



CITY OF DELAND
REGULAR MEETING OF THE DOWNTOWN COMMUNITY
REDEVELOPMENT AGENCY
MAY 20, 2024 AT 6:30 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE
AGENDA

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. Resolution Approving Budget Amendment for FY 2023-2024.

Staff recommends the Downtown CRA adopt the Resolution amending the FY 23/24 budget as presented.

2. Consideration re Approval of Extra Work Authorization for CPH Consulting, LLC, West Voorhis Avenue Streetscape Design.

Consideration of Approval of Extra Work Authorization for CPH Consulting, LLC, West Voorhis Avenue Streetscape Design in the amount of \$43,795.

ADJOURNMENT

The City of DeLand may take action on any matter during this meeting, including items that are not set forth within this agenda.

Public participation is encouraged on any matter on the agenda. If you desire to be recognized by the Mayor, please fill out a Speaker's Card and present it to the City Clerk.

Minutes of the DeLand Downtown Community Redevelopment Agency meetings are not transcribed verbatim. If any person decides to appeal a decision made by the CRA with respect to any matter considered at a public meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made by a court reporter, at the person's own expense.

In accordance with the American Disabilities Act, persons needing special accommodation in order to participate in the proceedings should notify the City Clerk's Office at least 48 hours in advance of the meeting: 626-7132.

Assisted Listening System receivers are available for the hearing impaired, and can be obtained from the City Clerk.

If you wish to obtain information regarding the CRA's Agenda, please call the City Clerk's Office: 626-7132.

We respectfully request that all pagers and cell phones be turned OFF during CRA meetings.

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
May 20, 2024

SUBJECT: Resolution Approving Budget Amendment for FY 2023-2024.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: Resolution , FY23-24 Q3 Downtown CRA Details

APPROVED BY: Michael Pleus, City Manager, May 15, 2024

SUMMARY/HIGHLIGHT:

The budget amendments proposed are detailed in the attached summary and recommended after review of actual first quarter expenditures. The amendments proposed are primarily adjustments to reflect anticipated actual revenues and expenditures.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

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

RECOMMENDATION:

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

BACKGROUND/DISCUSSION:

Staff recommends the Downtown CRA adopt the Resolution amending the FY 23/24 budget as presented.

RESOLUTION NO. 2024 -

A RESOLUTION OF THE DOWNTOWN DELAND COMMUNITY REDEVELOPMENT AGENCY, AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to amend the budget for the Downtown DeLand Community Redevelopment Agency for fiscal year 2023-2024; and

WHEREAS, the Downtown DeLand Community Redevelopment Agency desires to amend its budget for fiscal year 2023-2024 as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF DELAND, FLORIDA:

Section 1. The budget of the Downtown DeLand Community Redevelopment Agency of the City of DeLand for fiscal year 2023-2024 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		719,157	0	0	719,157
EXPENDITURES		719,157	32,000	32,000	719,157
180-1800-534-100	CONTRACTUAL SERVICES	97,231	17,000	0	114,231
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	801,800	15,000	0	816,800
180-9990-999-100	CONTINGENCY	30,000	0	9,929	20,071
180-9990-999-200	RESERVE CONTINGENCY	22,071	0	22,071	0

Section 2. In all other respects the budget of the Downtown DeLand Community Redevelopment Agency for fiscal year 2023-2024 is hereby ratified and confirmed as adopted by Resolution 2023-65, 2024-26 and 2024-27.

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

PASSED AND DULY ADOPTED this 20th day of May, 2024.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Julie Hennessy
City Clerk-Auditor

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

FY 23-24 Budget Amendment Details

ACCOUNT	Account Description	Increase	Decrease	Description
DOWNTOWN CRA FUND				
REVENUES				
		0	0	
 EXPENDITURES				
		32,000	32,000	
180-1800-534-100	CONTRACTUAL SERVICES	17,000		increase appropriation for Downtown waived events
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	15,000		increase appropriation for removal of old transformer at old Fire Station
180-9990-999-100	CONTINGENCY		9,929	decrease appropriation for contingency
180-9990-999-200	RESERVE CONTINGENCY		22,071	decrease appropriation for reserve contingency

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
May 20, 2024

SUBJECT: Consideration re Approval of Extra Work Authorization for CPH Consulting, LLC, West Voorhis Avenue Streetscape Design.

