



City of Deltona

2345 Providence Blvd.
Deltona, FL 32725

Agenda

City Commission Workshop

Thursday, November 17, 2016

5:30 PM

2nd Floor Conference Room

1. CALL TO ORDER:

2. ROLL CALL – CITY CLERK:

3. PLEDGE TO THE FLAG:

PUBLIC COMMENTS: – Citizen comments limited to items not on the agenda and comments on items listed on the agenda will take place after discussion of each item.

4. BUSINESS:

A. [Discussion: Homelessness Prevention - Chris Bowley, AICP, Planning and Development Services, \(386\) 878-8602.](#)

[Strategic Goal: Other Priority Objectives Identified - Provision of social services and needs assessment.](#)

Background:

The City Commission identified the need for social services to assist our community concerning homelessness prevention. Through statistical tracking with Point-in-Time surveys, 2-1-1 calls into the United Way, and Homeless Management Information Systems (HMIS), quantitative approaches to determine the level of homelessness in Deltona are addressed. The type of community and development pattern that exists in Deltona affects these statistics. While homelessness exists in varying forms within Volusia County, the following is a brief summary of that issue in Deltona and statistics reflect that pattern:

1. Volusia County data indicates that from October 2014 to March 2016, 1,848 Deltona residents requested human services (mortgage, rental assistance, and utility payments) and 166 residents sought Section 8 housing assistance.
2. United Way 2-1-1 data for 2015 shows 654 Deltona residents called about income support/assistance, 156 for housing/shelter, and 104 for food/meals (13 residents called for transportation assistance by comparison).

While homeless shelter housing on a County-wide level was sought

and City funding for it, the above statistics indicate that Deltona residents are oriented more towards homelessness prevention and less on transportation to shelters. This matches our housing pattern and transportation network. In addition to the above, the City financially supports social services that offer housing through the Neighborhood Center of West Volusia, CDBG grants in aid for agencies assisting in homelessness prevention, and the Local Housing Assistance Plan (LHAP) with rental assistance, matching this strategy.

The City of Deland has proposed to address the homelessness issue in West Volusia by partnering with the Neighborhood Center to expand its current facilities and is seeking financial support from neighboring municipalities.

Attachments: [Annual Operating Budget](#)

- B. [Discussion regarding request for civility ordinance. Becky Vose, City Attorney, \(407\) 448-0111.](#)

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

Background: A request was made for a civility ordinance. A draft of an ordinance has been prepared.

Attachments: [Ordinance No. 33-2016](#)

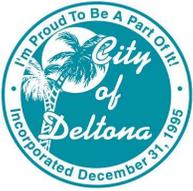
- C. [Setting date for Strategic Planning meeting with Deltona's new Lobbyist Firm.](#)

5. CITY MANAGER COMMENTS:

6. 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.



Agenda Memo

AGENDA ITEM: A.

TO: Mayor and Commission

AGENDA DATE: 11/17/2016

FROM: Jane K. Shang, City Manager

AGENDA ITEM: 4 - A

SUBJECT:

Discussion: Homelessness Prevention - Chris Bowley, AICP, Planning and Development Services, (386) 878-8602.

Strategic Goal: Other Priority Objectives Identified - Provision of social services and needs assessment.

LOCATION:

City-wide

BACKGROUND:

The City Commission identified the need for social services to assist our community concerning homelessness prevention. Through statistical tracking with Point-in-Time surveys, 2-1-1 calls into the United Way, and Homeless Management Information Systems (HMIS), quantitative approaches to determine the level of homelessness in Deltona are addressed. The type of community and development pattern that exists in Deltona affects these statistics. While homelessness exists in varying forms within Volusia County, the following is a brief summary of that issue in Deltona and statistics reflect that pattern:

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While homeless shelter housing on a County-wide level was sought and City funding for it, the above statistics indicate that Deltona residents are oriented more towards homelessness prevention and less on transportation to shelters. This matches our housing pattern and transportation network. In addition to the above, the City financially supports social services that offer housing through the Neighborhood Center of West Volusia, CDBG grants in aide for agencies assisting in homelessness prevention, and the Local Housing Assistance Plan (LHAP) with rental assistance, matching this strategy.

