

CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 8, 2025 AT 6:00 PM
489 WEST MATHIS STREET
AGENDA

CALL TO ORDER

PUBLIC HEARING

1. Resolution Approving Spring Hill Community Redevelopment Agency Budget for Fiscal Year 2025-2026

CONSENT AGENDA

1. Consideration Re: Approval of Minutes
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: Update to the Exterior Improvement Grant Program
2. Consideration Re: Small Business Assistance Grant Program Policy and Application

BOARDMEMBER COMMENTS/CONCERNS

NEXT MEETING

ADJOURNMENT

CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 8, 2025 AT 6:00 PM
489 WEST MATHIS STREET
AGENDA

SUBJECT: Resolution Approving Spring Hill Community Redevelopment Agency Budget for Fiscal Year 2025-2026

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Resolution, Spring Hill CRA FY 25-26 Budget Pages

APPROVED BY: ,

SUMMARY/HIGHLIGHT:

This is the date set for the public hearing on the proposed budget for the Spring Hill Community Redevelopment Agency for the 2025-2026 fiscal year. The taxable value for the incorporated district, as presented by the Volusia County Property Appraiser on July 1st, totals \$113,299,703. This represents a 3.92% increase from last year and an incremental increase of \$62,826,822 from January 1, 2004, the base year for the incorporated tax increment district (\$50,472,881). The taxable value for the unincorporated district, as presented by the Volusia County Property Appraiser on July 1st, totals \$59,505,284. This represents a 10.74% increase from last year and an incremental increase of \$38,240,786 from January 1, 2004, the base year for the unincorporated tax increment district (\$21,264,498).

The budget is based upon the anticipated millage rates to be adopted by each of the contributing jurisdictions. Staff estimates FY 25-26 TIF revenue to be \$1,080,167. The total budget is \$1,081,367. The recommended budget includes the following priorities:

EXPENDITURES:

\$220,424	Personal Services - The funding goes toward the administrative support and management of the Resource Center.
\$51,402	Operations/Maintenance - The funding goes toward the maintenance and operating expenses to keep the Resource Center running.
\$20,000	Exterior Improvement Grants
\$40,000	Connection Assistance Grants
\$50,000	Business Assistance Grants
\$36,112	Transfers to the General Fund for services provided by the general government.
\$36,386	Transfer to the Debt Service Fund for Dr. Joyce M. Cusack Resource Center loan payment.
\$18,585	Transfer to the Capital Fund for share of IT projects.

RESERVE

CONTINGENCY:

\$599,458	General Reserves for operations of the Resource Center or other improvement projects.
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STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

The FY 25/26 budget, in the amount of \$1,081,367, is balanced and suggests projects and programs utilizing tax increments and other associated revenues.

RECOMMENDATION:

Staff recommends the Spring Hill Community Redevelopment Agency adopt the Resolution establishing the Spring Hill CRA budget for the 2025-2026 fiscal year in the amount of \$1,081,367.

BACKGROUND/DISCUSSION:

Revenues anticipated for fiscal year 2025-2026 are as follows:

Ad Valorem Taxes	\$ 369,101
Intergovernmental Revenue	711,066
Miscellaneous Revenue	<u>1,200</u>
Total Community Redevelopment Agency Anticipated Revenues	<u>\$1,081,367</u>

RESOLUTION NO. 2025 -

A RESOLUTION OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2025-26; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Spring Hill Community Redevelopment Agency, after carefully considering the financial needs of the tax increment district and the sources of revenue available to the Agency to meet such needs, is ready to adopt a budget; and

WHEREAS, it is necessary for the Spring Hill Community Redevelopment Agency to approve and adopt its budget for the fiscal year 2025-26.

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

Section 1. The budget for the Spring Hill Community Redevelopment Agency is set at \$1,081,367 for fiscal year 2025-26, as submitted, is hereby approved.

Section 2. Any resolution or part of resolution in conflict herewith is hereby repealed.

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

PASSED AND DULY ADOPTED this 8th day of September 2025.

Christopher M. Cloudman
Chairman

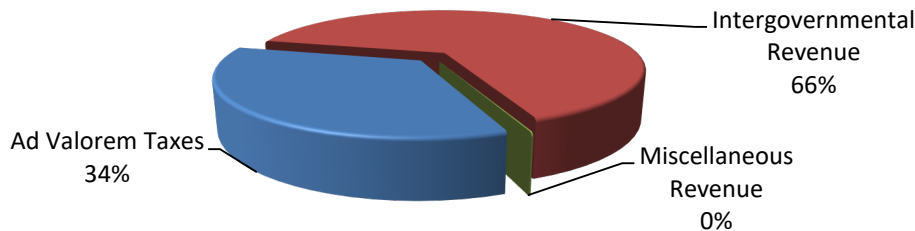
ATTEST:

Michael Grebosz
CRA Administrator

SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND

Revenue Summary

REVENUE SUMMARY	2023-24 ACTUAL	2024-25 BUDGET	2024-25 ESTIMATED	2025-26 BUDGET	% Change from 2024-25
Ad Valorem Taxes	\$ 309,044	\$ 348,944	\$ 348,944	\$ 369,101	5.78%
Intergovernmental Revenue	618,602	684,061	684,061	711,066	3.95%
Miscellaneous Revenue	81,804	1,200	1,200	1,200	0.00%
Other Sources	<u>0</u>	<u>0</u>	<u>1,083,417</u>	<u>0</u>	0.00%
Total Spring Hill CRA Revenue	\$ 1,009,450	\$ 1,034,205	\$ 2,117,622	\$ 1,081,367	4.56%

