

**SOUTHSIDE PLANNING  
DISTRICT COMMISSION  
MEETING PACKET**

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**October 26, 2023**

*Southside PDC Annual Dinner Meeting*  
*Hosted by Halifax County & The Town of South Boston*  
*Berry Hill Resort | South Boston, Virginia*  
*October 26, 2023*

*Halifax County & The Town of South Boston*

*Welcome* ..... *Dennis Barker, South Boston Assistant Town Manager*  
*Scott Simpson, Halifax County Administrator*  
*Kristy Johnson, Director of Economic Development,*  
*Halifax County IDA*

*Recognition of Guests and Sponsors* ..... *Deborah Gosney, Executive Director*

*Invocation* ..... *Rev. Hubert Pannell*  
*Halifax County Board of Supervisors*

*Dinner* ..... *Catered by Berry Hill*

*Business Meeting*

- *Call to Order* ..... *Chair Tanner*
- *Roll Call* ..... *Deborah Gosney, Executive Director*
- *Agenda - Motion to Approve* ..... *Chair Tanner*
- *Consent Agenda - Motion to Approve* ..... *Chair Tanner*  
*Meeting Minutes (July 2023)*  
*Treasurer's Report (September 2023)*
- *Recognition of Staff* ..... *Deborah Gosney, Executive Director*
- *Introduction of Speaker* ..... *Chair Tanner*
- *Guest Speaker* ..... *Caroline Luxhoj,*  
*Program Manager Office of Broadband*
- *Closing Comments and Adjournment* ..... *Chair Tanner*



Caroline Stolle Luxhoj (pronounced LUX-hoy), PMP  
Program Manager Office of Broadband  
Department of Housing and Community  
Development (DHCD)

Caroline serves as the Program Manager for the Office of Broadband at Virginia's Department of Housing and Community Development (DHCD). In her role, she oversees the administration of DHCD's more than \$1 billion in state and federal broadband funding with the goal of achieving universal broadband access across the Commonwealth. Caroline has been a champion for broadband in Virginia for nearly 15 years; prior to joining DHCD, she was with Virginia's Center for Innovative Technology (CIT) where she managed state and federal initiatives and helped to establish some of Virginia's earliest broadband programs. Caroline is a proud Hokie and an even prouder mom of four.

# MINUTES

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**Regular Quarterly Meeting**  
**July 20, 2023**

The quarterly virtual meeting of the Southside Planning District Commission (SPDC) was held on July 20, 2023 in the Commission’s Conference Room, 200 South Mecklenburg Avenue, South Hill, Virginia. Chair Tom Tanner called the meeting to order at 12:00 p.m. for those attending in person and virtually utilizing Zoom technology. The required public notice and receipt of public comments was provided as outlined in the requirements of electronic meetings.

Director Gosney called the roll. With a total of 12 Commissioners being present in person, a quorum was met for this meeting.

The Roll Call is as follows:

<b>BRUNSWICK COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
Bernard Jones, Sr.	<b>X</b>		
Leslie Weddington – Treasurer			<b>X</b>
John Zubrod			<b>X</b>
<b>HALIFAX COUNTY</b>			
Stanley Brandon			<b>X</b>
William Claiborne			<b>X</b>
Jerry Lovelace	<b>X</b>		
Garland Ricketts	<b>X</b>		
Scott Simpson	<b>X</b>		
<b>MECKLENBURG COUNTY</b>	<b>Present</b>	<b>Virtual</b>	<b>Absent</b>
M. J. Colgate			<b>X</b>
Charles Jones	<b>X</b>		
Claudia Lundy	<b>X</b>		
Charlie Simmons	<b>X</b>		
Tom Tanner - Chair	<b>X</b>		
<b>SOUTH BOSTON</b>			
Joseph Chandler	<b>X</b>		
George Leonard – Vice Chair	<b>X</b>		
<b>SOUTH HILL</b>			
Kim Callis	<b>X</b>		
Lillie Feggins-Boone	<b>X</b>		
<b>TOTAL</b>	<b>12</b>		<b>5</b>

