

# Volusia Growth Management Commission Meeting Notice and Agenda

7:00 p.m.

February 26, 2020

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

- I. Call Meeting to Order
- II. Roll Call
- III. Citizen Comments on matters other than scheduled hearings
- IV. Approval of Minutes:
  - 1) January 22, 2020 Regular Meeting
- V. Public Hearings – no public hearings scheduled
- VI. Report from Planning Consultant
- VII. Report from Legal Counsel
- VIII. Report from Commission Operations Manager
- IX. Report from Commission Chairman
- X. Reports from Committees:
  - 1) P.O.P. Report
  - 2) Budget Report
    - a) 2019-20 Year to Date Expenses
    - b) 2020-21 Proposed Budget – Consider recommendation from the Budget Committee for approval of the 2020-21 proposed budget
- XI. Old Business
- XII. New Business
- XIII. Commissioner Requests or Remarks
- XIV. Adjournment

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, Suite #305, Daytona Beach, FL, 32114, (386) 947-1875.

\*There will be a meeting of the Budget Committee beginning at 6:30 p.m. in the City Commission Chambers

\*\*There will be a meeting of the Personnel Operations and Procedures Committee beginning at 6:30 p.m. in Conference Room #149A

**Volusia Growth Management Commission**

**MINUTES FOR MEETING HELD**

**Wednesday, January 22, 2020**

Thomas C. Kelly Administration Center  
Frank T. Bruno Jr. County Council Chambers  
123 W. Indiana Avenue  
DeLand, FL

**MEMBERS PRESENT**

Debbie Connors, Chair  
Sid Vihlen, Jr., Vice Chair  
Loretta Arthur, Secretary  
Larry Saffer  
Mary Swiderski  
Joseph Hammett  
Robert Storke  
Harold Briley  
Paul Manning  
Christy Gillis  
Jon Greene  
Daniel Robins  
John Samuelson  
Jack Surette  
Thomas Wright

**REPRESENTING**

Port Orange  
DeBary  
Holly Hill  
Daytona Beach Shores  
DeLand  
Lake Helen  
Orange City  
Ormond Beach  
Ponce Inlet  
South Daytona  
Volusia County  
Volusia County  
Volusia County  
Volusia County  
Volusia County

**MEMBERS NOT PRESENT**

Loretta Arthur, Secretary  
Sandy Lou Gallagher  
Doug Gutierrez  
Teresa Pope

Holly Hill  
Deltona  
Daytona Beach  
Edgewater

**NON-VOTING MEMBERS**

Saralee Morrissey (not present)  
Steven Fitzgibbons (not present)

Volusia County School Board  
SJRWMD

**OTHERS PRESENT**

Merry Chris Smith, VGMC Operations Manager  
Chris Dougherty, S&ME, VGMC Planner  
Heather Ramos, GrayRobinson, VGMC General Counsel

### CALL TO ORDER

VGMC Chair Debbie Connors called the meeting to order at 7:00 p.m.

### ROLL CALL

Roll call was taken and it was determined there was a quorum present.

Chair Connors welcomed new member Jon Greene representing Volusia County.

### CITIZEN COMMENTS

There were no citizens present who wished to speak at this time.

### APPROVAL OF MINUTES

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

### PUBLIC HEARING

Chair Connors stated there were no items scheduled for public hearing.

### REPORT FROM PLANNING CONSULTANT

Chair Connors called on Chris Dougherty, VGMC planner to provide an update. Ms. Connors also wished Mr. Dougherty a happy birthday.

Mr. Dougherty stated that it's been a busy start to the new year and reported that we currently have two applications (VGMC #19-049 and #19-066) from Daytona Beach that we have received petitions for hearing. Additionally, he stated a third application (VGMC #19-069) from Daytona Beach has an outstanding Request for Additional information in which we await the City's response. In response to a question from Mr. Vihlen, Mr. Dougherty stated the public hearings for the two Daytona Beach applications are presently scheduled for February 26, 2020. He added that he spoke with the City recently and they are hopeful to reach some form of resolution on these applications without the need for a public hearing.

### REPORT FROM LEGAL COUNSEL

Heather Ramos, VGMC legal counsel, stated there were no legal updates at this time. Ms. Ramos also thanked the commission for approving the legal contract at the last meeting. In addition, she clarified a question from the prior meeting relating to the contract, stating for the record that the attorney rate for litigation would be the same as the rate billed for general representation.

### REPORT FROM COMMISSION OPERATIONS MANAGER

Ms. Smith discussed several security procedures in place in the Council Chambers. She also stated that the VGMC application is currently being updated to include revised notary language required by recent changes in law, as well as several other minor cosmetic updates, and will be distributed to all of the units of local government.

### REPORT FROM COMMISSION CHAIR

Chair Connors stated at the August meeting, the commission discussed the County's smart growth initiative and directed that a letter be sent to the County Council notifying them the VGMC is willing to be a participant in the process. Ms. Connors read aloud the letter which was sent to the County Council in September, 2019, and she reported that there has been no response received.

