



## Volusia Growth Management Commission

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TO: VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager *MCS*

DATE: February 13, 2019

RE: Budget Committee Meeting, February 27, 2019

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Attached please find the agenda package for the Budget Committee meeting scheduled for Wednesday, February 27, 2019 beginning at **6:30 p.m.** in Room #149A at the Daytona Beach City Hall.

If you have any questions or are unable to attend, please let me know at your earliest possible convenience.

Thank you.

Budget Committee Members

Loretta Arthur, Committee Chair  
Harold Briley  
Christy Gillis  
Joe Hammett  
Mark McGee  
Teresa Pope  
Glyn Slay

cc: Debbie Connors, VGMC Chair

**Volusia Growth Management Commission  
Budget Meeting Notice and Agenda**

6:30 p.m.

February 27, 2019

Daytona Beach City Hall  
Room #149A  
301 S. Ridgewood Avenue  
Daytona Beach, FL

- I. Roll Call
- II. Approval of Minutes – September 26, 2018 Budget Committee Meeting
- III. Review 2018-19 Fiscal YTD Expenditures
- IV. Discuss Preliminary 2019-20 Proposed VGMC 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, September 26, 2018**  
Thomas C. Kelly Administration Center  
County Council Chambers Conference Room  
123 W. Indiana Avenue, DeLand, FL

The meeting was called to order at 6:32 p.m. by Budget Committee Member James Wachtel. The following committee members were present: Harold Briley, Christy Gillis, Glyn Slay and James Wachtel. Merry Smith, Operations Manager, was also present.

It was determined that a quorum was present.

**Approval of Minutes**

**March 28, 2018 Budget Committee Meeting**

Glyn Slay made a motion to approve the minutes of the March 28, 2018 Budget Committee meeting as presented; motion seconded by Harold Briley. Motion carried unanimously.

**Review 2017-18 Fiscal YTD Expenditures**

Mr. Wachtel reviewed the current year to date expenses. He pointed out that the contract services budget is currently at 57% of budget, and total VGMC expenses are currently at 61% of the total approved budget. He added that we are nearing conclusion of the current fiscal year which is September 30, 2018.

**2018-19 Budget Update**

Ms. Smith pointed out that the \$15,000 litigation contingency requested by the VGMC was removed by the County, however, they added \$10,000 back into the legal budget, increasing it from \$40,000 to \$50,000.

Mr. Wachtel asked about the computer replacement and commissions/fees line items. Ms. Smith responded that the VGMC's desk top and lap top computers are part of the County's computer replacement program and the associated costs are established by the County. Additionally, she stated the VGMC is required to pay an annual special district fee which is paid out of the commissions/fees budget.

Ms. Smith stated the 2018-19 VGMC budget was approved by the County Council on September 18, 2018.

There is no action necessary on the part of the committee or commission with respect to the 2017-18 YTD expenses & 2018-19 budget. Mr. Wachtel will provide an update to the full commission at the regular meeting tonight.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:39 p.m.

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Budget Committee Chair

Date

DRAFT

***VGMC Budget Worksheet***  
***2018-19 Budget Expenses Through 2/12/19***

<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	\$26,844.00	\$26,844.00	\$8,522.00	<b>\$18,322.00</b>	32%
2100	FICA	\$2,064.00	\$2,064.00	\$471.00	<b>\$1,593.00</b>	23%
2200	Retirement	\$2,092.00	\$2,092.00	\$704.00	<b>\$1,388.00</b>	34%
2301	Group Insurance	\$5,516.00	\$5,516.00	\$5,516.00	<b>\$0.00</b>	100%
2302	Life Insurance	\$262.00	\$262.00	\$84.00	<b>\$178.00</b>	32%
2303	Dental Insurance	\$144.00	\$144.00	\$0.00	<b>\$144.00</b>	0%
	<b>Personal Services</b>	<b>\$36,922.00</b>	<b>\$36,922.00</b>	<b>\$15,297.00</b>	<b>\$21,625.00</b>	<b>41%</b>
3320	Comm. Fees	\$250.00	\$250.00	\$175.00	<b>\$75.00</b>	70%
*3400	Contract Services	\$130,000.00	\$130,000.00	\$16,922.00	<b>\$113,078.00</b>	13%
3710	Computer Replacement	\$808.00	\$808.00	\$808.00	<b>\$0.00</b>	100%
3810	Training & Education	\$200.00	\$200.00	\$0.00	<b>\$200.00</b>	0%
3820	Registration Fees	\$250.00	\$250.00	\$0.00	<b>\$250.00</b>	0%
4000	Travel	\$4,410.00	\$4,410.00	\$0.00	<b>\$4,410.00</b>	0%
4100	Communications	\$600.00	\$600.00	\$300.00	<b>\$300.00</b>	50%
4211	Postage - CNTY	\$1,500.00	\$1,500.00	\$142.00	<b>\$1,358.00</b>	9%
4250	Mileage	\$300.00	\$300.00	\$0.00	<b>\$300.00</b>	0%
4400	Rent	\$9,000.00	\$9,000.00	\$3,967.00	<b>\$5,033.00</b>	44%
4510	Liability Insurance	\$633.00	\$633.00	\$633.00	<b>\$0.00</b>	100%
4700	Printing	\$500.00	\$500.00	\$0.00	<b>\$500.00</b>	0%
4711	Xerox - C/R	\$1,000.00	\$1,000.00	\$52.00	<b>\$948.00</b>	5%
4910	Legal Ads	\$4,000.00	\$4,000.00	\$230.00	<b>\$3,770.00</b>	6%
5100	Office Supplies	\$1,000.00	\$1,000.00	\$0.00	<b>\$1,000.00</b>	0%
5102	Office Equipment	\$500.00	\$500.00	\$0.00	<b>\$500.00</b>	0%
5230	Food & Dietary	\$500.00	\$500.00	\$0.00	<b>\$500.00</b>	0%
	<b>Operating</b>	<b>\$155,451.00</b>	<b>\$155,451.00</b>	<b>\$23,229.00</b>	<b>\$132,222.00</b>	<b>15%</b>
6430	Other Equipment	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	0%
	Capital Outlay	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	0%
	<b>ORG</b>	<b>\$192,373.00</b>	<b>\$192,373.00</b>	<b>\$38,526.00</b>	<b>\$153,847.00</b>	<b>20%</b>

