



A Partnership of the City of DeLand & Volusia County
"Spring Hill CRA Logo"

Spring Hill

Community Redevelopment Agency

"A City County Partnership"

MEETING AGENDA

September 18, 2023

CALL TO ORDER

PUBLIC HEARING

1. Resolution Approving FY 2023-2024 Spring Hill CRA Budget

CONSENT AGENDA

1. Approval of Minutes, Regular Meeting, August 21, 2023

PETITIONS AND REQUESTS FROM THE PUBLIC

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

UNFINISHED BUSINESS

NEW BUSINESS

1. Resolution Approving Budget Amendment for FY 22/23

BOARDMEMBER COMMENTS/CONCERNS

NEXT MEETING

1. Schedule Next Regular Meeting

ADJOURNMENT

Meeting of September 18, 2023 – 6:00 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand



Figure 7 - Spring Hill CRA Graphic Logo

Public Hearing

**CITY OF DeLAND, FLORIDA
 REQUEST FOR SPRING HILL COMMUNITY
 REDEVELOPMENT AGENCY ACTION
 September 18, 2023**

Subject: FY 23-24 Budget Approval	Attachments:
	<input checked="" type="checkbox"/> Resolution
	<input checked="" type="checkbox"/> Budget Details
Prepared by: Michael Grebosz	
CRA Administrator	

SUMMARY/HIGHLIGHT:

This is the date set for the final public hearing on the proposed Spring Hill Community Redevelopment Agency for the 2023-2024 fiscal year. The tax value for the incorporated district, as presented by the Property Appraiser on July 1st, totals \$100,767,514. This represents a 11.9% increase from last year and an incremental increase of \$50,294,633 from January 1, 2004, the base year for the incorporated tax increment district (\$50,472,881). The tax value for the unincorporated district, as presented by the Property Appraiser on July 1st, totals \$47,690,754. This represents a 14.6% increase from the last year and an incremental increase of \$26,426,256 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 23-24 TIF revenue to be \$794,154. The total budget is \$820,064. The recommended budget includes the following priorities:

EXPENDITURES:

- \$203,403 Personal Services – The funding goes toward the administrative support and management of the Resource Center.
- \$46,233 Operations/Maintenance – The funding goes toward the maintenance and operating expenses to keep the Resource Center running.
- \$20,000 Exterior Improvement Grants
- \$36,386 Transfer to Debt Service Fund for Dr. Joyce M. Cusack Resource Center loan payment
- \$10,425 Transfer to Capital Fund for Share of IT Projects
- \$30,000 Contingency for Operations/Maintenance.

RESERVE CONTINGENCY:

- \$473,617 General Reserves for operations of the Resource Center or other improvement projects.

FISCAL IMPACT: The budget is balanced and suggests projects and programs utilizing tax increment and other associated revenues.

RECOMMENDATION: Staff recommends that the Board adopt the Resolution establishing the Spring Hill CRA budget for the 2023-2024 fiscal year in the amount of \$820,064.

RESOLUTION NO. 2023 - 04

A RESOLUTION OF THE SPRING HILL COMMUNITY REDEVELOPMENT AGENCY ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR 2023-24; 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 2023-24.

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 \$820,064 for fiscal year 2023-24, 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 18th day of September 2023.

Christopher M. Cloudman
Chairman

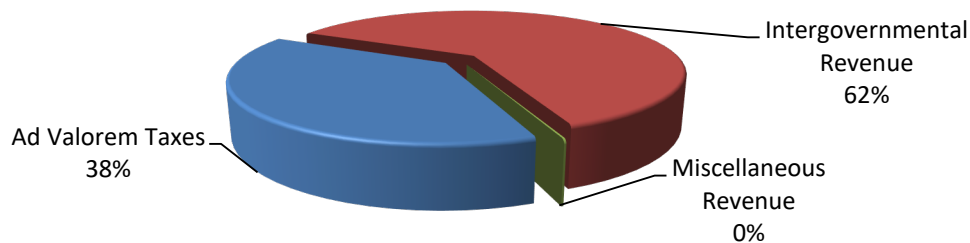
ATTEST:

Michael Grebosz
CRA Administrator

SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND

Revenue Summary

REVENUE SUMMARY	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATED	2023-24 BUDGET	% Change from 2022-23
Ad Valorem Taxes	\$ 118,444	\$ 248,188	\$ 248,188	\$ 309,810	24.83%
Intergovernmental Revenue	316,711	515,793	515,793	509,054	-1.31%
Miscellaneous Revenue	15,805	1,200	1,200	1,200	0.00%
Other Sources	<u>0</u>	<u>0</u>	<u>4,459</u>	<u>0</u>	0.00%
Total Spring Hill CRA Revenue	\$ 450,960	\$ 765,181	\$ 769,640	\$ 820,064	7.17%

