



City of Daytona Beach Shores

"Life is Better Here"

"A Premier, Friendly Place to Be"

AGENDA CITY COMMISSION MEETING FEBRUARY 28, 2023

**6:00 PM, Shores Community Center, 3000 Bellemead Drive
Daytona Beach Shores, FL 32118**

Upon being recognized, a member of the public shall proceed to the podium and give his or her name and address and may, thereafter, speak for a maximum of three minutes on any matter relevant to a specific agenda item. During "Audience Comments," a member of the public may speak on any matter relevant to City business which is not on the agenda, for a maximum of three minutes in accordance with Section 2-1.1(d) and 2-2 of the City Code. In accordance with Section 2-2, during periods set aside for public discussion any person desiring to speak shall secure a form located at the agenda table, complete the form and present it to the City Clerk so the speaker can be recognized by the presiding officer. The use of profanity, obscene language, threats or any violent or abusive conduct by any person shall constitute a violation of this section. It shall be the duty of the Director of Public Safety, upon the order of the presiding officer at any such meeting, to forcibly, if necessary, evict any person violating the provisions of this section from the Commission Meeting Hall. Any such violation shall subject the offender, upon conviction thereof, to a fine and/or imprisonment as prescribed by Section 1-8.

- 1. CALL TO ORDER BY MAYOR**
- 2. ROLL CALL BY CITY CLERK**
- 3. PRAYER**
- 4. PLEDGE OF ALLEGIANCE**
- 5. CEREMONIAL ITEMS, PRESENTATIONS AND PUBLIC NOTICES:**
 - A. Update on City Public Beach Access Hurricane Recovery Efforts
- 6. APPROVAL OF MINUTES**
 - A. City Commission Minutes February 14, 2023
- 7. CONSENT AGENDA:**
 - A. January Public Safety Report

B. Community Services Department Monthly Report - January 2023

C. Executive Finance Report for January 2023

8. REPORTS OF THE CITY ATTORNEY:

9. REPORTS OF THE CITY MANAGER:

A. CM Report February 28, 2023

10. OLD BUSINESS:

11. NEW BUSINESS:

A. Resolution 2023-04 Fund Balance Policy

B. Beach Access Public-Private Partnership For Seawall Reconstruction

12. COUNCIL COMMENTS:

13. AUDIENCE REMARKS/PUBLIC COMMENTS:

14. ITEMS RECOMMENDED FOR THE NEXT AGENDA:

15. ADJOURNMENT:

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF DAYTONA BEACH SHORES, 2990 S. ATLANTIC AVENUE, DAYTONA BEACH SHORES, FLORIDA 32118, TELEPHONE NUMBER 386-7635364, CSCHWAB@CITYOFDBS.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 711 or 1 8009558771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.



**CITY COMMISSION AGENDA MEMORANDUM
FEBRUARY 28, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission
FROM: Stewart Cruz, Community Services Director
PREPARED BY: Stewart Cruz, Community Services Director
SUBJECT: Update on City Public Beach Access Hurricane Recovery Efforts

SYNOPSIS:

Daytona Beach Shores incurred significant damage from the recent hurricanes Ian and Nicole in September and November, 2022, respectively. Of the 14 public beach access locations which the City is responsible for, three (3) dune walkover/stairs will be temporarily repaired while the remaining 11 will need full replacement. In addition, eight (8) beach access locations have seawall damage. The City Commission recently approved a contract with Zev Cohen and Associates, Inc. to initiate the first phase of the recovery process to replace the walkovers/stairs and damaged seawalls. Staff will be providing a presentation on this subject.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. DBS Public Beach Access Hurricane Recovery Status Update-2-20-23

DBS Public Beach Access Status Update-2-20-23

ID	General Location	Name	Concrete Walkway Responsibility	Wooden Stairs/Dune Walkover (DW) Responsibility	Stairs/DW Damage	Upland Damage	Temp. Repair Stairs/DW	Replace Stairs/DW	Stairs/DW Demo Status
1	1921 S. Atlantic	Ocean Vistas	City	City	Pedestrian		yes-pending	yes	
2	2071 S. Atlantic	Opus/Islamorada	City	City	Pedestrian	yes		yes	pending
3	2403 S. Atlantic	St. Maarten	City	City	Pedestrian	yes		yes	
4	2515 S. Atlantic	Bella Vista	City	City	Pedestrian	yes		yes	
5	2613 S. Atlantic	Emerald Shores	City	City	Pedestrian			yes	
6	2853 S. Atlantic	St. Kitts Park	City	City	Pedestrian	yes		yes	
7	2901 S. Atlantic	Tuscany Shores	Condo Assn.	City	Pedestrian		yes-pending	yes	
8	3145 S. Atlantic	St. Croix	City	City	Pedestrian	yes		yes	
9	3245 S. Atlantic	Palma Bella	City	City	Pedestrian	yes		yes	
10	3259 S. Atlantic	Fornari Park	NA	City	Pedestrian	yes	yes-complete	yes	
11	3343 S. Atlantic	Marbella	City	City	Pedestrian	yes		yes	
12	3703 S. Atlantic	Ocean Villas	Condo Assn.	City	Pedestrian			yes	pending
13	3737 S. Atlantic	Salida Del Sol	City	City	Pedestrian			yes	
14	3799 S. Atlantic	Sanibel	City	City	Pedestrian	yes		yes	pending

MINUTES
CITY COMMISSION MEETING
February 14, 2023
3000 Bellemead Drive, Daytona Beach Shores, FL 32118

1. CALL TO ORDER BY MAYOR

Present: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Chris Conomos, Commissioner Richard Bryan, Vice Mayor Michael Politis

Staff: City Manager Kurt Swartzlander, City Clerk Cheri Schwab, City Attorney Becky Vose, Community Services Director Stewart Cruz, Finance Director Lory Irwin, Economic Development and Public Affairs Director Nancy Maddox, and Public Safety Director Michael Fowler.

2. ROLL CALL BY CITY CLERK

3. PRAYER

4. PLEDGE OF ALLEGIANCE

5. CEREMONIAL ITEMS, PRESENTATIONS AND PUBLIC NOTICES:

A. Announcement of Employee of the Year

City Manager Kurt Swartzlander announced that after a discussion with his department heads, it was decided that the Employee of the year would go to the entire staff. With the two hurricanes this past fall, the entire staff went above and beyond their normal job duties. An appreciation luncheon will be scheduled soon for everyone.

6. APPROVAL OF MINUTES

A. City Commission Minutes January 24, 2023

COMMISSIONER MEL LINDAUER moved, seconded by COMMISSIONER CHRIS CONOMOS to Approve the City Commission Minutes of January 24, 2023.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

B. City Commission Workshop Minutes January 27, 2023

COMMISSIONER RICHARD BRYAN moved, seconded by COMMISSIONER MEL LINDAUER to Approve the City Commission Workshop Minutes of January 27, 2023.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

7. CONSENT AGENDA:

- A. Shared parking agreement between Angel's X LLC at 2006 S. Atlantic Avenue and Kitty X LLC at 2016 S. Atlantic Avenue
- B. Memo Of Understanding with City of Port Orange for License Plate Readers
- C. Contraband Forfeiture Funds
- D. December 2022 Executive Financial Report
- E. Application for Non-Exclusive Franchise - GEL Recycling, LLC
- F. Zev Cohen & Associates, Inc. Engineering Services Contract: Beach Access Initial Assessment and Surveying

COMMISSIONER MEL LINDAUER moved, seconded by COMMISSIONER RICHARD BRYAN to Approve the consent agenda.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

8. REPORTS OF THE CITY ATTORNEY:

- A. City Attorney Report February 14, 2023

City Attorney Vose reviewed her report to the commission. There were no additional questions for concerns.

9. REPORTS OF THE CITY MANAGER:

A. City Manager Report February 14th, 2023

City Manager Swartzlander reviewed his report to the Commission. He reminded the commissioners that annual Ethics training classes are starting to be scheduled. The city was formally awarded a resiliency grant by the DEP in the amount of \$130,000. Staff will work with the county to coordinate the study.

10. QUASI-JUDICIAL HEARING

A. Ordinance 2022-24: Rezoning application for recently annexed property located at 2822 S. Atlantic Avenue

All witnesses for the hearing were sworn in. There was no ex-parte communication by the commission. Attorney Vose read the ordinance by title. City Planner Noel Eaton presented her staff report. All due public notice had been given. The rezoning of the property is due to the recent annexation. Both the Planning & Zoning Board and staff recommend adoption.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to Adopt Ordinance 2022-24 on second reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

B. Ordinance 2022-26: Rezoning application for recently annexed property located at 3615 Cardinal Boulevard

Attorney Vose read the ordinance by title. City Planner Noel Eaton informed the commission that due to a publishing issue the item would need to be continued to the next City Commission meeting.

COMMISSIONER RICHARD BRYAN moved, seconded by COMMISSIONER MEL LINDAUER to Continue Ordinance 2022-26 until the February 28, 2023 City Commission meeting.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

C. Ordinance 2022-28: Rezoning application for recently annexed property located at 105 Broad Avenue

There was no ex-parte communication by the commission. Attorney Vose read the ordinance by title. City Planner Noel Eaton presented her staff report. All due public notice had been given. The rezoning of the property is due to the recent annexation. Both the Planning & Zoning Board and staff recommend adoption.

COMMISSIONER CHRIS CONOMOS moved, seconded by VICE MAYOR MICHAEL POLITIS to adopt Ordinance 2022-28 on second reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

11. OLD BUSINESS:

- A. Ordinance 2022-23: Comprehensive Plan Future Land Use Map amendment for recently annexed single-family residential property located at 2822 S. Atlantic Avenue

Attorney Vose read the ordinance by title. City Planner Noel Eaton presented her staff report to the commission. This is the final step for property that has been annexed into the city. All due public notice has been met. Both the Planning & Zoning Board and staff recommend approval.

COMMISSIONER RICHARD BRYAN moved, seconded by COMMISSIONER MEL LINDAUER to adopt Ordinance 2022-23 on second reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

- B. Ordinance 2022-25: Comprehensive Plan Future Land Use Map amendment for recently annexed single-family residential property located at 3615 Cardinal Boulevard

Attorney Vose read the ordinance by title. City Planner Noel Eaton informed the commission that due to a publishing issue the item would need to be continued to the next City Commission meeting.

COMMISSIONER MEL LINDAUER moved, seconded by COMMISSIONER CHRIS CONOMOS to Continue Ordinance 2022-25 until the City Commission meeting on February 28, 2023.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

- C. Ordinance 2022-27: Comprehensive Plan Future Land Use Map amendment for recently annexed single-family residential property located at 105 Broad Avenue

Attorney Vose read the ordinance by title. City Planner Noel Eaton presented her staff report to the commission. This is the final step for property that has been annexed into the city. All due public notice has been met. Both the Planning & Zoning Board and staff recommend approval.

COMMISSIONER RICHARD BRYAN moved, seconded by COMMISSIONER CHRIS CONOMOS to Adopt Ordinance 2022-27 on second reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

- D. Non-conforming Sign Removal Incentive Grant Application: 2100 S. Atlantic Avenue, Congo River Golf

City Planner Noel Eaton stated that after the last commission meeting, she had reached out to the business owners regarding the wording on their website. The webpage states the wording Daytona Beach and not Daytona Beach Shores. The company responded with an email stating that due to the graphics on the webpage, it is not easily changed. Comm. Lindauer stated that he understood that it is a business decision but he was not in favor of approving the grant. Comm. Conomos agreed and added that other businesses were asked to update their websites and had complied.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER MEL LINDAUER to Deny the Non-conforming Sign Removal Incentive Grant Application for Congo River Golf.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

- E. Formalization of City Manager Salary Adjustment

Attorney Vose explained that the contract amendment would formalize the City Manager's salary adjustment and address any future increases.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER MEL LINDAUER to Approve Formalization of City Manager Salary Adjustment.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

12. NEW BUSINESS:

- A. Resolution 2023-02 support of Florida League of Cities Legislative Agenda

Attorney Vose read the resolution by title. Mayor Miller explained that these were the issues of support for the Florida League of Cities legislative agenda.

