

Southside Planning District Commission
Budget and Finance Committee Meeting Minutes
June 16, 2020

Present: Kim Callis, Chairman
Leslie Weddington, Treasurer
Winston Harrell, Committee Member
Deborah Gosney, Executive Director
Stephanie Creedle, Finance Director/HR

Absent: Charlie Simmons, Committee Member
Scott Simpson, Committee Member

The Budget and Finance Committee of the Southside Planning District Commission (SPDC) met on June 16, 2020 at 11:00 a.m. at the SPDC conference room with electronic participation offered to discuss the FY21 Budget.

Chairman Kim Callis opened the meeting as follows. "Due to the nature of the Declaration of a State of Emergency due to novel Coronavirus (COVID-19) pursuant to Code §2.2-3708.2, this meeting is being held by electronic communications, via conference call. The catastrophic nature of this declared emergency makes it impractical and unsafe to assemble a quorum in a single location, and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body."

Deborah Gosney asked members to refer to the proposed budget that was included in the meeting packet emailed to all members prior to the meeting. Revenues and proposed expenses were presented as follows:

FY21 Revenue

Member Jurisdiction Dues	\$123,992.50
Revenue Brought Forward	495,071.00
New Revenue Approved	355,771.00
Deferred Revenue	(36,500.00)
Interest Income	<u>12,000.00</u>
Total Revenue	\$950,334.50

FY21 Expenditures

Direct Chargeable Salaries	\$329,728.85
Employee Fringe Benefits	215,580.45
Travel	10,000.00
Other Direct Cost – Grants	10,000.00
Other Direct Cost – State/Local	40,000.00
Indirect Costs	<u>296,491.29</u>
Total Expenditures	\$901,800.59

Mrs. Gosney reviewed the expense cost categories that increased or decreased from the prior fiscal year as follows:

- Membership Fees – Membership Fees were increased to \$5,000 to add SERDI membership. (VAPDC and SERDI are the two memberships included in this amount.)
- Publications – Publications was decreased from \$1,500 to \$500 as we reclassified the fee for the Department of Historic Resources (DHR) to Software Licensing which is more applicable.
- Space, Utilities and Occupancy – Space, Utilities and Occupancy was decreased from \$33,000 to \$25,000 as the SPDC no longer pays rent to LCDC. Rent was \$1,050 monthly. The total annual amount of \$12,600 was not deducted to allow for repairs and maintenance costs.
- Software Licensing – Software Licensing increased from \$15,000 to \$20,000 as more applications are subscription-based, especially GIS-related applications. New online platforms such as Zoom, Slack, Office 365 etc. were purchased to support staff operations during the COVID Pandemic. Webmapping services are offered to Brunswick, Mecklenburg and Halifax Counties which will offset a portion of these costs. Additionally, the pending EDA CARES Act grant will offset these costs as well. The budgeted amount may be reduced when the amended Budget is prepared in January.
- Contract Staff – In the past, this budget line item was titled “Part-Time Staff”. This year, the title was changed to “Contract Staff” to reflect the recent contract arrangement with CTW Consulting, LLC (Ann Taylor Wright).

WINSTON HARRELL MADE A MOTION TO RECOMMEND THE FY21 BUDGET TO THE EXECUTIVE COMMITTEE FOR APPROVAL. LESLIE WEDDINGTON SECONDED THE MOTION, AND ALL MEMBERS VOTED AFFIRMATIVELY.

There being no further business, the meeting adjourned at 11:12 a.m.


Deborah Gosney, Recording Secretary


Kim Callis, Chairman