



City of Deltona

2345 Providence Blvd.
Deltona, FL 32725

Regular Commission Meeting

City Commission

Mayor Herzberg
Vice Mayor Bradford
Commissioner Avila-Vazquez
Commissioner King
Commissioner McCool
Commissioner Ramos
Commissioner Sosa

Monday, April 5, 2021

6:30 PM

Deltona Commission Chambers

- A. [In an effort to reduce the possibility of exposure of residents to the COVID-19 \(Coronavirus\) we have limited public seating inside the Commission Chambers and are practicing social distancing with the City Commission, staff and residents.](#)

Background:

*****NOTE*****

The City Commission is dedicated to working hard and keeping our city moving forward, and a top priority during the COVID-19 pandemic is to help maintain the health of our employees and residents. Another top priority is being able to maintain public participation in our City meetings. Following CDC Guidelines, we have limited public seating inside the Commission Chambers and are practicing social distancing with the City Commissioners, staff and residents. Though there are restrictions when it comes to public gatherings, we are dedicated to making sure those who would like to make their voice heard are able to.

Please note your public comments can be submitted via one of the following mediums no later than 12:00 p.m. on April 5, 2021 to ensure they are available for the Commissioners to review prior to the meeting.

- eComment
 - Click the "Agenda & Minutes" icon on the homepage;
 - Chose the meeting you want to comment on and click on "eComment" in the last column; and
 - Go to the item and click on the speech balloon marked "Comment" to make your comment.
 - To view all comments made on an item chose the speech balloon to the left.
- Visit the "Request To Speak" page of the website at <https://www.deltonafl.gov/city-commission/webforms/request-speak>
 - Under the Commission Meetings tab
 - Fill out the "Request To Speak" form - which will be

submitted.

- Email: cityclerkdept@deltonafl.gov
<<mailto:cityclerkdept@deltonafl.gov>>
- Fax: 386-878-8501

All submitted comments will become part of the official City record, and be attached to the meeting minutes. This is a fluid situation and as procedures change, we will be sure to update you.

Attachments: [Instructions for eComment](#)

1. CALL TO ORDER:

2. ROLL CALL – CITY CLERK:

3. INVOCATION AND PLEDGE TO THE FLAG:

A. [Invocation Presented by Commissioner McCool.](#)

Background:

At the Regular City Commission Meeting on Monday, October 17, 2011, the City Commission approved to have each Commissioner by District schedule someone to present the invocation at each Regular City Commission meeting rotating each Commissioner by District starting with District #1, #2, #3, #4, #5, #6 and the Mayor.

4. APPROVAL OF MINUTES & AGENDA:

5. PRESENTATIONS/AWARDS/REPORTS:

A. [Super Star Student of the Month Certificates for March 2021](#)

Background:

Super Star Student of the Month awards for March 2021 will be presented to:

1. Deltona Lakes Elementary - Raymondo Brown, 5th Grade
2. Discovery Elementary - Aaliyah Ramos, 3rd grade
3. Enterprise Elementary - Madison Carter, 2nd Grade
4. Forest Lake Elementary - Paisley Anselmo, 3rd Grade
5. Friendship Elementary - Angelis Bell, 5th Grade
6. Osteen Elementary - Ethan Cooper, 5th Grade
7. Pride Elementary - Bailey Morse, 4th Grade
8. Spirit Elementary - Hiddekel Guidry, 5th Grade
9. Sunrise Elementary - Kendon Thomas, 5th Grade
10. Timbercrest Elementary - Carlos Sosa Montes, 5th Grade
11. Deltona Middle - Shyanne Miller, 8th Grade
12. Galaxy Middle - Kennedy Francis, 8th Grade
13. Heritage Middle - Emma Guldán, 8th Grade

14. Deltona High - Benjamin Helms, 10th Grade
15. Pine Ridge High - Charlyn Klink, 12th Grade

B. [Proclamation - Water Conservation Month](#)

Background:

A proclamation to recognize the month of April as “Water Conservation Month” in the City of Deltona and encourage each resident, visitor and business to help protect our precious resource by practicing water conservation measures and becoming more aware of the need to conserve water.

