



City of Daytona Beach Shores

"Life is Better Here"

"A Premier, Friendly Place to Be"

AGENDA CITY COMMISSION WORKSHOP JANUARY 27, 2023

**5:00 PM, Shores Community Center, 3000 Bellemead Drive
Daytona Beach Shores, FL 32118**

Upon being recognized, a member of the public shall proceed to the podium and give his or her name and address and may, thereafter, speak for a maximum of three minutes on any matter relevant to a specific agenda item. During "Audience Comments," a member of the public may speak on any matter relevant to City business which is not on the agenda, for a maximum of three minutes in accordance with Section 2-1.1(d) and 2-2 of the City Code. In accordance with Section 2-2, during periods set aside for public discussion any person desiring to speak shall secure a form located at the agenda table, complete the form and present it to the City Clerk so the speaker can be recognized by the presiding officer. The use of profanity, obscene language, threats or any violent or abusive conduct by any person shall constitute a violation of this section. It shall be the duty of the Director of Public Safety, upon the order of the presiding officer at any such meeting, to forcibly, if necessary, evict any person violating the provisions of this section from the Commission Meeting Hall. Any such violation shall subject the offender, upon conviction thereof, to a fine and/or imprisonment as prescribed by Section 1-8.

- 1. CALL TO ORDER BY MAYOR**
- 2. ROLL CALL BY CITY CLERK**
- 3. NEW BUSINESS:**
 - A. Visioning/Goals and Objectives
 - B. City Manager Annual Evaluation
 - C. Make a Difference Award /Gem of the City program / Photo's of Mayors in Chambers
 - D. Commission Travel Policy
 - E. Beautification of North end of Town
- 4. ADJOURNMENT:**

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF DAYTONA BEACH SHORES, 2990 S. ATLANTIC AVENUE, DAYTONA BEACH SHORES, FLORIDA 32118, TELEPHONE NUMBER 386-7635364, CSCHWAB@CITYOFDBS.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 711 or 1 8009558771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.



**CITY COMMISSION AGENDA MEMORANDUM
JANUARY 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Visioning/Goals and Objectives

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT:

1. DBS Strategic Plan 7.2.19 - Workshop 1-27-23
2. Goals Objectives 1-27-23

City of Daytona Beach Shores

Strategic Plan



Prepared by:



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Background and Purpose of the Strategic Plan

In early 2019, the City Council of the City of Daytona Beach Shores undertook a process to update the City's strategic plan. The purpose of the strategic plan is not to address every aspect of City operations. Rather, it is to identify and address key issues that will have a significant impact on the future of the City. The plan also includes the goals the City sets for itself relative to each issue, and the specific and measurable objectives or strategies it will implement to achieve those goals.

Council first developed a vision of the future for the City of Daytona Beach Shores, and identified six issues central to achieving that future. They developed six key goals, one for each issue, together with specific objectives for each goal. Finally, they identified priorities for additional effort and resources among the goals. A more detailed account of the process can be found in Appendix A.

The Vision – Daytona Beach Shores in 2029

The following vision statement was agreed upon by Council as a reflection of the future they desired for the City of Daytona Beach Shores.

It's the year 2029. The City of Daytona Beach Shores is a beautiful, well-maintained, vibrant city where life really is better. It has shops and restaurants that serve not just residents, but that draw visitors from surrounding areas. It offers an active environment, offering a wide array of recreational activities and special events. It is widely recognized for the transparency and integrity of its local government, and the civic engagement of its residents.

Goals and Objectives

Council agreed on the following goals and objectives to help the City move toward the future they desired for the City.

Goal A: A vibrant, walkable City of Daytona Beach Shores with a redeveloped west side, and with destinations for residents and visitors, including shops, sidewalk restaurants and other local businesses.

Work with the existing committee to:

- Obj. A1** Define the target areas where redevelopment is desired, including one based on parcels currently owned by the City. (Within 3 months)
- Obj. A2** Review and revise zoning and land development regulations to identify and remove obstacles to desired redevelopment, and to enable or promote desired redevelopment. (Within 6 months)
- Obj. A3** Develop guidance for developers that describes desired redevelopment and revised regulatory structure that promotes it. (Within 6 months)
- Obj. A4** Develop a menu of incentives to promote desired redevelopment and businesses. (Within 6-9 months of completing the regulatory review and revisions)
- Obj. A5** Develop a strategy to guide any City direct investment in the targeted areas, including but not limited to property acquisition and use. (Within 12 months)
- Obj. A6** Develop a system that tracks the degree to which new businesses in the target areas have used the new regulatory and incentive structure. (Within 6 Months)
- Obj. A7** Communicate and coordinate with other Volusia jurisdictions and organizations promoting economic development and redevelopment to identify approaches that have worked elsewhere in Volusia County, and cooperate in implementation as appropriate. (On-going)
- Obj. A8** Review and revise land development regulations to increase transparency and opportunities for citizen participation in the development review process. (Within 6 months)

