,622	0	0	2,117,622
EXPENDITURES		2,117,622	89,039	89,039	2,117,622
160-1600-534-100	CONTRACTUAL SERVICES	60	1,000	0	1,060
160-1600-552-100	OPERATING SUPPLIES	12,100	12,500	0	24,600
160-1600-552-200	OPERATING CAPITAL	1,800	4,935	0	6,735
160-1600-663-000-SH2403	ADELLE STREETScape REFURBISH	0	70,604	0	70,604
160-9990-999-200	RESERVE CONTINGENCY	573,896	0	89,039	484,857

Section 2. In all other respects the budget of the Spring Hill Community Redevelopment Agency for fiscal year 2024-2025 is hereby ratified and confirmed as adopted by Resolution 2024-04 & 2025-01.

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

PASSED AND DULY ADOPTED this 16th day of June, 2025.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Michael Grebosz
Spring Hill CRA Administrator

FY 24-25 Budget Amendment Details

Account Description	Increase	Decrease	Description
SPRING HILL CRA FUND			
REVENUES	0	0	
EXPENDITURES	89,039	89,039	
160-1600-534-100	1,000		increase appropriation for Contractual Services
160-1600-552-100	12,500		increase appropriation for TURN Festival/Mayor's Backpack Giveaway
160-1600-552-200	4,935		increase appropriation for Fence for Resource Center
160-1600-663-000-SH2403	70,604		increase appropriation for Adelle Streetscape Refurbish
160-9990-999-200		89,039	decrease appropriation for Reserve Contingency



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CITY OF DELAND
Request for Spring Hill Downtown Community Redevelopment Agency Action
June 16, 2025

SUBJECT: Consideration re: Applicant for Exterior Improvement Grant, 450 Carroll Avenue

DEPARTMENT: Admin Services

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: Exterior Grant Application - Goosby, Goosby Quote 1 - The Window Shoppe, Goosby Quote 2 - Ed Senez Aluminium Specialist, INC., Goosby Before 1, Goosby Before 3, Goosby Before 4, Goosby Before 5, Goosby Before 2, Goosby Before 7, Goosby Before 6

APPROVED BY: Michael Grebosz, Asst. City Manager, June 11, 2025

SUMMARY/HIGHLIGHT:

For FY 2024-2025, \$20,000 in funding has been allocated to the exterior improvement grants. The Spring Hill Neighborhood Association is presenting the following applicant for consideration. Laverne Goosby at 450 Carroll Avenue is seeking a grant for window replacement. The total cost is \$4,543, which qualifies for 75% grant funding up to \$4,000 and 50% funding for anything over \$4,000, with a maximum CRA payout of no more than \$5,000 per applicant.

In this instance, the grant will pay out \$3,271.50. The owner will contribute \$1,271.50.

Action Required:

1. Laverne Goosby– 450 Carroll Avenue. Window replacement.
 - Total Cost: \$4,543. Cost to CRA: \$3,271.50.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

24-25 Funding:	\$20,000.00
Previously Utilized:	\$ -
Remaining Balance Before Request:	\$20,000.00
Requested:	\$3,271.50
Balance After Request	\$ 16,728.50

RECOMMENDATION:

It is recommended that the CRA approve the grant as approved by the Spring Hill Neighborhood Association.

BACKGROUND/DISCUSSION:

2024-2025 Program History

Applicant	Address	Project	Cost of Project	CRA Portion	Budget
No Prior Requests					\$20,000

"A" GRANT INSTRUCTIONS

Name of owner or lessee: Laverne Goosby
Address: 450 Carroll Ave, Deland 32120
Phone: 386-235-4960
FAX: _____
E-Mail: _____
Building Owner if different from lessee: _____

1. Applicant (owner/lessee) contacts SHNA for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. SHNA representative discusses the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. **Photographs, clearly showing existing conditions.** ←
 - b. Written specifications outlining scope of work.
 - c. Sample of paint colors to be used.
 - d. Project budget, showing written estimates of all work to be performed.
(2 estimates)
4. SHNA Grant Committee meets with applicant to review the project and make necessary changes.
5. Upon completion of the review by the SHNA Grant Committee the application will be submitted for approval to the CRA.
6. SHNA informs applicant of funding decisions.
7. Upon approval by CRA a SHNA representative will review the contract with the applicant.
8. If permits are required, the applicant/Contractor presents plans to either the City of DeLand or the County of Volusia building department for review of building regulations and historic preservation compliance if necessary. The County of Volusia is responsible for issuing permits in the unincorporated area; the City of DeLand is responsible for issuing permits within the City limits.
9. Building department issues building permits if necessary. The County of Volusia is responsible for issuing permits in the unincorporated area; the City of DeLand is responsible for issuing permits within the city limits.
10. Project work commences within 30 days of obtaining a building permit.
11. For work requiring a building permit, either the City of DeLand or the County of Volusia's Building Department reviews work completed and if completed correctly issues a Certificate of Completion to applicant.
12. Applicant provides SHNA with documentation of project, permits, certificate of completion, canceled checks or paid receipts for all grants improvements.
13. SHNA representative requests that the City of DeLand issue payment to either the contractor or owner or lessee.