Staff in Attendance:

Deborah Gosney, Executive Director  
Stephanie Creedle, Finance Director/HR  
Andy Wells, Director of Local Services  
Magen Long, Administrative Assistant  
Chad Neese, Senior Planner/GIS Specialist  
Sangi Cooper, Senior Planner

Guests in Attendance:

Christine Fix, AICP Director of Planning Virginia Passenger Rail Authority (virtual)

**INTRODUCTION OF NEW COMMISSIONER**

Chair Tanner introduced new Commissioner Claudia Lundy, appointed by Mecklenburg County, to fill Glanzy Spain's vacancy.

**PUBLIC COMMENT PERIOD**

Chair Tanner asked for public comment; hearing none, the public comment period was closed.

**APPROVAL OF THE AGENDA**

UPON MOTION BY CHARLES JONES, SECONDED BY JOSEPH CHANDLER, THE AGENDA WAS UNANIMOUSLY APPROVED AS PRESENTED.

**APPROVAL OF MINUTES**

The April 27, 2023 minutes were previously dispensed to members for review.

THERE BEING NO CORRECTIONS, LILLIE FEGGINS-BOONE MOTIONED TO APPROVE THE MINUTES, SECONDED BY KIM CALLIS, THE APRIL 27, 2023 MINUTES WERE UNANIMOUSLY APPROVED.

**EXECUTIVE COMMITTEE REPORT**

Chair Tanner reported that the Executive Committee met June 22, 2023 to discuss the Executive Director's annual performance evaluation.

UPON MOTION BY GEORGE LEONARD, SECONDED BY JOSEPH CHANDLER, THE JULY 20, 2023 EXECUTIVE COMMITTEE REPORT WAS UNANIMOUSLY APPROVED.

**TREASURER'S REPORT**

Stephanie Creedle presented the financial report as of May 31, 2023 as follows: Assets, \$1,574,598.38; Liabilities, \$1,351,777.43; Retained Earnings, \$181,961.96; and Net Balance, \$40,858.99. Expenditures to date totaled \$904,851.25, which is 81 percent of the annual budget. The expenditures are on target for FY23.

UPON MOTION BY CHARLES JONES, SECONDED BY KIM CALLIS, THE MAY 31, 2023 TREASURER'S REPORT WAS UNANIMOUSLY ACCEPTED.

## **CEDS UPDATE**

Senior Planner/GIS Specialist Chad Neese gave an update on the Comprehensive Economic Development Strategy (CEDs). Mr. Neese reminded the Commissioners that major updates to the CEDs occur every five years with the next update occurring in 2025; however, annually, staff performs a cursory review. The goals and objectives were reviewed and amended. A CEDs Committee meeting was held in May to discuss proposed changes and to gather input. There was a mandatory 30-day review period in June to collect public comments. Mr. Neese then asked for a motion to approve the final draft.

UPON MOTION BY GEORGE LEONARD, SECONDED BY CHARLES JONES, THE CEDS WAS UNANIMOUSLY APPROVED AS PRESENTED.

## **HIGH SPEED RAIL (RICHMOND TO RALEIGH) UPDATE**

Christine Fix, AICP Director of Planning with Virginia Passenger Rail Authority spoke to the Commission on the Richmond to Raleigh Project (R2R) S-Line Corridor Project. The Richmond to Raleigh Project is a collaboration between the Commonwealth of Virginia and the State of North Carolina to develop the current out-of-service S-Line corridor for future high-performance rail service between Richmond, VA and Raleigh, NC.

In 2020, the Commonwealth of Virginia purchased 75 miles of out-of-service rail right-of-way between Petersburg, VA and Ridgeway, NC to preserve the corridor for potential future passenger rail service between Richmond, VA and Raleigh, NC. Planning and design phases are underway. Once construction of the corridor is complete, Virginians will have access to high-performance passenger rail service from Richmond to Raleigh. The corridor will improve travel time by 90 minutes and make rail travel between the two cities competitive with driving.

