

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

6:30 p.m.

February 26, 2020

Daytona Beach City Hall
Conference Room #149A
301 S. Ridgewood Avenue
Daytona Beach, FL

- I. Roll Call
- II. New Business
 - 1) Approval of Minutes – January 22, 2020 POP Committee Meeting
 - 2) Discuss Request for Statement of Qualifications (RSQ) for VGMC Planning Contracts
- 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.

**Personnel, Operations & Procedures Committee
Volusia Growth Management Commission**

**MINUTES FOR MEETING HELD
Wednesday, January 22, 2020**

Thomas C. Kelly Administration Center
County Council Chambers Conference Room
123 W. Indiana Avenue
DeLand, FL

The meeting was called to order at 6:37 p.m. by POP Committee Chairman Sid Vihlen, Jr.

The following POP Committee members were also present: Larry Saffer, Robert Storke, and Mary Swiderski. Also in attendance was VGMC Operations Manager Merry Chris Smith.

NEW BUSINESS

- 1) Approval of Minutes – August 28, 2019 POP Committee Meeting

Mary Swiderski made a motion to approve the minutes of the August 28, 2019 POP Committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

- 2) Annual Performance Evaluation of VGMC Operations Manager

Chairman Vihlen stated he has collected the evaluations completed by committee members, as well as the VGMC Chair and Secretary. He stated all of the evaluations ranked Ms. Smith outstanding in each of the review categories. Several of the committee members commented favorably on Ms. Smith's performance and spoke relating to specific examples of their interaction with her.

OLD BUSINESS

None

OTHER BUSINESS

Chairman Vihlen stated he and Ms. Smith had a conversation relating to VGMC consultant professional staff and whether there is a requirement necessary to put the contracts out for competitive bid. He asked Ms. Smith to address the committee on this issue. Ms. Smith stated in the past several years, the POP Committee has discussed whether or not to put competitive bids out for the legal or planning contracts. During those discussions, the committee expressed satisfaction with our present staff, and also felt that with the 2016 rules changes and the reduction in public hearings, bidding out the contracts was not necessary.

Ms. Smith stated since it had been five years since the last planning staff Request for Statement of Qualifications (RSQ) solicitation, she reached out to the County Purchasing department to discuss policies and regulations relating to competitive bid requirements to ensure the commission remains compliant. One thing she learned is that legal contracts are exempt from competition. Therefore, if the commission is happy with legal, there is no need for bid.

With respect to the planning contracts, there is currently an outstanding question as to whether or not these contracts fall under the guidelines and regulations of the Consultant's Competitive Negotiation Act (CCNA). She stated she is currently awaiting further guidance from the County on that issue and also to determine if it is necessary for the VGMC to initiate an RSQ for consultant planning services.

There was general discussion relating to the exceptional performance of our present planning staff and the positive relationships maintained. There was also discussion regarding the impact on planning reviews resulting from the 2016 rules changes, and potentially limited interested to an RSQ from other planning firms given the abbreviated turnaround time for issuing reports.

There were general committee comments in favor of foregoing an RSQ solicitation, unless there is a regulatory or policy requirement to do so. The committee asked Ms. Smith to obtain a ruling from the County on the issue and report back to committee.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:58 p.m.

POP Committee Chair