C. [Proclamation - Child Abuse Prevention Month](#)

Background:

April is Child Abuse Prevention Month. The Department of Children and Families ask all Volusia County residents to recognize the importance of preventing child abuse, recognize the detrimental effect abuse has on our children.

D. [Presentation - Quarterly Reports of City Advisory Boards/Committees - Joyce Raftery, City Clerk \(386\) 878-8502.](#)

Background:

Quarterly Reports of City Advisory Boards/Committees:

- 1) Economic Development Advisory Board (Written Report Only)
- 2) Planning and Zoning Board - (Written Report Only)
- 3) Team Volusia - (Written Report Only)
- 4) William S. Harvey Deltona Scholarship - (Written Report Only)

Attachments:

[DEDAB Q1 2021](#)

[P&Z Q1 2021](#)

[Team Volusia Q1 2021](#)

[WSH Q1 2021](#)

6. ORDINANCES AND PUBLIC HEARINGS:

7. OLD BUSINESS:

8. NEW BUSINESS:

A. [Request for consideration of appointment \(5\) members to the Affordable Housing Advisory Committee - Joyce Raftery, City Clerk's Office, \(386\) 878-8502.](#)

Strategic Goal: Internal and External Communication.**Background:**

The terms of all eleven (11) members of the Affordable Housing Advisory Committee will expire on October 5, 2021. Staff has heard from applicants who wish to be appointed:

The City has run press releases, posted the openings on D-TV, the City's web page and bulletin boards. To date the City has received applications from the following individuals:

The SHIP Act and Rule requirement has been reinstated per SHIP statute (F.S. 420.907676 and Rule 67-37.010) that in order to continue to qualify for funding, the local government must appoint an Affordable Housing Advisory Committee.

The proposed Housing and Community Development staff recommendations and the eleven (11) member Committee shall include:

- (a) One citizen who is actively engaged in the residential home building industry in connection with affordable housing. (**OPEN**)
- (b) One citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing. (**OPEN**)
- (c) One citizen who is representative of those areas of labor actively engaged in home building in connection with affordable housing. (**OPEN**)
- (d) One citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing. (**OPEN**)
- (e) One citizen who is actively engaged as a for-profit provider of affordable housing. (Eric James)
- (f) One citizen who is actively engaged as a not-for-profit provider of affordable housing. (Jodi Pena-Castaldi)
- (g) One citizen who is actively engaged as a real estate professional in connection with affordable housing. (Michael Williams)
- (h) One citizen who actively serves on the local planning agency pursuant to § 163.3174. (Michael Putkowski)
- (i) One citizen who resides within the City of Deltona. (Patricia Ulicny-Hoback)
- (j) One citizen who represents employers within the City of Deltona. (**OPEN**)

- (k) One citizen who represents essential services personnel, as defined in the local housing assistance plan. (**OPEN**)

If, due to reasonable factors, a citizen actively engaged in these activities in connection with affordable housing is not available for appointment to the Committee, a citizen engaged in the activity without regard to affordable housing may be appointed.

The AHAC Committee shall evaluate and report to the City Commission on established policies, procedures, ordinances, land development regulations, and review the comprehensive plan; to include, recommended changes as established in Section 420.9076, F.A.C.

The City shall transmit an electronic copy of the report, which was presented to the City Commission for consideration, to Florida Housing Finance Corporation.