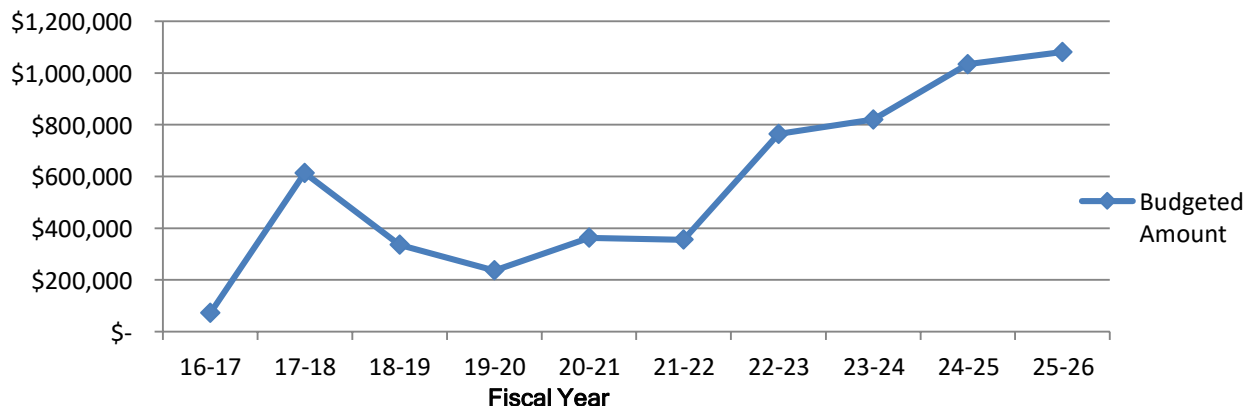


Management Discussion

The Spring Hill Community Redevelopment District for the Spring Hill area was established in 2004 under Florida Community Redevelopment Act of 1959 F.S. 163.330. The plan was amended in March 2011 and is currently valid through 2044. This fund accounts for revenues from the Spring Hill tax increment district which are based on millage rates set by the governmental entities using the incremental increase in taxable value of property located within the district since its inception. The city's portion is included in Ad Valorem Taxes while the other government entities are included in Intergovernmental Revenue.

Miscellaneous revenues include interest earnings, late fees from lessees, and billings for parking lot leases. These revenues are then used to fund programs and projects identified in the Spring Hill Redevelopment Plan adopted by the Spring Hill Community Redevelopment Agency.

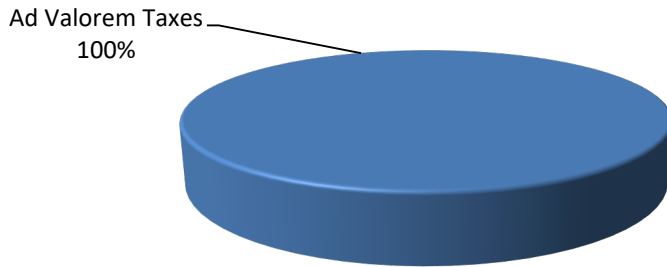
History of Revenues



SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND

Ad Valorem Taxes Revenue Summary

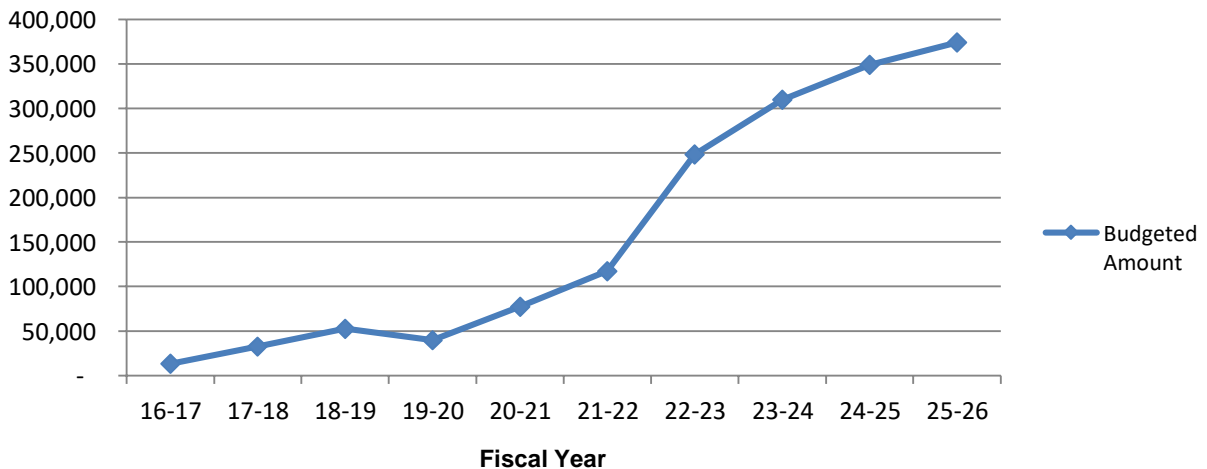
REVENUE SUMMARY	2023-24 ACTUAL	2024-25 BUDGET	2024-25 ESTIMATED	2025-26 BUDGET	% Change from 2024-25
Ad Valorem Taxes	\$ 309,044	\$ 348,944	\$ 348,944	\$ 369,101	5.78%
Total Ad Valorem Tax Revenue	\$ 309,044	\$ 348,944	\$ 348,944	\$ 369,101	5.78%



Management Discussion

The property appraiser has released \$113,299,703 as the July 1st preliminary estimated taxable value of property located within the district’s limits. This represents an \$62,826,822 incremental change in the district’s tax base and an increase of \$4,276,487 in taxable value since last year. FY 2025-2026 budget is based on the preliminary incremental change in value calculated using the City’s tentative operating millage rate of 6.1841.

