

Southside Planning District Commission
Budget and Finance Committee Meeting Minutes
April 27, 2023

Present: Scott Simpson, Committee Chair – Halifax County
Leslie Weddington – Brunswick County
Charlie Simmons – Mecklenburg County
George Leonard – Town of South Boston
Kim Callis – Town of South Hill
Deborah Gosney, Executive Director
Stephanie Creedle, Finance Director/HR

Absent: None

The Budget and Finance Committee of the Southside Planning District Commission (SPDC) met on April 27, 2023 at 11:15 a.m. at the SPDC conference room to discuss the FY24 Budget.

Executive Director Deborah Gosney and Finance Director Stephanie Creedle asked members to refer to the proposed budget that was included in the meeting packet emailed to all committee members prior to the meeting. Revenue and proposed expenditures were presented as follows:

FY24 Revenue

Member Jurisdiction Dues	\$148,107.20
Revenue Brought Forward	993,300.00
New Revenue Approved	413,171.00
Deferred Revenue	(300,000.00)
Interest Income	<u>20,000.00</u>
Total Revenue	<u>\$1,274,578.20</u>

FY24 Expenditures

Direct Chargeable Salaries	\$426,525.60
Employee Fringe Benefits	302,365.37
Travel	10,000.00
Other Direct Cost – Grants	60,000.00
Other Direct Cost – State/Local	40,000.00
Indirect Costs	<u>337,703.58</u>
Total Expenditures	<u>\$1,176,594.55</u>

Excess Revenue Over Expenditures \$97,983.65

Ms. Creedle reviewed the Revenue and noted the following:

- Commonwealth of Virginia Dues – The Commonwealth of Virginia dues remain at \$89,971. This rate was established in FY22.

- EDA Planning Grant – The PDC applies for EDA Planning Grant funds every three years, with amendment updates annually. Each year, the grant funding amount is \$70,000, with a minimum investment rate of 50 percent which equates to a \$70,000 match. The invitation to apply is expected in May indicating the funding amount and match requirement.
- Per Capita Dues – The PDC’s Per Capita Member Jurisdiction Dues decreased a little from \$148,553.60 to \$148,107.20 due to population estimates.

Ms. Creedle reviewed the expenditure categories that were increased or decreased from the prior fiscal year as follows:

- Salaries – Salaries increased due to a cost-of-living adjustment (COLA) for full-time staff. A COLA of 5% was proposed; however, the Committee advised that their localities have included 7% COLAs to salaries in their locality budgets and recommended that the PDC follow suit.
- Health Insurance – The Commission’s health insurance (The Local Choice of Virginia) premiums increased by 8.9% this year.
- There are minor increases for Auditing, Equipment Rental, Insurance and Bonding, Telephone and Software based on rate increases.

It was also noted that:

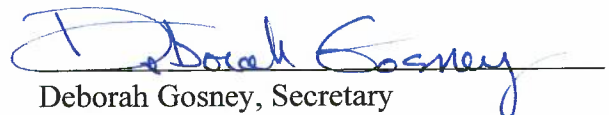
- Both vehicles are relatively new; therefore, a vehicle purchase was not included in this year’s budget. PDC vehicles are as follows:
 - ▲ 2020 Ford Fusion – purchased in May 2022 (mileage: 22,318)
 - ▲ 2015 Ford Escape – purchased in January 2018 (mileage 77,502)
- The FY24 Budget will be amended in January to reflect any adjustments to expenses as well as to add any new revenue that has been awarded between now and January 2024. The PDC is submitting four CDBG applications in June. These grant awards have historically been the largest and most reliable grant administration opportunities. There are a variety of other pending applications, as well, that if awarded will be added to PDC Revenue in January.

GEORGE LEONARD MADE A MOTION TO AMEND AND RECOMMEND APPROVAL OF THE PROPOSED FY24 BUDGET TO INCLUDE A 7% COST-OF-LIVING ADJUSTMENT TO SALARIES. THE MOTION WAS SECONDED BY KIM CALLIS, AND IT CARRIED UNANIMOUSLY.

There being no further business, the meeting adjourned at 11:50 a.m.



Scott Simpson, Chair



Deborah Gosney, Secretary