

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

MINUTES FOR
MEETING HELD
Wednesday, January 25, 2017

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

The meeting was called to order at 6:30 p.m. by Committee Chair, Debbie Connors and roll was taken.

The following POP Committee Members were present: Committee Chair Debbie Connors, Robert Lovelace, John Meikle, Don Romanik, Larry Saffer, Robert Storke, and Mary Swiderski. Also in attendance were VGMC Chairman Gerald Brandon and VGMC Operations Manager Merry Smith.

NEW BUSINESS

- 1) Approval of the minutes of the September 28, 2016 POP Committee meeting.

Robert Storke made a motion to approve the minutes of the September 28, 2016, 2016 POP Committee meeting as presented; seconded by Robert Lovelace. Motion carried unanimously.

- 2) Annual Performance Evaluation of VGMC Operations Manager

Chair Connors collected all of the individual evaluations from the committee members and stated all of the evaluations ranked Ms. Smith's performance very good to outstanding. She thanked Ms. Smith, and several other members commented on her performance as well.

OLD BUSINESS

None

OTHER BUSINESS

Commission Chairman Brandon addressed the committee relating to the Request for Statement of Qualifications (RSQ) process. He stated that normally the commission would initiate an RSQ in 2017 for professional planning staff. Mr. Brandon explained that he has spoken with Jim Sellen at VHB and they no longer wish to serve as the primary planner for VGMC as Mr. Sellen would be retiring. Additionally, Mr. Sellen feels with the recent changes in the consistency rules that two full-time planning firms aren't necessary, but they would agree for VHB to serve as a backup planner for the VGMC through the 2017-18 FY.

Mr. Brandon stated he also feels that two full time planning firms aren't necessary and suggested rather than initiating an RSQ in 2017 for professional planning staff, that the VGMC maintain Littlejohn as the primary planning consultant, with VHB serving as back up as needed. Mr. Brandon spoke briefly concerning Mr. Sellen's historical knowledge of the commission.

Ms. Connors commented she thought this would be a good plan since we are still within the first year of operating under the new rules.

Mr. Romanik stated we would still be required to go through the contractual process with both firms in the next fiscal year. He also asked if Mr. Sellen would still be available after he retires. Mr. Brandon responded that when Mr. Sellen retires from VHB he will no longer be working the day to day operations at VHB, but he will be on the Board of Directors and would be available to the VGMC if needed.

The committee was in general agreement to forego an RSQ for professional planning staff in 2017 and utilize Littlejohn as the commission's primarily planning consultant with VHB serving as backup.

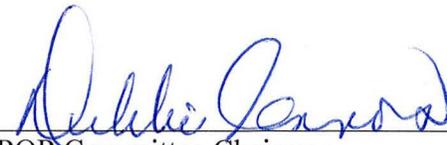
General discussion ensued relating to the ability of Littlejohn to take on the role of primary planner to the VGMC. Ms. Smith and several committee members spoke very favorably regarding Mr. Dougherty's and Littlejohn's abilities and performance. Mr. Brandon thanked the POP Committee for their past work and complimented Ms. Connors' ability to lead the committee going forward. There were also very positive comments made relating to the legal representation transition to Heather Ramos when Paul Chipok retired in early 2016. Several members praised Ms. Ramos' efforts during the charter review process.

Mr. Lovelace asked if there has been any feedback from the cities or the County relating to the changes made to the rules. Ms. Smith stated there has been no negative feedback to the new rules, although she has received questions relating to the process from some of the local governments since the as they are still learning them. She also spoke regarding the reduction in time for VGMC staff to review the applications under the new rules, including the streamlined review process which requires the planning report to be issued within 14 days. As an example for the large scale review, Ms. Smith pointed out that we recently received an application from the City of Lake Helen for their EAR based amendments. She stated the application is basically a rewrite of their comprehensive plan. Under the new rules, VGMC staff must determine within the first 14 days if additional information is needed for the review and an RAI must be issued within that timeframe. Ms. Smith stated the level of review by staff has not changed under the new rules, however, the timeframes and staff's ability to request additional information has.

Brief discussion ensued relating to the City of Orange City request that is scheduled for discussion at the regular meeting, and that VGMC and the City reached out to the other units of local government and received feedback relating to the request.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 p.m.


POP Committee Chairman 8/23/17
Date