



Spring Hill  
Community Redevelopment Agency  
“A City County Partnership”

**MEETING AGENDA**

March 6, 2023

**CALL TO ORDER**

**CONSENT AGENDA**

1. Approval of Minutes, Regular Meeting, October 24, 2022
2. Consideration of Resolution 23-01, Approving Carryover Spring Hill CRA Budget Amending FY 22-23
3. Consideration of Resolution 23-02, Approving Spring Hill CRA Budget Amending FY 22-23 Budget

**PETITIONS AND REQUESTS FROM THE PUBLIC**

**DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. Consideration Re: Security Fencing 927 S. Clara Ave. (Former Delco Oil)
2. Consideration Re: Property of the Quarter

**BOARDMEMBER COMMENTS/CONCERNS**

**NEXT MEETING**

1. Schedule Next Regular Meeting

**ADJOURNMENT**

Meeting of March 6, 2023 – 6:30 PM  
DeLand Commission Chambers – DeLand City Hall  
120 South Florida Avenue - DeLand



*Figure 1 - Spring Hill CRA Graphic Logo*

## Consent Item 1



Spring Hill  
Community Redevelopment Agency  
“A City County Partnership”

**MEETING MINUTES**  
October 24, 2022

**CALL TO ORDER**

Chairman Apgar called the meeting to order at 6:00 P.M.

**BOARD ATTENDANCE:** Robert F. Apgar, Jessica Davis, Anthony Hill, Helen Woulard, Charles Paiva and Ben Johnson

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

**PUBLIC HEARING**

1. Resolution Approving FY 2022-2023 Spring Hill CRA Budget

**CONSENT AGENDA**

1. **Approval of Minutes, Regular Meeting, September 19, 2022**

Mr. Paiva made a motion to approve the minutes from the September 19, 2022 meeting. Mr. Johnson seconded the motion, which carried by a unanimous vote.

**PETITIONS AND REQUESTS FROM THE PUBLIC**

There were no petitions and requests from the public.

**DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE**

Ms. Dixon reported on the new LEEAP classes offered through Career Source. She provided dates for the annual Thanksgiving Dinner on Nov. 17<sup>th</sup> from 2:00 PM to 5:00 PM, the Toys for Tots Giveaway on Dec. 13<sup>th</sup> and the Joy with a Toy Event on Dec. 22<sup>nd</sup>. Also, the Center continues to collect jackets, gloves and blankets for the winter season.

**NEW BUSINESS**

1. **Consideration of Resolution Approving Spring Hill CRA Budget Amending FY 2021-2022**

Meeting of October 24, 2022 – 6:00 PM  
DeLand Commission Chambers – DeLand City Hall  
120 South Florida Avenue - DeLand

Mr. Grebosz reported the changes to the amended budget were due to operating supplies and contingency. Mr. Paiva made a motion to approve the amended budget for FY 2021-22. Mr. Johnson seconded the motion, which carried by a unanimous vote.

## **2. Discussion re: Reserve Allocations**

Mr. Grebosz reported that there was over \$600,000.00 in the Spring Hill CRA reserves line item. Per state statute, the reserves must be allocated to project(s). He presented various projects (see attached agenda) suggested by staff and opened the floor for discussion.

The Committee members agreed they wanted to sprinkle the funds out to various projects and not allocate the total amount to one big project. The projects with the most interest are listed below.

- Increase funding for exterior improvement grants from 50% to 75% match
- Implement two new grants: Business Assistance Grant \$50,000.00 and Down payment Assistance Grant (new home builds) \$50,000.00/\$10,000.00 per applicant
- Transportation Assistance Program: Pay for bus pass, ride sharing, gas cards--- \$10,000.00
- Purchase additional property in CORE area: possible affordable housing stock --- \$135,000.00
- 910 S. Adelle Ave. Enhancement Project---\$300,000.00

## **3. Proclamation Recognizing Chairman Apgar's Years of Service**

Chairman Apgar was presented a surprise Proclamation for his dedicated years of service.

## **BOARDMEMBER COMMENTS/CONCERNS**

Chairman Apgar announced this would be his last meeting. He thanked the Board for the honor of serving.

All the members thanked Chairman Apgar for his dedicated service.

## **NEXT MEETING**

The next meeting is tentatively scheduled for December 5, 2022.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:52 PM by Chairman Apgar.



