

**Destination Deltona
City of Deltona Visioning Forum
Participation Guidelines**

I. Help Shape Our Future

The City of Deltona is creating a Community Strategic Plan. We are growing and maturing every day. The City wants the input of its residents, community leaders and businesses to help plan, help guide its growth and reach a destination that enables the City to achieve its maximum potential. The City wants to enhance the sense of pride in the City and an appreciation for its diversity.

Each citizen is invited to participate in the Community Visioning forum and the subsequent task forces that will shape the future of the City. "Each step along the way leads to Destination Deltona."

The purpose of the **Destination Deltona** forum is for citizens to create responses to the City of Deltona's Vision Statement and to the key community issues in order to help create the Community Strategic Plan.

At the forum, you will work in small groups with a volunteer facilitator (group number is on your name tag) to create responses to the Vision Statement and community issues. The facilitators are City staff and today their only responsibility is to help the groups create responses to the Vision Statement and identify what they want done about the three key community issues. Near the end of the day, everyone will gather in a large group meeting, where the Mayor and Commissioners along with the City Manager will carefully listen to your insights.

II. Development of Responses to the City's Vision Statement

Task:

"A vision is intuitive and appeals to the spirit; a plan is rational and appeals to the intellect. A vision is holistic, unique and creative; a plan is linear and reacts to trends and data. A vision shows where we want to go; a plan explains how we get there."
(Quote from ELMS III Final Report: Building Successful Communities)

The first task in your group is to create responses to the City's Vision Statement. The responses will be submitted to the consultant team, who will compile them into a report. This report will be shared with the City Commissioners and City Manager at the end of the forum. The responses to the community vision will be used by the Task Forces during the

**DESTINATION DELTONA
VISIONING FORUM
OUTCOMES**

**Create a City of Deltona
Vision Statement**

**Identify what residents want
done about the following 3 key
community issues:**

- **Quality of Life**
- **Economic Development**
- **Sense of Community**

development of the City of Deltona's Community Strategic Plan. The current Community Vision is in your packet.

III. Development of Responses to Key Community Issues

Task:

Your small group will have about three hours to develop responses for each of the three key community issues. The responses will be given to a Task Force that will be formed after this forum. The subsequent Task Forces will work with the consultants to create action plans for the key issues. It is possible that more than three task forces will be created.

Three Community Issues

The overall objective of the Community Strategic Plan is to keep the City beautiful, safe, well informed and prosperous. From meetings held with community leaders, elected officials and City staff, three main issues emerged. The main community issues that will be addressed during the forum are:

1. Quality of Life - This issue includes factors such as:
 - Housing and Neighborhoods;
 - Maintaining the Natural Environment;
 - Public Safety;
 - Roads and Transportation.

2. Economic Development - This issue includes factors such as:
 - Developing a Commercial Base;
 - Jobs/ Employment and Economic Base;
 - Cultural Arts/ Entertainment.

3. Sense of Community & Placemaking - This issue includes factors such as:
 - Parks and Recreation;
 - Schools;
 - Urban Design.

Group's Consensus Decision-Making

To make sure that everyone has a chance to express his/her ideas and that your group is able to collaboratively create action goals, you and your group facilitator will use the following consensus-based decision-making guidelines.

1. For each of the three key issues (e.g. Quality of Life) take no more than 20 minutes to engage in a dialogue about any aspect of this issue. Please ensure that everyone can participate and is fully heard – see guidelines on Page 4.

2. After the 20 minute discussion the group creates up to eight key messages that the Task Force will use when it develops the action goals for this issue. Develop the key message using the Nominal Group Process technique described on Page 5.

IV. GUIDELINES FOR ACTIVE LISTENING

In your sub-group, active listening helps everyone work together better. When you are actively listening, you hear someone's complete ideas before you create your response. People listen better when speakers relate their ideas as briefly as possible. Other things that will help your group members listen to each other and create wise recommendations:

- *Sit so that you can see and hear everyone.*
- *Be sure that every person in your small group gets to offer their ideas.*

YOU CAN DISAGREE WITHOUT BEING DISAGREEABLE

If you disagree with someone, helpful phrases are:

- *I hear you stating _____, and I believe _____. I believe we can agree on _____, and agree to disagree on _____.*
- *We can reach mutually beneficial outcomes if we consider _____ and _____.*
- *"Hiss at the idea and not the person" I am hissing and not biting when I say _____.*

Polling the Group

When exciting ideas come up, your group facilitator may decide to poll all the members so everyone's opinion gets heard. When your group is polled, the facilitator invites each member to "speak or pass". No one else can ask questions or make a comment, until all members have either spoken or passed. Following the last speaker, a discussion of the total range of ideas can occur. It is useful to speak up if you disagree or ask questions because earnest discussion usually ends in better ideas.

V. Nominal Decision-Making Guidelines

Repeat the following six steps when you create the key messages for each of the 3 Key Issues.

1. ***Silent Generation of Ideas in Writing (No more than 10 minutes):*** Think silently about the key area and silently write your key messages on yellow post-it notes provided. **Use one post-it note for each idea and remember to write short phrases.** If you finish early, respect those who are still working and do not talk to anyone until your facilitator calls for the group members to share their ideas.
2. ***Round Robin Recording of Key Messages (No more than 15 minutes):*** Each person reads (without any discussion) one key message at a time and places his/her post-it note on the sheet of easel paper in the center of the table. The recorder (selected ahead of time) numbers each key message. Go around your group as many times as you need to get everyone's key message on the sheet of easel paper. This method gets all the ideas on the table so that you can judge the time you have to discuss each of them.
3. ***Brief Discussion of Key Messages (No more than 10 minutes):*** After all the key messages have been posted, it is time for a brief discussion. Obvious duplications may be eliminated and you may ask questions for clarity. Key messages can be eliminated or modified only if the person who generated that message agrees by stating a yes or no that it can be combined or deleted. The discussion is not intended to resolve all differences of opinion. Rather, the discussion is to prepare a list of messages to be voted on by the group. The group facilitator will work with the group to make sure that all ideas receive equal attention.
4. ***Preliminary Vote on Items (No more than 5 minutes):*** The group facilitator tells the group how many votes each person has based on the number of proposed messages. The number of votes is usually about one-fourth of the number of messages generated by the group. The group facilitator gives "voting dots" to the members (such as five votes per person if the group had generated 20 items). Each member is allowed one vote for each message.
5. ***Discussion of Preliminary Votes (No more than 5 minutes):*** The outcome of the vote is discussed so that your group can determine whether you think that some messages have too many or too few votes. This discussion is intended to confirm your voting and not to pressure group members to change their votes. The group may decide to move a message up to the top rated message or combine messages. At this stage, the group makes the decision and not the individuals who first created the message.
6. ***Final Small Group Vote:*** If your group has more than eight messages, a final vote is taken to reduce your list to no more than eight messages. Write your final list on easel paper; identify the key area and your group's number on each sheet. Someone from the consulting team will collect them so they can be shared with the Mayor, City Commissioners and City Manager at the end of the forum.

VI. Closing Session

During the final session of the forum, each group will have an opportunity to share with community leaders. All groups will have two minutes to either emphasize a major message and/or share a comment related to the project or hope for the City's future.

Acknowledgments

The City of Deltona extends its sincerest gratitude to the citizens who contributed time and energy to make the Destination Deltona Visioning Forum a success. We are especially grateful to those individuals who provided the food and assisted in the forum logistics. The following is a partial list of persons who helped make this event a reality:

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Commissioner Michele McFall-Conte
Commissioner David Santiago
Commissioner Janet I. Deyette
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