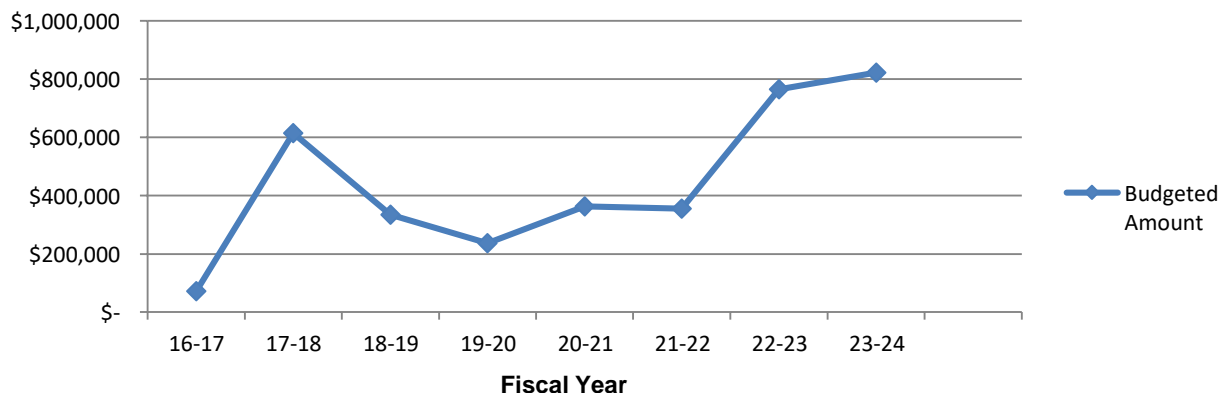


Management Discussion

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.

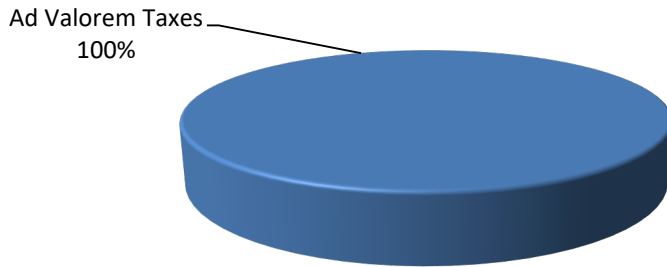
History of Revenues



SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND

Ad Valorem Taxes Revenue Summary

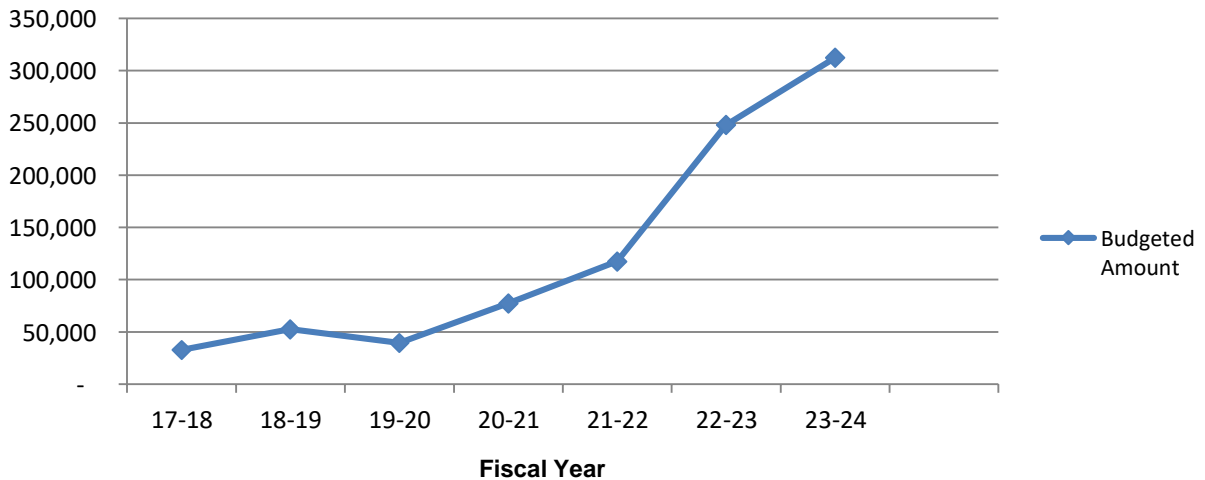
REVENUE SUMMARY	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATED	2023-24 BUDGET	% Change from 2022-23
Ad Valorem Taxes	\$ 118,444	\$ 248,188	\$ 248,188	\$ 309,810	24.83%
Total Ad Valorem Tax Revenue	\$ 118,444	\$ 248,188	\$ 248,188	\$ 309,810	24.83%