*Figure 1 - Spring Hill CRA Graphic Logo*

## Consent Item 2

**CITY OF DELAND, FLORIDA**  
**REQUEST FOR COMMUNITY REDEVELOPMENT AGENCY ACTION**  
**March 6, 2023**

|   |   |
|---|---|
| <b>Department: Finance</b>  | <b>Attachments:</b>   |
| <b>Subject: Consideration of Resolution Approving Carryover Spring Hill CRA Budget Amending FY2022-2023</b> | [ X ] Resolution<br>[ X ] FY22-23 Spring Hill CRA Carryforward Budget Amendment Details |
| <b>Prepared by:</b>   | <b>Approved by:</b>   |
| <b>Department Head</b>  | <b>City Manager</b>   |

**SUMMARY/HIGHLIGHT:**

The budget amendments proposed are detailed in the attached summary. The amendments proposed are primarily revisions to reflect projects carried over from FY 21-22.

**STRATEGIC PLAN FOCUS AREA/ACTION STEP:**

N/A

**SUSTAINABILITY:**

N/A

**FISCAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommends the Spring Hill CRA adopt the Resolution amending the budget as presented.

**BACKGROUND/DISCUSSION:**

N/A

**ITEM SUMMARY:**

*Presentation of budget amendment recognizing anticipated actual.*

**RESOLUTION NO. 2023 - 01**

**A RESOLUTION OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY, AMENDING THE BUDGET FOR THE FISCAL YEAR 2022-2023; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Commissioners of the Spring Hill Community Redevelopment Agency adopted Resolution 2022-03 establishing a budget for fiscal year 2022-2023 in the amount of \$765,181; and

**WHEREAS**, the Spring Hill Community Redevelopment Agency desires to amend its budget for fiscal year 2022-2023 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 2022-2023 is amended as follows:

| <b>Account Number</b> | <b>Account Description</b>       | <b>Current Budget</b> | <b>Increase</b> | <b>Decrease</b> | <b>Revised Budget</b> |
|-----------------------|----------------------------------|-----------------------|-----------------|-----------------|-----------------------|
| <b>REVENUES</b>       |                                  | <b>765,181</b>        | <b>4,459</b>    | <b>0</b>        | <b>769,640</b>        |
| 160-0000-380-200      | FUNDS C/O FROM PRIOR YEAR        | 0                     | 4,459           | 0               | 4,459                 |
| <b>EXPENDITURES</b>   |                                  | <b>765,181</b>        | <b>4,459</b>    | <b>0</b>        | <b>769,640</b>        |
| 160-9999-991-300      | TRANSFER TO CAPITAL PROJECT FUND | 25,885                | 4,459           | 0               | 30,344                |

**Section 2.** In all other respects the budget of the Spring Hill Community Redevelopment Agency for fiscal year 2022-2023 is hereby ratified and confirmed as adopted by Resolution 2022-03.

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

**PASSED AND DULY ADOPTED** this 6<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
Christopher M. Cloudman  
Mayor-Commissioner

**ATTEST:**

\_\_\_\_\_  
Michael Grebosz  
Spring Hill CRA Administrator

## FY 22-23 Budget Amendment Details

| ACCOUNT   | Account Description              | Increase     | Decrease | Description  |
|---|----------------------------------|--------------|----------|--|
| <b>SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND</b> |                                  |              |          |  |
| <b>REVENUES</b>                                       |                                  | <b>4,459</b> | <b>0</b> |  |
| 160-0000-380-200                                      | FUNDS C/O FROM PRIOR YEAR        | 4,459        |          | Funds carried over from FY 21-22   |
| <b>EXPENDITURES</b>                                   |                                  | <b>4,459</b> | <b>0</b> |  |
| 160-9999-991-300                                      | TRANSFER TO CAPITAL PROJECT FUND | 4,459        |          | CARRY OVER: to fund Closed Captioning (\$150), Fortigate Enterprise Bundle Service Pack (\$139), Laserfiche Professional and Workflow (\$4,130), City Website Redevelopment (\$40) |



