



City of Ormond Beach

City Commission Workshop

City Hall Commission Conference Room
22 South Beach St., Ormond Beach FL 32174

March 3, 2026, 5:30 PM

Jason Leslie, Mayor
Lori Tolland, Zone 1
Travis Sargent, Zone 2
Kristin Deaton, Zone 3
Harold Briley, Zone 4

Agenda

- 1. CALL TO ORDER**
 - 2. DISCUSSIONS**
 - A. Fiscal Year 2026-2027 Budget Kickoff
 - 3. ADJOURNMENT**
-

Website Address – www.ormondbeach.org

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.



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**City of Ormond Beach
City Commission Agenda
Staff Report**

Agenda Date	March 3, 2026	Item No	2.A.
Section	DISCUSSIONS	Category	City Commission Workshop
Subject	Fiscal Year 2026-2027 Budget Kickoff		
Recommended Action	None at this time.		
Strategic Goal	Governance - Strive to achieve the public's trust through honest, transparent, respectful, and equitable behavior in conducting City business.		
Department Staff Contact	Finance Kelly McGuire, Finance Director		

Summary

The purpose of the workshop is to discuss budget matters as follows:

- Final DOGE Report
- Tax Reform Legislation & Potential Impacts
- Directives from the Commission on Capital Priorities and Tax Rates for FY 2026-27

The Budget Advisory Board will be participating in this workshop with the City Commission and City staff.



SELF DOGE Efficiency Audit

City of Ormond Beach

22 South Beach Street
Ormond Beach, FL 32174

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The City of Ormond Beach Finance team along with the Budget Advisory Board began the efficiency audit (Self DOGE) in November 2025. The audit followed the framework outlined by the State of Florida Department of Government Efficiency with direction from the City Commission on the specific areas of focus for the review.

Process

The five steps utilized in the Self-DOGE audit were:

Build your team

- The City Manager, Finance Director and Assistant Finance Director worked with the Budget Advisory Board to review areas as directed by the City Commission during the kickoff workshop. Additional staff including the Assistant City Managers, Department Heads and Contract Managers, were utilized as needed throughout the process.

Goal setting

- The goals established by the City Commission included streamlining operations, reducing spending, eliminating programs that conflict with voters' priorities, accessing fraud control measures and improving the efficiency of service delivery.

Areas Audited

- The following areas were targeted for audit by the Finance Team and Budget Advisory Board with the concurrence of the City Commission:
 - Travel Policy
 - Memberships
 - Contributions to Not-for-profit organizations
 - Take Home Vehicle Policy
 - Contract Management Review
 - Bid Platform Review
 - Vehicle Leasing

Building for the Future

- The results of the efficiency audit (Self DOGE) will be utilized throughout the Fiscal Year 2026-27 Capital Improvement Program and Annual Budget preparation process.

Findings & Recommendations

Travel Policy & Spending History

The City's travel policy was updated by staff in October 2024. The update included the use of the U.S. General Services Administration meal rates as the basis for reimbursements. Since that time, staff has also implemented a policy change setting City Hall as the starting point for all mileage reimbursement. This policy was shared with the Budget Advisory Board along with a five year history of travel budgets and actual travel expenditures.

Recommendation: The Budget Advisory Board recommended revising the policy to clarify the point of origin for mileage reimbursement begins and ends at City Hall. The Board further suggested the policy include a 30 day advanced booking requirement on all airfare to ensure the lowest cost.

Membership Spending History

The Budget Advisory Board reviewed the five year history of membership spending for all departments. The City spends less than \$70,000 annually on memberships for its 400+ employees.

Recommendation: The Budget Advisory Board was satisfied with the City's current funding level and made no specific recommendations for change.