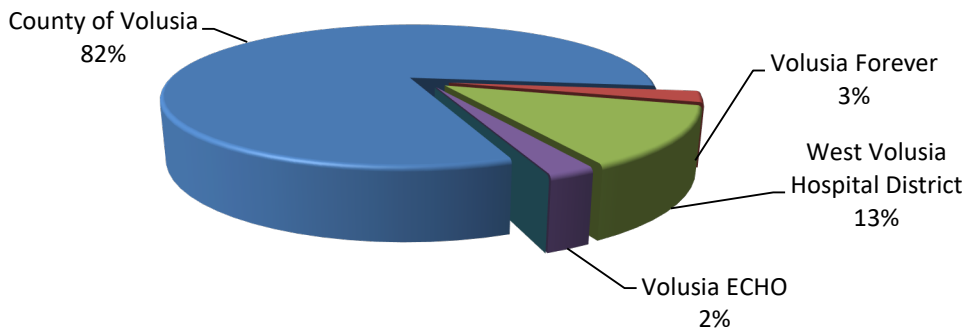
History of Revenues



SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND

Intergovernmental Revenue Summary

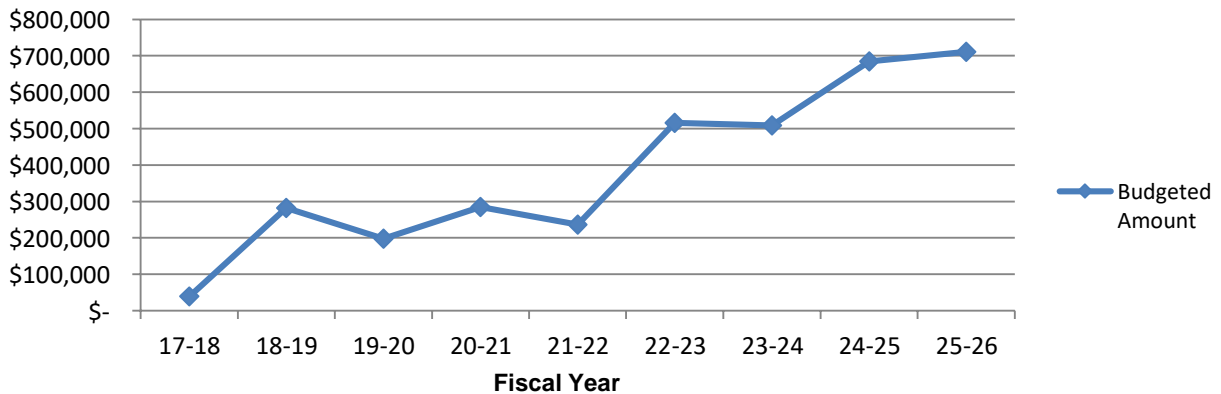
REVENUE SUMMARY	2023-24 ACTUAL	2024-25 BUDGET	2024-25 ESTIMATED	2025-26 BUDGET	% Change from 2024-25
County of Volusia	\$ 503,346	\$ 545,727	\$ 545,727	\$ 585,857	7.35%
Volusia Forever	9,532	15,987	15,987	17,294	8.18%
West Volusia Hospital District	71,482	78,558	78,558	90,621	15.36%
Volusia ECHO	9,532	15,987	15,987	17,294	8.18%
Grants	<u>24,710</u>	<u>27,802</u>	<u>27,802</u>	<u>0</u>	-100.00%
Total Ad Valorem Tax Revenue	\$ 618,602	\$ 684,061	\$ 684,061	\$ 711,066	3.95%



Management Discussion

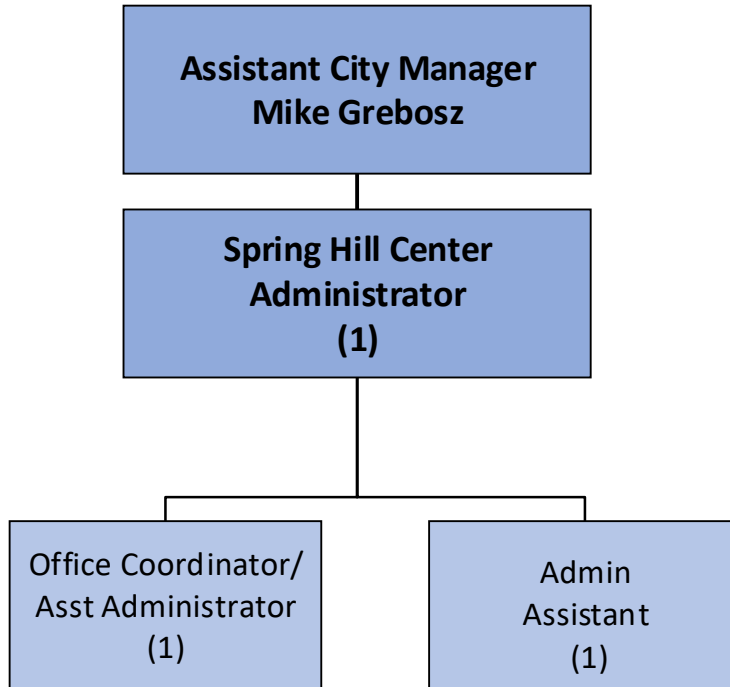
Governmental agencies that contribute to the Spring Hill Community Redevelopment Trust Fund include Volusia County, Volusia Forever, Volusia ECHO, and the West Volusia Hospital District. FY 2025-2026 budget is calculated using the prior year millage rates from each of the taxing authorities.

