



# City of Deltona

2345 Providence Blvd.  
Deltona, FL 32725

## Regular Commission Meeting

### City Commission

*Mayor Avila*  
*Vice Mayor Heriot*  
*Commissioner Avila-Vazquez*  
*Commissioner Colwell*  
*Commissioner Howington*  
*Commissioner Lulli*  
*Commissioner Santiago*

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Monday, March 3, 2025

6:30 PM

Deltona Commission Chambers

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**PUBLIC FORUM: 6:00 PM - 6:30 PM**

**BUSINESS MEETING - 6:30 PM**

**1. CALL TO ORDER:**

**2. ROLL CALL – CITY CLERK:**

**3. INVOCATION AND PLEDGE TO THE FLAG:**

- A. [Invocation Presented by District #5 Commissioner.  
Honoring Veteran -](#)

**Background:** N/A

**4. ADDITIONS AND DELETIONS:**

**5. PRESENTATIONS/AWARDS/REPORTS:**

- A. [Proclamation - Government Finance Professional's Week ~ March 17th - 21st](#)

**Background:** A proclamation to recognize the week of March 17th -21st as "Government Finance Professionals Week". Government Finance Professionals Week recognizes government finance professionals throughout the State of Florida and the services they provide.

**6. DELTONA COMMUNITY EVENTS:**

**7. CONSENT AGENDA:**

- A. [Approval of minutes of the Regular Commission Meeting of February 17, 2025,](#)

as presented.

**Background:** N/A

- B. Request for approval of Resolution No. 2025-43 purchase of two (2) replacement 6" High Head Emergency Portable Pumps from Thompson Pump located in Port Orange, Florida in the amount of \$181,805. Purchase price includes the pump purchase and additional suction hoses. This purchase is based on the Florida Sheriff's Association Cooperative Purchase Program; Contract FSA23-EQU21.0 - Equipment; Item 317; Contract Effective October 1, 2024 - September 30, 2025.

**Background:** The need for portable emergency pumps for the Stormwater Division ensures that the City can respond quickly, efficiently & effectively to dry down high water levels during major rain events including hurricanes. These pump replacements (#1105 & #1106) have reached the end of service life and both pumps have excessive run hours. These replacements combined with the purchase of four (4) additional new pumps and added to existing inventory allows a proactive approach to equipment staging to those known areas of historically flooding.

- C. Request for approval of Resolution No. 2025-44 purchase of four (4) new 6" High Head Emergency Portable Pumps from Thompson Pump located in Port Orange, Florida in the amount of \$298,902.00. Purchase price includes the pump purchase and additional suction hoses. This purchase is based on the Florida Sheriff's Association Cooperative Purchase Program; Contract FSA23-EQU21.0 - Equipment; Item 317; Contract Effective October 1, 2024 - September 30, 2025.

**Background:** The necessity of portable emergency pumps for the Stormwater Division ensures that the City can respond quickly, efficiently & effectively to draw down high water levels during major rain events including hurricanes. These pumps added to the existing inventory allows a proactive approach to equipment staging to those known areas of historically flooding.

- D. Request for approval of Resolution No. 2025-36, Everglades Equipment Group, purchase of two (2) replacement Stormwater John Deere Mowers and two (2) replacement John Deere Gator in the amount of \$75,466.68. Mowers \$26,062.10 each (\$52,124.20); Gators \$11,671.24 each (\$23,342.48) - combined total \$75,466.68. The quote from John Deere - Everglades Equipment Group is based on the Sourcewell Grounds Maintenance Contract 031121-DAC (PG NB CG70).

**Background:**

The mowers (#0821 & #1341) have reached the end of service life have increasing costly maintenance repairs. The gators (#1533 & #1534) have reached the end of service life and both continue to require costly maintenance resulting in extended periods out of service.

- E. [Request for approval of Resolution No. 2025-37, Menzi USA Sales, purchase of a replacement Menzi Muck \(walking excavator\) M425X in the amount of \\$549,227.74. Menzi USA Sales in Lakeland, Florida is the sole source authorized distributor for the Menzi Muck Walking Excavator for sales, parts and service.](#)

**Background:**

In April 2021, the prior Menzi Muck was taken out of service due to an accident that left the equipment unrepairable. The Stormwater Division had budgeted for a replacement Menzi Muck, however leadership at that time believed that contract ditch & canal maintenance was the most cost effective means for maintenance. In mid 2024, the City Commission authorized the purchase of a replacement Menzi Muck from General Fund. It was estimated cost of the Menzi Muck was \$600,000 and the quote received for the purchase is approximately \$50,000 less than anticipated.