## **EXECUTIVE DIRECTOR'S REPORT**

Director Gosney reported on the following:

**Broadband Update** – The FY 2022 Regional VATI Project serving Brunswick, Charlotte, Halifax, and Mecklenburg is well underway. As a result of the Regional VATI Grant, in less than one year, Empower has designed, engineered, and installed 1,268,358 feet of fiber, creating 1,997 serviceable passings and 443 subscribers. In May 2023, the SPDC received an additional VATI award of \$8,556,028.84 and is currently working to get under contract with DHCD. This FY 2023 Regional VATI Project (Phase 2) will build 545.46 miles of fiber serving Brunswick (153 passings), Charlotte (73 passings), Greenville (2,041 passings), Halifax (1,943 passings), and Mecklenburg (589 passings). Prior Authorization to begin engineering and design has been approved by DHCD.

**Opioid Settlement Funds** – After many discussions with various agencies, PDC staff proposed that a Needs Assessment be prepared for the three-county region. A meeting with the three county administrators was held and all agreed that the best approach is to identify the severity of the issue, the current programs in place and what is needed moving forward to treat, prevent, and reduce opioid use disorder. Requests for Proposals will be solicited and reviewed to select the best organization/university to prepare the study.

The Opioid Abatement Authority has Planning Grant funds available on a competitive basis. PDC staff prepared and submitted a Planning Grant application on 05/04/23 totaling \$57,670 that was approved on 06/23/23. Contract negotiations are underway.

**Southeast Crescent Regional Commission (SCRC) Update** – On December 8, 2021, the U.S. Senate confirmed the SCRC's first Federal Co-Chair, Dr. Jennifer Clyburn Reed, thereby, allowing the SCRC to convene and begin other activities to serve the seven-state region. The SCRC is an economic development partnership agency of the federal government and seven state governments. SCRC's mission is to build sustainable communities and strengthen economic growth across the Southeast Region. The seven states include Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Virginia. There are six counties in Virginia that have been identified as distressed and two of the six are in the SPDC region which are Mecklenburg and Brunswick; Halifax County was identified as a transitional county.

Two new grant programs were recently announced – 1) The Local Development District Capacity Building Program, which is a non-competitive grant that will provide funds to each Economic Development District with a no match requirement; and 2) State Economic and Infrastructure Grant Program, which is a competitive grant program. Pre-applications are due July 21<sup>st</sup> and full applications are due September 15<sup>th</sup>. A total of up to \$500,000 is available which does require a match be provided. The PDC plans to submit two applications, one for Brunswick County and one for Halifax County.

**Travel and Special Events** – Director Gosney attended the following: 1) SouthEast Regional Directors Institute (SERDI) Annual Training Conference held in Savannah, GA; 2) GO VA All Hands Meeting held at the Prizery in South Boston; and 3) Poplar Creek Homes Grand Opening held in South Boston. Executive Director Gosney and past VAPDC President Kim Callis attended the VAPDC 2023 Summer Conference held in Norfolk on July 26, 2023.

**Recent Project Activity** – The Active Projects List and Year-in-Review detailing staff activities for FY23 was emailed to Commissioners in advance of the meeting. A total of 19 approved funding requests totaling \$18,640,708 were approved for the year. There are currently 18 additional application requests that have been submitted and are pending review. PDC staff assistance was provided in applying for and/or administrating these projects.

**Next PDC Meeting** – This year's Annual Dinner Meeting scheduled for Thursday, October 26th is being hosted by Halifax County/South Boston. The meeting will be held at Berry Hill in South Boston, and Dr. Tamarah Holmes, Director of the Virginia Office of Broadband, is the confirmed speaker.

**ANNOUNCEMENTS**

Director Gosney presented Stephanie Creedle, Director of Finance and HR with the following Resolution in appreciation of her services.