Goal B: Pedestrian and vehicle safety on State Road A1A

Obj. B1 Retain high levels of enforcement of existing speed limits and traffic regulations on SR A1A to minimize the number of traffic accidents. (Within 1 year)

Obj. B2 Increase awareness among residents of safe and pedestrian and driver behavior.

Goal C: Transparency in government and effective communication among elected officials and staff of the City of Daytona Beach Shores, and its residents and businesses.

Obj. C1 Increase transparency in government by promoting use of the City's newly redesigned website by residents to receive information, by email or text, about City activities and issues, including upcoming Council decisions. (Within 1 month)

Obj. C2 Use newly redesigned City of Daytona Beach Shores website to promote communication between residents/business and City officials/staff by regularly using its Community Voice feature to solicit input on City issues and decisions. (Within 1 month)

Obj. C3 Adopt and adhere to a City minimum notice policy for all Council actions. (Within 3 months)

Obj. C4 Develop a regular opportunity for the Daytona Beach Shores business community to meet informally with City elected and appointed officials. (Within 3 months)

Obj. C5 Continue to support the City of Daytona Beach Shores Citizen's Academy program. (On-going)

Goal D: A range of recreational programs that meet the needs of residents, and introduce non-residents to the City.

Obj. D1 Develop an informal yearly survey of Daytona Beach Shores residents to supplement other means of identifying or confirming desired recreational opportunities. (Within 1 year)

Obj. D2 Use website analytics to help track changes in resident demographics that may affect demand for specific recreational opportunities. (Within 6 months)

Obj. D3 Continue to use reservation systems as needed to ensure Daytona Beach Shores residents have priority for high-demand recreational offerings. (On-going.)

Obj. D4 Continue support for the currently high levels of service in recreation and events provided by the City of Daytona Beach Shores. (On-going.)

Obj. D5 Develop a system to track or estimate use of and demand for existing facilities (including the Community Center) and special events.

Goal E: A positive, cooperative relationship with Volusia County that promotes the early identification and cooperative resolution of issues.

Obj. E1 Initiate bi-monthly calls between the senior staff of both jurisdictions to identify, and where needed jointly develop approaches to resolving, upcoming issues of interest to both. (Within 3 months)

Obj. E2 Initiate discussions with Volusia County staff to explore the possibility of jointly developing an approach to enclave annexations. (Within 6 months)

Obj. E3 Invite County Chair and manager to quarterly Mayor/Chair/ Manager meetings to promote regular communications and working relationships. (Within 6 months.)

Goal F: Continued high levels of service for all public safety services.

Obj. F1 Continue support for the current approaches and high levels of service provided by the City of Daytona Beach Shores in the area of public safety.

Priorities

Council members discussed several criteria for identifying priorities. These included intrinsic importance, urgency, and impact on quality of life. Council members agreed that Public Safety would be the most important from the point of view of intrinsic importance and that all the goals would make important contributions to the quality of life of residents. At the request of the facilitators, Council members next considered which two of the six goal areas should be the highest priorities for additional effort and resources.

At the conclusion of the discussion, all Council members present indicated that when considering which goal areas should be priorities for additional City effort and resources, ***Goal A (A Vibrant and Walkable City of Daytona Beach Shores)*** and ***Goal C (Transparency and Communication in Government)*** ranked highest.

Appendix A – Overview of the Strategic Planning Process

Council was assisted in the strategic planning process by the Institute of Government at the University of Central Florida. Mari Rains, Director and Rafael Montalvo, facilitator, designed and facilitated the process and worked with council and staff throughout the process. The process included the following principal steps.

A summary of interview themes, and a summary report for the Public Forum and each of the Council Workshops are available separately from the City of Daytona Beach Shores.

Initial Interviews

In February 2019, the facilitators interviewed council members and senior staff to identify, from their perspective, issues and challenges facing the City of Daytona Beach Shores. This information, together with input from the Public Forum was used to develop a starting point for Council discussion.