The City of Deltona has miles of open ditches and canals that need routine maintenance mowing and dredging to ensure positive stormwater conveyance. There are over 50 locations that require maintenance up to 4 times a year. A Menzi Muck walking excavator is an ingenious high-tech piece of equipment with a patented excavator arm which allows special applications & capabilities. This equipment can adapt to any terrain, with ease of mobility and stability provided the user maximum safety.

- F. [Request for approval of Resolution No. 2025-40, contract with Sea Level Development LLC for the as necessary stormwater open ditch and canal mowing in the amount of \\$89,600.](#)

**Background:**

Until receipt of the Menzi Muck the City continues to require contract work efforts, as determined by Stormwater Division for maintenance of open ditches and canals throughout the City of Deltona.

Purchasing advertised an Invitation to Bid #24021 - Drainage Ditch Mowing on Demand Star and received two (2) responses. Sea Level Development LLC quote was found to be fair and within industry standards for the scope of work as advertised.

- G. [Request for approval of Resolution No. 2025-35, The Sandbag Store, purchase of two \(2\) new Ultimate Bagger \(sandbagging machines\) in the amount of \\$118,900. The Sandbag Store LLC is the parent company of Burcham](#)

[Baggers LLC and owns all patents, trademarks and all other rights to the property, including full production of the Ultimate Bagger, therefore this is a sole source purchase.](#)

**Background:**

Each hurricane season begins the labor intensive and time-consuming job of filling sandbags by our residents and staff. These sandbags are used to mitigate any potential flooding that a storm may cause to residences, businesses and City facilities. Because of the labor involved, including detailed documentation of issuance of sandbags for possible FEMA reimbursement the staffing levels at the sandbag site(s) takes resources away from other important storm preparation efforts.

This piece of equipment can fill 1,200 sandbags every hour with a crew of only 4. The bagger has a unique bag filling system that accurately fills and seals bags while displaying real-time production data to the operator. The control panel takes the guess work out of high-volume bagging. It displays the current production speed in bags-per-hour, allowing the City to accurately validate bags filled with bags provided to residents. This purchase includes set-up and on-site 2 day training for Public Works operators.

During Hurricanes Ian, Nicole & Milton the City provided an estimated 25,000 sandbags to residents. This bagging equipment will provide an opportunity before a hurricane season to have thousands of ready to pick-up bags for our residents.

This will require an amendment to the budget that will be brought forward as part of the mid-year budget.

- H. [Request for approval of Resolution No. 2025-33, Grant Professionals Inc. dba Brooks & Dun Grant Consulting to provide professional services necessary to provide grant research, writing, reporting, representation, and grant administration in an amount not to exceed \\$102,000.](#)

**Background:**

The City has historically relied on each department to seek grant finding and grant writing activities when seeking appropriate grant funding for its projects/activities. As part of the City's FY 2024-2025 budget had money set aside to hire an individual to research and write grant applications citywide. The City has been unsuccessful in finding a qualified individual.

The City has found a company within Volusia County that specializing in the management of the overall grant writing process including assisting the City to maximize the benefits of grant funding. This company has a demonstrated ability to identify high yield grant funding opportunities for

the City, research, write, and present grant proposals to address City priorities, including service delivery and capital infrastructure improvements, and manage and administer grants, including reporting support and training. The City's goal is to hire Brooks and Dun Grant Consulting to help the City secure funding for priority projects.

Brooks & Dun will assist the city with the following:

1. Funding needs analysis
2. Grant funding research
3. Grant proposal development
4. Grant management and grant administration
5. Grant writing
6. Grant reporting

Per Resolution 2021-11 - "Procurement Policies and Procedures Manual", Section 5.02 Competitive Price Quotes this contract is exempt from competitive quotes.

I. [Request for approval of Resolution No. 2025-29, Purchasing Policy.](#)

**Background:**

Pursuant to the Charter of the City of Deltona and Chapters 119, 218, 255, 287, 413 and 723, Florida Statutes, the City Council adopted the current Purchasing Policy Manual on February 1, 2021, per Resolution No. 2021-11.