*Resolution of Recognition*

*Whereas, this Resolution is presented to Stephanie W. Creedle for her superior skills, professionalism, and devotion to Southside PDC as Director of Finance and HR; and,*

*Whereas, Stephanie’s tenure at Southside PDC began on August 14, 2006 and concluded with her retirement on August 31, 2023; and,*

*Whereas, Stephanie demonstrated unwavering dedication to her fellow staff and performed daily tasks with the utmost attention to detail and principle; and,*

*Whereas, recognition is warranted for her stellar leadership and proven professionalism throughout her many years of service.*

*Now Therefore, Be It Resolved, that Stephanie W. Creedle be commended for her 17 years of loyal service to Southside PDC and well-earned retirement.*

*Deborah Gosney, Executive Director  
Southside Planning District Commission*

**OTHER BUSINESS**

There was no Other Business.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:02 P.M.

  
\_\_\_\_\_  
Tom Tanner, SPDC Chair

  
\_\_\_\_\_  
Deborah Gosney, Secretary

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# TREASURER'S REPORT

**SOUTHSIDE PLANNING DISTRICT COMMISSION  
FY 24 QUARTERLY MEETING  
October 26, 2023**

**TREASURER'S REPORT**

**THE SEPTEMBER 30, 2023 BALANCE SHEET SHOWS THE FOLLOWING FIGURES:**

ASSETS	\$ 1,505,445.38
LIABILITIES	1,349,488.03
RETAINED EARNINGS	176,276.64
NET BALANCE	80,381.27

**EXPENDITURES FOR THE PERIOD ENDING September 2023 TOTALED \$296,874.79 WHICH WAS 24.9% OF THE ANNUAL BUDGET. EXPENDITURES ARE ON TARGET FOR FY24.**

**SOUTHSIDE PLANNING DISTRICT COMMISSION**  
**FY24 - Balance Sheet**  
**September 30, 2023**

<u>ASSETS</u>	
<b>Current Assets</b>	
Operating Account	\$ 143,114.38
Go Virginia Account	52,434.88
Reserve Funds - VIP Account	935,057.77
Virginia Housing Program Account	20,000.00
Accounts Receivable	145,018.35
Deferred Outflows - VRS	<u>209,820.00</u>
<b>Total Current Assets</b>	<b>1,505,445.38</b>
<b>Fixed Assets</b>	
Equipment	71,515.47
Less: Accumulated Depreciation	(57,091.44)
Vehicles	42,950.00
Less: Accumulated Depreciation	(23,294.27)
Leasehold Improvements	63,593.16
Less: Accumulated Depreciation	<u>(27,518.80)</u>
<b>Total Fixed Assets</b>	<b>70,154.12</b>
<b>Other Assets</b>	
Principal Financial Group	<u>30,546.44</u>
<b>Total Other Assets</b>	<u>30,546.44</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 1,606,145.94</u></b>

<u>LIABILITIES &amp; FUND BALANCE</u>	
<b>Current Liabilities</b>	
Net Pension Liability	\$ 893,966.00
Go Virginia Escrow	52,434.88
Payroll Liabilities	5,013.24
Accrued Annual Leave	46,003.45
Accounts Payable	437.46
Deferred Inflows - VRS	<u>351,633.00</u>
<b>Total Current Liabilities</b>	<b>1,349,488.03</b>
<b>Fund Balance</b>	
Retained Earnings	176,276.64
Net Balance	<u>80,381.27</u>
<b>Total Fund Balance</b>	<b><u>256,657.91</u></b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$1,606,145.94</u></b>

