Rockingham
Planning
Commission

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ATTACHMENT 4

MEMORANDUM

TO: Commissioners; Executive Committee

FROM: Cliff Sinnott, Executive Director

DATE: April 25, 2006

SUBJECT: Funding and Line Item Budget Notes

The following summarizes key changes in the proposed FY 2008 budget compared to the 2007 budget.

Table 1 – Anticipated Funding

- Total budget for the FY 2007 is anticipated to be $1,367,116, or approximately 2.3% higher than the current budget of $1,336,135.
- There are is projected net decrease of $36,796 (11.8%) in local dues and services, about half of which is attributable to Salem's decision not to pay dues in FY 2008. The other half of the decrease is from a decline in the NH Coastal Program grant, originating with cuts in the federal CZM program.
- The transportation-planning portion of the budget is projected to increase by $114,263; nearly all is attributable to special transportation studies and projects including the I-93 CTAP project.
- The "state funding" category declines by nearly 20% due to the winding down of NHOEM Hazard Mitigation Funding, and ending of several project grants.
- Funding for agency operations (non pass-through and consulting services) is projected to decrease by $61,922, or about –6.5%. This will have the effect of making the line item budget for non-pass-through items very tight. This decline however it measured against a surplus in the current year; we will be able to maintain exiting staffing levels for the coming year.
- The funding shown is relatively secure, though not 'in-hand' in all cases. The core sources (local dues and most services contracts, CZP, TBG, REPP and UPWP grants) are all confirmed.
- As is usually the case, there are several potential additional funding sources that are being pursued but that are not certain enough to include in the budget. Changes may also be made based on the carryover of funds from FY-07 to FY-08 due to projects delayed from one fiscal year to the next.

Table 2 – Line Item Budget (page 1)

- The largest line item increase is in contracted services, reflected pass-though expenses in the CTAP program, the Wall St./Windham study, and a number of UPWP funded consultant costs. Much of the Year-One CTAP expenses are being shifted from FY07 to FY-08 to account for a delay in the contract start up.
- The salary line item increases are due to accounting for a full year of salaries for the two new staff hired in FY-07. No salary adjustments are included in the budget at this point because there are insufficient funds in the "un-obligated funds" line to cover them. Approximately $20,000 in additional funds or reduced expenses will be required to cover cost of living adjustments for previous year (3.6%). A revised salary budget will be proposed as soon as circumstances permit.
- Health Insurance, uncharacteristically, is projected to decline slightly in the coming years due to favorable group health cost experience. This line item declines even though two additional staff members are included in the plan. Our Health Insurance costs are now well below those being paid by other RPCs in the State.

- The Retirement benefits line show a very large increase due to two factors: the project increase in the employer share of the required payment to the NH Retirement System per employment. This share is expected to rise on July 1 2007 from 6.8% to 8.4%. Compounding that impact for us is the fact that three additional staff members are participating in the plan compared to last year.

Table 2 – Equipment (page 2)

- Cost savings in a number of areas are projected for next year based on year-to-date expenses, including in telephone/internet; equipment maintenance, and office supplies.
- The target fund balance accrual is reduced from $30,000 to $20,000 due to the lack of surplus funds in the budget.

Table 2 – Agency Contracting Rate (page 2)

- If the proposed budget is enacted, the average burdened cost of operating the agency will decrease from $50.19/hr. to $45.14/hr., (per staff person) due to a larger number of person hours available to in relation to the budget. This is comfortably below the current hourly rate of $50.00/hr (last in Fall 2005) so no change is recommended at this time.

Table 2 – Staffing Needs (page 2)

- Based on the anticipated funding budget, excluding consulting and pass through items, it will require about 12.2 full-time-equivalent (FTE) employees to carryout the work required, or nearly exactly what we have available at present. No change in staffing levels is recommended.

Table 2 – Contracted Services (page 2)

- See explanation under line item budget, above.

