

**City of South Daytona
City Council Meeting Minutes
Tuesday, February 11, 2025
immediately following the 6:00pm
Community Redevelopment Agency (CRAG) Meeting**

City Council Chambers, 1672 S. Ridgewood Avenue, South Daytona, Florida
and Facebook Live (www.facebook.com/CityOfSouthDaytona)

A. OPENING. Call to Order: Mayor William C. Hall called the City of South Daytona Regular City Council Meeting to order at 6:04 pm.

Roll Call:

Present:

Mayor William C. Hall	Councilman Brandon Young
Vice-Mayor Doug Quartier	City Manager James L. Gillis, Jr.
Councilman Eric Sander	City Attorney Wade Vose
Councilwoman Lisa O’Neal	

Pledge of Allegiance led by Mayor William C. Hall followed by the **Invocation** led by Councilman Brandon Young.

Item 5: City Manager Report:

City Manager Gillis provided an update on work completed since the previous Council Meeting. The Public Works Department has started replacing stormwater piping on Oriole Lane to increase the flow of stormwater to the Stevens Canal. He said staff is clearing the undergrowth from the easement behind Pope Avenue to better enhance stormwater conveyance in that area. The City has chosen a more advanced type of backflow preventor to help better prevent water from backing up into subdivisions. These new backflow preventors will be utilized throughout the City. The first one is going to be installed at the outflow pipe coming from the Orchards, Phase II which will prevent the water from the Reed Canal Park pond from backing up into the subdivision. Rain catchers are being ordered and installed inside the manholes on those streets that experienced flooding. These rain catchers will prevent stormwater from infiltrating the manhole covers and inundating the sewer system which will prevent backups during a storm. The expansion of our stormwater pond at the Reed Canal Stormwater Control Facility is out for bid with a contract award in March and construction beginning soon after.

Mr. Gillis discussed sewer lift stations (#4 Anastasia Drive, #6 Valencia Road – Palm Grove, #12 Hickorywood Drive – Big Tree Shores, #13 Lantern Drive – Lantern Park, #14 Aspen Drive – Big Tree Village and #17 Magnolia Avenue) are going to start being replaced this month which will help accommodate more flow.

He also mentioned that the new street sweeper, Dragon Brooms, will be mobilized every week to keep the streets clean from debris so it doesn’t end up in our storm drains.

Mr. Gillis said that our annual street resurfacing program will begin in March. The streets to be resurfaced this year are Cambridge Circle, Bristol Lane, Windle Lane, Hamlin Drive east, Ponderosa Drive east, Lambright Road, Aspen Drive, Sea Isle Circle, Coral Circle and Reef Road.

He concluded with announcing that South Daytona's Spring Baseball Opening Day is set for Saturday, March 15, 2025, at 9:00am. Those interested in playing should contact the Parks and Recreation Department at (386) 322-3070.

Item 6: City Attorney Report:

City Attorney Wade Vose presented a report to the City Council, providing an update on the Florida Legislature's special sessions. He noted that two special sessions had already taken place without significant developments. The third special session began today, with a primary focus on immigration. Several bills are expected to be introduced, addressing issues related to counties, jails, reporting requirements, and immigration policies. He also highlighted potential grant opportunities within the proposed legislation. Additionally, he mentioned the creation of a State Immigration Enforcement Council, which will consist of sheriffs and police chiefs. Attorney Vose stated that he would provide further updates at the next meeting.

B. PROCLAMATION: ENCEPHALITIS AWARENESS DAY

Mayor Hall introduced Kat Atwood and husband Ken and presented them with a Proclamation for Encephalitis Awareness Day (February 22). He explained that Encephalitis is inflammation of the brain and can strike anyone, anywhere, at any time, and at any age, resulting in a serious and sometimes life-threatening medical emergency. He discussed Kat Atwood's struggles with the disease and encouraged wearing Red on February 22nd for World Encephalitis Awareness Day.

Kat Atwood encouraged finding their page Team Atwood on social media. She discussed her struggle with the disease and encouraged awareness. She discussed the need for research and her goal to reach Congress. Mrs. Atwood also discussed an upcoming convention in Volusia County.

Mayor Hall presented the Proclamation to Kat Atwood.