**Southside Planning District Commission**  
**FY24-Revenues Expenditures**  
**Period Ending September 30 2023**

<b>PROGRAM ACTIVITIES</b>	<b>FY24 Budget</b>	<b>9/30/23</b>	<b>YTD</b>	<b>Balance</b>
<b>REVENUE</b>				
<b>Local Funding:</b>				
SPDC Member Jurisdiction Dues	\$ 148,107.20	\$ -	\$ 148,107.20	\$ -
<b>Federal Funding:</b>				
EDA FY24 Planning Grant	70,000.00	-	17,500.00	52,500.00
Total Federal Funding	70,000.00	-	17,500.00	52,500.00
<b>State Funding:</b>				
DHCD FY24 Contract	89,971.00	-	22,492.75	67,478.25
VDOT FY24 Rural Transportation Contract	58,000.00	13,588.18	13,588.18	44,411.82
Total State Funding	147,971.00	13,588.18	36,080.93	111,890.07
<b>Other Income:</b>				
Program Income	-	-	-	-
Interest Income	20,000.00	4,239.91	13,045.43	6,954.57
Lake Country Development Corporation - Staff Services	25,000.00	-	-	25,000.00
Total Other Income	45,000.00	4,239.91	13,045.43	31,954.57
<b>Project Funding:</b>				
Boydton WWTP Improvement Project - EDA	37,300.00	-	-	37,300.00
Brodnax Piney Pond Project - CDBG	45,500.00	656.17	656.17	44,843.83
Brunswick County Chestnut Scattered Site Project - CDBG	23,500.00	-	-	23,500.00
Brunswick County Township Road Project - CDBG	82,000.00	18,200.00	18,200.00	63,800.00
Deferred to FY25	(40,000.00)	-	-	(40,000.00)
Brunswick IDA Produce Project - EDA - ARPA	55,000.00	-	-	55,000.00
Chase City B Street Project - Phase 1 - CDBG	85,000.00	-	2,125.00	82,875.00
Deferred to FY25	(40,000.00)	-	-	(40,000.00)
Chase City Lee Building Disaster Assistance - DHR	13,500.00	-	-	13,500.00
Clarksville Sewer Improvement Project - DEQ	7,500.00	-	-	7,500.00
Clarksville Sewer Improvement Project - RD	40,000.00	-	-	40,000.00
Halifax Banister Town Housing Project - Phase 1	64,000.00	-	-	64,000.00
Deferred to FY25	(30,000.00)	-	-	(30,000.00)
John Randolph Hotel Project	7,500.00	-	-	7,500.00
La Crosse Pine Street Project - Phase 1 - CDBG-	14,944.00	-	14,944.00	-
La Crosse Pine Street Project - Phase 2 - CDBG	25,500.00	190.66	190.66	25,309.34
Lake Gaston 911 Task Force Dock Sign Management	1,000.00	-	-	1,000.00
Lawrenceville Sharp Street Improvement Project - VDOT	21,000.00	-	-	21,000.00
Lawrenceville THT Connector Project - VDOT	28,000.00	-	-	28,000.00
Mecklenburg Co. Housing Rehab Needs Assessment PG	10,000.00	-	-	10,000.00
Regional Fiber Broadband Project - DHCD VATI	102,000.00	-	-	102,000.00
Deferred to FY25	(50,000.00)	-	-	(50,000.00)
Regional Fiber Broadband Project - DHCD VATI - Legal	15,000.00	-	-	15,000.00
Riverdale Acquisition Project - FEMA/VDEM	67,000.00	-	-	67,000.00
Deferred to FY25	(30,000.00)	-	-	(30,000.00)
Sledge & Barkley Disaster Assistance Project - DHR	23,500.00	-	-	23,500.00
South Boston Greene's Crossing Landing Project - DCR	2,500.00	-	-	2,500.00
South Boston North Main Street Project - CDBG	45,000.00	8,927.42	8,927.42	36,072.58
Deferred to FY25	(20,000.00)	-	-	(20,000.00)
South Boston Westside Mobile Home Park PG	86,000.00	-	-	86,000.00
Deferred to FY25	(40,000.00)	-	-	(40,000.00)
South Hill Nicks Lane PG	41,550.00	41,550.00	41,550.00	-
South Hill Sycamore & Howerton Sewer Extension Project	5,500.00	-	-	5,500.00
SPDC Affordable Housing Development Program	13,000.00	-	2,187.50	10,812.50
The Old Brunswick Circuit Foundation - Dromgoole House	1,500.00	-	-	1,500.00