Vehicle Usage Policy

The City's vehicle usage policy was shared and discussed with the Budget Advisory Board. The primary focus for the discussion was on take home vehicle privileges for non-sworn employees. Typically, each department has at least one individual designated to be on call outside of office hours to perform emergency repairs and service. Those on call are permitted to take their vehicles home so they may respond the calls for service more promptly. Addition staff may be permitted to take home vehicles during hurricane and other emergency events if deemed beneficial for their specific response duties.

Recommendation: The Budget Advisory Board noted that the safety of employees was the first priority. As such, the Board recommended the installation of GPS with front and back cameras on all vehicles. The Board also suggested modifying the policy to require limited use of cell phones while operating a City vehicle.

Contract Renewals

Staff discussed the current process for auto renewal contracts and the potential issues associated with these contracts. Of primary concern is the limited relevant data provided to the City Commission for purposes of deciding to renew or rebid.

Recommendation: City staff indicate they were modifying the process to provide that staff submit contract renewals to the City Commission six months before the contract renewal notification date. This will allow the contract to be rebid should the Commission choose not to renew. Furthermore, staff indicated they would provide the Commission with pros and cons of renewing along with two recent bids for similar services from surrounding communities, if available. The Budget Advisory Board concurred with staff's proposed changes.

Bidding Platform

The City's Procurement Team actively evaluates bid platforms each year to determine whether a change is necessary, as part of our ongoing effort to ensure we are providing taxpayers with the best opportunity to solicit savings. To date, the City has been satisfied with the current provider, DemandStar. During this DOGE process, however, the Procurement Team conducted a more extensive and detailed review.

The team evaluated DemandStar, Central Bidding, OpenGov, and PlanetBids. The evaluation process included product demonstrations, live testing and/or detailed research using provided login credentials to assess performance across 20 key areas of procurement. Areas of focus included presence in Florida, nationwide reach, system functionality, vendor participation on the platform, potential for future growth, and overall cost to both the City and vendors. Staff conducted a particularly thorough review of Central Bidding, as it had been referenced during prior Council meetings.

Based on the evaluation, the Budget Advisory Board and staff concluded that DemandStar should remain the City's bid platform. DemandStar offers a comprehensive suite of services with strong potential for continued expansion, particularly following its recent integration with Euna OpenBids and Bonfire. The platform was found to be more intuitive and robust than Central Bidding, which is primarily concentrated in Louisiana and currently has limited presence in Florida.

At this time, DemandStar more closely aligns with the capabilities offered by OpenGov and PlanetBids. While staff responded positively to those systems, particularly Opengov, both require a City-funded subscription, with quoted costs ranging from approximately \$50,000 to \$75,000 annually. While Demandstar is at no cost to the City and provides competitive pricing for vendor subscriptions.

The City's Procurement Team will continue to evaluate bid platforms on an annual basis, recognizing that technology continues to evolve. This evaluation process remains a long-term commitment to ensuring the City utilizes the most effective and fiscally responsible procurement tools available.

Recommendation. The Budget Advisory Board recommended continuing with DemandStar as the City's sole procurement platform.

Travel Policy

15.0 TRAVEL POLICY

- A. Any travel incidental to the performance of a public purpose by the Mayor, Mayor-elect, City Commissioners, City Commissioners-elect, the City Attorney, or the City Manager that requires lodging accommodations and/or travel by air must have prior approval by a majority of the City Commission, except that when such travel is necessitated by a legitimate emergency, said approval may be granted after the fact.
- B. No City Employee under the direction or control of the City Manager may embark on an out-of-area trip, for which the Employee expects to be paid for or reimbursed by the City, without the express prior approval of the City Manager, or the City Manager's designee.
- C. No City Employee under the direction or control of the City Attorney may embark on an out-of-area trip, for which the Employee expects to be paid for or reimbursed by the City, without the express prior approval of the City Attorney, or the City Attorney's designee.
- D. The City shall pay for air travel in economy class, unless such accommodations are not available on any flight.
- E. The City will pay for reasonable and necessary lodging accommodations.

