

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

6:30 p.m.

August 28, 2019

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

- I. Roll Call
- II. Approval of Minutes – March 27, 2019 Budget Committee Meeting
- III. Review 2018-19 Fiscal YTD Expenditures
- IV. 2019-20 VGMC Budget Update
- 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, March 27, 2019**

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 Chair Loretta Arthur. The following committee members were present: Loretta Arthur, Harold Briley, Christy Gillis, Joe Hammett, Mark McGee and Glyn Slay. VGMC member Paul Manning was also present. It was determined that a quorum was present.

Approval of Minutes

February 27, 2019 Budget Committee Meeting

Harold Briley made a motion to approve the minutes of the February 27, 2019 Budget Committee meeting as presented; motion seconded by Joe Hammett. Motion carried unanimously.

Review 2018-19 Fiscal YTD Expenditures

Ms. Arthur reported the current year expenditures are in line with the budget, and there are no red flags present.

Consider Recommendation for the 2019-20 Proposed VGMC Budget

The proposed budget was discussed at the February 27, 2019 meeting and there was a consensus to increase the legal budget to \$50,000 and reduce the legal expenses to \$10,000. These changes are included in the current proposed budget.

Harold Briley made to motion to recommend the full commission approve the 2019-20 budget as presented; motion seconded by Glyn Slay. Motion carried unanimously.

ADJOURNMENT

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

Budget Committee Chair

Date

VGMC Budget Worksheet

2018-19 Budget Expenses Through 8/12/19

Object Code	Short Description	Original Budget	Amended Budget	Total Expenses	Budget Balance	% of Budget
1201	Salaries	\$26,844.00	\$26,844.00	\$22,150.00	\$4,694.00	83%
2100	FICA	\$2,064.00	\$2,064.00	\$1,215.00	\$849.00	59%
2200	Retirement	\$2,092.00	\$2,092.00	\$1,836.00	\$256.00	88%
2301	Group Insurance	\$5,516.00	\$5,516.00	\$5,516.00	\$0.00	100%
2302	Life Insurance	\$262.00	\$262.00	\$217.00	\$45.00	83%
2303	Dental Insurance	\$144.00	\$144.00	\$0.00	\$144.00	0%
	Personal Services	\$36,922.00	\$36,922.00	\$30,934.00	\$5,988.00	84%

3320	Comm. Fees	\$250.00	\$250.00	\$175.00	\$75.00	70%
3400	Contract Services	\$130,000.00	\$130,000.00	\$46,355.00	\$83,645.00	36%
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	\$600.00	\$0.00	100%
4211	Postage - CNTY	\$1,500.00	\$1,500.00	\$358.00	\$1,142.00	24%
4250	Mileage	\$300.00	\$300.00	\$0.00	\$300.00	0%
4400	Rent	\$9,000.00	\$9,000.00	\$7,965.00	\$1,035.00	89%
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	\$164.00	\$836.00	16%
4910	Legal Ads	\$4,000.00	\$4,000.00	\$576.00	\$3,424.00	14%
5100	Office Supplies	\$1,000.00	\$1,000.00	\$160.00	\$840.00	16%
5102	Office Equipment	\$500.00	\$500.00	\$0.00	\$500.00	0%
5230	Food & Dietary	\$500.00	\$500.00	\$15.00	\$485.00	3%
*5440	Software	\$0.00	\$0.00	\$328.00	-\$328.00	
	Operating	\$155,451.00	\$155,451.00	\$58,137.00	\$97,314.00	37%

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	\$89,071.00	\$103,302.00	46%

*This expense is for license to upgrade Adobe Acrobat software which was unbudgeted.

Contract Services YTD Actual Expenses Paid break down as follows:

\$ 7,636 Legal-GrayRobinson
 \$ 2,470 Planning-VHB
 \$ 36,249 Planning-S&ME

\$540 CURRENTLY PENDING IN CONTRACT SERVICES INVOICES

8/12/2019



Volusia Growth Management Commission

TO: VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager

DATE: August 14, 2019

RE: 2019-20 Budget Update

Attached please find a worksheet showing the 2019-20 budget as approved by the VGMC compared to what the County Budget office is recommending.

The County has recommended a total VGMC budget of \$192,241 which is approximately \$10,000 less than proposed by the commission. You will see that the \$10,000 litigation contingency (3101 Legal Expenses) has been removed. Additionally, the personal services budget, as well as the 3710-Computer and 4510-Insurance-Liability line items are determined by the County each year, and you will see slight modifications in those areas.

The Volusia County Council is scheduled to hold two public hearings on the budget. The first is expected to be held on September 3, 2019, with the second/adoption hearing to be held on September 17, 2019.

There is no action necessary on the part of the Budget Committee or VGMC at this time. If you have any questions in advance of the meeting, please do not hesitate to contact me.

***2019-20 Budget Worksheet Comparison
VGMC Proposed vs. County Recommendation***

Object Code	Short Description	VGMC Proposed	County Recommendation	Dollar Change
1201	Salaries	\$27,355.00	\$27,650.00	\$295.00
2100	FICA	\$2,092.00	\$2,132.00	\$40.00
2200	Retirement	\$2,035.00	\$2,368.00	\$333.00
2301	Group Insurance	\$5,516.00	\$4,500.00	-\$1,016.00
2302	Life Insurance	\$262.00	\$308.00	\$46.00
2303	Dental	\$144.00	\$176.00	\$32.00
	Personal Services	\$37,404.00	\$37,134.00	-\$270.00

3101	Legal Expenses	\$10,000.00	\$0.00	-\$10,000.00
3320	Comm. Fees	\$250.00	\$250.00	\$0.00
3400	Contract Services	\$130,000.00	\$130,000.00	\$0.00
3710	Computer Replacement	\$808.00	\$816.00	\$8.00
3810	Training & Education	\$200.00	\$200.00	\$0.00
3820	Registration Fees	\$250.00	\$250.00	\$0.00
4000	Travel	\$4,410.00	\$4,410.00	\$0.00
4100	Communications	\$600.00	\$600.00	\$0.00
4211	Postage - CNTY	\$1,500.00	\$1,500.00	\$0.00
4250	Mileage	\$300.00	\$300.00	\$0.00
4400	Rent	\$9,000.00	\$9,000.00	\$0.00
4510	Insurance-Liability	\$633.00	\$281.00	-\$352.00
4701	Printing C/R	\$500.00	\$500.00	\$0.00
4711	Copying - C/R	\$1,000.00	\$1,000.00	\$0.00
4910	Legal Ads	\$4,000.00	\$4,000.00	\$0.00
5100	Office Supplies	\$1,000.00	\$1,000.00	\$0.00
5102	Office Equipment	\$500.00	\$500.00	\$0.00
5230	Food & Dietary	\$500.00	\$500.00	\$0.00
	Operating	\$165,451.00	\$155,107.00	-\$10,344.00

	TOTAL	\$202,855.00	\$192,241.00	-\$10,614.00
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