Management Discussion

The property appraiser has released \$100,767,514 as the July 1st preliminary estimated taxable value of property located within the district’s limits. This represents an \$50,294,633 incremental change in the district’s tax base and an increase of \$10,688,815 in taxable value since last year. FY 2023-2024 budget is based on the preliminary incremental change in value calculated using the City’s proposed operating millage rate of 6.4841.

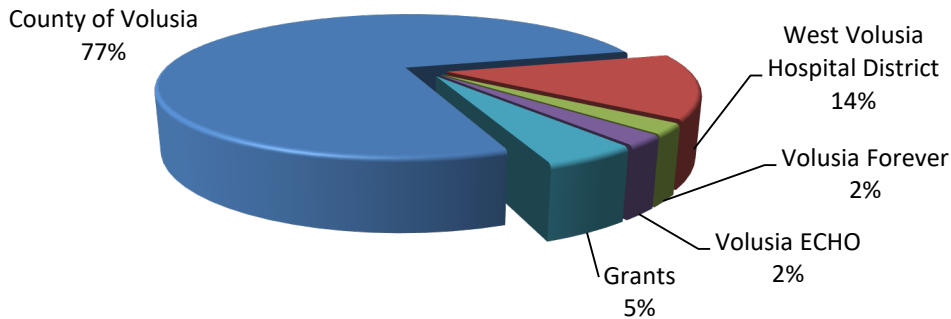
History of Revenues



SPRING HILL COMMUNITY REDEVELOPMENT TRUST FUND

Intergovernmental Revenue Summary

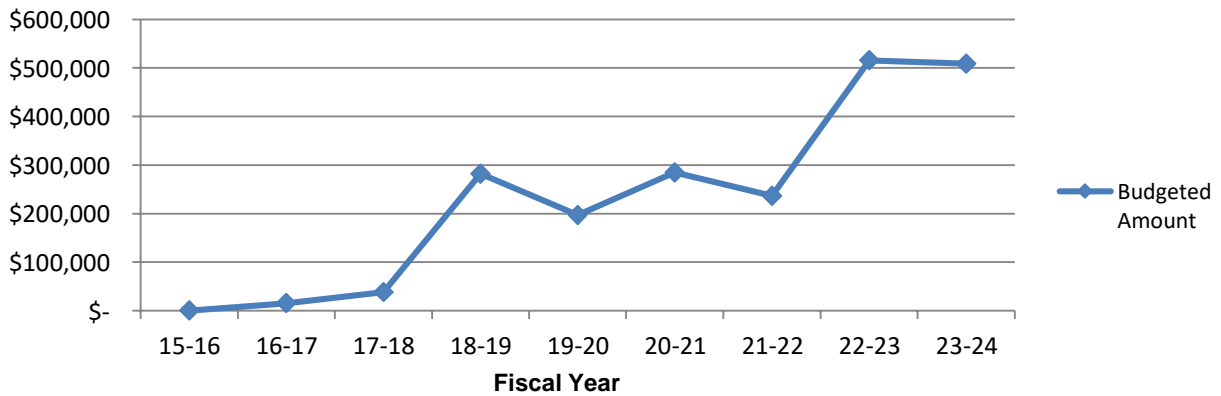
REVENUE SUMMARY	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATED	2023-24 BUDGET	% Change from 2022-23
County of Volusia	\$ 240,901	\$ 389,239	\$ 389,239	\$ 389,239	0.00%
West Volusia Hospital District	33,129	72,215	72,215	72,215	0.00%
Volusia Forever	6,984	11,445	11,445	11,445	0.00%
Volusia ECHO	0	11,445	11,445	11,445	0.00%
Grants	<u>35,697</u>	<u>31,449</u>	<u>31,449</u>	<u>24,710</u>	-21.43%
Total Ad Valorem Tax Revenue	\$ 316,711	\$ 515,793	\$ 515,793	\$ 509,054	-1.31%



