



**The City of Daytona Beach**  
**AGENDA**  
**City Commission**  
**6:00 PM - Wednesday, July 2, 2025**  
**City Commission Chambers**  
[www.DaytonaBeach.gov](http://www.DaytonaBeach.gov)

Page

1. **ROLL CALL**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **APPROVAL OF MINUTES**
  - 4.A. Approval of the Minutes of the June 4, 2025, City Commission Meeting held at 301 S. Ridgewood Avenue, Daytona Beach, FL 32114. 7 - 22  
[City Commission - Jun 04 2025 - Minutes - Pdf](#)
5. **AGENDA APPROVAL**
  - 5.A. **Approval of the July 2, 2025, City Commission Meeting Agenda**
6. **PRESENTATIONS - NONE**
7. **CITIZENS COMMENTS**

During this time Citizens have the opportunity to address the City Commission on any item on the Consent Agenda.
8. **CONSENT AGENDA**

Those matters included under the consent agenda are self-explanatory and are not expected to require review or discussion. Items will be enacted by one Motion. If discussion is desired by any member of the Commission, that item must be removed from the consent agenda and considered separately.

  - 8.A. **Business Enterprise Management Department - Fleet Maintenance Software Upgrade - TT FASTER LLC, dba FASTER Asset Solutions - Standarization Vendor.** 23 - 55  
  
**Resolution** approving the General Agreement between TT FASTER LLC, dba FASTER Asset Solutions and the City of Daytona Beach transitioning the current Fleet Maintenance software, FASTER, to a cloud-based system for a total cost of \$75,287.31 for software implementation and \$22,338.31 annually for support and maintenance. The initial term of this Agreement is for five (5) years from the effective date. After the expiration of the initial term, Annual Software and Support (as outlined in Schedule B) shall automatically renew for successive one-year periods unless either party provides written notice of non-renewal at least 60 days prior to commencement of the applicable renewal

term, subject to budget appropriations throughout the term of the Contract.

[Agenda Summary #AS-25-315 - Pdf](#)

**8.B. City Attorney's Office - Settlement of Latara Colay v. City of Daytona Beach, et. al., Case No. 6:23-cv-01499-WWB-UAM** 56 - 59

**Resolution** authorizing payment of \$96,000 to Latara Colay and her attorney Brian Finnerty with Marie A. Mattox for release of all claims and full settlement of damages or expenses due to injuries Ms. Colay allegedly suffered on June 15, 2021, after she was struck by a City police vehicle along Mary McLeod Bethune Boulevard.

[Agenda Summary #AS-25-307 - Pdf](#)

**8.C. City Manager's Office - Board of Building Codes - Appointment** 60 - 63

**Resolution** appointing one member to the Board of Building Codes for a term expiring December 31, 2027. There is one applicant: Scott Lee.

[Agenda Summary #AS-25-283 - Pdf](#)

**8.D. City Manager's Office - Youth Advisory Board - Appointment** 64 - 70

**Resolution** appointing one member to the Youth Advisory Board for terms ending May 15, 2026. Faith Baldwin, who was appointed on June 18, 2025, was not able to accept the appointment due to a scheduling conflict. We have one vacancy and one applicant: Mea Glover.

[Agenda Summary #AS-25-318 - Pdf](#)

**8.E. Human Resources - Risk Management - Wright National Insurance Company - Flood Insurance Renewals** 71 - 82

**Resolution** accepting renewal proposals submitted by Brown & Brown from Wright National Flood Insurance Company, P.O. Box 33003, St. Petersburg, FL 33733 for an annual premium in the amount of \$30,573 for flood insurance coverage for various City-owned properties in flood zones for the period of July 25, 2025 to July 25, 2026. This is an increase of last year's premium by \$9,459 due to NFIP rate changes and adding flood coverage to four additional buildings. Also, authorizing payment for any additional flood premium, not to exceed \$40,000, for any additional properties whose flood insurance policies renew in August, September, November and January, any new properties determined to be in flood zones, and for adjustments in property values that may cause a need for an increase of coverage during the policy period of July 25, 2025 to July 25, 2026. Funds are available in the Consolidated Insurance Fund.

[Agenda Summary #AS-25-237 - Pdf](#)

**8.F. Police Department- Packetalk Solar Camera Surveillance Trailer Purchase** 83 - 96

**Resolution** authorizing the purchase of the Packetalk solar camera surveillance trailer from CDW-G (75 Remittance Drive, Suite 1515, Chicago, IL 60675) via the OMNIA cooperative contract City of Mesa / CDW-G Contract No. 2024056-01 - GOV for the purchase price of \$55,000 using LETF funding.