*Figure 1 - Spring Hill CRA Graphic Logo*

## Consent Item 3

**CITY OF DELAND, FLORIDA**  
**REQUEST FOR COMMUNITY REDEVELOPMENT AGENCY ACTION**  
**March 6, 2023**

|  |  |
|--|--|
| <b>Department: Finance</b>   | <b>Attachments:</b>  |
| <b>Subject: Consideration of Resolution Approving Spring Hill CRA Budget Amending FY 22-23</b> | [ X ] Resolution<br>[ X ] FY22-23 Spring Hill CRA Budget Amendment Details |
| <b>Prepared by:</b>  | <b>Approved by:</b>  |
| <b>Department Head</b>   | <b>City Manager</b>  |

**SUMMARY/HIGHLIGHT:**

The budget amendment proposed is detailed on the attached summary and recommended after review of actual first quarter expenditures. The amendment proposed is primarily an adjustment 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 recommended changes with the impact to the fund itemized on the attached summary.

**RECOMMENDATION:**

It is recommended the Spring Hill CRA adopt the Resolution amending the budget as presented.

**BACKGROUND/DISCUSSION:**

N/A

**ITEM SUMMARY:**

*Presentation of the second quarter budget amendment recognizing anticipated actual revenues and expenditures.*

**RESOLUTION NO. 2023 - 02**

**A RESOLUTION OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY,  
AMENDING THE BUDGET FOR THE FISCAL YEAR 2022-2023; AND PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, it is necessary to amend the budget of the Spring Hill Community Redevelopment Agency for fiscal year 2022-2023; and

**WHEREAS**, the Spring Hill Community Redevelopment Agency desires to amend its budget for fiscal year 2022-2023 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 2022-2023 is amended as follows:

| <b>Account Number</b> | <b>Account Description</b> | <b>Current<br/>Budget</b> | <b>Increase</b> | <b>Decrease</b> | <b>Revised<br/>Budget</b> |
|-----------------------|----------------------------|---------------------------|-----------------|-----------------|---------------------------|
| <b>REVENUES</b>       |                            | <b>769,640</b>            | <b>0</b>        | <b>0</b>        | <b>769,640</b>            |
| <b>EXPENDITURES</b>   |                            | <b>769,640</b>            | <b>16,650</b>   | <b>16,650</b>   | <b>769,640</b>            |
| 160-1600-552-100      | OPERATING SUPPLIES         | 8,900                     | 5,000           | 0               | 13,900                    |
| 160-1600-549-100      | OTHER OBLIGATIONS          | 25,875                    | 11,650          | 0               | 37,525                    |
| 160-9990-999-200      | RESERVE CONTINGENCY        | 427,971                   | 0               | 16,650          | 411,321                   |

**Section 2.** In all other respects the budget of the Spring Hill Community Redevelopment Agency for fiscal year 2022-2023 is hereby ratified and confirmed as adopted by Resolution 2022-03 and 2023-01.

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

**PASSED AND DULY ADOPTED** this 6<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
Christopher M. Cloudman  
Mayor-Commissioner

**ATTEST:**

\_\_\_\_\_  
Michael Grebosz  
Spring Hill CRA Administrator

## FY 22-23 Budget Amendment Details

| ACCOUNT   | Account Description | Increase      | Decrease      | Description   |
|---|---------------------|---------------|---------------|---|
| <b>SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND</b> |                     |               |               |   |
| <b>REVENUES</b>                                       |                     |               |               |   |
|   |                     | <i>0</i>      | <i>0</i>      |   |
| <b>EXPENDITURES</b>                                   |                     |               |               |   |
|   |                     | <b>16,650</b> | <b>16,650</b> |   |
| 160-1600-552-100                                      | OPERATING SUPPLIES  | 5,000         |               | increase appropriation for Spring Hill Operating Supplies             |
| 160-1600-549-100                                      | OTHER OBLIGATIONS   | 11,650        |               | increase appropriation for Fencing                                    |
| 160-9990-999-200                                      | RESERVE CONTINGENCY |               | 16,650        | decrease appropriation for Spring Hill Operating Supplies and Fencing |



*Figure 2 - Spring Hill CRA Graphic Logo*

## Spring Hill Update



*Figure 4 - Spring Hill CRA Graphic Logo*

## New Business Item 1

**CITY OF DeLAND, FLORIDA  
 REQUEST FOR SPRING HILL COMMUNITY REDEVELOPMENT AGENCY ACTION  
 March 6, 2023**

|  |   |
|--|---|
|  | <b>Attachments:</b>                       |
| <b>Consideration re: Security Fencing 927 S. Clara Ave. (Former Delco Oil)</b> | <input checked="" type="checkbox"/> Quote |
| <b>Prepared by: Michael Grebosz</b>  |   |
| <b>CRA Administrator</b>   |   |

**SUMMARY/HIGHLIGHT:**

927 S. Clara Avenue, the former site of Delco Oil, is a Volusia County controlled property. With the County having control over the site and it being within the Spring Hill CRA boundaries, it was requested by the County that the CRA pay for new security fencing to be installed on the property for safety reasons to help keep the property from being accessed by the public.