Attachments: [AHAC Member List 03-04-2021](#)

[AHAC By Laws](#)

[Dolores Guzman](#)

[Sylvia Hayes](#)

[Cassie Landron](#)

[William Ostoyic](#)

[Manny Rodriguez](#)

- B. [Notification of FDEP Consent Order OGC# 20-1509 for the Deltona Lakes Water Reclamation Facility along with proposed response activities - Steven Danskine, P.E., Public Works, 386-878-8998.](#)

[Strategic Goal: 5 - Public Safety](#)

Background:

While performing the Permit Renewal for the Deltona Lakes Water Reclamation Facility (WRF), Facility ID No. #FLA111724, two separate events prompted action from the Florida Department of Environmental Protection (FDEP). Firstly, Discharge Monitoring Reports (DMR's) for the plant reported two quarterly exceedances for Total Nitrogen as Nitrate (Nitrate), one in 2019 and the second in 2020, nearly one year apart in an onsite monitoring well. Secondly, on September 21, 2020, during multiple consecutive torrential downpours, approximately 4,000 gallons of raw sewage overflowed a manhole adjacent to Lake Gleason. Each incident was reported to FDEP along with subsequent discussions of the causes and proposed remedies, and subsequently the aforementioned Consent Order (attached) was issued on March 1, 2021.

Conditions:

- An Infiltration & Inflow (I&I) Plan will be implemented by piggybacking on a Toho Water District contract with USSI, Inc. for smoke testing, manhole inspections/repair along with other minor repairs to the sanitary sewer collection system in order to reduce the likelihood of overwhelming the collection system's ability to function properly.
- Obtain design, permitting, and construction for plant modifications to eliminate discharge to the onsite storage pond.

Fines:

- Fines and Penalties total \$9,263.20. \$250.00 of which is administrative.
- In lieu of paying the \$9,013.20 civil penalty, we may instead implement a Pollution Prevention (P2) Project in an equal or greater value.
- Staff intends to install to Variable Frequency Drives (VFD's) on an existing lift station, the cost of which exceeds the civil penalty, and the resultant energy savings is anticipated to repay the initial cost in approximately 7 years.

Remedies:

- Modifications to Deltona Lakes WRF are anticipated to eliminate groundwater discharge and improve the treatment process through the end of its operational life.
- As groundwater and stormwater inflow into the collection system cause great increases in flows to the WRF's, the I&I Study and repairs associated with it is anticipated to have a significant reduction in wet weather flows.
- Additionally, the gravity collection system suffers from great age and pipe cracking, root intrusion, and other failures. In previous years, \$500,000 has been allocated to collection system pipe repair/replacement, it has been inadequate in addressing the extent of needed improvements. Going forward, Deltona Water intends to allocate \$1,000,000 per year for pipe lining/repair and replacement which is anticipated to address approximately 1 -mile per year of the existing 45 miles of gravity sewer pipe within the 3 major collection areas.

Future meetings will address Purchase Orders and Task Authorizations for Consultants and Contractors to address these proposed remedies.

Attachments: [LFCO 20-1509 Deltona Lakes](#)
[City of Deltona Estimate Phase 2 Repair 10-27-2020](#)
[Deltona Fisher WWTF Improvements Scope 03 16 21](#)
[LS21 Energy Savings](#)
[Energy Predictor Project](#)
[Gravity Sewer Collection System Condition](#)

- C. [Request for approval of Resolution No. 2021-18, Budget Amendment #2021-031 and 2021-032 for the General Fund for FY 2020-21 - Camille Hooper, Director, Finance, \(386\) 878-8552.](#)

[Strategic Goal: Fiscal Issues/Balanced Budget](#)

Background: Due to increases of the responsibilities of citizen inquires and an additional workload in the Human Resource department, reclassified the part-time Administrative Assistant in the City Commission department and Human Resource Clerk positions in the Human Resource department to full-time position. The budgeted funds will be adjusted to the cover the cost of the salaries and benefits.

Attachments: [2021-18 - Resolution - Salaries & Benefits increase](#)
[2021-031 Exhibit A](#)
[2021-032 Exhibit B](#)

- D. [Public Hearing - Resolution No. 2021-19, Request to vacate 2,471 square feet of public right of way area dedicated as part of the Davis Park 3rd Addition plat, MB 18, PG 117 - Ron A. Paradise, Director of Planning and Development Services \(386\) 878-8610.](#)

[Strategic Goal: Infrastructure - Transportation CIP for roadways](#)

Background: The right of way proposed to be vacated consists of 2,471 square feet of public land generally described as follows: N ½ of a 15' "driveway" running south of lots 18 and 29, Block 9 Davis Park 3rd Addition, MB 18, Page 117 of the Public Records of Volusia County Florida and 7.5' of the Mangoe St. Right of Way located south of the southerly extent of the Mangoe St. Right of Way vacated by Book 7819, Page 98. A more detailed description is attached. In addition, the location of the right of way requested to be vacated is depicted on the attached graphic.