COMMISSIONER MEL LINDAUER moved, seconded by VICE MAYOR MICHAEL POLITIS to adopt Resolution 2023-02 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

- B. Resolution 2023-03 support Florida Police Chiefs Association and Florida Professional Firefighter legislation

Attorney Vose read the resolution by title. It was explained that the resolution would support both the upcoming Police and Fire legislation issues. Currently, Special Risk classifications in Florida Retirement have to work either 30 years or be age 60 to retire. Prior to July 2011, the retirement guidelines were 25 years of service or age 55. This will support going back to the 25 years of service or age 55 threshold.

COMMISSIONER CHRIS CONOMOS moved, seconded by VICE MAYOR MICHAEL POLITIS to Adopt Resolution 2023-03 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Vice Mayor Michael Politis, Commissioner Chris Conomos

13. COUNCIL COMMENTS:

Comm. Bryan gave a brief recap of his recent trip to Washington DC with the FLC. He stated that he spoke to several representatives to bring awareness to the devastation from Hurricanes Ian and Nicole. Comm. Lindauer thanked the staff for their work on the cookout. Mayor Miller announced that the last Friday of the month concert would start again. This month includes food trucks. She will be speaking before the House of Representatives on Thursday regarding the devastation in the city along the beach. Vice Mayor Politis has had residents call regarding the low lighting in McElroy Park near the western edge and that the recycling bins were not being picked up. Both items will be addressed.

14. AUDIENCE REMARKS/PUBLIC COMMENTS:

Ed Offerman thanked Commissioner Bryan for his recent efforts in Washington DC. He offered to pull together city residents to serve staff for their appreciation luncheon.

15. ITEMS RECOMMENDED FOR THE NEXT AGENDA:

There were no additional items added to the agenda.

16. ADJOURNMENT:

The meeting ended at 7:09 pm

**MAYOR
NANCY MILLER**

**CITY MANAGER
KURT D. SWARTZLANDER**

ATTEST:

CITY CLERK, CHERI SCHWAB



**CITY COMMISSION AGENDA MEMORANDUM
FEBRUARY 28, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Joanne Sweeney, Admin Asst

SUBJECT: January Public Safety Report

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. January



CITY OF DAYTONA BEACH SHORES

DEPARTMENT OF PUBLIC SAFETY

3050 South Atlantic Avenue

Daytona Beach Shores, Florida 32118

Office of Director of Public Safety

Office 386-763-5333 Fax 386-763-5341

MONTHLY REPORT FOR JANUARY 2023

	Jan-23	23/YTD	Jan-22	22/YTD
<i>Police Related Calls</i>	1,780	1,780	2,163	2,163
<i>Fire Related Calls</i>	63	63	36	36
<i>Rescue Related Calls</i>	55	55	118	118
<i>Fire Related Alarms Sounding</i>	17	17	14	14
<i>Traffic Citations</i>	169	169	154	154
<i>Written Warnings</i>	29	29	59	59
<i>Building Inspections</i>	50	50	44	44
<i>Arrests: Adults</i>	39	39	32	32
<i>Juveniles</i>	0	0	0	0
<i>City Ordinance Charges</i>	0	0	0	0
<i>Florida State Statute Charges</i>	65	65	61	61
<i>Accidents: Total</i>	8	8	16	16
<i>Street/Highway</i>	3	3	4	4
<i>Parking Lot</i>	5	5	12	12

Michael Fowler, Public Safety Director


02-67-23

POLICE CALLS TOTALS BY TYPE

DB SHORES POLICE

DATES: 2023-01-01 through 2023-01-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
MISCELLANEOUS LE CALL	MISC	362	20.34 %	11.68
EXTRA PATROL	EP	357	20.06 %	11.52
TRAFFIC STOP	TS	278	15.62 %	8.97
PROPERTY CHECK	PRC	143	8.03 %	4.61
DIRECTED PATROL REQUEST	DPR	68	3.82 %	2.19
SUSP PERSON	SPER	39	2.19 %	1.26
RADAR	RADAR	35	1.97 %	1.13
SUSP VEHICLE	SVEH	33	1.85 %	1.06
TELEPHONE HANDLE	THC	28	1.57 %	0.90
ZONE ACCOUNTABILITY PATR	ZAP	28	1.57 %	0.90
MEDICAL EMERGENCY	MED1	27	1.52 %	0.87
SUSPECT STOP	SS	25	1.40 %	0.81
FIRE ALARM	ALARMF	19	1.07 %	0.61
SPECIAL DETAIL	SDL	19	1.07 %	0.61
TRESPASSERS	TRES	19	1.07 %	0.61
SUSP INCIDENT	SINC	16	0.90 %	0.52
FALL- NON EMERGENCY	TRAU3	13	0.73 %	0.42
NARCOTICS	NARC	13	0.73 %	0.42
WALKUP	WALKUP	13	0.73 %	0.42
911 CK/OPEN LINE	911CK	12	0.67 %	0.39
DRUNK DRIVER	DUI	12	0.67 %	0.39
ANIMAL COMPLAINT	AC	10	0.56 %	0.32
DISTURBANCE	DIST	10	0.56 %	0.32
INFORMATION GIVEN	INFO	10	0.56 %	0.32
WARRANT	WAR	10	0.56 %	0.32
FOUND PROPERTY	PROPF	9	0.51 %	0.29
MEDICAL NON-EMERG	MED	8	0.45 %	0.26
WELL BEING CHECK	WBC	8	0.45 %	0.26
FLAG DOWN	FLAG	7	0.39 %	0.23
CITY ORDINANCE VIOLATION	COV	6	0.34 %	0.19
ELEVATOR CALL	ELEV	6	0.34 %	0.19
INVESTIGATION	INV	6	0.34 %	0.19
MENTALLY ILL PER	MIP	6	0.34 %	0.19
RECKLESS DRIVER	RD	6	0.34 %	0.19
THEFT	THEFT	6	0.34 %	0.19
BUSINESS ALARM	ALARMB	5	0.28 %	0.16
DOMESTIC DISTURBANCE	DV	5	0.28 %	0.16
TEST LE CALL	TEST	5	0.28 %	0.16
TOWED VEHICLE	TOW	5	0.28 %	0.16
CIVIL COMPLAINT	CIVIL	4	0.22 %	0.13
ESCORT	ESCORT	4	0.22 %	0.13
FLEEING DRIVER	FLEE	4	0.22 %	0.13
HIT&RUN MVA	MVHR	4	0.22 %	0.13
MVA	MV	4	0.22 %	0.13
NOISE	NOISE	4	0.22 %	0.13
STROKE / CVA	CVA	4	0.22 %	0.13

POLICE CALLS TOTALS BY TYPE

DB SHORES POLICE

DATES: 2023-01-01 through 2023-01-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
UNCONSCIOUS	UNC	4	0.22 %	0.13
ATT TO CONTACT	ATC	3	0.17 %	0.10
DISABLED VEHICLE	DAV	3	0.17 %	0.10
FIGHT	FIGHT	3	0.17 %	0.10
MISC FIRE SERVICE CALL	MISCF	3	0.17 %	0.10
ASSIST AGENCY	ASSIST	2	0.11 %	0.06
BURGLARY	BURG	2	0.11 %	0.06
BURGLARY ALARM	ALARM	2	0.11 %	0.06
DRUNK PERSON	IP	2	0.11 %	0.06
FRAUD	FRAUD	2	0.11 %	0.06
HAZARDOUS COND	HZM	2	0.11 %	0.06
ILLEGAL PARKING	PARK	2	0.11 %	0.06
MEDICAL UNKNOWN	ALARMM	2	0.11 %	0.06
REPOSSESSED VEH	REPO	2	0.11 %	0.06
SMOKE IN STR COMM/HIRISE	SMISCH	2	0.11 %	0.06
SMOKE IN STRUCTURE	SMIS	2	0.11 %	0.06
STRUCTURE FIRE	SF	2	0.11 %	0.06
TRAUMA CRITICAL	TRAUE	2	0.11 %	0.06
911 CK/OPN LINE/MED HAZ	911MED	1	0.06 %	0.03
ALZHEIMERS	ALZ	1	0.06 %	0.03
ASSIST	ASST	1	0.06 %	0.03
ATTEMPTED SUICIDE	ASUI	1	0.06 %	0.03
CARBREAK	CB	1	0.06 %	0.03
FAILURE TO PAY	FTP1	1	0.06 %	0.03
FOUND CHILD	CHILDF	1	0.06 %	0.03
MISSING PERSON	MP	1	0.06 %	0.03
MVA MAJOR	MVMI	1	0.06 %	0.03
MVA W/ INJURIES	MVI	1	0.06 %	0.03
PANIC ALARM	ALARM P	1	0.06 %	0.03
PROWLER	PROW	1	0.06 %	0.03
ROAD OBSTRUCTION	RDOB	1	0.06 %	0.03
SCHOOL ZONE	SZ	1	0.06 %	0.03
SEX OFFENSE	SO	1	0.06 %	0.03
SHOPLIFTING	SHOP1	1	0.06 %	0.03
SICK/LATE EMPLOYEE	SLEMP	1	0.06 %	0.03
STEP ZONE	STP	1	0.06 %	0.03
STR ARM ROBBERY	SROB	1	0.06 %	0.03
SUICIDAL PERSON	SP	1	0.06 %	0.03
TRAUMA NON EMERG	TRAU	1	0.06 %	0.03
VANDALISM	VAND	1	0.06 %	0.03
VIOLATION OF PROBATION	VOP	1	0.06 %	0.03
TOTAL CALLS:		1,780	100.00%	57.42

NOTE: CAD-generated statistical reports are compiled from a live database of calls for service; this live database requires frequent call updating to ensure real time data is correct and maintained. When compiling and comparing statistics over time, minor discrepancies are inherent and should be expected. For final report information on crime, Uniformed Crime Reporting (UCR) statistics should be utilized.