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

I have read and understand these instructions

Laverne Goosby Date: 6-2-25
Signature of Applicant

Signature of Witness

"B" GRANT PERMIT REQUIREMENTS

Certain areas of Spring Hill are located within the City of DeLand's municipal limits. The DeLand Building Department, located at City Hall, 120 S. Florida Avenue (phone: 626-7007) issues permits for properties within the City limits. For areas outside of the City limits, the Volusia County Permit Center issues building permits. Their office is located in the Thomas C. Kelly Administration Center, 123 W. Indiana Avenue (phone: 736-5928).

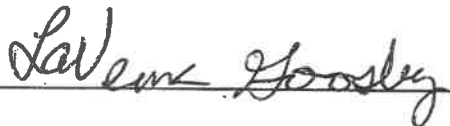
Owner may act as their own contractor; however, permits must be obtained when required.

PERMITS MAY BE REQUIRED FOR THE FOLOWING ITEMS:

- Electrical
- Awnings
- Signage
- Renovation – Structural Renovation or Structural Aesthetic Changes
- Tree removal
- Window replacement

No permits are needed for painting or spray cleaning.

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

SIGNED:  Date: 6-2-25

"C" GRANT AWARD CRITERIA

1. Installation or replacement of broken or missing doors, windows and screens.
2. Exterior building repairs of sagging porches; broken steps and railings; support column repair; exterior wall repair; repair of gutters and/or downspouts; etc.
3. Repainting of buildings with peeling paint.
4. Installation or rehabilitation of signs and canopies.
5. Removal of dead trees and landscaping, and junk and debris from yard areas.
6. Installation of water-wise landscaping materials
7. Non-repeat location within five years.

"D" GRANT APPLICATION

Project: Windows (6 exterior)
 Name: Laverne Gossby
 Mailing Address: 450 Carroll Ave. Deland 32720
 Property Address: 450 Carroll Ave. Deland 32720
 E-Mail Address: _____
 Daytime Phone: 386-255-4960 FAX #: _____
 Type of Facade Improvement Planned: _____
 Estimated Cost of Project: \$ _____
 Amount Requested: \$ _____
 Deposit Payment: \$ _____ Check/Cash/Money Order

The City of DeLand prefers to reimburse owners/applicants after the contractor has been paid. However, in cases of financial hardship grants, The CRA's match portion of the grant may be reimbursed directly to the contractor upon authorization of the CRA.

Attach detailed outline of proposed work, including:

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

AGREEMENT

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

1. Exterior Improvement grants apply only to those buildings and properties within the Tax Increment District.
2. Only projects which have not received grant funds within the past FIVE (5) years will be given consideration.
3. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city or County **BEFORE** beginning any work. No reimbursements will be received without the proper permits before work begins.
4. Project work must begin 30 days after permits are obtained.
5. Monies are for exterior improvements only and will be reimbursed upon completion of work. (Any changes made to the property that have not been approved by the SHNA Grant Committee will not be funded.)
6. For projects where the applicant is not the property owner, the applicant must obtain approval in writing that the property owner concurs with the execution of the proposed work.

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits. (See Exhibit B)

SIGNED: Laverne Gossby Date: 6-2-25

"E" EXTERIOR IMPROVEMENY GRANT CONTRACT (continued)

THE "ASSOCIATION" AGREES:

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

THE "APPLICANT" AGREES:

1. To bear responsibilities to the Contractor for total cost of the project.
2. To maintain, with no substantial changes, the facade and improvements for ten (10) years unless otherwise agreed to by the SHNA Grant Committee and the CRA.
3. To submit to the guidelines of SHNA Grant Committee and the CRA for the project.
4. To hold harmless the SHNA Grant Committee and its individual members, the "Association" including its Executive Director and employees and the City of DeLand in the event of property damage, personal or physical injury that occurs as a result of the project.

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

BY: _____
City of DeLand - CRA

BY: _____
SHNA DeLand Association

BY: _____
Contractor

BY: *William Stoddy*
Owner



The Window Shoppe, LLC

FAMILY OWNED AND OPERATED SINCE 1979

1280 South Volusia Avenue
 Orange City, Florida 32763
 386-775-4496 • 407-406-3466
 Daytona 386-253-9271 • 1-800-528-6405 • FAX 386-775-6770
 www.thewindowshoppe.net

NAME: <u>Goosby</u>	PHONE (H): <u>235-4960</u>	DATE: <u>1-13-28</u>
STREET: <u>450 Carroll Ave</u>	PHONE (W):	REFERENCE:
CITY: <u>Deland</u>	CELL:	STRUCTURE: <u>B/S</u>
EMAIL: <u>SH Resource Center @ gmail.com</u>		

6 - windows

SKETCH

White vinyl
 LowE max
 Insulated Glass
 Argon gas
 SH
 1/2 Screens
 No grids

removed
disposed

\$4676 Installed

- tax 133 Permittal

\$4,543 ~~with~~

P.G.T - Energy Vre

Made in FL for FL

Best Price
ON

Quality

1-obs/temperal

*Includes all of our current coupons

We hereby propose to furnish labor and materials - complete in accordance with the above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Notice of cancellation must be in writing postmarked no later than midnight of the following third business day.