None of the right of way areas proposed for vacation are open and passable by an ordinary passenger car.

The intent of the requested vacation of the public right of way is to add 2,471 square feet to three parcels which abut the right of way areas to the north. Resolution No. 2021-19 is not the first request the City has processed to vacate Davis Park 3rd Addition right of ways associated with the parcels referenced in this application. In 2019 the City approved Resolution No. 2019-01, vacating several portions of Davis Park 3rd Addition right of way areas. More specifically, a portion of Mangoe St. and an unnamed alley (referred to as a "driveway" on the plat). In the case of Resolution No. 2019-01, the applicant owned or controlled all land located adjacent to the right of way areas approved for vacation. The goal of approving Resolution No. 2019-01 was to facilitate the unified development of the property.

In the case of the Resolution No. 2021-19 vacation request, the areas proposed to be vacated abut land owned by the applicant only on one side, and the areas proposed for vacation are also part of a larger right of way area associated with the Howland Blvd. corridor. The Howland Blvd. right of way in the vicinity of the vacation request is occupied by the Howland Blvd. travel ways, turn lanes, pedestrian facilities, and various utilities (water, sewer, electricity, fiber optic cable, etc.)

A criterion with regard to the vacation of right of way is that a vacation action should not result in an owner being deprived of access. A review of the requested right of way plat vacation elucidated no other landowners within the area will be deprived of access.

Another criteria for the City to address is if there is a present or future need for the right of way to accommodate public infrastructure or serve a similar public purpose. As has been stated, the segment of Howland Blvd. where the vacation is proposed is a heavily trafficked corridor. Howland Blvd. serves as a primary Interstate 4 access point for City residents. Land in the area is developed with a range of existing uses like Amazon, Epic Theater, Halifax Hospital, Deltona High School, and various residential neighborhoods. Vacant land resources in the vicinity are planned to support more urban development including industrial, commercial, and residential. To ensure a high level of mobility within the City, extensive transportation improvements will be required, including new roadways (Rhode Island Rd. extension), intersection improvements (Howland and Forest Edge/MSgt Tara Jacobs Brown Av.), and eventually lane mile additions to Howland Blvd. Therefore, approving the vacation request may result in the loss of right of way area needed to support future infrastructure like sidewalks, vehicle travel lanes, stormwater, etc. The County, which has interest in this right of way, and City Public Works staff have recommended the requested right of way not be approved.

For more information, see the attached staff report.

There are two basic alternatives for the City to contemplate with regard to the vacation request: approve or deny the vacation request. The alternatives and the staff recommendation are illustrated as follows:

1) Approve the Vacation request.

Advantages: The private landowner would have more land for horizontal control which could lead to slightly more gross building square footage and perhaps greater design flexibility regarding project circulation and parking.

Disadvantages: The right of way requested for vacation is part of the Howland Blvd. right of way envelope. The loss of the right of way, even the small amount requested (2,471 square feet) could impact future transportation projects in the area. The result could be increased improvement costs as the City will have to buy land or engage in more complex design and construction to work within a reduced right of way area. Another outcome would be a protraction of project timeframes. The jurisdiction of the right of way is unclear between the City and the County.

Rationale for Approval - Findings of Fact

a) The request to vacate the 2,471 square foot right of way is in the best interest of the City because it will result in greater development opportunity within the City.

2) Deny the Request.

Advantages: There will be more right of way available to accommodate future roadway improvements including intersection upgrades and stormwater management. The jurisdiction of the right of way area - City and/or County - will not be an issue.

Disadvantages: A private development may need to be slightly scaled down and/or redesigned to facilitate aesthetic requirements (landscaping), functional internal circulation, parking, etc.