Daytona Beach Shores Department of Public Safety
Office of Director Michael Fowler
3050 S. Atlantic Ave.
Daytona Beach Shores, FL 32118
Office 386-763-5333

TRAINING SEMINARS ATTENDED

Month of January 2023

Heather Wooleyhan

1/23-27

*Hostage Negotiations
DSC*

DAYTONA BEACH SHORES DEPARTMENT OF PUBLIC SAFETY

JANUARY 2023 STATISTICS

FIRE CALLS	CURRENT MONTH			YEAR TO DATE			PRIOR YEAR		
ENGINE RESPONSE	CITY	COUNTY	MUTUAL AID	CITY	COUNTY	MUTUAL AID	CITY	COUNTY	MUTUAL AID
STRUCTURE FIRES	0	0	1	0	0	1	0	0	0
HAZARDOUS CONDITIONS	2	0	1	2	0	1	4	2	0
VEHICLE FIRES	0	0	0	0	0	0	0	0	0
BOAT FIRES	0	0	0	0	0	0	0	0	0
OTHER FIRES NOT LISTED	2	0	0	2	0	0	2	0	2
VEHICLE CRASHES W/ENGINE RESPONSE	2	0	0	2	0	0	2	0	0
SERVICE CALLS	40	0	1	40	0	1	12	4	0
FIRE ALARMS	17	0	0	17	0	0	13	1	0
CANCELLED EN ROUTE	8	1	5	8	0	5	5	3	0
TOTALS	71	1	8	71	0	8	38	10	2

CURRENT MONTH ESTIMATED FIRE DAMAGES

CITY: \$0
COUNTY: \$0
MUTUAL AID: \$0

INSPECTIONS	CURRENT MONTH		YEAR TO DATE		PRIOR YEAR	
	INITIAL	FOLLOW-UP	INITIAL	FOLLOW-UP	INITIAL	FOLLOW-UP
HIGH RISE	1	6	1	6	1	4
HOTEL/MOTEL	6	4	6	4	7	2
ASSEMBLY	0	0	0	0	0	0
MERCANTILE	5	0	5	0	7	0
RESTAURANT	1	0	1	0	2	0
BUSINESS	10	1	10	1	8	0
OTHER	5	2	5	2	0	0
CONSTRUCTION	0	0	0	0	3	1
OCCUPATIONAL LICENSES	0	0	0	0	0	0
APARTMENTS/CONDO	8	1	8	1	8	1
TOTALS	36	14	36	14	36	8

PLANS EXAMINATION HOURS: 0 HRS

DAYTONA BEACH SHORES DEPARTMENT OF PUBLIC SAFETY

JANUARY 2023 STATISTICS

EMS CALLS

CURRENT MONTH

YEAR TO DATE

PRIOR YEAR

	CITY	COUNTY	MUTUAL AID	CITY	COUNTY	MUTUAL AID	CITY	COUNTY	MUTUAL AID
ALS CALLS	9	0	0	9	0	0	56	6	0
BLS CALLS	44	0	2	44	0	2	49	6	1
TOTALS	53	0	2	53	0	2	105	12	1



Daytona Beach Shores Department of Public Safety
Office of Director Michael Fowler
3050 S. Atlantic Ave.
Daytona Beach Shores, FL 32118
Office 386-763-5333

MONTHLY REPORT FOR JANUARY 2023

Vehicle Maintenance Division: 2 Positions Assigned: Conducted routine, scheduled maintenance checks and repairs on all city vehicles (includes oil changes and tire exchanges). Additional items were:

Replace spark plugs & coils	veh # 168
Replace battery	veh #144
Replace battery	veh # 149
Repair hood latch assembly	veh # 158
Repair lift supports	veh #120
Replace battery	veh #162
Replace fuel pump seal	veh #163
Repair jib boom	veh #107



**CITY COMMISSION AGENDA MEMORANDUM
FEBRUARY 28, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Stewart Cruz, Community Services Director

SUBJECT: Community Services Department Monthly Report - January 2023

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT:

1. CSD Public Works and Sewer Divisions Montly Report -January 2023
2. CSD Planning & Building Divisions Montly Report - January 2023
3. Hurricane Damage Fee Waiver Report 31-JAN-2023

MONTHLY REPORT - JANUARY 2023

Public Works, Sewer & Facilities Divisions

FACILITIES MAINTENANCE DIVISION:

Currently two full time positions.

Normal monthly duties:

This division is responsible for the upkeep and maintenance of city buildings. The facilities staff assesses problems reported with the buildings and repairs as needed and within the staff's capabilities. The facilities staff has an HVAC certification therefore related repairs can be performed inhouse. Staff replaces light bulbs, cleans window exterior, paints and performs any other general maintenance needed with the city buildings and city owned properties.

Additionally, this month:

- Public Safety and Community Services: Continued work on stucco repairs
- Public Safety: work on entry gate painting, worked with contractor for pedestal sign base repairs, install new fans in the fleet garage
- This department met with numerous contractors to get quotes for repairs at the city buildings

PARKS / STREETS DIVISION:

This division typically has eleven maintenance positions and one electrician position. One position routinely assists the electrician when needed.

Normal monthly duties:

This division performs maintenance, upkeep and general appearance of all the parks, streets, sidewalks and medians daily, including, but not limited to, mowing, changing out lights, restocking supplies, replacing plants as needed, replacing or repairing street signs, checking and clearing storm drains, as well as any other related issue that may arise in the City. Per the City-County Park Maintenance Agreement, this division also is responsible for the cleaning and upkeep of the new county parks. Although there are two units (parks & streets) within the division, all personnel share in the normal monthly duties.

Additionally, this month:

- Started taking down Christmas decorations
- Assisted with the set up and break down of the 5-K marathon and the business expo at the Community Center
- Repaired a sink hole on Bellemead
- Started trimming trees throughout the city properties and planting new flowers
- Repaired broken curbs at Andrinopoulos Park
- Removed and poured a concrete slab across from public safety
- Removed a broken carousel at McElroy Park, added a table and repainted the sign.

Electrician:

- 72 Electrical locates
- Continued work repairing damaged decorative poles
- Continued changing decorative lights to LED
- Wire up new exhaust fans on top of evidence room
- Hook up electric for hot water heater replaced in public safety
- Replaced exit sign at station 3

SEWER DIVISION:

Currently four positions.

Normal monthly duties:

This division maintains and inspect all the sewer stations daily, performs all the general maintenance of the sewer stations, generators and the station properties, including, but not limited to, mowing and general outside maintenance, cleaning pump areas, wet wells and floats. The division also maintains and inspects city manholes, delivers past due sewer bill notices for finance every month, perform cooling tower readings, and quarterly grease trap inspections.

Additionally, this month:

- Sewer line locates – 84
- 2 Animal control calls
- 1 meter read
- Cleaned the hydro meter at the master station
- Quarterly cooling tower readings and grease trap inspections
- Change out low-level float at station 5
- Fixed the fence at station 1
- Changed out meter at station 13
- Handled sewer back up at 130 Glen Myra

City of Daytona Beach Shores

Planning & Building Division Statistics

Monthly Report – January, 2023

Planning Division

Site Plans - Submittals and Approvals:

Submitted this Month: 0

Submitted this Fiscal Year: 1

Approved by Staff this Month: 0

Approved by Staff this Fiscal Year: 0

Approved by City Council this Month: 0

Approved by City Council this Fiscal Year: 0

Amendments Approved by Staff this Fiscal Year: 0

Building Division

Specific Large Projects (Over \$10,000) - Submitted This Month:

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Lefort Residence	3333 South Atlantic Avenue, Unit 1502	1/3	Replace 2 windows and 2 sliding glass doors	\$24,990.00	\$209.87
Van Derven Residence	3838 South Atlantic Avenue	1/3	Re-roof shingle roof	\$20,387.00	\$4.59
Heimstadt Residence	3047 South Atlantic Avenue, Unit 302	1/3	Replace sliding glass door	\$12,460.00	\$137.65
Hawaiian Inn	2301 South Atlantic Avenue	1/4	Install new fire alarm system	\$155,000.00	\$1,893.00
Abbott Residence	2850 South Atlantic Avenue	1/4	Reroof shingle roof	\$10,500.00	\$4.00
Kearly Residence	2833 South Atlantic Avenue	1/4	Reroof shingle roof	\$12,000.00	\$129.10
Bongiorno Residence	2947 South Atlantic Avenue, Unit 1004	1/4	Window and door replacement	\$34,100.00	\$266.48
Sherwood Residence	2987 South Atlantic Avenue, Unit 1104	1/4	Window and door replacement	\$37,400.00	\$283.64
Delta Marriott	2505 South Atlantic Avenue	1/5	Remove existing roof, install fully adhered TPO roof	\$199,000.00	\$25.18
Holiday Inn Express	3301 South Atlantic Avenue	1/5	Remove existing roof, install fully adhered TPO roof	\$217,000.00	\$26.93

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Apholt Residence	3737 South Atlantic Avenue, Unit 203	1/6	Insulation, drywall, and firewall repairs	\$10,000.00	\$4.00
Fantasy Island II	3175 South Atlantic Avenue	1/6	Replace 49 roof top units, and 1 unit for service room	\$360,000.00	\$62.76
Fantasy Island II	3175 South Atlantic Avenue	1/6	Reinstall 49 toilets and 23 water heaters	\$318,000.00	\$7.81
7-Eleven	3610 South Atlantic Avenue	1/6	Re-roof 28 square foot TPO roof	\$24,450.00	\$7.61
Godbole Residence	3333 South Atlantic Avenue, Unit 2306	1/9	Replace windows in 7 openings	\$17,763.00	\$172.20
Ritter Residence	4 Oceans West Boulevard, Unit 708A	1/9	Replace window and sliding glass door	\$27,200.00	\$226.69
Toce Residence	3003 South Atlantic Avenue, Unit 2A1	1/9	Replace sliding glass door	\$22,710.00	\$199.11
Thoms Residence	3064 Liberty Street	1/9	Replace shingle and flat roofs	\$24,900.00	\$5.12
Sun Viking Lodge	2411 South Atlantic Avenue	1/9	Install 9 windows broken in hurricane	\$11,490.00	\$4.00
Daytona Beach Drive In Church	3140 South Atlantic Avenue	1/9	Replace 11 windows	\$16,890.00	\$166.82
Wittmann Residence	3047 South Atlantic Avenue, Unit 804	1/9	Remodel bathroom, remove tub, install shower	\$10,000.00	\$112.00
Fantasy Island II	3175 South Atlantic Avenue	1/9	Install drywall, insulation, cabinets, vanities in 49 units	\$1,433,000.00	\$107.01
Surf Style at Daytona Beach Shores	2226 South Atlantic Avenue	1/10	Interior plumbing installation	\$48,000.00	\$52.10
Dolphin Beach Resort	3355 South Atlantic Avenue	1/10	Repair concrete, walkways, stairs, and walls	\$255,868.00	\$1,260.09
Grand Coquina Condo	3333 South Atlantic Avenue	1/10	Replace drywall in 85 units	\$100,000.00	\$15.53
Sours Residence	2545 South Atlantic Avenue, Unit 1406	1/12	Replace hurricane shutters	\$29,518.00	\$238.16
Wald Residence	2545 South Atlantic Avenue, Unit 601	1/12	Replace hurricane shutters	\$18,312.00	\$177.58
Siranko Residence	2515 South Atlantic Avenue, Unit 501	1/12	Replace 1 door, size for size	\$13,547.00	\$146.20
Markwalter Residence	2901 South Atlantic Avenue, Unit 302	1/12	Install 2 motorized hurricane shutters	\$13,798.00	\$146.20
Card Residence	125 Key Colony Ct.	1/13	Remove kitchen wall, replace cabinets, tops, vanity	\$25,000.00	\$209.87
Sun Viking Lodge	2411 South Atlantic Avenue	1/13	Repair rear Northeast corner of building	\$85,000.00	\$13.44
Villas by the Sea	3805 South Atlantic Avenue	1/13	Re-roof shingle roof	\$46,981.00	\$335.02
Niles Residence	2545 South Atlantic Avenue, Unit 803	1/13	Replace jetted tub and toilet	\$16,310.00	\$47.50
Sage and Sand	3059 South Atlantic Avenue	1/17	Demolition of hotel	\$83,755.00	\$221.40
Atlantic Ocean Palm Inn	Re-roof	1/17	Re-roof	\$74,000.00	\$548.62