**Southside Planning District Commission**  
**FY24-Revenues Expenditures**  
**Period Ending September 30 2023**

<b>PROGRAM ACTIVITIES</b>	<b>FY24 Budget</b>	<b>9/30/23</b>	<b>YTD</b>	<b>Balance</b>
Tobacco Heritage Trail Learned Services Agreement - NPS	9,100.00	-	-	9,100.00
Tobacco Heritage Trail Management Services	7,500.00	-	3,750.00	3,750.00
Southside Reg. Mkt. Assessment - VHA - Passthrough	30,000.00	-	-	30,000.00
<b>Total Project Funding</b>	<b>760,394.00</b>	<b>69,524.25</b>	<b>92,530.75</b>	<b>667,863.25</b>
<b>GO Virginia Funding:</b>				
GO Virginia - FY23 Allocation	50,000.00	4,143.16	11,832.50	38,167.50
GO Virginia - FY24 Allocation	80,000.00	-	-	80,000.00
Deferred to FY25	(50,000.00)			(50,000.00)
GOVA-RISE Build to Scale Project	6,000.00	-	-	6,000.00
GOVA-GO TEC Virginia 2025 Project	5,500.00	-	940.50	4,559.50
GOVA-Gupton Initiative Project	3,000.00	-	-	3,000.00
GOVA-Seed Innovation Hub Project	3,000.00	-	1,985.50	1,014.50
GOVA-SVRA Regional Site Development Project	3,000.00	-	836.00	2,164.00
GOVA-VGA Refresh Project	2,000.00	-	97.25	1,902.75
GOVA-ExperienceWorks	5,000.00	-	-	5,000.00
GOVA-SOVA Health Sciences Careers Planning Project	1,000.00	-	-	1,000.00
GOVA-VGA Site Development Project	2,500.00	-	-	2,500.00
GOVA-P&HCC GO TEC Welding Instructor	1,000.00	-	-	1,000.00
GOVA-SVCC GO TEC Mechatronics Instructor	1,000.00	-	-	1,000.00
GOVA-MBC Middle Mile Construction Project	9,000.00	-	-	9,000.00
<b>Total GO Virginia Funding</b>	<b>122,000.00</b>	<b>4,143.16</b>	<b>15,691.75</b>	<b>86,808.25</b>
<b>Local Contracts:</b>				
GIS Contract - Brunswick County Sheriff's Office	9,000.00	-	4,800.00	4,200.00
GIS Contract - Halifax County	23,000.00	-	23,000.00	-
GIS Contract - Mecklenburg County	27,600.00	-	24,000.00	3,600.00
<b>Total Local Contracts</b>	<b>59,600.00</b>	<b>-</b>	<b>51,800.00</b>	<b>7,800.00</b>
<b>Grant Writing:</b>				
Sledge & Barkley IRF PG - Grant Writing-Amended	2,500.00	2,500.00	2,500.00	-
<b>Total Grant Writing</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>1,355,572.20</b>	<b>93,995.50</b>	<b>377,256.06</b>	<b>958,816.14</b>
<b>EXPENDITURES</b>				
<b>DIRECT COSTS</b>				
Direct Chargeable Salaries	\$ 434,075.53	\$ 33,806.99	\$ 100,979.87	\$ 333,095.66
Employee Fringe Benefits Applied	306,477.88	23,369.53	71,424.40	235,053.48
Travel and Per Diem	10,000.00	534.79	2,247.14	7,752.86
Other Direct Costs Charged to Grants	60,000.00	4,960.00	16,643.31	43,356.69
Other Direct Costs Charged to State/Local Funds	40,000.00	669.04	3,542.90	36,457.10
<b>TOTAL DIRECT COSTS</b>	<b>850,553.41</b>	<b>63,340.35</b>	<b>194,837.62</b>	<b>655,715.79</b>
<b>INDIRECT COSTS</b>				
Indirect Salaries	99,403.21	8,109.66	32,692.45	66,710.76
Employee Fringe Benefits Applied	73,140.94	5,374.36	23,978.63	49,162.31
<b>SUBTOTAL</b>	<b>172,544.15</b>	<b>13,484.02</b>	<b>56,671.08</b>	<b>115,873.07</b>
Auditing	8,500.00	-	-	8,500.00
Consumable Supplies	7,000.00	114.81	1,680.54	5,319.46
Commissioner's Expense/Meetings	10,000.00	12.56	1,641.70	8,358.30
Equipment, Rental, Maintenance, Use	15,000.00	1,023.88	3,417.70	11,582.30
Insurance and Bonding	7,000.00	-	6,864.00	136.00
Officer's Expense/Stipend	500.00	-	-	500.00
Membership Fees and Dues	5,000.00	-	3,845.00	1,155.00
Publications/Subscriptions	500.00	179.99	209.98	290.02
Printing	2,500.00	-	65.56	2,434.44