Rationale for Denial - Findings of Fact

- a) The 2,471 square foot area is currently part of the Howland Blvd. right of way.
- b) Howland Blvd. in the vicinity of the land to be vacated is congested, especially during am and pm peak hours.
- c) Various public works and engineering professionals (including P.E. licensed engineers) from both the City and the County have indicated there may be a need for the land in the future to accommodate improvements to the Howland Blvd. corridor. For more information, see attached e-mails.
- d) The vacation of the subject right of way, which may deleteriously impact the future efficient and cost effective provision of public infrastructure - in this case a major thoroughfare roadway, - is not consistent with the Comprehensive Plan.

As has been mentioned, roadway improvements are very expensive public works projects. While the design and physical construction of roadways are costly, the more expensive element of roadway development is land acquisition. Also, roadway improvements are time consuming. At one time, the State of Florida released right of way reservations, known as a Murphy Reservation, to private landowners along the John Young Parkway corridor in the greater Orlando area not anticipating John Young Parkway (SR 423) would need to be upgraded. When John Young Parkway was upgraded, the State had to spend millions to buy the land back it had in the past released to private owners. There is recognition amongst the public at large, transportation design professionals, public works managers, and professional engineers the Howland Blvd. corridor will need to be significantly improved to ensure there is safe and efficient mobility in the area. Therefore, to facilitate efficient and cost effective provision of future public infrastructure, staff recommends the City deny the request to vacate the subject Davis Park 3rd Addition right of way.

The Acting City Manager has the authority to make corrections of scrivener's errors and the like.

Attachments:

[Vacation Request Map](#)
[Comments from county](#)
[Comments from City Public Works](#)
[Staff Report Vacation Request](#)
[Resolution No. 2021-19 with Exhibit A](#)

- E. [Request for approval to expend no more than \\$30,000.00 in State of Florida Finance Corporation SHIP funds for an Owner Occupied Repair project - Ron](#)

[A. Paradise, Director Planning and Development Services \(386\) 878-8610.](#)

[Strategic Goal: Create high-quality housing opportunities.](#)

Background:

The City is an entitlement community and receives funds from the State Florida Housing Finance Corporation under the Strategic Housing Initiatives Partnership (SHIP) program. The City operates a State approved program known as owner occupied rehabilitation (OOR). As the title implies, the OOR program rehabilitates the homes of qualifying residents within the City. This program helps address years of deferred maintenance for income qualified homeowners. Benefits of the program include allowing people to stay in place and improvement of the housing stock within the City.

As is can be expected, the escalating costs of construction, including labor and materials, has increased the price of performing owner occupied rehabilitation projects. The dwelling needs a new roof and a new HVAC system - both expensive repairs. For more information see attached the rehabilitation proposal from Parthy Construction.

The total estimate for the work is for \$26,650.00. The estimate exceeds the \$25,000 spending limit which requires the project being advanced to the Commission for review and approval. However, as is common with construction jobs, there can be change orders resulting in greater costs. An example is roof deck damage. There is a probability there could be more deck damage than the estimate allowance of four sheets of plywood decking. Therefore, staff is requesting the City Commission authorize no more than \$30,000.00 be spent on the rehabilitation project. The approval of the \$30,000.00 represents the original estimated price of \$26,650.00 and a contingency. However, expenditure of the contingency amount will need to be clearly justified and City approval does not constitute an automatic allowance to be spent on the project. Staff will continue to manage the project, including costs.

This request was administratively pulled from the March 17, 2021 Consent Agenda in order for staff to perform a greater level of research regarding household and income characteristics. Staff has determined the household size (number of people residing in the house) is consistent with what has been represented to the City. In addition, based on all household income, the household qualifies as a low income applicant. The income thresholds are predicated on area median income data derived from the Deltona, Daytona Beach, Ormond Beach Municipal Statistical Area (MSA). The extensive review of the application has revealed the request qualifies for assistance and is consistent with all State grant requirements. Finally, the State money

invested in the 810 Westbrook property will be subject to a non-interest bearing lien with a 15 year life. If the property is sold or refinanced within the 15 year timeframe, the City will need to be repaid the money invested in the house. However, if the present owner stays in the house beyond the 15 year timeframe, the lien is forgiven.