- 8.G. Public Works - Julia T. and Charles W. Cherry Sr. Cultural & Educational Center – Generator Installation Budget Project – Peoples Gas, Inc. DBA TECO Gas Company Utility Easement Agreement** 97 - 106

**Resolution** authorizing the Mayor and City Clerk to execute a utility easement access agreement for People Gas System, Inc., DBA TECO Gas Company granting them permanent utility easement access on the property located at the Julia T. and Charles W. Cherry Sr. Cultural & Educational Center, 925 George W. Engram Blvd., for the purpose of installing a new gas service line in connection with the new emergency backup generator installation project approved and authorized through Resolution No. 2024-483.

[Agenda Summary #AS-25-302 - Pdf](#)

- 8.H. Utilities Department – Chalmers & Kubeck, Inc. – Process Mixers – Westside Regional Water Reclamation Facility – Sole Source** 107 - 112

**Resolution** approving a purchase from Chalmers & Kubeck, Inc., 150 Commerce Drive, PO Box 2447, Ashton, PA 19014, in the amount of \$143,100 for the purchase of two aerator basin drive assemblies needed to replace aging equipment at the Westside Regional Water Reclamation Facility as part of the City's preventative maintenance program. Funds are available in the Renewal and Replacement 5% Fund, and the project meets the City Commission's strategic goal to improve infrastructure.

[Agenda Summary #AS-25-293 - Pdf](#)

- 8.I. Utilities Department – USSI, LLC – Contract No. 2531 - Sanitary Sewer Abatement Services** 113 - 129

**Resolution** awarding Contract No. 2531 to USSI, LLC, 752 Commerce Drive, Suite 15, Venice, Florida 34292 for Sanitary Sewer Abatement Services of sanitary sewer mains throughout the City on an as-needed basis with the following provisions:

- Authorize an expenditure not to exceed \$130,000 in FY 25 for sewer and stormwater pipe lining
- The term of the contract is for three (3) years commencing on the Effective Date;
- The City will have the option to renew for two (2) one-year terms;
- Authorize the City Manager to exercise the renewal options and to expend funds in future fiscal years as budgeted and in accordance with the contract.

Funding for the Sanitary Sewer Abatement Services Contract is available in the Water & Sewer Operating Fund, and this purchase meets the City Commission's strategic goal to improve infrastructure.

[Agenda Summary #AS-25-300 - Pdf](#)

**9. PUBLIC HEARINGS & QUASI-JUDICIAL HEARINGS**

- 9.A. Growth Management & Planning Department - Public Use Permit Mobile** 130 - 146

## **Food Distribution and Related Activities DEV2025-361**

**Resolution - PUBLIC HEARING** to approve a Public Use Permit to allow mobile food distribution and related activities by Feeding Florida and Second Harvest Food Bank of Central Florida at County Health Department facilities located at 421 S. Keech Street and 1845 Holsonback Drive to promote improved health by providing fresh fruits and vegetables to members of the community. Applicant: Growth Management & Planning Department.

*\*Due to an advertising error, the request is to continue the item until the July 16, 2025, City Commission Meeting.\**

[Agenda Summary #AS-25-308 - Pdf](#)

## **10. INTRODUCTION OF ORDINANCES**

City Commission comments & questions only.

### **10.A. Growth Management & Planning Department - 660 Mason Avenue - Planned Development-General (PD-G) Rezoning DEV2023-333** 147 - 231

**Introduction of Ordinance on first reading** to rezone 2.33± acres of property from Business Automotive (BA) and Single-Family Residential-5 (SFR-5) to Planned Development-General (PD-G), to bring an existing development into compliance and allow for commercial or multifamily uses on the property. The property is located at 660 Mason Avenue. Applicant: Patrick Kennedy on behalf of 340 Marion, LLC.

Action: Commission comments and questions only.

Note: Public Hearing and final action on July 16, 2025.

[Agenda Summary #AS-25-304 - Pdf](#)

### **10.B. Growth Management & Planning Department - Standards for Specific Principal Uses - Land Development Code Text Amendment DEV2025-299** 232 - 244

**Introduction of Ordinance on first reading** to amend Sections 5.2.B.18 & 5.2.B.24 of the Land Development Code (LDC) to clarify kitchen equipment requirements for establishments serving alcohol and to remove prohibitions for advertising and signage allowances for hotel or motel accessory uses. Applicant: Growth Management and Planning Department, Planning Division.

Action: Commission comments and questions only.

Note: Public Hearing and final action on July 16, 2025.

[Agenda Summary #AS-25-305 - Pdf](#)

## **11. ADMINISTRATIVE ITEMS**

### **11.A. City Manager's Office/Economic Development - Bike Week/Biketoberfest Master Plan Guidelines** 245 - 413

**Resolution** approving the amended and restated Bike Week/Biketoberfest Master Plan Guidelines. The proposed new Master Plan Guidelines include changes to formatting, review procedures, addition of uses, modifications to the allowance of TPAs and the addition of a fee schedule.

