

Volusia Growth Management Commission Budget Meeting Notice and Agenda

6:30 p.m. February 26, 2020

City Commission Chambers
Daytona Beach City Hall
301 S. Ridgewood Avenue
Daytona Beach, FL

- I. Roll Call
- II. Approval of Minutes – January 22, 2020 Budget Committee Meeting
- III. Review 2019-20 Fiscal YTD Expenditures
- IV. Consider Recommendation for the Proposed 2020-21 Budget
- V. Other Business

If a person decides to appeal any decision by the VGMC of any matter considered at such public meeting, (s)he will need to ensure that a verbatim record of such meeting is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with The Americans with Disabilities Act (ADA), if a person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, (s)he should contact the VGMC office at least 48 hours prior to the proceeding at 140 S. Beach, Daytona Beach, FL, (386) 947-1875.

Budget Committee
Volusia Growth Management Commission

MINUTES FOR MEETING HELD
Wednesday, January 22, 2020

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

The meeting was called to order at 6:33 p.m. by VGMC Chair Debbie Connors. The following committee members were also present: Harold Briley, Christy Gillis and Joe Hammett.

Approval of Minutes

August 28, 2019 Budget Committee Meeting

Harold Briley made a motion to approve the minutes of the August 28, 2019 Budget Committee meeting as presented; motion seconded by Joe Hammett. Motion carried unanimously.

Review 2019-20 Fiscal YTD Expenditures

The committee briefly reviewed the year-to-date expenses and there were no discrepancies or concerns noted.

2020-21 VGMC Budget Update

The committee reviewed the proposed 2020-21 preliminary budget and there were no questions or changes requested. At the next Budget meeting, the committee will consider a recommendation to bring forward for approval by the full commission.

Adjournment

There being no further business, the meeting was adjourned at 6:38 p.m.

Budget Committee Chair

VGMC Budget Worksheet
2019-20 Budget Expenses as of February 10, 2020

Object Code	Short Description	Original Budget	Amended Budget	Total Expenses	Budget Balance	% of Budget
1201	Salaries	\$27,650	\$27,650	\$8,817	\$18,833	32%
2100	FICA	\$2,132	\$2,132	\$478	\$1,654	22%
2200	Retirement	\$2,368	\$2,368	\$747	\$1,621	32%
2301	Group Insurance	\$4,500	\$4,500	\$4,500	\$0	100%
2302	Life Insurance	\$308	\$308	\$86	\$222	28%
2303	Dental Insurance	\$176	\$176	\$0	\$176	0%
Totals	Personal Services	\$37,134	\$37,134	\$14,628	\$22,506	39%

Object Code	Short Description	Original Budget	Amended Budget	Total Expenses	Budget Balance	% of Budget
3320	Comm. Fees	\$250	\$250	\$0	\$250	0%
3400	Contract Services	\$130,000	\$130,000	\$29,719	\$100,281	23%
3710	Computer Replacemen	\$816	\$816	\$816	\$0	100%
3810	Training & Education	\$200	\$200	\$0	\$200	0%
3820	Registration Fees	\$250	\$250	\$0	\$250	0%
4000	Travel	\$4,410	\$4,410	\$0	\$4,410	0%
4100	Communications	\$600	\$600	\$300	\$300	50%
4211	Postage	\$1,500	\$1,500	\$152	\$1,348	10%
4250	Mileage	\$300	\$300	\$0	\$300	0%
4400	Rent	\$9,000	\$9,000	\$4,032	\$4,968	45%
4510	Liability Insurance	\$281	\$281	\$281	\$0	100%
4700	Printing	\$500	\$500	\$0	\$500	0%
4711	Xerox - Copier	\$1,000	\$1,000	\$51	\$949	5%
4910	Legal Ads	\$4,000	\$4,000	\$298	\$3,702	7%
5100	Office Supplies	\$1,000	\$1,000	\$0	\$1,000	0%
5102	Office Equipment	\$500	\$500	\$0	\$500	0%
5230	Food & Dietary	\$500	\$500	\$0	\$500	0%
Totals	Operating	\$155,107	\$155,107	\$35,649	\$119,458	23%

TOTAL	VGMC Budget	\$192,241	\$192,241	\$50,277	\$141,964	26%
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Contract Services YTD Actual Expenses Paid break down as follows:

\$ 2,520 Legal - GrayRobinson

\$24,709 Planning - SME

\$ 2,490 Planning - VHB

Currently \$9,946 pending Contract Services expenses



Volusia Growth Management Commission

TO: Members of the VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager

DATE: February 13, 2020

RE: 2020-21 Proposed Budget

Attached please find the 2020-21 proposed budget package for your review. There are no changes to the materials presented at the January 22, 2020 VGMC and Budget Committee meetings other than an update to the performance measurements relating to the number of applications reviewed in the current fiscal year.