Housing programs administered by the City have several benefits. The first benefit is to help needy households attain or maintain home ownership. Homeownership is a prime method for households to build wealth. Typically, the most valuable household asset is a dwelling unit. Housing programs, especially Owner Occupied Rehabilitation, helps maintain and improve the condition of the City housing stock. Better housing stock is going to protect property values not only for the houses associated with assistance but with other housing in the vicinity. Better housing stock equates to a greater overall City tax base benefit.

The Acting City Manager has the authority to make corrections of scrivener's errors and the like.

Attachments: [Proposal](#)

9. PUBLIC FORUM: Citizen comments are limited to issues and concerns not on the agenda and comments on items listed on the agenda will take place after discussion of each item. Please be courteous and respectful of the views of others. Members of the City Commission shall not enter into discussion or respond to individuals' comments during the public forum other than to give directions or to ask for clarification. Personal attacks on Commission members, City staff or members of the public are not allowed, and will be ruled out of order by the Mayor.

Citizen comments for any items. (4 minute maximum length per speaker)

10. COMMENTS ON CONSENT ITEMS: Citizen comments are limited to issues and concerns on the Consent Agenda item(s). Please complete a public participation slip and indicate in the subject line the issue you wish to address. Members of the City Commission shall not enter into discussion or respond to individuals' comments during the public forum other than to give directions or to ask for clarification. Please be courteous and respectful of the views of others. Personal attacks on Commission members, City staff or members of the public are not allowed, and will be ruled out of order by the Mayor.

11. CONSENT AGENDA: The Consent Agenda contains items that have been determined to be routine and non-controversial. If discussion is desired by any member of the City Commission, that item must be removed from the Consent Agenda and considered separately. All other matters included under the Consent Agenda will be approved by one motion. Citizens with concerns should address those concerns by filling out a public participation slip and giving it to the Deputy City Clerk prior to Consent Agenda items being pulled.

- A. [Request for approval of Resolution No. 2021-20, Budget Amendment #2021-037 for the General Fund for FY 2020-21 - Camille Hooper, Director, Finance, \(386\) 878-8552.](#)

[Strategic Goal: Fiscal Issues/Balanced Budget](#)

Background:

The City Manager Department is adding an additional scope and public meetings for a strategic plan on April 2021. The City will engage the services of a professional consultant to facilitate a comprehensive strategy and budget planning effort for fiscal year 2021-2022. The budgeted funds will be adjusted to cover the cost of the scope of services.

Attachments:

[Exhibit A 2021-037 Strategic Plan](#)
[2021-20 - Resolution - Budget Amendment 037 FY20-21 -](#)

- B. [Consent Agenda - Request for approval of an agreement with Florida Housing Coalition to provide professional services related to developing the Affordable Housing Advisory Committee \(AHAC\) Report - Ron A. Paradise, Planning and Development Services Director \(386\) 878-8610](#)

[Strategic Goal: Fiscal Issues - administer grants](#)

Background:

The City of Deltona is considered an 'entitlement community' by the Florida Housing Finance Corporation and is a regular recipient of State Housing Initiative Program (SHIP) funds. This funding is awarded based on certain criteria one of which is the timely submission of an Affordable Housing Advisory Committee (AHAC) report analyzing potential impediments to affordable housing within the City of Deltona. In the past, every three years this report has been completed by staff working with the AHAC. However, as a result of changes to State law, the impediments report is now a yearly requirement for entitlement communities. Failure to provide the report will jeopardize SHIP funding.

In order to better allocate City staff resources devoted to managing CDBG, administering various housing programs, and allocating

COVID-19 related funds staff is requesting the City enter into an agreement with the Florida Housing Coalition to help develop the AHAC report. The cost for Florida Housing Coalition services is \$4,500.00.