- F. The City will pay for conference or convention registration fees if attendance at such conference or convention serves a direct public purpose.
- G. The Employee must submit receipts requesting payment or reimbursement together with an approved Travel Request Voucher
- H. In the event a guest accompanies the employee on any trip, payment will only be made for those charges incurred by the Employee.
- I. Payment of other travel expenses actually incurred will be made based on the following:

Meals: Payment will be made to the Employee on a per diem basis with no receipt required, in accordance with the current rates provided in Internal Revenue Service Publication 1542 for the “high/low” substantiation method and as indicated in the City of Ormond Beach Travel Request Voucher, as amended periodically. Provided, however, that if any meals are included in the registration fee for the conference or convention which the Employee is attending, the payment will be reduced accordingly.

Travel by Private Vehicle: The use of a privately-owned vehicle for official travel may be authorized by the City Manager, or his designee,. If traveling by privately owned vehicle, the traveler shall receive reimbursement of a mileage allowance in accordance with the current standard mileage rate published by the Internal Revenue Service. All mileage shall be computed from the point of origin to point of destination.

Vicinity mileage necessary for conduct of official business is allowable but must be shown as a separate item on expense vouchers.

Incidentals: In addition to the foregoing, and subject to the provision of receipts evidencing payment thereof, the following expenses may be reimbursed:

1. taxi or ride sharing services
2. ferry fares and bridge, road and tunnel tolls
3. storage or parking fees
4. communications expenses

J. **Elected Officials:** No elected official shall be permitted to travel to any function on behalf of the City including, without limitation, meetings of the Florida League of Cities or of the National League of Cities following an election in which the official did not run, or was defeated, for reelection.