The proposed Purchasing Manual is a complete rewrite of the current approved policy in 2021. Staff worked extensively with the City Attorney to develop this streamlined policy along with recommendations from the National Institute of Government Purchasing (NIGP), which staff consulted with.

This policy applies to the procurement of supplies, services, and construction. The Policy applies to all expenditures of public funds by the City, irrespective of the source. When the procurement involves the expenditure of grant funds, the procurement shall be conducted in accordance with any applicable mandatory laws and regulations of the granting agency, whether or not they are reflected in the applicable mandatory laws and regulations of the granting agency, are whether or not they are reflected in the applicable ordinances or manuals. Nothing in this Manual shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

Florida State Statute Chapter 255.065 establishes the mechanism which enables the City of Deltona to adopt and utilize an innovative

procurement process that is provided in this Purchasing Policy Manual.

- J. [Request for approval of Resolution No. 2025-34, declaring certain tangible personal property owned by the City as surplus and authorizing the City Manager to dispose of them.](#)

**Background:**

Over time, certain tangible personal property items owned by the City become obsolete or lose their usefulness due to age, usage, upgrade, or damage. Staff regularly compile a list of such items to present to the Commission for approval as required by Florida Statutes. Surplus items are disposed of by the most appropriate available means available. The attached Resolution contains a list of items to be declared surplus and authorizes their disposal.

Upon approval of this item authorizes all necessary actions and documents to facilitate Commission approval and further authorizes the City Manager to sign any documents necessary to further Commission approval of this item.

- K. [Request for approval of Resolution No. 2025-41 to purchase a modular classroom with the approved budget funds.](#)

**Background:**

Request approval of Resolution 2025-41 to purchase a modular classroom for use as a classroom for training and as a rehab space at Day Rd in the amount of \$38,250 with pricing secured through Suwannee County School District RFP 20-209. Contract pricing and quote are attached. The addition of this portable building will provide a designated training space, enhancing on-site instruction, operational coordination, and overall training efficiency. This expenditure will be funded from the \$200,000 approved for training complex enhancements of which \$188,300 is available. Remaining budget after this purchase would be \$150,050.

- L. [Request for approval of Resolution No. 2025-45 to purchase fire training props with the approved budget funds.](#)

**Background:**

Request approval of Resolution 2025-45 to purchase fire training props from Fireblast Global for use at Day Rd in exterior live fire training scenarios. These propane-based fire props will enhance firefighter training by improving fire assault techniques. The total cost of this purchase is \$58,995.54, with pricing secured through GSA Contract 47QSWA20D007M.

This expenditure will be funded from the \$200,000 approved for training complex enhancements. Currently, \$188,300 is available; should the portable building purchase be approved, the available balance will be \$150,050. Then with approval of this purchase, the remaining budget

will be \$91,054.46.

## 8. ORDINANCES AND PUBLIC HEARINGS:

- A. [Public Hearing - Request for approval of Resolution No. 2025-24, accepting the Final Plat for Phase 1 on the Vineland Reserve RPUD for a 126-lot single-family townhouse subdivision on approximately 20.3-acres of property located east of Peach Creek Drive.](#)

**Background:**

The Vineland Reserve RPUD was approved in October 2016 through Ordinance No. 24-2016, with a Development Agreement that outlined three phases, the first of which is designated for townhomes. Phases two and three have already been completed.

On September 21, 2023, the Development Review Committee approved the Preliminary Plat for Vineland Reserve Phase 1, allowing the developer to begin installing utilities and roads. The applicant is now requesting approval for the Final Plat to be recorded, enabling the development of 126 townhomes.

The Vineland Reserve Final Plat complies with the Code of Ordinances, Comprehensive Plan and Chapter 177, Florida Statutes and should be approved with the conditions noted in the staff report.