A quote for the cost to generate the report is attached, along with a proposal of services that will be provided. Adequate budgeting exist to accommodate this proposal.

Although a purchase of this amount is well below the \$25,000 threshold and Commission review is not required based upon the purchasing policy in place at this time, it is the desire of Staff to keep the Commission appraised of the City's programs and efforts geared towards compliance with State and Federal rules and regulations.

The Acting City Manager has the authority to make corrections of scrivener's errors and the like.

Attachments: [2021 City of Deltona AHAC Service Agreement Florida Ho](#)

- C. [Consent - Support for the County \\$144,648 expenditure of the Fiscal Year \(FY\) 19/20 Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant \(JAG\) - Ron A. Paradise, Director of Planning and Development Services \(386\) 878-8610.](#)

[Strategic Goal: Fiscal Issues - Other grants.](#)

Background:

On February 24, 2021 the County of Volusia Community Assistance Department issued a letter to all local governments within the County, including Deltona, seeking local government support/approval of a proposed expenditure of Fiscal Year (FY) 19/20 Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant (JAG). According to grant rules the majority of all of the local governments within the County have to approve of the County proposal to move forward.

The general purpose of the JAG is to help those with substance abuse challenges who are also facing non-violent criminal charges. The goal is to break the cycle between addiction/drug use and criminal behavior. Also, the rehabilitation in some cases may help offenders avoid costly jail time. The proposal by Volusia County is to expend the \$144,648 JAG grant on a program referred to as "Adult Drug Court" administered by Stewart Marchman Act (SMA). In the past, the City has supported the use of JAG funds for both the SMA Adult Drug Court program and The House Next Door Success by Design Program. This year, because of The House Next Door COVID-19 related capacity allocations, the County proposes to spend the entire JAG funding on the SMA Adult

Court Drug Program.

This program is open to and has been used by Deltona residents. The SMA Adult Drug Court is a joint partnership between a public service provider and the Criminal Court system. Since there is an extensive Court presence in the County seat of Deland, most Deltona residents served by this program will be required to travel to Deland for court dates and court ordered activities associated with SMA and the Adult Drug Court Program.

As per the attached letter from the County, the County is requesting the Mayor sign two letters of support by March 11, 2021.

The Acting City Manager has the authority to make corrections of scrivener's errors and the like.

Attachments: [February letter from County on the JAG](#)

- D. [Request for approval of recommendations for scholarship awards from the William S. Harvey Deltona Scholarship Advisory Board - Joyce Raftery, City Clerk's Department \(386\) 878-8502.](#)

[Strategic Goal: Internal and External Communication.](#)

Background:

The William S. Harvey Deltona Scholarship Advisory Board selected 23 applicants to receive the 2020/2021 scholarship awards. The selections were based on the following criteria: 1) financial need; 2) academic achievement; 3) school; 4) community and/or leadership activities; 5) special skills and/or talents; and 6) an essay of 500 to 750 words.

The application packets were mailed to each school, placed on the website and distributed to all City facilities.

Attachments: [20-21 WSH score sheet](#)

- E. [Request approval of the Administrative Policy CW19-02, Establishment of a Computer and Network Usage and Security Policy - Robert Cordero, Information Technology \(IT\), \(386\) 878-8807 and John A. Peters, III, P.E., City Manager \(386\) 878-8852.](#)

[Strategic Goal: Internal & External Communications](#)

Background:

The City of Deltona has been operating under an Administrative Policy that was approved by the City Manager on January 7, 2019. After a thorough review by staff, an updated version of Administrative Policy

CW19-02, Establishment of a Computer and Network Usage and Security Policy which includes a social media policy is being presented to the City Commission for approval.