Public Forum

Over 110 residents of the City participated in the Public Forum held on February 13, 2019. Participants first identified what they valued most about the city, and what they hoped would not change in the future. They then identified their hopes and aspirations for the future of the community, and the issues they believed the city would need to address to bring that future about. The team used this input, together with that gathered during the interviews to prepare starting points for Council discussion at Workshop 1.

Council Workshop 1

Council members met in workshop on March 14, 2019. Over 60 residents of the City attended to observe their discussion. Council members first reviewed the input from the Public Forum. They then described their vision for the future of the City, and identified the issues they believed they needed to address to move toward that future. Council members then provided direction to staff and the planning team regarding their desired goals and objectives for each issues.

Staff Work Session 1

On May 10, 2019, the planning team met with staff to review Council direction from Workshop 1 and develop draft goals and objectives for consideration and further development by Council.

Council Workshop 2

Council members met for a second workshop on May 20, 2019. They reviewed and refined as appropriate each of the draft goals and objectives prepared by the planning team and staff. Council agreed on six goals and twenty-three objectives for inclusion in the strategic plan. Council then discussed and agreed on which goals should be the priorities for

additional effort and resources. At the end of the meeting, Council members reviewed, discussed and refined a draft vision statement for use in the plan.

Staff Work Session 2

The planning team met with staff on June 13, 2019 to incorporate Council direction in a revised version of the goals and objectives.

Presentation of the Plan

Council members, with support from the planning team presented the plan to residents at the July 9, 2019 City Council meeting.



City of Daytona Beach Shores Goals & Objectives



City of Daytona Beach Shores Goals & Objectives

1.

Legislative Strategic Plan

1.A.

Strategic Goals (1-5)

1. Create a vibrant, walkable City in Daytona Beach Shores with a redeveloped west.
2. Improve pedestrian and vehicular safety on State Road A1A.
3. Improve transparency in government and effective communication among elected officials and staff of the City of Daytona Beach Shores and its residents and businesses.
4. Expand the range of recreational programs to meet the needs of residents and introduce non-residents to the City.
5. Foster a positive, cooperative relationship with Volusia County that promotes the early identification and cooperative resolution of issues.



City of Daytona Beach Shores Goals & Objectives

2.

Executive Goal:

To effectively manage council direction, provide strategic leadership and efficient oversight of all city departments.

2.A.

City Manager Objectives (1-4)

1. Review 2019 Strategic Plan and implement any remaining items with City Council Direction.
2. Review and update as needed City Manager Policies and the Employment Manual.
3. Manage and implement City Council directives and policy decisions through strategic leadership.
4. Effectively communicate City strategy, goals, and objectives to the community as a whole and adapt accordingly to the desires of the community.

2.B.

City Clerk Objectives (1)

1. Manage and provide access to the City's official records and documents to insure transparency and an effective records management program.

2.C.

Human Resources Objectives (1)

1. Maintain a highly qualified staff that works to provide services to serve and protect the residents, visitors, and businesses of the community.



City of Daytona Beach Shores Goals & Objectives

3.

Finance Department Goal:

Ensure the safety and security of the City's assets while providing the financial and accounting resources necessary to support the goals and operations of the City and the departments serving it.

3.A.

Finance Department Objectives (1-5)

1. Implement Tyler SaaS (Software as a Service) to host and manage the MUNIS ERP system to improve operating performance.
2. Develop and implement a five-to-ten-year capital budget through departmental collaboration to aid in assessment of financial needs, including grants.
3. Develop procurement policies and procedures for implementation after November election where procurement is on the ballot to be updated in the City Charter.
4. Support Finance Department staff through workforce development and management while creating employee motivation and a succession plan.
5. Collaborate with other departments for needs and work together to develop RFPs for required services to enhance purchasing ability, pricing, and provider services.



City of Daytona Beach Shores Goals & Objectives

4.

Planning & Zoning Goal:

Provide professional planning services to create a thriving and resilient community reflecting stakeholder values and needs.

4.A.

Planning & Zoning Objectives (1-6)

1. Update and modernize the City's land use and development regulations consistent with controlling law, the strategic plan, responsible planning practices and the direction of the City Council and citizens.
2. Improve transparency and opportunities for stakeholder participation in the land use and development process.
3. Promote and participate in programs and planning practices specifically benefitting property and business owners and residents of the City.
4. Improve electronic availability of project development status, planning applications, development processes, and project submission information on City website.
5. Continue to explore annexation paths to reduce enclaves and service provision gaps.
6. Develop long range resiliency policies with a focus on current hazards and anticipated changes in the natural environment.



