

**City of DeBary  
CITY COUNCIL WORKSHOP**

**Wednesday  
June 16, 2010**

**6:00 PM**

City Council Chambers  
16 Colomba Road  
DeBary, Florida 32713

**MINUTES**

**I. Call to Order**

Mayor Garcia called the workshop to order at 6:05 p.m.

**II. Roll Call**

**Members Present:** Mayor Bob Garcia, Council Member Lita Handy-Peters, Council Member Jack Lenzen, and Council Member Leonard Marks

**Members Absent:** Vice Mayor Norman Erickson (excused)

**Others Present:** City Manager Dan Parrott, Assistant City Manager Cassandra Blissett, City Clerk Stacy Tebo, and Safety Coordinator Alan Williamson

**III. Discussion of Emergency Action Plan Tabletop Exercise**

Safety Coordinator Alan Williamson said he would be meeting with staff the following morning to go over emergency procedures.

Mr. Williamson briefly went over the Comprehensive Emergency Management Plan (CEMP) and noted that Town Hall is still the Emergency Operations Center (EOC). He summarized the public works and debris management contracts that the City has in place for emergency response.

Mayor Garcia asked how many CERT members are available to assist in an emergency. Mr. Williamson answered that there are 150 CERT members on the books, but maybe twenty to thirty would come out in an emergency, as they are not trained to set pumps or move hoses. He stated that their primary focus is to take care of their family, friends and neighbors.

Mayor Garcia asked if staff was working on an emergency ordinance. Mr. Parrott responded that he was, and he would be bringing the ordinance to Council very soon for approval.

Council Member Marks asked about the chain of command chart. Mr. Williamson said he provided a new copy of the organizational chart to the Council members.

Council Member Lenzen noted the problems experienced during Tropical Storm Fay and asked if they have taken action to learn from mistakes made during Fay. Mr. Williamson answered that he had, and he addressed areas needing improvement in his After Action Report of Tropical Storm Fay. He also noted that during Fay, there was not a City representative at the County EOC, which made communications rather difficult. He stated that staff has ensured DeBary would have someone as

its representative at Volusia County EOC during the next emergency. He added that he has been working with St. Ann's Catholic Church and Community United Methodist Church to coordinate an alliance of faith-based organizations.

Council Member Lenzen said they needed to communicate better with the residents, and that seemed to be one of the biggest problems during Fay. Council Member Marks agreed and said people just wanted to know what was going on.

Mr. Williamson said he would provide another copy of the After Action Report to Council.

Mayor Garcia said he would like a meeting with Council and staff to go over the plans.

#### **IV. Discussion of Goals and Objectives for FY 2010/2011**

Mr. Parrott said he provided a preliminary budget for the Council and stated that he would also like to discuss the budget immediately following the TOD meeting on June 24<sup>th</sup>.

He noted that goals, objectives, and performance measures would be included this year for all the departments to help guide the budget process and gave examples of various tasks to be completed during the budget year. He asked the Council to look at them and provide feedback on June 24<sup>th</sup>.

He provided additional information to the Council for consideration prior to the next meeting. He said staff expects a 10.52% decrease from property valuations, which equates to \$498,000 less in property taxes. He informed the Council that 2.87536 is the roll back rate and noted that the City's property taxes are almost \$1.6 million less than they were in fiscal year 2007/2008. He added that State revenue sharing would again be down this year.

Mr. Parrott said he expects \$840,000 in sales tax revenue and briefly outlined the general fund estimated revenues. He explained that he prepared a preliminary budget that includes a three percent cola on the anniversary date for employees. He clarified the reason for the increase in debt service due to the fire tender. He added that he would be expecting a five percent reduction in the fire services budget and neither an increase nor reduction in law enforcement.

He spoke briefly about the Parks and Recreation budget and stated that staff is looking to recoup money from the programs in the next year. He discussed a change in mowing of River City Nature Park; that it currently costs \$1,800 per mowing; that the caretaker might be paid to mow the park in lieu of the current contractual arrangement at a lower cost; that they would have to buy a mower deck at about \$10,000 to put on the back of the tractor; but that it would be a one-time cost and would reduce the cost of mowing over time.

