

**Budget Committee
Volusia Growth Management Commission**

**MINUTES FOR MEETING HELD
Wednesday, January 25, 2017**

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

The meeting was called to order at 6:06 p.m. by Budget Committee Chairman Sid Vihlen. The following committee members were also present: Loretta Arthur, Sandy Gallagher, Christy Gillis, Glyn Slay, Roger Sonnenfeld and Rich Walton. VGMC Chairman Gerald Brandon and Operations Manager Merry Smith were also present.

Approval of Minutes

September 28, 2016 Budget Committee Meeting

Glyn Slay made a motion to approve the minutes of the September 28, 2016 Budget Committee meeting as presented; seconded by Roger Sonnenfeld. Motion carried unanimously.

Review 2016-17 Fiscal YTD Expenditures

Committee Chair Sid Vihlen reported that our current approved budget is \$273,237 and we've incurred only \$12,732 in expenses year to date, representing 5% of the total budget. Ms. Smith pointed out that we presently have approximately \$14,000 in pending contract services invoices. Mr. Vihlen asked if it was necessary to take a vote or approve the current YTD budget expense report. Ms. Smith responded that no further action of the committee is necessary unless they wished to make a change or direct some other form of action.

2017-18 Proposed Budget Update

Mr. Vihlen reported that the current adopted budget is \$273,237 and the proposed budget prepared by Ms. Smith is \$211,428, which represents a significant reduction. Ms. Smith stated that the change in VGMC rules which occurred in 2016 is expected to have a significant reduction in legal ad costs since the notice of applications are now posted on the website and not published in the News Journal. Additionally, she stated the professional legal and planning staff estimates are considerably less than the current year budget. Mr. Vihlen spoke relating to the change(s) in the VGMC review process as a result of the amendments to the VGMC Consistency Rules & Regulations. Ms. Smith added that the level of staff review on amendment applications has not changed, however, VGMC staff and the commission are limited in terms of the ability to request additional information or independently call for a public hearing on an application, which should reduce staff expenses.

Mr. Walton raised a question about the length of the office lease. Ms. Smith responded that the lease is renewed annually and she believes there has been only two increases in the rent since moving to that location in 2006. She also stated that the rental budget includes not only the office lease, but also the costs for off-site file storage.

Ms. Arthur joined the meeting.

Mr. Vihlen asked for procedural clarification in moving forward with the 2017-18 proposed budget. Ms. Smith stated in accordance with the VGMC operating rules, it is scheduled for discussion at tonight's regular meeting for purposes of taking any input from the full commission. Thereafter, the Budget Committee will meet prior to the next regular meeting to review the proposed budget and prepare a recommendation that will be brought forward to the full commission as a motion and a second for approval at the next regular meeting.

Mr. Vihlen asked the committee members if they are comfortable with the 2017-18 budget as proposed. There was a general consensus to bring the proposed 2017-18 budget forward as presented for discussion at tonight's regular meeting of the commission.

Mr. Sonnenfeld asked if the \$130,000 proposed contract services budget was based upon staff estimates and takes into consideration the streamlined review process. Ms. Smith responded affirmatively. Mr. Sonnenfeld commented that even with the total reduction in the proposed contract services budget, the amount still exceeds the 5-year average.

Mr. Walton asked if the proposed budget includes the litigation contingency that the County generally takes out. Ms. Smith responded that the total proposed budget includes a \$15,000 litigation contingency.

Ms. Arthur asked if we have started noticing the applications on the website and stopped publishing them in the News Journal. Ms. Smith responded affirmatively, adding that the proposed legal ad budget has been reduced to \$6,000. She stated there are still some items that are published in the News Journal, such as the annual notice of meetings, scheduled committee meetings and scheduled public hearings.


Mr. Vihlen commented favorably on the proposed budget package prepared by Ms. Smith, and the level of detail provided. Ms. Arthur also commented favorably on Ms. Smith's overall performance.

VGMC Chairman Brandon joined the meeting.

General discussion ensued amongst the members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:25p.m.



Budget Committee Chair Date