The City of Deland has proposed to address the homelessness issue in West Volusia by partnering with the Neighborhood Center to expand its current facilities and is seeking financial support from neighboring municipalities.

AGENDA ITEM: A.

COST:

N/A

SOURCE OF FUNDS:

N/A

ORIGINATING DEPARTMENT:

Planning and Development Services

STAFF RECOMMENDATION PRESENTED BY:

Chris Bowley, AICP, Director, Planning & Development Services - Discussion item only.

POTENTIAL MOTION:

None.

**Neighborhood Center of West Volusia
Shelter Proposal
Annual Operating Budget**

Salaries & Fringes		Comments
Salaries	\$ 209,830.40	See Salaries and Fringes Budget tab
FICA	\$ 16,052.03	See Salaries and Fringes Budget tab
State Unemployment	\$ 3,402.00	See Salaries and Fringes Budget tab
WC Insurance	\$ 4,196.61	See Salaries and Fringes Budget tab
Simple Retirement	\$ 6,294.91	See Salaries and Fringes Budget tab
Sub-Total	<u>\$ 239,775.95</u>	

Facilities		
Electricity	\$ 24,000.00	
Water	\$ 8,000.00	
Repairs & Maintenance	\$ 8,000.00	
Supplies		Cleaning supplies, paper products etc.
Insurance	\$ 9,000.00	
Pest Control	\$ 1,200.00	
Furniture & Equipment		
Sub-Total	<u>\$ 50,200.00</u>	

Vehicle	
Fuel	\$ 3,000.00
Repairs & Maintenance	\$ 2,500.00
Insurance	\$ 1,500.00
Sub-Total	<u>\$ 7,000.00</u>

Client Care Costs

Food	\$ 15,000.00	Second Harvest. Seek to have this provided by Faith Community.
Food Service Supplies	\$ 6,000.00	
Hygiene		Seek to have these items donated from suppliers.
Clothing	\$ -	Undergrments. Rest will be donations
UA's	\$ 2,000.00	???
Medical	\$ 2,000.00	In Kind
Prescription	\$ 1,000.00	In Kind
Bus Passes	\$ -	
Sub-Total	<u>\$ 26,000.00</u>	

Shelter Admin

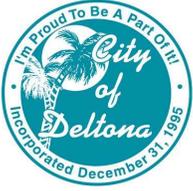
Office Supplies	\$ 12,000.00	
Equipment Lease	\$ 2,000.00	Copier lease
Cable/Phone/Internet	\$ 5,000.00	
Taxes/Licenses/Permits	\$ 5,000.00	4 HMIS Licenses @ \$750/each
Postage/Shipping	\$ 1,200.00	
Sub-Total	<u>\$ 25,200.00</u>	

Center Admin Allocation 15% Administrative Allocation

Grand Total \$ 348,175.95

**Neighborhood Center of West Volusia
Shelter Proposal
Salaries & Fringes Budget**

Position	Hourly Rate	Annual Wages	FICA	State Unemployment	Workers Compensation	Simple Retirement	Total Compensation
Shelter Manager	\$ 19.30						
Intake Specialist	\$ 10.00	\$ 20,800.00	\$ 1,591.20	\$ 378.00	\$ 416.00	\$ 624.00	\$ 23,809.20
Case Management Supervisor	\$ 14.43	\$ 30,014.40	\$ 2,296.10	\$ 378.00	\$ 600.29	\$ 900.43	\$ 34,189.22
Case Manager	\$ 12.02						
Case Manager	\$ 12.02	\$ 25,001.60	\$ 1,912.62	\$ 378.00	\$ 500.03	\$ 750.05	\$ 28,542.30
Shelter Supervisor	\$ 14.43	\$ 30,014.40	\$ 2,296.10	\$ 378.00	\$ 600.29	\$ 900.43	\$ 34,189.22
Shelter Coordinator	\$ 10.00	\$ 20,800.00	\$ 1,591.20	\$ 378.00	\$ 416.00	\$ 624.00	\$ 23,809.20
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Program Coordinator	\$ 10.00	\$ 20,800.00	\$ 1,591.20	\$ 378.00	\$ 416.00	\$ 624.00	\$ 23,809.20
		\$ 209,830.40	\$ 16,052.03	\$ 3,402.00	\$ 4,196.61	\$ 6,294.91	\$ 239,775.95



Agenda Memo

AGENDA ITEM: B.