He noted that the total operating costs are \$420,000 less than the current fiscal year. He pointed out the committed portion of the general fund for the West Side Emergency Flood Management System to match the FEMA grants. He said there would be a small portion left for the reserves.

Mr. Parrott explained the special revenue funds. He stated there is a \$1.2 million liability to Waste Pro; that he is proposing a \$165 solid waste fee versus \$157 for the current year; that the City loses five percent when a person pays their property taxes early and gets a discount on the non ad valorem assessments; and that he is proposing the small increase to cover the gap created by the discount.

Mr. Parrott discussed the other special revenue funds and noted there are no anticipated increases in stormwater and streetlighting assessments.

Mayor Garcia asked about stormwater maintenance. Mr. Parrott responded they would set aside some money for it, but he would be bringing a maintenance plan to Council. He added that they would set aside \$50,000 for pumping in the next fiscal year.

Council Member Lenzen said the City could not ever increase the stormwater assessment fee because it was approved by voter referendum.

Mr. Parrott said he is expecting \$790,000 in franchise fees to be used for overlays, streetlighting, sidewalks, and the emergency signal.

He informed the Council that he would be asking for their direction at the next meeting regarding a few projects such as the Saxon Woods pond.

Mr. Parrott explained the local option gas tax funds; that they are restricted funds; that they will be separated from the general fund to ensure they are spent in the correct areas; and that they would be utilized for public works type projects. He said the new local option gas tax is completely different, and it would be used for resurfacing streets.

He directed Council's attention to the capital needs page and pointed out that there are unfunded needs. He asked the Council to think about their priorities for capital needs before the next meeting.

**V. Adjournment**

The workshop adjourned at 6:53 p.m.

**APPROVED August 17, 2010  
CITY OF DeBARY  
CITY COUNCIL**

**Bob Garcia, Mayor**

**ATTEST:**

**Stacy Tebo, City Clerk**

**City of DeBary**  
**CITY COUNCIL MEETING**  
**Wednesday**  
**June 16, 2010**  
**7:00 PM**

City Council Chambers  
16 Colomba Road DeBary, Florida 32713

**MINUTES**

**I. Call to Order**

Mayor Garcia called the meeting to order at 7:02 p.m.

Ms. Tebo swore in new Council Member Lita Handy-Peters to Seat 3.

Council Member Handy-Peters thanked the Council for the appointment and said she would not let the Council down.

**II. Roll Call**

**Members Present:** Mayor Bob Garcia, Council Member Lita Handy-Peters, Council Member Jack Lenzen, and Council Member Leonard Marks

**Members Absent:** Vice Mayor Norman Erickson (excused)

**Others Present:** City Manager Dan Parrott, Assistant City Manager Kassandra Blissett, City Clerk Stacy Tebo, and City Attorney Kurt Ardaman

**III. Committee Reports**

1. Update on Economic Development Advisory Committee by Chair Sid Vihlen, Jr.

Mr. Parrott stated that Chair Vihlen was unexpectedly called out of town and he would provide the update to the Council on the recent meeting of the Committee. He informed the Council that the City brochure was submitted to Volusia County Economic Development office for their review and input. He said that a discussion of a City of DeBary business organization took place at the EDAC meeting. He said that there was also a presentation made at the EDAC meeting by two individuals interested in locating a trade school named Global Educational Institute in the City of DeBary.

**IV. Public Participation For Any Issues Not On the Agenda -** Citizen comments are limited to three minutes per speaker.

None.

**V. Approval of Minutes .**

1. Special City Council Meeting held March 3, 2010.

Council Member Marks made a motion to approve, and Council Member Lenzen seconded. The motion passed unanimously.

**VI. Additions, Deletions, or Amendments to the Agenda**

Mayor Garcia said there was an addition to New Business, which would be the appointment of a TCC representative to the Volusia County TPO.

**VII. Presentations**

None.

