Volusia Growth Management Commission
Personnel, Operations & Procedures Committee Meeting
Notice and Agenda

6:30 p.m.                                   January 27, 2021

Thomas C. Kelly Administration Center
Frank T. Bruno, Jr. County Council Chambers
123 W. Indiana Avenue
DeLand, FL

I. Roll Call

II. New Business

1) Approval of Minutes – September 23, 2020 POP Committee Meeting
2) Annual Performance Evaluation of VGMC Operations Manager

III. Old Business

IV. Other Business

V. Adjournment

If a person decides to appeal any decision by the VGMC of any matter considered at such public meeting, (s)he will need to ensure that a verbatim record of such meeting is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with The Americans with Disabilities Act (ADA), if a person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, (s)he should contact the VGMC office at least 48 hours prior to the proceeding at 140 S. Beach, Daytona Beach, FL, (386) 947-1875.

The Volusia Growth Management Commission (VGMC) welcomes public participation and is interested in hearing your comments. During this time of extraordinary circumstances dealing with the Declared Emergency associated with COVID-19, the VGMC promotes in-person public attendance with arrangements made for appropriate social distancing. Space may be limited to ensure that persons may participate in a space that readily allows for appropriate social distancing. These steps are being taken consistent with the goals of the Governor’s Executive Order 20-112.
The meeting was called to order at 6:00 p.m. by POP Committee Chair Debbie Connors.

The following POP Committee members were also in attendance: Loretta Arthur, Harold Briley, Larry Saffer, Robert Storke, and Mary Swiderski. Member Jack Surrette attended virtually. Also in attendance were VGMC Chairman Sid Vihlen, Jr. and Operations Manager Merry Chris Smith.

**NEW BUSINESS**

1) Approval of Minutes – February 26, 2020 POP Committee Meeting

Mary Swiderski made a motion to approve the minutes of the February 26, 2020 POP Committee meeting as presented; seconded by Harold Briley. Motion carried unanimously.

2) Consider recommendation for renewal of GrayRobinson legal services contract for 2020-21 Fiscal Year

There were no questions or comments relating to the proposed GrayRobinson contract. Harold Briley made a motion to recommend the full commission approve the 2020-21 renewal contract with GrayRobinson as proposed; seconded by Robert Storke. Motion carried unanimously.

3) Consider recommendation for renewal of S&ME planning services contract for 2020-21 Fiscal Year

There were no questions or comments relating to the proposed S&ME contract. Loretta Arthur made a motion to recommend the full commission approve the 2020-21 renewal contract with S&ME as proposed; seconded by Mary Swiderski. Motion carried unanimously.

4) Consider recommendation for renewal of VHB planning services contract for 2020-21 Fiscal Year

Commissioner Surrette raised a question relating to the proposed increase in hourly rate from $130 to $135/hour for Erika Hughes and $100 to $115/hour for Tyler Johnson. Ms. Smith stated the current hourly rates of $130 & $100 for Ms. Hughes and Mr. Johnson respectively have been the same for the past three years. She also stated that Mr. Johnson serves as a secondary planner to Ms. Hughes, and it appears his pay grade changed from a 7 to an 8 based on their schedule of rates.
Overall, Ms. Smith stated she felt the proposed increase in rates was not significant and are in line with rates charged by other professional planning consultants. Committee Chair Connors commented that the majority of the planning reviews are done by S&ME. Ms. Smith concurred, adding that we do send some new applications to VHB for review so they continue to remain familiar with the process.

Mary Swiderski made a motion to recommend the full commission approve the 2020-21 renewal contract with VHB as proposed; seconded by Robert Storke. Motion carried unanimously.

**OLD BUSINESS**

None

**OTHER BUSINESS**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:09 p.m.

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POP Committee Chair
VGMC OPERATIONS MANAGER EVALUATION

EMPLOYEE: Merry C. Smith     DATE: ______________

PERFORMANCE STANDARDS:

1) Quality of Work – Consider the quality of work and the promptness with which it is completed.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

2) Working Relationships – Consider the willingness to produce quality work with and to help others, the ability to accept constructive criticism.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

3) Attendance – Consider attendance records and punctuality.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

4) Productivity – Consider the ability to produce quantity of acceptable work.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

5) Reliability and Dependability – Consider the amount of supervision required, job performance regarding timely completion and follow up.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

6) Initiative – Consider the extent to which new work assignments and additional duties are sought out.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

7) Adherence to Policies – Follows policies and procedures.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

8) Job Knowledge – Consider the knowledge of present job and the equipment necessary to perform job functions.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

9) Creativity – Consider the ability to offer suggestions and propose new and creative ideas and solutions.
   ( ) Outstanding ( ) Very Good   ( ) Below Average     ( ) Unsatisfactory

Comments:
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Signature _________________________ Date: _________________________