DEPARTMENT: City Manager

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: W. Voorhis Concept 2024.04.04, W. Voorhis approved Design 2023, W. Voorhis Ave. Complete Street

APPROVED BY: Michael Pleus, City Manager, May 15, 2024

SUMMARY/HIGHLIGHT:

City staff recently had meetings with members of FDOT, Volusia County and the River 2 Sea Loop Alliance where there was discussion on partnering together on creating a trail from the SunRail station and connecting it to the Paiva Greenway downtown. The multi-jurisdictional trail is in early planning stages and part of this planning is conceptualizing which route may be best. An option that was being heavily considered by all the parties takes the trail along West New York Avenue, South on South Clara Avenue and East on West Voorhis Avenue where it will connect to the Paiva Greenway on East Voorhis Avenue.

With the CRA concurrently having the West Voorhis Avenue Streetscape design being worked on, staff approached CPH to provide a quote on making modifications to the final design plan to accommodate trail type use on the north sidewalk of the streetscape. In more detail, as proposed, the north sidewalk will have a minimum width of 9 feet at the narrowest points and the south sidewalk will have a minimum width of 5 feet at the narrowest points. The north sidewalk will have the widest points at 14 feet and the south sidewalk will have the widest points at 10 feet. The original design called for 11 foot sidewalks on the north and south side where each area would be reduced down to 6 feet at the narrowest points.

From staff's perspective, the proposed design modifications will accomplish two objectives: the increase in width on the north side sidewalk will be able to better accommodate trail type usage and there will still be a symmetrical-like appearance on the south side of the streetscape, which was the desire of the CRA when the original final design was approved. Additionally, this new design will give staff the ability to pursue trail related grants to offset the cost of construction of the Voohris Avenue Streetscape project.

Staff is seeking direction from the CRA on whether to proceed with the modification to the final design. The cost of making the modification to the design is \$43,795.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

N/A

SUSTAINABILITY:

N/A

FISCAL IMPACT:

