



City of Daytona Beach Shores

"Life is Better Here"

"A Premier, Friendly Place to Be"

AGENDA CITY COMMISSION MEETING JUNE 27, 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. Proclamation for Parks and Recreation Month
- 6. APPROVAL OF MINUTES**
 - A. City Commission Minutes June 13, 2023
 - B. City Commission Workshop Minutes June 13, 2023
- 7. CONSENT AGENDA:**

- A. Public Safety May report
- B. Community Services Department Monthly Report - May 2023
- C. May 2023 Executive Summary Report

8. OLD BUSINESS:

- A. Ordinance 2023-04: Voluntary Annexation - 3038 S. Peninsula Drive
- B. Ordinance 2023-05: Voluntary Annexation - 3040 S. Peninsula Drive

9. NEW BUSINESS:

- A. Consideration of Voting Delegate for Annual Conference
- B. Consideration of Chris Pollard for Alternate Member on Planning & Zoning Board

10. REPORTS OF THE CITY ATTORNEY:

11. REPORTS OF THE CITY MANAGER:

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.

MINUTES
CITY COMMISSION MEETING
June 13, 2023
3000 Bellemead Drive, Daytona Beach Shores, FL 32118

1. CALL TO ORDER BY MAYOR

Present: Mayor Nancy Miller, Commissioner Mel Lindauer, Commissioner Richard Bryan, Commissioner Chris Conomos **Excused:** 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:

6. APPROVAL OF MINUTES

A. City Commission Minutes May 23, 2023

COMMISSIONER MEL LINDAUER moved, seconded by COMMISSIONER CHRIS CONOMOS to Approve the City Commission Minutes of May 23, 2023.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4 No = 0).

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

7. CONSENT AGENDA:

A. Revised Access Agreement & Construction License For Seawall Construction On Adjacent Public Beach Access: St. Croix Condominium, 3145 S. Atlantic Avenue

B. Fire Training and Facilities Agreement with City of Port Orange

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

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4 No = 0).

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

8. **OLD BUSINESS:**

A. Ordinance 2023-03: Tour Service Conditional Use and Live/Work Facilities.

City Attorney Vose read the ordinance by title. City Planner Noel Eaton reviewed the main points which would amend the city's LDC to establish a tour service definition and amend live/work requirements. The changes proposed from first reading regarding the restaurant staging elements were now included. All due public notice requirements were met and staff recommended approval.

COMMISSIONER RICHARD BRYAN moved, seconded by COMMISSIONER MEL LINDAUER to Adopt Ordinance 2023-03: Tour Service Conditional Use and Live/Work Facilities..

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4 No = 0).

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

9. **NEW BUSINESS:**

A. Ordinance 2023-04: Voluntary Annexation - 3038 S. Peninsula Drive

Attorney Becky Vose read the ordinance by title. City Planner Noel Eaton explained that this was a voluntary annexation for a single family residence. All notice requirements had been met and staff recommended approval.

COMMISSIONER CHRIS CONOMOS moved, seconded by COMMISSIONER RICHARD BRYAN to Approve Ordinance 2023-04 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4 No = 0).

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

B. Ordinance 2023-05: Voluntary Annexation - 3040 S. Peninsula Drive

Attorney Becky Vose read the ordinance by title. City Planner Noel Eaton explained that this was a voluntary annexation for a single family residence. All notice requirements had been

met and staff recommended approval.

COMMISSIONER RICHARD BRYAN moved, seconded by COMMISSIONER CHRIS CONOMOS to Approve Ordinance 2023-05 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 4 No = 0).

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

C. Review City Manager Evaluations

Per the City Charter, the City Manager's annual evaluation is discussed at a public meeting. The evaluations were distributed to the Commission and everyone discussed their scores with him. The overall score was 4.78 out of a possible 5 points. The commission felt Kurt had done an excellent job in his first year, especially with the two hurricanes last fall. Mayor Miller briefly discussed the form, stating that she was in favor of changing it for next year. There are some areas that not all the commission are able to evaluate due to their schedules and minimal time at City Hall. All were in favor of holding a workshop to discuss a future format. CM Swartlander thanked the commission for their feedback and constructive criticism.

10. REPORTS OF THE CITY ATTORNEY:

The City Attorney had nothing new to report.

11. REPORTS OF THE CITY MANAGER:

City Manager Kurt Swartzlander provided an update regarding seawall permits. There are still a few properties that have not started the process. There was an unadvertised truck event over the weekend but the Public Safety Department maintained the visitors. The CM provided a list of properties that have non-conforming signs. Of the 15 businesses, 7 were recently issued a Notice Of Violation from the Code Enforcement Office.

12. COUNCIL COMMENTS:

Commissioner Bryan stated that he was still concerned about vulnerable properties with no proper armouring for a future storm. Mayor Miller reminded the audience that the Coffee with the Mayor monthly event would be held tomorrow night, beginning at 5:00pm. The City Manager and his staff would be available for questions and answers.

13. AUDIENCE REMARKS/PUBLIC COMMENTS:

There were no audience comments.

14. ITEMS RECOMMENDED FOR THE NEXT AGENDA:

Consideration of alternate member for Planning & Zoning Board.

15. ADJOURNMENT:

The meeting ended at 6:40 pm.

**MAYOR
NANCY MILLER**

**CITY MANAGER
KURT D. SWARTZLANDER**

ATTEST:

CITY CLERK, CHERI SCHWAB

MINUTES
CITY COMMISSION MEETING
June 13, 2023
3000 Bellemead Drive, Daytona Beach Shores, FL 32118

1. CALL TO ORDER BY MAYOR

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

Staff: City Manager Kurt Swartzlander, City Clerk Cheri Schwab, City Attorney Becky Vose, Economic Development and Public Affairs Director Nancy Maddox.

2. NEW BUSINESS:

A. Interview Chris Pollard for Alternate Planning & Zoning Boardmember

Mayor Miller began by disclosing that Mr. Pollard's property management company oversees Key Colony HOA and is also in charge of her condo unit. Comm. Lindauer also stated that the Townhomes were a client of Mr. Pollard's company. The Mayor asked the standard board interview questions to Chris Pollard. Mr. Pollard explained his background and education. He has a Master's degree in Business Administration. In 2004, he joined the family real estate firm and now owns a vacation rental company and a property management business. The primary business is located in the city, but his residence is not. His interest is in the growth and development of the city and Volusia County. The current make up of the board is five city residents as Regular Members and one business owner as Alternate Member. The Mayor explained that a 4/5 vote would be required for a member to be a business owner and not a resident. She had a consensus to include this item on the next agenda.

3. ADJOURNMENT:

The meeting ended at 5:35 pm.

MAYOR
NANCY MILLER

CITY MANAGER
KURT D. SWARTZLANDER

ATTEST:

CITY CLERK, CHERI SCHWAB



**CITY COMMISSION AGENDA MEMORANDUM
JUNE 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Joanne Sweeney, Admin Asst

SUBJECT: Public Safety May report

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. May



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 MAY 2023

	May-23	23/YTD	May-22	22/YTD
<i>Police Related Calls</i>	1,821	9,279	2,635	10,977
<i>Fire Related Calls</i>	67	334	32	158
<i>Rescue Related Calls</i>	61	283	145	604
<i>Fire Related Alarms Sounding</i>	13	81	12	172
<i>Traffic Citations</i>	168	869	449	1,249
<i>Written Warnings</i>	31	165	76	301
<i>Building Inspections</i>	86,	338	56	267
<i>Arrests: Adults</i>	36	170	56	169
<i>Juveniles</i>	3	4	0	6
<i>City Ordinance Charges</i>	0	2	0	1
<i>Florida State Statute Charges</i>	77	312	89	270
<i>Accidents: Total</i>	12	70	26	127
<i>Street/Highway</i>	5	46	15	67
<i>Parking Lot</i>	7	31	11	60

Michael Fowler, Public Safety Director

M
06.07.23

POLICE CALLS TOTALS BY TYPE (NO CIVIL)

DB SHORES POLICE

DATES: 2023-05-01 through 2023-05-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
MISCELLANEOUS LE CALL	MISC	332	18.23 %	10.71
TRAFFIC STOP	TS	270	14.83 %	8.71
PROPERTY CHECK	PRC	267	14.66 %	8.61
EXTRA PATROL	EP	264	14.50 %	8.52
DIRECTED PATROL REQUEST	DPR	76	4.17 %	2.45
SUSP VEHICLE	SVEH	49	2.69 %	1.58
TELEPHONE HANDLE	THC	44	2.42 %	1.42
SUSP PERSON	SPER	42	2.31 %	1.35
MEDICAL EMERGENCY	MED1	30	1.65 %	0.97
SUSP INCIDENT	SINC	27	1.48 %	0.87
SUSPECT STOP	SS	20	1.10 %	0.65
WALK & TALK	WT	19	1.04 %	0.61
WALKUP	WALKUP	18	0.99 %	0.58
DISTURBANCE	DIST	17	0.93 %	0.55
TRESPASSERS	TRES	17	0.93 %	0.55
FIRE ALARM	ALARMF	15	0.82 %	0.48
FLAG DOWN	FLAG	13	0.71 %	0.42
NARCOTICS	NARC	13	0.71 %	0.42
911 CK/OPEN LINE	911CK	12	0.66 %	0.39
WELL BEING CHECK	WBC	12	0.66 %	0.39
SPECIAL DETAIL	SDL	11	0.60 %	0.35
FOUND PROPERTY	PROPF	10	0.55 %	0.32
RADAR	RADAR	10	0.55 %	0.32
INVESTIGATION	INV	8	0.44 %	0.26
RECKLESS DRIVER	RD	8	0.44 %	0.26
TOWED VEHICLE	TOW	8	0.44 %	0.26
ANIMAL COMPLAINT	AC	7	0.38 %	0.23
BLS - MED/TRAUMA	BLS3	7	0.38 %	0.23
MEDICAL UNKNOWN	ALARMM	7	0.38 %	0.23
TEST LE CALL	TEST	7	0.38 %	0.23
THEFT	THEFT	7	0.38 %	0.23
WARRANT	WAR	7	0.38 %	0.23
FALL- NON EMERGENCY	TRAU3	6	0.33 %	0.19
TRAUMA EMERGENCY	TRAU1	6	0.33 %	0.19
ZONE ACCOUNTABILITY PATR	ZAP	6	0.33 %	0.19
ASSAULT/BATTERY	ABAT	5	0.27 %	0.16
ATT TO CONTACT	ATC	5	0.27 %	0.16
DISABLED VEHICLE	DAV	5	0.27 %	0.16
HIT&RUN MVA	MVHR	5	0.27 %	0.16
ILLEGAL PARKING	PARK	5	0.27 %	0.16
MEDICAL NON-EMERG	MED	5	0.27 %	0.16
DANGEROUS COND FD	DCFD	4	0.22 %	0.13
ELEVATOR CALL	ELEV	4	0.22 %	0.13
ESCORT	ESCORT	4	0.22 %	0.13
FIGHT	FIGHT	4	0.22 %	0.13
INFORMATION GIVEN	INFO	4	0.22 %	0.13

POLICE CALLS TOTALS BY TYPE (NO CIVIL)

