

**Southside Planning District Commission
Budget and Finance Committee Meeting
Minutes
May 23, 2019**

Present: Kim Callis, Chairman
Dennis Witt, Vice Chairman
Leslie Weddington, Treasurer
Gregg Gordon, Committee Member
Gail P. Moody, Executive Director
Stephanie W. Creedle, Finance Director/HR

Absent: Winston Harrell

The Budget and Finance Committee of the Southside Planning District Commission met on May 23, 2019 at 12:00 p.m. at the Commission's Conference Room. Two topics were discussed at this meeting: 1) The Virginia Investment Pool and 2) The SPDC FY20 Budget and Management Plan.

The Virginia Investment Pool

Beau Blevins, Director of Government Consulting with VML/VACo Finance, introduced himself and explained that VML/VACo Finance is a non-profit corporation established by the Virginia Municipal League and Virginia Association of Counties. They offer services to local governments in the areas of: Governmental Financing, Investment Management, Municipal Advisory and Accounting Services.

Mr. Blevins' presentation for the PDC was on VACo/VML's Virginia Investment Pool (VIP) and how the VIP could benefit the Commission. The VIP was created in 2013 by local Treasurers and investment officers. It was organized as a governmental trust (IRC Section 115) and is governed by a Board of Trustees elected by participants. VIP is owned and controlled by local governments and authorities.

VIP offers two investment portfolios:

- VIP Stable NAV Liquidity Pool – Funds that may be needed immediately or for which maintaining a stable net asset value is important.
- VIP 1-3 Year High Quality Bond Fund – Funds that are expected to be invested for one year or longer.

After much discussion with Mr. Blevins, the Budget and Finance Committee decided that moving the current balance of the Commission's First Citizens' Money Market Account to the VIP Stable NAV Liquidity Pool, as offered by VML/VACo Finance, was a wise decision and should be recommended by Resolution to the Executive Committee at their next meeting in June.

GREGG GORDON MADE A MOTION TO RECOMMEND MOVING THE SPDC FIRST CITIZENS' MONEY MARKET ACCOUNT BALANCE TO THE VIRGINIA INVESTMENT POOL'S VIP STABLE NAV LIQUIDITY POOL. DENNIS WITT SECONDED THE MOTION, AND THE BUDGET AND FINANCE COMMITTEE UNANIMOUSLY AGREED THIS RECOMMENDATION.

FY20 Budget and Management Plan

The FY20 Budget summary page was discussed first as it shows Revenues at **\$940,008.50** and Expenditures at **\$925,663.40**. Mrs. Moody reviewed the following:

FY20 Revenue

| | |
|--------------------------|---------------------|
| Member Jurisdiction Dues | \$123,992.50 |
| Revenue Brought Forward | 395,530.00 |
| New Revenue Approved | 424,540.00 |
| Deferred Revenue | (16,554.00) |
| Interest Income | <u>12,500.00</u> |
| Total Revenue | \$940,008.50 |

Mrs. Moody reviewed the Expenses and explained any increases or decreases from the prior fiscal year.

FY20 Expenditures

| | |
|---------------------------------|---------------------|
| Direct Chargeable Salaries | \$362,044.23 |
| Employee Fringe Benefits | 226,870.67 |
| Travel | 10,000.00 |
| Other Direct Cost – Grants | 10,000.00 |
| Other Direct Cost – State/Local | 40,000.00 |
| Indirect Costs | <u>276,748.50</u> |
| Total Expenditures | \$925,663.40 |

Budget Highlights include the following:

- Health Insurance – Health Insurance increased by 4%, which is \$25/month per person, which is a \$300/year per person increase. With 8 employees, it's an increase of \$2,400 for the Commission.
- Auditing – Our fee with Dunham, Aukamp and Rhodes did not increase last year; however, we anticipate it increasing as the GO Virginia projects increase activity. Last year, GO Virginia contributed \$1,000 towards these costs.
- Insurance and Bonding – VML has already billed the PDC for FY20, and we have been invoiced for \$5,751.
- Membership Fees – Membership Fees were increased to \$3,500 in anticipation of any increases to our VAPDC membership.

- Printing – Printing was increased by \$500 as we anticipate planning for the 50th Anniversary of the PDC and any extra printed materials for this event.
- Postage and Freight – Postage and Freight was reduced by \$500 based on FY19's spending history.
- Software Licensing – Software Licensing is a line item that was increased by \$3,000 as more applications are subscription-based, especially ones that Andy uses. Currently, we pay monthly subscriptions for CrashPlanPro (server protection), Adobe, Glerin (cleans the PDC website), Google Suite apps (our entire staff uses this email service). Other - MAP Publisher (Andy), Register (registers all of our domain names), ESRI and DLT (Andy), DHR's VCRIS (Andy), and then other things are sometimes needed depending on the project.
- Part-Time Staff – We have allocated for a part-time position – 24 hours a week at \$15/hour. This line item also includes our Part-Time Planning Assistant JoAnne Turner.
- Salaries – A 3% increase was included in the preliminary Budget for salaries; however, the Committee recommended a 5% increase with merit increases as determined by Executive Director Moody.
- Interest Income – With the move of our Money Market Account to the Virginia Investment Pool, it is anticipated that there will be an increase in interest income.

LESLIE WEDDINGTON MADE A MOTION TO RECOMMEND THE FY20 BUDGET TO THE EXECUTIVE COMMITTEE. GREGG GORDON SECONDED THE MOTION, AND THE BUDGET AND FINANCE COMMITTEE UNANIMOUSLY APPROVED RECOMMENDATION OF THE FY20 BUDGET.

There being no further business, the meeting adjourned at 1:45 p.m.



 Recording Secretary



 Chairman