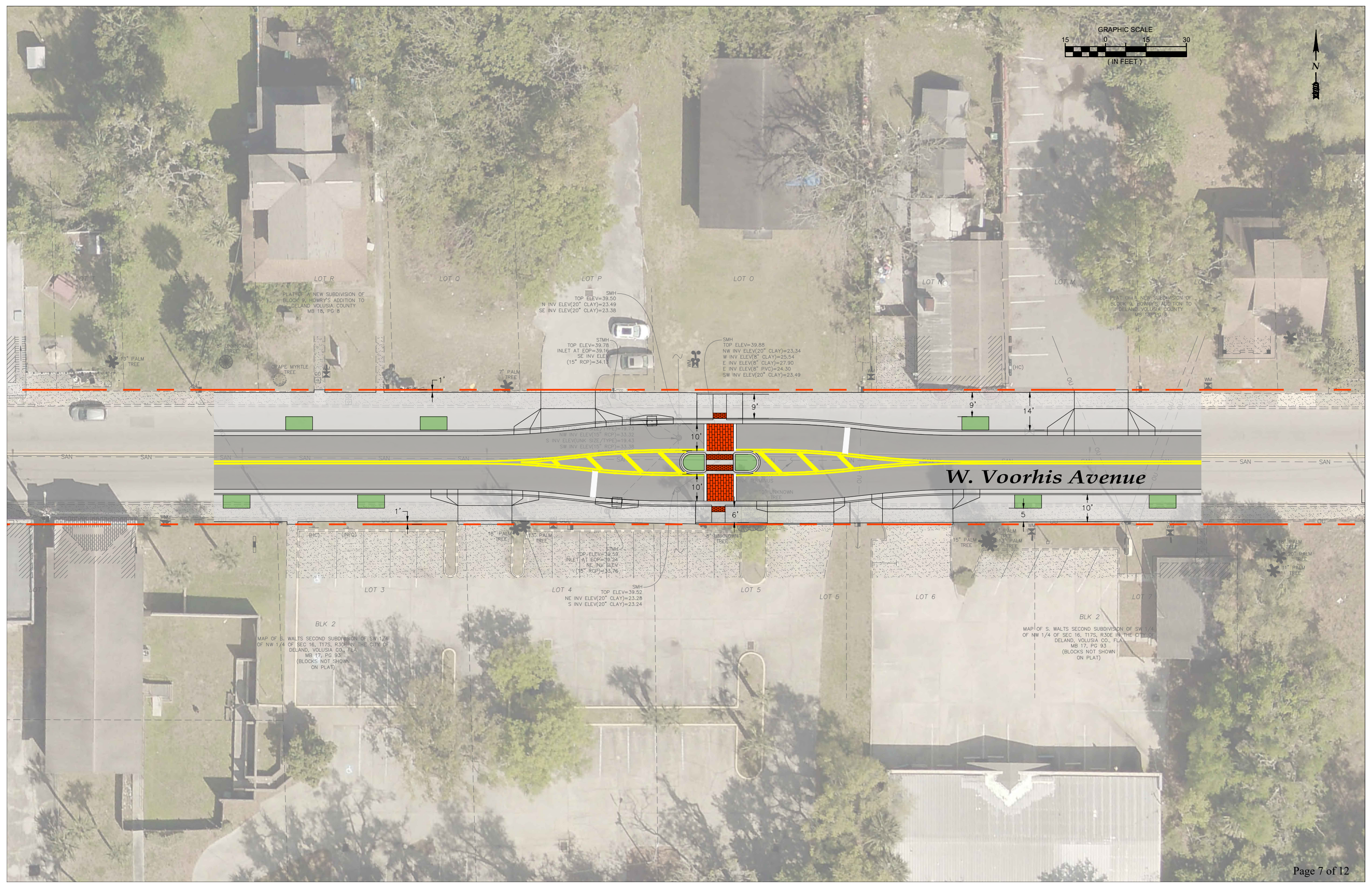
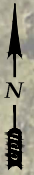
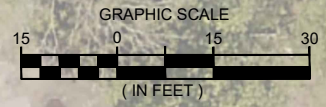
The extra work authorization was quoted at \$43,795. Budgeted funds for the streetscape project will be used to cover this expense.

RECOMMENDATION:

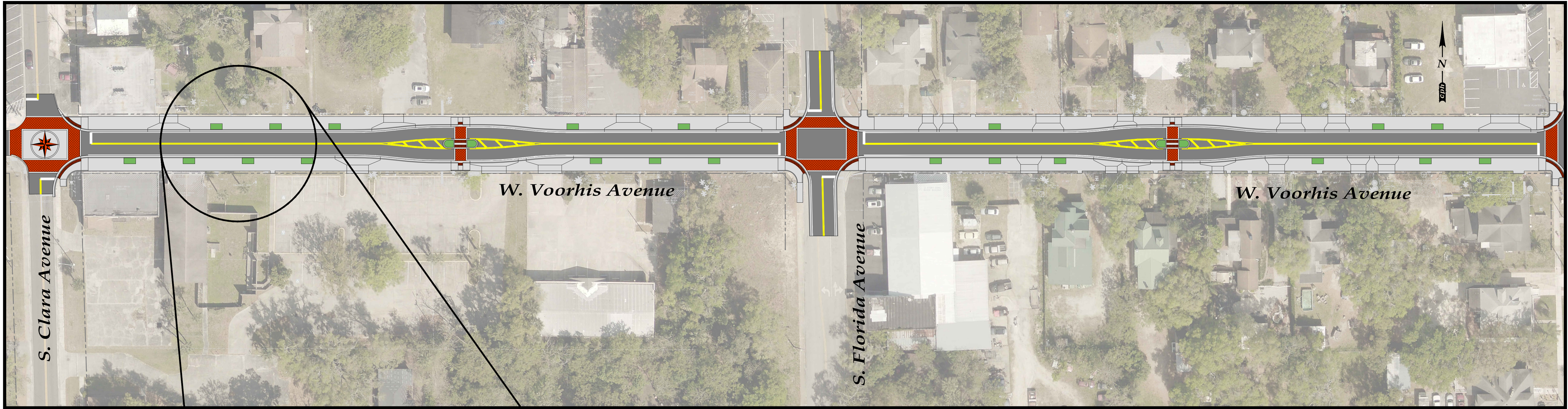
Staff recommends that the CRA approve the extra work authorization in the amount of \$43,795.