TABLE 1
ANTICIPATED FUNDING BUDGET FOR FISCAL YEAR 2008
Rockingham Planning Commission
DRAFT BUDGET #3

FUNDING CATEGORY	Amend #1 Fy 2007 Funding	Draft #3 FY 2008 Funding	$ Change	% Change	Req. RPC Match FY 07	Comments
I. LOCAL DUES AND SERVICES	**$311,311**	**$274,515**	**($36,796)**	**-11.8%**		
Local Dues	**$140,801**	**$126,640**	($14,161)	-10.1%		assumes Salem as non dues-paying
Non CZ Circuit Rider Services	**$81,960**	**$87,000**	**$5,040**	**6.1%**	**$0**	
Plan Review Income	$2,500	$3,500	$1,000	40.0%		
Brentwood	$13,800	$16,200	$2,400	17.4%		full yr @$50/hr; increased service
East Kingston	$9,300	$9,300	$0	--		same level of service @ $50/hr.
Fremont	$9,400	$9,900	$500	5.3%		increased level of service
Kensington	$7,200	$7,200	$0	--		
Kingston	$22,500	$22,500	$0	--		same level of service @ $50/hr.
Newton 1	$10,260	$11,400	$1,140	11.1%		expanded LOS; passthrough to consultant
Atkinson	$7,000	$7,000	$0			
Coastal Program TA Local Match	**$52,700**	**$36,875**	**($15,825)**	**-30.0%**		
Exeter Zoning Ord. Asst.	$2,500	$0	($2,500)	-100.0%		new project - FY 06-07 Proposal
Exeter River Impoundment Managemnt Plan	$0	$0	$0	--		funds expended in FY06
Greenland CR	$8,100	$9,075	$975	12.0%		continuation of service; new hourly rate
Greenland Master Plan Upd.	$5,000	$5,000	$0	--		$10,000 local match, assume 50% in FY08
Greenland Buildout	$4,000	$0	($4,000)	-100.0%		
Hampton MP - NR Chapter	$2,500	$2,500	$0	--		new project - FY 06-07 Proposal
Hampton Zoning Ord. Asst.	$2,500		($2,500)			
Hampton Falls CR/TA	$7,250	$7,250	$0	--		continuation of service;
N. Hampton CR/TA	$7,550	$7,550	$0	--		continuation of service;
N. Hampton CIP Match	$0	$0	$0	--		included in CZ contract amendment
N. Hampton MP Match	$0	$2,500	$2,500			
Portsmouth - NR Ord. Review	$10,000	$0	($10,000)	-100.0%		new project - FY 06-07 Proposal
Rye Beach Subd. & Site Regs	$3,300	$0	($3,300)	-100.0%		new project - FY 06-07 Proposal
Stratham	$0	$3,000	$3,000			
RPC Staff Participation Coastal WQ Studies	$0	$0	$0		**$ 6,000**	$6,000 in CZP funds; $6000 in RPC hard match
RPC Coastal CCCR		$0			$ 15,100	15.1K in CZP; 15.1K in knind services from CCs
Coastal Cons Plan Implementation	$0	$0			$ 6,000	$6000 in CZP; $6000 in kind services from PBs
TBG Local Grant Match	**$15,750**	**$11,500**	**($4,250)**	**-27.0%**		placeholder amount
Atkinson MP Chapter update	$3,000	$0	($3,000)	-100.0%		
Brentwood ZO recodification	$3,000	$0	($3,000)	-100.0%		
East Kingston Zoning for Ag retention	$1,500	$0	($1,500)	-100.0%		
Fremont - CIP update	$2,250	$0	($2,250)	-100.0%		
Kensington ZO amendment	$3,000	$0	($3,000)	-100.0%		
Windham Rec MP	$3,000	$0	($3,000)	-100.0%		
Salem Recreation Plan	$0	$0	$0	--		FY-06 TBG Project
Other Local Contracts	**$20,100**	**$12,500**	**($7,600)**	**-37.8%**		
Epping Rd (Exeter)	$3,000		($3,000)	-100.0%		project back on track
Brentwood Zoning Recod.	$7,600		($7,600)	-100.0%		some funding shifted to TBG LTA program
Newton Master Plan	$4,000		($4,000)	-100.0%		$8000 of $12000 rec'd in FY06
Kingston Village Plan (SPW 104)	$2,500		($2,500)	-100.0%		
Misc. Local Contracts	$3,000	$12,500	$9,500	316.7%		TBD