History of Revenues



SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND
Expenditure Summary

Organizational Structure



Description:

The Spring Hill Community Redevelopment Agency (the “CRA”) is a planning agency established by the County Council of Volusia County in partnership with the City of DeLand. The purpose of the CRA is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate blight, create a sustainable community and encourage economic growth, thus improving the attractiveness and quality of life for the benefit of the CRA District, the City of DeLand, and County of Volusia.

Mission:

Manage the Spring Hill CRA by implementing measures to reduce blight and increase economic development in the designated area thus increasing property values and quality of life.

Performance Measures

Performance	Strategic Focus Area	FY 23/24 Actual	FY 24/25 Projection	FY 25/26 Target
% change in property values over prior year	High Value Government	8.20% City 12.4% County	10.5%	10.5%
# of property improvement grants awarded	High Value Government	2	5	5
# of sewer connection grants awarded	High Value Government	New Measure	1	1

Fiscal Year 2024-2025 Achievements

- ✓ Continue to provide services at the Resource Center to be in line with grant funding requirements.
- ✓ Awarded one property improvement grant.
- ✓ Continued the property of the quarter program.
- ✓ Successfully completed the annual Mayor’s Backpack Giveaway event.
- ✓ Completed the TURN Festival.
- ✓ Partnered with community groups to hold events such as an Easter Egg Hunt and a Health Fair.
- ✓ Worked with the Boys and Girls Club to allow for property to be best utilized for future renovation and construction.

Action Plan

Outreach & Communication		
Goals & Objectives		Strategic Plan Area(s)
1	Enhance communication with the Spring Hill Community. <ul style="list-style-type: none"> Develop and disseminate a monthly newsletter. Update the Spring Hill Website and other communication channels to increase usefulness and communication. 	Preserving "Sense of Community" & Communication
2	Work with Spring Hill Resource Center and other community partners in the overall development and maintenance of the Spring Hill Redevelopment Plan. <ul style="list-style-type: none"> By end of fiscal year determine the % change in number of residents served by the Spring Hill Resource Center over prior year. Look into additional grant funding from the State of Florida for the next phase of sanitary sewer construction. Provide property improvement grant program for up to 5 residential and businesses owners before fiscal year end. 	High Value Government

Long-Term Goals

- ✓ Increase the availability of grants (septic abandonment, sewer connection, exterior improvement, and others).
 - Target: Continuous
 - Strategic Focus Area: High Value Government
- ✓ Improve and increase the infrastructure (streets, sidewalks, lighting, water and sewer).
 - Target: Continuous
 - Strategic Focus Area: High Value Government, Creating Connected Community, & Preparing for the Future.
- ✓ Attract business development within the CRA.
 - Target: Continuous
 - Strategic Focus Area: Regional High Value Job Creation
- ✓ Increase employment opportunity for area residents.
 - Target: Continuous
 - Strategic Focus Area: Regional High Value Job Creation

Operating Budget Comparison

BUDGET DESCRIPTION	2023-24	2024-25	2024-25	2025-26	% Change
	ACTUAL	BUDGET	ESTIMATED	BUDGET	from 2024-25
Personal Services	\$ 165,599	\$ 215,876	\$ 215,876	\$ 220,424	2.11%
Operating Expenses	144,613	49,446	77,606	51,402	3.96%
Capital Outlay	303,769	0	1,144,194	9,000	100.00%
Grants & Aid	4,313	110,000	110,000	110,000	0.00%
Contingency	0	603,896	514,857	599,458	-0.73%
Transfers	<u>52,386</u>	<u>54,987</u>	<u>55,089</u>	<u>91,083</u>	65.64%
Total Budget	\$ 670,680	\$ 1,034,205	\$ 2,117,622	\$ 1,081,367	4.56%

STAFFING	PAY GRADE	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET	2024-25 BUDGET	2025-26 BUDGET
Spring Hill Ctr Administrator	109	1.00	1.00	1.00	1.00	1.00
Office Coordinator/Asst Admin	108	0.00	1.00	1.00	1.00	1.00
Administrative Assistant I	101	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full Time Staffing		2.00	3.00	3.00	3.00	3.00

CAPITAL OUTLAY	Amount
New Copier for Cusack Center	\$ 9,000
	<u>\$ 9,000</u>

Management Discussion

- ✓ Total expenses increased by 4.56%.
- ✓ Personal Services increased by 2.11% mainly due to increased health insurance costs and a 3% merit increase for FY 2025-2026.
- ✓ Operating expenses increased by 3.96% mainly due to an increase in insurance (\$203) and operating supplies (\$2,500).
- ✓ Transfers increased by 65.64% mainly due to an increase to the Transfer to Capital Project Fund (\$17,460) and additional funds towards funding the Assistant City Manager (\$18,636).
- ✓ Includes funding for:
 - Exterior improvement grants (\$20,000)
 - Connection Assistant Grants (\$40,000)
 - Business Assistance Grants (\$50,000)
 - Contingency (\$599,458)

CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 8, 2025 AT 6:00 PM
489 WEST MATHIS STREET
AGENDA

SUBJECT: Consideration Re: Approval of Minutes

DEPARTMENT: Admin Services

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: Spring Hill Meeting Minutes 9-16-2024, Spring Hill Meeting Minutes 10-21-2024, Spring Hill Meeting Minutes 12-02-2024, Spring Hill Meeting Minutes 6-16-2025

APPROVED BY: Michael Grebosz, Asst. City Manager, August 21, 2025

SUMMARY/HIGHLIGHT:

Approval of minutes from September 16th 2024, October 21st 2024, December 2nd 2024 and June 16th 2025.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Spring Hill CRA Board review and approve the meeting minutes as presented.