The County has received a quote for this fencing work from their contracted vendor, Hill’s Fencing, based out of Lake Helen. The cost is \$11,621.88.

**RECOMMENDATION:** Staff recommends that the CRA approve the quote from Hill’s Fencing.

**BACKGROUND/DISCUSSION:**

The property at 927 S. Clara Avenue has been in the possession of Volusia County since 2019 after the property was abandoned. The property was listed by the Spring Hill CRA as a targeted site to cleanup/redevelop when the CRA listed projects that they wanted to look into spending reserve funds on back in 2020.

**ITEM SUMMARY:** Consideration of Security Fencing at 927 S. Clara Ave. (Former Delco Oil)

# Hill's Fencing

Hill's Fencing, Inc. 915 E Ohio Av.  
Lake Helen, FL 32744 386-228-0038 F386-228-0059 C386-804-9475

## ITEMIZED ESTIMATE

### BILL TO:

City of Deland  
Jessica Strobel Ph:386-736-5959 Ext 12082  
123 W Indiana Ave  
Deland , FL 32720

### SHIP TO:

6'H Chain link fence  
927 Clara Ave  
Deland

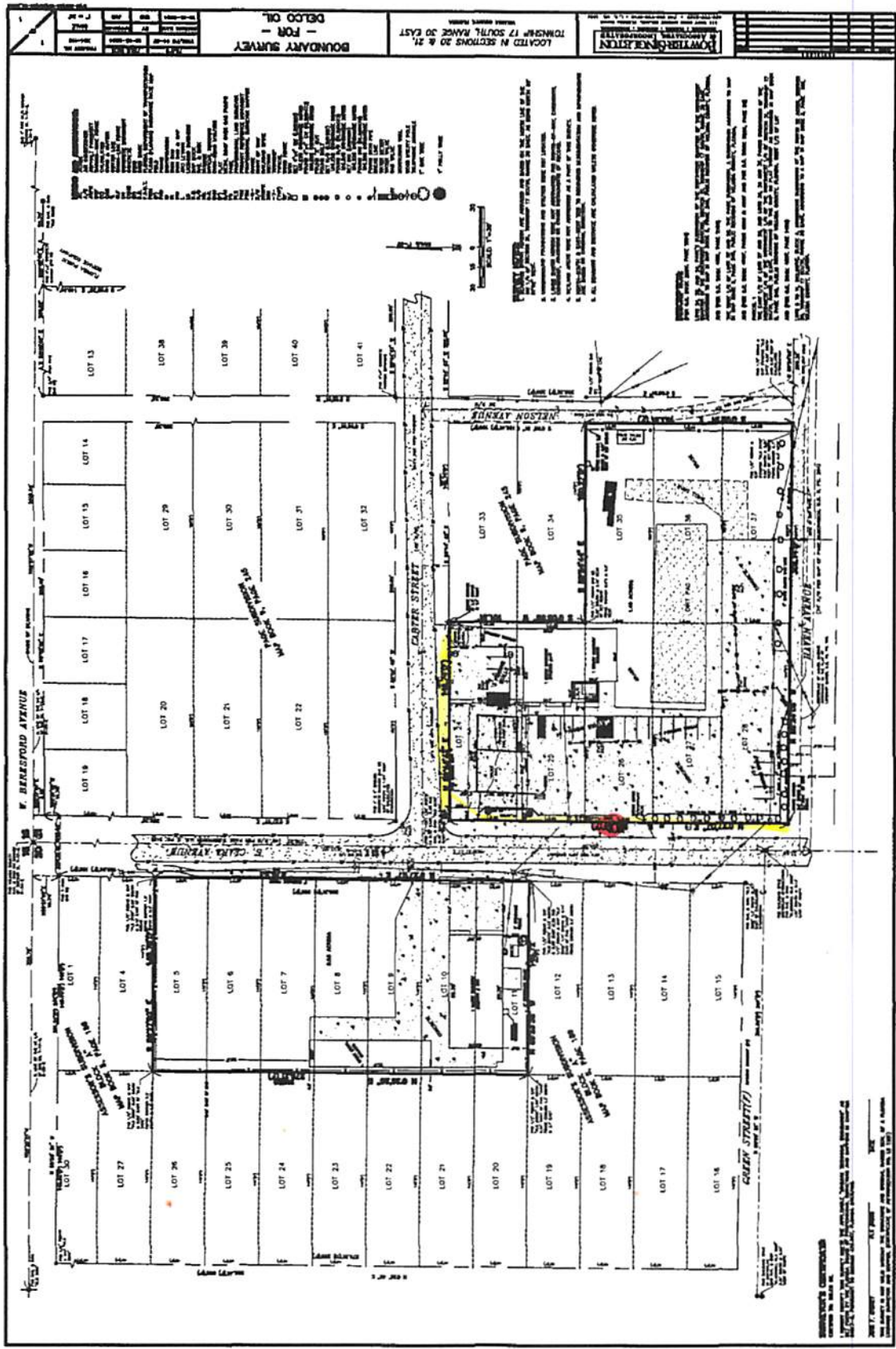
with TOP WIRE

| QTY. | SOURCE # | ITEM  | AMOUNT      |
|------|----------|---|-------------|
| 380  | NONE     | 11 1/2 Gage 6'H Fencing with topwire<br>@ 18.55 = | 7049.00     |
| 4    | NONE     | End post @ 173.83 =                               | 695.32      |
| 2    | NONE     | Corner post @ 187.92 =                            | 375.84      |
| 1    | NONE     | 24' Double drive gate @ 2073.12 =                 | 2073.12     |
| 8    | NONE     | coredrill Labor @ 136.90 =                        | 1095.20     |
| 1    | NONE     | Service call @ 333.40 =                           | 333.40      |
|      |          |   | -----       |
|      |          | MATERIALS TOTAL:                                  | \$ 11621.88 |

01/11/2023

Received  
APR 19 2005

Z-04-11



**BOUNDARY SURVEY FOR DELCO OH**  
 LOCATED IN SECTIONS 20 & 21,  
