



CITY OF DELAND
REGULAR MEETING OF THE DOWNTOWN COMMUNITY
REDEVELOPMENT AGENCY
MARCH 6, 2023 AT 6:30 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE

AGENDA

CALL TO ORDER

ROLL CALL

CONSENT

1. Resolution Approving Carry Forward for FY 2022-2023 Budget Amendment.

Staff recommends the CRA adopt the Resolution amending the FY 22/23 budget as presented.

2. Resolution Approving Budget Amendment for FY 2022-2023.

Staff recommends the Downtown CRA adopt the Resolution amending the FY 22/23 budget as presented.

NEW BUSINESS

1. Consideration re Task Assignment No.12, Additional Scope of Services 2, CPH, LLC., West Voorhis Avenue Streetscape Project.

Consideration of a second updated scope of services for CPH, LLC. for the West Voorhis Avenue Streetscape Project.

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
March 6, 2023

SUBJECT: Resolution Approving Carry Forward for FY 2022-2023 Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: RESO-2023-12, FY 22-23 Downtown CRA Carryforward Budget Amendment Details

APPROVED BY: Michael Grebosz, Asst. City Manager, February 28, 2023

SUMMARY/HIGHLIGHT:

The budget amendments proposed are detailed in the attached summary and represent projects carried over from FY 21/22 to the adopted FY 22/23 Budget.

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 to fund itemized in the attached summary.

RECOMMENDATION:

Staff recommends the CRA adopt the Resolution amending the FY 22/23 budget as presented.

BACKGROUND/DISCUSSION:

N/A

RESOLUTION NO. 2023 - 12

**A RESOLUTION OF THE DOWNTOWN DELAND COMMUNITY REDEVELOPMENT AGENCY,
AMENDING THE BUDGET FOR THE FISCAL YEAR 2022-2023; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, it is necessary to amend the budget for the Downtown DeLand Community Redevelopment Agency for fiscal year 2022-2023; and

WHEREAS, the Downtown DeLand Community Redevelopment Agency desires to amend its budget for fiscal year 2022-2023 as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE 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 2022-2023 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		1,417,489	503,290	0	1,920,779
180-0000-380-200	FUNDS C/O FROM PRIOR YEAR	0	503,290	0	503,290
EXPENDITURES		1,417,489	503,290	0	1,920,779
180-1800-552-200	OPERATING CAPITAL	0	5,000	0	5,000
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	0	498,250	0	498,250
180-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND	0	40	0	40

Section 2. In all other respects the budget of the Downtown DeLand Community Redevelopment Agency for fiscal year 2022-2023 is hereby ratified and confirmed as adopted by Resolution 2022-74.

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

PASSED AND DULY ADOPTED this 6th day of March, 2023.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Julie Hennessy
City Clerk-Auditor

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

FY 22-23 Budget Amendment Details

ACCOUNT	Account Description	Increase	Decrease	Description
COMMUNITY REDEVELOPMENT TRUST FUND				
REVENUES		503,290	0	
180-0000-380-200	FUNDS C/O FROM PRIOR YEAR	503,290		Funds carried over from FY 21-22
EXPENDITURES		503,290	0	
180-1800-552-200	OPERATING CAPITAL	5,000		CARRY OVER: to fund Wayfinding Signs
180-1800-663-000-DT2104	PARKING LOT - 201 W. HOWRY AVE	498,250		CARRY OVER: to fund Parking Lot at 201 W. Howry Ave (project balance)
180-9999-991-300	TRANSFER TO CAPITAL PROJECT FUND	40		CARRY OVER: to fund City Website Redevelopment (\$40)

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
March 6, 2023

SUBJECT: Resolution Approving Budget Amendment for FY 2022-2023.

DEPARTMENT: Finance

PREPARED BY: Daniel Stauffer, Finance Director

ATTACHMENTS: RESO-2023-13, FY 22-23 Downtown CRA Budget Amendment Details

APPROVED BY: Michael Grebosz, Asst. City Manager, February 28, 2023

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:

N/A

RECOMMENDATION:

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

BACKGROUND/DISCUSSION:

Staff recommends the Downtown CRA adopt the Resolution amending the FY 22/23 budget as presented.