TO: Mayor and Commission

AGENDA DATE: 11/17/2016

FROM: Jane K. Shang, City Manager

AGENDA ITEM: 4 - B

SUBJECT:

Discussion regarding request for civility ordinance. Becky Vose, City Attorney, (407) 448-0111.

Strategic Goal: Internal and External Communications

LOCATION:

City Wide

BACKGROUND:

A request was made for a civility ordinance. A draft of an ordinance has been prepared.

COST:

N/A

SOURCE OF FUNDS:

N/A

ORIGINATING DEPARTMENT:

City Manager

STAFF RECOMMENDATION PRESENTED BY:

Becky Vose, City Attorney - Recommend review of the draft of civility ordinance.

POTENTIAL MOTION:

[Enter Text Here]

ORDINANCE NO. 33-2016

AN ORDINANCE OF THE CITY OF DELTONA, FLORIDA, AMENDING CHAPTER 2, "ADMINISTRATION", OF THE CODE OF THE CITY OF DELTONA, BY THE ADDITION OF A NEW ARTICLE XI, "CIVILITY", REQUIRING PROPER CIVILITY, AND DECORUM IN OFFICIAL ACTIONS; PROVIDING A UNIFORM AND FAIR METHOD OF LODGING COMPLAINTS AGAINST CHARTER OFFICERS AND CITY EMPLOYEES BY ELECTED OFFICIALS, AND OF LODGING COMPLAINTS AGAINST ELECTED OFFICIALS BY CHARTER OFFICERS OR CITY EMPLOYEES; PROVIDING FOR VIOLATIONS; AND PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE.

WHEREAS, City elected officials, charter officers and city employees should, in their public activities, treat each other, and members of the public, with civility, decorum and respect; and

WHEREAS, when civility, decorum and respect are not practiced, negative consequences are felt by all who are exposed to those activities, and such activities must be avoided; and

WHEREAS, it is damaging to the reputation and good name of the City of Deltona, and damaging to efforts for economic development for the city, for any of its elected officials, charter officers or employees to act in their official capacities in a manner that is not respectful to others; and

WHEREAS, it is in the best interest of the City of Deltona and its citizens to have a uniform and fair method for addressing instances where a city elected official perceives that a charter officer, or city employee has acted improperly, or not in the best interest of the city, or where a charter officer or city employee perceives that a city elected official has acted improperly or not in the best interest of the city, so as to avoid instances of damaging but unfounded allegations being made at city meetings; and

WHEREAS, it is damaging to the City of Deltona for complaints about charter officers or city employees to be proliferated by city elected officials acting in their official capacities at city meetings without permitting the charter officer or city employee an opportunity to consider and address such complaints in advance of such meeting; and

WHEREAS, it is damaging to the City of Deltona for complaints about city elected officials to be proliferated by charter officers or city employees acting in their official capacities at city meetings without permitting the elected official an opportunity to consider and address such complaints in advance of such meeting; and

WHEREAS, the procedures set forth in this ordinance provide constitutional due process and free speech protections for city elected officials, charter officers and city employees covered by this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, AS FOLLOWS:

Section 1. A new Article XI, "Civility", of Chapter 2, "Administration", of the City's Code of Ordinances, is hereby added to read as follows:

Article IX. CIVILITY

Section 2-400. Civility and decorum

City elected officials, appointed officials and city employees, when acting in an official capacity, shall treat each other, and members of the public, with civility, decorum and respect. Actions in the city workplace or public environment that a reasonable person would find hostile and offensive shall be prohibited. Examples of prohibited conduct include, but are not necessarily limited to, the following:

1. Use of disrespectful and/or devaluing language;
2. Persistent or extended criticism in front of other persons (including co-workers, vendors, contractors or members of the public); or
3. Behavior, actions, conduct or language with the intent to frighten, humiliate, belittle or degrade, including criticism delivered with a raised voice, yelling and/or screaming.