BACKGROUND/DISCUSSION:

After moving to the new agenda software this past September, staff did not include the prior minute approval in the new agenda format. That item has been corrected and staff is seeking approval of the prior meeting minutes.



Spring Hill

Community Redevelopment Agency

“A City County Partnership”

MEETING MINUTES

September 16, 2024

CALL TO ORDER

Chairman Cloudman called the meeting to order at 5:38 PM

BOARD ATTENDANCE: Christopher Cloudman, Charles Paiva, Daniel Reed, Don Dempsey and Anthony Hill

STAFF ATTENDANCE: Mike Grebosz, Tina Cox, Kieu N. Moses, Dan Stauffer and Ray Underwood

PUBLIC HEARING

1. Resolution Approving Spring Hill Community Redevelopment Agency Budget for Fiscal Year 2024-2025

Mr. Grebosz summarized the proposed budget for fiscal year 2024-2025. He highlighted the 26% increase in revenue and proposed expenditures to include improvements to Candlelight Oaks, street lighting, repaving and sidewalks. Mr. Paiva made a motion to approve the budget for FY 2024-2025. Mr. Reed seconded the motion, which carried by a unanimous vote.

CONSENT AGENDA

1. Approval of Minutes, Regular Meeting, August 5, 2024

Mr. Paiva made a motion to approve the meeting minutes from August 5, 2024. Mr. Reed seconded the motion, which carried by a unanimous vote.

PETITIONS AND REQUESTS FROM THE PUBLIC

Chairman Cloudman emphasized the need for board members to sit on the Spring Hill CRA board and the City’s request to expand the pool of applicable candidates. There being no other petitions and requests from the public, this portion of the meeting was closed.

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

Ms. Cox reported on the success of the 22nd Spring Hill TURN festival. She also reported that the sewer grant applications were now open for interested applicants. She reported that the old resource center lot is available for use and there are surveys being passed out to residents for their input.

Meeting of September 16, 2024 – 5:30 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand

NEXT MEETING

To be determined.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:51 PM by Chairman Cloudman.



Spring Hill

Community Redevelopment Agency

“A City County Partnership”

MEETING MINUTES

October 21, 2024

CALL TO ORDER

Chairman Cloudman called the meeting to order at 6:03 PM

BOARD ATTENDANCE: Christopher Cloudman, Charles Paiva, Daniel Reed, Don Dempsey and Anthony Hill

STAFF ATTENDANCE: Mike Grebosz, Shilretha Dixon, Kieu N. Moses, Dan Stauffer and Ray Underwood

PETITIONS AND REQUESTS FROM THE PUBLIC

N/A

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

Ms. Dixon reported the success of the supply giveaway for community members whom required assistance after Hurricane Milton. She provided the dates of the next two trash amnesty days Oct. 25, 2024 and Jan. 1, 2025, the dumpsters will be located on Mathis Street. The annual Thanksgiving Dinner will be held on November 21st from 2:00 PM-5:00 PM. Lastly, the Christmas Toy Drive will be held on Dec. 21st from 9:00 AM to 2:00 PM.

NEW BUSINESS

1. Award of Bid, Decorative Asphalt Treatment-W. Beresford and South Adelle

Mr. Grebosz reported that there was only one qualified bidder, but the bid came in higher than anticipated. Mr. Paiva made a motion to approve amended budget and award the bid. Mr. Reed seconded the motion, which carried by a unanimous vote.

BOARD MEETING COMMENTS/CONCERNS

Mr. Paiva thanked the board for all the years of service. He said he was happy to see all the upward movement and hopes to see it continue. Mr. Grebosz reported that Ms. Markesha James, a longtime resident of Spring Hill was interested in filling the board vacancy in December.

NEXT MEETING

To be determined.

ADJOURNMENT

Meeting of October 21, 2024 – 6:00 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand

There being no further business to come before the Board, the meeting was adjourned at 6:17 PM by Chairman Cloudman.

Meeting of October 21, 2024 – 6:00 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand



Spring Hill

Community Redevelopment Agency

“A City County Partnership”

MEETING MINUTES

December 02, 2024

CALL TO ORDER

Chairman Cloudman called the meeting to order at 6:00 PM

BOARD ATTENDANCE: Christopher Cloudman, Daniel Reed, Jessica Davis and Don Dempsey

STAFF ATTENDANCE: Mike Grebosz and Elizabeth Baez-Rivera

CONSENT AGENDA

1. Approval of Minutes, Regular Meetings 09/16/24 & 10/21/24

Mr. Reed made a motion to approve the meeting minutes from September 16 and October 21, 2024 meetings. Mr. Dempsey seconded the motion, which carried by a unanimous vote.

PETITIONS AND REQUESTS FROM THE PUBLIC

There were no petitions and requests from the public, this portion of the meeting was closed.