City of Daytona Beach Shores Goals & Objectives

5.

Public Safety Department Goal:

Provide the highest levels of police, fire, and emergency medical services to our community through a thoroughly trained, well-equipped workforce leveraging the most advanced technology and tactics.

5.A.

Public Safety Department Objectives (1-5)

1. Overcome the current difficult environment in policing and emergency medical services to attract high caliber candidates and retain top tier employees.
2. Maintain a program consistently focused program toward officers obtaining triple certification.
3. Provide advanced, specialized training and continuing education to workforce.
4. Administer a robust fire prevention program.
5. Employ current technology to increase effectiveness and efficiency of services.



City of Daytona Beach Shores Goals & Objectives

6.

Building & Codes Goal:

Protect and advance the health, safety and welfare of residents and guests of the City while administering accurate and transparent application of Florida Building Codes and local ordinances.

6.A.

Building Division Objectives (1-5)

1. Promote safe buildings with thorough and knowledgeable application of all appropriate codes and standards.
2. Continue to prioritize timely, thoughtful, and thorough customer service.
3. Implement the State of Florida's Building Safety Act measures comprehensively and transparently.
4. Improve compliance with state statutes regarding electronic permitting, while continuing to meet documentation obligations.
5. Develop and maintain respectful and professional relationships with property owners, developers, and construction crews to promote cooperative and consistently superior outcomes.

6.B.

Certificates of Use Objectives (1-4)

1. Continue to prioritize timely, thoughtful, and thorough customer service.
2. Improve electronic availability of forms and explanations of *Certificate of Use* processes.
3. Complete a comparative analysis of fees charged for *Certificates of Use*.
4. Continue to educate business owners on regulations and requirements to ensure compliance with controlling law.

6.C.

Code Enforcement Division Objectives (1-6)

1. Provide responsive, proactive, and transparent enforcement of local ordinances through positive relationships.
2. Support and administer City programs to further compliance with City ordinances.
3. Improve electronic availability of code enforcement forms and explanations of code enforcement processes.

4. Proactively connect with new business owners to provide contact and application information and to begin relationships.
5. Work with special magistrate and City staff to improve communication and property owners' understanding of code enforcement processes.
6. Explore potential use of a searchable electronic database for improved communication between City employees.



City of Daytona Beach Shores Goals & Objectives

7.

Public Works Goal:

Maintain, improve, and invest in the City's infrastructure to provide the highest level of public services and facilities to citizens, businesses, and guests of the City.

7.A.

Business Tax Receipts Objectives (1-4)

1. Continue to prioritize timely, thoughtful, and thorough customer service.
2. Improve electronic availability of forms and explanations of *Business Tax Receipt* processes.
3. Complete a comparative analysis of fees charged for *Business Tax Receipts*.
4. Continue to educate business owners on regulations and requirements to ensure compliance with controlling law.

7.B.

Street Maintenance Division Objectives (1-6)

1. Prioritize roadway safety by monitoring and promptly collecting trash, repairing infrastructure and signage replacement.
2. Review and update training systems for the operation of backhoes, bucket trucks, CDL, and general safety for Division employees.
3. Explore and upgrade sodium streetlights to LED or LED amber "turtle lights."
4. Evaluate conditions of sidewalk sections and ADA pads for repair and replacement.
5. Evaluate conditions of light pole banners and brackets for repair and replacement.
6. Review and update the emergency response plan.

7.C.

Parks Division Objectives (1-7)

1. Review and update training systems for irrigation systems, fertilizer application, CDL, and general safety for Division employees.
2. Evaluate conditions of beach walkovers for repair and replacement.

3. Maintain tennis and pickleball courts in excellent condition.
4. Maintain City parks to the highest standard in Volusia County.
5. Access and develop a replacement schedule for City playground and outdoor exercise equipment.
6. Formalize a maintenance and replacement schedule for fencing at City owned properties.
7. Review and update the emergency response plan.

7.D.	<i>Building Maintenance Division Objectives (1-5)</i>
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1. Maintain City buildings and facilities to the highest standard.
2. Access, update and formalize preventative maintenance programs including establishing regular walk-through schedules for all City owned buildings interior and exterior surfaces and systems.
3. Access, update and formalize replacement schedules for all City owned buildings systems.
4. Provide professional and efficient response to work tickets and unexpected system needs.
5. Accommodate and support work identified in periodic vendor inspections (fire sprinkler, alarms, etc.).
6. Review and update the emergency response plan.