**Southside Planning District Commission**  
**FY24-Revenues Expenditures**  
**Period Ending September 30 2023**

<b>PROGRAM ACTIVITIES</b>	<b><u>FY24 Budget</u></b>	<b><u>9/30/23</u></b>	<b><u>YTD</u></b>	<b><u>Balance</u></b>
Space and Occupancy Costs	25,000.00	1,730.15	6,232.88	18,767.12
Travel - Indirect Staff	500.00		-	500.00
Training, Seminars, Workshops, Conferences	500.00	323.00	323.00	177.00
Postage and Freight	2,500.00	612.28	1,665.01	834.99
Telephone	9,000.00	684.38	2,614.27	6,385.73
Auto Operations & Maintenance	5,000.00	116.90	328.47	4,671.53
Public Relations	1,000.00	199.00	199.00	801.00
Depreciation	12,500.00	1,046.65	3,139.95	9,360.05
Legal Fees	15,000.00	-	-	15,000.00
Software Licensing	26,000.00	1,612.40	4,815.01	21,184.99
Contractual Staff	15,000.00	105.00	910.00	14,090.00
<b>SUBTOTAL</b>	<b>168,000.00</b>	<b>7,761.00</b>	<b>37,952.07</b>	<b>130,047.93</b>
<b>TOTAL INDIRECT COSTS</b>	<b>340,544.15</b>	<b>21,245.02</b>	<b>94,623.15</b>	<b>245,921.00</b>
<b>TOTAL BENEFITS ADJUSTED</b>		<b>257.08</b>	<b>7,414.02</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,191,097.56</b>	<b>84,842.45</b>	<b>296,874.79</b>	<b>894,222.77</b>
<b>AGENCY BALANCE</b>	<b><u>\$ 164,474.64</u></b>	<b><u>\$ 9,153.05</u></b>	<b><u>\$ 80,381.27</u></b>	
<b>EMPLOYEE BENEFITS</b>				
VML Disability	\$ 2,640.84	\$ 547.43	\$ 778.74	\$ 1,862.10
Vacation Leave Pay	44,228.05	2,146.53	17,371.79	26,856.26
Sick Leave Pay	24,479.10	3,393.71	6,899.42	17,579.68
Holiday Pay	34,270.74	2,238.80	4,579.76	29,690.98
Workmen's Compensation	636.46	-	-	636.46
Group Hospitalization	90,288.00	6,688.00	28,650.00	61,638.00
VRS Group Life Insurance	8,528.52	665.90	2,100.99	6,427.53
Taxes - FICA	48,688.93	3,420.76	11,146.11	37,542.82
Taxes - Unemployment	122.40	1.30	13.60	108.80
VRS Retirement	125,735.78	9,898.54	31,276.64	94,459.14
<b>TOTAL EMPLOYEE BENEFITS - ACTUAL</b>	<b>379,618.82</b>	<b>29,000.97</b>	<b>102,817.05</b>	<b>276,801.77</b>
<b>TOTAL EMPLOYEE BENEFITS - APPLIED</b>		<b>(28,743.89)</b>	<b>(95,403.03)</b>	
<b>TOTAL EMPLOYEE BENEFITS - ADJUSTED</b>		<b><u>\$ 257.08</u></b>	<b><u>\$ 7,414.02</u></b>	