DB SHORES POLICE

DATES: 2023-05-01 through 2023-05-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
MVA	MV	4	0.22 %	0.13
RECOVERED SIG 10	SVR	4	0.22 %	0.13
SCHOOL ZONE	SZ	4	0.22 %	0.13
SHOPLIFTING	SHOP1	4	0.22 %	0.13
BOLO	BOLO	3	0.16 %	0.10
DRUNK PERSON	IP	3	0.16 %	0.10
FLEEING DRIVER	FLEE	3	0.16 %	0.10
LOST PROPERTY	PROPL	3	0.16 %	0.10
NE ASST- FIRE REQ	LEO2	3	0.16 %	0.10
NOISE	NOISE	3	0.16 %	0.10
REPOSSESSED VEH	REPO	3	0.16 %	0.10
STROKE / CVA	CVA	3	0.16 %	0.10
SUICIDAL PERSON	SP	3	0.16 %	0.10
TRAUMA CRITICAL	TRAUE	3	0.16 %	0.10
ASSIST AGENCY	ASSIST	2	0.11 %	0.06
BUSINESS ALARM	ALARMB	2	0.11 %	0.06
CITY ORDINANCE VIOLATION	COV	2	0.11 %	0.06
DEAD PERSON	DEAD	2	0.11 %	0.06
DOMESTIC DISTURBANCE	DV	2	0.11 %	0.06
FINGERPRINTS	PRINTS	2	0.11 %	0.06
FRAUD	FRAUD	2	0.11 %	0.06
MENTALLY ILL PER	MIP	2	0.11 %	0.06
OPEN DOOR	OPD	2	0.11 %	0.06
PROWLER	PROW	2	0.11 %	0.06
ROAD OBSTRUCTION	RDOB	2	0.11 %	0.06
SMOKE IN STR COMM/HIRISE	SMISCH	2	0.11 %	0.06
STOLEN VEHICLE	SV	2	0.11 %	0.06
TRAFFIC LITE OUT	TLO	2	0.11 %	0.06
VANDALISM	VAND	2	0.11 %	0.06
WATER RESCUE	WATER	2	0.11 %	0.06
ASSIST	ASST	1	0.05 %	0.03
BURG/BUSINESS	BURGB	1	0.05 %	0.03
BURG/JUST OCCD	BURGJO	1	0.05 %	0.03
BURG/RESD	BURGR	1	0.05 %	0.03
BURGLARY ALARM	ALARM	1	0.05 %	0.03
CARBREAK	CB	1	0.05 %	0.03
CARDIAC ARREST	CPR	1	0.05 %	0.03
CIVIL COMPLAINT	CIVIL	1	0.05 %	0.03
DRUNK DRIVER	DUI	1	0.05 %	0.03
EMERG ASST- FIRE REQ	LEO1	1	0.05 %	0.03
JUVENILE	JUV	1	0.05 %	0.03
MISSING PERSON	MP	1	0.05 %	0.03
MVA MAJOR	MVMI	1	0.05 %	0.03
MVA W/ HAZARD	MVH	1	0.05 %	0.03
SMOKE ODOR IN STRUCTURE	SMODIS	1	0.05 %	0.03
STEP ZONE	STP	1	0.05 %	0.03

POLICE CALLS TOTALS BY TYPE (NO CIVIL)

DB SHORES POLICE

DATES: 2023-05-01 through 2023-05-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
THREATENING CALL	TCALL	1	0.05 %	0.03
TRAUMA NON-EMERG	TRAU2	1	0.05 %	0.03
TRESPASS WARNING	TPW	1	0.05 %	0.03
UNCONSCIOUS	UNC	1	0.05 %	0.03
WEAPONS COMPL	WC	1	0.05 %	0.03
TOTAL CALLS:		1,821	100.00%	58.74

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

MAY 2023 STATISTICS

FIRE CALLS	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR
STRUCTURE FIRES	0	4	3
HAZARDOUS CONDITIONS	5	76	25
VEHICLE FIRES	0	0	0
BOAT FIRES	0	0	0
OTHER FIRES NOT LISTED	0	17	10
VEHICLE CRASHES W/ENGINE RESPONSE	1	15	4
SERVICE CALLS	52	362	80
FIRE ALARMS	13	216	72
CANCELLED EN ROUTE	9	166	41
TOTALS	80	856	235

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	4	7	48	45	15	24
HOTEL/MOTEL	3	5	47	35	20	12
ASSEMBLY	0	0	1	2	0	2
MERCANTILE	3	4	36	12	27	6
RESTAURANT	1	0	19	11	12	5
BUSINESS	5	7	89	19	47	7
OTHER	5	36	194	44	14	1
CONSTRUCTION	1	0	35	8	23	7
OCCUPATIONAL LICENSES	0	0	0	0	0	0
APARTMENTS/CONDO	0	5	40	18	27	3
TOTALS	22	64	509	194	185	67

PLANS EXAMINATION HOURS: 0 HRS

DAYTONA BEACH SHORES DEPARTMENT OF PUBLIC SAFETY
MAY 2023 STATISTICS

EMS CALLS	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR
ALS CALLS	34	454	241
BLS CALLS	27	511	249
TOTALS	61	965	490



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 May 2023

<i>Ryan Mowen</i>	<i>5/6</i>	<i>Ground Control NSB</i>
<i>RJ Medders</i>	<i>5/7-12</i>	<i>Governors Hurricane Conference- Palm Beach</i>
<i>RJ Medders Derek George Ryan Bigger Anthony McCulley</i>	<i>5/17</i>	<i>Verisk ISO class Bunnell</i>
<i>Zach Ignoffo</i>	<i>5/13</i>	<i>Paramedic skills test Orlando</i>
<i>Timothy Meineke</i>	<i>5/15-19</i>	<i>Speed Measurement DSC</i>
<i>Rachel Rizza</i>	<i>5/22-26</i>	<i>PEAF Conference DBS</i>



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 MAY 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 lamp assembly	veh #171
Replace tire pressure sensor	veh #155
Replace torque mount	veh #148
Replace brake rotors	veh # 141
Replace brake pads	veh #141
Replace wiper blade	veh #112
Replace battery	veh #156



**CITY COMMISSION AGENDA MEMORANDUM
JUNE 27, 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 - May 2023

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT:

1. CSD Planning & Building Divisions Montly Report -May 2023
2. CSD Public Works & Sewer Divisions Montly Report -May 2023

City of Daytona Beach Shores

Planning & Building Division Statistics

Monthly Report – May, 2023

Planning Division

Site Plans - Submittals and Approvals:

Submitted this Month: 0
 Submitted this Fiscal Year: 2
 Approved by Staff this Month: 0
 Approved by Staff this Fiscal Year: 1
 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
Tropical Manor	2237 South Atlantic Avenue	5/1	Install new conduit, wire, and devices in 11 units	\$25,000.00	\$185.53
Odeh Residence	2545 South Atlantic Avenue, Unit 602	5/1	Remodel kitchen and bathroom, replace cabinets	\$20,500.00	\$472.09
Grand Coquina	3333 South Atlantic Avenue	5/2	Re-roof porte cochere roof	\$56,975.00	\$391.91
Tropical Manor Motel	2237 South Atlantic Avenue	5/2	Repair existing seawall	\$111,335.00	\$16.69
Ghobeira Property	2008 South Atlantic Avenue	5/2	Repair and patch ceilings and walls, stucco, and trim	\$22,000.00	\$193.73
Dollar General	2112 South Atlantic Avenue	5/3	Replace 23 exterior light fixtures	\$16,340.00	\$69.25
Kitchen by the Sea	3304 South Atlantic Avenue	5/3	Mansard/shingle re-roof	\$13,990.00	\$146.20
Ayers Residence	3 Oceans West Boulevard, Unit 7C5	5/3	Replace 2 straight cool systems	\$13,090.00	\$356.60
Sun Viking Lodge	2411 South Atlantic Avenue	5/3	Construct new seawall	\$368,713.00	\$41.75
Mulligan's Lagoon Putt Putt	2504 South Atlantic Avenue	5/3	Demo block wall, install asphalt parking lot	\$361,741.00	\$1,683.80
Daytona Seabreeze	3125 South Atlantic Avenue	5/4	Overhead concrete repairs, slab edge repairs	\$19,100.00	\$182.96
Smith Residence	2725 South Atlantic Avenue	5/4	Replace dune walkover	\$12,000.00	\$129.10

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Seychelles Condo	3855 South Atlantic Avenue	5/5	Extend seawall 60 feet	\$35,315.00	\$6.64
Johnson Residence	2615 South Atlantic Avenue	5/5	Remodel kitchen, new cabinets, and tops	\$12,750.00	\$137.65
Knollenberg Residence	2043 South Atlantic Avenue	5/8	Install cabinets and vanities, tile on shower walls	\$11,896.00	\$129.10
Shoreline All Suites	2435 South Atlantic Avenue	5/8	Seawall reconstruction, new beach sand	\$225,000.00	\$27.71
Cabana Colony Cottages	2501 South Atlantic Avenue	5/8	Seawall reconstruction, new beach sand	\$225,000.00	\$27.71
Crabby Joe's	3701 South Atlantic Avenue	5/8	Seawall construction and back fill	\$250,000.00	\$30.15
Otero Residence	2055 South Atlantic Avenue, Unit 805	5/8	Install electric roll shutters on 4 openings	\$15,529.00	\$161.50
Otero-Arce Residence	2055 South Atlantic Avenue, Unit 806	5/8	Install electric roll shutters on 4 openings	\$15,529.00	\$161.50
Greer Residence	2055 South Atlantic Avenue, Unit 703	5/8	Install 1 manual and 2 electric shutters	\$11,000.00,	\$120.55
Riggin Residence	2055 South Atlantic Avenue, Unit 1005	5/8	Install electric roll shutters on 4 openings	\$15,529.00	\$161.50
Conforti Residence	2055 South Atlantic Avenue, Unit 308	5/8	Install 1 manual and 2 electric shutters	\$11,000.00,	\$120.55
DeCap Residence	2055 South Atlantic Avenue, Unit 905	5/8	Install electric roll shutters on 3 openings	\$13,062.00	\$146.20
Sea Fern Condo	3807 South Atlantic Avenue	5/9	Install insulation and drywall in 14 units	\$300,000.00	\$1,436.03
Gerrells Residence	3051 South Atlantic Avenue, Unit 1006	5/10	Tub to shower conversions, new vanities	\$38,484.00	\$289.36
Delta Marriott	2505 South Atlantic Avenue	5/10	Demo existing pool and pavers	\$74,000.00	\$488.62
Delta Marriott	2505 South Atlantic Avenue	5/10	Construct new seawall	\$376,000.00	\$42.44
Rivershore Cottages	3150 South Atlantic Avenue	5/10	Shingle re-roof on buildings 5, 6, and 7	\$11,000.00	\$120.55
Sea Fern Condo	3807 South Atlantic Avenue	5/11	Electrical work for 14 units	\$112,000.00	\$643.29
Surf Style	2226 South Atlantic Avenue	5/11	Install new fire alarm system	\$24,480.00	\$352.50
Bella Vista Condo	2515 South Atlantic Avenue	5/11	Apply silicone coating to concrete deck	\$71,000.00	\$471.55
Kilimnik Residence	2937 South Atlantic Avenue, Unit 403	5/11	Install drywall and base boards, replaster and finish	\$20,000.00	\$182.96
Tuscany Shores	2901 South Atlantic Avenue	5/11	Undercut pool files and return, replaster	\$15,000.00	\$154.75
St. Kitts Condo	2855 South Atlantic Avenue	5/11	Seawall replacement	\$641,000.00	\$62.46
Danis Residence	2837 South Atlantic Avenue	5/12	Rock revetment	\$75,000.00	\$12.06
Sand Dollar Condo	3115 South Atlantic Avenue	5/12	Replace 2 A/C units in Fitness Room and front entry	\$13,540.00	\$130.30
Sand Dollar Condo	3115 South Atlantic Avenue	5/12	Replace 2 A/C units in Social Room	\$13,540.00	\$130.30
Surf Style	2226 South Atlantic Avenue	5/12	Install white deco vinyl fence	\$28,350.00	\$282.71

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Livingston Residence	2843 South Atlantic Avenue	5/15	Rock revetment	\$75,000.00	\$12.06
Cannon Residence	2847 South Atlantic Avenue	5/15	Rock revetment	\$75,000.00	\$12.06
Palmos de Mallorca	3811 South Atlantic Avenue	5/15	Replace impact windows and doors in 13 units	\$84,037.00	\$550.91
Perennial Vacation Club	2525 South Atlantic Avenue	5/15	Remove concrete debris and backfill with sand	\$85,000.00	\$13.44
Marbella Condo	3343 South Atlantic Avenue	5/17	Rebuild seawall	\$700,000.00	\$65.78
Bella Vista Condo	2515 South Atlantic Avenue	5/17	Install aluminum fence and 1 gate	\$58,565.00	\$185.57
Welsh Residence	134 Key Colony Court	5/17	Kitchen remodel, new cabinets, and tops	\$90,000.00	\$565.50
Welsh Residence	134 Key Colony Court	5/17	Install lights, replace fixtures	\$10,000.00	\$47.50
Welsh Residence	134 Key Colony Court	5/17	Replace sinks, fixtures	\$10,000.00	\$47.50
Barr Residence	3 Oceans West Boulevard, Unit 7C6	5/18	Remodel and extend kitchen, demo bathroom	\$125,000.00	\$736.46
Wess Residence	3023 South Atlantic Avenue, Unit 704	5/18	Remodel kitchen and bathrooms	\$35,000.00	\$266.76
Brown Residence	3333 South Atlantic Avenue, Unit 1604	5/19	Replace kitchen cabinets and tops	\$49,000.00	\$346.40
Surf Style	2226 South Atlantic Avenue	5/22	Install 5 roof top units	\$140,000.00	\$678.14
Egan Residence	3805 South Atlantic Avenue, Unit 8	5/22	Replace 5 windows and 1 sliding glass door	\$11,512.00	\$129.10
Perry's Ocean Edge Resort	2221 South Atlantic Avenue	5/23	Replace miscellaneous broken glass	\$11,180.00	\$129.10
Aruba Condo	3721 South Atlantic Avenue	5/23	Miscellaneous TPO roof repairs	\$48,525.00	\$346.27
Beach Haven Inn	2115 South Atlantic Avenue	5/24	Replace fixtures	\$12,300.00	\$412.15
Volchko Residence	2707 South Atlantic Avenue	5/24	Rock revetment	\$63,791.00	\$10.53
O'Connell Residence	2638 South Peninsula Drive	5/25	Change out 5 ton HVAC system	\$11,300.00	\$117.10
Livingston Residence	2843 South Atlantic Avenue	5/25	Change out 2 heat pump systems	\$14,873.00	\$136.90
Sandutch Residence	4 Oceans West Boulevard, Unit 806D	5/25	Replace sliding glass doors	\$17,160.00	\$172.20
Williams Residence	2947 South Atlantic Avenue, Unit 1202	5/25	Replace window and sliding glass door	\$16,320.00	\$166.82
Perry's Ocean Edge Resort	2221 South Atlantic Avenue	5/26	Repair flat roof, install modified roof system	\$32,800.00	\$242.50
Perry's Ocean Edge Resort	2221 South Atlantic Avenue	5/26	Re-roof shingle roof	\$18,700.00	\$177.58
Vail Residence	2924 Oceans Trace	5/26	Tub to shower conversion, new vanity, and tile	\$11,500.00	\$129.10
Shemelya Residence	3333 South Atlantic Avenue, Unit 606	5/26	Remodel master and guest bathrooms, new showers	\$32,000.00	\$249.69