C. CITIZENS TO BE HEARD:

Mayor Hall said that this is an opportunity for members of the public to address the City Council on any topic, whether it pertains to community concerns, personal perspectives, or general topics like the weather. When invited to approach the podium, please clearly state your name and address for the official record.

He asked that while speaking, direct your comments to the City Council as a whole and not towards any of the audience members or cameras. As the established standard, each person will be given approximately three minutes to speak. Although there is no formal clock, be concise enough without repetition to ensure everyone has had an opportunity to participate. Please note that the City Council will not respond to any viewpoint or question during this time as it is your opportunity to be heard.

Craig Shirtock, 1042 Reed Canal, discussed a recent medical response and the assistance received from Kendra Williams in the Fire Department.

Howard Verfaillie, 2121 S. Palmetto Avenue, discussed seawall damage from Hurricane Milton.

CJ Allen, 2929 Gaslight Drive, thanked the Council for their service. She requested the City's recycling program and information to be placed in an upcoming City Newsletter.

Ed Landon, 2030 Kenilworth Avenue, discussed ponding water on Kenilworth Avenue and requested the project be revisited. He thanked the Council and the upcoming, long awaited Engineering model.

Richard Phinney, 2306 Oriole Lane, discussed electric bicycles. Mayor Hall directed him to Chief Cheatham.

Ryan Knight, 2517 Pope Avenue, questioned funding opportunities from the State. He asked about local taxes and hurricane storm preparations for May. He asked about projects for the Palm Grove subdivision. He asked for additional information on social media (FaceBook).

D. CONSENT AGENDA (Items 8-14):

Mayor Hall introduced the Consent Agenda and said the matters included under the consent agenda are self-explanatory and not expected to require discussion for approval. Items will be enacted by one motion. If discussion is desired by any member of the City Council, that item must be removed from the consent agenda and considered separately.

Item 8: Approval of minutes: January 14, 2025, City Council Meeting

Item 9: Consideration of approving the City of South Daytona's Budget Calendar for Fiscal Year 2025-26.

Item 10: Consideration of approving Agreement Number Z5127 with the Federal Emergency Management Agency (FEMA) for reimbursement of damages caused by Hurricane Milton and authorizing the Mayor to execute said agreement and associated documents.

Item 11: Consideration of approving the 2024 Community Redevelopment Annual Report which highlights the accomplishments, activities and projects that occurred this past year in our Community Redevelopment Area (CRA).

Item 12: Consideration of approving the purchase of prehistoric playground equipment from "The 4 Kids" as part of the Reed Canal Park Prehistoric Playground Expansion in the amount of \$565,014 as part of the recently approved Volusia County ECHO grant.

Item 13: Consideration of approving the bid from Wise Builders, LLC for the remodel of the Fire Department Kitchen in the amount of \$34,895 as budgeted in this fiscal year.

Item 14: Consideration of approving the purchase of a replacement sewer lift station located on Hickorywood Drive (#12) in the amount of \$121,770 and at Magnolia Avenue near Beville Road (#17) in the amount of \$110,175 from Smith and Loveless as budgeted in the current fiscal year.

Motion to approve the consent agenda as presented by Councilman Eric Sander. Second by Councilwoman Lisa O'Neal. Motion carried unanimously.

E. REGULAR AGENDA:

Item 15: Consideration of approving the Annual Comprehensive Financial Report for the Fiscal Year ending September 30, 2024, and the Independent Auditor's Report as presented by James Moore.

City Manager Gillis explained this is the Annual Comprehensive Financial Report for last fiscal year as prepared by the City, which was independently audited by the firm, James Moore & Company. He introduced Zach Chalifour representing James Moore. He was proud to say that we are fiscally in a good position, especially with upcoming grant stormwater projects.

Zach Chalifour thanked the Council for the opportunity to audit our report and noted this was the fifth year he has had the pleasure of working with Finance Director Oliva and the team at South Daytona. He discussed the timeliness of the audit, which is a direct result of staff's dedication. He said the Financial Report was developed by city staff, which is a great accomplishment for such a small team as many cities rely on his firm to develop the same report. James Moore issued an unmodified opinion which is the best result they can issue, he announced. Mr. Chalifour said there are no issues to report on the internal controls and compliance. He said no comments were issued except for a recommendation relating to building permit fees, and that this was a clean report. He said a single audit was required but no issues were found.

