



Spring Hill
Community Redevelopment Agency
“A City County Partnership”

MEETING AGENDA
November 6, 2023

CALL TO ORDER

CONSENT AGENDA

1. Approval of Minutes, Regular Meeting, September 18, 2023

PETITIONS AND REQUESTS FROM THE PUBLIC

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

UNFINISHED BUSINESS

NEW BUSINESS

1. Consideration re: Applicant for Exterior Improvement Grant, 1325 S. Adelle Ave.
2. Discussion re: Reserve Allocations

BOARDMEMBER COMMENTS/CONCERNS

NEXT MEETING

1. Schedule Next Regular Meeting

ADJOURNMENT

Meeting of November 6, 2023 – 6:00 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
September 18, 2023

CALL TO ORDER

Chairman Cloudman called the meeting to order at 6:19 P.M.

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

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

PUBLIC HEARING

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

Mr. Grebosz highlighted the expenditures for the proposed budget. He discussed possible projects for the reserve budget that would be brought to the board at an upcoming meeting. Mr. Grebosz requested that the board members email him suggestions for upcoming projects that they would like to see completed. He highlighted the additional expenditures due to increased staffing at the Resource Center. Mr. Paiva made a motion to approve the FY budget for 2023-2024 as proposed by staff. Mr. Reed seconded the motion, which carried by a unanimous roll call vote.

CONSENT AGENDA

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

Mr. Paiva made a motion to approve the minutes from the August 21, 2023 meeting. Mr. Reed 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

N/A

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

NEW BUSINESS

1. Resolution Approving Budget Amendment for FY 22-23

Mr. Grebosz reported an increase in the operating budget due to special event costs, operating supplies and staff cost. Mr. Paiva made a motion to approve the FY 2022-23 budget amendment as proposed by staff. Mr. Reed seconded the motion, which carried by a unanimous roll call vote.

BOARDMEMBER COMMENTS/CONCERNS

There were no petitions and requests.

NEXT MEETING

The next meeting is tentatively scheduled for either the second meeting in October or first meeting in November.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:31 PM by Chairman Cloudman.



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 SPRING HILL COMMUNITY REDEVELOPMENT AGENCY ACTION
November 6, 2023**

	Attachments:
Consideration re: Applicant for Exterior Improvement Grant, 1325 S. Adelle Ave.	[X] Application
Prepared by: Michael Grebosz	
CRA Administrator	

SUMMARY/HIGHLIGHT:

For FY 2023-2024, \$20,000 in funding has been allocated to the exterior improvement grants. The Spring Hill Neighborhood Association is presenting the following applicant for consideration. Robert and Yvonne Singleton at 1325 S. Adelle Ave. are seeking a grant for exterior painting. The total cost is \$2,900, 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 \$2,175. The owner will contribute \$725.

Action Required:

1. Robert and Yvonne Singleton – 1325 S. Adelle Ave. Exterior painting.
 - Total Cost: \$2,900. Cost to CRA: \$2,175.

FISCAL IMPACT:

22-23 Funding:	\$20,000.00
Previously Utilized:	\$ -
Remaining Balance Before Request	\$20,000.00
<u>Requested:</u>	<u>\$2,175.00</u>
Balance After Request	\$ 17,825.00

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

Consideration re: Applicant for Exterior Improvement Grant, 1325 S. Adelle Ave.

BACKGROUND/DISCUSSION: Exterior Improvement Grant

2023-2024 Program History

Applicant	Address	Project	Cost of Project	CRA Portion	Budget \$20,000

ITEM SUMMARY: Consideration of exterior improvement grant application for Robert and Yvonne Singleton, 1325 S. Adelle Ave.

"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: Mr & Mrs Robert Singleton Date: 10-2-23

"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.

Post Humus

"D" GRANT APPLICATION

Project: Painting
 Name: Robert J & Yvonne W. Singleton
 Mailing Address: P.O. Box 692 - DeLand FL 32721
 Property Address: 1325 South Adelle Ave. DeLand, FL
 E-Mail Address: YWSingleton90813@gmail.com
 Daytime Phone: 386-748 6302 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: Yvonne Robert J Singleton Date: 10-2-23

CONTRACT PROPOSAL

S&J CONCRETE & CONSTRUCTION LLC

386-456-7066 williamssteve214@gmail.com

Proposal Submitted to: Mr & Mrs Singleton Date: 10/2/2023

Address: 1325 South Adelle

Phone Number: _____ Fax Number: _____

Job Name/Location: _____

We hereby propose to furnish materials and labor necessary for the completion of:

PRESSURE CLEANING EXTERIOR BODY OF THE HOUSE

CAULKING ALL CRACKS (55 years)

PAINT THE EXTERIOR OF THE HOUSE WHICH WAS PREPPED

SHERWIN WILLIAMS PAINT & SEALER

WE PROPOSE hereby to furnish material and labor, complete in accordance with above specifications, for the sum of

Twenty nine Hundred Dollars

(\$ 2900). Payment is to be made as follows: STEVEN WILLIAMS

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Authorized Signature: Steve Williams Date: 10/2/2023

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above. Signed: _____

Date of Acceptance: _____ Signed: _____

**Proposal for Painting Services
Volusia County Painting, LLC**



Volusia County Painting, LLC
830 Helen Ave
Deland, Florida 32720
386-310-3655

Spring Hill Resource Center
1325 S Adelle Ave
Deland, Florida
386-717-2706

Volusia County Painting hereby agrees to execute the following services in consideration of the Client's payment of the following amount \$3,000.00.