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Larson Residence	3815 South Atlantic Avenue, Unit 702	5/26	Remodel kitchen and baths, convert closet to bathroom	\$53,000.00	\$369.15
Crabby Joe's	3701 South Atlantic Avenue	5/26	Reconstruct stairway to beach	\$17,500.00	\$172.20
DeMatteo Residence	3425 South Atlantic Avenue, Unit 1902	5/30	Replace 3 windows, 1 mull and 2 sliding glass doors	\$21,569.00	\$193.73
LM Daytona LLC	3343 South Atlantic Avenue, Unit 502	5/30	Install 4 motorize roll down hurricane shutters	\$15,323.00	\$161.50
Beach Haven Inn	2115 South Atlantic Avenue	5/30	Replace sheetrock, insulation, windows and doors	\$275,000.00	\$1,336.09
Larson Residence	3815 South Atlantic Avenue, Unit 702	5/30	Remodel 1 bathroom, add toilet and lavatory	\$10,000.00	\$47.50
TOTALS	WORK ADDRESS	DATE	WORK DESCRIPTION	\$5,926,743.00	\$18,127.54

Building Division Revenue by Permit Category:

PERMIT TYPE	MAY 2023	FISCAL YEAR-TO-DATE 2022 TO 2023	MAY 2022	LAST FISCAL YEAR-TO-DATE 2021 TO 2022
BUILDING	\$29,338.02	\$192,807.32	\$15,424.95	\$96,707.93
ROOF	\$1,971.36	\$31,965.46	\$1,510.34	\$6,954.28
DEMOLITION	\$0.00	\$545.30	\$0.00	\$1,655.60
ELECTRICAL	\$2,838.07	\$19,184.23	\$3,001.80	\$18,502.06
MECHANICAL	\$3,367.28	\$21,053.47	\$3,538.93	\$26,705.44
PLUMBING	\$4,877.15	\$22,563.34	\$2,789.04	\$22,714.55
SIGN	\$302.00	\$2,743.68	\$0.00	\$1,740.06
POLITICAL SIGN BONDS	\$0.00	\$0.00	\$0.00	\$0.00
STORMWATER MANAGEMENT	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS	\$550.03	\$1,903.28	\$1,243.35	\$1,884.70
DEVELOPMENT FEES	\$110.00	\$5,756.52	\$875.00	\$12,903.30
PROMOTIONAL ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$29,338.02	\$298,522.60	\$28,383.41	\$189,767.92

Building Division Activities:

ACTIVITY	MAY 2023	FISCAL YEAR-TO-DATE 2022 TO 2023	MAY 2022	LAST FISCAL YEAR-TO-DATE 2021 TO 2022
INSPECTIONS	351	2189	275	2305

FINAL CERTIFICATES OF OCCUPANCY ISSUED	0	2	0	27
TEMPORARY CERTIFICATES OF OCCUPANCY ISSUED	0	0	1	1
FINAL INSPECTIONS	219	1135	185	1531
FAILED INSPECTIONS	13	112	12	127

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

Projects Begun Current Fiscal Year-to-Date – 2022 to Present: \$68,811,765.00

Projects Begun Last Fiscal Year – 2021 to 2022: \$64,300,811.00

Projects Begun Two Fiscal Years Ago – 2020 to 2021: \$39,968,375.00

PUBLIC WORKS & SEWER DIVISIONS

MONTHLY REPORT - MAY 2023

FACILITIES MAINTENANCE DIVISION:

This division typically has two full time positions. Longtime employee Alex Smith left employment with the city in the latter part of the month. Billy Regar from the Streets/Parks division, who had been helping in this division, has now transferred permanently into Facility Maintenance.

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:

- City Hall: Cleaned the roof and cleared the drains
- Public Safety: Patched holes and painted walls, install a new commercial vehicle vacuum, received and installed new storage shed, repaired bay doors, started installing corner guards
- Community Center: Pressure washed sidewalks and balconies for Arm Forces Day event

PARKS / STREETS DIVISION:

This division typically has eleven maintenance positions, plus one electrician position and one maintenance position that routinely assists the electrician. Currently this department is at eight positions, we are short the electrician plus three maintenance positions.

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:

- Finished working on the new Veterans Park area
- Continued repairs on banner poles down S. Atlantic Ave. & Dunlawton Blvd.
- Trimmed and cleaned up plant beds around city properties
- Installed 2 decorative light poles on S. Atlantic Ave. & Dunlawton Blvd.
- Fixed an irrigation break on Florida Shores
- Clean debris from storm water inlets

Electrician:

- This position is still open

SEWER DIVISION:

Currently three positions. This division was back up to four but unfortunately, we lost an employee during the month so we are still one employee short.

Normal monthly duties:

This division maintains and inspects 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:

- Conducted 53 sewer line locates
- Laid rebar and poured concrete for a generator pad at Station 11
- Dug up covered manhole at 3720 Cardinal Blvd
- Installed new crane for vehicle 169
- Cleaned and TV'd storm drain on Oceans West Blvd



**CITY COMMISSION AGENDA MEMORANDUM
JUNE 27, 2023 AGENDA**

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

SYNOPSIS:

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

FISCAL IMPACT STATEMENT:

The city has received 78.3% of budgeted revenue as of May 31. Expenditures are 51.5% of budget. This is in-line with budget and prior years.

BACKGROUND:

Total commission approved General Fund Budget is \$15,845,300; Sewer Fund budget is \$3,702,600.

LEGAL REVIEW:

N/A

RECOMMENDATION:

N/A

SUGGESTED MOTION:

N/A

ATTACHMENT: 1. May 2023 Executive Summary Report

EXECUTIVE SUMMARY

Fiscal Year-To-Date Financial Report

Month Ending May, 2023

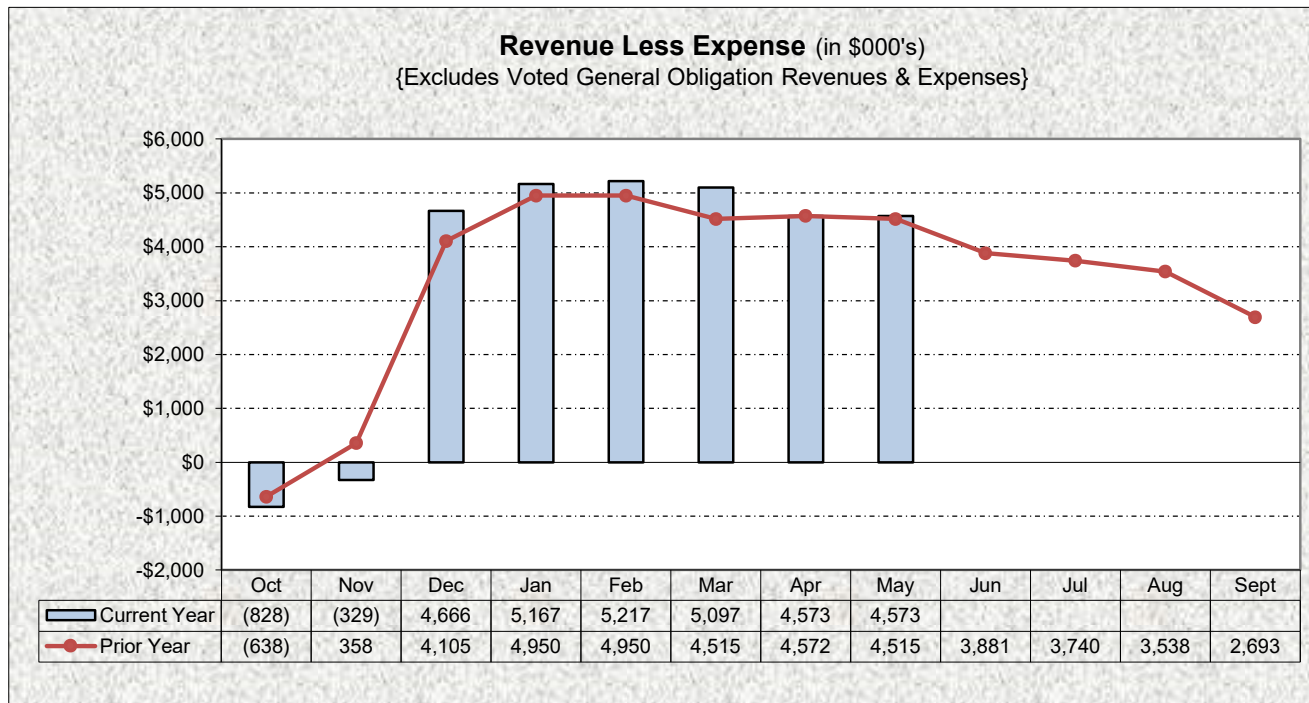
CURRENT YEAR OPERATIONAL PERFORMANCE				
Fund or Fund Segment	YTD Revenue	YTD Expense	Revenue Less Expense	Margin %
General Fund Operations	\$13,382,070	\$9,094,514	\$4,287,556	32%
General Obligation Debt Service	\$88	\$0	\$88	
General Obligation Construction	\$0	\$0	\$0	
General Fund Sub-Total	\$13,382,159	\$9,094,514	\$4,287,644	32%
Sewer Fund Operations	\$2,213,303	\$1,935,790	\$277,513	13%
Sewer Fund Restricted Impact Fee	\$10,950	\$2,868	\$8,082	74%
Sewer Fund Sub-Total	\$2,224,253	\$1,938,658	\$285,595	13%
TOTAL ALL FUNDS FISCAL YTD	\$15,606,412	\$11,033,172	\$4,573,240	29%

CASH / INVESTMENT POSITIONS PERFORMANCE				
	Current Month Current Year	Current Month Prior Year	12-Month Change	Percent Change
General Fund (excl. G.O. Funds)	\$24,831,893	\$22,070,314	\$2,761,579	13%
Sewer Fund	\$10,929,357	\$9,620,705	\$1,308,652	14%
Sub-Total Operating Funds	\$35,761,250	\$31,691,019	\$4,070,232	13%
Gen. Obligation [GO] Construction & Debt	\$0	\$0	\$0	0%
TOTAL ALL FUNDS	\$35,761,250	\$31,691,019	\$4,070,232	13%

PROJECTED FISCAL YEAR END (FYE) CASH FLOW FROM NORMAL OPERATIONS**			
	General Fund	Sewer Fund	Total
Current Cash vs. Prior Year Ending Cash	\$3,680,448	\$947,079	
Add Back for Current Year CS Construction Expense	N/A	N/A	
Historical Mean Projected Remaining Cash Flow	(\$2,632,046)	(\$26,276)	
PROJECTED FYE NORMALIZED CASH FLOW	\$1,048,402	\$920,803	\$1,969,205

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

NON-G.O. FUNDS	May, 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	\$13,382	\$12,197	\$1,185	10%
Utility Fund	\$3,703	\$2,224	\$1,970	\$255	13%
Total Revenues & Appropriations	\$19,548	\$15,606	\$14,166	\$1,440	10%
Expenses ('000s)					
General Fund Less Capital	\$14,387	\$8,592	\$7,805	(\$787)	-10%
General Fund Capital	\$1,458	\$502	\$241	(\$261)	-108%
Utility Fund	\$3,703	\$1,939	\$1,548	(\$391)	-25%
Total Expenses & Appropriations	\$19,548	\$11,033	\$9,594	(\$1,439)	-15%
Revenue Less Expense ('000s)					
General Fund	\$0	\$4,288	\$4,151	\$137	
Utility Fund	\$0	\$286	\$421	(\$136)	
Revenue Less Expense	\$0	\$4,573	\$4,572	\$1	