RESOLUTION NO. 2023 - 13

**A RESOLUTION OF THE DOWNTOWN DELAND COMMUNITY REDEVELOPMENT AGENCY,
AMENDING THE BUDGET FOR THE FISCAL YEAR 2022-2023; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, it is necessary to amend the budget for the Downtown DeLand Community Redevelopment Agency for fiscal year 2022-2023; and

WHEREAS, the Downtown DeLand Community Redevelopment Agency desires to amend its budget for fiscal year 2022-2023 as more particularly set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE 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 2022-2023 is amended as follows:

Account Number	Account Description	Current Budget	Increase	Decrease	Revised Budget
REVENUES		1,920,779	0	0	1,920,779
EXPENDITURES		1,920,779	8,000	8,000	1,920,779
180-1800-546-300	A/C MAINTENANCE	1,000	8,000	0	9,000
180-9990-999-200	RESERVE CONTINGENCY	54,642	0	8,000	46,642

Section 2. In all other respects the budget of the Downtown DeLand Community Redevelopment Agency for fiscal year 2022-2023 is hereby ratified and confirmed as adopted by Resolution 2022-74 and 2023-12.

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

PASSED AND DULY ADOPTED this 6th day of March, 2023.

Christopher M. Cloudman
Mayor-Commissioner

ATTEST:

Julie Hennessy
City Clerk-Auditor

APPROVED AS TO FORM AND LEGALITY:

Darren J. Elkind
City Attorney

FY 22-23 Budget Amendment Details

ACCOUNT	Account Description	Increase	Decrease	Description
COMMUNITY REDEVELOPMENT TRUST FUND				
REVENUES		0	0	
EXPENDITURES		8,000	8,000	
180-1800-546-300	A/C MAINTENANCE	8,000		increase appropriation for A/C Maintenance
180-9990-999-200	RESERVE CONTINGENCY		8,000	decrease appropriation for A/C Maintenance

CITY OF DELAND
Request for Downtown Community Redevelopment Agency Action
March 6, 2023

SUBJECT: Consideration re Task Assignment No.12, Additional Scope of Services 2, CPH, LLC., West Voorhis Avenue Streetscape Project.

DEPARTMENT: Admin Services

PREPARED BY: Michael Grebosz, Asst. City Manager

ATTACHMENTS: Voorhis Ave Streetscape Concept - TA 12-Add Services 2 2023-02-03

APPROVED BY: Michael Grebosz, Asst. City Manager, February 27, 2023

SUMMARY/HIGHLIGHT:

CPH LLC. the design consultant for the West Voorhis Avenue streetscape project has provided staff with a second task assignment for consideration by the CRA after incorporating the feedback received from the CRA at the meeting that was held in November. The updated task assignment includes coordination services and attendance at one meeting. There also are optional costs that can be elected if needed/required to include a final 2D rendering, an additional meeting if required, and a traffic analysis if desired.

In more detail, the current strategy is to hold a joint community workshop/CRA Meeting where the first half of the meeting will consist of a workshop atmosphere where there will be an exercise for all in attendance to help determine the design features that are to be incorporated into the final design. The exercise will also include a cost component so that the participants understand how each design element will impact the budget. The second part of the meeting will transition into a more traditional CRA meeting where the Board will make a final decision on the design of the project and provide guidance to staff on how to proceed past final design.

If this task assignment is approved at the meeting tonight, staff anticipates that the joint workshop/CRA meeting will be held around April/May.

Staff recommends that the Board approve the updated task assignment and approve of the joint workshop/CRA meeting concept which would result in the task assignment cost being \$12,930.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government, Creating a Connected Community

SUSTAINABILITY:

N/A

FISCAL IMPACT:

\$12,930 if the base option is selected. If all optional components are selected the fully involved updated task assignment would total \$27,710.

RECOMMENDATION:

Staff recommends that the Downtown CRA approve the updated scope of services to the Task Assignment as proposed by CPH LLC. for the West Voorhis Avenue streetscape project at the base level of \$12,930.