Section 2-401. Required method of addressing concerns of another's alleged wrongdoing

The following is a required uniform and fair method, comporting with due process and free speech rights, to be utilized by a city elected official ("Complainant"), when acting in his or her official capacity, prior to addressing alleged wrongdoings of a charter officer or city employee ("Respondent") in a City of Deltona public meeting, and by a charter officer or city employee ("Complainant"), when acting in his or her capacity as charter officer or city employee, prior to addressing alleged wrongdoings of a city elected official ("Respondent") in a City of Deltona public meeting:

- 1) The Complainant shall submit a written document setting forth the detailed factual basis for the alleged wrongdoings of the Respondent with any supporting documentation as appropriate, ("Complaint"), and submit the Complaint to the City Clerk. If the Complaint is against the City Clerk, the Complaint shall be submitted to the City

Attorney, and thereafter, the City Attorney shall fulfill the duties of the City Clerk as required in this section.

- 2) The City Clerk, or designee, shall, within one (1) working day of receipt of the Complaint, send the Complaint to the Respondent.
- 3) The Respondent shall have five (5) working days to respond to the Complaint and submit the response ("Response") to the City Clerk. Upon good cause shown, such as, but not limited to, the Respondent being on vacation or sick leave during time provided for the Response, the time for the Response shall be appropriately administratively extended by the City Clerk.
- 4) Upon receipt by the City Clerk of the Response, the City Clerk shall send the Response to the Complainant.
- 5) In the event the Complainant is not satisfied with the Response, the Complainant may notify the City Clerk of such dissatisfaction, and the City Clerk shall send a copy of the Complaint and the Response to every member of the City Commission, and schedule a discussion of the Complaint and Response at the next available workshop session of the City Commission.
- 6) The City Commission shall make a determination at the scheduled workshop session as to whether the matter should be scheduled for a hearing at an upcoming City Commission meeting, or whether further factual investigation is needed. The City Commission shall thereafter address the Complaint as it sees fit in accordance with its reasonable discretion.

Section 2-402. Violations

Violations of this Article XI, including but not limited to failure to adhere to the procedures set forth in this Article, by an elected city official acting in his or her official capacity shall constitute misconduct in office, malfeasance, and/or misfeasance, as applicable, and may be the basis for censure with reasonable penalties as determined by a majority vote of the City Commission. Violations of this Article XI by a charter officer, acting in his or her official capacity, including but not limited to failure to adhere to the procedures set forth in this Article, shall be addressed by the City Commission at its reasonable discretion. Violations of this Article XI, including but not limited to failure to adhere to the procedures set forth in this Article, by a city employee acting in his or her capacity as a city employee, shall be a basis for appropriate disciplinary action in accordance with city procedures.

Section 2. Conflict. All Ordinances or parts of Ordinances insofar as they are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of any conflict.

Section 3. Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of this ordinance which can be given effect without the invalid provision or application.

Section 4. Codification. The provisions of this Ordinance shall be codified as and become and be made a part of the Code of Ordinances of the City of Deltona. The sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

Section 5. Effective Date. This Ordinance shall take effect immediately upon its final adoption by the City Commission.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF
DELTONA, FLORIDA THIS _____ DAY OF _____, 2016.**

First Reading: _____

Advertised: _____

Second Reading: _____

BY: _____
JOHN C. MASIARCZYK, SR., Mayor

ATTEST:

JOYCE RAFTERY, CMC, City Clerk

Approved as to form and legality
for use and reliance of the City of
Deltona, Florida

GRETCHEN R. H. VOSE, ESQ., City Attorney