



# City of Deltona

2345 Providence Blvd.  
Deltona, FL 32725

## Regular Commission Meeting

### City Commission

*Mayor Heidi K. Herzberg*  
*Vice Mayor Victor M. Ramos*  
*Commissioner Maritza Avila-Vazquez*  
*Commissioner Anita Bradford*  
*Commissioner Loren King*  
*Commissioner Robert D. McFall*  
*Commissioner Chris Nabicht*

---

Monday, April 6, 2020

6:30 PM

Deltona Commission Chambers

---

\*\*\*\*PUBLIC COMMENT NOTICE SEE ATTACHED\*\*\*\*

In an effort to reduce the possibility of exposure of Residents to the COVID-19 (Coronavirus) we are not allowing public access into the Commission Chambers and practicing social distancing with the City Commission and Staff.

#### **Background:**

\*\*\*NOTE\*\*\*

***In an effort to reduce the possibility of exposure of Residents to the COVID-19 (Coronavirus) we are not allowing public access into the Commission Chambers and practicing social distancing with the City Commission and Staff.***

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 are not allowing public access into the Commission Chambers and practicing social distancing with the City Commissioners and staff. 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 will need to be submitted via one of the following mediums **no later than 12 noon, April 3, 2020** to ensure they are available for the Commissioners to review prior to the meeting.

- Visit [www.deltonafl.gov](http://www.deltonafl.gov) <<http://www.deltonafl.gov>> website
  - Under the Commission Meetings tab
  - File out the "Request to speak" form - which will be submitted.

- Email: [cityclerkdept@deltonafl.gov](mailto:cityclerkdept@deltonafl.gov)  
<<mailto:cityclerkdept@deltonafl.gov>>
- Fax: 386-878-8501
- IN PERSON - Black Public Comment Box  
Deltona City Hall
  - 2nd Floor City Clerk/HR Lobby
  - 1st Floor Main Lobby (On top of trophy Cabinet on the right)2345 Providence Blvd.  
Deltona, FL 32725

Come to City Hall in person to the City Clerk's Office (second floor) and submit your public comment in person before the due date. Your comment should be written out so it can be turned into the City Commission to review prior to the meeting. All written comments will become part of the official city record, and be attached to the meeting minutes. We strongly encourage using the email submission option to help protect the health of our employees and the public. This is a fluid situation and as procedures change, we will be sure to update you.

**1. CALL TO ORDER:**

**2. ROLL CALL – CITY CLERK:**

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

**A. [Invocation Presented by Commissioner King.](#)**

**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:**

**A. [Approval of minutes of the Regular Commission Meeting of March 2 & 16, 2020, as presented. - Joyce Raftery, City Clerk \(386\) 878-8502.](#)**

**Background:**

N/A

**Attachments:**

[March 2, 2020 Minutes](#)

[March 16, 2020 RCM Minutes](#)

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

**A. [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.

**Attachments:**

[Water Conservation Month 2020.docx](#)

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

Quarterly Reports of City Advisory Boards/Committees:

- 1) Deltona Economic Development Advisory Board - (Written Report Only)
- 2) Firefighters’ Pension Plan Board of Trustees - (Written Report Only)
- 3) Ordinance Review Committee - (Written Report Only)
- 4) Planning and Zoning Board - (Written Report Only)
- 5) Team Volusia - (Written Report Only)
- 6) Affordable Housing Advisory Committee - (No Meeting)
- 7) William S. Harvey Deltona Scholarship Advisory Board - (No Meeting)

**Attachments:**

[DEDAB 2020 1st Quarter Report](#)  
[FFPP 2020 1st Quarter Report](#)  
[ORC 2020 1st Quarter Report](#)  
[P & Z 2020 1st Quarter Report](#)  
[Team Volusia 2020 1st Quarter Report](#)

**6. ORDINANCES AND PUBLIC HEARINGS:**

- A(1** [ADD-ON ITEM: Request for approval of Resolution No. 2020-16, declaring a State of Local Emergency - Interim City Manager Dr. Cooper, City Manager’s Office \(386\) 878-8850.](#)  
**)**

[Strategic Goal: Public Health and Safety](#)

**Background:**

Consistent with the State of Emergency declared on March 9, 2020, by Governor Ron DeSantis in Executive Order Number 20-52 (Emergency Management-COVID-19 Public Health Emergency), the Presidential National Emergency Declaration for COVID-19 issued on March 13, 2020, pursuant to Florida Statutes, and the City of Deltona's Comprehensive Emergency Management Plan, the City declared a State of Local Emergency, which was effective throughout the City as of March 16, 2020 at 6:30 p.m. eastern standard time and was continued upon determination of need by the Interim City Manager in consultation with the Chief of the Fire Department for three (3) additional seven (7) day periods.