Management Discussion

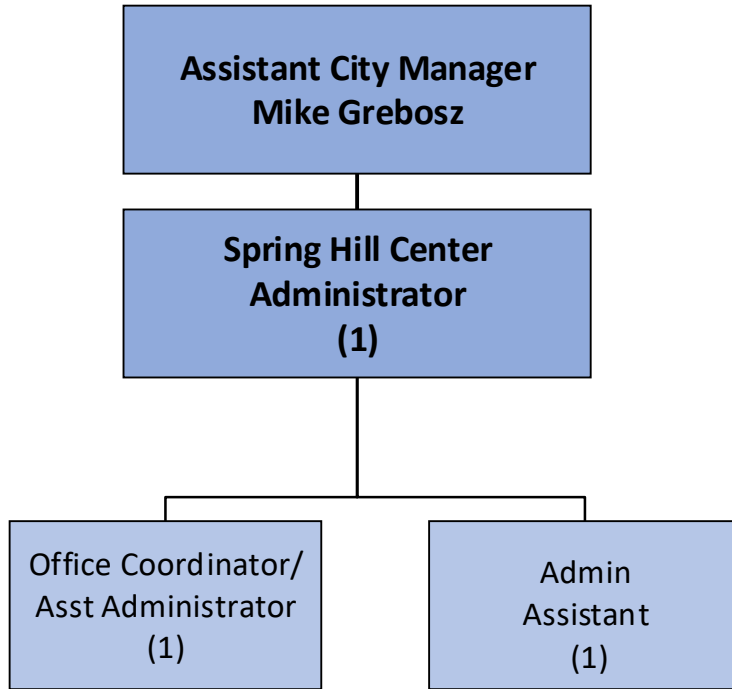
Governmental agencies that contribute to the Spring Hill Community Redevelopment Trust Fund include Volusia County, Volusia Forever and the West Volusia Hospital District. FY 2023-2024 budget is calculated using the prior year millage rates from each of the taxing authorities. Grant revenue from CDBG is budgeted to fund a portion of salaries (\$24,710).

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 21/22 Actual	FY 22/23 Projection	FY 23/24 Target
% change in property values over prior year	High Value Government	10.6% City -13.1% County	10.5%	10.5%
# of property improvement grants	High Value Government	1	5	5

Fiscal Year 2022-2023 Achievements

- ✓ Continue to provide services at the Resource Center to be in line with grant funding requirements.
- ✓ Provided 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 group to hold an Easter Egg Hunt event.
- ✓ Partnered with Volusia County to improve several roads and sidewalks within the CRA.
- ✓ Partnered with Volusia County to secure & improve the former Delco Oil site.

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 Start: FY 2023-2024 and continue beyond
 - Strategic Focus Area: High Value Government
- ✓ Improve and increase the infrastructure (streets, sidewalks, lighting, water and sewer).
 - Target Start: FY 2023-2024 and continue beyond
 - Strategic Focus Area: High Value Government, Creating Connected Community, & Preparing for the Future.
- ✓ Attract business development within the CRA.
 - Target Completion: FY 2023-2024 and continue beyond
 - Strategic Focus Area: Regional High Value Job Creation
- ✓ Increase employment opportunity for area residents.
 - Target Completion: FY 2023-2024 and continue beyond
 - Strategic Focus Area: Regional High Value Job Creation

Operating Budget Comparison

BUDGET DESCRIPTION	2021-22 ACTUAL	2022-23 BUDGET	2022-23 ESTIMATED	2023-24 BUDGET	% Change from 2022-23
Personal Services	\$ 113,192	\$ 186,069	\$ 186,069	\$ 203,403	9.32%
Operating Expenses	51,616	68,870	85,520	46,233	-32.87%
Capital Outlay	110,125	0	0	0	N/A
Grants & Aid	0	20,000	20,000	20,000	0.00%
Contingency	0	427,971	411,321	503,617	17.68%
Transfers	44,047	62,271	66,730	46,811	-24.83%
Total Budget	\$ 318,980	\$ 765,181	\$ 769,640	\$ 820,064	7.17%

STAFFING	PAY GRADE	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET	2023-24 BUDGET
Spring Hill Ctr Administrator	109	1.00	1.00	1.00	1.00	1.00
Office Coordinator/Asst Admin	108	0.00	0.00	0.00	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	2.00	2.00	3.00	3.00