Contract Services YTD Actual Expenses Paid break down as follows:

- \$ 2,760 Legal-GrayRobinson
- \$ 0 Planning-VHB
- \$ 14,162 Planning-S&ME

\$3,432 CURRENTLY PENDING IN CONTRACT SERVICES INVOICES



## Volusia Growth Management Commission

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TO: Members of the VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager

DATE: February 13, 2019

RE: Preliminary Draft 2019-20 Proposed Budget

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Attached please find a preliminary budget package for the 2019-20 fiscal year for your review and discussion.

Many of the proposed budget figures are consistent with the current 2018-19 approved budget, with several revisions described below.

The first page of the attached package is a worksheet which provides a 5-year budget history, the current approved budget, and preliminary proposed budget figures for the 2019-20 fiscal year. Page two is a budget justification form which provides more specific detail relating to the individual line items. Page three provides the objectives, measurements, and budget request overview. The final page is information that is included in the program book when the County presents the budget to the Council next year.

Following are additional comments/information relating to some of the individual line items that I would like to specifically expand upon:

- 1) Object Codes 1201 thru 2400: The Personal Services category relates specifically to the Operations Manager position which I presently occupy. The proposed budget figures are based upon current costs and estimates. The County Human Resources division utilizes a program that calculates salaries and other associated line items (which is based in part on hourly rate of pay, projected costs of benefits, etc.). Therefore, object codes 1201 thru 2400 are subject to tweaking once the County receives the VGMC proposed budget.
- 2) Object Code 3400: The Contract Services budget of \$125,000 is based upon estimates provided by legal and planning staffs: GrayRobinson (\$45,000), S&ME (\$65,000) & VHB (\$15,000). This represents a \$5,000 reduction from the current \$130,000 approved budget which is based upon a \$5,000 decrease in the legal budget estimate.

- 3) Object Code 3101: I've included \$15,000 for Legal Expenses. The VGMC has traditionally requested a litigation contingency each year, however, it is typically deleted from the budget as the County has informed us that they do not budget for litigation contingencies at the departmental level.

Based upon the figures included in the attached worksheet, the total preliminary proposed budget for 2019-20 is \$202,855 (including the litigation contingency) which is approximately \$10,000 greater than our current approved budget. If the litigation contingency is not included, the budget would be reduce to \$187,855, which is approximately \$4,500 less than the current approved budget.

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

Thank you.

cc: Debbie Connors, VGMC Chair

## VGM Budget Worksheet

Object Code	Short Description	Actuals 2013-14	Actuals 2014-15	Actuals 2015-16	Actuals 2016-17	Actuals 2017-18	Adopted 2018-19	5 Year Average	Proposed 2019-20
1201	Salaries	\$23,382.00	\$24,412.00	\$25,873.00	\$25,435.00	\$26,057.00	\$26,844.00	\$25,031.80	\$27,355.00
2100	FICA	\$1,596.00	\$1,453.00	\$1,528.00	\$1,453.00	\$1,461.00	\$2,064.00	\$1,498.20	\$2,092.00
2200	Retirement	\$10,298.00	\$1,791.00	\$1,899.00	\$1,943.00	\$2,090.00	\$2,092.00	\$3,604.20	\$2,035.00
2201	Retirement-Prior Yr	\$17,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,451.80	\$0.00
2301	Group Insurance	\$0.00	\$4,774.00	\$5,214.00	\$5,520.00	\$5,520.00	\$5,516.00	\$4,205.60	\$5,516.00
2302	Life Insurance	\$138.00	\$250.00	\$255.00	\$249.00	\$255.00	\$262.00	\$229.40	\$262.00
2303	Dental Insurance	\$0.00	\$0.00	\$5.00	\$60.00	\$0.00	\$144.00	\$13.00	\$144.00
2400	Workman's Comp	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.60	\$0.00
	Personal Services	\$52,731.00	\$32,680.00	\$34,774.00	\$34,660.00	\$35,383.00	\$36,922.00	\$38,045.60	\$37,404.00