[Agenda Summary #AS-25-311 - Pdf](#)

**12. COMMENTS AND INQUIRIES FROM THE CITY COMMISSION - CITY MANAGER AND CITY ATTORNEY REPORT**

**13. PUBLIC COMMENT FORUM**

During this time Citizens are allowed three (3) minutes to speak on any topic. Please be courteous and respectful of the views of others. Personal attacks on the City Commission, City Staff, or members of the public are not allowed.

**14. ADJOURNMENT**

**NOTICES** - Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the City Commission at this public meeting, such person will need a record of the proceedings and, for that purpose, such person 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. The city does not prepare or provide such a record. Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 671-8023



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

**In accordance with the Americans with Disabilities Act (ADA)**, persons with a disability needing a special accommodation to participate in the City Commission meeting should contact the City Clerk's Office, 301 S. Ridgewood Ave, Room 210, Daytona Beach, FL 32114, Telephone: 386-671-8023, Email: [clerk@codb.us](mailto:clerk@codb.us) not later than 72 hours prior to the proceedings. If you are hearing or voice impaired contact the relay operator at 7-1-1 or 1-800-955-8771.

**CITIZEN PRESENTATION** – At Commission meetings, citizens may be heard at Public Hearings or on other items on the agenda when authorized by the Mayor, as presiding officer. Persons interested in a matter not on the agenda may be heard under the item entitled “PUBLIC COMMENTS FORUM.” **When recognized by the presiding officer, come forward to the microphone, give your name and address, and speak briefly on the matter.**

**PUBLIC HEARING** – (This guide will aid you in expressing your opinions **briefly** and **clearly** before the Commission and thus increase the effectiveness of your presentation.) **Public comments to Ordinances are generally made only on second reading.**

**GENERAL RULES**

- Complete “Request to Appear” form and present it to the Clerk at the front of the Chamber (Yellow for Business Meeting Items; Green for Public Comments Forum).
- When recognized by the Mayor, proceed to the lectern in front of the Commission dais. Speak directly into the microphone.
- State your name, address, the organization which you represent or the location of your property if you have a property interest, and your position for or against.
- Make a brief statement of the pertinent facts **within your knowledge**.
- Next, briefly state the reasons for your position based upon relevant subject matter.
- It is important for you to discuss only those matters relating to your hearing and to tie into your discussion the facts directly referring to the decision you wish to Commission to reach.
-

ORDER OF BUSINESS – The major items of business include Consent Agenda, Public Hearings, Introduction of Ordinances, and Administrative Items.

ACTIONS – Business presented to the Commission is acted upon by one of the following actions:

- **Ordinances**: An ordinance or amendment thereto is a legislative act and requires two readings at separate Commission meetings. **Public Hearings are advertised and usually held on the second reading of an ordinance.** Ten days after passed it automatically becomes law unless a different date is stated on the ordinance. Emergency ordinances can be adopted by the Commission on first reading.
- **Resolutions**: A resolution expresses the policy of the Commission or directs certain types of administrative action. It requires only one reading unless otherwise stated.
- **Motions**: A motion is ordinarily used to indicate majority approval of a procedural action, such as to file a report. It may also be used to authorize administrative officials to take certain actions.
- **Referral**: When the Commission is not prepared to take definite action or when further study is needed, the Commission Board may refer the matter to a committee or to the City Manager for study and subsequent action or report.

#### ORDER OF PROCEDURE

1. Procedure in the Commission meeting, as well as the decorum of all persons participating in Commission meetings, is governed by Roberts Rules of Order, the City Charter, the City Code of Ordinances, and the Rules of the Commission.
2. When an agenda item comes up for Commission consideration, the following procedure shall apply:  
An ordinance or resolution under consideration shall be read by title only, unless otherwise requested by a member of the Commission. A motion and second may be made by a Commissioner to waive the reading of a resolution.  
A motion and a second is required to adopt the item (whether an ordinance on final reading, resolution, continuance, motion, etc.)
3. Discussion of the item then follows. (Unless the item is an introduction ordinance on first reading which has no audience participation.)  
The Mayor, as presiding officer of the meeting, will open the discussion which may include public comments.  
**Public comments are normally limited to three minutes.**
4. All questions, except by the Commission, must be directed to the Mayor who will ask the speaker or other person for any information he may need to answer the question. **Under no circumstances will members of the audience direct questions to another member of the audience or a speaker who has the floor.**
5. **Once voting has started further discussion of the item or further presentations will not be permitted.**

#### DISORDERLY CONDUCT AT A CITY COMMISSION MEETING

Section 62-38 of the City Code of Ordinances reads as follows: "It shall be unlawful for any person to behave in a riotous or disorderly manner in any public meeting of the City Commission or any committee, agency, or board thereof, or to cause any unnecessary disturbances therein by force, shouting, or any other action calculated to disrupt such meeting, or to refuse to obey any ruling of the presiding officer or such meeting relative to the orderly process thereof."

Please be courteous and respectful of the views of others. Personal attacks on the City Commission, City Staff, or members of the public are not allowed. **Please silence cell phones and other wireless devices during the meeting.**