Zach Chalifour discussed the General Fund and showed the General Fund financial trend from 2021 to 2024. He said reserves have increased from 2023 to 2024.

Mr. Chalifour explained that the Government Finance Officers' Association (GFOA) recommends coastal cities have a minimum of two months' worth of expenses in a reserve account. The city is currently at 45.5%, which is approximately 4 months of expenses in the reserve account. The General Fund has exceeded the target of 16.7%. He said the General Fund continues to head in the right direction while meeting these internal and external benchmarks and policy targets.

Auditor Zach Chalifour discussed the Utility Service Fund and the continued progress it has made. When the City adjusted utility rates, it did so incrementally over time to reduce the burden to the residents. He said the trend is very positive, and expressed long range capital planning is important for the future of the Utility System. He said there is a two-month reserve in the fund.

Mr. Chalifour discussed the Community Redevelopment Area (CRA), with a \$1.8 million restricted fund balance, which received a separate set of financials, and the audit had no findings in those reports.

Mr. Chalifour highlighted the \$6.0 million in the Capital Projects Fund, most of the funds remain from the American Recovery Plan Act (ARPA) and sale of the Cell Tower. Mr. Chalifour discussed the net pension liability from the Florida Retirement System which is for reporting purposes only.

He discussed the City's elimination of debt.

Councilman Sander thanked Mr. Chalifour for his time and the one-on-one meeting today.

Councilman O'Neal thanked Mr. Chalifour.

Mayor Hall noted his appreciation.

Motion by Councilman Eric Sander. Second by Vice-Mayor Doug Quartier. Motion carried unanimously.

Item 16: Ordinance No. 2025-01. An Ordinance of the City of South Daytona, Florida, amending Article V of the Land Development Code of the City of South Daytona, entitled "Zoning Regulations," Section 5.7., "Special Exceptions" and Section 5.8., entitled "Special Uses," to allow for transfers of

Special Exceptions and Special Uses following a new public hearing; and providing for administrative actions, codifications, conflicts, severability, applicability, and an effective date. Recommended by the Planning Advisory Board on September 18, 2024. First Reading was held on January 14, 2025.

Second and final reading. Public Hearing.

City Attorney Vose read the title of Ordinance No. 2025-01.

City Manager Gillis said within the Land Development Code, special exceptions and special uses are currently transferable to another party. If a special use was approved and it wasn't working or the business was not what the City Council thought it would be then when the ownership changes, the City Council should have an opportunity to review the special use and either approve it again with certain restrictions or deny it. This Ordinance is simply eliminating the fact that special exceptions are transferred to another party and thereby requiring a new owner to request a new special use or special exception, he explained. He concluded with a staff recommendation for the second and final reading of Ordinance No. 2025-01.

Mayor Hall opened the Public Hearing. No comments were received. Mayor Hall closed the Public Hearing.

Motion by Councilman Eric Sander. Second by Councilwoman Lisa O'Neal. Motion carried unanimously.

Item 17: Ordinance No. 2025-02. An Ordinance of the City of South Daytona, Florida, amending Chapter 2, Article IV, Purchases, Sales and Contracts, modifying Sec. 2-137. Sound Discretion, 2-138. Written Quotes, Sec. 2-139. Formal Bid Solicitations, Sec. 2-140. Exemptions to written quotes and formal bid solicitations, and adding Sec. 2-144. Conflicts of Interest; providing for codification, conflicts, severability, applicability, and an effective date. First Reading was held on January 14, 2025. **Second and final reading. Public Hearing.**

City Attorney Vose read the title of Ordinance No. 2025-02.

City Manager Gillis explained that due to the rising costs of goods and services, staff recommends increasing the monetary limit of getting a single quote in our purchasing policy. Currently, if the cost of a good or service exceeds \$3,000, three quotes must be obtained. He recalled that following Hurricane Milton, a large Oak Tree needed to be removed, and it was a challenge to obtain three quotes quickly. He said this ordinance is changing the current limit so that any item up to \$5,000 would require a single quote, and then everything from \$5,000 to \$25,000 (City Manager's spending limit) would require three bids. Purchases over \$25,000, which exceeds the City Manager's spending authority, a formal bid would be required. He concluded with a staff recommendation for the second and final reading of Ordinance No. 2025-02.