BACKGROUND/DISCUSSION:

In July of 2023, the CRA approved the final design for the West Voorhis Avenue Streetscape. Since that time, CPH has been progressing toward completion of the final design documents for the project that will be necessary to have to obtain bids when the CRA is able to fully fund construction.



W. Voorhis Avenue



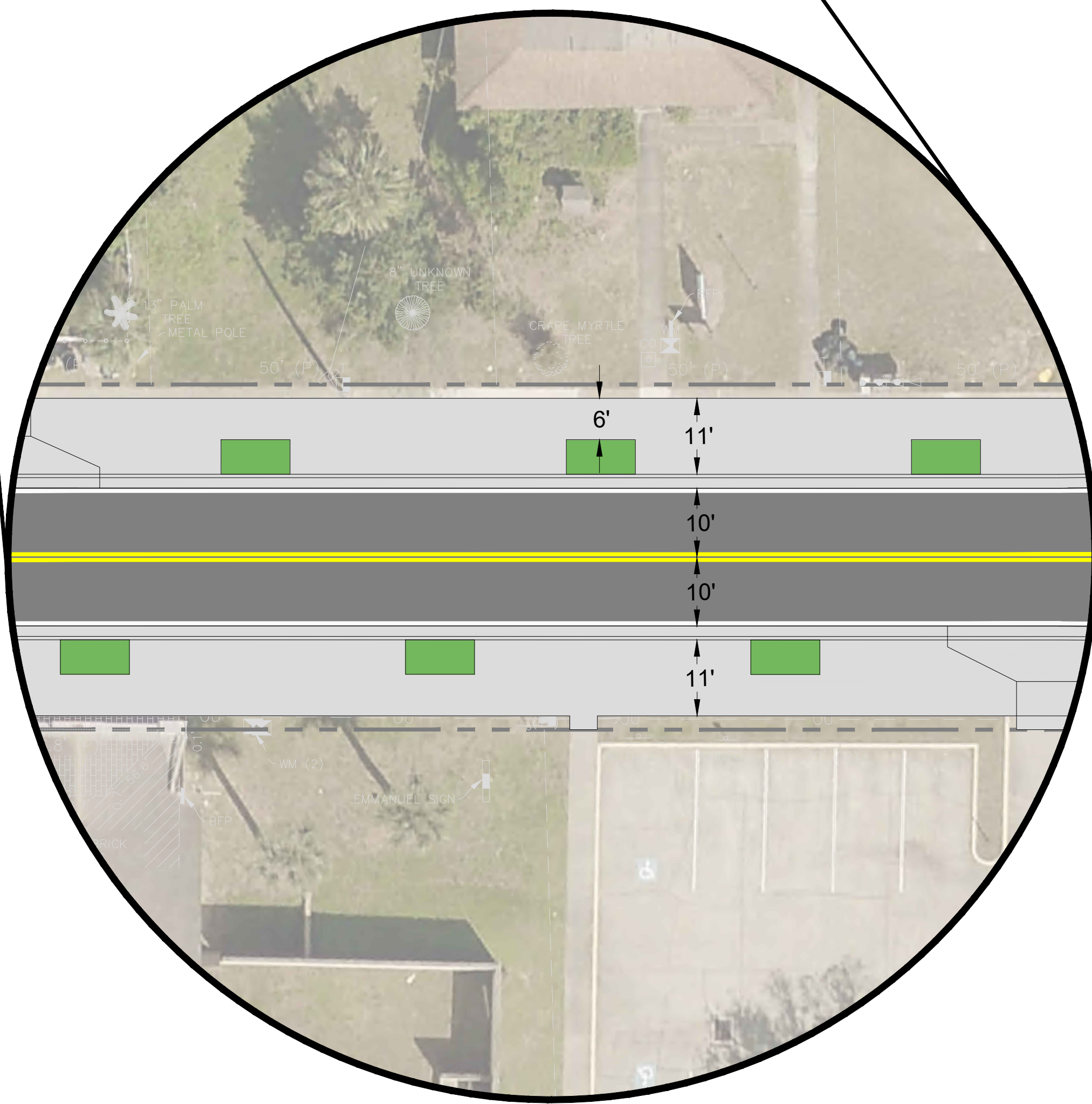
W. Voorhis Avenue

W. Voorhis Avenue

S. Clara Avenue

S. Florida Avenue

***North Side & South Side
11' Wide Sidewalks***



Extra Work Authorization (EWA)				EWA#: 1	
CPH Project #:	D0932.1			City PO #:	23-001131
Project Name:	W. Voorhis Avenue Complete Street Final Design			Base Contract Fee Amount:	\$229,606.00
Client: Mr./Ms.:	Mr. Michael Grebosz, ICMA-CM			Current Contract Date:	8/9/2023
	Assistant City Manager			Current Contract Fee Amount:	\$229,606.00
	City of DeLand			Proposed Fee for Extra Work:	\$43,795.00
	120 S. Florida Avenue			Contract Fee Amount with this EWA:	\$273,401.00
	DeLand, FL 32720				
(Does not included the construction observation services)					



All terms and conditions of the BASE CONTRACT, with all approved amendments to date, shall be applicable to this Extra Work Authorization, except that Professional Services hourly rates are updated to reflect periodic adjustments to CPH's published rate, if so marked below. Approval of this Extra Work Authorization will amend the scope of services, and professional fees.