Page 2 - Table 1 continued -- Funding Budget FY 2008, Draft 3

FUNDING CATEGORY	Amend #1 Fy 2007 Funding	Draft 3 FY 2008 Funding	$ Change	% Change	Req. RPC Match FY 08	Comments - Amend 2
II. TRANSPORTATION PLANNING	**$821,776**	**$936,039**	**$114,263**	**13.9%**		see below
Highway Planning (FHWA/NHDOT)			$0	--		
Salem/Plaistow	$178,521	$11,832	($166,689)	-93.4%	$ 1,479	assume 50% of $23664 incr contract carried to FY 08
Portsmouth/Dover/Rochester	$215,622	$7,020	($208,602)	-96.7%	$ 877	assume 50% of $23664 incr contract carried to FY 08
Rockingham MPO		$393,333	($809)		$44,357	assumed combined MPO; 10% RPC match
Transit Planning (FTA)			$0	--		
Portsmouth UZA (Seacoast)	$34,710		($34,710)	-100.0%		
SPW MPO	$45,550		($45,550)	-100.0%		FY 07 contract /UPWP amend incr $8115
Rockingham MPO	$0	$76,772	$76,772	--	$ 19,193	assumes combined MPO; 20% RPC match
Special Studies						
NHDOT/FHWA SPR US 1 Corridor Study - Phase 2	$0	$0	$0	--		project ends
GDGSRTC Implementation Asst. (Endowment for Health)	$2,000	$6,000	$4,000	200.0%	$ -	additional funding for planning
FY04-05 SPR: Traffic Impact Guide	$0	$0	$0	--		contract start delayed to FY06
Ports-Manchester Bus Feasibility Study	$2,509	$5,019	$2,509			Project delayed - extended into FY08
NHDOT - Portsmouth Transp. Study & Model	$0	$0	$0	--		on hold
NHDOT - Windham, NH 111/Wall St./No. Lowell Rd. study	$40,000	$160,000	$120,000	300.0%		represents approx 40% of project cost
CTAP Year One Scope	$115,500	$124,500	$9,000			Componets: local accts: $105,000; land use mapping: $35,000; local assessments: $35,000; CSRC contract: $15,500; Regl. Grant writer: $44,500
CTAP - Year 2 Scope		$135,000				assume 2nd year of pass trough gratns to towns; misc
SPR -Regl Master Plan components	$3,333	$10,000	$6,667			delayed into FY08
SPR - East Coast Greenway	$3,377	$6,563	$3,187			estimated portion of $9940 in FY08
III. STATE FUNDING	**$178,849**	**$144,311**	**($34,538)**	**-19.3%**		--see below--
Targetted Block Grant FY-08	$28,858	$26,539	($2,319)	-8.0%		new distribution formula effective FY08
Coastal Program TA FY-08	$64,700	$58,975	($5,725)	-8.8%		based on proposal submitted to CZP; apporval pending
EPA - 604B (ERLAC)	$8,353	$8,353	$0	--		remaining 7 months of contract @ renewed rate
NHDES / REPP FY08-09	$24,444	$24,444	$0	--		New two year contract
NHOEM Haz Mit Planning	$36,364	$26,000	($10,364)	-28.5%		New Contract for remaining towns: Bretnwood, Sandown, Newfields; 50% in-kind match
NHEP Conservation CR	$7,493	$0	($7,493)	-100.0%		now included in CZP program
DES 319 - Exeter Subwatershed	$4,438	$0	($4,438)			new project
NHEP/ NROC - Fremont NRI	$3,000	$0	($3,000)			new project
NHEP Buffers - Town Pilot	$1,200	$0	($1,200)			new project
NHEP - Tech Asst Projects	$0	$0	$0	--		
IV. OTHER	**$24,200**	**$12,250**	**($11,950)**	**-49.4%**	$ -	
REDC -- CEDS	$4,500	$6,250	$1,750	38.9%		minor update year
Coastal Conservation Plan - NC	$6,200	$0	($6,200)			implementation phase extended contract
LRPC/NHHFA Age Restr Housing Surve	$7,500	$0	($7,500)			new project
Miscellaneous	$6,000	$6,000	$0	--		(from RSA books; annual meeting; mapping)
Interest	$0	$0	$0	--		
TOTAL/PROJECTED FUNDS	**$1,336,135**	**$1,367,116**	**$30,980**	**2.3%**	**$ 69,550**	
PASS-THROUGH OR CONTRACTED	**$383,250**	**$476,153**	**$92,902**	**24.2%**		
OPERATING BUDGET	**$952,885**	**$890,963**	**($61,922)**	**-6.5%**		