General Fund Detail Budget Report

	May, 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	8,612,570	8,235,757	376,813	4.58%
Business Taxes	101,900	96,056	99,718	(3,662)	-3.67%
Utility Taxes	1,041,200	619,061	585,082	33,978	5.81%
Permits & Franchise Fees	893,200	643,290	514,506	128,784	25.03%
Intergovernmental	747,600	672,375	373,087	299,288	80.22%
Donations	0	0	0	0	
Charges for Services	1,838,000	1,316,449	1,243,637	72,812	5.85%
Fines & Forfeitures	97,800	53,296	69,383	(16,087)	-23.19%
Non-G.O Interest	231,300	387,166	9,789	377,377	3855.09%
Unrealized Investment G/(L)	0	0	0	0	
Miscellaneous & Fixed Asset Sales	87,900	329,807	495,374	(165,568)	-33.42%
Internal Services	978,000	652,000	570,333	81,667	14.32%
Non G.O. Transfer In-Fund Balance	943,200	0	0	0	
Non-G.O. Gen. Fund Revenue	\$15,845,300	\$13,382,070	\$12,196,668	\$1,185,402	9.72%

Operating Expenditures

Excluding CAPITAL Expense					
Legislative	204,500	124,894	138,552	13,657	9.86%
Executive	657,100	438,720	386,946	(51,774)	-13.38%
Finance	561,200	366,138	392,434	26,296	6.70%
Legal Counsel	166,400	94,256	98,348	4,091	4.16%
Comp. Planning	111,200	59,502	68,613	9,111	13.28%
Other Gov't Services	332,300	262,951	214,440	(48,511)	-22.62%
Public Safety Operations	6,423,700	4,131,092	3,946,337	(184,755)	-4.68%
Building Dept.	560,100	373,472	455,989	82,517	18.10%
Emergency Mgmt - Hurricanes	0	353,331	0	(353,331)	
Phy. Envir. -- Solid Waste/Recycle	1,614,200	655,231	671,490	16,259	2.42%
Public Works Operations	1,520,300	977,788	791,930	(185,858)	-23.47%
Inventory	0	0	0	0	
Benefit Termination Payout	113,300	65,878	35,616	(30,262)	-85%
Parks & Rec	476,600	291,639	266,261	(25,379)	-9.53%
Community Center	618,000	386,408	337,844	(48,564)	-14.37%
Senior Center	0	0	0	0	
Economic Development Programs	100,000	10,740	98,827	88,086	89.13%
Contingency/Transfers	928,000	0	0	0	
Long-Term Debt	0	0	0	0	
Non-G.O. Operations Expense	14,386,900	8,592,042	7,804,799	(848,586)	-10.87%
Non-G.O. CAPITAL Expense	1,458,400	502,472	241,316	(\$261,157)	
Total Non-G.O. Expense	15,845,300	9,094,514	8,046,115	(1,109,743)	
Non-G.O. Revenue Less Expense	\$0	\$4,287,556	\$4,454,508	\$75,659	2%

General Obligation (G.O.) Debt Service

Debt Service Ad-Valorem Revenue		88	6,243
Debt Service Interest Revenue	0	0	0
UG Utils- Debt Service Expense	0	0	0
G.O. Revenue Less Expense	\$0	\$88	\$6,243

Utility Fund Detail Budget Report

	May, 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	\$2,161,565	\$1,964,337	\$197,228	10%
Interest	1,000	51,738	5,274	46,464	881%
Sale of Fixed Assets / Misc.	0	0	0	0	
Total Operating Revenues	\$3,686,500	\$2,213,303	\$1,969,611	\$243,692	12%
Operations Expenditures					
Sewer Operating Incl. Depreciation	\$3,686,500	\$1,935,790	\$1,470,704	(\$465,086)	-32%
- Less Debt Service Principal [a]		0	0		
- Less Not Offset Capital Expense [b]		0	0		
Total Operating Expense	\$3,686,500	\$1,935,790	\$1,470,704	(\$465,086)	-32%
Operations Margin	\$0	\$277,513	\$498,907		
% Gain/(Loss)		14%	34%		

Fund 402

Impact Fee Revenues					
Sewer Impact Fees	16,000	10,900	\$136,423	(\$125,523)	-92%
Impact Fee Interest	100	50	2	48	2119%
Total IF Revenue	\$16,100	\$10,950	\$136,425	(\$125,475)	-92%
Impact Fee Expense					
Sewer Impact Fee Exp	16,100	2,868	\$77,436	\$74,568	96%
Total IF Expense	\$16,100	\$2,868	\$77,436	\$74,568	96%
Impact Fee Margin	\$0	\$8,082	\$58,989	(50,907)	-86%
% Gain/(Loss)		282%			

TOTAL FUND PERFORMANCE

TOTAL FUND Revenue	\$3,702,600	\$2,224,253	\$2,106,036	\$118,217	
TOTAL FUND Expense	\$3,702,600	\$1,938,658	\$1,548,140	(\$390,518)	
FUND Revenue Less Expense	\$0	\$285,595	\$557,896	(\$272,301)	

[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
May, 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	103,498
5240 Building & Codes		65,000	0
5410 Pub. Works Admin		43,000	42,306
5412 Pub. Works Bldg. Maint		307,200	65,222
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	11,856
5751 Community Center		0	0
5752 Senior Center		0	0
GENERAL FUND TOTAL		1,458,400	502,472
401-5350 Sewer Operating	IMPROVEMENTS		
	Sewer Engineering and Project Cost	2,643,000	79,825
	EQUIPMENT	203,000	202,958
	Capital Offset to Depreciation Exp	(2,846,000)	(282,783)
401-5351 Sewer Impact Fee			
UTILITY FUND TOTAL		0	0
0 GRAND TOTAL		1,458,400	502,472

INVESTMENT REPORT
May, 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%	70.4%	Yes
Cash & CDs	CASH			None	29.6%	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: May, 2023

Institution	Account		Asset	Invest Class	Restriction	Account Value	Period Int. Rate	% of Portfolio
SBA: Prime	131031		Investment	SBA	General Fund	\$560	5.23%	0%
SBA: Prime	131032		Investment	SBA	Sewer Fund	\$560	5.23%	0%
TOTAL SBA						\$1,120		0.0%
U.S. Treasury Note	912828U57060	11/30/2023	Investment	USGS	General Fund	\$2,642,732	2.64%	7%
U.S. Treasury Note	912828D1060	08/31/2023	Investment	USGS	General Fund	\$2,667,165	2.86%	7%
U.S. Treasury Note	91282CER8060	5/31/2024	Investment	USGS	General Fund	\$2,614,309	3.00%	7%
U.S. Treasury Bill	912796CR8060	09/21/2023	Investment	USGS	General Fund	\$3,563,685	6.64%	10%
U.S. Treasury Bill	912797FK8060	11/16/2023	Investment	USGS	General Fund	\$3,575,802	5.31%	10%
U.S. Treasury Bill	912797FX0060	7/11/2023	Investment	USGS	General Fund	\$1,988,922	4.89%	6%
U.S. Treasury Bill	912796CR8060	9/21/2023	Investment	USGS	Sewer Fund	\$1,527,293	1.61%	4%
U.S. Treasury Bill	912796X53060	6/15/2023	Investment	USGS	Sewer Fund	\$1,497,019	4.78%	4%
U.S. Treasury Bill	912796XQ7060	7/13/2023	Investment	USGS	Sewer Fund	\$5,104,625	4.98%	14%
TOTAL US TREASURIES						\$25,181,553		70.4%
Bank of America	004537065882		Cash	CASH	Working Cash	\$7,007,506	1.08%	20%
Bank of America	005562564319		Cash	CASH	Sewer Operating	\$2,766,590	1.08%	8%
Bank of America	005562564351		Cash	CASH	Sewer Impact Fee	\$10,644	1.08%	0%
JP Morgan Chase	663652210		Cash	CASH	Working Cash	\$632,389	0.00%	2%
JP Morgan Chase CD	100079555936		Cash	CD	Pool Cash	\$102,000	1.85%	0%
Seacoast Bank	4810004966		Cash	CASH	Sewer Operating	\$22,625	0.15%	0%
Seacoast Bank	4810000706		Cash	CASH	Working Cash	\$36,823	0.15%	0%
TOTAL BANKS						\$10,578,577		29.6%

TOTAL CURRENT VALUE @ PERIOD END	\$35,761,250
WEIGHTED AVERAGE TOTAL RETURN FOR CURRENT MONTH	3.3737%

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	\$0	\$0
General Fund (excl. G.O. Funds)	\$24,831,893	(\$1,128,700)	\$3,525,744	\$3,680,448
Sewer Fund	\$10,929,357	\$849,927	\$1,369,695	\$947,079
TOTAL	\$35,761,250	(\$278,773)	\$4,895,439	\$4,627,527
Percent Change for Current	N/A	-0.8%	15.9%	38.4%

Portfolio Report
May, 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)	\$560	5.23%	\$560	\$0	\$29
BoA	Cash-Pool Cash Account (5882)	\$7,074,390	1.08%	\$7,074,390.19	\$0	\$76,234
	Contraband Pool Cash in 5882	\$72,953		\$72,952.76	\$0	\$0
	Pool Cash Due to Sewer Fund			(735,323.65)		\$0
	Economic Development			595,486.89		\$0
Seacoast	Cash-Pool Cash Account (0706)	\$36,823	0.15%	\$36,823	\$0	\$56
Chase	Cash-Pool Cash (2110)	\$632,389	0.00%	\$632,389	\$0	\$0
	Chase Pool Cash Due to Sewer Fund			(237,049.79)		\$0
Chase	CD (5936)	\$102,000	1.85%	\$102,000	\$0	\$1,887
JP Morgan	US Treasury Securities	\$17,070,482	4.38%	\$17,052,615	-\$17,867	\$747,698
ALL GENERAL FUND			3.25%	\$24,594,843	-\$17,867	\$825,904
PRIOR MONTH				\$25,902,068		

SEWER OPERATING						
SBA	Investment (032)	\$560	5.23%	\$560	\$0	\$29
BoA	Cash (4319)	\$1,794,217	1.08%	\$1,794,217	\$0	\$19,334
Seacoast	Cash (4966)	\$22,625	0.15%	\$22,625	\$0	\$34
	Cash-Pool Cash Due From Gen. Fund			\$972,373		\$0
JP Morgan	US Treasury Securities	\$7,979,459	4.30%	\$8,128,938	\$149,479	\$343,393
ALL SEWER OPERATING FUND			5.23%	\$10,918,713	\$149,479	\$362,791
PRIOR MONTH				\$10,105,694		

SEWER IMPACT FEES (Restricted)						
BoA	Cash (4351)	\$10,644	1.08%	\$10,644	\$0	\$115
	Cash-Pool Cash Due From Gen. Fund			\$0		\$0
ALL SEWER IMPACT			1.08%	\$10,644	\$0	\$115
PRIOR MONTH				\$10,626		

ALL FUNDS			3.35%	\$35,524,201	\$131,612	\$1,188,810
PRIOR MONTH				\$36,018,388		
MONTHLY CHANGE				(\$494,187)		
MONTHLY CHANGE %				-1.4%		

Portfolio Report
May, 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	912828U57060	11/30/2023	2,685,000	2.125%	\$2,661,087	2.64%	\$2,642,732	-\$18,355	\$4,806	\$52,917
US Treasury Note	US Treasury Note	9128282D1060	8/31/2023	2,694,000	1.375%	\$2,664,264	2.86%	\$2,667,165	\$2,901	\$9,261	\$39,202
US Treasury Note	US Treasury Note	91282CER8060	5/31/2024	2,685,000	2.500%	\$2,663,995	3.00%	\$2,614,309	-\$49,686		\$89,248
US Treasury Bill	US Treasury Bill	912796CR8060	9/21/2023	3,638,000		\$3,537,210	6.64%	\$3,563,685	\$26,475		\$100,790
US Treasury Bill	US Treasury Bill	912797FK8060	11/16/2023	3,665,000		\$3,573,654	5.31%	\$3,575,802	\$2,148		\$91,346
US Treasury Bill	US Treasury Bill	912797FX0060	7/11/2023	2,000,000		\$1,970,272	4.89%	\$1,988,922	\$18,650		\$29,728
ALL GENERAL FUND				17,367,000		\$17,070,482		\$17,052,615	-\$17,867	\$14,067	\$403,231
PRIOR MONTH								\$17,007,259			2.44%

