

Budget Committee
Volusia Growth Management Commission

**MINUTES FOR
MEETING HELD
Wednesday, August 28, 2013**

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

The meeting was called to order at 6:35 p.m. by Committee Chairman, James Wachtel.

The following Budget Committee Members were present: Committee Chairman James Wachtel, Debbie Connors, Roger Sonnenfeld, and Jack Lenzen. Also present were VGMC Coordinator Merry Chris Smith, and member Richard Kane.

Approval of the Minutes of the March 27, 2013 Budget Committee Meeting:

Debbie Connors made a motion to approve the minutes of the Budget Committee meeting held on March 27, 2013 as presented; seconded by Roger Sonnenfeld. Motion carried unanimously.

Review 2012-13 Fiscal YTD Expenditures

Chairman Wachtel reported as of August 13, 2013, our current YTD expenses are less than 30% of the approved budget. Ms. Smith informed the committee we received a total of \$8,631 in planning services invoices since August 13, 2013, increasing our total contract services expenses to approximately \$50,000, which is approximately 22% of the contract services budget.

Update on 2013-14 Budget

Chairman Wachtel reviewed the changes County staff made to the 2013-14 VGMC proposed budget, including a slight increase to the salaries budget, a reduction of \$9,000 (4%) in the contract services budget, and the elimination of the \$25,000 litigation contingency. He stated the County typically cuts the litigation contingency, however, there was no explanation provided for the contract services budget reduction. Ms. Connors & Mr. Sonnenfeld suggested the cut may be as a result of the reduction in contract service expenses over the past several years. Mr. Sonnenfeld also commented in the last fiscal year, the VGMC submitted a budget with a 10% reduction in the contract services account, however, no reduction was made when submitting the current proposed budget.

Chairman Wachtel suggested two options the committee could consider with respect to the contract services reduction. He stated we could recommend going back to the County and request the \$9,000 be put back in the budget, or accept the County staff recommendation. Ms. Connors stated that based upon contract services expenses over the past several years, she felt the reduction would not have a significant impact on the budget. Mr. Sonnenfeld concurred.

Mr. Lenzen raised concern over County staff reducing the budget, and commented on several pending projects that may come before the VGMC. He asked what the process would be if

additional funding is necessary at some point in the year. Ms. Smith explained that we would first look to see if there were sufficient funds elsewhere in the budget. For example, if we needed additional funding for legal expenses yet there were funds allocated in the planning budget that weren't anticipated being used, we could transfer monies within the budget. Alternatively, we would go back to the County and request additional funding.

Chairman Wachtel explained that annual purchase orders are issued to each of the consultants and are generally based upon the original budget estimates. He stated if we accept the County staff budget recommendation, adjustments will need to be made to the total budget/purchase orders allocated for our planning and legal staffs.

Discussed ensued concerning consultant staff expenses being considerably under budget for the past several years. Debbie Connors made a motion to recommend the commission accept the County staff recommended budget, and to reduce the contract amount with each of the three consultants proportionately. Roger Sonnenfeld seconded the motion.

Following further discussion, the question was called and the motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:00 p.m.


Chairman Date: 2/26/14