FUNDING SUMMARY

FUNDING SOURCE	*Est. Actual FY 2007 Funding*	*Draft 1 FY 2008 Funding*	*% Change*
Member Dues	$140,801	$126,640	-10.1%
Circuit Rider & CZP TA	$134,660	$123,875	-8.0%
Local Contracts	$35,850	$24,000	-33.1%
Transp. Plnng.	$821,776	$936,039	13.9%
State Funding	$178,849	$144,311	-19.3%
Other/Misc.	$24,200	$12,250	-49.4%
TOTAL	**$1,336,135**	**$1,367,116**	**2.3%**

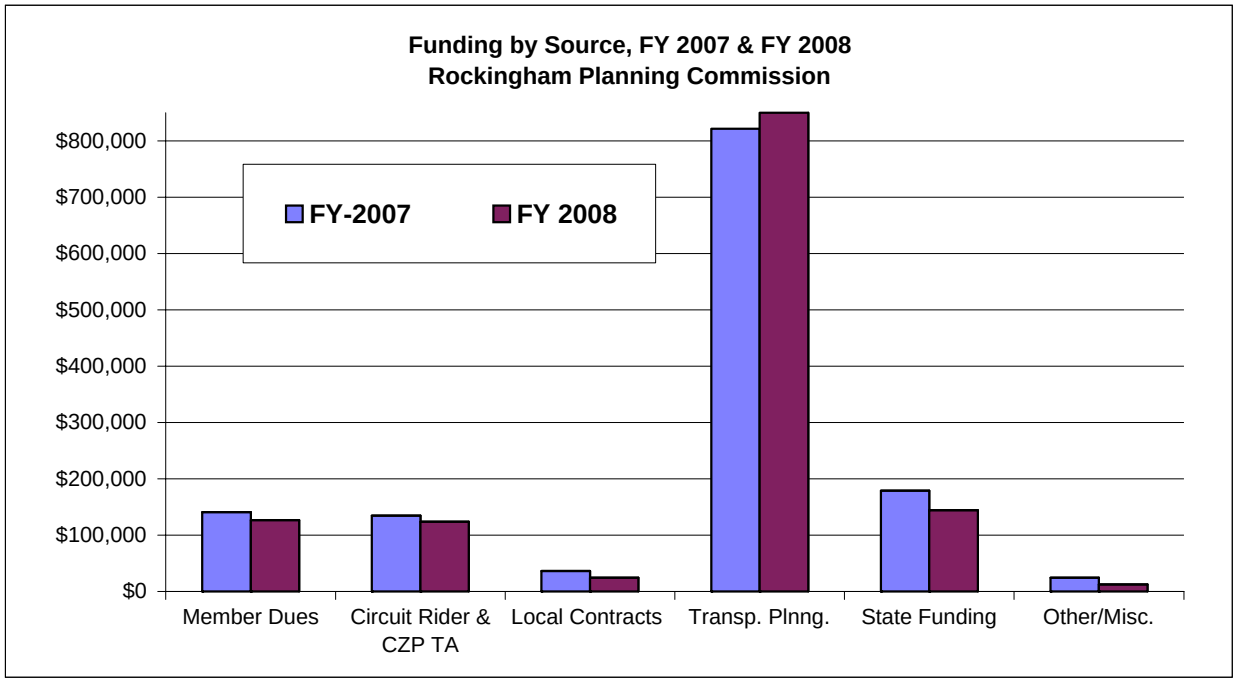

TABLE 2
PROPOSED LINE ITEM BUDGET -- FISCAL YEAR 2008 -- DRAFT 3
Rockingham Planning Commission

I. LINE ITEM BUDGET FOR FY 2008

LINE ITEM	Account Number	Amendment 2 FY 2005	Amendment 1 FY 2006	Amend 1 FY 2007	Draft 3 FY 2008	$$ Change	Percent Change	Comments
Salaries	6100	$ 444,400	$ 499,664	$ 525,000	$ 556,320	$ 31,320	6.0%	based on current staffing & salaries
Contracted Services	6115	$ 129,525	$ 157,722	$ 383,250	$ 476,153	$ 92,902	24.2%	See Section IV below for details
Travel & Expenses	6116	$ 7,500	$ 9,000	$ 11,000	$ 12,000	$ 1,000	9.1%	2 additional planners for full year
Bank Service Charge	6200	$ 120	$ 120	$ 120	$ 120	$ -	0.0%	no change
Taxes-Payroll	6110/6111	$ 33,997	$ 38,184	$ 40,163	$ 42,558	$ 2,396	6.0%	7.65% of salaries
Unemployment Insurance	6210	$ 100	$ 100	$ 100	$ 100	$ -	0.0%	no change
Health Insurance & Benefit	6212	$ 58,000	$ 70,000	$ 77,003	$ 74,985	$ (2,018)	-2.6%	4% decrease expected with Harvard Pilgram; full year of added staff
Dental Insurance	6214	$ 8,000	$ 8,350	$ 9,610	$ 10,650	$ 1,040	10.8%	7% rate incr; full year of added staff
Life & Disability Insurance	6216	$ 3,500	$ 3,200	$ 3,200	$ 3,200	$ -	0.0%	no change
Retirement benefits /Simple IRA	6218	$ 19,000	$ 19,525	$ 20,525	$ 33,045	$ 12,520	61.0%	3 staffed added; higher NHRS employer share; higher salary basis
General Insurance	6220	$ 4,000	$ 4,200	$ 4,700	$ 4,700	$ -	0.0%	premium increase