**VIII. Consent Agenda**

*Agenda items marked with \* are considered routine matters or have been previously discussed by the City Council. All items are considered by one motion unless removed from the Consent Agenda by a member of the City Council.*

None.

**IX. Public Hearings**

*Members of the Council should disclose for the record the substance of any ex-parte communication that has occurred before or during the public hearings for the following item:*

1. Ordinance #05-10 – Second Reading – Amending the Land Development Code to Include Additional Permitted Uses in the I-1 Light Industrial Zoning Classification.

Mr. Ardaman read Ordinance #05-10 aloud by title.

Mayor Garcia entertained a motion for approval. Council Member Marks made a motion to approve Ordinance #05-10 on second and final reading, amending the LDC to include additional permitted uses in the I-1, Light Industrial Zoning Classification. Council Member Lenzen seconded, and the motion passed unanimously.

**X. Growth Management and Development Review**

None.

**XI. Old Business**

None.

**XII. New Business**

1. Discussion by Mayor Garcia Regarding West Highbanks Road.

Susan Magnum, 6 Afton Avenue, said her main concern is that the same thing does not happen to another family and said perhaps changing the location of the bus stop would help.

Bill Filabaum, 243 Eldorado Drive, asked for an update on possible City actions to address the safety concerns.

Mr. Parrott provided an update and said the City has given Volusia County a notice to proceed on a traffic study, and they would redo it in October when school is in session. He said that various ideas such as increased signage and/or lighting, flashing speed limit signs, etc. to increase people's awareness have been discussed. He said he expects the County to complete the study this week and provide a report to the City by the end of month. He stressed that all options are on the table, and if they determine there are immediate things that could be done to address the situation, staff would ensure they are completed.

Mayor Garcia listed some of the community's suggestions such as stop signs at Donald Smith Boulevard.

Council Member Lenzen said the Council would do anything they could to address the issue, and he believes both the School Board and Volusia County are also committed to taking action once the traffic study findings are reported.

Mayor Garcia said it appears that the elementary students are instructed to cross in front of the bus in a uniform manner, but it appears that middle and high school students are not. He noted that most of the children live on the other side of Highbanks, and if they reverse the bus route, most of the children getting off at the bus stop would not have to cross the street.

Council Member Marks and Council Member Handy-Peters affirmed the commitment of the Council to address the issue.

Nick Koval, 296 Adelaide Street, suggested installing combed pavement, which makes a loud sound approximately 600 to 800 feet prior to the school zone, so that the driver is very aware that they should slow down.

Mark Meister, 146 Pine Tree Drive, suggested something with a high visibility so that it could be seen from a distance to slow drivers' speed.

Kimberly Kelber, 42 Carnation Lane, stated that the safety issue on Highbanks Road is not only a school issue, and there are people parking on the side of Highbanks when visiting Rob Sullivan Community Park. She asked the City to really look at the speed limit on the road.

2. Appointment to the Volusia County MPO TCC.

Mr. Parrott requested that the Council appoint Planning Administrator Rebecca Hammock. Council Member Lenzen made a motion to appoint Rebecca Hammock to the TCC, and Council Member Handy-Peters seconded. The motion passed unanimously.

**XIII. Council Member/Committee/Staff Reports**

1. Member Reports/Communications  
A. Mayor and Council Members

Mayor Garcia reminded everyone of the upcoming West Volusia Summit in Orange City.

Council Member Marks said he attended the St. Johns River Clean Up, and the amount of trash picked up this year was considerably less than last year. He urged everyone to participate next year.

Council Member Lenzen thanked Council Member Handy-Peters for volunteering to serve on the Council. He complimented staff on the realistic preliminary budget.

B. City Manager

Mr. Parrott informed the Council that he distributed the May financial statements and asked the Council to bring them to the meeting on June 24<sup>th</sup>.

C. City Attorney

Mr. Ardaman had nothing to report.

**XIV. Adjournment**

The meeting adjourned at 7:44 p.m.

**APPROVED August 17, 2010  
CITY OF DeBARY  
CITY COUNCIL**

**Bob Garcia, Mayor**

**ATTEST:**

**Stacy Tebo, City Clerk**