- B. [Public Hearing - Request for approval of Ordinance No. 15-2025, establishing Chapter 43 of the City of Deltona Code of Ordinances "Public Camping", at first reading.](#)

**Background:**

The proposed ordinance complies with section 125.0231 Florida Statutes, which made it impermissible, effective October 1, 2024, for counties and municipalities to authorize or otherwise allow public camping or sleeping at public buildings, on public grounds, property or rights-of way, except for very particular circumstances such as for designated recreational uses. Section 125.0231 Florida Statutes placed the obligation on counties and municipalities to avoid violations of the new law and failure to do so subjects those counties and municipalities to civil action by residents of the county, owners of a business located in the city or the Attorney General may enjoin violations of the new law, damages including attorneys' fees and costs may be imposed, effective January 1, 2025.

The proposed ordinance will prohibit individuals from camping or sleeping on public property owned by the City, unless in an area which is specifically designated for recreational camping by the City. Violating this ordinance may result in fines and trespass charges. The proposed ordinance also provides a complaint process to be used by residents

of the City, owners of a business located in the city or the attorney General should purported violation occur. This proposed ordinance serves the health, safety, and welfare of the City.

C. [Public Hearing - Request for approval of Ordinance No. 16-2025, amending Chapter 2, Article IV to update the sections related to the Debt Policy, Budget Policy and the Purchasing Policy, at first reading.](#)

**Background:**

The proposed ordinance amends the Code of Ordinances Chapter 2, Article IV, Financial Policies, specifically relating to the debt policy, the submission of the budget and the contents relating to the submission requirements for the annual budget and amendment authority of the overall budget as well as implementation of a purchasing policy.

It amends the following:

1. Retitles Article IV from Financial Policies to Finance.
2. Division 1. Debt Policy - Renumbers this section to be consistent with the overall Code of Ordinances.
3. Division 2. Budget. - This is an entirely new section that sets forth
  - a. Process for annual estimates
  - b. Adoption of the annual budget
  - c. Process for amending the annual budget
  - d. Lapse of appropriations at year end
4. Division 3. Purchasing - This is an entirely new section that sets forth
  - a. How purchasing regulations are established
  - b. Moves the local vendor preference from Article X into this section.
5. Article X - Bidding Preference for Local Vendors
  - a. Strikes this section in its entirety and moves this under the Division 3. Purchasing portion of the code.

All of the proposed amendments provide for a more efficient debt, budget and appropriations and purchasing process consistent with state law for all of our financial processes.

D. [Public Hearing - Request for approval of Ordinance No. 18-2025, amending Chapter 68, Article II to update the sections related to Customer Deposits, at first reading.](#)

**Background:**

The proposed ordinance amends the Code of Ordinances Chapter 68, Article II, Water and Wastewater Utility Rate Ordinances, specifically relating to customer deposits.



It amends the following within Section 68-58 Customer Deposits:

1. Clarifies that deposits will be held in a non-interest-bearing account.
2. Owner Occupied residential accounts may be returned after thirty-six months if no delinquencies nor disconnections.
3. Tenant Occupied residential accounts are held until the account is closed and any unpaid balance is paid.
4. Commercial Accounts are held until the account is closed and any unpaid balance is paid.
5. Clarifies when additional deposits might be required for utility accounts.

All of the proposed amendments provide for a more efficient and financial sustainable process consistent with state law for the handling of our customers utility deposits.

- E. [Public Hearing - Request for approval of Ordinance No. 13-2024, amending the City's Land Development Code Sections 110-300 to 110-320 of Article III, "Establishment of Classifications and Official Zoning Map" of Chapter 110 "Zoning", at first reading.](#)

**Background:**

The City Commission requested an update to the City's Land Development Code, specifically concerning zoning. On January 13, 2025, staff held a Commission Workshop to review many of the proposed changes and incorporate the requested updates into the code. The Planning and Zoning Board recommended that the City Commission approve Ordinance No. 13-2024 at their regular meeting on February 19, 2025.

- F. [Public Hearing - Request for approval of Ordinance No. 04-2025, amending the zoning code, Chapter 74 "Administration," to include review procedures, eliminating review durations, and updated public noticing requirements, amending Chapters 75, 106, and 110 by removing procedures regulation in Chapter 74 of the Land Development Code of the City of Deltona, at first reading.](#)

**Background:**

Section 163.3174, Florida Statutes requires the local planning agency to review proposed land development regulations and make recommendations to the City Commission as to the consistency of the changes with the adopted Comprehensive Plan. The City Commission has asked for an update to the City's Land Development Code in 2024. In response, staff has been working on revising the processes in Chapters 74, 75, 106, and 110. The revisions will cover the review and decision-making authority for development applications, the approval of major and minor variances and conditional uses, as well as updating

the public notice section to require neighborhood meetings.