SEWER OPERATING											
US Treasury Bill	US Treasury Bill	912796CR8060	9/21/2023	1,535,000		\$1,515,947	1.61%	\$1,527,293	\$11,346		\$19,053
US Treasury Bill	US Treasury Bill	912796X53060	6/15/2023	1,500,000		\$1,466,106	4.78%	\$1,497,019	\$30,913		\$33,894
US Treasury Bill	US Treasury Bill	912796XQ7060	7/13/2023	5,135,000		\$4,997,405	4.98%	\$5,104,625	\$107,220		\$137,595
ALL SEWER OPERATING FUND				8,170,000		\$7,979,459		\$8,128,938	\$149,479		\$190,541
PRIOR MONTH								\$7,952,137			2.39%

ALL FUNDS				25,537,000		\$25,049,941		\$25,181,553	\$131,612		2.43%
PRIOR MONTH								\$25,061,633			
MONTHLY CHANGE								\$119,920			
MONTHLY CHANGE %								0.5%			



CITY COMMISSION AGENDA MEMORANDUM JUNE 27, 2023 AGENDA

TO: Honorable Mayor and Members of the City Commission

FROM: Noel Eaton, Planner

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Ordinance 2023-04: Voluntary Annexation - 3038 S. Peninsula Drive

SYNOPSIS:

2nd Reading

Charles and Patricia Register, property owners of the unincorporated Volusia County single-family residential property located at 3038 S. Peninsula Drive (Exhibit 1), have petitioned the City of Daytona Beach Shores for voluntary annexation into the City's corporate limits (Exhibit 2) pursuant to Section 171.044, *Florida Statutes*. The owners purchased the property in 2003. If adopted, Ordinance 2023-04 will annex the subject property and adjacent right-of-way into the City limits of Daytona Beach Shores.

FISCAL IMPACT STATEMENT:

Annexation of 3038 S. Peninsula would not have any impact on the current budget year. It has the potential to increase ad valorem tax revenue for future tax years by \$7,156.

BACKGROUND:

The subject property is approximately 0.496 of an acre with dimensions of 75' x 270'. The property contains a single-story single-family residential structure with a total building area of 3,482 sq/ft (Exhibit 3). Pursuant to Section 171.062, *Florida Statutes*, the owners have also submitted applications to amend the future land use and zoning classifications of the property in question to those of the City. The future land use amendment and rezoning ordinances will be adopted subsequent to the formal annexation of the subject property.

Exhibit 4 attached provides a general description of the subject property, while Exhibit 5 demonstrates compliance with the voluntary annexation requirements prescribed in Section 171.044, *Florida Statutes*.

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of Ordinance 2023-04 as presented.

SUGGESTED MOTION:

A City Commissioner may motion as follows:

"I move to approve Ordinance 2023-04 as presented."

- ATTACHMENT:**
1. ORD 2023-04-Voluntary Annexation-3038 South Peninsula Drive
 2. Staff Report & Exhibits-3038 South Peninsula Drive

ORDINANCE NO. 2023-04

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY, FLORIDA, RELATING TO VOLUNTARY ANNEXATION OF REAL PROPERTY LOCATED AT 3038 SOUTH PENINSULA DRIVE (SHORT PARCEL IDENTIFICATION NUMBER 5334-02-02-0160) TOGETHER WITH ASSOCIATED RIGHT-OF-WAYS IN ACCORDANCE WITH SECTION 171.044, *FLORIDA STATUTES*; PROVIDING FOR LEGISLATIVE AND ADMINISTRATIVE FINDINGS; REDEFINING THE BOUNDARIES OF THE CITY; PROVIDING FOR LEGAL EFFECT AND IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR NON-CODIFICATION AND SETTING AN EFFECTIVE DATE.

WHEREAS, CHARLES D. REGISTER and PATRICIA J. REGISTER, trustees or successor trustee(s) of the REGISTER FAMILY TRUST dated March 18, 2003, property owners, applied for annexation of property into the City of Daytona Beach Shores and is hereby determined to be the fee simple title owner of the real property described below; and

WHEREAS, the said applicants petitioned the City of Daytona Beach Shores, pursuant to Section 171.044, *Florida Statutes*, for annexation of said property into the municipal limits of the City of Daytona Beach Shores; and

WHEREAS, the subject property is currently addressed 3038 South Peninsula Drive; and

WHEREAS, the subject property currently has a Short Tax Parcel Identification Number 5334-02-02-0160; and

WHEREAS, the City of Daytona Beach Shores has determined that all of the property which is proposed to be annexed into the City of Daytona Beach Shores is within an unincorporated area of Volusia County, is reasonably compact and contiguous to the corporate areas of the City of Daytona Beach Shores, Florida and it is further determined that the annexation of said property will not result in the creation of any enclave (and, indeed, logically fills in the City Limits of the City and is consistent with sound principles and practices relating to the delineating of jurisdictional boundaries thereby furthering sound management in terms of the provision of public facilities and services as well as sound land use planning), and it is further determined that the property otherwise fully complies with the requirements of State law and has, further, determined that associated rights-of-way should be annexed hereby; and

WHEREAS, the City Commission of the City of Daytona Beach Shores, Florida has taken all actions in accordance with the requirements and procedures mandated by

State law; and

WHEREAS, the City Commission of the City of Daytona Beach Shores, Florida hereby determines that it is to the advantage of the City of Daytona Beach Shores and in the best interests of the citizens of the City of Daytona Beach Shores to annex the aforescribed property; and

WHEREAS, the provisions of Section 166.031(3), *Florida Statutes*, provide that [a] municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State pursuant to the provisions of subsection (2); and

WHEREAS, the provisions of Section 171.091, *Florida Statutes*, provide as follows:

Recording.—Any change in the municipal boundaries through annexation or contraction shall revise the charter boundary article and shall be filed as a revision of the charter with the Department of State within 30 days. A copy of such revision must be submitted to the Office of Economic and Demographic Research along with a statement specifying the population census effect and the affected land area.

; and

WHEREAS, the map attached hereto as Exhibit “A” shows, describes, and depicts the property and named associated rights-of-ways which are hereby annexed into the City of Daytona Beach Shores said Exhibit being incorporated into the substantive provisions of this Ordinance as if fully set forth herein verbatim.

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

SECTION ONE: LEGISLATIVE AND ADMINISTRATIVE FINDINGS/ANNEXATION OF PROPERTIES.

(a). The City Commission of the City of Daytona Beach Shores hereby finds that the recitations set forth are true and correct and that the requirements of Section 171.044, *Florida Statutes*, as well as all other requirements of controlling law, have been complied with in every respect.

(b). Under the authority of Section 166.031 (3), *Florida Statutes*, relating to city charter amendments, “[a] municipality may amend its charter pursuant to this section notwithstanding any charter provisions to the contrary. . . . A municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State . . .”

This Ordinance shall amend the boundaries of the City to include the property annexed in this Ordinance.

SECTION TWO: ANNEXATION INTO THE CITY. The real property depicted and described by metes and bounds in Exhibit “A” appended hereto, which Exhibit is made part hereof and which property is owned by the petitioning property owners, and further described as set forth below, together with the associated rights-of-way as described below, is hereby annexed into the City Limits of the City of Daytona Beach Shores, said property being described as follows:

THE SOUTHERLY 75 FEET OF LOTS 15 AND 16, BLOCK 2, ROGERS NORTH ORITA, AS RECORDED IN MAP BOOK 1, PAGE 115, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, AS LIES WESTERLY OF SOUTH PENINSULA DRIVE, A 50 FOOT STREET AS NOW LAID OUT, THE SAID PARCEL LYING NORTHERLY 75 FEET AT RIGHT ANGLES TO THE SOUTHERLY LINE OF SAID LOT 15 EXTENDED WESTERLY TO THE HALIFAX RIVER.

TOGETHER WITH THE WESTERLY 1/2 OF SOUTH PENINSULA DRIVE LYING SOUTHERLY OF THE NORTH LINE OF THE SOUTH 75 FEET LOTS 15 AND 16 AND LYING NORTHERLY OF THE SOUTH LINE OF LOT 15, SAID BLOCK 2, ROGERS NORTH ORITA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

;BEGIN AT THE INTERSECTION OF THE SOUTH LINE OF SAID LOT 15 AND THE CENTERLINE OF SOUTH PENINSULA DRIVE, A 50 FOOT RIGHT OF WAY AS NOW LAID OUT; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID LOT 15 TO THE MEAN HIGH WATER LINE OF THE HALIFAX RIVER; THENCE NORTHERLY ALONG SAID MEAN HIGH WATER LINE TO THE NORTH LINE OF SAID SOUTH 75 FEET LOTS 15 AND 16; THENCE EASTERLY ALONG THE NORTH LINE OF SAID SOUTH 75 FEET LOTS 15 AND 16 TO SAID CENTERLINE OF SOUTH PENINSULA DRIVE; THENCE SOUTHERLY ALONG SAID CENTERLINE TO THE POINT OF BEGINNING.

;
CONTAINING 0.496 ACRES, MORE OR LESS.

SECTION THREE: CHANGE IN CITY BOUNDARIES/LEGAL EFFECT OF ANNEXATION. The boundary lines of the City Limits of the City of Daytona Beach Shores are hereby redefined and, upon the effective date of this Ordinance shall also encompass the annexed property as described herein and depicted in Exhibit “A”. Upon this Ordinance becoming effective, the property owner of the annexed property shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property owners of the City as further provided in Chapter 171, *Florida Statutes*, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of the City and the provisions of said Chapter 171, *Florida Statutes*.

SECTION FOUR: ADMINISTRATIVE IMPLEMENTING ACTIONS.

(a). Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Volusia County (the County Manager), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b). The City Manager, or designees within City management staff, shall ensure that the property annexed by this Ordinance is incorporated into the City of Daytona Beach Shores *Comprehensive Plan* and the *Official Zoning Map* of the City of Daytona Beach Shores in an expeditious manner and, in accordance with, and pursuant to, the provisions of Under the authority of Section 166.031(3), *Florida Statutes*, the City Manager, or designees, shall amend the boundaries of the City to include the property annexed in this Ordinance and all previously annexed properties in all maps and geographical data relating to the City Limits said properties to include, but not be limited to, annexed rights-of-way and natural features.

SECTION FIVE: CONFLICTS. Any and all ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION SIX: SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION SEVEN: NON-CODIFICATION. This Ordinance shall not be codified in the *City Code of the City of Daytona Beach Shores*, or the *Land Development Code of the City of Daytona Beach Shores*, or the *City of Daytona Beach Shores Comprehensive Plan* provided, however, that the actions taken herein shall be depicted on the pertinent maps of the City of Daytona Beach Shores by the City Manager, or designee.

SECTION EIGHT: EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and adoption.

CITY OF DAYTONA BEACH SHORES, FLORIDA

NANCY MILLER, MAYOR

KURT SWARTZLANDER, CITY MANAGER CHERI SCHWAB, CITY CLERK

Approved as to form and legality:

Ordinance 2023-04
Page No.4

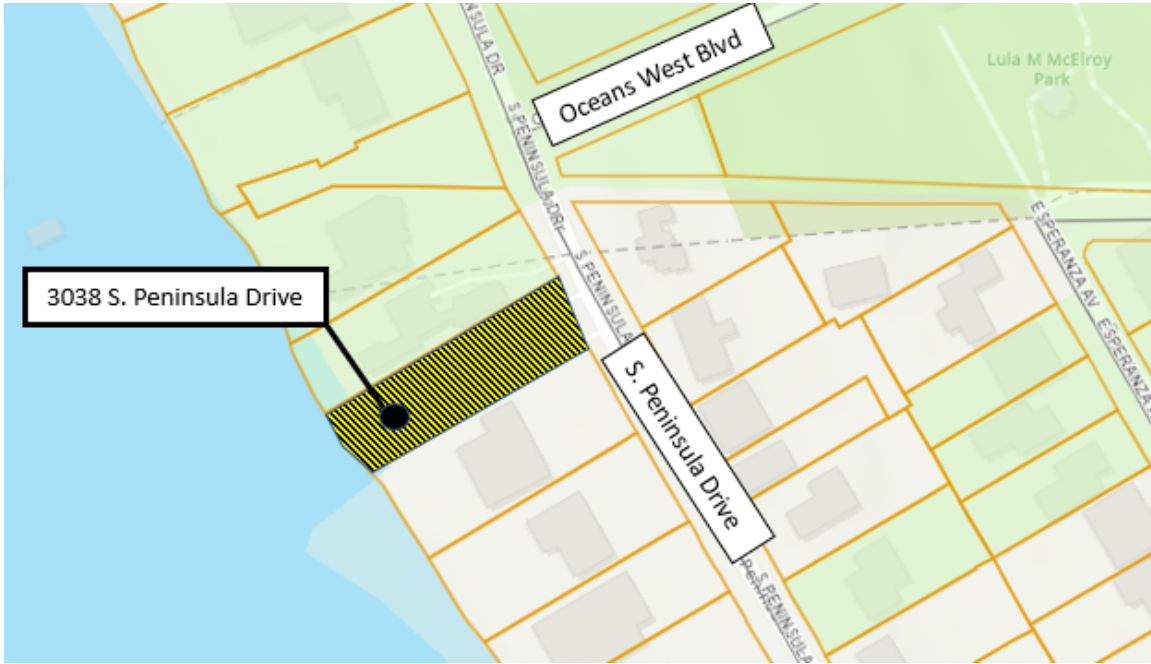
GRETCHEN R. H. VOSE, CITY ATTORNEY

Passed on first reading this _____ day of _____, 2023.

