

Volusia Growth Management Commission Budget Meeting Notice and Agenda

6:30 p.m. September 23, 2020

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

- I. Roll Call
- II. Approval of Minutes – February 26, 2020 Budget Committee Meeting
- III. Review 2019-20 Fiscal YTD Expenditures
- IV. Update on 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.

The Volusia Growth Management Commission (VGMC) welcomes public participation and is interested in hearing your comments. During this time of extraordinary circumstances dealing with the Declared Emergency associated with COVID-19, the VGMC promotes in-person public attendance with arrangements made for appropriate social distancing. Space may be limited to ensure that persons may participate in a space that readily allows for appropriate social distancing. These steps are being taken consistent with the goals of the Governor's Executive Order 20-112.

**Budget Committee
Volusia Growth Management Commission**

**MINUTES FOR MEETING HELD
Wednesday, February 26, 2020**

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

The meeting was called to order at 6:32 p.m. by Budget Committee Chair Christy Gillis. The following committee members were also present: Jon Greene, Joe Hammett, Paul Manning, Teresa Pope and Thomas Wright. Also present was VGMC Operations Manager Merry Smith.

Approval of Minutes

January 22, 2020 Budget Committee Meeting

Joe Hammett made a motion to approve the minutes of the January 22, 2020 Budget Committee meeting as presented; motion seconded by Jon Greene. Motion carried unanimously.

2020-21 VGMC Budget Update

Ms. Smith explained that the proposed 2020-21 budget before the committee tonight was reviewed by both the committee and commission at the January 22, 2020 meeting and there were no changes requested. She stated the committee will vote on the proposed budget and then bring the recommendation before the full commission at the regular meeting for final approval.

Ms. Pope stated there is \$80,000 in the proposed planning budget for S&ME and VHB, and asked more specifically who those firms were. Ms. Smith responded that VHB is the same planning firm the VGMC has used since the inception of the VGMC, and they currently serve generally as the backup planner. S&ME is the planning firm in which Chris Dougherty works, and they serve as the primary planner to the commission.

Mr. Greene asked why there has been such a decrease in the legal ads budget in the past several years. Ms. Smith explained that prior to the 2016 changes to the consistency rules and regulations anyone could petition for hearing as an affected party. Therefore, all notices of application were published in the Daytona Beach News Journal. Since the 2016 changes, only units of local government are allowed to be a party to an application. As a result, the notices of application are no longer published in the News Journal. Instead, they are sent to all of the units of local government and published on the VGMC website.

Joe Hammett made a motion to recommend the full commission approve the proposed 2020-21 budget; motion seconded by Teresa Pope and carried unanimously.

Review 2019-20 Fiscal YTD Expenditures

There were no questions, discrepancies or concerns noted relating to the current fiscal year expenses.

Other Business

Relating to member travel reimbursements, Mr. Manning asked if the County could donate an individual member's reimbursement directly to a charity. Ms. Smith stated she would check with the County accounting division.

Ms. Pope asked if Ms. Smith is the only employee paid out of the salary budget. Chair Gillis responded affirmatively.

Adjournment

There being no further business, the meeting was adjourned at 6:42 p.m.

Budget Committee Chair

VGMC Budget Worksheet
2019-20 Budget Expenses as of September 8, 2020

Object Code	Short Description	Original Budget	Amended Budget	Total Expenses	Budget Balance	% of Budget
1201	Salaries	\$27,650	\$27,650	\$24,992	\$2,658	90%
2100	FICA	\$2,132	\$2,132	\$1,341	\$791	63%
2200	Retirement	\$2,368	\$2,368	\$2,199	\$169	93%
2301	Group Insurance	\$4,500	\$4,500	\$4,500	\$0	100%
2302	Life Insurance	\$308	\$308	\$245	\$63	80%
2303	Dental Insurance	\$176	\$176	\$0	\$176	0%
Totals	Personal Services	\$37,134	\$37,134	\$33,277	\$3,857	90%

