

Budget Committee
Volusia Growth Management Commission

**MINUTES FOR
MEETING HELD
Wednesday, August 27, 2014**

City of Daytona Beach
Room #116
301 S. Ridgewood Avenue
Daytona Beach, FL

The meeting was called to order at 6:30 p.m. by Committee Chairman, Roger Sonnenfeld.

The following Budget Committee members were present: Committee Chairman Roger Sonnenfeld, Debbie Connors, Douglas deLeon, Richard Kane, Glyn Slay and Sandra Walters. Also present for portions of the meeting was VGMC Operations Manager Merry Chris Smith.

Approval of the Minutes of the May 28, 2014 Budget Committee Meeting

Sandra Walters made a motion to approve the minutes of the Budget Committee meeting held on May 28, 2014 as presented; seconded by Glyn Slay. Motion carried unanimously.

Review 2013-14 Fiscal YTD Expenditures

Chairman Sonnenfeld reported the worksheet incorporates the funds that were transferred from the contract services budget into the personal services accounts to cover the retirement and other benefits for the Operations Manager position which were not previously budgeted. He also stated that we still have a considerable surplus in the contract services budget with year-to-date expenses at only 34% of budget. Mr. Slay asked if we are at where we should be with respect to the contract services budget. Mr. Sonnenfeld responded that we originally budgeted \$216,000 for contract services and later amended it to \$186,309 as monies were transferred to personal services. Ms. Connors added that the fiscal year ends September 30, 2014 and we are well under budget.

There was general agreement that the commission is in good shape with respect to the 2013-14 expenses.

Ms. Smith excused herself from the meeting to attend another meeting.

Update on 2014-15 Budget

Mr. Sonnenfeld stated that Ms. Smith provided a revised 2014-15 budget worksheet comparison. He stated the only difference from the worksheet in the agenda package was a change in the title so that it shows the VGMC amended the proposed budget on May 28, 2014. Mr. Sonnenfeld explained that after submitting our proposed 2014-15 budget, the County staff requested we keep the budget flat. The VGMC decided to voluntarily eliminate the \$25,000 litigation contingency, but did not approve any further reduction requested by County staff in the contract services budget. Mr. Sonnenfeld stated County staff accepted the proposed budget as amended by the

VGMC with the \$25,000 reduction and keeping the contract services budget as originally proposed.

Mr. Slay asked if the VGMC has ever utilized litigation contingency funding. Mr. Sonnenfeld responded that the VGMC requests the funding each year, but the County takes the money out, so it is not there to utilize. Ms. Connors commented that the VGMC has been involved in litigation in the past.

Mr. Sonnenfeld provided a breakdown of the original proposed contract services budget of \$229,300. Specifically: \$87,300 for legal representation, \$100,000 for VHB planning services, \$35,000 for Miller Legg planning services, and \$7,000 for member travel reimbursements. He stated the County moved the \$7,000 budgeted for member travel reimbursement out of the contract services expense account and into the travel expense line item, so the total proposed contract services budget is \$222,300. Mr. Kane asked who the travel reimbursement covered. Mr. Sonnenfeld stated he believes that covers the annual member travel reimbursements as well as the Operations Manager meeting travel expenses. Ms. Connors stated she believes this only applies to annual member travel reimbursements and that the Operations Manager travel expenses were budgeted in mileage expenses. Following a question from Mr. Slay, Ms. Connors stated that member reimbursements were issued once per year. Mr. Sonnenfeld added the reimbursements are \$35 per meeting attended.

Ms. Smith rejoined the meeting. She confirmed that the travel reimbursements were for the members, calculated at \$35 per meeting, and checks are issued once per year at the conclusion of the fiscal year.

Mr. Kane asked why the County eliminated monies from the worker's compensation budget. Ms. Smith stated all of the Personal Services line items are calculated by the County's Personnel and Risk Management departments, and we were advised nothing was needed to be budgeted for worker's compensation.

Discussion ensued regarding what action was necessary by the committee with respect to the 2014-15 VGMC Proposed Budget. Ms. Smith stated she did not feel any committee action was necessary because the County staff recommendation is consistent with what the commission approved at the May 28, 2014 regular meeting. Mr. Sonnenfeld stated there was a \$7,000 modification made between the contract services and travel expense line items. Ms. Smith stated that move was made by County staff early on in the budget process and the \$7,000 reduction in contract services and the addition of \$7,000 to the travel expense line item has been reflected in prior worksheets reviewed by the committee and commission.

The committee concurred no formal action was necessary and an update would be provided to the commission at the regular meeting.

Ms. Walters asked when the proposed budget was scheduled to go before the County Council. Ms. Smith responded that the first budget hearing before the County Council is scheduled for September 4, 2014 and the second on September 18, 2014.

Ms. Walters also asked if Timothy Bustos has been replaced on the VGMC. Ms. Smith stated the City of DeLand is aware of his resignation from the commission and we are awaiting a new appointment.

ADJOURNMENT

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


Chairman Date: 1/28/15