The following: Increased Scope of Service Additional Service, is proposed for Client's approval:

<u>SCOPE DESCRIPTION</u>	<u>PROPOSED FEE ADJUSTMENT</u> (IF ANY)
1. Please see attached Addendum #1 Scope of Services, dated 05-02-2024	\$43,795.00
TOTAL EWA AMOUNT	\$43,795.00

Revised Professional Service Rates are Attached.

Proposed by:		Approved:	
Kurt R. Luman, Jr., P.E.			
Transportation Division Director	(Signature)	05/06/24	Date
		Client	Signature
			Date

**ADDENDUM #1 TO W. VOORHIS AVENUE COMPLETE STREET
FINAL DESIGN
City of DeLand PO#23-001131**

Additional Services to be performed on the original PO.

May 06, 2024

The City of DeLand (hereafter referred to as the “CITY”) has requested CPH Consulting, LLC (hereafter referred to as “CPH”), as part of the overall **W. Voorhis Avenue Complete Street Final Design** Contract, to render the following additional service: to update the plans to reflect the shift in the road alignment south to facilitate the widening of the multi-use path on the north side of W. Voorhis Avenue. It is understood that the new design takes place over the same project limits as specified in the Original Contract with the CITY. The proposed work is to be performed within the terms and conditions of the current services agreement between CPH and the CITY for the Voorhis Avenue Complete Street project.