Object Code	Short Description	Original Budget	Amended Budget	Total Expenses	Budget Balance	% of Budget
3320	Comm. Fees	\$250	\$250	\$175	\$75	70%
3400	Contract Services	\$130,000	\$130,000	\$74,142	\$55,858	57%
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	\$600	\$0	100%
4211	Postage	\$1,500	\$1,500	\$492	\$1,008	33%
4250	Mileage	\$300	\$300	\$0	\$300	0%
4400	Rent	\$9,000	\$9,000	\$8,199	\$801	91%
4510	Liability Insurance	\$281	\$281	\$281	\$0	100%
4700	Printing	\$500	\$500	\$0	\$500	0%
4711	Xerox - Copier	\$1,000	\$1,000	\$190	\$810	19%
4910	Legal Ads	\$4,000	\$4,000	\$654	\$3,346	16%
5100	Office Supplies	\$1,000	\$1,000	\$273	\$727	27%
5102	Office Equipment	\$500	\$500	\$0	\$500	0%
5230	Food & Dietary	\$500	\$500	\$71	\$429	14%
Totals	Operating	\$155,107	\$155,107	\$85,893	\$69,214	55%

TOTAL	VGMC Budget	\$192,241	\$192,241	\$119,170	\$73,071	62%
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Contract Services YTD Actual Expenses Paid break down as follows:

\$ 9,864 Legal - GrayRobinson

\$56,588 Planning - SME

\$ 7,690 Planning - VHB

Currently \$1,788 pending Contract Services expenses



Volusia Growth Management Commission

TO: VGMC Budget Committee

FROM: Merry Chris Smith, Operations Manager

DATE: September 9, 2020

RE: 2020-21 Budget Update

Attached please find a worksheet showing the 2020-21 budget as approved by the VGMC compared to what County staff is recommending the County Council approve.

The County has recommended a total VGMC budget of \$181,854 which is approximately \$1,400 more than proposed by the commission. The changes are attributed to the personal services object codes, as well as the 3710-Computer and 4510-Insurance-Liability budgets. These are all line items in which expenses are determined each year by the County and generally vary slightly from what the commission has approved.

The Volusia County Council is scheduled to hold two public hearings on the budget. The first is scheduled to be held on September 15, 2020, with the second/adoption hearing expected to be held on September 29, 2020.

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.

***2020-21 Budget Worksheet Comparison
VGMC Proposed vs. County Recommendation***

Object Code	Short Description	VGMC Proposed	County Recommendation	Dollar Change
1201	Salaries	\$27,650.00	\$28,480.00	\$830.00
2100	FICA	\$2,132.00	\$2,192.00	\$60.00
2200	Retirement	\$2,368.00	\$2,886.00	\$518.00
2301	Group Insurance	\$4,500.00	\$4,500.00	\$0.00
2302	Life Insurance	\$308.00	\$324.00	\$16.00
2303	Dental	\$176.00	\$180.00	\$4.00
	Personal Services	\$37,134.00	\$38,562.00	\$1,428.00

3320	Comm. Fees	\$250.00	\$250.00	\$0.00
3400	Contract Services	\$120,000.00	\$120,000.00	\$0.00
3710	Computer Replacement	\$816.00	\$612.00	-\$204.00
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	\$1,000.00	\$1,000.00	\$0.00
4250	Mileage	\$300.00	\$300.00	\$0.00
4400	Rent	\$9,000.00	\$9,000.00	\$0.00
4510	Insurance-Liability	\$281.00	\$470.00	\$189.00
4701	Printing C/R	\$200.00	\$200.00	\$0.00
4711	Copying - C/R	\$1,000.00	\$1,000.00	\$0.00
4910	Legal Ads	\$3,000.00	\$3,000.00	\$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	\$143,307.00	\$143,292.00	-\$15.00

	TOTAL	\$180,441.00	\$181,854.00	\$1,413.00
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