Travel Spending History

ORG	DESCRIPTION	2026 BUDGET	2025 ACTUAL	2024 ACTUAL	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL
00151101	City Commission	58,000.00	48,806.18	53,538.49	55,068.45	32,462.42	27,337.88
00151201	City Manager	25,000.00	43,558.26	24,963.79	16,821.42	11,833.19	11,994.51
00151202	City Clerk	5,400.00	6,223.18	3,778.74	5,234.23	927.30	910.00
00151301	Finance	8,500.00	1,307.99	5,734.48	8,975.60	2,430.25	611.00
00151303	Information Technology	52,300.00	17,685.37	10,581.95	2,346.63	4,361.88	1,476.10
00151304	Human Resources	10,000.00	8,473.03	9,055.71	3,311.60	4,076.12	4,552.46
00151400	City Attorney	6,750.00	5,825.81	6,316.04	6,097.66	7,390.69	5,128.51
00151501	Planning	7,500.00	7,645.31	7,803.50	7,338.08	5,052.63	2,263.29
00151901	Building Maintenance	650.00	0.00	0.00	0.00	0.00	0.00
00152101	Police Administration	20,000.00	24,181.09	11,825.00	13,342.54	7,422.37	7,338.93
00152102	Police Patrol	30,000.00	25,247.25	27,768.64	20,282.95	10,441.05	18,075.92
00152103	Police Community Outreach	15,000.00	11,754.24	15,947.17	8,472.38	9,269.22	10,767.50
00152104	Police Investigations	13,000.00	12,408.61	10,711.48	12,402.58	3,006.59	8,208.93
00152105	Police Animal Control	1,000.00	708.69	624.89	0.00	1,464.41	-90.00
00152106	Police Records	1,500.00	299.00	1,321.01	0.00	669.25	0.00
00152107	Neighborhood Improvement	6,000.00	3,864.43	5,524.75	5,349.17	867.75	1,725.25
00152201	Fire	30,000.00	26,402.25	34,409.41	30,984.63	19,136.16	27,483.73
00152201	Fire Prevention	3,500.00	0.00	0.00	0.00	0.00	0.00
00152401	Building Inspection	14,000.00	13,742.56	13,935.85	8,592.44	8,967.03	4,958.68
00154101	Streets Maintenance	21,000.00	8,853.59	8,285.92	1,969.50	251.00	2,629.50
00154102	Engineering	3,000.00	236.95	1,343.02	1,424.40	2,655.55	1,417.25
00154103	Fleet	15,500.00	441.49	0.00	2,168.75	488.25	477.25
00155201	Economic Development	8,280.00	6,488.37	10,266.16	5,720.73	2,429.77	305.00
00157201	Leisure Service Administration	11,000.00	14,398.87	13,092.24	9,674.28	10,307.55	5,833.88
00157202	Nova Community Center	2,000.00	1,401.00	1,969.00	1,759.04	4,738.09	1,762.36
00157203	South Ormond	1,500.00	120.00	0.00	0.00	270.00	0.00
00157205	Athletic Fields	1,500.00	566.85	905.00	0.00	0.00	0.00
00157206	Parks	1,800.00	-160.75	2,822.57	1,308.04	1,173.89	1,852.83
00157207	Environmental Discovery Center	500.00	315.00	0.00	320.00	45.00	-222.94
00157301	Casements	1,700.00	0.00	0.00	0.00	0.00	1,529.84
00157302	Performing Arts Center	1,750.00	1,041.20	269.55	30.00	10.00	10.00
00157401	Community Events	0.00	0.00	0.00	135.25	0.00	0.00
10753801	Stormwater	15,000.00	7,904.63	10,891.15	4,185.41	4,852.25	1,061.75
10854201	Airport	100.00	0.00	0.00	0.00	0.00	0.00
11652102	Police Patrol	0.00	0.00	0.00	0.00	0.00	398.00
1165201	Fire	0.00	0.00	0.00	3,600.00	3,500.00	6,500.00
40151302	Utility Billing	2,500.00	2,167.24	820.56	355.62	1,201.67	0.00
40153301	Water Plant	7,000.00	5,199.72	6,158.60	6,424.15	7,912.25	6,242.33
40153302	Water Distribution	7,750.00	13,106.72	7,266.32	8,152.54	6,367.56	1,216.75
40153501	Wastewater Plant	5,000.00	11,805.93	1,920.50	7,331.02	2,023.60	2,399.12
40153502	Wastewater Collection	10,000.00	1,708.00	8,230.50	7,749.56	4,259.89	75.00
46053401	Solid Waste Collection	0.00	1,884.40	835.49	0.00	0.00	0.00