- G. [Public Hearing - Request for approval of Ordinance No. 14-2024, amending Section 110-810, of Article III of Chapter 110 "Zoning", of the Land Development Code, at first reading.](#)

**Background:**

The City Commission asked staff to revise the zoning section of the LDC concerning driveway expansions. Staff has updated the language, corrected spelling errors, and added restrictions and approved surfaces. On February 19, 2024, the Planning and Zoning Board unanimously recommended that the City Commission approve Ordinance No. 14-2024.

**9. ACTION ITEMS:**

- A. [Consideration of appointments or re-appointments of Four \(4\) members and four \(4\) alternates to the Planning and Zoning Board.](#)

**Background:**

The terms of four (4) members and (4) alternates of the Planning and Zoning Advisory Board will expire on March 15, 2025. The openings are to be appointed by the Mayor, and the Commissioners of Districts 1, 2, and 5. Members Eric Alexander, Susan Berk, Andrea Cardo, Dr. Allen Pfeffer, and Alternates Tara D'Errico, Lorie Warnicke and Jeffrey Zlatos have expressed that they wish to be re-appointed to the board. The City has also received applications from the following individuals: Elizabeth Chavez, Larry French, Hope George, Christopher Leon, Pat Northey, Omar Otero and Matthew Shaw.

**10. CITY ATTORNEY COMMENTS:**

**11. CITY MANAGER COMMENTS:**

**12. CITY COMMISSION COMMENTS, REQUESTS & REPORTS:**

**13. ADJOURNMENT:**

**CONTINUATION OF PUBLIC FORUM**

*\*This is only for individuals who submitted a request to speak form during the 6:00 p.m. Public Forum and were not afforded the opportunity to speak.*

*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 Manager in writing at CityManager@deltonafl.gov or to Deltona City Hall, 2345 Providence Blvd., Deltona, FL 32725 at least 48 hours prior to the meeting at which the person wishes to attend. The City is not permitted to provide the use of human physical assistance to physically handicapped persons in lieu of the construction or use of ramps or other mechanical devices in order to comply with Florida law. If proper accommodations for handicapped access cannot be made at a particular public meeting venue pursuant to a timely written request under Section 286.26 F.S., the City Manager shall change the venue of that meeting to a location where those accommodations can be provided.*

DECORUM POLICY: The City of Deltona has a significant interest in conducting orderly and efficient public meetings, which includes preventing disruption, promoting civility, and preserving decorum. To that end, behavior which disrupts or impedes the efficient and orderly conduct of any public meeting, as determined by the Mayor, or presiding officer, or a majority of the City Commission, is not permitted. The Mayor, or presiding officer, or a majority of the City Commission, may interrupt, warn, or terminate a speaker's statement when that statement is too lengthy, personally directed, abusive, obscene, irrelevant, or otherwise reasonably perceived to be a disruption to the fair and orderly progress of the discussion at hand. The Mayor, or presiding officer, or a majority of the City Commission, may also interrupt any part of the meeting to warn any individual that they are being disruptive or otherwise impeding the efficient and orderly conduct of the meeting. The Mayor, or presiding officer, or a majority of the City Commission, may require any individual to leave a public meeting for its duration if that individual is unable to observe this Policy after being warned. Should an individual be required to leave a meeting for violating this Policy, that person shall be escorted from Commission Chambers by a Volusia Sheriff's Deputy.

PUBLIC FORUM: Public Forum will begin at 6:00 PM at the start of each regular meeting and will conclude after 30 minutes. Comments during Public Forum are limited to items of City business that are listed on the Agenda and/or items that are not listed on the Agenda. Comments regarding listed Agenda items will take place after discussion of each item. Please be courteous and respectful of the views of others. In order to address the Commission, citizens must fill out a public participation slip and give it to the Deputy City Clerk. All citizen comments are limited to 4 minutes and shall be addressed to the Mayor or the Commission as a whole. Members of the City Commission shall not enter into discussion or respond to a citizen's comments other than to give directions or to ask for clarification. However, individual Commissioners may choose to respond under the "City Commissioner Comments" portion of the meeting.

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.