Adopted on second reading this _____ day of _____, 2023.

EXHIBIT A

(1) Location Map of Annexing Property (3038 S. Peninsula Drive)



(2) Metes and Bounds Description/Sketch (Attached)

EXHIBIT 1: Location Map of Annexing Property (3038 S. Peninsula Drive)



Source: Volusia County Property Appraiser Website, 2023

EXHIBIT 2
A: Annexation Application



City of Daytona Beach Shores

Building & Codes Division
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763-5377 Fax (386) 763-5370

413219

12023 018
REQUEST FOR ANNEXATION

RECEIVED

MAY 04 2023

BUILDING AND CODES DIVISION
CITY OF DAYTONA BEACH SHORES

5-3-2023
(Date)

I (We) the undersigned am the sole property owner(s) of 3038 S Peninsula, Volusia
County, Florida.
(Street Address)

Parcel: 5334-02-02-0160

By this letter, I (We) am requesting annexation into the City of Daytona Beach Shores, Florida.
It is my (our) understanding that the fee for legal advertising has been waived by the City and
that I (we) will not incur any costs for annexation.

Signed,

Charles Register
Signature

Charles Register
Name (Printed or typed)

5-3-2023
Telephone

Patricia Register
Signature

Patricia Register
Name (Printed or typed)

5-3-2023
Telephone

Signature

Name (Printed or typed)

Telephone

SWORN to and subscribed before me this 3 day of May, 2023 by
Charles + Patricia Register, who is personally known to me _____ or produced
Identification ☒. Type of Identification provided FL Driver License.

Darling
Notary Public – State of Florida
My Commission Expires: 09-07-2024

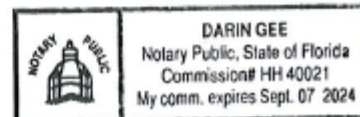


EXHIBIT 2

B: Property Appraiser Website Owner Information



Volusia County Property Appraiser
123 W. Indiana Ave., Rm. 102
DeLand, FL 32720
Phone: (386) 736-5901 Web: vcpa.vcgov.org

Property Summary

Alternate Key:	3460278
Parcel ID:	533402020160
Township-Range-Section:	15 - 33 - 34
Subdivision-Block-Lot:	02 - 02 - 0160
Business Name:	
Owner(s):	REGISTER CHARLES D TR - TR - Trust - 100% CHARLES & PATRICIA REGISTER TR - TR - Trust - 100% REGISTER PATRICIA J TR - TR - Trust - 100% CHARLES & PATRICIA REGISTER TR - TR - Trust - 100%
Mailing Address On File:	3038 S PENINSULA DR DAYTONA BEACH FL 32118
Physical Address:	3038 S PENINSULA DR, DAYTONA BEACH 32118
Building Count:	1
Neighborhood:	3059 - RIVER (HALIFAX) GOVT LT 2
Subdivision Name:	
Property Use:	0100 - SINGLE FAMILY
Tax District:	200-UNINCORPORATED - NORTHEAST
2022 Final Millage Rate:	18.2602
Homestead Property:	Yes
Agriculture Classification:	No
Short Description:	S 75 FT OF LOTS 15 & 16 W OF PEN DR & FILLED IN LAND W OF SA ME & RIP RTS BLK 2 ROGERS NORTH ORITA MB 1 PG 115 PER OR 508 3 PG 0194 PER OR 6363 PGS 0472-0473 PER OR 6365 PGS 3391-339

Property Values

Tax Year:	2023 Working	2022 Final	2021 Final
Valuation Method:	1-Market Oriented Cost	1-Market Oriented Cost	1-Market Oriented Cost
Improvement Value:	\$403,367	\$306,152	\$206,594
Land Value:	\$333,300	\$333,300	\$310,575
Just/Market Value:	\$736,667	\$639,452	\$517,169

Working Tax Roll Values by Taxing Authority

EXHIBIT 3

A: Aerial View of Annexing Property (3038 S. Peninsula Drive.)



Source: Volusia County Property Appraiser Website, 2023

EXHIBIT 3

B: Street View of Annexing Property (3038 S. Peninsula Drive)



Source: GoogleMaps, 2022

**EXHIBT 4
PRE-ANNEXATION FORM**

Name of Property Owner: Charles and Patricia Register Trust

Property Address/Tax Parcel ID: 3038 S Peninsula Drive / 5334-02-02-0160

Lot Size: 75' x 270' = 0.496 acres

According to Volusia County property records, does this property appear to meet Section 171.044 of Florida Statutes? Yes X No _____

How is property contiguous? East _____ West _____ North X South _____

Property Appraiser Just/Market Value: \$736,667

Homesteaded Property: Yes X No _____

Special Flood Hazard Area? Yes X No _____

Property is located in Zone AE and Zone X 0.2% Annual Chance Flood Hazard Area
Special Flood Hazard Area is approximately 35 feet east of rear property line. Existing structure is approximately 81 feet east of rear property line. Structure and accessory uses (pool) are not located within a special flood hazard area.

Improved Lot X Unimproved Lot (Vacant) _____

Existing Use: Single-family Residential

Conforming Land Use: X Non-Conforming Land Use: _____ Explain:

Existing County Zoning: R-3 Urban Single-Family Residential

Existing County Land Use: Urban Low Intensity

Condition of Property: Poor _____ Good X Excellent _____

Water: Port Orange X Daytona Beach _____

Sanitary: Sewer X (DBS) Septic Tank _____

If septic tank on site, is sewer available? _____ Yes _____ No _____

Metes and Bounds Survey conducted? Yes X No _____

Open Code Enforcement Cases/Violations? Yes _____ No X

Prepared by: Noel Eaton, City Planner Date: June 1, 2023

EXHIBIT 5: Voluntary Annexation Criteria pursuant to Section 171.044, *Florida Statutes*

Section	Annexation Criteria	Criteria Met	Comments
171.044(1)	Property must be contiguous to the City.	Yes	Per Sec. 171.031(11), subject property is contiguous to the City to the north.
171.044(1)	Property must be reasonably compact.	Yes	Per Sec. 171.031(12), subject property is reasonably compact and will not create new enclaves, pockets or finger areas in serpentine patterns. In addition, the annexation will aid in reducing the larger county enclave in the vicinity.
171.044(2)	Petition bears the signatures of all owners of property.	Yes	See Exhibit 2 .
171.044(2)	Meet publication requirements.	Yes	Evidence filed with the Office of the City Clerk.
171.044(3)	Ordinance shall be filed per statute.	Pending	Ordinance filing will occur per statutory deadline subsequent to the Ordinance's adoption.
171.044(3)	Ordinance shall include a map and legal description by metes and bounds.	Yes	See Ordinance 2023-04.
171.044(4)	Annexation method shall be supplemental to any other procedure provided by general law.	N/A	
171.044(5)	Annexation shall not create enclaves.	Yes	Per Sec. 171.031(13), subject property does not create an enclave. In fact the annexation will reduce the larger County enclave that currently exists in this area.
171.044(6)	Provision of notice to County Commissioners per statute.	Yes	Notice provided via certified mail per statutory requirement.



CITY COMMISSION AGENDA MEMORANDUM JUNE 27, 2023 AGENDA

TO: Honorable Mayor and Members of the City Commission
FROM: Noel Eaton, Planner
PREPARED BY: Cheri Schwab, City Clerk
SUBJECT: Ordinance 2023-05: Voluntary Annexation - 3040 S. Peninsula Drive

SYNOPSIS:

2nd Reading

Charles and Brandea Steffy, property owners of the unincorporated Volusia County single-family residential property located at 3040 S. Peninsula Drive (Exhibit 1), have petitioned the City of Daytona Beach Shores for voluntary annexation into the City's corporate limits (Exhibit 2) pursuant to Section 171.044, *Florida Statutes*. The owners purchased the property in March 2023. If adopted, Ordinance 2023-05 will annex the subject property and adjacent right-of-way into the City limits of Daytona Beach Shores.

FISCAL IMPACT STATEMENT:

Annexation of 3040 S. Peninsula will have no impact on the current budget year. It does have the potential to increase future ad valorem tax revenue by \$10,946.

BACKGROUND:

The subject property is approximately 0.640 of an acre with dimensions of 100' x 257'. The property contains a single-story single-family residential structure with a total building area of 3,446 sq/ft (Exhibit 3). Pursuant to Section 171.062, *Florida Statutes*, the owners have also submitted applications to amend the future land use and zoning classifications of the property in question to those of the City. The future land use amendment and rezoning ordinances will be adopted subsequent to the formal annexation of the subject property.

Exhibit 4 attached provides a general description of the subject property, while Exhibit 5 demonstrates compliance with the voluntary annexation requirements prescribed in Section 171.044, *Florida Statutes*.

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of Ordinance 2023-05 as presented.

SUGGESTED MOTION:

A City Commissioner may motion as follows:

"I move to approve Ordinance 2023-05 as presented."

- ATTACHMENT:**
1. Ord 2023-05-Voluntary Annexation-3040 South Peninsula Drive
 2. Staff Report & Exhibits-3040 South Peninsula Drive

ORDINANCE NO. 2023-05

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY, FLORIDA, RELATING TO VOLUNTARY ANNEXATION OF REAL PROPERTY LOCATED AT 3040 SOUTH PENINSULA DRIVE (SHORT PARCEL IDENTIFICATION NUMBER 5334-02-02-0130) TOGETHER WITH ASSOCIATED RIGHT-OF-WAYS IN ACCORDANCE WITH SECTION 171.044, *FLORIDA STATUTES*; PROVIDING FOR LEGISLATIVE AND ADMINISTRATIVE FINDINGS; REDEFINING THE BOUNDARIES OF THE CITY; PROVIDING FOR LEGAL EFFECT AND IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR NON-CODIFICATION AND SETTING AN EFFECTIVE DATE.

WHEREAS, Charles and Brandea Steffy, property owners, applied for annexation of property into the City of Daytona Beach Shores and is hereby determined to be the fee simple title owner of the real property described below; and

WHEREAS, the said applicants petitioned the City of Daytona Beach Shores, pursuant to Section 171.044, *Florida Statutes*, for annexation of said property into the municipal limits of the City of Daytona Beach Shores; and

WHEREAS, the subject property is currently addressed 3038 South Peninsula Drive; and

WHEREAS, the subject property currently has a Short Tax Parcel Identification Number 5334-02-02-0130; and

WHEREAS, the City of Daytona Beach Shores has determined that all of the property which is proposed to be annexed into the City of Daytona Beach Shores is within an unincorporated area of Volusia County, is reasonably compact and contiguous to the corporate areas of the City of Daytona Beach Shores, Florida and it is further determined that the annexation of said property will not result in the creation of any enclave (and, indeed, logically fills in the City Limits of the City and is consistent with sound principles and practices relating to the delineating of jurisdictional boundaries thereby furthering sound management in terms of the provision of public facilities and services as well as sound land use planning), and it is further determined that the property otherwise fully complies with the requirements of State law and has, further, determined that associated rights-of-way should be annexed hereby; and

WHEREAS, the City Commission of the City of Daytona Beach Shores, Florida has taken all actions in accordance with the requirements and procedures mandated by State law; and

WHEREAS, the City Commission of the City of Daytona Beach Shores, Florida hereby determines that it is to the advantage of the City of Daytona Beach Shores and in the best interests of the citizens of the City of Daytona Beach Shores to annex the aforescribed property; and

WHEREAS, the provisions of Section 166.031(3), *Florida Statutes*, provide that [a] municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State pursuant to the provisions of subsection (2); and

WHEREAS, the provisions of Section 171.091, *Florida Statutes*, provide as follows:

Recording.—Any change in the municipal boundaries through annexation or contraction shall revise the charter boundary article and shall be filed as a revision of the charter with the Department of State within 30 days. A copy of such revision must be submitted to the Office of Economic and Demographic Research along with a statement specifying the population census effect and the affected land area.