THIS IS A CUSTOM ORDER

Authorized Signature _____

Matt Fair

ACCEPTED

- 1) Order is not subject to change when merchandise is ordered to purchaser's specifications.
- 2) Merchandise remains the property of seller until purchase price is paid in full.
- 3) Upon default, purchaser agrees to pay all costs of enforcing seller's rights.
- 4) Buyer responsible for removal and installation of security system, burglar bars, and window coverings.
- 5) A deposit of one half the purchase price is required on all installed orders and is non-refundable after the third business day. Payment is due in full on all DIY orders. Please bring help to load. DIY sizes are customer's responsibility.
- 6) Balance paid to installer upon completion. All past due accounts subject to finance charge of 1 1/2% per month (18% per annum). The purchaser agrees to pay reasonable attorney fees and court cost of collection. Venue in any suit arising out of or in any way concerning this contract shall be in Volusia County, Florida and purchaser waives whatever rights they have in selection of venue.

The above prices, specifications and conditions are hereby accepted. Pricing does NOT include unforeseen materials, trim or labor for work on windows or doors. You are authorized to do the work as specified.

Payment due in full before final inspection.

Date _____ Signature _____

ED SENEZ ALUMINUM SPECIALIST, INC.
720 N Volusia Ave, Orange City, FL 32763
License #RX0059404
386-775-4915

January 16, 2025

Lavern Goosby
450 Carroll Ave,
Deland, FL
386-235-4960

Ed Senez Aluminum Specialist, Inc. will provide materials and/or labor for the following:

REPLACEMENT WINDOWS:

- Remove (6) windows in (6) openings, and haul away.
- Install (6) Alside "Mezzo" replacement windows
 - Insulated vinyl frames with steel reinforcements; Color: White
 - Insulated glass with Low-E, to code.
 - Bathroom window obscured glass & Tempered.
 - Standard ½ screens
 - Lifetime Warranty-see Alside.com for details
 - Does no cover labor, material only on warranty.
 - Permit Included

\$5,242.00

Option: Colonial Grids (white) on front (2) windows-\$90.00 additional

Sincerely,
Ed Senez Jr. (Sales Rep.)

PRICES ARE GOOD FOR 15 DAYS. All prices are lump sum prices to include labor, materials, and taxes on materials. All materials guaranteed as specified. Any agreements with any other contractor, like concrete and electric, will be between the homeowner and the other contractor, unless noted in Ed Senez's estimate. The parties understand and agree that the contractor shall not be liable for delays caused by strike or other labor disputes, weather conditions, delays in obtaining materials, acts of God, or other causes beyond the company's control. Owner acknowledges that the contractor has agreed to furnish only the materials, improvements, labor and services set forth above and that any additional materials, improvements, labor and services will require additional payment. Owner further acknowledges that they have read this entire contract, they fully understand all of the terms contained herein, that they have been given an exact and fully completed copy hereof, and this contract is to the final acceptance of the seller. It is understood that no claims may be filed and Ed Senez Aluminum Specialist, Inc. has no obligation to correct workmanship until Ed Senez Aluminum Specialist, Inc. receives full payment. Workmanship warranted for life of project; does not include normal wear and tear, acts of God, or material defects from manufacturer. Ed Senez Aluminum Specialist, Inc. does not warranty materials, including sealants. TERMS: A finance charge of 1.5% per month, which is an annual percentage rate of 18%, will be added to all accounts 5 days past due. If collection becomes necessary, customer is responsible for attorney fees and collection costs. Homeowner accepts full responsibility for property and injury occurring while work is done under homeowners' direction, not included in this estimate/contract. Employees of Ed Senez Aluminum Specialist, Inc. are fully covered by Worker's Comp. and general liability insurance, for all work done under the direction of Ed Senez Aluminum Specialist, Inc. Ed Senez Aluminum Specialist, Inc. accepts no responsibility for any written and/or verbal claims not depicted within this contract.

4% CONVENIENCE FEE ADDED TO ALL CREDIT/DEBIT CARD PAYMENTS.

Acceptance of this proposal constitutes a contract.

This ____ day of _____, 202__

Accepted: _____
Owner/Agent



1-800-393-0996
secured by









WELCOME

1-800-388-0199
Secured by ADT

1-800-388-0199
Secured by ADT