Mayor Hall opened the Public Hearing. No comments were received. Mayor Hall closed the Public Hearing.

Motion by Councilwoman Lisa O'Neal. Second by Councilman Eric Sander. Motion carried unanimously.

Item 18: Resolution No. 2025-07. A Resolution of the City Council of the City South Daytona, Florida, adopting a policy to govern all transactions made with a City Purchasing Card; providing for conflicting Resolutions; and providing for an effective date. **First and only reading.**

City Attorney Vose read the title of Resolution No. 2025-07.

City Manager Gillis said this is a housekeeping item following adoption of Ordinance No. 2025-02. He said updating our purchasing policies from time to time ensures we keep up with current trends, which is moving away from the issuance of physical checks and into a digital world where obtaining goods and services can happen much quicker when needed. As a result, staff recommends approval of Resolution No. 2025-07 as written.

Councilman Sander noted this makes common sense.

Councilman Young inquired about the process for determining who receives a Purchasing Card. City Manager Gillis explained that, according to the purchasing policy, the final decision rests with him. He also noted that he personally signs off on all cards each month.

Motion by Vice-Mayor Doug Quartier. Second by Councilwoman Lisa O'Neal. Motion carried unanimously.

Item 19: Ordinance No. 2025-03. An Ordinance of the City Council of the City of South Daytona, Florida, adopting a Master Development Agreement for the property located at 1600 South Ridgewood Avenue, Parcel 5344-02-00-0080; establishing principal uses as a National Brand Quick Service Restaurant; providing for codification, conflicts, severability, applicability, and an effective date. Recommended by the Planning Advisory Board on February 5, 2025. **First Reading. Public Hearing.**

City Attorney Vose read the title of Ordinance No. 2025-02.

City Manager Gillis explained that this is a Master Development Agreement (MDA) for 1600 S. Ridgewood Avenue for a Zaxby's Restaurant, a prominent national brand. The franchisee, who operates three other Volusia County locations, has submitted a Master Development Agreement to construct a new restaurant at the City's gateway. He described the building and the hours spent on this project. He concluded with a recommendation of Ordinance No. 2025-02.

Courtney Blackburn, 4080 St. Francis Road, franchisee of Zaxby's, thanked the Council and staff. She discussed the project.

Councilman Young noted that he was familiar with her other locations and expressed his excitement over the project.

Mayor Hall said he looked forward to a ribbon cutting.

Mayor Hall opened the Public Hearing. No comments were received. Mayor Hall closed the Public Hearing.

Councilman Sander expressed enthusiasm for the project, stating that it is an exciting development for South Daytona. He praised the concept drawings, noting this addition is sure to impress.

Motion by Councilman Brandon Young. Second by Councilman Eric Sander. Motion carried unanimously.

F. COUNCIL COMMENTS:

Vice-Mayor Quartier expressed eagerness for upcoming projects, especially with hurricane season approaching. He also mentioned baseball and wished everyone a Happy Valentine’s Day.

Councilman Young thanked the staff, highlighting the positive changes happening. He gave kudos to Josh for the Zaxby’s project and shared that his assistant is closing on a home in Palm Grove. He also mentioned their son will be starting t-ball at James Street Park, emphasizing that South Daytona is a true family town, which makes his heart happy.

Councilwoman O’Neal thanked everyone for attending and welcomed Zaxby’s.

Councilman Sander acknowledged Economic Development Director Josh McEnany’s hard work in the CRA, noting the city's improvements. He expressed gratitude to everyone for their efforts, including Finance Director Jason Oliva for the finance report, Public Works Director Adam Thornton for his dedication and upcoming responsibilities, and all City staff for their contributions.

Mayor Hall wished everyone a Happy Valentine’s Day.

G. ADJOURNMENT: Mayor William C. Hall adjourned the City of South Daytona Regular Meeting of the City Council at 6:59pm.

Deputy City Clerk, Becky Witte

Mayor William C. Hall