

UVLSRPC Fiscal Year 2015 Budget Proposal (For Consideration at UVLSRPC Annual Meeting on June 18, 2014)

Expenses	FY 2015	Notes
Salary		
Salary	\$460,000	Assumes 2.5% increase over base salary.
Benefits		
Health/Dental Insurance	\$59,350	Health insurance premiums increasing 2.7%, one current staff member will be joining the plan due to turning 26 years old.
Retirement Match	\$26,000	Assumes all eligible employees match at 6%.
Other Fringe Benefits and Taxes		
Payroll Taxes	\$35,250	Approximately 7.65% of total payroll.
Worker's Compensation	\$1,900	Achieved savings by switching from PLT to Primex.
Short-Term Disability	\$3,500	ST Disability will increase 23% for FY 2015.
Long-Term Disability	\$2,200	LT Disability rates will stay level for FY 2015.
Life Insurance	\$550	Life Insurance rates will stay level for FY 2015.
Unemployment	\$500	Achieved savings by switching from PLT to Primex.
Project Consultants		
Household Hazardous Waste Hauler	\$46,000	Hauling expenses for HHW collections.
Section 5310 Purchase of Service	\$53,100	Payments to transit providers for provision of 5310 transit services.
Eastman Trails- UV Trails Alliance	\$11,300	Subcontract with UVTA for Eastman Trails Project.
CRJC Local River Subcommittees	\$13,750	CRJC Local River Subcommittee support.
USDA Solid Waste Consultant	\$38,500	Consulting services for USDA Solid Waste Management Grant.
Occupancy Expenses		
Rent	\$41,000	Assumes 2.5% increase (driven by occupancy fees).
Other Office Expenses	\$2,400	Cleaning services, \$45 per week.
Professional Fees		
Audit	\$11,000	Final year of three year audit contract with Melanson, Heath, and Co.
Legal Fees	\$3,000	Review of FTA Certifications and Assurances and other documents.
Website Consultant	\$2,400	Wetherbee Creative on retainer for website technical assistance.
IT Consultant	\$6,000	On-call IT support services.
Misc. Professional Consultants	\$500	On-call support for Timeslips and telephone system.
Office Expenses		
Supplies	\$18,000	General office supplies.
Postage	\$4,400	Includes postage machine and postage for outgoing mail.
Software/Data Services	\$12,000	\$761/month for data services/base software, \$1,000 for ArcGIS maintenance, and \$1,400/year for Peachtree accounting software.
Telephone	\$3,500	\$288/month, may go down if CRJC assistance contract ends.
Copier	\$5,750	\$185/month lease, \$77/month base maintenance fee, plus per copy charges.
Subscriptions	\$2,000	Subscriptions to regional newspapers and trade publications.
Planning/Land Use Law Books	\$1,600	
Publications	\$10,500	Includes Constant Contact subscription and project specific publications.
Advertising	\$7,500	Includes public hearing notices, general advertisement of UVLSRPC, and project-specific advertising.
Professional Development	\$7,500	Training and conference expenses for the professional development of the staff.
Travel/Rooms and Meals	\$16,000	Estimate based on actual FY 2014 expenses to date, and projected project-specific travel for FY 2015.
Vehicle Expenses	\$8,000	Lease of \$388/month, plus fuel, taxes, registration expenses.
Annual Meeting/Special Events	\$4,500	Annual meeting expenses.
Other Business Expenses		
Liability Insurance	\$5,200	Achieved savings by switching from PLT to Primex.
Misc. Equipment Maintenance	\$1,500	
Dues/Memberships	\$6,700	APA/AICP \$1,000, NNECAPA \$250, NHARPC \$2,300, NHMA \$500, NHPA \$150, NADO \$2,200, NHCPA \$295.
Fixed Assets		
Computers/Printers	\$1,250	Assumes one staff computer will be replaced in FY 2015.
Traffic Counters	\$2,500	Two replacement traffic counters.
USDA Solid Waste Equipment	\$14,000	Includes equipment specific to USDA Solid Waste Management Grant, including unwanted medicine drop boxes for local police.
Plotter Maintenance	\$500	Plotter is nearing the end of its useful life, and will likely need to be replaced in FY 2016.
Office Furniture	\$1,000	Includes new desk for Administrative Assistant.
Total Expenses	\$952,100	