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Peck Plaza	2625 South Atlantic Avenue	1/18	Install beach assess landing and stairs	\$44,000.00	\$317.96
Stratton Residence	4 Oceans West Boulevard, Unit 707D	1/19	Replace window and sliding glass door	\$18,830.00	\$177.58
Marbella Condo	3343 South Atlantic Avenue	1/20	Remove and replace 2 parking garage fans	\$21,615.00	\$183.58
Sanibel Condo	3799 South Atlantic Avenue	1/20	Repair leaks on 6" copper in garage	\$23,000.00	\$69.25
Aruba Condo	3721 South Atlantic Avenue	1/23	Replace dryer/exhaust vents	\$18,816.00	\$4.33
Hammett Residence	2055 South Atlantic Avenue, Unit 1408	1/23	Install 3 motorized roll down hurricane shutters	\$13,613.00	\$146.20
D'Anniballe Residence	2055 South Atlantic Avenue, Unit 305	1/23	Install 3 motorized roll down hurricane shutters	\$13,811.00	\$146.20
D'Anniballe Residence	2055 South Atlantic Avenue, Unit 605	1/23	Install 3 motorized hurricane shutters	\$13,811.00	\$146.20
Dolphin Beach Club	3355 South Atlantic Avenue	1/24	Replace drywall and baseboards	\$353,500.00	\$40.29
Waldschmidt Residence	3 Oceans West Boulevard, Unit 2C2	1/24	Remodel master bathroom, new cabinets, tops, and tile	\$25,655.00	\$215.46
Furey Residence	2 Oceans West Boulevard, Unit 1600	1/25	Install 3 roll down hurricane shutters	\$13,444.00	\$146.20
G T Wag Inc	3218 South Atlantic Avenue	1/25	Replace storefront window system	\$35,500.00	\$6.64
Amos Residence	2937 South Atlantic Avenue, Unit 1605	1/25	Remodel kitchen and bathrooms	\$67,000.00	\$448.80
Tropical Manor	2237 South Atlantic Avenue	1/25	Re-roof on 8 separate buildings	\$250,000.00	\$30.15
Beach Quarters Resort	3711 South Atlantic Avenue	1/25	Replace flat and metal roofs	\$68,400.00	\$11.22
Martschuk Residence	2968 Oceans Trace	1/26	Remodel kitchen and 3 bathrooms	\$30,400.00	\$243.82
Cornish Residence	3747 South Atlantic Avenue, Unit 303	1/26	Replace 2 sliding glass doors	\$13,125.00	\$146.20
Hampton Venture	3115 South Atlantic Avenue, Unit 302	1/26	Replace 2 sliding glass doors	\$12,994.00	\$137.65
Grand Prix Hotel	2015 South Atlantic Avenue	1/26	Replace existing concrete pool deck	\$78,000.00	\$12.47
Smallbein Residence	2747 South Atlantic Avenue	1/30	Replace shingle roof	\$46,306.00	\$334.81
Krajina Inc.	204 Moore Avenue	1/31	Remove and replace shingle roof, soffit work	\$34,000.00	\$6.37
Shores Resort and Spa	2637 South Atlantic Avenue	1/31	Install new beach access	\$37,714.00	\$6.92
Ahmed Residence	2545 South Atlantic Avenue, Unit 206	1/31	Remodel kitchen and bathroom, new cabinets	\$14,000.00	\$146.20
McMahon Residence	2055 South Atlantic Avenue, Unit 903	1/31	Install 7 motorized roll down hurricane shutters	\$26,800.00	\$221.18
Agrawal Residence	2713 South Atlantic Avenue	1/31	Reconstruct deck, walkover, and stairs to beach	\$10,000.00	\$320.00

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
All Aboard Storage	2616 South Atlantic Avenue	1/31	Interior renovation, change bathroom and office	\$20,500.00	\$188.34
TOTALS	WORK ADDRESS	DATE	WORK DESCRIPTION	\$5,132,163.00	\$11,321.30

Building Division Revenue by Permit Category:

PERMIT TYPE	JANUARY 2023	FISCAL YEAR-TO-DATE 2022 TO 2023	JANUARY 2022	LAST FISCAL YEAR-TO-DATE 2021 TO 2022
BUILDING	\$10,681.03	\$49,437.37	\$11,593.20	\$45,191.66
ROOF	\$1,492.20	\$5,158.72	\$902.68	\$2,558.92
DEMOLITION	\$221.40	\$221.40	\$0.00	\$69.25
ELECTRICAL	\$3,417.00	\$8,428.76	\$1,941.75	\$7,754.88
MECHANICAL	\$1,808.59	\$9,079.97	\$2,405.65	\$10,021.08
PLUMBING	\$2,985.31	\$8,967.89	\$2,606.75	\$10,627.92
SIGN	\$69.25	\$1,202.41	\$198.50	\$1,163.31
POLITICAL SIGN BONDS	\$0.00	\$0.00	\$0.00	\$0.00
STORMWATER MANAGEMENT	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS	\$65.25	\$435.00	\$65.25	\$326.50
DEVELOPMENT FEES	\$110.00	\$1,559.02	\$333.00	\$11,059.00
PROMOTIONAL ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$20,850.03	\$84,490.54	\$20,046.78	\$88,772.52

Building Division Activities:

ACTIVITY	JANUARY 2023	FISCAL YEAR-TO-DATE 2022 TO 2023	JANUARY 2022	LAST FISCAL YEAR-TO-DATE 2021 TO 2022
INSPECTIONS	264	929	241	1,111
FINAL CERTIFICATES OF OCCUPANCY ISSUED	0	1	0	0
TEMPORARY CERTIFICATES OF OCCUPANCY ISSUED	0	0	0	0
FINAL INSPECTIONS	174	573	153	680

FAILED INSPECTIONS	18	51	17	60
-----------------------	----	----	----	----

Annual Totals, Large Projects (Over \$10,000):

Projects Begun Current Fiscal Year-to-Date – 2022 to Present: \$17,656,726.00

Projects Begun Last Fiscal Year – 2021 to 2022: \$34,841,244.00

Projects Begun Two Fiscal Years Ago – 2020 to 2021: \$64,300,811.00

Hurricane Damage: Fee Report through 01/31/2023

Permit Date	Permit Type	Permit #	State Fees	Waived Fees
Forwarded balance (as of 10/25/22)			\$366.32	\$10,142.54
10/26/2022	Building	20221804	\$4.00	\$65.25
10/26/2022	Mechanical	20221790	\$4.00	\$80.10
10/26/2022	Mechanical	20221808	\$4.00	\$73.50
10/26/2022	Mechanical	20221811	\$4.00	\$73.50
10/26/2022	Mechanical	20221807	\$4.00	\$73.50
10/27/2022	Building	20221687	\$4.00	\$108.00
10/28/2022	Electrical	20221677	\$4.00	\$43.50
10/28/2022	Building	20221815	\$4.00	\$65.25
10/28/2022	Mechanical	20221774	\$4.00	\$66.90
10/28/2022	Mechanical	20221802	\$4.00	\$66.90
10/31/2022	Mechanical	20221793	\$4.00	\$80.10
10/31/2022	Mechanical	20221809	\$4.00	\$66.90
11/1/2022	Mechanical	20221823	\$4.00	\$73.50
11/1/2022	Mechanical	20221818	\$4.00	\$86.70
11/1/2022	Roof	20221794	\$4.00	\$133.65
11/3/2022	Fence	20221806	\$0.00	\$65.25
11/4/2022	Mechanical	20221798	\$4.00	\$66.90
11/4/2022	Mechanical	20221799	\$4.00	\$66.90
11/4/2022	Building	20221768	\$4.00	\$147.10
11/7/2022	Plumbing	20221814	\$4.00	\$43.50
11/8/2022	Roof	20221795	\$9.14	\$381.40
11/8/2022	Mechanical	20221829	\$4.00	\$80.10
11/14/2022	Building	20221810	\$4.00	\$168.00
11/14/2022	Mechanical	20221851	\$4.00	\$73.50
11/14/2022	Mechanical	20221852	\$4.00	\$65.25

11/14/2022	Building	20221764	\$4.00	\$65.25
11/16/2022	Mechanical	20221912	\$4.00	\$73.50
11/16/2022	Building	20221839	\$4.00	\$90.90
11/16/2022	Mechanical	20221898	\$4.00	\$66.90
11/17/2022	Mechanical	20221895	\$4.00	\$86.70
11/18/2022	Mechanical	20221886	\$4.00	\$86.70
11/18/2022	Mechanical	20221855	\$4.00	\$73.50
11/18/2022	Mechanical	20221854	\$4.00	\$80.10
11/18/2022	Building	20221945	\$9.28	\$371.16
11/21/2022	Fence	20221937	\$0.00	\$531.86
11/21/2022	Banner/Sign	20221675	\$0.00	\$54.50
11/21/2022	Roof	20221709	\$4.00	\$108.00
11/21/2022	Roof	20221759	\$11.77	\$470.91
11/21/2022	Roof	20221923	\$17.47	\$698.84
11/21/2022	Roof	20221708	\$4.20	\$177.00
11/22/2022	Mechanical	20221792	\$4.00	\$80.10
11/22/2022	Mechanical	20221791	\$4.00	\$80.10
11/22/2022	Roof	20221889	\$4.00	\$65.25
11/22/2022	Fence	20221890	\$0.00	\$43.50
11/22/2022	Building	20221888	\$4.00	\$65.25
11/22/2022	Roof	20221833	\$4.00	\$133.65
11/22/2022	Roof	20221938	\$4.00	\$125.10
11/23/2022	Roof	20221891	\$9.14	\$365.63
11/23/2022	Building	20221976	\$44.78	\$1,791.00
11/28/2022	Building	20221841	\$4.99	\$199.50
11/29/2022	Building	20221830	\$4.07	\$162.75
11/29/2022	Roof	20221972	\$4.20	\$168.00
11/29/2022	Building	20221963	\$4.00	\$125.10
12/1/2022	Plumbing	20221954	\$4.00	\$43.50

12/1/2022	Building	20221913	\$5.12	\$204.75
12/1/2022	Fence	20221968	\$0.00	\$86.40
12/2/2022	Plumbing	20221974	\$4.00	\$43.50
12/2/2022	Plumbing	20221955	\$4.00	\$43.50
12/7/2022	Roof	20222048	\$4.00	\$133.65
12/7/2022	Roof	20222026	\$4.00	\$150.75
12/7/2022	Building	20222085	\$20.40	\$816.00
12/12/2022	Roof	20222034	\$11.92	\$476.70
12/13/2022	Mechanical	20221866	\$11.87	\$474.75
12/13/2022	Mechanical	20221689	\$4.00	\$80.10
12/13/2022	Mechanical	20221671	\$4.00	\$73.50
12/13/2022	Mechanical	20221732	\$4.00	\$80.10
12/13/2022	Mechanical	20221733	\$4.00	\$80.10
12/14/2022	Roof	20222053	\$4.73	\$189.00
12/15/2022	Mechanical	20222042	\$4.48	\$179.10
12/15/2022	Roof	20222074	\$20.30	\$812.10
12/15/2022	Building	20222105	\$4.00	\$108.00
12/15/2022	Building	20222106	\$4.00	\$108.00
12/15/2022	Building	20222104	\$4.00	\$108.00
12/15/2022	Building	20222090	\$4.00	\$108.00
12/15/2022	Building	20222095	\$4.00	\$150.75
12/15/2022	Building	20222091	\$4.00	\$108.00
12/15/2022	Building	20222092	\$4.00	\$108.00
12/15/2022	Building	20222094	\$4.00	\$108.00
12/15/2022	Building	20222093	\$4.00	\$108.00
12/15/2022	Building	20222102	\$4.00	\$108.00
12/15/2022	Building	20222096	\$4.00	\$108.00
12/15/2022	Building	20222100	\$4.00	\$108.00
12/15/2022	Building	20222103	\$4.00	\$108.00

12/15/2022	Building	20222101	\$4.00	\$108.00
12/20/2022	Mechanical	20221652	\$4.00	\$65.25
12/21/2022	Electrical	20222138	\$4.00	\$43.50
12/21/2022	Roof	20222153	\$4.00	\$90.90
12/21/2022	Roof	20222152	\$4.00	\$157.50
12/21/2022	Building	20222148	\$19.72	\$788.64
12/22/2022	Roof	20222041	\$30.54	\$1,221.60
12/22/2022	Roof	20222125	\$4.00	\$150.75
12/22/2022	Roof	20222075	\$4.07	\$162.75
12/22/2022	Roof	20222044	\$65.78	\$2,631.00
12/27/2022	Plumbing	20222066	\$4.00	\$43.50
12/28/2022	Roof	20222187	\$5.12	\$204.75
12/30/2022	Building	20222202	\$6.50	\$260.13
1/3/2023	Roof	20222207	\$4.00	\$82.35
1/3/2023	Roof	20222200	\$4.59	\$183.75
1/4/2023	Roof	20222203	\$4.00	\$125.10
1/4/2023	Roof	20222204	\$4.00	\$116.55
1/5/2023	Roof	20222195	\$25.18	\$1,007.10
1/5/2023	Roof	20222006	\$26.93	\$1,077.30
1/5/2023	Building	20230004	\$4.00	\$108.00
1/5/2023	Roof	20222205	\$7.61	\$304.49
1/6/2023	Mechanical	20222166	\$62.76	\$2,510.40
1/6/2023	Plumbing	20222167	\$7.81	\$312.20
1/6/2023	Electrical	20222165	\$4.00	\$43.50
1/9/2023	Building	20230018	\$4.00	\$125.10
1/9/2023	Roof	20222175	\$5.12	\$204.75
1/9/2023	Building	20221956	\$107.01	\$4,280.25
1/10/2023	Building	20230005	\$15.53	\$621.00
1/12/2023	Building	20222193	\$4.00	\$116.55