; and

WHEREAS, the map attached hereto as Exhibit “A” shows, describes, and depicts the property and named associated rights-of-ways which are hereby annexed into the City of Daytona Beach Shores said Exhibit being incorporated into the substantive provisions of this Ordinance as if fully set forth herein verbatim.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, as follows:

SECTION ONE: LEGISLATIVE AND ADMINISTRATIVE FINDINGS/ANNEXATION OF PROPERTIES.

(a). The City Commission of the City of Daytona Beach Shores hereby finds that the recitations set forth are true and correct and that the requirements of Section 171.044, *Florida Statutes*, as well as all other requirements of controlling law, have been complied with in every respect.

(b). Under the authority of Section 166.031 (3), *Florida Statutes*, relating to city charter amendments, “[a] municipality may amend its charter pursuant to this section notwithstanding any charter provisions to the contrary. . . . A municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State . . .” This Ordinance shall amend the boundaries of the City to include the property annexed in this Ordinance.

SECTION TWO: ANNEXATION INTO THE CITY. The real property depicted and described by metes and bounds in Exhibit “A” appended hereto, which Exhibit is made part hereof and which property is owned by the petitioning property owners, and further described as set forth below, together with the associated rights-of-way as described below, is hereby annexed into the City Limits of the City of Daytona Beach Shores, said property being described as follows:

LOTS 13 AND 14, BLOCK 2, LYING WESTERLY OF SOUTH PENINSULA DRIVE, ROGERS NORTH ORITA, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN MAP BOOK 1, PAGE 115, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

TOGETHER WITH THE WESTERLY 1/2 OF SOUTH PENINSULA DRIVE LYING SOUTHERLY OF THE NORTH LINE OF LOT 14 AND LYING NORTHERLY OF THE SOUTH LINE OF LOT 13, SAID BLOCK 2, ROGERS NORTH ORITA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

;
BEGIN AT THE INTERSECTION OF THE SOUTH LINE OF SAID LOT 13 AND THE CENTERLINE OF SOUTH PENINSULA DRIVE, A 50 FOOT RIGHT OF WAY AS NOW LAID OUT; THENCE WESTERLY ALONG THE SOUTH LINE OF OF SAID LOT 13 TO THE MEAN HIGH WATER LINE OF THE HALIFAX RIVER; THENCE NORTHERLY ALONG SAID MEAN HIGH WATER LINE TO THE NORTH LINE OF SAID LOT 14; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 14 TO SAID CENTERLINE OF SOUTH PENINSULA DRIVE; THENCE SOUTHERLY ALONG SAID CENTERLINE TO THE POINT OF BEGINNING.

CONTAINING 0.640 ACRES, MORE OR LESS.

SECTION THREE: CHANGE IN CITY BOUNDARIES/LEGAL EFFECT OF ANNEXATION. The boundary lines of the City Limits of the City of Daytona Beach Shores are hereby redefined and, upon the effective date of this Ordinance shall also encompass the annexed property as described herein and depicted in Exhibit “A”. Upon this Ordinance becoming effective, the property owner of the annexed property shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property owners of the City as further provided in Chapter 171, *Florida Statutes*, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of the City and the provisions of said Chapter 171, *Florida Statutes*.

SECTION FOUR: ADMINISTRATIVE IMPLEMENTING ACTIONS.

(a). Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Volusia County (the County Manager), with the Florida

Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b). The City Manager, or designees within City management staff, shall ensure that the property annexed by this Ordinance is incorporated into the City of Daytona Beach Shores *Comprehensive Plan* and the *Official Zoning Map* of the City of Daytona Beach Shores in an expeditious manner and, in accordance with, and pursuant to, the provisions of Under the authority of Section 166.031(3), *Florida Statutes*, the City Manager, or designees, shall amend the boundaries of the City to include the property annexed in this Ordinance and all previously annexed properties in all maps and geographical data relating to the City Limits said properties to include, but not be limited to, annexed rights-of-way and natural features.

SECTION FIVE: CONFLICTS. Any and all ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION SIX: SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION SEVEN: NON-CODIFICATION. This Ordinance shall not be codified in the *City Code of the City of Daytona Beach Shores*, or the *Land Development Code of the City of Daytona Beach Shores*, or the *City of Daytona Beach Shores Comprehensive Plan* provided, however, that the actions taken herein shall be depicted on the pertinent maps of the City of Daytona Beach Shores by the City Manager, or designee.

SECTION EIGHT: EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and adoption.

CITY OF DAYTONA BEACH SHORES, FLORIDA

NANCY MILLER, MAYOR

KURT SWARTZLANDER, CITY MANAGER CHERI SCHWAB, CITY CLERK

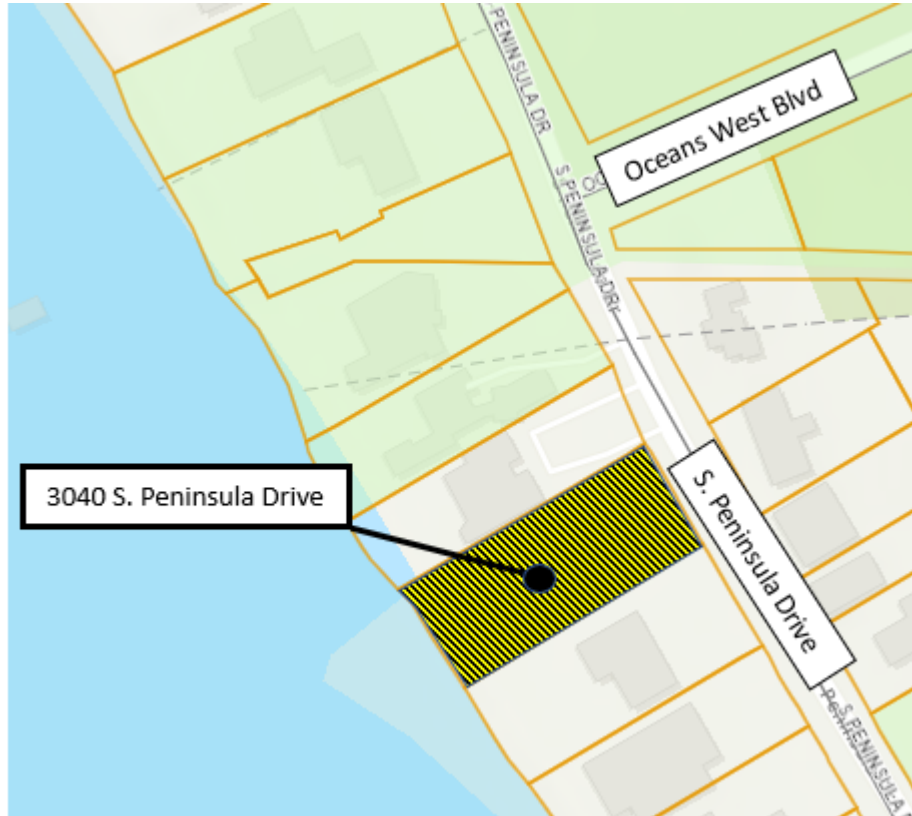
Approved as to form and legality:

GRETCHEN R. H. VOSE, CITY ATTORNEY

Passed on first reading this _____ day of _____, 2023.
Adopted on second reading this _____ day of _____, 2023.

EXHIBIT A

(1) Location Map of Annexing Property (3040 S. Peninsula Drive)



(2) Metes and Bounds Description/Sketch (Attached)

SKETCH OF DESCRIPTION

NORTH LINE OF SECTION 34 (DUE EAST)



BLOCK 2
RODGERS NORTH ORITA
MB 1, PG 115

CENTERLINE SOUTH PENINSULA DRIVE

LOT 16

55.5'(P)

LOT 15

EASTERLY

50'(P)

SOUTHERLY

N. LINE LOT 14
LOT 14

±257'

50'(P)

LOT 13

S. LINE LOT 13

POINT OF BEGINNING

50'(P)

WESTERLY

±250'

LOT 12

50'(P)

LOT 11

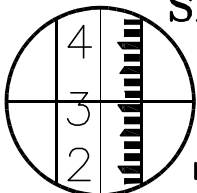
SKETCH OF DESCRIPTION ONLY
THIS IS NOT A BOUNDARY SURVEY

PROJECT: RODGERS NORTH ORITA
CLIENT: CITY OF DAYTONA BEACH SHORES

SCALE: 1"=50'
DATE: MAY 15, 2023

LEGEND / ABBREVIATIONS

—	CHANGE IN DIRECTION
R/W	RIGHT OF WAY
CL	CENTERLINE
△	CENTRAL ANGLE
R	RADIUS
L	ARC LENGTH
(P)	PLAT
LB	LICENCED BUSINESS
N	NORTH
S	SOUTH
E	EAST
W	WEST



SLIGER & ASSOCIATES, INC.

PROFESSIONAL LAND SURVEYORS

3921 NOVA ROAD
PORT ORANGE, FL. 32127
(386) 761-5385

LICENSED BUSINESS CERTIFICATION NUMBER 3019

www.sligerassociates.com

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JOB NO. 23-0439A

SHEET 1 OF 2

SKETCH OF DESCRIPTION

SURVEYOR'S NOTES:

1. THIS IS NOT A BOUNDARY SURVEY. THIS IS A SKETCH OF DESCRIPTION.
2. BEARING STRUCTURE IS BASED ON RECORD PLAT WITH THE NORTH LINE OF SECTION 34, HAVING A BEARING OF (DUE EAST) N90°00'00"E.
3. THIS SKETCH IS NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR A VALID ELECTRONIC SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
4. THIS DESCRIPTION HAS BEEN CREATED BY SLIGER & ASSOCIATES INC., PER CLIENT REQUEST.
5. THIS SKETCH IS A SET AND IS NOT VALID WITHOUT ALL SHEETS INCLUDING SHEETS 1 THROUGH 2.
6. THIS SKETCH OF DESCRIPTION IS BASED ON THE PLAT OF RODGERS NORTH ORITA, MAP BOOK 1, PAGE 115.

DESCRIPTION:

LOTS 13 AND 14, BLOCK 2, LYING WESTERLY OF SOUTH PENINSULA DRIVE, ROGERS NORTH ORITA, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN MAP BOOK 1, PAGE 115, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

TOGETHER WITH THE WESTERLY 1/2 OF SOUTH PENINSULA DRIVE LYING SOUTHERLY OF THE NORTH LINE OF LOT 14 AND LYING NORTHERLY OF THE SOUTH LINE OF LOT 13, SAID BLOCK 2, ROGERS NORTH ORITA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE SOUTH LINE OF SAID LOT 13 AND THE CENTERLINE OF SOUTH PENINSULA DRIVE, A 50 FOOT RIGHT OF WAY AS NOW LAID OUT; THENCE WESTERLY ALONG THE SOUTH LINE OF OF SAID LOT 13 TO THE MEAN HIGH WATER LINE OF THE HALIFAX RIVER; THENCE NORTHERLY ALONG SAID MEAN HIGH WATER LINE TO THE NORTH LINE OF SAID LOT 14; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 14 TO SAID CENTERLINE OF SOUTH PENINSULA DRIVE; THENCE SOUTHERLY ALONG SAID CENTERLINE TO THE POINT OF BEGINNING.

CONTAINING 0.640 ACRES, MORE OR LESS.

THIS SKETCH OF DESCRIPTION IS CERTIFIED TO AND PREPARED FOR THE SOLE AND EXCLUSIVE BENEFIT OF THE ENTITIES AND OR INDIVIDUALS LISTED BELOW, ON THE MOST CURRENT DATE, AND SHALL NOT BE RELIED UPON BY ANY OTHER ENTITY OR INDIVIDUAL WHOMSOEVER.

