

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

6:30 p.m.

March 27, 2019

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

- I. Roll Call
- II. Approval of Minutes – February 27, 2019 Budget Committee Meeting
- III. Review 2018-19 Fiscal YTD Expenditures
- IV. Consider Recommendation for the 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, February 27, 2019**

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

The meeting was called to order at 6:40 p.m. by Budget Committee Chair Loretta Arthur. The following committee members were present: Loretta Arthur, Harold Briley, Christy Gillis, Mark McGee and Teresa Pope. Merry Smith, Operations Manager, was also present. It was determined that a quorum was present.

Approval of Minutes

September 26, 2018 Budget Committee Meeting

Christy Gillis made a motion to approve the minutes of the September 26, 2018 Budget Committee meeting as presented; motion seconded by Harold Briley. Motion carried unanimously.

Review 2018-19 Fiscal YTD Expenditures

Ms. Arthur reported that current year expenditures are well within budget, and the commission is currently at 20% of the total approved budget. Ms. Pope asked if those individual line items that are already at 100% of budget are one time/full year expenditures. Ms. Smith responded affirmatively.

Harold Briley made a motion to accept the current year-to-date budget expense report; seconded by Christy Gillis. Motion carried unanimously.

Discuss Preliminary 2019-20 Proposed VGMC Budget

Ms. Arthur reviewed the proposed budget and noted that the line items within the personal services category will be tweaked slightly by the County once the approved budget is submitted. Ms. Smith stated that the proposed contract services and legal expenses budget are based upon estimates provided by the legal and planning staffs. She explained that legal estimated a proposed annual budget of \$45,000 and a \$15,000 litigation contingency for 2019-20. In past years, the County has not approved the litigation contingency. Since the current approved legal budget is \$50,000, Ms. Smith suggested the committee may want to consider increasing the annual legal budget to \$50,000 and reduce the requested legal expenses (litigation contingency) to \$10,000.

Following discussion, there was a consensus to increase the legal budget to \$50,000 and reduce the legal expenses to \$10,000 which would have no change to the total proposed budget. Ms. Arthur will report the committee recommendation during discussion at the regular VGMC meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:52 p.m.

VGMC Budget Worksheet
2018-19 Budget Expenses Through 3/11/19

| Object Code | Short Description | Original Budget | Amended Budget | Total Expenses | Budget Balance | % of Budget |
|--------------------|--------------------------|------------------------|-----------------------|-----------------------|-----------------------|--------------------|
| 1201 | Salaries | \$26,844.00 | \$26,844.00 | \$10,579.00 | \$16,265.00 | 39% |
| 2100 | FICA | \$2,064.00 | \$2,064.00 | \$583.00 | \$1,481.00 | 28% |
| 2200 | Retirement | \$2,092.00 | \$2,092.00 | \$874.00 | \$1,218.00 | 42% |
| 2301 | Group Insurance | \$5,516.00 | \$5,516.00 | \$5,516.00 | \$0.00 | 100% |
| 2302 | Life Insurance | \$262.00 | \$262.00 | \$104.00 | \$158.00 | 40% |
| 2303 | Dental Insurance | \$144.00 | \$144.00 | \$0.00 | \$144.00 | 0% |
| | Personal Services | \$36,922.00 | \$36,922.00 | \$17,656.00 | \$19,266.00 | 48% |
| | | | | | | |
| 3320 | Comm. Fees | \$250.00 | \$250.00 | \$175.00 | \$75.00 | 70% |
| *3400 | Contract Services | \$130,000.00 | \$130,000.00 | \$20,354.00 | \$109,646.00 | 16% |
| 3710 | Computer Replacement | \$808.00 | \$808.00 | \$808.00 | \$0.00 | 100% |
| 3810 | Training & Education | \$200.00 | \$200.00 | \$0.00 | \$200.00 | 0% |
| 3820 | Registration Fees | \$250.00 | \$250.00 | \$0.00 | \$250.00 | 0% |
| 4000 | Travel | \$4,410.00 | \$4,410.00 | \$0.00 | \$4,410.00 | 0% |
| 4100 | Communications | \$600.00 | \$600.00 | \$300.00 | \$300.00 | 50% |
| 4211 | Postage - CNTY | \$1,500.00 | \$1,500.00 | \$142.00 | \$1,358.00 | 9% |
| 4250 | Mileage | \$300.00 | \$300.00 | \$0.00 | \$300.00 | 0% |
| 4400 | Rent | \$9,000.00 | \$9,000.00 | \$3,967.00 | \$5,033.00 | 44% |
| 4510 | Liability Insurance | \$633.00 | \$633.00 | \$633.00 | \$0.00 | 100% |
| 4700 | Printing | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 0% |
| 4711 | Xerox - C/R | \$1,000.00 | \$1,000.00 | \$52.00 | \$948.00 | 5% |
| 4910 | Legal Ads | \$4,000.00 | \$4,000.00 | \$398.00 | \$3,602.00 | 10% |
| 5100 | Office Supplies | \$1,000.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 0% |
| 5102 | Office Equipment | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 0% |
| 5230 | Food & Dietary | \$500.00 | \$500.00 | \$0.00 | \$500.00 | 0% |
| | Operating | \$155,451.00 | \$155,451.00 | \$26,829.00 | \$128,622.00 | 17% |
| | | | | | | |
| 6430 | Other Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| | Capital Outlay | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| | ORG | \$192,373.00 | \$192,373.00 | \$44,485.00 | \$147,888.00 | 23% |

Contract Services YTD Actual Expenses Paid break down as follows:

\$ 3,631 Legal-GrayRobinson

\$ 0 Planning-VHB

\$ 16,723 Planning-S&ME

\$4,617 CURRENTLY PENDING IN CONTRACT SERVICES INVOICES



Volusia Growth Management Commission

TO: Members of the VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager

DATE: March 13, 2019

RE: 2019-20 Proposed Budget

Based upon discussion at the February 27, 2019 Budget Committee meeting, attached is a revised proposed budget for the 2019-20 fiscal year for your review and consideration. Specifically, the total contract services budget was increased from \$125,000 to \$130,000, and the legal expenses budget (litigation contingency) was decreased from \$15,000 to \$10,000. This change represents an increase of \$5,000 in the legal (GrayRobinson) budget, however, no net change to the total proposed budget. These changes are also reflected in the budget justification.

The only other change from the materials you reviewed at the February 27, 2019 meeting is an update to the performance measurements relating to the number of applications reviewed in the current fiscal year.

The 2019-20 proposed budget is also scheduled for consideration by the full commission at the March 27, 2019 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: Debbie Connors, VGMC Chair

VGMC 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 | \$10,000.00 |
| 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 | \$130,000.00 |
| 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 |
| | Totals | \$170,507.00 | \$138,608.00 | \$225,987.00 | \$117,698.00 | \$134,784.00 | \$192,373.00 | \$157,516.80 | \$202,855.00 |

Volusia Growth Management Commission (VGMC) Budget Justification – FY 2019-20

| Object Code/ Description | Budget Amount | Justification |
|-------------------------------------|--------------------------|--|
| 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 | \$10,000 | Litigation Contingency as recommended by legal staff |
| 3320-Comm. Fees | \$250 | Annual Assessment/Fees (Special District Fee payable to the State) |
| 3400-Contract Services | \$130,000 | \$ 50,000 -- 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 (3/5/19) | FY 2019-20 (est.) |
|--|---------------|---------------|---------------|-------------------------|----------------------------|-------------------------|
| Applications Reviewed | 78 | 49 | 78 | 70 | 23 | 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.