1/13/2023	Building	20230057	\$13.44	\$537.75
1/23/2023	Building	20230093	\$4.33	\$173.25
1/24/2023	Building	20221957	\$40.29	\$1,611.45
1/25/2023	Building	20230189	\$6.64	\$265.65
1/25/2023	Roof	20230203	\$30.15	\$1,206.00
1/25/2023	Roof	20222197	\$11.22	\$448.77
1/26/2023	Building	20230125	\$12.47	\$532.90
1/31/2023	Building	20230074	\$6.92	\$276.81
1/31/2023	Roof	20222169	\$6.37	\$254.70

	Total Paid (DCA):	Total Waived:
TOTAL FEES: *As of 01/31/2023	\$1,390.28	\$46,766.63

Total Issued Permits:	166
Building	50
Electrical	3
Fence	4
Mechanical	68
Plumbing	6
Roof	32
Sign	3

Pending Permits waiting for pick up (as of 01/31/2023)

Mechanical	20230055	\$4.15	\$165.90
Roof	20230192	\$16.01	\$640.50
Roof	20230193	\$16.01	\$640.50
Roof	20222047	\$4.00	\$157.50
Excavating & Grating	20221935	\$0.00	\$100.00
Mechanical	20221651	\$4.00	\$73.50
Building	20230048	\$4.73	\$189.00
Building	20230011	\$25.27	\$1,048.85
Building	20222174	\$5.39	\$215.76
TOTAL Pending fees		\$79.56	\$3,231.51



**CITY COMMISSION AGENDA MEMORANDUM
FEBRUARY 28, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission
FROM: Lory Irwin, Finance Director
PREPARED BY: Lory Irwin, Finance Director
SUBJECT: Executive Finance Report for January 2023

SYNOPSIS:

Report of the January 2023 fiscal year to date city-wide financials. The financial reports show where the city is financially in regard to the commission-approved budget.

FISCAL IMPACT STATEMENT:

60.2% of the General Fund revenue and 26.6% of the Utility Fund revenue has been received as of the end of January 2023. This is in-line with historical collections. 28.9% of General Fund and 21.1% of Utility Fund budgeted expenditures have been made as of January 2023.

BACKGROUND:

Total commission approved General Fund budget is \$15,845,300; Sewer Fund budget is \$3,702,600 for fiscal year 2022-2023.

LEGAL REVIEW:

RECOMMENDATION:

N/A

SUGGESTED MOTION:

N/A

ATTACHMENT: 1. Executive Finance Report January 2023

EXECUTIVE SUMMARY
Fiscal Year-To-Date Financial Report
Month Ending January, 2023

CURRENT YEAR OPERATIONAL PERFORMANCE				
Fund or Fund Segment	YTD Revenue	YTD Expense	Revenue Less Expense	Margin %
General Fund Operations	\$9,541,631	\$4,578,963	\$4,962,668	52%
General Obligation Debt Service	\$172	\$0	\$172	
General Obligation Construction	\$0	\$0	\$0	
General Fund Sub-Total	\$9,541,802	\$4,578,963	\$4,962,840	52%
Sewer Fund Operations	\$979,677	\$780,637	\$199,039	20%
Sewer Fund Restricted Impact Fee	\$6,799	\$1,912	\$4,887	72%
Sewer Fund Sub-Total	\$986,476	\$782,549	\$203,927	21%
TOTAL ALL FUNDS FISCAL YTD	\$10,528,279	\$5,361,512	\$5,166,767	49%

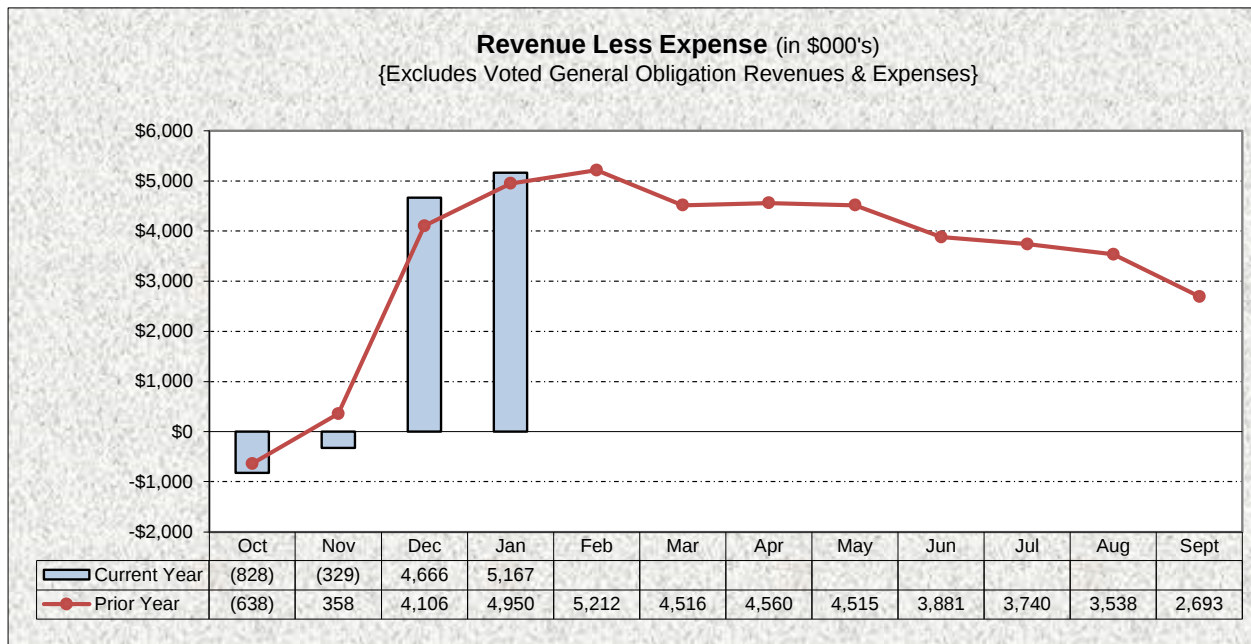
CASH / INVESTMENT POSITIONS PERFORMANCE				
	Current Month Current Year	Current Month Prior Year	12-Month Change	Percent Change
General Fund (excl. G.O. Funds)	\$25,734,887	\$21,812,195	\$3,922,692	18%
Sewer Fund	\$10,053,400	\$9,529,864	\$523,537	5%
Sub-Total Operating Funds	\$35,788,288	\$31,342,059	\$4,446,229	14%
Gen. Obligation [GO] Construction & Debt	\$0	\$653,213	(\$653,213)	0%
TOTAL ALL FUNDS	\$35,788,288	\$31,995,272	\$3,793,016	12%

PROJECTED FISCAL YEAR END (FYE) CASH FLOW FROM NORMAL OPERATIONS**			
	General Fund	Sewer Fund	Total
Current Cash vs. Prior Year Ending Cash	\$4,583,442	\$71,122	
Add Back for Current Year CS Construction Expense	N/A	N/A	
Historical Mean Projected Remaining Cash Flow	(\$4,280,013)	\$205,936	
PROJECTED FYE NORMALIZED CASH FLOW	\$303,430	\$277,058	\$580,488

All Funds Budget Performance Summary Report (in 000's)

NON-G.O. FUNDS	January, 2023		VERSUS PRIOR YEAR TO DATE		
	Current Budget	Current YTD Actual	Prior YTD Actual	Vs. Prior Yr. Favorable / (Unfavorable)	% vs. Prior Year
Revenues ('000s)					
General Fund	\$15,845	\$9,542	\$8,962	\$580	6%
Utility Fund	\$3,703	\$986	\$808	\$178	22%
Total Revenues & Appropriations	\$19,548	\$10,528	\$9,770	\$758	8%
Expenses ('000s)					
General Fund Less Capital	\$14,387	\$4,258	\$3,778	(\$480)	-13%
General Fund Capital	\$1,458	\$321	\$190	(\$131)	-69%
Utility Fund	\$3,703	\$783	\$852	\$69	8%
Total Expenses & Appropriations	\$19,548	\$5,362	\$4,820	(\$542)	-11%
Revenue Less Expense ('000s)					
General Fund	\$0	\$4,963	\$4,994	(\$31)	
Utility Fund	\$0	\$204	(\$44)	\$248	
Revenue Less Expense	\$0	\$5,167	\$4,950	\$217	

VOTED GENERAL OBLIGATION	January, 2023		VERSUS PRIOR YEAR TO DATE		
	Current Budget	Current YTD Actual	Prior YTD Actual	Vs. Prior Yr. Favor / (Unfavor)	% vs. Prior Year
General Obligation Revenue	\$0	\$0	\$0	\$0	
General Obligation Expense	\$0	\$0	\$0	\$0	
Voted Gen. Oblig. Rev. Less Exp.	\$0	\$0	\$0	\$0	



General Fund Detail Budget Report

	January, 2023		VERSUS PRIOR YEAR TO DATE		
	Current Budget	Current YTD Actual	Prior YTD Actual	Vs. Prior Yr. Favorable / (Unfavorable)	% vs. Prior Year
Revenues/Sources					
Ad-Valorem Taxes	8,885,200	7,398,202	7,162,622	235,580	3.29%
Business Taxes	101,900	94,195	96,313	(2,118)	-2.20%
Utility Taxes	1,041,200	285,219	245,907	39,312	15.99%
Permits & Franchise Fees	893,200	210,001	187,744	22,257	11.85%
Intergovernmental	747,600	141,830	128,294	13,536	10.55%
Donations	0	0	0	0	
Charges for Services	1,878,000	735,104	693,286	41,818	6.03%
Fines & Forfeitures	97,800	23,604	39,799	(16,195)	-40.69%
Non-G.O. Interest	231,300	57,961	4,923	53,038	1077.35%
Unrealized Investment G/(L)	0	0	0	0	
Miscellaneous & Fixed Asset Sales	47,900	269,516	117,467	152,049	129.44%
Internal Services	978,000	326,000	285,167	40,833	14.32%
Non G.O. Transfer In-Fund Balance	943,200	0	0	0	
Non-G.O. Gen. Fund Revenue	\$15,845,300	\$9,541,631	\$8,961,522	\$580,109	6.47%