The 2020-21 proposed budget is also scheduled for consideration by the full commission at the February 26, 2020 regular meeting. A recommendation from the Budget Committee will come to the commission as a motion and second for approval.

If you have any questions in advance of the meeting, please do not hesitate to contact me.

Thank you.

cc: Sid Vihlen Jr., VGMC Chair

VGMC Budget Worksheet

Object Code	Short Description	Actuals 2014-15	Actuals 2015-16	Actuals 2016-17	Actuals 2017-18	Actuals 2018-19	Adopted 2019-20	5 Year Average	Proposed 2020-21
1201	Salaries	\$24,412.00	\$25,873.00	\$25,435.00	\$26,057.00	\$27,258.00	\$27,650.00	\$25,807.00	\$27,650.00
2100	FICA	\$1,453.00	\$1,528.00	\$1,453.00	\$1,461.00	\$1,498.00	\$2,132.00	\$1,478.60	\$2,132.00
2200	Retirement	\$1,791.00	\$1,899.00	\$1,943.00	\$2,090.00	\$2,269.00	\$2,368.00	\$1,998.40	\$2,368.00
2301	Group Insurance	\$4,774.00	\$5,214.00	\$5,520.00	\$5,520.00	\$5,516.00	\$4,500.00	\$5,308.80	\$4,500.00
2302	Life Insurance	\$250.00	\$255.00	\$249.00	\$255.00	\$267.00	\$308.00	\$255.20	\$308.00
2303	Dental Insurance	\$0.00	\$5.00	\$60.00	\$0.00	\$0.00	\$176.00	\$13.00	\$176.00
	Personal Services	\$32,680.00	\$34,774.00	\$34,660.00	\$35,383.00	\$36,808.00	\$37,134.00	\$34,861.00	\$37,134.00
3320	Comm., Fees	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$250.00	\$175.00	\$250.00
3400	Contract Services	\$75,553.00	\$160,898.00	\$69,024.00	\$85,533.00	\$60,992.00	\$130,000.00	\$90,400.00	\$120,000.00
3710	Computer Replacement	\$792.00	\$792.00	\$918.00	\$808.00	\$808.00	\$816.00	\$823.60	\$816.00
3810	Training & Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
3820	Registration Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
4000	Travel (Members)	\$3,850.00	\$4,970.00	\$1,645.00	\$1,540.00	\$1,540.00	\$4,410.00	\$2,709.00	\$4,410.00
4100	Communications	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
4211	Postage - CNTY	\$1,202.00	\$1,341.00	\$1,044.00	\$864.00	\$606.00	\$1,500.00	\$1,011.40	\$1,000.00
4250	Mileage	\$125.00	\$175.00	\$43.00	\$0.00	\$0.00	\$300.00	\$68.60	\$300.00
4400	Rent	\$7,588.00	\$7,569.00	\$7,747.00	\$7,778.00	\$8,090.00	\$9,000.00	\$7,754.40	\$9,000.00
4510	Liability Insurance	\$0.00	\$0.00	\$324.00	\$566.00	\$633.00	\$281.00	\$304.60	\$281.00
4701	Printing C/R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$200.00
4711	Xerox - C/R	\$644.00	\$1,158.00	\$434.00	\$386.00	\$242.00	\$1,000.00	\$572.80	\$1,000.00
4910	Legal Ads	\$14,920.00	\$12,765.00	\$702.00	\$986.00	\$729.00	\$4,000.00	\$6,020.40	\$3,000.00
5100	Office Supplies	\$223.00	\$570.00	\$288.00	\$165.00	\$314.00	\$1,000.00	\$312.00	\$1,000.00
5102	Office Equipment	\$117.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$23.40	\$500.00
5230	Food & Dietary	\$139.00	\$200.00	\$94.00	\$0.00	\$15.00	\$500.00	\$89.60	\$500.00
5440	Software	\$0.00	\$0.00	\$0.00	\$0.00	\$328.00	\$0.00	\$65.60	\$0.00
	Operating Totals	\$105,928.00	\$191,213.00	\$83,038.00	\$99,401.00	\$75,072.00	\$155,107.00	\$110,930.40	\$143,307.00
	Totals	\$138,608.00	\$225,987.00	\$117,698.00	\$134,784.00	\$111,880.00	\$192,241.00	\$145,791.40	\$180,441.00