Membership Spending History

ORG	OBJECT	2026 BUD	2026 Actuals	2025 BUD	2025 Actuals	2024 BUD	2024 Actuals	2023 BUD	2023 ACTUAL	2022 BUD	2022 ACTUAL	2021 BUD	2021 ACTUAL
00151101	505403	\$18,000.00	\$1,350.00	\$15,000.00	\$6,803.00	\$14,250.00	\$20,185.00	\$14,250.00	\$16,672.00	\$13,500.00	\$12,606.00	\$13,500.00	\$14,383.00
00151201	505403	\$11,000.00	\$8,541.00	\$7,250.00	\$15,645.94	\$6,250.00	\$7,465.95	\$6,250.00	\$3,669.95	\$3,000.00	\$6,631.00	\$3,000.00	\$6,165.00
00151202	505403	\$2,300.00	\$1,455.00	\$2,250.00	\$2,600.00	\$2,250.00	\$2,289.00	\$2,000.00	\$1,510.00	\$1,100.00	\$1,461.66	\$1,100.00	\$705.00
00151301	505403	\$1,100.00	\$495.00	\$1,100.00	\$1,205.00	\$1,100.00	\$1,775.00	\$1,100.00	\$1,345.00	\$1,100.00	\$1,037.50	\$1,100.00	\$2,291.00
00151303	505403	\$465.00	\$300.00	\$465.00	\$403.95	\$465.00	\$851.95	\$465.00	\$315.00	\$465.00	\$315.00	\$465.00	\$404.95
00151304	505403	\$1,000.00	\$0.00	\$1,000.00	\$1,617.90	\$1,000.00	\$1,547.90	\$1,000.00	\$1,098.90	\$1,000.00	\$629.00	\$1,000.00	\$219.00
00151400	505403	\$2,250.00	\$330.00	\$2,250.00	\$2,395.00	\$2,250.00	\$1,960.00	\$2,250.00	\$2,265.00	\$2,250.00	\$1,675.00	\$2,250.00	\$1,960.00
00151501	505403	\$7,250.00	\$270.00	\$7,250.00	\$6,419.00	\$7,250.00	\$6,404.00	\$7,250.00	\$10,245.00	\$7,250.00	\$2,134.00	\$7,250.00	\$6,222.00
00152101	505403	\$2,200.00	\$807.00	\$1,800.00	\$2,130.00	\$1,800.00	\$1,465.00	\$1,800.00	\$1,951.00	\$1,800.00	\$1,760.00	\$1,800.00	\$1,749.80
00152102	505403	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
00152103	505403	\$1,500.00	\$797.00	\$1,500.00	\$635.00	\$1,500.00	\$425.00	\$1,500.00	\$908.75	\$1,500.00	\$775.00	\$750.00	\$1,290.00
00152104	505403	\$350.00	\$6,903.00	\$350.00	\$100.00	\$350.00	\$345.98	\$350.00	\$200.00	\$350.00	\$100.00	\$350.00	\$250.00
00152105	505403	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00	\$75.00	\$120.00	\$70.00	\$120.00	\$70.00
00152107	505403	\$675.00	\$510.00	\$675.00	\$665.00	\$675.00	\$615.00	\$675.00	\$375.00	\$675.00	\$325.00	\$675.00	\$455.00
00152201	505403	\$2,300.00	\$285.00	\$2,300.00	\$965.00	\$1,800.00	\$3,760.00	\$1,250.00	\$1,125.00	\$1,250.00	\$350.00	\$1,250.00	\$1,030.00
00152401	505403	\$2,750.00	\$1,585.00	\$2,750.00	\$1,870.90	\$2,750.00	\$1,575.00	\$2,750.00	\$1,105.00	\$2,750.00	\$1,590.00	\$2,500.00	\$1,913.99
00154101	505403	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00
00154102	505403	\$2,100.00	\$235.00	\$2,100.00	\$510.00	\$1,500.00	\$1,718.00	\$1,475.00	\$2,005.00	\$1,475.00	\$1,462.00	\$1,475.00	\$910.00
00154103	505403	\$1,000.00	\$0.00	\$1,000.00	\$100.00	\$1,000.00	\$1,252.00	\$1,000.00	\$371.00	\$1,000.00	\$195.00	\$1,000.00	\$315.00
00155201	505403	\$2,730.00	\$385.00	\$2,730.00	\$2,599.00	\$2,600.00	\$2,467.33	\$4,705.00	\$3,257.00	\$4,635.00	\$1,950.00	\$4,635.00	\$5,582.50
00157201	505403	\$1,500.00	\$170.00	\$1,500.00	\$1,470.00	\$1,500.00	\$2,925.00	\$1,100.00	\$3,504.00	\$1,100.00	\$1,013.00	\$1,100.00	\$1,108.60
00157202	505403	\$280.00	\$170.00	\$280.00	\$170.00	\$280.00	\$160.00	\$280.00	\$700.00	\$280.00	\$174.00	\$280.00	\$240.90
00157203	505403	\$460.00	\$0.00	\$250.00	\$0.00	\$400.00	\$0.00	\$165.00	\$45.00	\$165.00	\$45.00	\$165.00	\$230.90
00157204	505403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00157205	505403	\$180.00	\$0.00	\$160.00	\$170.00	\$160.00	\$929.85	\$160.00	\$0.00	\$160.00	\$45.00	\$160.00	\$40.90
00157206	505403	\$0.00	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00	\$94.00	\$160.00	\$160.00
00157301	505403	\$550.00	\$0.00	\$550.00	\$0.00	\$150.00	\$0.00	\$150.00	\$540.00	\$150.00	\$45.00	\$150.00	\$80.90
00157302	505403	\$200.00	\$0.00	\$200.00	\$250.00	\$200.00	\$100.00	\$200.00	\$155.00	\$200.00	\$145.00	\$200.00	\$206.00
00157401	505403	\$50.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$45.00	\$100.00	\$45.00	\$100.00	\$80.90
10753801	505403	\$1,100.00	\$950.00	\$1,100.00	\$800.00	\$1,100.00	\$800.00	\$1,000.00	\$1,001.00	\$1,000.00	\$995.00	\$1,000.00	\$990.00
10854201	505403	\$2,000.00	\$1,324.00	\$2,000.00	\$1,020.00	\$2,000.00	\$2,070.00	\$2,000.00	\$3,150.00	\$1,595.00	\$395.00	\$1,595.00	\$1,980.00
40151302	505403	\$0.00	\$0.00	\$0.00	\$67.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40153301	505403	\$1,950.00	\$1,156.00	\$1,950.00	\$1,575.09	\$1,950.00	\$1,693.28	\$1,950.00	\$1,414.60	\$1,700.00	\$1,830.00	\$1,150.00	\$1,927.00
40153302	505403	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00
40153501	505403	\$688.00	\$50.00	\$688.00	\$3,728.00	\$688.00	\$250.00	\$688.00	\$698.00	\$688.00	\$484.00	\$688.00	\$472.00
40153502	505403	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00
46053401	505403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
46053402	505403	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$100.00	\$500.00	\$100.00	\$500.00	\$100.00	\$500.00	\$290.00
65259001	505403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65359001	505403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
65459001	505403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$68,848.00	\$28,068.00	\$62,148.00	\$55,940.02	\$58,918.00	\$65,320.24	\$59,663.00	\$59,846.20	\$54,038.00	\$40,476.16	\$52,488.00	\$53,774.34