BACKGROUND/DISCUSSION:

In March of 2021, the West Voorhis Avenue streetscape project was the top ranked project that was to receive reserve funding. In July of 2021, CPH LLC. was contracted to provide design services for the reserve projects. Since that time, staff has been working with CPH LLC. to create initial concept plans that meet the original projected budget for the project of approximately \$500,000 to \$600,000. As time progressed, external factors changed and the labor and material cost estimates increased substantially. With the increase in these costs, staff proposed a phased approach to meet the objective of completing a project within the originally allocated budget. Phase 1 was to perform streetscape work from Clara Avenue to Florida Avenue. Phase 2 was planned to continue the streetscape from Florida Avenue to Woodland Boulevard if/when additional funding was budgeted/secured.

Concept plans for phase 1 were taken to the community for feedback in February of 2022. The initial feedback provided by the community was constructive and insightful. The community clearly voiced concern over the phased approach and was adamant that the project should be completed from Clara Avenue to Woodland Boulevard in one phase. The feedback also asked for additional design work to address vehicular speeding and to allow for incorporation of the unique characteristics of African American history into the project.

On August 3rd of 2022, an additional community forum was held with a color dot ranking exercise. The community provided input at that meeting through the exercise that symmetrically sidewalks and a traffic circle were top ranked features. Additional features that were highly ranked were a decorative intersection at Clara, mid-block crossings, decorative streetlights, historical elements, along with traditional elements such as trash cans and benches.

At the November 7th 2022 meeting, the CRA made the decision to delay approval of a final design to seek additional input from the Community after expressing some concerns about the final proposed design that was presented at that time. The CRA provided guidance that the project will need to stay within the allotted \$1.4 million budget.

TASK ASSIGNMENT NO. 12

CITY OF DELAND W. VOORHIS AVENUE STREETSCAPE



Conceptual Design – Additional Services 2

July 23, 2021
Additional Services 2 – February 3, 2023

The following scope of services and associated compensation are based on work to be performed by CPH, Inc., herein after called “CPH” for the **Conceptual Streetscape Design of W. Voorhis Avenue**, for the City of DeLand herein after called the “CITY”. The proposed work is to be performed within the terms and conditions of the current continuing services agreement between CPH and The City of DeLand.

SCOPE OF SERVICES

1.0 Engineering Services/Public Workshop

CPH will coordinate with City staff, prepare exhibits and a presentation, and attend a Public Workshop to review, discuss, and obtain additional feedback for the proposed improvements along Voorhis Avenue. CPH will perform value engineering services by generating Preliminary Engineer’s Opinion of Probable Construction Costs for the various design elements (road reconstruction, sidewalks, curbs, intersections, mid-block crossing, lighting, etc.) to identify means to reduce the project costs, or identify possible phasing opportunities, to develop a project to be within the City’s budget. CPH will provide a summary and results of the workshop.

2.0 CRA Board Presentation (Optional Services)

Following the workshop, CPH will coordinate with City staff, and amend the previously prepare concepts to provide the preferred concept. CPH will prepare one color 2-D rendering, based on the results of the workshop, over an aerial based drawing to graphically display the proposed improvements.

CPH will prepare a final presentation to be presented to the CRA Board with the summary of the meeting, results, and final concept. Upon selection of the preferred Conceptual Design, CPH will prepare an amendment to this scope of services to prepare the final design and permitting of the project.

3.0 Design Traffic Analysis (Optional Services)

As a result of the previous CRA Board meeting, the intersection of Voorhis Avenue and Florida Avenue was discussed as to the need of the northbound and southbound left turn lanes. As an Optional Service, CPH (through a subconsultant expense) will collect turning movement traffic data at Voorhis Avenue and Florida Avenue. Traffic data collection includes AM (7-9 am) and PM (4-6 pm) peak turning movement counts at the subject intersection on a typical weekday of a non-holiday week when school is in session.