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City of Daytona Beach Shores Goals & Objectives

8.

Community Center Goal:

Enhance economic & public engagement.

8.A.

Community Center Objectives (1-5)

1. Continue to increase rental sales.
2. Enhance and update Shores Community Center programs.
3. Oversee brand audit and implement changes.
4. Create and implement emergency communications plan.
5. Increase community building with local businesses.



City of Daytona Beach Shores Goals & Objectives

9.

Sewer Division Goal:

Provide high quality wastewater services while protecting the public health and natural environment through cost effective planning, operations and infrastructure maintenance and investment.

9.A.

Sewer Division Objectives (1-9)

1. Develop redundant wastewater system plans for external conveyance to the mainland and internal conveyance within the local network.
2. Replace ductile iron force mains and introduce wet-well rehabilitation.
3. Replace aged clay sewer lines and/or installing sewer liners.
4. Improve and implement equipment maintenance and hurricane plans for Division employees.
5. Add and upgrade generators, inspect and upgrade pumps and electrical controls at sewer stations.
6. Explore and acquire remote monitoring technology for sewer stations.
7. Increase and maintain annual system line cleaning and scoping (TVing) of lateral sewer lines.
8. Improve and implement training systems for sewer emergency procedures, general safety, and electrical safety for Division employees.
9. Maintain sanitary quality and appearance of sewer stations.
10. Review and update the emergency response plan.



**CITY COMMISSION AGENDA MEMORANDUM
JANUARY 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: City Manager Annual Evaluation

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. CM evaluation form final - Workshop



City of Daytona Beach Shores

City Manager Performance Evaluation

City Manager's Name: _____

Council Member Name: _____

Evaluation Period: _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council to evaluate the City Manager's performance in each of the areas noted below. Each member of the Council shall sign at the end of the form and forward it to the City Clerk. Performance levels can be noted based on the following scale:

- | | |
|----------------------------|--|
| 5 – EXCELLENT: | The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations. |
| 4 – SUPERIOR: | The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies. |
| 3 – SATISFACTORY: | The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance. |
| 2 – FAIR: | The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance. |
| 1 – UNSATISFACTORY: | The incumbent frequently fails to meet minimum performance expectations. |

Timeline:

- City Manager evaluations are distributed June 1st to City Councilmembers
- By July 1st Councilmembers have completed the form and scheduled individual meetings
- Summary report is placed on Council Agenda in August

Performance Dimensions:

1. Professional Skills and Expertise		Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.		_____ of 5
b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.		_____ of 5
c. Anticipates problems and develops effective approaches for solving them.		_____ of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.		_____ of 5
e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

2. Council Relations		Rating:
a. Carries out directives of the Board as a whole rather than those of any one Board member.		_____ of 5
b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.		_____ of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.		_____ of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.		_____ of 5
e. Is willing to try new ideas proposed by Board members.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

3. Citizen and Public Relations		Rating:
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	_____	of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	_____	of 5
c. Demonstrates a dedication to service to the community and its citizens.	_____	of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	_____	of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	_____	of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

4. Policy Execution		Rating:
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.	_____	of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.	_____	of 5
c. Implements Board actions in accordance with the intent of the Board.	_____	of 5
d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	_____	of 5
e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	_____	of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

5. Intergovernmental Relations		Rating:
a. Promotes a positive working relationship with other governmental entities. _____ of 5 b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives. _____ of 5 c. Positively and effectively represents the organization and its interests when working with other governmental agencies. _____ of 5 d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization. _____ of 5 e. Is willing to share resources or information with other governmental agencies as appropriate. _____ of 5		
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

6. Staffing and Management		Rating:
a. Recruits and retains competent personnel for City positions. _____ of 5 b. Is aware of staff weaknesses and works to improve their performance. _____ of 5 c. Promotes training and development opportunities for employees at all levels of the organization. _____ of 5 d. Stays accurately informed and concerned about employee relations. _____ of 5 e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support. _____ of 5		
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

		Rating:
7. Fiscal Management		
a. Prepares a balanced budget to provide services at a level directed by the Board.		_____ of 5
b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.		_____ of 5
c. Prepares the budget in an intelligent but readable format.		_____ of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.		_____ of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

8. Planning and Organizational Development		Rating:
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.		_____ of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.		_____ of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.		_____ of 5
d. Has a capacity for and encourages innovation.		_____ of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