 TOWNSHIP 17 SOUTH, RANGE 20 EAST





*Figure 5 - Spring Hill CRA Graphic Logo*

## New Business Item 2

**CITY OF DeLAND, FLORIDA  
REQUEST FOR SPRING HILL COMMUNITY REDEVELOPMENT AGENCY ACTION  
March 6, 2023**

|  |  |
|--|--|
|  | <b>Attachments:</b>                          |
| <b>Consideration re: Property of the Quarter</b> | <input checked="" type="checkbox"/> Pictures |
| <b>Prepared by: Michael Grebosz</b>              |  |
| <b>CRA Administrator</b>                         |  |

**SUMMARY/HIGHLIGHT:**

(3) properties have been brought forth by the Spring Hill Neighborhood Association for the Board to make a selection from:

- 502 West Beresford Road, Craig Wilson
- 568 West New Hampshire Avenue, Sandra Cusack
- 494 West Beresford Road, Arlene and Kenneth Jones

Once, decided upon staff will get with the owner(s) of the property and set up a date and time to deliver and install the sign. Staff will also coordinate with the Board and the property owner(s) to try and get a photo onsite. The sign will stay up for about a month.

**RECOMMENDATION:** Staff recommends that the CRA select a property from the list to be named Property of the Quarter.

**BACKGROUND/DISCUSSION:**

Criteria:

- Key criteria include: landscape condition and façade condition.
- Beautification improvements that were made to improve the property from a prior state may also be considered when making the selection.
- Properties are judged solely on the total exterior appearance of their property as viewed from the street.

Customarily, the CRA has allowed the properties that have not been selected to rollover for future consideration unless otherwise noted.

**ITEM SUMMARY:** Consideration of Property of the Quarter Program

- 502 West Beresford Road, Craig Wilson



- 568 West New Hampshire Avenue, Sandra Cusack



- 494 West Beresford Road, Arlene & Kenneth Jones