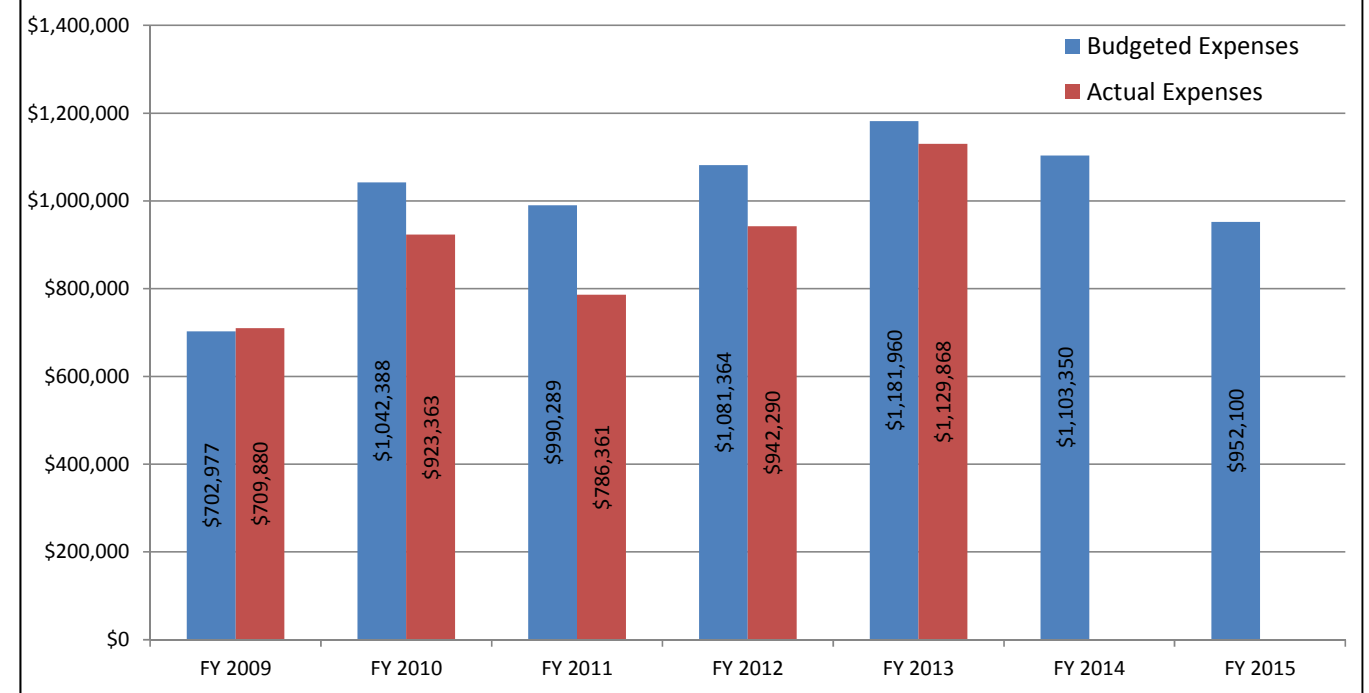
Revenue	FY 2015	Notes
Municipal Dues		
Estimated UVLSRPC Municipal Dues	\$110,000	FY 2015 dues estimated to be \$108,400 + Approx. 1.5% (per New England CPI).
Other Revenue		
Reimbursement from HealthTrust	\$1,114	Reimbursement of health/dental Insurance premium overpayments from CY 2011 and CY 2012.
RSA Books	\$1,600	Revenue from RSA book sales.
Project Revenue: Tier 1- Confirmed or Pending Projects/Programs		
Claremont Circuit Rider (Anticipated 7/1/14-12/31/14 Extension)	\$27,720	Likely to be renewed and continue throughout FY 2015.
Claremont Circuit Rider (Anticipated 1/1/15-6/30/15 Extension)	\$27,720	Likely to be renewed and continue throughout FY 2015.
Claremont GIS Technical Assistance	\$5,280	Likely to continue throughout FY 2015.
Claremont Local Emergency Operations Plan	\$2,500	New project for FY 2015.
Connecticut River Joint Commissions Administration	\$28,000	Six-month extension of CRJC assistance contract, assumes \$13,750 is used to fund local river subcommittees.
Eastman GIS Technical Assistance	\$5,000	Will continue throughout FY 2015.
Eastman Trails Charrette	\$22,740	New project for FY 2015, total project is \$10,100- 50% funded by Town of Grantham, 50% funded by UPWP. Town funding approved at Town Meeting 2014.
Grantham Culvert Inventory	\$5,050	Approximately \$46,000 will be used for HHW hauler expenses.
Household Hazardous Waste Collection	\$56,286	Contract will end during FY 2015.
HUD Regional Planning Grant (via Nashua RPC)	\$42,500	Contract is for \$22,800 for 3/17/14 through 9/30/14. The \$11,500 figure is an estimate of revenues from 7/1/14 to 9/30/14.
Lebanon Circuit Rider	\$11,500	Contract will end during FY 2015.
Lebanon Safe Routes to Play	\$2,000	Will continue throughout FY 2015.
Newbury Circuit Rider FY15	\$12,500	Contract will end during FY 2015.
NHDES Fluvial Geomorphology on the Sugar River	\$7,005	Will continue throughout FY 2015.
NHDOT Section 5310 Purchase of Service	\$55,899	Second year of two-year UPWP contract.
NHDOT Unified Planning Work Program	\$206,440	Contract will end during FY 2015.
NTIA Broadband Planning	\$8,000	Contract will end during FY 2015.
NTIA Regional Community Anchor Institutes	\$5,000	Contract will continue with no significant change in FY 2015.
OEP Targeted Block Grant	\$10,801	Will continue throughout FY 2015.
Orford Circuit Rider FY15	\$5,760	New project, assumes 20% (\$3,472) utilized in FY 2014 and 80% (\$13,888) utilized in FY 2015.
Orford Capital Improvement Plan	\$13,888	Assumes that the Town of Plainfield will utilize a private consultant.
