

MINUTES
CITY COMMISSION MEETING
July 23, 2024
3000 Bellemead Drive, Daytona Beach Shores, FL 32118

1. CALL TO ORDER BY MAYOR

Present: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card. **Excused:** Commissioner Stephan Dembinsky.

Staff: City Manager Kurt Swartzlander, City Clerk Cheri Schwab, City Attorney Paul Waters, Community Services Director Stewart Cruz, Finance Director Lory Irwin, Economic Development and Public Affairs Director Nancy Maddox, and Public Safety Director Michael Fowler.

2. ROLL CALL BY CITY CLERK

3. NEW BUSINESS:

A. Discussion on City Manager Salary

Mayor Miller explained that per the city charter, the City Manager must have an annual evaluation, but there is no formal process to provide a salary increase. The City Manager scored extremely high this year. She inquired what the general employees would receive for their evaluations and was informed that generally it is a 2-4% increase. This year, the budget includes the normal merit increase plus an additional \$1/hour increase on October 1st and an additional \$1/hour increase on April 1st for all employees. The Mayor proposed a \$1/ hour increase on Oct 1st and another \$1/hour increase on April 1st for the City Manager. Vice Mayor Politis suggested a 5% increase across the board for everyone on staff to help morale, battle inflation and decrease turnover. The remaining commissioners agreed with the Mayor's proposal and felt the City Manager was doing a great job. With no votes allowed during a workshop, the Mayor got consensus that beginning Oct. 1st the City Manager's salary would increase to \$167,080 and on April 1st it would increase to \$169,160.

B. Discussion on City Manager Evaluation Forms

Commissioner Conomos provided evaluations from neighboring cities to be considered. Many of the forms were very similar, but he particularly liked Debary, Orange City and Lake Helen. The commission took the time to review the Orange City evaluation in detail. They agreed on using the form but adding more of an area for comments/concerns and also a column for N/A. The Mayor would like to include a section titled stop/start/continue. Instructions would be included that if a score of N/A is used, it will not be counted against the city manager's total score. It was agreed to include a revised evaluation form and consideration of the City Manager's salary in the August agenda.

C. Discussion on 2024-2025 Budget

Finance Director Lory Irwin began the budget discussion. The proposed rate is the same as this year's current rate of 4.588 mills, which will be seen as a tax increase over the rolled-back rate (4.2175). Under personnel costs: staff is considering switching health insurance carriers for a decrease of 11%; to assist in retainage and recruitment, along with a merit increase, an additional \$1/hour for all employees on October 1st and again on April 1st. The merit increase range is from 2% to 4.89%. Vice Mayor Politis would like to see a higher percentage given as he felt employees are the most valuable resource. After a brief discussion, Director Irwin was asked to calculate an increase in the merit range from 2.25% to 5.25% versus an increase in the additional amount to

\$1.30/hour.

Highlights for general government were: FPL utility box covers phase II, maintaining outside building inspection services, city hall interior painting and elevator upgrades, training on pickleball and tennis court maintenance. Highlights for the Enterprise fund were: addition of a Project Manager, and training opportunities. The 5-year capital plan was reviewed. Both general and public safety vehicle replacement are included along with parking lot enhancements. IT infrastructure upgrade and building maintenance. Crosswalks were discussed in regard to new ones being installed. One at Sea Spray should be in the design stage next year. A study from 2015 was handed out, but the commission discussed the need for a more current study. The dates for budget adoption are September 9th and 24th.

4. ADJOURNMENT:

The meeting ended at 5:26 pm.

**MAYOR
NANCY MILLER**

**CITY MANAGER
KURT D. SWARTZLANDER**

ATTEST:

CITY CLERK, CHERI SCHWAB