CAPITAL OUTLAY

Amount

None

Management Discussion

- ✓ Total expenses increased by 7.17%.
- ✓ Personal Services increased by 9.32% mainly due to increased health insurance costs, pay plan adjustment and a 3% merit increase for FY 2023-2024.
- ✓ Operating expenses decreased by 32.87% mainly due to a purchase of a computer (\$3,375) and Utility Box Art (\$20,000) in FY 2022-2023.
- ✓ Transfers decreased by 24.83% mainly due to a reduction in IT projects needing Spring Hill funding.
- ✓ Includes funding for:
 - Exterior improvement grants (\$20,000)
 - Contingency (\$503,617)



Figure 1 - Spring Hill CRA Graphic Logo

Consent Item 1



Spring Hill
Community Redevelopment Agency
“A City County Partnership”

MEETING MINUTES
August 21, 2023

CALL TO ORDER

Chairman Cloudman called the meeting to order at 6:01 P.M.

BOARD ATTENDANCE: Chris Cloudman, Donald Dempsey, Dan Reed, Anthony Hill and Charles Paiva

STAFF ATTENDANCE: Mike Grebosz, Kieu N. Moses, Rick Werbiskis, Darren J. Elkind, Dan Stauffer and Ray Underwood

CONSENT AGENDA

1. Approval of Minutes regular Meeting June 19, 2023

Mr. Reed made a motion to approve the minutes from the previous meeting. Mr. Hill seconded the motion, which carried by a unanimous vote.

PETITIONS AND REQUESTS FROM THE PUBLIC

There were no petitions and requests from the public.

UNFINISHED BUSINESS

N/A

NEW BUSINESS

1. Consideration Re: 935 S. Adelle Avenue Property Sale

Mr. Elkind reported that the City has a long-standing lease with the Lacey Family Boys & Girls Club (*Club*) for the referenced property. The Club has requesting that the property be conveyed to them to assist with future grant opportunities. An RFP was advertised by the CRA for the conveyance of the property and the sole applicant was the Lacey Family Boys & Girls Club. The contract is contingent on the County allowing a special exception to the Boys & Girls Club. Mr. Sullivan and Mr. Hearn, representatives from the Club provided historical background and presented their future plans for the property. Mr. Paiva made a motion to approve the sale contingent on the special exception being granted from Volusia County. Mr. Hill seconded the motion, which carried by a unanimous vote.

Meeting of August 21, 2023 – 6:00 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand

BOARDMEMBER COMMENTS/CONCERNS

There were no comments.

NEXT MEETING

1. Schedule Next Regular Meeting

The next meeting is tentatively scheduled for September 18, 2023.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned by Chairman Cloudman at 6:13 P.M.



Figure 2 - Spring Hill CRA Graphic Logo

Spring Hill Update (Verbal Update)



Figure 4 - Spring Hill CRA Graphic Logo

New Business Item 1

**CITY OF DELAND, FLORIDA
REQUEST FOR COMMUNITY REDEVELOPMENT AGENCY ACTION
September 18, 2023**

Department: Finance	Attachments:
Subject: Consideration of Resolution Approving Spring Hill CRA Budget Amending FY2022-2023	<input checked="" type="checkbox"/> Resolution <input checked="" type="checkbox"/> FY22-23 Spring Hill CRA Budget Amendment Details
Prepared by: Finance	Approved by: Assistant City Manager/CRA Administrator

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 fourth quarter budget amendment recognizing anticipated actual revenues and expenditures.

RESOLUTION NO. 2023 - 03

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:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		769,640	0	0	769,640
EXPENDITURES		769,640	23,368	23,368	769,640
160-1600-552-100	OPERATING SUPPLIES	13,900	23,000	0	36,900
160-9990-999-200	RESERVE CONTINGENCY	411,321	368	23,000	388,689
160-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND	30,344	0	368	29,976

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, 2023-01 and 2023-02.

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

PASSED AND DULY ADOPTED this 18th day of September, 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
SPRING HILL CRA FUND				
REVENUES				
		0	0	
EXPENDITURES				
		23,368	23,368	
160-1600-552-100	OPERATING SUPPLIES	23,000		increase appropriation for Operating Supplies, including TURN Festival
160-9990-999-200	RESERVE CONTINGENCY		23,000	decrease appropriation for Reserve Contingency
160-9990-999-200	RESERVE CONTINGENCY	368		increase appropriation for Reserve Contingency
160-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND		218	To correct transfers for IT SQL Licenses
160-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND		150	To correct transfers for Closed Captioning