Pre-Disaster Mitigation Plans- Washington and Newport	\$10,000	Assumes that a portion of this work will extend into FY 2015.
Southern Windsor RPC - Conn. River Byway Promotion	\$2,400	Likely to continue throughout FY 2015.
Springfield Circuit Rider FY15	\$5,760	Grant Application approved by USDA Rural Development for \$200,000, estimated FY 15 revenue based on federal fiscal year.
USDA Rural Development Solid Waste Grant	\$150,000	New project for FY 2015.
Washington Local Emergency Operations Plan	\$2,500	Will continue throughout FY 2015.
Wilmot Circuit Rider FY15	\$5,760	
Total Confirmed/Pending Revenue (Dues/Other Revenue/Tier 1 Projects)	\$850,723	
Project Revenue: Tier 2- Proposed/Potential Projects for FY 2015		
Enfield Local Emergency Operations Plan	\$2,500	Proposal submitted for \$2,500.
EPA Healthy Communities Program- Emergency Preparedness	\$25,000	EPA has invited a full application for this project, application due June 13th.
Grantham Open Space Plan	\$5,400	Proposal submitted for \$5,400.
Healthy New Hampshire Foundation	\$10,000	Scoping two potential projects: 1) Equipment and Evaluation for playgrounds in the City of Lebanon; and 2) Recreation Master Plan assistance for the City of Lebanon. Letter of Intent due on 6/13/14.
NHDES Section 604(b) Water Quality Planning Program	\$25,000	Submitting two letters of intent: 1) Culvert assessments and retrofit planning in the Sugar River Watershed; and 2) Watershed Plan scoping with the Mascoma River Local Advisory Committee. Letters of Intent due on 6/13/14.
USDOT TIGER Program	\$37,500	Grant application pending to develop a Transportation Infrastructure Resilience Plan for the Region, would partner with TRORC and SWCRPC. Three-year project (\$50,000 per year, federal fiscal year).
Total Proposed/Potential Revenue (Tier 2 Projects)	\$105,400	
Total Revenue (Dues/Other Revenue/Tier 1 Projects/Tier 2 Projects)	\$956,123	
Project Revenue: Tier 3- Projects in Conceptual Stage		
Croydon Master Plan	TBD	Staff has had discussions with the community about providing assistance on their Master Plan, no proposal developed yet.
EPA Brownfields Assessment Program	TBD	Currently scoping a potential region-wide EPA Brownfields Assessment grant application.
Interstate 89 Transit Feasibility Study	\$75,000	NHDOT has advised UVLSRPC to re-apply for this project using FTA Section 5304 funding in FY 2015.
NHDES Drinking Water Protection Program	TBD	Currently reviewing potential projects for the NHDES Drinking Water Protection Program.
Washington Master Plan	TBD	Staff has had discussions with the community about providing assistance on their Master Plan, no proposal developed yet.