9. Leadership and Decision-Making		Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____	<i>of 5</i>
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____	<i>of 5</i>
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____	<i>of 5</i>
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____	<i>of 5</i>
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____	<i>of 5</i>
Total Rating for this Performance Dimension:		_____ <i>of 25</i>
Comments:		

10. Individual Characteristics		Rating:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____	<i>of 5</i>
b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____	<i>of 5</i>
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____	<i>of 5</i>
d. Has the capacity to listen to others and to recognize their interests.	_____	<i>of 5</i>
e. Avoids political positions, partisanship, and unnecessary controversy.	_____	<i>of 5</i>
Total Rating for this Performance Dimension:		_____ <i>of 25</i>
Comments:		

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	_____	<i>of 25</i>
2. Council/Commission Relations	_____	<i>of 25</i>
3. Citizen and Public Relations	_____	<i>of 25</i>
4. Policy Execution	_____	<i>of 25</i>
5. Intergovernmental Relations	_____	<i>of 25</i>
6. Staffing and Management	_____	<i>of 25</i>
7. Fiscal Management	_____	<i>of 25</i>
8. Planning and Organizational Development	_____	<i>of 25</i>
9. Leadership and Decision-Making	_____	<i>of 25</i>
10. Individual Characteristics	_____	<i>of 25</i>

Total Score: _____ of 250

Divide by 50 (total number of metrics)

Total Average Rating: _____ **of 5**

Evaluator's Signature: _____

Date: _____



**CITY COMMISSION AGENDA MEMORANDUM
JANUARY 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Make a Difference Award /Gem of the City program / Photo's of Mayors in Chambers

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. Lonnie Groot Request of Commission

Sanford and Oviedo War Hero - Army Sgt. 1st Class Alwyn Crendall Cashe

Dear Mayor and Honorable Members of the City Council:

About 2 years ago I wrote to you and urged you to rename Bellemead Drive as "Harry Jennings Way". You did not favorably respond. Please see the email below.

The recent death of the treasured City resident, Mona Goodman, made this idea come back to mind. Accordingly, in the spirit of showing appreciation to our City residents, especially those who have served our City even aside from seeking elective office, I ask you to consider the following:

(1). Take the action that I recommended as to Bellemead Drive as previously proposed.

(2). Commence a "Gem of the City Program" with Mona being the first to receive the honor whereby in this program, a resolution is adopted recognizing the accomplishments of volunteers and a photo is placed on a wall at the Community Center along with a book for reference with a sheet for each gem describing their actions for the the City.

(3). Place photos of all prior City Mayors in the City Council Chambers. I provided photos of the City Council Chambers of Oviedo to Mayor Miller upon her election suggesting this action, but it was, apparently, not well received.

(4). Take action to name Tennis Court Number 8 for former City Council Member Rick Frizalone who sought and managed the USTA tennis grant for the City, etc.

Thank you for your attention to this matter.

Respectfully,

Lonnie

Lonnie Groot Law
386-748-3685
3047 South Atlantic Avenue
Oceans Two, Suite 1103
Daytona Beach Shores, Florida 32118

On Fri, Nov 13, 2020 at 7:26 PM Lonnie Groot <lonniegrootlaw@gmail.com> wrote:



"I am different from [George] Washington; I have a higher, grander standard of principle. Washington could not lie. I can lie, but I won't." — **Mark Twain**

THIS TRANSMISSION MAY BE ATTORNEY CLIENT PRIVILEGED

Madam Mayor and Members of the City Council:



**CITY COMMISSION AGENDA MEMORANDUM
JANUARY 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Commission Travel Policy

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. 20230124134255089



CITY OF DAYTONA BEACH SHORES

"Life is Better Here"

Office of the City Manager

CMP-19, Revised October 2, 2019

DATE : October 2, 2019
TO : All Department Directors/Elected Officials
FROM : Michael T. Booker, City Manager
SUBJECT : Travel Policy

From time to time, employees and elected officials are required to travel on City business. The following guidelines are hereby established:

1. No meal allowance will be granted for travel within Volusia County unless payment for such a meal is a requirement of the travel event.
2. All out of state travel and travel involving a choice between driving and flying must be pre-approved by the City Manager before travel arrangements are made.
 - a. Upon a comparison between the total cost to fly vs. driving, the lesser amount will be paid.
3. The City's Purchase Card shall be used for travel expenses, i.e., hotel, event registration, etc. The City's purchase card is not to be used for meals in lieu of city paid Per Diem. To guard against credit card fraud, receipts should be submitted for all purchasing card transactions. On multi-day trips, the allowable per diem is calculated as a total amount for the entire trip.
 - 3a. A check for per diem and mileage (mileage not authorized for those who receive a car allowance) will be issued to the traveler.
 - 3b. Mileage is authorized for out of state travel for those receiving a car allowance. (See 2a above for additional information.)
4. Travel authorization forms must be submitted to the City Manager prior to travel to obtain the appropriate approval. These forms should also be used to obtain a check prior to travel for mileage and Per Diem not covered under the Purchase Card program.