Rent	6230	$ 37,548	$ 38,337	$ 39,720	$ 41,610	$ 1,890	4.8%	per lease
Telephone & Internet	6240	$ 5,500	$ 5,500	$ 5,500	$ 4,000	$ (1,500)	-27.3%	under budget YTD
Office, Cmptr., Copier Suppl.	6250	$ 16,500	$ 16,500	$ 16,500	$ 15,500	$ (1,000)	-6.1%	under budget YTD
Postage	6260	$ 6,500	$ 5,000	$ 5,500	$ 5,000	$ (500)	-9.1%	running well ahead; postal rate increase
Audit	6270	$ 5,750	$ 5,750	$ 7,800	$ 8,575	$ 775	9.9%	one audit in year, w single audit OMB-133 req.
Utilities	6280	$ 6,500	$ 4,750	$ 6,500	$ 7,600	$ 1,100	16.9%	based on YTD
Contract Printing	6300	$ 1,600	$ 500	$ 1,400	$ 1,250	$ (150)	-10.7%	added cost to print 20 CWLCPs for PB Chairs
Equipment & Software Maint.	6311	$ 7,100	$ 8,500	$ 8,500	$ 7,250	$ (1,250)	-14.7%	lower copier cost
Dues & Subscriptions	6340	$ 5,000	$ 5,000	$ 5,000	$ 5,500	$ 500	10.0%	based on YTD
Training, Workshops, Conf.	6350	$ 5,500	$ 5,500	$ 6,500	$ 6,500	$ -	0.0%	running well under but additional staff
Accounting	6360	$ 2,400	$ 2,400	$ 2,000	$ 2,000	$ -	0.0%	based on current exp. rate
Miscellaneous	6380	$ 5,500	$ 5,500	$ 6,000	$ 6,000	$ -	0.0%	(RSA books; annual meeting; leg. Mtg.misc;)
Equip. Purchase. & Lease	6400	$ 8,000	$ 12,430	$ 17,400	$ 15,470	$ (1,930)	-11.1%	See Section II below for details
Depreciation	****	$ -	$ -	$ -	$ -	$ -	--	per auditor
Fund Balance Accrual	****	$ 15,000	$ 20,000	$ 30,000	$ 20,000	$ (10,000)	-33.3%	toward increased fund balence
Unobligated Funds	****	$ 112,342	$ 4,399	$ 103,144	$ 7,029	$ (96,115)	-93.2%	
TOTAL		$ 950,131	$ 950,131	$ 1,336,135	$ 1,367,116	$ 30,980	2.3%	see funding budget
Pass-through/Contr Services		$ 129,525	$ 157,722	$ 383,250	$ 476,153	$ 92,902	24.2%	See Section IV below for details
TOTAL OPERATING		$ 820,606	$ 792,409	$ 952,885	$ 890,963	$ (61,922)	-6.5%	