Utilizing the traffic data, CPH will perform an operational analysis for the intersection of S. Florida Avenue and W. Voorhis Avenue. The analysis will be based upon the data collection and will be performed using the Synchro 11 software. Existing conditions will

be evaluated, as well as 3 future scenarios of 5, 10 and 20 years to determine what improvements, if any, are warranted by the current and projected traffic patterns in the area. A technical memo will be prepared to summarize the results of the analysis will be prepared for submittal to the City.

CITY-FURNISHED INFORMATION

It is understood that CPH will perform services under the sole direction of the CITY. In the performance of these services, CPH will coordinate its efforts with the City's Project Manager, or designated person and other project team members as required. The CITY shall provide CPH with available project-related technical data. CPH will rely upon the accuracy and completeness of City-furnished information in connection with the performance of services under this Agreement.

CPH will begin performance of the above services upon verbal authorization followed by written authorization within 7 days of the verbal authorization to proceed is received. The schedule is also subject to timely delivery of information by the City and is exclusive of City and stakeholder coordination of interim products. If the City requests that work under this agreement be stopped, the schedule is subject to renegotiation when written authorization to continue is received.

COMPENSATION

Labor

CPH will perform the Scope of Services contained in this Agreement as identified on each task, either lump sum or time and materials. Refer to the Standard Hourly Rate Schedule to be utilized on this project. The following is the breakdown of fees for each task. Tasks that are identified as Time and Materials (Hourly) have been provided an 'Upset Limit' (USL) budget. The City will be informed when the services are about to exceed this limit.

Phase No.	Phase Description	Billing Method	Fee
1.	Engineering Services/Public Workshop	Lump Sum	\$12,930.00
OPTIONAL SERVICES:			
2.	CRA Board Presentation	Lump Sum	\$5,190.00
3.	Design Traffic Analysis	Lump Sum	\$8,590.00
	Traffic Data Collection	Expense, NTE	\$1,000.00

Reimbursable Expenses

Lump Sum fees above include reimbursable, project specific expenditures such as, but not limited to travel, printing and reprographics, postage, and phone usage.

SERVICES NOT INCLUDED

The following services are not anticipated and, therefore, not included in this Agreement at this time:

- Utility designates or underground utility or storm sewer survey
- Environmental studies and coordination of environmental issues with the regulatory agencies
- Any permitting or pre-application meetings
- Special meetings with agencies or other consultants not normally required to perform the work described in the Scope of Services, except those meetings specifically identified in the above Scope of Work
- Any other issues not specifically described in this proposal

Should work be required in any of these areas, or areas not previously described, CPH will prepare a proposal or amendment, at the CITY's request, that contains the Scope of Services, fee, and schedule required to complete the additional work item.

CPH, INC. AUTHORIZATION

By: 
Kurt R. Luman, Jr., P.E.
Sr. Vice President / Associate

W. Voorhis Avenue Streetscape Conceptual Design										
City of DeLand										
Additional Services 2										
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	\$	\$
1.0 - Engineering Services										
1.0	Engineering Services									
	Design Coordination	24		32		16				\$ 9,440.00
	Public Workshop	4		6				2		\$ 1,550.00
	Summary/Results	4		8				4		\$ 1,940.00
Engineering Design Services Total		32	0	46	0	16	0	6	\$ -	\$12,930.00
2.0 - CRA Board Presentation/Rendering (Optional Services)										
2.0	2-D Color Renderings	2		12		16				\$ 3,300.00
	CRA Board Presentation	6		6				2		\$ 1,890.00
CRA Board Presentation/Rendering (Optional Services)		8	0	18	0	16	0	2	\$ -	\$5,190.00
ITEM	DESCRIPTION	Prin. Traffic Engineer	Sr. Traffic Engineer	Traffic Analyst	Sr. Design Tech	Design Technician		Admin	Traffic Data Collection	Cost by Task
Current CPH Hourly Rates		\$170.00	\$135.00	\$115.00	\$105.00	\$95.00		\$75.00	\$	\$
3.0 - Design Traffic Analysis (Optional Services)										
3.0	Design Traffic Analysis	8	32	24				2	\$ 1,000.00	\$ 9,590.00
Design Traffic Analysis (Optional Services)		8	32	24	0	0	0	2	1,000	\$9,590.00