CMP-19
Revised May 23, 2019

5. Authorized vehicle mileage will be reimbursed at the City's prevailing rate and will be verified using MapQuest or a similar program. Mileage is not a reimbursable expense for employees who receive a vehicle allowance or have been issued a city vehicle. Mileage shall be calculated using the distance from City Hall to the event location address.
6. All travel shall be budgeted and approved by the respective Department Director and City Manager.
7. No overnight accommodations will be paid by the City unless the meeting takes place outside a 100 mile radius of City Hall, unless such meeting requires participation after business hours on the day of the meeting, or takes place at a location where known traffic issues might reasonably preclude an on-time arrival, or extends for two (2) or more days. The City Manager shall have authority to override this policy on a case by case basis.
8. The following per diem rates will be provided when an employee must stay overnight:
 - a. Exempt employees and elected officials shall receive a per diem rate of \$80. Beginning and ending travel day per diem will be pro-rated, based on time of departure and return; departures after 8:00 am qualify for 75% of per diem for that day; arrivals prior to 4:30pm qualify for 50% of per diem for that day. Per diem amounts are designed to include both meal coverage and incidentals related to travel.
 - b. All other employees shall receive the standard per diem rate of \$60. Beginning and ending travel day per diem will be pro-rated, based on time of departure and return; departures after 8:00am qualify for 75% of per diem for that day; arrivals prior to 4:30pm qualify for 50% of per diem for that day. Exceptions may only be granted with prior approval of the employee's Department Director and the City Manager. Per diem amounts are designed to include both meal coverage and incidentals related to travel.
 - c. Meals provided for in the registration fee for a conference shall be deducted from the daily per diem amount as follows: \$10 for Breakfast; \$10 for Lunch and \$20 for dinner at the discretion of the Department Head.
 - d. Employees who qualify for the per diem rate of \$60 and are attending a conference at a higher cost location, will receive a per diem of \$80 per day for that conference travel at the discretion of the Department Head

be paid by the city.

PURCHASE CARD GUIDELINES FOR TRAVEL

Expenses must be incurred within the date and time boundaries of the approved travel event, or when reasonable for hotel reservations, event registrations, etc. in advance of the event. Expenses must also serve a public purpose for the betterment of the City or its citizens.

Fuel is an authorized purchase for employees traveling in a city-owned vehicle during the time and date(s) of travel.

Prudent judgment is required for any expense that a traveler either charges to a City Purchasing Card or expects reimbursement. Gift cards, department store purchases, movie rentals, bulk liquor store charges are examples of items not considered legitimate expenses. The Department Head may disallow and require the traveler to compensate the City for any expense that they deem as inappropriate to the purpose of the travel or the conduct of City business.

Per diem amounts are designed to support legitimate and necessary travel expenses. No receipts are required to support Per Diem amounts. It is up to the employee to adequately allocate their Per Diem for the duration of their travels.

GUIDELINES FOR ELECTED OFFICIALS

All policies listed above apply to elected officials. In addition, the following policies apply exclusively to elected officials as part-time employees:

- I. All reimbursements for travel or per diem expenses are restricted to travel and per diem costs that accrue within the State of Florida and have been approved in the annual budget of the City.
2. All reimbursements for travel or per diem expenses are restricted to events with a defined public purpose that are generally accepted or can be articulated as providing a benefit to the citizens of Daytona Beach Shores. Examples of such events include:
 - a. In-state, intergovernmental association meetings where all members of such organizations are invited to attend;
 - b. Local inter-governmental council or league meetings where all members of such councils/leagues are invited to attend;
 - c. Private meetings with citizens, business interests, and/or other local, state, or federal government officials where the topic is (or has) a public purpose

citizens of Daytona Beach Shores;