II. EQUIPMENT DETAIL

Items	Amendment 2 FY 2005	Amendment 1 FY 2006	Amend 1 FY 2007	Draft 3 FY 2008	$$ Change	Comments
Computer Software	$ 1,500	$ 2,000	$ 2,500	$ 2,500	$ -	traffic analysis; multi-seat MS Office licence
Computer replacements	$ 3,500	$ 3,250	$ 3,250	$ 3,250	$ -	laptop, monitor and desktop replacements as needed
Server & Network	$ 2,000	$ 1,000	$ 2,000	$ 1,500	$ (500)	router, backup/replacement HHDs
Misc office equip;	$ 1,000	$ 1,500	$ 2,000	$ 1,500	$ (500)	new staff rm. and conf. Rm. tables and chairs?
New Plotter (Lease?)			$ 3,000	$ 2,460	$ (540)	#2 of 3 payments
New Copier		$ -	$ 4,250	$ 4,260	$ 10	#2 of 3 payments
Total	**$ 8,000**	**$ 12,430**	**$ 17,000**	**$ 15,470**	**$ (1,530)**	

III. AGENCY CONTRACTING RATE	FY-07	FY-08
Non-Passthrough Budget,	**$ 952,885**	**$ 890,963**
No. Employees (fulltime equiv.):	11.5	12.5
Total person-hours:	23920	26000
Available person-hours:	20884	22700
Agency Cost/Hr @ budget with 10% contingency:	$ 50.19	$ 45.14
Established Hourly Rate	**$ 50.00**	**$ 50.00**

IV. ESTIMATED STAFFING NEEDS			
Program Area	**Person Hours**	**Persons**	**Comments**
Land Use	9285	5.1	includes 2.5 FTE planners, 1.0 FT GIS; .5 FTE % consult.; 75% Asst. Dir.; 25% time Exec. Dir.;
Transportation	9313	5.1	FTE GIS, 1 FTE Transp Tech; .75 FTE Admin & Intern;
Admin& Support	3648	2.0	
Total	**22245.9**	**12.2**	