Operating Expenditures					
Excluding CAPITAL Expense					
Legislative	204,500	60,049	71,736	11,687	16.29%
Executive	647,300	227,758	194,139	(33,619)	-17.32%
Finance	561,200	190,175	196,144	5,969	3.04%
Legal Counsel	158,900	45,675	44,627	(1,048)	-2.35%
Comp. Planning	111,200	32,201	40,270	8,069	20.04%
Other Gov't Services	332,300	158,400	118,797	(39,603)	-33.34%
Public Safety-Admin	1,814,400	720,915			
Public Safety-Patrol/Rescue/CID	4,253,500	1,270,574			
Public Safety-Auto Maint.	171,100	63,792			
Public Safety Operations	6,239,000	2,055,280	1,898,025	(157,255)	-8.29%
Building Dept.	531,100	198,854	205,263	6,409	3.12%
Emergency Mgmt - Hurricanes	0	116,004	0	(116,004)	
Phy. Envir. -- Solid Waste/Recycle	1,614,200	317,603	334,315	16,712	5.00%
Public Works-Admin	451,600	172,114			
Public Works-Bldg. Maint.	336,300	94,848			
Public Works-Streets	732,400	203,905			
Public Works Operations	1,520,300	470,866	383,761	(87,105)	-22.70%
Inventory	0	0	0	0	
Benefit Termination Payout	113,300	62,844	2,750	(60,094)	-2185%
Parks & Rec	476,600	149,587	132,422	(17,165)	-12.96%
Community Center	618,000	166,560	155,745	(10,815)	-6.94%
Senior Center	0	0	0	0	
Economic Development Programs	100,000	6,360	0	(6,360)	
Contingency/Transfers	1,159,000	0	0	0	
Long-Term Debt	0	0	0	0	
Non-G.O. Operations Expense	14,386,900	4,258,216	3,777,994	(480,222)	-12.71%
Non-G.O. CAPITAL Expense	1,458,400	320,747	0	(\$320,747)	
Total Non-G.O. Expense	15,845,300	4,578,963	3,777,994	(800,969)	
Non-G.O. Revenue Less Expense	\$0	\$4,962,668	\$4,191,885	(\$220,860)	-5%

General Obligation (G.O.) Debt Service				
Debt Service Ad-Valorem Revenue	0	172	0	
Debt Service Interest Revenue	0	0	0	
UG Utils- Debt Service Expense	0	0	0	
G.O. Revenue Less Expense	\$0	\$172	\$0	

G.O. Construction				
Streetscape Prjct.- Fund Bal Rev. Transfer	0	0	0	
Streetscape. - Construction Expense	0	0	0	
G.O. Construction Rev. Less Exp.	\$0	\$0	\$0	

Utility Fund Detail Budget Report

	January, 2023		VERSUS PRIOR YEAR TO DATE		
	Current Budget	Current YTD Actual	Prior YTD Actual	Vs. Prior Yr. Favorable / (Unfavorable)	% vs. Prior Year
Fund 401					
Operations Revenues					
Charges for Services	\$3,685,500	\$959,977	\$752,684	\$207,293	28%
Interest	1,000	19,700	2,664	17,036	639%
Sale of Fixed Assets / Misc.	0	0	0	0	
Total Operating Revenues	\$3,686,500	\$979,677	\$755,348	\$224,329	30%
Operations Expenditures					
Sewer Operating Incl. Depreciation	\$3,686,500	\$780,637	\$851,925	\$71,288	8%
- Less Debt Service Principal [a]		0	0		
- Less Not Offset Capital Expense [b]		0	0		
Total Operating Expense	\$3,686,500	\$780,637	\$851,925	\$71,288	8%
Operations Margin	\$0	\$199,039	(\$96,577)		
% Gain/(Loss)		25%	-11%		

Fund 402

Impact Fee Revenues					
Sewer Impact Fees	16,000	6,775	\$53,120	(\$46,345)	-87%
Impact Fee Interest	100	24	3	21	711%
Total IF Revenue	\$16,100	\$6,799	\$53,123	(\$46,324)	-87%
Impact Fee Expense					
Sewer Impact Fee Exp	16,100	1,912	\$0	(\$1,912)	
Total IF Expense	\$16,100	\$1,912	\$0	(\$1,912)	
Impact Fee Margin	\$0	\$4,887	\$53,123	(48,236)	-91%
% Gain/(Loss)		256%			

TOTAL FUND PERFORMANCE

TOTAL FUND Revenue	\$3,702,600	\$986,476	\$808,471	\$178,005	
TOTAL FUND Expense	\$3,702,600	\$782,549	\$851,925	\$69,376	
FUND Revenue Less Expense	\$0	\$203,927	(\$43,454)	\$247,381	

[a] In Enterprise Funds, debt service principal payment expenses are credited against the debt liability on the balance sheet, reducing the debt on the Balance Sheet and eliminating the expense from the Income Statement.

[b] In Enterprise Funds, the expense of Capital is allocated to depreciation, which in this report is included in the listed operating expense.

FISCAL YEAR-TO-DATE CAPITAL BUDGET ACCOUNT REPORT
January, 2023

Department	Description	Budgeted*	Paid
51/10-20 Executive/Legislative		175,000	175,000
5130 Finance		0	0
5210 Pub. Safety Admin		0	0
5211 Patrol/Fire/Rescue	Vehicles	417,200	41,156
5240 Building & Codes		65,000	0
5410 Pub. Works Admin		43,000	0
5412 Pub. Works Blg. Maint		307,200	0
5413 Pub. Works Streets	Vehicles	150,000	104,591
	Road Improvements Misc.	208,200	0
	<i>Gas Tax Financed</i>		
	<i>Appropriated Road Improvements</i>		0
	<i>Crosswalks</i>	0	0
5720 Parks		92,800	0
5751 Community Center		0	0
5752 Senior Center		0	0
GENERAL FUND TOTAL		1,458,400	320,747
401-5350 Sewer Operating	IMPROVEMENTS		
	Sewer Engineering and Project Cost	2,643,000	0
	EQUIPMENT	203,000	0
		0	0
		0	0
		0	0
		0	0
	Capital Offset to Depreciation Exp	(2,846,000)	0
401-5351 Sewer Impact Fee			
UTILITY FUND TOTAL		0	0
Contraband (non-budgeted)			
TOTAL FROM CONTRABAND		0	0
GRAND TOTAL		1,458,400	320,747

INVESTMENT REPORT
January, 2023

Policy Restrictions

Investment	Invest Class	Must	Int.Cap	Policy Class Cap	Current	In Limits
SBA	SBA			None	0.0%	
US Gov't Securities	USGS			100%	69.6%	Yes
Cash & CDs	CASH			None	30.3%	Yes
Money Market Funds	MMF			20%	0.0%	
Fed Instrum. & Agncy	FIA			30%	0.0%	
Collat. Mortg. Obligtns.	CMO			20%	0.0%	
Commercial Paper	CP			10%	0.0%	
FMIT	FMIT			None	0.0%	

Performance @Period Ending: January, 2023

Institution	Account		Asset	Invest Class	Restriction	Account Value	Period Int. Rate
SBA: Prime	131031		Investment	SBA	General Fund	\$551	2.26%
SBA: Prime	131032		Investment	SBA	Sewer Fund	\$551	2.26%
TOTAL SBA						\$1,102	
U.S. Treasury Note	912828U57	11/30/2023	Investment	USGS	General Fund	\$2,627,000	2.82%
U.S. Treasury Note	912828201	08/31/2023	Investment	USGS	General Fund	\$2,642,646	3.06%
U.S. Treasury Note	91282CER8	5/31/2024	Investment	USGS	General Fund	\$2,612,316	3.37%
U.S. Treasury Bill	912796U31	3/23/2023	Investment	USGS	General Fund	\$3,532,059	4.38%
U.S. Treasury Bill	912796W47	5/18/2023	Investment	USGS	General Fund	\$3,527,473	4.53%
U.S. Treasury Bill	912796U49	9/15/2022	Investment	USGS	General Fund	\$1,989,326	4.39%
U.S. Treasury Bill	912796U31	3/23/2023	Investment	USGS	Sewer Fund	\$1,490,740	4.38%
U.S. Treasury Bill	912796X79	12/15/2022	Investment	USGS	Sewer Fund	\$1,474,882	4.54%
U.S. Treasury Bill	912796XQ7	7/13/2023	Investment	USGS	Sewer Fund	\$5,029,225	4.65%
TOTAL US TREASURIES						\$24,925,667	
Bank of America	004537065882		Cash	CASH	Working Cash	\$8,164,040	0.00%
Bank of America	898013183744		Cash	CASH	UG Util Building	\$0	0.00%
Bank of America	005562564319		Cash	CASH	Sewer Operating	\$2,024,779	0.00%
Bank of America	005562564351		Cash	CASH	Sewer Impact Fee	\$10,609	0.00%
JP Morgan Chase	663652210		Cash	CASH	Working Cash	\$502,520	0.00%
JP Morgan Chase CD	100079555936		Cash	CD	Pool Cash	\$100,152	1.85%
Seacoast Bank	4810004966		Cash	CASH	Sewer Operating	\$22,614	0.15%
Seacoast Bank	4810000706		Cash	CASH	Working Cash	\$36,805	0.15%
Seacoast Bank	4810003566		Cash	CASH	Loan Reserve	\$0	0.00%
TOTAL BANKS						\$10,861,519	

TOTAL CURRENT VALUE @ PERIOD END	\$35,788,288
WEIGHTED AVERAGE TOTAL RETURN FOR CURRENT MONTH	2.8321%

CHANGE IN CASH & INVESTMENTS (Incl. interfund transfers)	Current Value	Vs. Last Month	Vs. Prior Year To Date	Vs. Prior Fiscal Yr. End
G.O. Construction & Debt Service Funds	\$0	\$0	(\$653,213)	\$0
General Fund (excl. G.O. Funds)	\$25,734,887	(\$57,319)	\$3,922,692	\$4,583,442
Sewer Fund	\$10,053,400	\$27,510	\$523,537	\$71,122
TOTAL	\$35,788,288	(\$29,808)	\$3,793,016	\$4,654,565
Percent Change for Current	N/A	-0.1%	11.9%	38.5%

Portfolio Report
January, 2023

GENERAL FUND						
Agent	Security Type (Last Digits Account ID)	Cost Basis	Yield to Cost	Market Value	Gain / Loss	Annual Income @ Cur. Int%
SBA	Investment-General (031)	\$551	2.26%	\$551	\$0	\$12
BoA	Cash-Pool Cash Account (5882)	\$7,728,610	0.00%	\$7,728,609.54	\$0	\$362
	Contraband Pool Cash in 5882	\$72,052		\$72,052.05	\$0	\$0
	Pool Cash Due to Sewer Fund			(236,488.32)		\$0
	Economic Development			599,866.83		\$0
	ARPA			-		\$0
BoA	Cash- UG Utility [Bldg] (3744)	\$0	0.00%	\$0	\$0	\$0
Seacoast	Cash-Pool Cash Account (0706)	\$36,805	0.15%	\$36,805	\$0	\$55
Seacoast	Cash-Loan Reserve (3566)	\$0	0.00%	\$0	\$0	\$0
Chase	Cash-Pool Cash (2110)	\$502,520	0.00%	\$502,520	\$0	\$0
Chase	CD (5936)	\$100,152	1.85%	\$100,152	\$0	\$1,853
JP Morgan	US Treasury Securities	\$16,937,884	3.80%	\$16,930,820	-\$7,065	\$644,185
ALL GENERAL FUND			2.48%	\$25,734,887	-\$7,065	\$646,468
PRIOR MONTH				\$21,153,754		

SEWER OPERATING						
SBA	Investment (032)	\$551	2.26%	\$551	\$0	\$12
BoA	Cash (4319)	\$1,788,291	0.00%	\$1,788,291	\$0	\$84
Seacoast	Cash (4966)	\$22,614	0.15%	\$22,614	\$0	\$33
	Cash-Pool Cash Due From Gen. Fund			\$236,488		\$0
JP Morgan	US Treasury Securities	\$7,935,817	4.58%	\$7,994,847	\$59,030	\$363,277
ALL SEWER OPERATING FUND			4.33%	\$10,042,791	\$59,030	\$363,406
PRIOR MONTH				\$9,984,477		

SEWER IMPACT FEES (Restricted)						
BoA	Cash (4351)	\$10,609	0.00%	\$10,609	\$0	\$0
	Cash-Pool Cash Due From Gen. Fund			\$0		\$0
ALL SEWER IMPACT			0.00%	\$10,609	\$0	\$0
PRIOR MONTH				\$10,593		