CERTIFIED TO:

CITY OF DAYTONA BEACH SHORES

I HEREBY CERTIFY THAT THIS SKETCH MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

JEFF W. BARNES P.S.M. NO. 5576

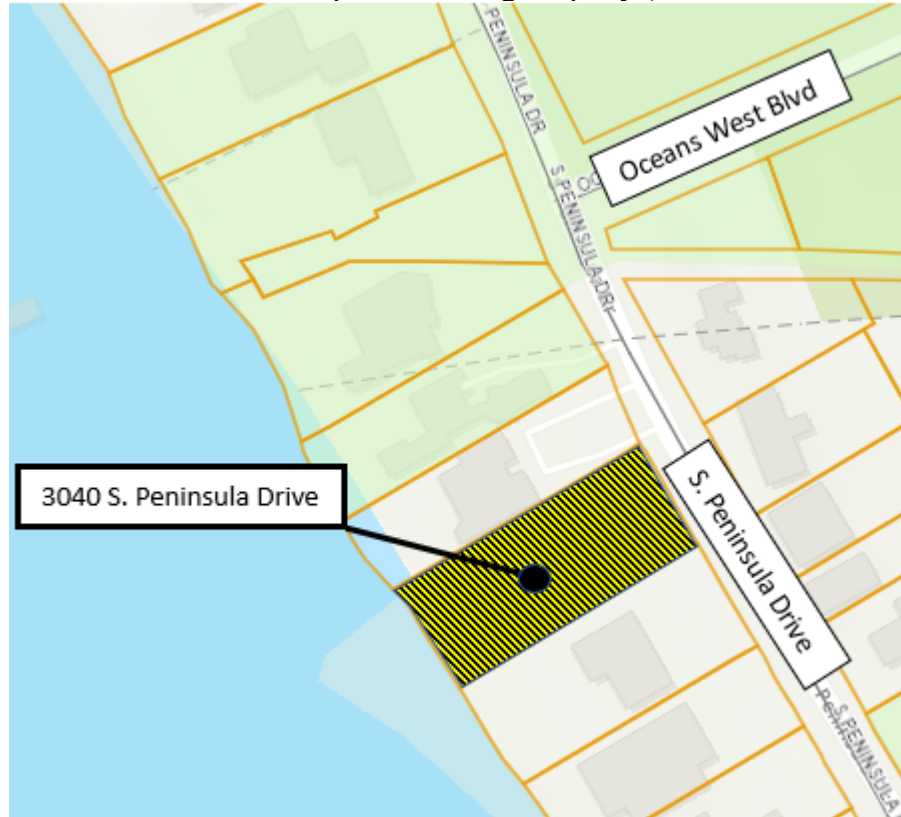
PROJECT: RODGERS NORTH ORITA
CLIENT: CITY OF DAYTONA BEACH SHORES

SCALE: N/A
DATE: MAY 15, 2023

DRAWN BY: J. MOLLER

JOB NO. 23-0439A SHEET 2 OF 2

EXHIBIT 1: Location Map of Annexing Property (3040 S. Peninsula Drive)



Source: Volusia County Property Appraiser Website, 2023

EXHIBIT 2
A: Annexation Application



City of Daytona Beach Shores
Building & Codes Division
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763-5377 Fax (386) 763-5370

REQUEST FOR ANNEXATION

RECEIVED

MAY 04 2023

BUILDING AND CODES DIVISION
CITY OF DAYTONA BEACH SHORES

413218

5/4/23
(Date)

I (We) the undersigned am the sole property owner(s) of 3040 S Peninsula Dr., Volusia
County, Florida.
(Street Address) Daytona Beach

Parcel: 5334-02-02-0130

By this letter, I (We) am requesting annexation into the City of Daytona Beach Shores, Florida.
It is my (our) understanding that the fee for legal advertising has been waived by the City and
that I (we) will not incur any costs for annexation.

Signed,

[Signature]
Signature

Charles Steffy
Name (Printed or typed)

407-716-4329
Telephone

[Signature]
Signature

Brandea Steffy
Name (Printed or typed)

407-716-4330
Telephone

Signature

Name (Printed or typed)

Telephone

SWORN to and subscribed before me this 4 day of May, 2023 by
Charles + Brandea Steffy who is personally known to me _____ or produced
Identification X. Type of Identification provided FL Driver License.

Cheryl Lee Thibault
Notary Public -- State of Florida
My Commission Expires:



Please return this form to: Annexation Committee
c/o Planning Department
City of Daytona Beach Shores
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

EXHIBIT 2

B: Property Appraiser Website Owner Information



Volusia County Property Appraiser
 123 W. Indiana Ave., Rm. 102
 DeLand, FL. 32720
 Phone: (386) 736-5901 Web: vcpa.vcgov.org

Property Summary

Alternate Key:	3460243
Parcel ID:	533402020130
Township-Range-Section:	15 - 33 - 34
Subdivision-Block-Lot:	02 - 02 - 0130
Business Name:	
Owner(s):	STEFFY CHARLES M - TE - Tenancy in the Entirety - 100% STEFFY BRANDEA L - TE - Tenancy in the Entirety - 100%
Mailing Address On File:	3040 S PENINSULA DR DAYTONA BEACH FL 32118 5912
Physical Address:	3040 S PENINSULA DR, DAYTONA BEACH 32118
Building Count:	1
Neighborhood:	3059 - RIVER (HALIFAX) GOVT LT 2
Subdivision Name:	
Property Use:	0100 - SINGLE FAMILY
Tax District:	200-UNINCORPORATED - NORTHEAST
2022 Final Millage Rate:	18.2602
Homestead Property:	No
Agriculture Classification:	No
Short Description:	LOTS 13 & 14 W OF PEN DR BLK 2 ROGERS NORTH ORITA MB 1 PG 11 S & RIP RIGHTS PER OR 3310 PG 1971 PER OR 3731 PG 4717 PER O R 6167 PGS 3629-3630 PER OR 6173 PGS 2963-2966 INC PER OR 83

Property Values

Tax Year:	2023 Working	2022 Final	2021 Final
Valuation Method:	1-Market Oriented Cost	1-Market Oriented Cost	1-Market Oriented Cost
Improvement Value:	\$344,184	\$273,361	\$192,048
Land Value:	\$418,000	\$418,000	\$389,500
Just/Market Value:	\$762,184	\$691,361	\$581,548

Working Tax Roll Values by Taxing Authority

EXHIBIT 3

A: Aerial View of Annexing Property (3040 S. Peninsula Drive.)



Source: Volusia County Property Appraiser Website, 2023

EXHIBIT 3

B: Street View of Annexing Property (3040 S. Peninsula Drive)



Source: GoogleMaps, 2022

**EXHIBT 4
PRE-ANNEXATION FORM**

Name of Property Owner: Charles and Brandea Steffy

Property Address/Tax Parcel ID: 3040 S Peninsula Drive / 5334-02-02-0130

Lot Size: 100' x 257' = 0.640 acres

According to Volusia County property records, does this property appear to meet Section 171.044 of Florida Statutes? Yes X No _____

How is property contiguous? East _____ West _____ North X South _____

Property Appraiser Just/Market Value: \$762,184

Homesteaded Property: Yes _____ No X

Special Flood Hazard Area? Yes X No _____

Property is located in Zone AE and Zone X 0.2% Annual Chance Flood Hazard Area
Special Flood Hazard Area is approximately 16 feet east of rear property line. Existing structure is approximately 80 feet east of rear property line. Structure and accessory uses (pool) are not located within a special flood hazard area. (Volusia County Property Appraisers website 2023)

Improved Lot X Unimproved Lot (Vacant) _____

Existing Use: Single-family Residential

Conforming Land Use: X Non-Conforming Land Use: _____ Explain:

Existing County Zoning: R-3 Urban Single-Family Residential

Existing County Land Use: Urban Low Intensity

Condition of Property: Poor _____ Good X Excellent _____

Water: Port Orange X Daytona Beach _____
Sanitary: Sewer X (DBS) Septic Tank _____

If septic tank on site, is sewer available? _____ Yes _____ No _____

Metes and Bounds Survey conducted? Yes X No _____

Open Code Enforcement Cases/Violations? Yes _____ No X

Prepared by: Noel Eaton, City Planner Date: June 1, 2023

EXHIBIT 5: Voluntary Annexation Criteria pursuant to Section 171.044, *Florida Statutes*

Section	Annexation Criteria	Criteria Met	Comments
171.044(1)	Property must be contiguous to the City.	Yes	Per Sec. 171.031(11), subject property is contiguous to the City to the north.
171.044(1)	Property must be reasonably compact.	Yes	Per Sec. 171.031(12), subject property is reasonably compact and will not create new enclaves, pockets or finger areas in serpentine patterns. In addition, the annexation will aid in reducing the larger county enclave in the vicinity.
171.044(2)	Petition bears the signatures of all owners of property.	Yes	See Exhibit 2 .
171.044(2)	Meet publication requirements.	Yes	Evidence filed with the Office of the City Clerk.
171.044(3)	Ordinance shall be filed per statute.	Pending	Ordinance filing will occur per statutory deadline subsequent to the Ordinance's adoption.
171.044(3)	Ordinance shall include a map and legal description by metes and bounds.	Yes	See Ordinance 2023-05.
171.044(4)	Annexation method shall be supplemental to any other procedure provided by general law.	N/A	
171.044(5)	Annexation shall not create enclaves.	Yes	Per Sec. 171.031(13), subject property does not create an enclave. In fact the annexation will reduce the larger County enclave that currently exists in this area.
171.044(6)	Provision of notice to County Commissioners per statute.	Yes	Notice provided via certified mail per statutory requirement.



**CITY COMMISSION AGENDA MEMORANDUM
JUNE 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission
FROM:
PREPARED BY: Cheri Schwab, City Clerk
SUBJECT: Consideration of Voting Delegate for Annual Conference

SYNOPSIS:

A voting delegate is required to attend the Annual Business Session at the Annual Conference.

FISCAL IMPACT STATEMENT:

BACKGROUND:

Each year, the Florida League of Cities holds an Annual Conference. A voting delegate is required by each municipality to participate in the Annual Business Session.

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

I nominate xx as voting delegate at the Annual Conference.

ATTACHMENT: 1. 2023 Voting Delegate Memo



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 6, 2023

Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate



97th Annual Conference
Florida League of Cities, Inc.
August 10-12, 2023
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com



CITY COMMISSION AGENDA MEMORANDUM JUNE 27, 2023 AGENDA

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Consideration of Chris Pollard for Alternate Member on Planning & Zoning Board

SYNOPSIS:

Mr. Pollard was interviewed by the Commission on June 13th. With Mr. Pollard not being a resident, a 4/5 vote is required by the Commission to be appointed.

FISCAL IMPACT STATEMENT:

BACKGROUND:

Mr. Pollard is a business owner in Daytona Beach Shores but he does not meet the living requirement. He was interviewed on June 13th by the Commission and is interested in being appointed to the Planning & Zoning Board. In order to be appointed as a business owner, it requires a 4/5 vote by the Commission.

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

I move to appoint Chris Pollard as Alternate Member to the Planning & Zoning Board.

ATTACHMENT: 1. pollard board application



CITY OF DAYTONA BEACH SHORES
APPOINTMENT INFORMATION FORM

Please type, if possible. (Or print clearly)

DATE: 5-19-23

BOARD(S) DESIRED: Planning & Zoning

POSITION DESIRED: Regular or Alternate

NAME: Christopher S. Pollard

ADDRESS(ES): H: 10 CORMORANT CIR ZIP: 32119

EMAIL ADDRESS: chris @ chrispollard.net

PHONE: H: 407-694-7300 W: 386-236-0474

EMPLOYER: South Atlantic Partners

POSITION: Owner HOW LONG 10 years

EDUCATION: SCHOOL NO. YEARS DEGREES

HIGH SCHOOL Grand City High School

COLLEGE DBCC/UCF 5 yrs BS. Marketing
Belhaven 2 yrs Master of Business Admin

-
1. Are you a resident of City of Daytona Beach Shores? Y___ N X
 2. Are you a registered voter? Y X N___
 3. Do you own property in Daytona Beach Shores? Y X N___
 4. Are you currently serving on a City board? Y___ N X
 5. Have you ever served on a City board? Y___ N X
If yes, when, where and which board? _____

6. How long have you lived in Daytona Beach Shores? N/A

REFERENCES: (Please do not use current council members)

NAME	ADDRESS	PHONE
Debbie Raney	S. State Bank	407-463-6625
Jill Fuller	2422 S Atlantic	386-689-2381
Cheryl Getz	Daytona Beach Shores	386-624-1766

WORK EXPERIENCE:

South Atlantic Communities - HOA/Condo Management
S Atlantic Real Estate - Broker
S. Atlantic Prop. Management short/long term rentals

WHY DO YOU DESIRE TO SERVE ON THIS/THESE BOARD(S)?

I have worked in DBS for 17 years. I have had
a business in DBS for 10 years and own property here.
As a small business owner with strong ties to the
community I'd like to give back.

Christopher S. Pollen
(Signature)

Please Note: If you have any questions, please call the Office of the City Clerk, 763-5364.
Return this form to the City Clerk, City Hall, 2990 S. Atlantic Avenue, Daytona Beach
Shores, FL 32118 or cschwab@cityofdb.org