UVLSRPC Fiscal Year 2015 Budget Details and Comparative Analysis

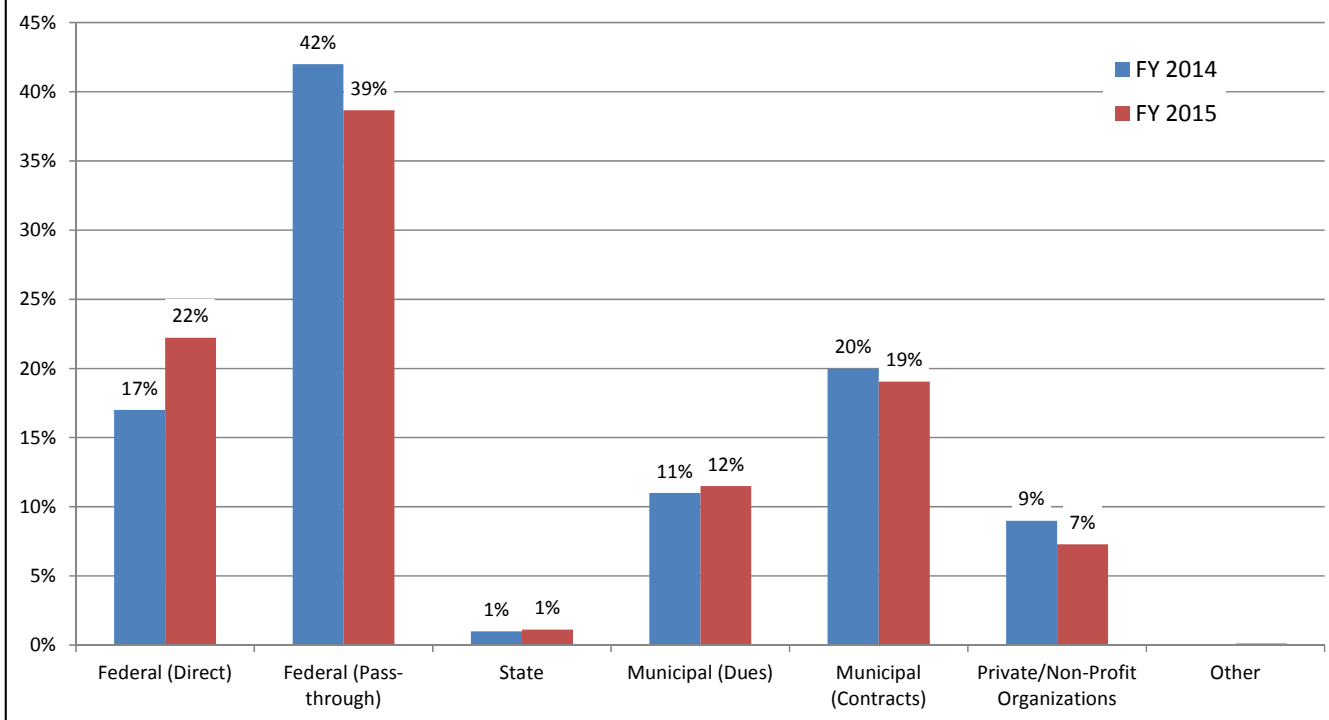
UVLSRPC FY 2014 and 2015 Budget Comparison (Expenses by Category)



UVLSRPC Budgeted Expenses vs. Actual Expenses (Historical)



UVLSRPC FY 2014 and FY 2015 Budget Comparison (Revenue by Source)



UVLSRPC Budgeted Revenue vs. Actual Revenue (Historical)