This is a request to continue the City of Deltona State of Local Emergency declared by this Resolution which may be modified in whole or in part or may be terminated at any time upon a vote of a majority of a quorum of the Deltona City Commission. This Resolution shall be effective April 13, 2020 and shall remain in effect for seven (7) days, but due to the seriousness of COVID-19, the Interim City Manager in consultation with the Chief of the Fire Department may extend this state of local emergency for two (2) additional seven (7) day periods unless terminated or modified earlier. Any further extension will require a vote of the majority of a quorum of the Deltona City Commission.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**

[Resolution No. 2020-16](#)

[Resolution No. 2020-16 \(4-6-20 with ext\)](#)

- A. [Public Hearing - Ordinance No. 02-2020 amending the Code of Ordinances Subpart B, Land Development Code Chapter 110, Article XII "Planning and Zoning Board" at first reading - Ron A. Paradise, Interim Deputy City Manager/Director, Planning and Development Services \(386\) 878-8610.](#)

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

**Background:**

The Planning and Zoning Board is a recommended body consisting of volunteer citizens appointed by the City Commission, serving at the pleasure of the City Commission.

In September of 2019, the City Commission appointed 'alternate members' to the Board with the intent of ensuring the business of the Board would continue seamlessly in the event there was not a quorum

achieved by the regular membership.

The changes to Article XII of Chapter 110 intends to recognize the appointment of the alternate members. In addition, other changes to Article XII include the following:

- Recognition the Board is a quasi-judicial decision-making body;
- Eliminates term limits;
- Clarifies and otherwise updates attendance expectations;
- Establishes an expectation that Board members (regular and alternate members) will engage in educational activities to understand the responsibilities and requirements of the Board;
- Eliminates the requirement of the Board to review Development of Regional Impact developments and final plat subdivisions containing more than 200 lots; and
- Deletes a 20-day application window required for Board review.

The City Commission on March 16, 2020 tabled this item and remanded the ordinance to staff to incorporate certain changes and clarifications. The language has been further updated as follows:

- Reinstate Board member term limits;
- Establish term limits for alternate members;
- Clarify when an active, term limited member can serve as an alternate; and
- Require at least 8 hours of continuing education and define how hours of education will be allocated.

For more information see attached Ordinance No. 02-2020. The changes are presented in an underline and strike through format. There is a 'clean copy' also attached.

The Board reviewed an initial draft of the proposed changes to Article XII on November 20, 2019. Changes to Article XII were made as a result of input from the Board. The revised changes were reviewed by the Board on February 19, 2020, and were approved 6-1.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**     [Changes to Article 12 UnderlineStrike](#)  
[Article 12 Clean Copy](#)

- B.    [Public Hearing - Ordinance No.10-2020, to Amend Chapter 14- Animals, of the Code of Ordinances, at second and final reading. - Marsha Segal-George, Assistant City Attorney, Legal Department, \(386\) 878-8873.](#)

### Strategic Goals: Internal/External Communications

**Background:**

The City Commission held two workshops on amending Chapter 14-Animals, of the Code of Ordinances. The first workshop was held on October 14, 2019 and the second workshop was held on December 9, 2019. The City Commission consensus was for the revisions to be put in an Ordinance and moved for first reading.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**     [Ordinance No. 10-2020](#)

- C. [Public Hearing - Acceptance of Final Plat \(SD19-0002\), Lake Gleason Reserve, Ron A. Paradise, Interim Deputy City Manager/Director, Planning and Development Services \(386\) 878-8610.](#)

### Strategic Goal: Economic Development

**Background:**

The proposal is to subdivide almost 23 acres of land just south of Lake Gleason into 52 lots. The lots range in size from 7,500 to over 10,000 square feet and will be used for the development of detached single family dwelling units. All development will be consistent with the R1 zoning classification and will be subject to other provisions of the Land Development Code as applicable.

Dedications include about 2,200 linear feet of local roadway network, utilities, and certain easements for drainage, etc.

For more information find attached a copy of the plat.

Please note the acceptance of a plat by a local government is intended to be predicated on the plat being technically sufficient and the dedications being in the public interest of the City.

With regard to the technical elements of the plat, a registered surveyor and mapper from the engineering firm Dewberry provided peer review services. The peer review revealed the plat is technically appropriate.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents

necessary to further Commission approval of this item.

**Attachments:**     [Lake Gleason 1](#)

- D. [Public Hearing - Acceptance of Final Plat \(SD20-0001\), Replat of Tract F, Unit 35 Deltona Lakes, OR 27, Pages 150-157, Ron A. Paradise, Interim Deputy City Manager/Director, Planning and Development Services \(386\) 878-8610.](#)

[Strategic Goal: Economic Development](#)

**Background:**

The proposal is to subdivide Tract F, Deltona Lakes, Unit 35 into two lots. Tract F as platted is approximately 9.9 acres. The replat results in the creation of two lots. Lot 1 is 7.9 acres. Lot 2 situated at the corner of Catalina Blvd. and Lake Helen Osteen Rd. is approximately two acres.

Dedications include land for a sewer lift station referred to on the plat as Tract A. There is also a common access stub-out/easement from Lake Helen Osteen Rd.

Lot 2 has received a site plan development order to construct a retail commercial use. The commercial user is Dollar General. At this time, there are no identified users for Lot 1.

For more information find attached a copy of the plat.