ADDITIONAL SCOPE OF SERVICES

C. ENGINEERING SERVICES

1.1 PROJECT ADMINISTRATION REVISION

CPH will provide general project management, including, but not limited to communication and coordination with the CITY, preparation of meeting materials and documentation, preparing project billing, preparing invoice report, and tracking project budget and schedule, and attend general project meetings. In addition to the design specific meetings identified below, CPH anticipates bi-weekly conference calls/status updates as part of the project administration task, per the CITY’s request. The estimated project duration for the new design work is assumed to be 2 months in addition to the original contract of 9 months. The new total estimated project duration is 11 months.

2.1 W. VOORHIS AVENUE FINAL DESIGN PLANS REVISION:

Based on direction from the CITY, CPH will begin designing the modified road layout on W. Voorhis Avenue and continue with the preparation of the 60%, 90%, and 100% (Final) plans. This work effort includes revising the final design and updating the 60% plans. The New Final Design will include the design for the roadway both in horizontal and vertical alignment, as well as proper cross section analysis to ensure proper vehicular and ADA connections to existing grade within the CITY’s right-of-way or identified proposed right-of-way or easements, and to maintain proper drainage. No traffic analysis is included within this scope of services.

F. LANDSCAPE ARCHITECTURE

1.1 PRELIMINARY LANDSCAPE AND HARDSCAPE PLAN REVISION

CPH Landscape Architectural team will revise the preliminary landscape and hardscape plans to accommodate the revised roadway/sidewalk configuration. This will include trees, shrubs and groundcover layout revisions as well as site furnishing locations. The preliminary landscape and hardscape plan will be designed in compliance with CITY’s design criteria, development program, design vocabulary, Local Jurisdiction minimum code requirements and respond to preliminary comments.

COMPENSATION

The following is the break down of fees for each task. Billing will be based on the percent complete for each phase as agreed to by the CITY.

Phase No.	Phase Description	Billing Method	Fee
C. ENGINEERING SERVICES			
1.1	Project Administration Revision	Lump Sum	\$2,025.00
2.1	W. Voorhis Avenue Complete Street Final Design Plans Revision	Lump Sum	\$36,880.00
F. LANDSCAPE ARCHITECTURE			
1.1	Preliminary Landscape and Hardscape Design Revision	Lump Sum	\$4,890.00
TOTAL COMPENSATION FOR ADDENDUM #1			\$43,795.00

W. Voorhis Avenue Complete Street Final Design Addendum #1

City of DeLand

ITEM	DESCRIPTION	Sr. Project Manager	Sr. Project Engineer	Project Engineer/EI	Sr. Design Tech	Design Technician	Admin	Expenses	Cost by Task	
Current CPH Hourly Rates		\$170.00	\$130.00	\$120.00	\$105.00	\$95.00	\$75.00	\$	\$	
Engineering Services										
C1.1	Project Administration Revision (2 months)	6	6				3		\$ 2,025.00	
C2.1	W. Voorhis Avenue Streetscape Final Design Plans Revision									
	60% Plans	16	64	120	80	32			\$ 36,880.00	
Engineering Design Services Total		22	70	120	80	32	0	3	\$ - \$38,905.00	
ITEM	DESCRIPTION	Sr. Project Manager	Project Manager	Principal LA	Sr. LA	CADD Technician	LA Designer	Admin	Expenses	Cost by Task
Current CPH Hourly Rates		\$170.00	\$135.00	\$170.00	\$140.00	\$75.00	\$85.00	\$70.00	\$	\$
Landscape Architecture										
F1.1	Preliminary Landscape/Hardscape		2	6	16		16			\$ 4,890.00
Landscape Architecture		0	2	6	16	0	16	0	0	\$4,890.00
TOTAL W. VOORHIS AVE COMPLETE STREET FINAL DESIGN									\$43,795.00	