- d. Training courses, schools of governance, etc., that relate to either the regular performance of duties for an elected official, or to a specific topic requiring a generally accepted need for elected official expertise;
 - e. Any public event where the City Council has specifically appointed the elected official to represent the City, or where the Mayor or Vice Mayor would customarily attend and represent the City.
 - f. Expenses for spouses, significant others, etc., to attend any event will not be paid by the city.
3. No reimbursements for travel or per diem expenses shall be provided to elected officials for meetings or travel where little or no additional public benefit accrues to the citizens of the City as a result of such meeting or travel. Examples of such events include:
- a. Committee or officer-only meetings of any intergovernmental associations/councils/leagues, wherein the City elected official is not required to be either an officer or a committee member, and/or where that officer or committee appointment cannot be shown to provide a tangible and specific benefit that would not otherwise accrue to the City;
 - b. Campaign, fund raising, or organizational events of any kind benefitting or designed to benefit any candidate for any office;
 - c. Any other event or meeting not conforming to the criteria or examples in #2 above.
4. Specifically, Council members will be reimbursed /compensated for the following:
- a. Volusia League of Cities Dinner Meetings
 - b. *Volusia Council of Government (VCOG) Meetings
 - c. *Volusia Transportation Planning (TPO) Meetings
 - d. Florida League of Cities (FLC)
 - IEMO Training (Basic and Advanced)
 - Annual Conference
 - Legislative Policy Committee Meetings
 - League of Mayor's Meetings

*Mileage will be reimbursed ONLY to the City's designated representative on these Boards. If the designated representative is unable to attend a meeting, the designated alternate will be reimbursed for mileage.

ACCOUNT #

DEPT. _____

Reason for Mileage Expense

DATE	Travel Performed			Odometer Reading		Mileage Claimed
	Point of Origin		Destination		Begin	
			TOTAL		0.58	
REMARKS:					Total Miles	\$ -

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; that the above does not include expenses from my residence to my assigned place of employment; and that same conforms in every aspect with the requirement of City travel regulations. I understand that my vehicle insurance is the primary coverage for defense should I be involved in a vehicular accident while using my personal vehicle on City business.

DATE:

DATE: _____

DATE: _____

Vendor # _____ Account # _____

2019
TRAVEL AUTHORIZATION FORM
FOR OUT-OF-CITY OVERNIGHT EXPENSES

Name		Destination							
Mode of Travel		Hour of Departure				Hour of Return			
Purpose of Tvl/Conf.									
DATES	Date								
Expenses	Day							TOTAL	
Lodging								\$0.00	
Meal Allowance (\$80/day**)								\$0.00	
Remarks:									
TRANSPORTATION									
Airline								\$0.00	
Private	Mileage								
Vehicle	0.580	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parking Fees								\$0.00	
Registration Fee (Incl. Even if Pre-Paid)								\$0.00	
OTHER								\$0.00	
Daily TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL EXPENSES									\$0.00
LESS PREPAID (Incl Hotel/Reg/Fees /per diem/purchase card)									
CASH ADVANCE									\$0.00

GENERAL PER DIEM INSTRUCTIONS:

Exempt employees shall receive a per diem rate of \$80. Beginning and ending travel day per diem will be pro-rated, based on time of departure and return. Departures after 8 am qualify for 75% of per diem for that day; arrivals prior to 4:30 pm qualify for 50% of per diem for that day. Overnight is \$80/day

All other employees shall receive the standard per diem rate of \$60. Beginning and ending travel day per diem will be pro-rated, based on time of departure and return. Departures after 8 am qualify for 75% per diem for that day; arrivals prior to 4:30 pm qualify for 50% of per diem for that day. Overnight is \$60/day. (NOTE: for higher cost locations, an \$80/day per diem is allowed at the Department Director's discretion.)

NOTE: If meals are included in the registration fee, the following deductions to per diem shall be made for each meal provided: \$10 for breakfast, \$10 for lunch, \$20 for dinner. No meal allowance shall be granted for travel within Volusia County unless payment for such a meal is a requirement of the travel event. Hour of departure and hour of return must be shown for all travel if per diem or meals are claimed. The City Manager Policy supersedes any policy description on this form. EXCEPTIONS MAY ONLY BE GRANTED WITH PRIOR APPROVAL OF THE EMPLOYEE'S DEPARTMENT DIRECTOR AND/OR THE CITY MANAGER.

I understand that my vehicle insurance is the primary coverage for defense should I be involved in a vehicular accident while using my personal vehicle on City business.

TRAVELER		DATE
DEPARTMENT DIRECTOR		DATE
CITY MANAGER		DATE
FINANCE DIRECTOR		DATE



**CITY COMMISSION AGENDA MEMORANDUM
JANUARY 27, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Kurt Swartzlander, City Manager

SUBJECT: Beautification of North end of Town

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: None