Please note the acceptance of a plat by a local government is intended to be predicated on the plat being technically sufficient and the dedications being in the public interest of the City.

With regard to the technical elements of the plat, a registered surveyor and mapper from the engineering firm Dewberry provided peer review services. The peer review revealed the plat is technically appropriate. The dedication of a lift station site will support the eventual extension of sewer needed to serve not just the eventual full development of the property but other property in the area and would therefore be in the public interest.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**     [Tract F 1](#)

**7. OLD BUSINESS:**

**8. NEW BUSINESS:**

- A. [Request for approval of a Contract with Wright Express Financial Services Corporation \(WEX\) to provide fuel purchases at various locations within the City of Deltona, the State of Florida and nationally. - John A. Peters, III, PE, Director, Public Works & Utilities \(386\) 490-2522.](#)

[Strategic Goal: Fiscal Issues](#)

**Background:**

Currently the City of Deltona provides fuel to City owned vehicles and equipment through two City owned facilities and privately owned gas facilities through the Fuelman Card system. Recently, we have experienced a continuing series of problems with the City owned facilities that is becoming cost prohibitive.

City staff is aware of a gas card system through Wright Express Financial Services Corporation (WEX) that contracts through the State of Florida. The WEX system provides the following benefits over both the City owned facilities and Fuelman:

- WEX is available at 22 locations in Deltona along with statewide and nationally as opposed to two City facilities and 11 locations in Deltona,
- WEX insures that no Federal, State or Local taxes are charged to our fuel purchases,
- WEX provides detailed reporting on fuel usage, odometer readings, etc. that allows management to review fuel usage.
- WEX provides a 1.7% rebate on all fuel purchases as opposed to a rebate program under Fuelman that has resulted in no rebates to the City of Deltona.
- The WEX fuel rates at this time is cheaper than the City can achieve through bulk fuel purchase.
- By using WEX exclusively, the City can maintain fuel storage to be utilized in emergencies such as hurricanes. Staff will insure the product is cycled through to insure quality.

The attached contract is based on a Contract WEX has with the State of Florida (Contract No. 973-163-10-1), and staff recommends that the City of Deltona end its relationship with Fuelman and execute the attached contract with WEX.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**     [WEX Contract](#)



- B. [Request for approval of a contract with Cathedral, LLC to provide Utility Bill Printing and other printing services as outlined in the contract. - John A. Peters, III, PE, Director of Public Works & Utilities \(386\) 490-2522.](#)

[Strategic Goals: Fiscal Issues](#)

**Background:**

As part of the review of potential cost savings initiatives presented to the Commission, the privatization of the utility bill printing process was identified as one of several options. Staff has investigated our options inclusive of a Request for Proposals (RFP). As part of our review, we found that the City of Winter Garden has a contract with Cathedral, LLC of Orlando to provide printing services inclusive of utility billing. The Winter Garden contract allows for "piggy backing" by other municipalities. We found the pricing in the Winter Garden contract to be highly competitive with other options. As such, we met with Cathedral representatives to review our needs, visited their facility, and negotiated an addendum to reflect our unique printing needs.

Attached to this Agenda memorandum is the Agreement with Cathedral, LLC, the City of Winter Park Agreement, and the negotiated Addendum to the Winter Park Agreement. As the City of Deltona Utility Division moves forward with new ultrasonic AMR meters and single billing cycles (currently six billing cycles), we will achieve significant savings (approximately \$65,000) with this contract.

Staff is recommending that the City Commission award the contract with Cathedral, LLC as presented. Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**

[Draft Agreement Cathedral Corp-Mail & Fulfillment Service](#)  
[Exhibit A-City of Winter Garden Agreement](#)  
[Exhibit B-Addendum #1 City of Deltona Client Services Agi](#)

**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. 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)*

**CONSENT AGENDA:** The consent agenda contains items that have been determined to be routine and non-controversial. If anyone in the audience wishes to address a particular item on the consent agenda, now is the opportunity for you to do so. Additionally, if staff or members of the City Commission wish to speak on a consent item, they have the same opportunity.

**10. CONSENT AGENDA:**

- A. [Request for approval of Resolution Number 2020-13; budget amendment for the Equipment Replacement Fund. - Camille Hooper, Finance, \(386\) 878-8553.](#)

[Strategic Goal: {Fiscal Issues} Maintain a balanced budget.](#)

**Background:**

The attached resolution is an amendment to carry forward funds that were budgeted in the Replacement Equipment Fund for the 2018-19 fiscal year for equipment and software for the Parks and Recreation and Construction Services departments. The purchases/installation of these items were initiated but not completed by September 30, 2019, so this amendment will rebudget the funds in the current fiscal year so the purchases can be completed.

Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

**Attachments:**

[2020-029 Fund 501 Capital Equipment Carryforward](#)  
[2020-13 Budget Amendment Carryforward 501 Capital Equ](#)

**11. CITY COMMISSION SPECIAL REPORTS AND REQUESTS:**

**12. CITY ATTORNEY COMMENTS:**

**13. CITY MANAGER COMMENTS:**

**14. CITY COMMISSION COMMENTS:**

**15. 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.*