**Volusia Growth Management Commission (VGMC)
Budget Justification – FY 2020-21**

Object Code/ Description	Budget Amount	Justification
1201-Salaries	\$27,650	ALL LINE ITEMS DETERMINED BY THE COUNTY
2100-FICA	\$2,132	
2200-Retirement	\$2,368	
2301-Group Insurance	\$4,500	
2302-Life Insurance	\$308	
3203-Dental Insurance	\$176	
3320-Comm. Fees	\$250	
3400-Contract Services	\$120,000	\$ 40,000 -- Legal Staff \$ 80,000 -- Planning Staff (\$65,000-SME; \$15,000-VHB)
3710-Computer Replacement	\$816	Desktop and laptop computer replacement program -- this amount is established by the County
3810-Training & Education	\$200	Fees for administrative staff to attend education/training class relating to records management
3820-Registration Fees	\$250	Fees for Chair or other designated member to attend VCARD sponsored events
4000-Travel	\$4,410	Member travel reimbursements – Calculated at 21 members, 6 meetings per year at a rate of \$35/meeting
4100-Communications	\$600	Broadband Internet Connection -- \$50/month
4211-Postage	\$1,000	Postage Costs for VGMC mailings
4250-Mileage	\$300	Mileage expense reimbursement for travel related to VGMC activities
4400-Rent	\$9,000	- Annual rent for VGMC office space (currently \$615.00/month) - Rental expense for offsite storage of VGMC files
4510-Liability Insurance	\$281	Liability insurance charged back from the County
4701-Printing C/R	\$200	Reproduction of VGMC materials (outside)
4711-Xerox – C/R	\$1,000	Use of County copier
4910-Legal Ads	\$3,000	Advertising hearings, meetings, etc.
5100-Office Supplies	\$1,000	Projected cost for VGMC office supplies
5102-Office Equipment	\$500	Budgeting for purchase of small office equipment
5230-Food & Dietary	\$500	To cover miscellaneous items such as meeting refreshments

Volusia Growth Management Commission

FY 2020-21 Annual Budget Request

Key Objectives:

Review the Comprehensive Plans and any plan amendments thereto for each governmental entity in Volusia County to insure intergovernmental coordination and cooperation.

Performance Measures:

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20 (est.)	2019-20 YTD (2/6/20)	FY 2020-21 (est.)
Applications Reviewed	49	78	63	90	36	70

Mission Statement:

To provide an effective means for coordinating the plans of municipalities and the County, in order to provide a forum for units of local government in Volusia County to coordinate decision making related to land use, the environment and public services for the citizens of Volusia County.

Budget Request Overview:

The number of new applications reviewed by the VGMC has remained consistent over the past several years. In 2016, the VGMC Consistency Certification Rules were amended. While the standard of review by the VGMC remains the same, the changes, in part, limited the ability of the commission to independently request additional information and/or request a public hearing in many cases.

The requested VGMC budget represents anticipated expenses to be incurred by the VGMC to carry out the duties of the commission under the current rules and regulations.

Program Book Information:

The Volusia Growth Management Commission (VGMC) is established by Section 202.3 of the Volusia County Code and is comprised of 21 voting and two non-voting members. The voting members include one representative appointed by each of the 16 municipalities in Volusia County, and five members appointed by the County Council to represent the unincorporated area of Volusia County. The two non-voting members represent the Volusia County School Board and the St. Johns Water Management District.

The VGMC's primary duty and responsibility is to review the comprehensive plans and any plan amendments thereto for each governmental entity in Volusia County to determine the extent to which it is consistent with the comprehensive plans of adjacent and/or affected jurisdictions, and to insure intergovernmental coordination and cooperation. The Commission utilizes contract legal and planning services, and also has one permanent staff member.