1. Trench around the base of the house to assure paint is applied down below grade.
2. Pressure wash and use chlorine solution to remove chalk, loose paint, kill mildew and mold.
3. Caulk cracks with a 55-year siliconized acrylic.
4. Apply a coat of Sealer/Loxon conditioner to exterior masonry walls.
5. Apply 2 coats of Sherwin Williams Loxon paint to exterior stucco walls, front lap siding, back gable, and soffits. (No painting above the roof. The roof does not appear to be walkable).
6. Clean any drips, spills, "over painting", and remove all materials and debris from the Client's property at the completion of contract.

All materials are guaranteed to be as specified and all work shall be performed in accordance with the above-mentioned specifications and in a professional and timely manner.

Payment: The Client will pay Volusia County Painting, LLC \$1,500.00 upon the completion of the job.

A deposit of \$1,500.00 is required before the start date.

Any alterations to the above-mentioned contract must be requested by the Client and agreed to by Volusia County Painting in writing. This paint job comes with a 3-year labor warranty, it covers errors and omissions. It does not cover damage to or hidden defects in the structure of your home. There is **NO** warranty on foot-traffic areas such as pool decks, porch floors, & walkways.

The above prices specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified with all payments to be made as outlined above, I agree to pay all attorney's fees and court costs, which may occur for the collection of this debt.

_____ Date





1325













Figure 5 - Spring Hill CRA Graphic Logo

New Business Item 2

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

Department: Finance	Attachments:
Subject: Discussion re: Reserve Allocations	[]
Prepared/Approved by: Michael Grebosz, CRA Administrator City Manager	

SUMMARY/HIGHLIGHT:

The Spring Hill CRA has generated additional revenue due to the increase in property values over the past year and that unallocated revenue needs to be designated toward a specific project or projects within the CRA that align with the redevelopment plan. The amount of money available is approximately \$1,400,000.

At this time, staff is seeking direction from the Board as to see how the Board desires to allocate the reserves. Staff has come up with a list of potential options with estimated costs, to see if any would be of interest to the Board for staff to pursue. Additional project ideas that the Board may have outside of the list provided by staff can also be considered, so long as the project is consistent with the redevelopment plan.

As a brief overview, the redevelopment plan broadly outlines six focus areas that include: redevelop the CORE of Spring Hill, effectively provide infrastructure and services, attract investment and create value through public and private partnerships and initiatives, provide a safe and attractive environment, provide job opportunities, training and skill enhancement opportunities.

Potential Allocation Options:

- 910 S. Adelle Enhancement Project
 - Cost: art wall decking and with landscaping: \$100,000
 - Other ideas that were noted from the Donna Banks report (2020):
 - Farmers Market/Flea Market, Extra Parking, Community Garden, Business Incubator, Passive Park
- Increase funding to exterior grant program
 - Current program: 75% of the costs for projects totaling \$4,000 & 50% of the costs for projects exceeding \$4,000 will be reimbursed to the owner/applicant with \$5,000 max per grant award
 - Suggestion: increase % CRA match and/or increase the total amount awarded
 - Cost: Additional \$10,000-\$20,000 – Current budget \$20,000
- Implement new grant program(s):
 - CRA Connection Assistance – Funding to connect property owners to city sewer
 - Cost: \$40,000 (5 connections @ \$8,000 each)
 - Business Assistance - A matching grant program designed to encourage small businesses to locate, expand or redevelop in the CRA
 - Cost: \$50,000 and up
 - Down Payment Assistance – provide a certain amount of funds to encourage homestead ownership of home sites in the CRA rather than renting
 - Cost: \$50,000 and up (5 @ \$10,000 each)

- Increase funding to TURN Festival
 - Cost: \$10,000 for more entertainment and additional food vendors
- Trash Amnesty Days
 - Cost: \$5,000-\$10,000
 - Roll off(s) placed in a location quarterly
- Enhance Mayor’s Backpack Giveaway
 - Cost: \$5,000
 - Provide giveaways and increase event experience
- Enhance Property of the Quarter Program
 - Cost: \$500
 - Provide an award of \$100 to each winner in some fashion (gift card, MainStreet Bucks, etc.)
- Send an employee to attend Leadership West Volusia
 - Cost: \$1,500
 - Provides professional growth and networking opportunities
- Candlelight Oaks Basketball Court
 - Cost: \$30,000
 - Refresh basketball court and basketball equipment
- Purchase additional property in CORE area
 - Cost: varies based upon appraised values (\$20,000 and up)
 - 921 S. Adelle Ave. is listed for \$160,000 – this property is adjacent to Spring Hill Park
- Streetscape
 - Cost: rough estimate of a minimum of \$2.4 million for a segment of road (Clara from Beresford to Green)
 - Refresh of Adelle streetscape to include refresh of intersection and welcome sign \$1,000,000

FISCAL IMPACT:

The fiscal impact is to be determined, currently the CRA has approximately \$1,400,000 in total reserves that could be allocated toward initiatives. If all options except for the streetscape option was funded, the total allocation would be \$477,000 with \$923,000 (remainder) in a streetscape reserve.

RECOMMENDATION:

Staff is seeking direction from the Board on what project (or projects) to move forward with the allocation of funds toward. Staff recommends that in order to get maximum impact, all items except for the streetscape can be funded. Any additional funding can then be placed in a streetscape reserve.

BACKGROUND/DISCUSSION: The Spring Hill CRA has performed a similar exercise where unallocated reserves were allocated to several project areas in the past. The major prior initiative that was funded was road paving & sidewalk repair/installation. Street lighting was also an area identified and there is an LED improvement initiative starting this year for the Spring Hill Lighting District.

ITEM SUMMARY:

Discussion re Reserve Allocation.