3101	Legal Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
3320	Comm., Fees	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$250.00	\$175.00	\$250.00
3400	Contract Services	\$90,146.00	\$75,553.00	\$160,898.00	\$69,024.00	\$85,533.00	\$130,000.00	\$96,230.80	\$125,000.00
3710	Computer Replacement	\$792.00	\$792.00	\$792.00	\$918.00	\$808.00	\$808.00	\$820.40	\$808.00
3810	Training & Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
3820	Registration Fees	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$11.00	\$250.00
4000	Travel (Members)	\$0.00	\$3,850.00	\$4,970.00	\$1,645.00	\$1,540.00	\$4,410.00	\$2,401.00	\$4,410.00
4100	Communications	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
4211	Postage - CNTY	\$1,321.00	\$1,202.00	\$1,341.00	\$1,044.00	\$864.00	\$1,500.00	\$1,154.40	\$1,500.00
4250	Mileage	\$263.00	\$125.00	\$175.00	\$43.00	\$0.00	\$300.00	\$121.20	\$300.00
4400	Rent	\$7,568.00	\$7,588.00	\$7,569.00	\$7,747.00	\$7,778.00	\$9,000.00	\$7,650.00	\$9,000.00
4510	Liability Insurance	\$0.00	\$0.00	\$0.00	\$324.00	\$566.00	\$633.00	\$178.00	\$633.00
4701	Printing C/R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
4711	Xerox - C/R	\$772.00	\$644.00	\$1,158.00	\$434.00	\$386.00	\$1,000.00	\$678.80	\$1,000.00
4910	Legal Ads	\$15,449.00	\$14,920.00	\$12,765.00	\$702.00	\$986.00	\$4,000.00	\$8,964.40	\$4,000.00
5100	Office Supplies	\$493.00	\$223.00	\$570.00	\$288.00	\$165.00	\$1,000.00	\$347.80	\$1,000.00
5102	Office Equipment	\$0.00	\$117.00	\$0.00	\$0.00	\$0.00	\$500.00	\$23.40	\$500.00
5230	Food & Dietary	\$142.00	\$139.00	\$200.00	\$94.00	\$0.00	\$500.00	\$115.00	\$500.00
	Operating Totals	\$117,776.00	\$105,928.00	\$191,213.00	\$83,038.00	\$99,401.00	\$155,451.00	\$119,471.20	\$165,451.00

<b>Totals</b>		<b>\$170,507.00</b>	<b>\$138,608.00</b>	<b>\$225,987.00</b>	<b>\$117,698.00</b>	<b>\$134,784.00</b>	<b>\$192,373.00</b>	<b>\$157,516.80</b>	<b>\$202,855.00</b>
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**Volusia Growth Management Commission (VGMC)  
Budget Justification – FY 2019-20**

<b>Object Code/ Description</b>	<b>Budget Amount</b>	<b>Justification</b>
1201-Salaries	\$27,355	One Permanent Staff Operations Manager – Calculated at current hourly rate of \$25.71, regularly scheduled 20-hour work week, plus estimated additional 2 hours per month for meetings outside the course of regularly scheduled hours
2100-FICA	\$2,092	7.65% of Salaries
2200-Retirement	\$2,035	7.44% of Salaries
2301-Group Insurance	\$5,516	Employer share of health insurance
2302-Life Insurance	\$262	Employer provided life insurance
3203-Dental Insurance	\$144	Employer share of dental insurance
3101-Legal Expenses	\$15,000	Litigation Contingency as recommended by legal staff
3320-Comm. Fees	\$250	Annual Assessment/Fees (Special District Fee payable to the State)
3400-Contract Services	\$125,000	\$ 45,000 -- Legal Staff \$ 80,000 -- Planning Staff
3710-Computer Replacement	\$808	Desktop and laptop computer replacement program -- this amount is established by the County
3810-Training & Education	\$200	Outside training for administrative staff
3820-Registration Fees	\$250	Fees for conferences (i.e. VCARD)
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	\$1,500	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	\$633	Liability insurance charged back from the County
4701-Printing C/R	\$500	Reproduction of VGMC materials (outside)
4711-Xerox – C/R	\$1,000	Use of County copier
4910-Legal Ads	\$4,000	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 2019-20 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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19 (est.)	2018-19 YTD (2/4/19)	FY 2019-20 (est.)
Applications Reviewed	78	49	78	70	16	70
# of Cases with formal RAI's or public hearing	2	2	4	2	0	2

### 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.