ALL FUNDS			2.82%	\$35,788,288	\$51,965	\$1,009,874
PRIOR MONTH				\$31,148,824		
MONTHLY CHANGE				\$4,639,464		
MONTHLY CHANGE %				14.9%		

Portfolio Report
January, 2023

GENERAL FUND											
Agent	Security Type (Last Digits Account ID)	Cusip	Maturity Date	Par Value/Face Value	Coupon Rate	Cost Basis	Yield to Maturity	Market Value	Market G/L	Accrued Interest	Income to Maturity
US Treasury Note	US Treasury Note	912828U57	11/30/2023	2,685,000	2.125%	\$2,661,918	2.82%	\$2,627,000	-\$34,918	\$9,718	\$71,104
US Treasury Note	US Treasury Note	912828D1	8/31/2023	2,694,000	1.375%	\$2,655,380	3.06%	\$2,642,646	-\$12,734	\$15,656	\$60,434
US Treasury Note	US Treasury Note	91282CER8	5/31/2024	2,685,000	2.500%	\$2,662,213	3.37%	\$2,612,316	-\$49,897	\$11,433	\$113,406
US Treasury Bill	US Treasury Bill	912796U31	3/23/2023	3,554,000		\$3,496,983	4.38%	\$3,532,059	\$35,076		\$57,017
US Treasury Bill	US Treasury Bill	912796W47	5/18/2023	3,575,000		\$3,497,841	4.53%	\$3,527,473	\$29,633		\$77,159
US Treasury Bill	US Treasury Bill	912796YL7	3/16/2023	2,000,000		\$1,963,549	4.39%	\$1,989,326	\$25,776		\$36,451
ALL GENERAL FUND				17,193,000		\$16,937,884		\$16,930,820	-\$7,065	\$36,808	\$415,571
PRIOR MONTH								\$16,913,027			2.67%

SEWER OPERATING											
US Treasury Bill	US Treasury Bill	912796U31	3/23/2023	1,500,000		\$1,472,305	4.38%	\$1,490,740	\$18,434		\$27,695
US Treasury Bill	US Treasury Bill	912796X53	6/15/2023	1,500,000		\$1,466,106	4.54%	\$1,474,882	\$8,776		\$33,894
US Treasury Bill	US Treasury Bill	912796XQ7	7/13/2023	5,135,000		\$4,997,405	4.65%	\$5,029,225	\$31,820		\$137,595
ALL SEWER OPERATING FUND				8,135,000		\$7,935,817		\$7,994,847	\$59,030		\$199,183
PRIOR MONTH								\$7,952,137			2.51%

ALL FUNDS				25,328,000		\$24,873,701		\$24,925,667	\$51,965		2.62%
PRIOR MONTH								\$24,903,977			
MONTHLY CHANGE								\$21,690			
MONTHLY CHANGE %								0.1%			



CITY OF DAYTONA BEACH SHORES

"Life Is Better Here"

Office of the City Manager

Phone (386) 763-5373 Fax (386) 763-5360

MEMORANDUM

DATE: February 22, 2023

TO: City Commission: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Richard Bryan, Commissioner Chris Conomos, and Commissioner Mel Lindauer

FROM: Kurt D. Swartzlander, City Manager

SUBJECT: City Manager's Report – February 28, 2023

Crosswalk Update

"We are in the very beginning of design for the project to upgrade the existing crosswalks on SR A1A in the City of Daytona Beach Shores. The design is expected to be completed in our FY 24(July 2023-June 2024) with construction in FY 25 (July 2024-June 2025). As the design moves forward we will be in contact with the City for reviews and questions as needed.

Below is a quick summary of the findings from a recent field review for all locations in the project:

First field review notes:

-visited all 5x crosswalks to identify needs to reconstruct all crossings to receive AC-powered RRFBs with audible buttons, in-roadway lights, S&PM, and lighting. EOR to coordinate with utilities for any conflicts, to locate power services, and submit utility and ITS memos to FDOT. EOR to coordinate PPC with maintaining agency Daytona Beach Shores.

-Lighting: design consultant is scoped to prepare a LDAR for these 5x locations and 1x Edwin Peck crossing (6x crossings total). The LDAR will be used for FPL RISA agreement that FDOT will coordinate once LDAR is complete. RRFB mounted illuminators will be proposed on crossings based on existing illuminance.

1. MP: 1.480 (Broad Avenue)
 - a. Hardscape: No work needed.
 - b. Signals: No existing pedestrian signals - all new RRFB/IRL facilities and new power service needed.
 - c. S&PM: Crosswalk bars, PED XING
 - d. Lighting: TBD per LDAR.
2. MP 2.485 (DBS Publix)
 - a. Hardscape: No work needed.
 - b. Signals: RRFB solar is existing. New RRFB/IRL facilities and new power service needed.
 - c. S&PM: No work needed.
 - d. Lighting: TBD per LDAR.
3. MP 2.607 (Bellemead Drive)

- a. Hardscape: Extend median islands without affecting access. East side ramp needs reconstructed to meet ADA.
 - b. Signals: No existing pedestrian signals - all new RRFB/IRL facilities and new power service needed.
 - c. S&PM: Crosswalk bars, stop bars, PED XING
 - d. Lighting: TBD per LDAR.
- 4. MP 2.813 (South of Ocean West Blvd)
 - a. Hardscape: Extend median islands without affecting access. West side ramp needs reconstructed to meet ADA. Due to a drainage inlet the ramp will need to be reconstructed slightly further north, resulting in slight skew median opening to re-align the crosswalks.
 - b. Signals: No existing pedestrian signals - all new RRFB/IRL facilities and new power service needed.
 - c. S&PM: Crosswalk location adjustment, crosswalk bars, stop bars, PED XING,
 - d. Lighting: TBD per LDAR.
- 5. MP 3.589 (Florida Shores Blvd)
 - a. Hardscape: Square and extend median opening to allow for 10' opening. No curb ramp work needed.
 - b. Signals: No existing pedestrian signals - all new RRFB/IRL facilities and new power service needed.
 - c. S&PM: PED XING needed.
 - d. Lighting: TBD per LDAR.
- 6. Sea Spray
 - a. Warrant/Traffic study to assess the requested crosswalk location."

Veteran's Park

The City has begun the planned improvements to Veterans Park that council previously approved. Construction will be completed before Armed Forces Day.

County Meeting Easements

Volusia County was awarded \$37.6 Million Dollars for Beach Sand Restoration and Dune Renourishment. The County will need to collect easements from each coastal property to place sand. The city has been contacted by the county to coordinate a meeting with all coastal properties to facilitate these easements once the county has put their plan together.



CITY COMMISSION AGENDA MEMORANDUM FEBRUARY 28, 2023 AGENDA

TO: Honorable Mayor and Members of the City Commission
FROM: Lory Irwin, Finance Director
PREPARED BY: Lory Irwin, Finance Director
SUBJECT: Resolution 2023-04 Fund Balance Policy

SYNOPSIS:

The City of Daytona Beach Shores does not have a commission approved fund balance policy in place. Management best practices suggest that governments should maintain adequate levels of fund balance to mitigate current and future risks. The city has always operated on the consensus to maintain adequate fund balance to be able to provide for unexpected financial needs that emerge and a commission approved policy only strengthens this city-wide practice.

FISCAL IMPACT STATEMENT:

N/A

BACKGROUND:

The City of Daytona Beach Shores does not have a commission approved fund balance policy in place. In 2021 city auditors suggested the city implement a formal fund balance policy. The city always operated on the consensus to maintain adequate fund balance to be able to provide for unexpected financial needs and it was determined current practices met the needs of the city at the time. Current management believes a commission approved policy strengthens the city-wide practice of providing for the unforeseen financial needs of residents, businesses and visitors related to economic, socio-and environmental emergencies.

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of this Resolution.

SUGGESTED MOTION:

Motion to accept Resolution 2023-04 Fund Balance Policy.

ATTACHMENT: 1. Resolution 2023-04 Fund Balance Policy

RESOLUTION 2023-04

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, APPROVING A FUND BALANCE POLICY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City does not have an adopted Fund Balance Policy.

WHEREAS, the City Commission would like to preserve the City's long-term financial resiliency by establishing a Fund Balance Policy.

WHEREAS, a fund balance policy is intended to identify and preserve balances to help manage the City's known and unknown financial challenges; and

WHEREAS, the proposed fund balance policy reflects best management practices.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, AS FOLLOWS:

SECTION 1. APPROVAL OF FUND BALANCE POLICY. The City Commission hereby approves the Fund Balance Policy, as attached and incorporated hereto as Exhibit "A".

SECTION 2. SEVERABILITY. It is hereby declared to be the intention of the City Commission that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 3. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 4. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

APPROVED AND ADOPTED BY THE City Commission of the City of Daytona Beach Shores, Florida, on this 28th day of February 2023.

CITY OF DAYTONA BEACH SHORES, FL

MAYOR NANCY J. MILLER

Attest:

CITY MANAGER

KURT SWARTZLANDER

CITY CLERK

CHERI SCHWAB

Attachment: Exhibit "A" Fund Balance Policy

Approved as to form and legality:

CITY ATTORNEY, GRETCHEN “BECKY” VOSE

CITY OF DAYTONA BEACH SHORES

FUND BALANCE POLICY

FUND BALANCE/NET POSITION POLICY

A. PURPOSE

The City of Daytona Beach Shores establishes and will maintain classifications of fund balance/net position, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The Policy will help the City maintain a strong fiscal position to weather negative economic trends, and provide financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. It also is intended to preserve flexibility to make adjustments in funding for programs approved in connection with the annual budget. The Policy is established with a long-term perspective. This policy shall apply to the City's unassigned general fund balance and Enterprise (Sewer) Fund unrestricted net position.

B. FUND BALANCE DEFINITIONS

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purpose for which amounts can be spent.

1. **Non-spendable Fund Balance** - consists of funds that cannot be spent due to their form, such as inventories or prepaid invoices, or funds that legally or contractually must be maintained intact.
2. **Restricted Fund Balance** - includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
3. **Committed Fund Balance** - includes amounts that can be used only for the specific purposes determined by a formal action of the City Commission. Formal action must be taken prior to the end of any fiscal year to establish, change or remove the limitation placed on these funds.
4. **Assigned Fund Balance** – consists of funds set aside for specific purposes but do not meet the criteria for Restricted or Committed. These can be established, changed or removed by the City Commission or delegated to an official. Assigned funds cannot cause a deficit in Unassigned fund balance. Governments are required to

disclose information about the processes through which constraints are imposed on amounts in the Committed and Assigned classifications.

5. **Unassigned Fund Balance** – is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. These funds are available for any purpose in the fund.

C. NET POSITION DEFINITIONS

Net Position is reported in the Government-wide and Enterprise (Sewer Fund) financial statements. Net position is composed of three categories

1. **Net Investment in Capital Assets** – This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
2. **Restricted Net Position** – Restricted net position is when constraints are place on net position by external sources: creditors, debt covenants, grantors, contributors, laws or regulations of other governments.
3. **Unrestricted Net Position** – Unrestricted net position is the residual component of net position. It consists of funds that do not meet the definition of “restricted” or “net investment in capital assets.” Unrestricted net assets are not subject to externally imposed stipulations and may be designated for specific purposes by action of the Commission.

D. PROVISIONS

1. **Non-spendable Fund Balance** - Funds will be classified as Non-spendable based upon the underlying nature of the related asset. No policy statement is required for funds to be classified as Non-spendable.
2. **Restricted Fund Balance** - Funds will be classified as Restricted based upon the nature of the externally stipulated restriction. No policy statement is required for funds to be classified as Restricted.
3. **Committed Fund Balance** - The City Commission has the authority to set aside funds for a specific purpose. The establishment of Committed fund balance requires the passage of a resolution by a simple majority vote before September 30 of the applicable fiscal year. Commission action is required to change or remove the commitment. The resolution shall identify the title of the commitment, describe the specific purpose for the commitment, and the actual amount of the commitment or the process or formula necessary to calculate the actual amount. Funding for Committed fund balance shall be approved annually by the City Commission as part of the budget approval process.
4. **Assigned Fund Balance** - The City Commission has the authority to assign funds for a

specific purpose with a simple majority vote. The same action is required to change or remove an assignment.