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

Ms. Baez-Rivera reported on the success of the annual Thanksgiving lunch event. She also provided an update on the upcoming toy drive and giveaway, trash amnesty day in February and Women Empowerment series in March.

NEW BUSINESS

1. Consideration re: Applicant for Sewer Connection Assistance, 306 Chipola Ave.

Mr. Reed made a motion to approve the application. Ms. Davis seconded the motion, which carried by a unanimous vote.

BOARD MEMBER COMMENTS

Ms. Davis was excited to be back. She requested an update from staff on the following subjects.

- Annual usage rates
- New survey
- Past CRA review

Mr. Dempsey reported that he would be hosting the Stormwater Town Hall meeting on Thursday at 5:30 PM in the County Council Chambers.

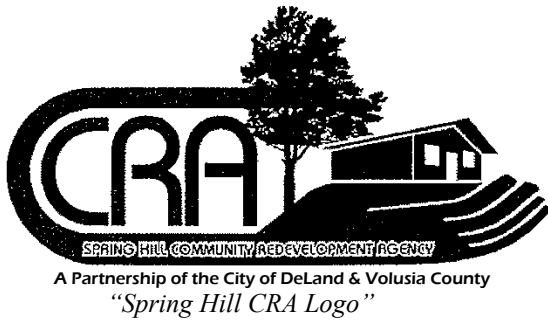
Meeting of December 02, 2024 – 6:00 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand

NEXT MEETING

To be determined.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:45 PM by Chairman Cloudman.



Spring Hill
Community Redevelopment Agency
“A City County Partnership”

MEETING MINUTES
June 16, 2025

CALL TO ORDER

Chairman Cloudman called the meeting to order at 6:00 PM

BOARD ATTENDANCE: Christopher Cloudman, Jessica Davis, David Santiago and Markesha Lewis

STAFF ATTENDANCE: Mike Grebosz, Shilretha Dixon, Kieu N. Moses, Heidi Van Etten, Darren J. Elkind and Ray Underwood

CONSENT AGENDA

- 1. Resolution Approving Carry Forward for FY 024-2025 Budget Amendment**
- 2. Resolution Approving Budget Amendment for FY 2024-2025**

Mr. Santiago made a motion to approve the consent agenda. Ms. Davis seconded the motion, which carried by a unanimous vote.

PETITIONS AND REQUESTS FROM THE PUBLIC

Mr. Randy spoke about looking at different funding opportunities.

Mr. Milton Corley requested that the County build a public restroom at the Sylvester Bruten Park on Clara Avenue. Also, he requested having future Spring Hill CRA meetings in Spring Hill. There being no other petitions and requests from the public, this portion of the meeting was closed.

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

Dr. Dixon reported on the success of the electrical assistance program. She announced the upcoming estate planning workshop and the 15th annual Mayor’s Backpack Giveaway on July 26th.

NEW BUSINESS

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

Mr. Grebosz reported that there was \$20,000.00 allocated to the improvement grant annually. Ms. Goosby requested funds to replace exterior windows. The CRA’s match would be \$3271.50. Ms. Davis made a motion to approve the grant for 450 Carroll Avenue. Mr. Santiago seconded the motion, which carried by a unanimous vote. Mr. Santiago requested that a question be added

Meeting of June 16, 2025 – 6:00 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand

to the application referencing if any other funding sources are being requested from other agencies. He also requested to know cause of replacement or improvements.

BOARD MEMBER COMMENTS

Ms. Davis requested that the city and county logo be added to the Mayor’s Backpack Giveaway flyer.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:30 PM by Chairman Cloudman.

CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 8, 2025 AT 6:00 PM
489 WEST MATHIS STREET
AGENDA

SUBJECT: Resolution Approving Budget Amendment for FY 2024-2025.
DEPARTMENT: Finance
PREPARED BY: Daniel Stauffer, Finance Director
ATTACHMENTS: Resolution, FY24-25 Spring Hill CRA Budget Amendment Details
APPROVED BY: ,

SUMMARY/HIGHLIGHT:

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	16,000	16,000	2,117,622
160-1600-552-100	OPERATING SUPPLIES	24,600	16,000	0	40,600
160-9990-999-200	RESERVE CONTINGENCY	484,857	0	16,000	468,857

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, and 2025-02.

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
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FY 24-25 Budget Amendment Details

Account Description	Increase	Decrease	Description
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FY 24-25 Budget Amendment Details

Account Description	Increase	Decrease	Description
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CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 8, 2025 AT 6:00 PM
489 WEST MATHIS STREET
AGENDA

SUBJECT: Consideration Re: Update to the Exterior Improvement Grant Program

DEPARTMENT: Admin Services

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: Facade-Exterior Improvement Grant Policy Draft w-changes 2025 Draft

APPROVED BY: ,

SUMMARY/HIGHLIGHT:

At the June meeting of the Spring Hill CRA, the Board asked to update the Exterior Grant Program policy to include language that requires a statement from the contractor/vendor that the improvement is needed. The Board also asked to include language seeking information on whether the applicant has applied/received any other grant funding for the same project.

Staff has inserted the updated language into the policy and application and that is attached for review and approval.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government

SUSTAINABILITY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

It is recommended that the updated Exterior Improvement Grant policy and application be approved.

BACKGROUND/DISCUSSION:

The last time the Exterior Improvement Grant was updated was in 2024. During that update, the Board approved an increase in the CRA match percentage and approved the simplification of the match tiering from two to one tier.