Vehicle Use Policy

A. City Assigned Vehicles

When necessary, as determined by the Department Director, City employees may be assigned use of a City vehicle to carry out their duties.

City employees are permitted to use City-owned vehicles for the performance of their official duties only. Unless specifically authorized by the City Manager, they cannot be used for personal business, except for de-minimis use of the vehicle.

At no time may operators of such vehicles carry passengers except for authorized official business. The carrying of members of the Employee's immediate family, or other persons with permission of the Department Head to a meeting, seminar or other activity which the Employee is authorized to attend on behalf of the City, is included within the meaning of authorized official business.

An employee driving a City vehicle must have, on their person, a valid driver's license issued by the State of Florida (Commercial Driver's License as mandated by law). Additionally, employees are required to maintain a satisfactory safe driving record in order to operate City vehicles. Employees are required to notify the Human Resources Department, through their supervisor, of any change of status in their license. Suspension or revocation of licenses may affect the person's status of employment, with dependence on any job requirement for the employee to operate a City vehicle in the course of their job duties. The City reserves the right to check the validity of

any employee's driver's license prior to granting permissions to operate a City vehicle and periodically thereafter.

City vehicles shall be operated in strict compliance with all laws which apply to motor vehicles in the State of Florida, or other applicable jurisdictions, including the use of seat belts. Vehicle operators who receive citations for moving violations will be personally responsible for the payment of incurred fines, court costs, and attorney's fees.

All mechanical defects or malfunctions must be reported as soon as possible to the employee's Supervisor.

No Employee shall temporarily install, nor allow to be temporarily installed, any equipment in any City vehicle. Additional equipment is not allowed in City vehicles, unless it is approved in advance of the installation by the Department Head and permanently installed by the Fleet Operations Department, the vehicle manufacturer or a City vendor.