Attachments: [\(REVISED 03-26-2021\) CW19-02 Est](#)

- F. [Request for approval of the Agreement for Economic Development Internet & Social Media Services for Independent Contractor David Winterrose. John Peters, Interim City Manager, \(386\) 878-8850.](#)

[Strategic Goal: Economic Development/ Internal External Communication](#)

Background:

On March 5, 2021 the City placed a bid on Demand Star for an Economic Development Specialist/Independent Contractor. The bid went out to 206 firms and there were 6 plan holders that downloaded the bid. Only one bid was received from David Winterrose at the rate of \$31.25 an hour up to 40 hours a week. The Independent Contractor will provide the following services: creation and updating internet websites, social media pages, interactive web and social media applications, internet interactive maps, Search Engine Optimization functions, internet and social media marketing technologies and strategies, production of audio-video files, creation of hard copy print materials as marketing handouts.

The Acting City Manager has the authority to make corrections of scrivener's errors and the like.

Attachments: [Winterrose Independent Contractor Agreement-A](#)
[BID#21004 ECONOMIC DEVELOPMENT SPECIALIST-#1](#)

- G. [Request approval of a Land Acquisition Policy and Procedures modeled after Sections 6, 7, and 9 of the FDOT Right of Way Acquisition Manual.](#)

[Strategic Goal: Infrastructure/Fiscal Issues](#)

Background:

From time to time, the City of Deltona acquires property for road rights of way, utility easements, building construction and other purposes. Due to the lack of a coherent policy on land acquisition, the City has often been accused of lack of transparency and fairness. Staff is currently working on several land acquisition efforts that have brought the lack of a Policy and Procedure into the fore.

The Florida Department of Transportation (FDOT) is one of, if not the largest, acquirer of land in the State of Florida. Because these acquisitions by the FDOT often involve State and Federal funds, there land acquisition process must meet a much higher standard of care than many municipalities utilize. The FDOT Land Acquisition Manual

includes Appraisal Procedures in Section 6, Land Acquisition Process in Section 7 and Relocations in Section 9. Staff is recommending that the City of Deltona adopt Section 6, 7 and 9 of the FDOT Right of Way Acquisition Manual. Because of the prior approval of the State of Florida and the Federal Government in the production of these procedures, the City of Deltona can be assured of meeting the requirements of State and Federal grants and direct funding in the future.

Attachments:

[Land Acquisition - Guide 1](#)
[Land Acquisition - Guide 2](#)
[Land Acquisition - Guide 3](#)
[Land Acquisition - Guide 4](#)
[Land Acquisition - Guide 5](#)
[Land Acquisition - Guide 6](#)
[Land Acquisition - Guide 7](#)
[Land Acquisition - Guide 9](#)
[Land Acquisition - Guide 11](#)
[Land Acquisition - Guide10](#)
[Land Acquisition - Section 1](#)
[Land Acquisition - Section 6.1](#)
[Land Acquisition - Section 6.2](#)
[Land Acquisition - Section 6.3](#)
[Land Acquisition - Section 7.1](#)
[Land Acquisition - Section 7.2](#)
[Land Acquisition - Section 7.3](#)
[Land Acquisition - Section 7.4](#)
[Land Acquisition - Section 7.5](#)
[Land Acquisition - Section 7.6](#)
[Land Acquisition - Section 7.7](#)
[Land Acquisition - Section 7.8](#)
[Land Acquisition - Section 7.9](#)
[Land Acquisition - Section 7.10](#)
[Land Acquisition - Section 7.11](#)
[Land Acquisition - Section 7.12](#)
[Land Acquisition - Section 7.13](#)
[Land Acquisition - Section 7.14](#)
[Land Acquisition - Section 7.15](#)
[Land Acquisition - Section 7.16](#)
[Land Acquisition - Section 9.1](#)
[Land Acquisition - Section 9.2](#)
[Land Acquisition - Section 9.3](#)
[Land Acquisition - Section 9.4](#)
[Land Acquisition - Section 9.5](#)
[Land Acquisition - Section 9.6](#)

12. CITY COMMISSION SPECIAL REPORTS AND REQUESTS:**13. CITY ATTORNEY COMMENTS:****14. CITY MANAGER COMMENTS:****15. CITY COMMISSION COMMENTS:****16. ADJOURNMENT:**

NOTE: If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk, Joyce Raftery 48 hours in advance of the meeting date and time at (386) 878-8500.