### REPORTS OF COMMITTEES

POP Report: POP Committee Chair Sid Vihlen stated that the Operations Manager performance is evaluated annually by the committee. He reported that each of the completed evaluations rated Ms. Smith outstanding in each of the nine established review criteria, and he submitted the evaluations into the record.

Budget Report: VGMC Chair Debbie Connors stated she chaired the Budget Committee meeting earlier in Ms. Arthur's absence. The committee reviewed both the current YTD budget expenses as well as the 2020-21 proposed budget and did not identify any issues. Ms. Connors asked if there were any questions or comments of the commission members on either of the two budget items and there were none.

### OLD BUSINESS

With respect to the smart growth letter, Commissioner Surette asked if any informal responses had been received and if we knew where the County Council currently is on that issue. Chair Connors responded that there were no responses at all received to her letter. Additionally, Ms. Connors stated she's not certain on the current status of the efforts, however, it does not necessarily appear to be as high a priority as it once was.

With respect to the 2020-21 proposed budget, Commissioner Swiderski questioned why the proposed salary for the Operations Manager is the same as in the current budget, and whether that should be increased. Ms. Smith stated that all of the line items within the personal services portion of the budget are determined by the County and will be adjusted. She added that if the Council approves an increase for County employees, she also receives the increase.

### NEW BUSINESS

- 1) Consideration of VGMC Resolution #2020-01, Apportionment of Voting Weight

Jack Surette moved to approve Resolution #2020-01 as presented; seconded by Harold Briley. Motion carried unanimously.

2) Election of Officers

Chair Connors reported that she has served the two term limit as Chair and no longer eligible to serve in this capacity, and she opened the floor for nominations for the office of Chair.

Mary Swiderski nominated Sid Vihlen Jr. to serve as Chairman of the VGMC. There were no further nominations made. The commission unanimously elected Sid Vihlen, Jr. as Chairman of the VGMC. Mr. Vihlen made several comments and stated he gladly accepts the role of Chairman.

Ms. Connors opened the floor for nominations for the office of Vice Chair. Mr. Vihlen commented favorably on Ms. Connors experience and leadership as Chair. Mr. Vihlen then nominated Debbie Connors to serve as Vice Chair of the VGMC. There were no further nominations made. The commission unanimously elected Debbie Connors as Vice Chair of the VGMC.

Ms. Connors opened the floor for nominations for the office of Secretary. At the request of Mr. Vihlen, Ms. Smith described the primary responsibilities of the Commission Secretary. Debbie Connors nominated Christy Gillis to serve as Secretary of the VGMC. There were no further nominations made. The commission unanimously elected Christy Gillis as Secretary of the VGMC.

COMMISSIONER REQUESTS OR REMARKS

Commissioner Manning asked when the commission last held a public hearing. Mr. Dougherty stated the commission has held two public hearings within the past couple of years, one involving Daytona Beach and the other Orange City. He added that the VGMC currently has two pending petitions for hearing which may come before the commission in February. Mr. Dougherty also described the staff review process and the coordination with the applicant and adjacent local governments when a petition for hearing is filed. Commissioner Manning commented that it appears VGMC planning staff helps facilitate the resolution of the issues, as well as assisting the local governments through the process. Mr. Dougherty agreed.

Ms. Connors thanked the VGMC staff for their support and efforts.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:25 p.m.

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Attest:

\_\_\_\_\_  
Chair

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

<b>Object Code</b>	<b>Short Description</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Expenses</b>	<b>Budget Balance</b>	<b>% of Budget</b>
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%
<b>Totals</b>	<b>Personal Services</b>	<b>\$37,134</b>	<b>\$37,134</b>	<b>\$14,628</b>	<b>\$22,506</b>	<b>39%</b>

<b>Object Code</b>	<b>Short Description</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Expenses</b>	<b>Budget Balance</b>	<b>% of Budget</b>
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%
<b>Totals</b>	<b>Operating</b>	<b>\$155,107</b>	<b>\$155,107</b>	<b>\$35,649</b>	<b>\$119,458</b>	<b>23%</b>

<b>TOTAL</b>	<b>VGMC Budget</b>	<b>\$192,241</b>	<b>\$192,241</b>	<b>\$50,277</b>	<b>\$141,964</b>	<b>26%</b>
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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

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TO: Members of the VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager

DATE: February 13, 2020

RE: 2020-21 Proposed Budget

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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
	<b>Totals</b>	<b>\$138,608.00</b>	<b>\$225,987.00</b>	<b>\$117,698.00</b>	<b>\$134,784.00</b>	<b>\$111,880.00</b>	<b>\$192,241.00</b>	<b>\$145,791.40</b>	<b>\$180,441.00</b>

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

<b>Object Code/ Description</b>	<b>Budget Amount</b>	<b>Justification</b>
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.