IV. CONTRACTED SERVICES DETAIL						
Items	**Amend #1 FY05**	**Amend 1 FY06**	**Amend1 FY07**	**Draft 3 FY 08**	**$ Change**	**Comments**
Legal Services	$ 1,500	$ 1,500	$ 2,000	$ 2,000	$ -	FERC filings; TDR review
DES/604B - ERLAC	$ 3,770	$ 7,281	$ 5,838	$ 5,838	$ -	includes new contract
DES - REPP	$ 15,500	$ 6,559	$ 7,766	$ 7,766	$ -	time adjustment
Cons. Comm CR	$ 9,375	$ -			$ -	time adjustment
NHEP Cons CR		$ 4,776	$ 4,776	$ 4,776	$ -	
OEM Haz Mit Planning Asst			$ 14,700	$ -	$ (14,700)	TW assisting w Haz Mit Plans
NHEP Coastal Conservation Plan		$ 4,323	$ 2,400	$ -	$ (2,400)	new project
NHCP - Exeter River Impoundment		$ 4,042	$ 1,411	$ -	$ (1,411)	part of work paid in FY06
DES 319 - Exeter Subwatershed			$ 3,117	$ 1,872	$ (1,245)	new project
Fremont NROC/NHEP - NRI Narrative			$ 2,213		$ (2,213)	new project
NHEP Buffers - Town Pilot			$ 900	$ 900	$ -	new project
Brownfields Appl.		$ 760	$ 608		$ (608)	new task - Brownfields application development
CTAP Community Assessment			$ 3,800	$ -		
Circuit Riding Consultant	$ -	$ 8,721	$ 8,721	$ -	$ (8,721)	to end in March 07??
US Route 1 Corridor Study - VHB	$ 25,000	$ 49,500	$ 3,000	$ 3,000	$ -	for misc. additional work
NHDOT - Portsmouth Trasnp. Study & Model	$ 20,000	$ -	$ -	$ -	$ -	on hold
NHDOT - Windham, NH 111/Wall St.Ext.study	$ 20,000	$ 10,000	$ 40,000	$ 160,000	$ 120,000	consultant contract - assume 50% in FY07
GDGSRTC - Endowment for Hth Grant	$ 11,080	$ 12,960	$ 2,000	$ 4,000	$ 2,000	additional contract for SB ($8000*75%)
CTAP Local Discretionary Accounts YR 1			$ 30,000	$ 75,000	$ 45,000	Assume full pass through to 7 RPC CTAP towns
CTAP Local Discretionary Accounts YR 2				$ 105,000	$ 105,000	Assume prog continues in YR 2 at same $
CTAP Land Use Coord - CSRC			$ 15,500	$ -	$ (15,500)	Contract w CSRC to CTAP land use GIS proj coord
CTAP Regional Grant Writing			$ -	$ 40,000		Assumes all but admin exp subcontracted
CTAP Assessments			$ 5,000	$ -		Assume 1 of 7 subcontr. other than Sandown -TW above
East Coast Greenway Consult.			$ 3,000	$ 6,000	$ 3,000	
UPWP Non-Personnel Costs						
Traffic Counting Services (TSP 150-200 cnts)	$ 17,500	$ 18,500	$ 18,500	$ 22,000	$ 3,500	UPWP Task 101.2 -- anticipated contract incr.
RSG Traffic Modeling Assist.	$ 2,000	$ 3,000	$ 16,000	$ 8,000	$ (8,000)	UPWP Task 101.3 -- model enhancement work; coop w SRP
ITS ArchitectureConsulting Services	$ 3,800	$ -	$ 16,000	$ 10,000	$ (6,000)	UPWP Task 102.3 -- coop proj. with SRPC
Website devel.			$ 2,500	$ 2,500	$ -	UPWP Task 103.1 -- 50% cost share
Windham Impact Fee Study Consult			$ 4,000	$ -	$ (4,000)	UPWP Task 104 Local TA
Other Local LTA			$ -	$ 15,000	$ 15,000	UPWP Task 104 Local TA
Miscellaneous	$ -	$ 1,500	$ 2,500	$ 2,500	$ -	TDR review; misc.
Total	**$ 129,525**	**$ 133,422**	**$ 216,250**	**$ 476,153**	**$ 259,902**	