The cleanliness of the interior and exterior of each vehicle is the responsibility of the employee utilizing the vehicle.

If a City vehicle is involved in an accident, the employee must immediately notify the Police Department and their immediate supervisor. The supervisor or Department Head is responsible for reporting the incident to Risk Management immediately.

Smoking or any use of tobacco products is not permitted in any City vehicles. This includes but is not limited to, the following products: cigars, cigarettes, dip, chew, snuff, chewing tobacco, and e-cigarettes.

The Department Head may authorize a City Employee to use the vehicle as transportation to and from the Employee's home, based on the following criteria:

1. the Employee's job function is such that it requires the use of a City vehicle after normal working hours;
2. the Employee is subject to being called in to work for emergency situations after normal working hours; and the Employee's home is within the City limits of Ormond Beach.

Employees shall not operate any City vehicle while consuming or having consumed alcohol or while restricted from duty based on a medical condition or medication. Employees found in violation may be subject to disciplinary action up to and including the termination of their employment with the City of Ormond Beach.

Bid Platform Comparison

Platform	Approx. Number of Government Entities Using It
DemandStar	~1,400+ governments (local, county, authorities)
Central Bidding	~730-740+ agencies
PlanetBids	~1,000-1,500+ agencies
OpenGov (overall)	~1,800-2,000+ governments (use any module, including procurement)

Category	DemandStar	Central Bidding
Overall Platform Quality	Robust, intuitive, and user-friendly platform with advanced functionality. Offers a variety of services to include e-bidding.	More limited functionality and less intuitive navigation. Provides e-bidding as well.
Search - Active & Historical Solicitations	Search tools including bid status, state, agency, description, commodity code, fiscal year, and date range	Limited search options for active bids; advanced searches require specific keywords or buyer information
Search Sorting Options	Multiple sorting options available	Minimal sorting capabilities
Active Solicitation Search	Comprehensive filtering and sorting options	Search limited to bid keyword, organization name, or state
Advanced Search Limitations	No significant restrictions	Listed date and closing date searches limited to a maximum of 7 days
Historical Bid Search	Easy access with multiple filters and sorting options	Historical bids searchable only by keyword, agency, and time left
Active Municipalities	Over 1,400	Over 740
Vendor Access (Not Logged In)	Vendors can view city-advertised bids, scope, dates, and available documents without logging in	Vendors must be logged in to view any bid information
Transparency to Vendors	High - bid information visible prior to login	Limited - information hidden until login
Vendor Access (Logged In)	Vendors can download documents and be listed as planholders	Vendors can download documents and be listed as planholders
Cost to City	Free	Free
Cost to Vendors	Subscription required to download documents and be listed as planholders	Subscription required to download documents and be listed as planholders
Administrator / Back-Up Functionality	Administrators can serve as a back-up and manage projects if the Procurement Coordinator is unavailable	Project ownership transfer requires contacting Central Bidding for assistance or project originator must complete action
Operational Flexibility	High - internal users can manage and reassign responsibilities without external assistance	Limited - requires vendor support for user or project transfers
Florida Client Presence	536 Florida clients	48 Florida clients
Active Florida Bids	305 active bids in Florida	26 active bids in Florida
Florida Market Strength	Strong and well-established Florida presence	Limited Florida presence
Outside of Florida Presence	Strong nation-wide	5 states utilizing are notated on platform (predominantly utilized in Louisiana and Mississippi while Alabama and Arkansas have less than Florida)
Peer Feedback - Interface & Usability	Preferred interface; perceived as easier and more intuitive to use. Perceived to have broader reach and more vendors downloads (City of Niceville feedback)	Functional, but interface perceived as less intuitive. Perceived to have more limited reach and fewer vendors subscribing (City of Niceville feedback)
Platform Growth & Integrations	Integrated with Bonfire and Euna Open Bids, indicating continued expansion	No comparable integrations noted