



Finance Subcommittee Meeting

May 10, 2023 at 1:30 p.m. CT

Pensacola & Perdido Bays Estuary Program
226 Palafox Place, 5th floor, Pensacola, FL 32502

Meeting ID: 856 6446 0896

Call In: +1 305 224 1968

[Zoom Recording](#)

Members Present (In-person)

Robert Bender Escambia County
Colten Wright Santa Rosa County

Members Present (Virtual)

Woody Speed City of Orange Beach
Mike Norberg Okaloosa County
Cherry Fitch City of Gulf Breeze

Interested Parties Present

Matt Posner PPBEP
Grover Robinson PPBEP

1. Call to Order

2. Roll Call

Matt Posner (Director, PPBEP) called the role. A quorum was not physically present. As no action could be taken, the Finance Subcommittee will convene on May 17, 2023 at 1:30 pm, immediately preceding the Policy Board meeting in the Santa Rosa County Chambers, to take up the action items. As this meeting was advertised and no action was being taken, discussion items were presented to the Board for consideration.

3. Approval of the Agenda

No action taken due to not having a quorum physically present.

4. Action Items

No action taken due to not having a quorum physically present.

5. Discussion Items

a. FY 23-24 PPBEP Budget

M. Posner presented the proposed FY2023-2024 budget. Revenue projections are based on proposed local government contributions, legislative appropriations, and grant funds. Expenditure projections currently propose the addition of three new positions, including two Project Coordinators that are a hundred percent grant-funded, and a Finance Manager





position proposed to be funded through the general fund. A two percent cost of living increase is also currently budgeted. Additionally, as PPBEP transitions into an independent entity October 1st, administrative services currently supported by Escambia County as PPBEP's host agency are included in the budget. All other expenditure categories remain relatively unchanged from the current fiscal year. General discussion followed. M. Posner anticipates making minor modifications to the budget and bringing the final proposed budget to the Committee and to the Board at the August meeting.

b. **FY 23-24 Local Government Contributions**

M. Posner presented the process for determining the FY23-24 local government contribution requests. As presented at the April Board meeting, staff is proposing a population-based approach for calculating local government contributions. Under the current proposal, contributions would be based on the 2020 Census population counts at fifty cents per person per jurisdiction. Municipal population counts would be subtracted from county population counts. A minimum contribution amount of \$10,000 is recommended. This approach is used by other estuary programs, including Tampa Bay. General discussion followed. This approach and proposed contribution amounts will be presented at the Board meeting for action.

c. **Solicitation for Accounting Services**

M. Posner noted a Request for Proposals will be issued for accounting services in July, with an agreement brought to the Board for approval in September.

d. **Interim Banking Services**

M. Posner noted a Request for Proposals will be issued for banking services in July, with an agreement brought to the Board for approval in September. Additionally, the Resolutions in Lieu of Organizational Meeting, to be brought before the Board at the next meeting, authorizes the Chair and Vice Chair to approve the establishment of banking services. Staff intends to establish an interim bank account so the Program can begin accepting donations as soon as possible. The RFP for banking services will establish a long-term agreement for general fund, payroll, and grant account services. General discussion followed.

6. Information Items

a. **Expenditure Report**

M. Posner provided an expenditure report update from year-to-date. All expenditures are on track.

7. Subcommittee Member Comments

There were no other Subcommittee member comments.

8. Public Comment

There were no public comments.

9. Adjourn