SPRING HILL

EXTERIOR IMPROVEMENT PROGRAM

The City of DeLand and the County of Volusia, through its visioning process, has identified the revitalization of the Spring Hill as one of the elements in creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The Community Redevelopment Agency has created an Exterior Improvement Grant program that is designed to assist businesses and homeowners in refurbishing their properties. This matching grant program is available to commercial properties and homeowners within the Spring Hill tax increment district for refurbishing building facades and improving exterior yards or parking areas. Eligible projects may receive Grant Awards of:

- 75% of the costs for projects totaling \$5,000.00 which is reimbursable to the owner/applicant upon approval of the completed project by the Spring Hill Neighborhood Association's grant review committee.
- Maximum grant award cannot exceed \$5,000.
- Business or homeowners who are unable to finance their projects may have funds paid directly to a contractor in order to facilitate the project completion.
- The following projects **cannot** be used as a part this grant: roof replacement or patching.
- Applicants that have received or are actively applying for additional grants/awards for the requested project may be rejected.
- The following projects **can** be used as a part of this grant: replacement windows, replacement exterior doors, fencing, grass, shrubbery replacement, painting and the cleaning of yards or parking areas.
- **Two estimates are required for each project.** The contractor needs to verify that the improvements are needed.

The grant program will be administered by the Community Redevelopment Agency (CRA), The City of DeLand and the Spring Hill Neighborhood Association (SHNA). The SHNA staff will assist applicants through the grant process; however it is the applicant's responsibility to meet the requirements of the grant program and all applicable City/County regulations. Attached are the following forms:

- A. Grant Instructions
- B. Permit Requirements
- C. Grant Award Criteria
- D. Grant Application
- E. Grant Contract

SPRING HILL NEIGHBORHOOD ASSOCIATION, INC.,(SHNA)
489 W. Mathis Street
DeLand, Florida 32720
(386) 740-0808

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

“A” GRANT INSTRUCTIONS

Name of owner or lessee: _____
Address: _____
Phone: _____
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. Contractor/Vendor needs to verify that the improvement project is needed.
 - e. 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

_____ Date: _____
Signature of Applicant

_____ Date: _____
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: _____

“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.
8. Contractor/Vendor needs to verify the improvement is needed.

“D” GRANT APPLICATION

Project: _____
Name: _____
Mailing Address: _____
Property Address: _____
E-Mail Address: _____
Daytime Phone: _____ FAX #: _____
Type of Facade Improvement Planned: _____
Estimated Cost of Project: \$ _____
Amount Requested: \$ _____
Deposit Payment: \$ _____ Check/Cash/Money Order

Has the property received or applied for any other grant(s) within the past 5 years for this improvement? If yes, please provide what grant(s) and how much was awarded or applied for:

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 (including statement that improvement is needed)
- 3. All required permits. (See Exhibit B)

SIGNED: _____ Date: _____

“E” EXTERIOR IMPROVEMENT GRANT CONTRACT

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

CONTRACTOR AGREES

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

- B. To commence the specified work within 30 days after the approval of the project by the SHNA Grant Committee and the Spring Hill Community Redevelopment Agency and obtaining all required permits and to complete the work within ____ days after commencement, including such extensions as may be granted by the SHNA Grant Committee and applicant in writing.

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

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

- E. Unless prior arrangements have been made, The SHNA Grant Committee or the City of DeLand does not pay the Contractor, and the Contractor shall not bill the SHNA Grant Committee or the “Association” or the City. Reimbursement of \$_____ shall be made by the City of DeLand to the Applicant upon contractor’s completion of work, and the SHNA Grant Committee and City of DeLand’s on site inspection and acceptance of same. Contractor shall seek payment for their performance under the contract from the applicant.

“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: _____
Owner



CITY OF DELAND
MEETING OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 8, 2025 AT 6:00 PM
489 WEST MATHIS STREET
AGENDA

SUBJECT: Consideration Re: Small Business Assistance Grant Program Policy and Application

DEPARTMENT: City Manager

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: Draft - Small Business Assistance Grant Program

APPROVED BY: ,

SUMMARY/HIGHLIGHT:

During the FY 24/25 Budget process, the CRA asked staff to come up with some additional grant programs that could be utilized in Spring Hill that align with the Main Plan document. One of the items that received conceptual approval was a small business grant program. After doing research, staff created a small business grant program and policy.

This program is aimed to encourage small business expansion and relocation into the Spring Hill CRA to create jobs and further economic opportunity. The grant would help the business pay for expenses such as impact fees, connection fees, and certain infrastructure improvements that typically arise when building or expanding a property to accommodate a new business or growing business.

The grant proposed is a 50% match up to \$10,000 per grant award. The applicant has to meet several eligibility requirements. The total amount in the CRA budget allocated for this grant is \$50,000.

Staff is seeking feedback from the CRA on the grant policy and application language so that it can be ready to launch in the upcoming fiscal year.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

Effectively Provide Infrastructure and Services to Residents and Businesses, Attract Investment and Create Value through Public & Private Community Partnerships and Initiatives, & Provide Job Opportunities, Training and Skill Enhancement Opportunities for Residents.

SUSTAINABILITY:

N/A

FISCAL IMPACT:

\$50,000 has been allocated in the current and future CRA budget.

RECOMMENDATION:

Staff recommends that the CRA provide feedback and/or approve the policy and application as presented.