The City Manager also has the authority to assign funds for specific purposes, and to change or remove the assignment. The establishment, change or removal of an assignment by the City Manager must be reported to the City Commission at the earliest opportunity. The Commission may change or remove an assignment established by the Manager with a simple majority vote.

An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget may be classified as Assigned fund balance.

5. **Unassigned Fund Balance** - Unassigned fund balance is the residual amount of fund balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned fund balance should be maintained in the General Fund to cover unexpected expenditures and revenue shortfalls. Unassigned fund balance may be accessed in the event of unexpected expenditures.
6. **Restricted Net Position** – Net position will be classified as restricted based upon the nature of the externally stipulated restriction. No policy statement is required for funds to be classified as Restricted.
7. **Unrestricted Net Position** – Unrestricted net position is the amount of net position not reserved for any specific use. Unrestricted net position may be accessed in the event of unexpected expenditures.

D. MINIMUM BALANCE

The minimum unassigned fund balance in the City's General Fund shall be brought to the Commission's attention if the balance falls to a balance less than 50% of the current year's budgeted ad valorem tax revenues. The Commission shall then develop a funding plan and timeframe to bring it to the Commission voted balance.

The minimum unrestricted net position in the City's Enterprise Fund (Sewer Fund) shall be brought to the Commission's attention if the balance falls to a balance less than 50% of the current year's budgeted revenues. The Commission shall then develop a funding plan and timeframe to bring it to the Commission voted balance.

E. ORDER OF USE OF FUND BALANCE

Unless the Commission takes action stating otherwise at the time the expenditure is approved, the City considers Restricted fund balances to be spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers Committed amounts to be reduced first, followed by Assigned amounts and then Unassigned amounts.

F. MONITORING, REPORTING AND REVIEWING

The Finance Director will report current estimated unassigned general fund balance and unrestricted Sewer Fund net position in the monthly financial reports to the Commission. The City Manager and Finance Director shall jointly prepare an annual report documenting the status of unassigned fund balance and unrestricted net position for the Commission's review in conjunction with consideration of the annual budget. The City's Fund Balance Policy shall be reviewed annually to evaluate its sufficiency.



CITY COMMISSION AGENDA MEMORANDUM FEBRUARY 28, 2023 AGENDA

TO: Honorable Mayor and Members of the City Commission
FROM: Stewart Cruz, Community Services Director
PREPARED BY: Stewart Cruz, Community Services Director
SUBJECT: Beach Access Public-Private Partnership For Seawall Reconstruction

SYNOPSIS:

At least five (5) residential condominium associations are interested in partnering with the City in a way that would allow the condominium association to construct a single continuous seawall system on the abutting City public beach access property. Building one continuous seawall system on the City public beach access property would offer additional protection to both the residential condominiums and the public beach access properties. In addition, the condominiums are willing to provide construction of that portion of the seawall system on the public beach access property free of charge to the City. The five (5) condominiums willing to explore this potential partnership are Bella Vista, St. Kitts, St. Croix, Palma Bella and Marbella, located at 2515, 2853, 3145, 3245 and 3343 S. Atlantic Avenue respectively (see attached).

Based on legal direction from the City Attorney's Office, to effectuate the above-mentioned public-private seawall reconstruction partnership, the City would (1) deed that portion of the beach access property where the seawall will be constructed, including a perpetual reserve easement for public access, to the condominium association; and (2) provide a construction easement allowing the condominiums to perform construction work on the City property outside of the seawall area. At the end of construction, the condominium would re-deed back to the City that portion of the beach access property where the seawall is constructed.

City Staff is seeking direction from the City Commission to move forward with formal proposals to the condominium associations in question for the above-mentioned public-private seawall reconstruction partnership through the approval of the attached legal documents. If the condos agree to move forward and execute the documents in question, final approval by the City Commission will be through the adoption of an ordinance for both the initial City dedication to the condominium association and the condominium association re-deeding back to the City.

It should be noted that both the St. Croix and Marbella condominium associations are also requesting the closing down of the adjacent public beach access walkways. This is a separate issue in which local and regional issues, such as the future of driving on the beach, come into play. The closing down of any City public beach access will require City Commission approval.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

Subject to City Commission Approval

SUGGESTED MOTION:

ATTACHMENT: 1. Condos Letters of Interest

Cruz, Stewart

From: St. Croix Condominium <stcroixcondominium@gmail.com>
Sent: Friday, February 17, 2023 8:23 AM
To: Cruz, Stewart; 903 JoAnn Scott
Subject: St. Croix Condominium - sidewalk

Good Morning Stewart--

I know you all are slammed with all the processes and decisions that need to be made. Is there any update that you can provide us regarding the St. Croix? We have a Board Meeting tomorrow and I would love to bring our owners up to speed.

Additionally, we need to make some decisions about our Seawall. The original seawall incorporated the South side of the sidewalk straight up to the Hotel on the North side of our Northern neighbors. Our desire would be to replace the wall wrapping the sidewalk with a return wall. Is there a way we can partner with the City to make that happen? It brings us all better asset protection by including the sidewalk within the main wall.

I am very grateful for any insight you can share at this time.

Many thanks for your time and consideration.

All the best,
Mariann Bradley, LCAM
St Croix Condominium, Inc.
3145 S. Atlantic Ave.
Daytona Beach Shores, FL 32118
(386) 760-1211
stcroixcondominium@gmail.com

Cruz, Stewart

From: St. Croix Condominium <stcroixcondominium@gmail.com>
Sent: Tuesday, January 24, 2023 11:26 AM
To: Cruz, Stewart
Cc: 903 JoAnn Scott
Subject: Sidewalk on the South side of St. Croix Condominium
Attachments: South Sidewalk DBS Permitting docs 2-13-2004.pdf; VolCo Prop Appraiser and Photo St. Croix Condo 12-22.pdf

Good Morning Mr. Cruz--

The St. Croix Condominium, Inc., located at 3145 S. Atlantic Ave, DBS, FL 32118, would like to formally request that the City of Daytona Beach Shores vacate and abandon the sidewalk on the South side of our property. As Peck Park is two parcels south of us offering both parking and bathrooms, that would be easier for citizens to use so that they don't have to seek parking to use the sidewalk on the south side of our property.

We would request that you remove the sidewalk.

I have attached the documents that you provided demonstrating the City's ownership as well the property appraiser's record of the parcel for your convenience.

Please let me know how we can best proceed with this matter.

Many thanks for your time and consideration!

Respectfully yours,
JoAnn Scott
President, St Croix Condominium, Inc

All the best,
Mariann Bradley, LCAM
St Croix Condominium, Inc.
3145 S. Atlantic Ave.
Daytona Beach Shores, FL 32118
(386) 760-1211
stcroixcondominium@gmail.com

January 20, 2023

Stewart Cruz

City of Daytona Beach Shores

Dear Stewart:

St. Kitts Condominium Association is interested in taking over from the city the public beach access area where the seawall is going to be located at 2853 S Atlantic Ave.



Denise C. Werk, President

St. Kitts Condominium Association

MARBELLA CONDOMINIUM, INC.
c/o Morbitzer Management
772 Hunt Club Trail, Port Orange, FL 32127
Office: (407) 222-0681 Email: tina@morbitzer.com

January 9, 2023

Stewart Cruz, City Planner
City of Daytona Beach Shores, FL 32118
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118

RE: **MARBELLA CONDOMINIUM, INC.**
PUBLIC BEACH ACCESS WALKWAY

Dear Mr. Cruz:

Marbella Condominium, Inc. (hereinafter referred to as "Marbella"), located at 3343 South Atlantic Avenue, Daytona Beach Shores, FL, bearing Volusia County Parcel ID 533520000001, hereby petitions the City of Daytona Beach Shores (hereinafter referred to as "the City") to remove the public beach access walkway built on the south side of the condominium complex during the condominium's initial construction in or about 2005. We believe the beach access walkway was erroneously required and, therefore, is removable.

By way of background information, Marbella Condominium was constructed under the municipal rules for small lots, for which beach access walkways were required. Because the Marbella complex is not, in fact, built on a small lot, the walkway was not required. Further, the walkway was constructed at a width of five feet, versus the standard seven foot width. This walkway, and the area beneath the walkway (including, but not limited to, the sea wall), were destroyed a few months ago by back-to-back Hurricanes Ian and Nicole. Consequently, Marbella believes it is in the best interests of its owners and the City to permit removal of the walkway, rather than requiring its reconstruction. As such, Marbella asks that the City convey to Marbella the five foot wide strip of land on which the walkway was built, and to process a lot combination request so as to unify title of Marbella's existing lot so as to include the subject parcel of land. This conveyance would restore the strip of land to private ownership, and would eliminate the non-standard public walkway. Please see the attached photo for a pictorial illustration of the location of the walkway, and the underlying land to be transferred to Marbella, if the City acquiesces to this request.

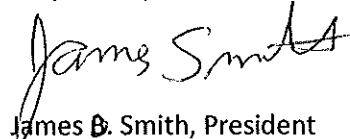
Should the City approve this petition and agree to convey to Marbella the subject property underlying the public beach access walkway, Marbella will undertake the required repairs including, but not limited to, erecting a new sea wall, backfilling the area, and fixing the walkway. Further, as this would no longer be a public beach access point, and in order to eliminate public access, Marbella intends to install around the condominium complex a fence similar to the existing fences presently around the condominium. Additionally, should the City approve this petition, Marbella requests that the City pay over to Marbella

any funds received from any source, including, but not limited to, insurance proceeds, State grants or claims, or Federal grants or claims as, at the time of destruction, this portion of the subject property was a public access point otherwise maintained by the City.

In the event that the City rejects Marbella's request and finds that the public beach access needs to remain in place, Marbella asks the City's authorization to include the aforementioned strip of land in Marabella's remediation plans to include, in part, rebuilding the sea wall, backfilling eroded sand, and constructing a walkway. In connection with this remedial work, Marbella also asks for reimbursement from the City of any and all costs related to the walkway (including, but not limited to, reconstruction of a portion of the sea wall, backfilling, and engineering costs associated with the design and construction of that certain section of the sea wall related to the public access point). Alternatively, if the City wishes to be responsible for the remedial work related to the walkway, please advise immediately, so that we can integrate the City's work into the reconstruction to be performed by Marbella.

In advance, thank you for your consideration. Should you have any questions, please do not hesitate to contact me at 908-770-6930 or jim8227@yahoo.com.

Respectfully submitted,

A handwritten signature in black ink that reads "James B. Smith". The signature is written in a cursive, flowing style with a large initial "J" and a stylized "S".

James B. Smith, President
Marbella Condominium, Inc.

Cruz, Stewart

From: mdixon@cfl.rr.com
Sent: Friday, December 16, 2022 3:40 PM
To: Cruz, Stewart
Cc: 'manager3245@gmail.com'; 'Tina@morbitzer.com'; 'smcclure0117@gmail.com'; 'lwflood@gmail.com'; 'james.rhyne@yahoo.com'; 'jtflynn@atlanticbb.net'
Subject: Public Walkway at Palma Bella

Stewart,

This to confirm Palma Bella Condominiums approval to move forward with the deed and easement proposal discussed with you during our meeting on December 13, 2022. We look forward to reviewing the final paperwork when it is completed.

Please feel free to reach out to myself or the Palma Bella manager, Julie Dziak, if you have any questions.

Best Regards,

Michael Dixon
Vice-President
Palma Bella HOA