BACKGROUND/DISCUSSION:

One of the items that the CRA wanted to focus on with the reserve allocation funding was an increase to our current grant offerings. Currently, the Spring Hill CRA has an Exterior Improvement Grant and Sewer Connection Assistance Grant. The Small Business Assistance Grant would be an additional option that can be accessed by stakeholders.

SPRING HILL CRA

SMALL BUSINESS ASSISTANCE PROGRAM

The City of DeLand and the County of Volusia, through its visioning process, has identified the revitalization of the Spring Hill as one of the elements in creating a strong vibrant community. A series of initiatives have been instituted to assist in the revitalization efforts. The Community Redevelopment Agency has created a Small Business Assistance Grant program that is designed to encourage small businesses to locate, expand or redevelop in the Spring Hill CRA.

The grant provides matching funds to new and expanding businesses in the CRA to assist in off-setting development fees, including sewer connection fees, building permit fees, and public right-of-way infrastructure that may require new installation, repair, replacement or relocation.

Eligible improvement include:

- Street lighting, hydrant installation/relocation, sidewalk repairs, water and sewer construction, traffic safety improvements, curb, gutter, and street improvements.

The Spring Hill CRA staff and the City of DeLand Economic Development Division administers and monitors the program and determines eligibility of applicants.

The program requires eligible business owners to pay 50% of the fees/costs assessed and the program will fund the remaining 50% up to \$10,000 per award. Funding is on a first come first serve basis and resets each fiscal year with the annual budget approval of the Spring Hill CRA.

Eligibility Requirements:

- Business must be located/relocating within the Spring Hill CRA limits.
- Applicants must be a new, for-profit business or expanding existing for-profit business in the Spring Hill CRA. Business must be a small business as defined by the SBA.
- All applicants must obtain or possess a City of DeLand or Volusia County Business Tax Receipt. New business owners must obtain a BTR within 90 days of agreement execution and provide a copy the CRA staff.
- All applicants must be current with federal, state and local taxes.
- Applicants and property owners may reapply for the grant one year after the termination date of the existing program agreement.
- Applicants must obtain all necessary building permits and meet the appropriate building code.

- No award will be retroactive.
- All applicants must be in compliance with applicable city and county departments.

Eligible Business Uses:

- Manufacturing
- Construction
- Technology
- Communication
- Business Service
- Transportation
- Storage
- Retail
- Restaurant
- Personal Service
- Medial Service and Support
- Local Chain Small Businesses that are headquartered in Central Florida

Ineligible Business Uses:

- Franchises and national chain businesses
- Health, medical and social services businesses to include but are not limited to walk-in clinics, pain management clinics, hospitals, chain pharmacies, detoxification centers/clinics, residential care facilities and labs.
- Agricultural services
- Not For Profit Organizations
- Tattoo Parlors
- Body Piercing or body art shops
- Adult Entertainment
- Adult oriented or adult themed businesses
- Nightclubs, bars, or taverns
- Liquor stores
- Gun shops
- Pawn shops
- Home-based businesses
- Businesses that sell drug paraphernalia
- Medical marijuana businesses
- Any business with outstanding code enforcement violations
- Any business that is not current with federal, state, and local taxes
- Any business with outstanding debt to the city or county

Contact Information:

Shilretha Dixon
 Dr. Joyce M. Cusack Resource Center
 489 W. Mathis Street,
 DeLand, Florida 32720
 (386) 740-0808





SPRING HILL CRA SMALL BUSINESS ASSISTNCE PROGRAM

APPLICATION CHECKLIST

All items on the checklist are required to submit your application. Incomplete applications cannot be accepted.

_____ Original Application

_____ Copy of Business Tax Receipt (Existing Businesses only)

_____ Copy of Lease Agreement (if property not owned)

_____ Estimate of Construction Costs

_____ Estimate of Impact Fees

_____ Estimate of Connection Fees

_____ Estimate of Public Right of Way Infrastructure Improvement(s)

_____ Building Permit



SPRING HILL CRA SMALL BUSINESS ASSISTNCE PROGRAM

APPLICATION

Applicant:

Name: _____

Business Name: _____

Business Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Business Location (Existing/Future):

Address: _____

Parcel ID Number(s): _____

Zoning Category (Specify city or county): _____

Estimated Public Right of Way Infrastructure Costs: _____

Assistance seeking from CRA:

_____ Impact/Connection Fees _____ Public ROW Infrastructure

Total Estimated Assistance Amount Seeking from the CRA:

Impact Fees/Connection Fees: _____

Public Right of Way Infrastructure: _____

Total Program Funding Request: _____

(Maximum = \$10,000)

Do you own or lease any other real estate in Volusia County: _____

If yes, please list addresses: _____

Have you received any funding assistance from the CRA/City or County to date:

If yes, please provide program name(s) and amounts awarded:

Project Overview:

APPLICATION SIGNATURE

The Applicant, _____, assures that the information submitted as part of this application package, as well as any subsequent information submitted for review by Spring Hill CRA Staff is true and correct, and that all information and documentation submitted, including this application and attachments, is deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. The Spring Hill CRA/City of DeLand/County of Volusia maintains the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the Small Business Assistance Program, the Applicant agrees that it will enter into a Funding Agreement with the Spring Hill CRA with terms relating to, among other things, the CRA/City/County's right to receive re-payment of program funds, the CRA/City/County's right to review and audit any and all records related to the Agreement. In case of a default in terms of the Agreement, the Applicant may be responsible for repayment of distributed funds.

By signing below, the Applicant/Property Owner acknowledges that they have read and agree to the Small Business Assistance Program policies, procedures, and conditions.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____