



## MEMO

Date: February 2, 2024  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: FY24 Budget Update

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✉ **ACTION REQUESTED:** Adopt an adjustment to the CVRPC FY22 budget.

### Budget Adjustment Summary

This proposed FY 2024 budget adjustment is based on the Commission's 01/31/23 budget position. It projects a year-end balance of \$667,250. This is an increase over the adopted budget, which projected a net gain of \$182,292. This increase can be attributed to a combination of increased revenue and decreased expenses.

### Revenue Summary

The majority of new revenue for the FY24 budget has come from ACCD regional planning grant. Specifically, additional revenue was added to account for ACCD funding included in the state budget that was not adopted until after the FY24 CVRPC budget was adopted (\$142,861) and FY23 carry-over that was also not confirmed until mid-autumn 2023 (\$142,714). This above average roll-over can be attributed to changes in state funding formulas. In both a in FY 23 and FY 24 RPC funding through ACCD was increased to a higher base rate. Over these same years CVRPC suffered considerable staff restructuring leading to underspending on personnel related costs.

### Expenses

Expenses are projected to decrease primarily due to lower costs associated with employee wages and benefits. This is due to the slow pace of fully staffing CVRPC (five new hires) and a vacancy left by the departing senior land use planner.

### Next Steps

The Executive Director is already looking at the FY25 budget to assess if additional staff can be brought on with predictable and sustainable funding.

Central Vermont Regional Planning Commission  
**DRAFT - FY24 Budget**

Adopted by the Executive Committee on  
/ /2024

Jerry D'Amico, Chair

Line		02/28/22	03/06/23	06/05/23	02/05/24	Difference (Budget)	Percent Change	Notes
		FY22 Audited	FY23 Budget	FY24 Budget	FY24 Budget			
1	<b>REVENUES</b>	<b>971,541</b>	<b>1,099,527</b>	<b>2,906,830</b>	<b>3,287,279</b>	<b>380,449</b>	<b>13.1%</b>	
2								
3	Community Development	19,947	95,517	150,879	161,379	10,500	7.0%	
4	Fee for Service	13,259	9,497	8,900	8,900	0	0.0%	
5	Municipal Contracts	37,243	51,405	5,316	41,017	35,701	671.6%	LHMPs with 4 Municipalities
6	Natural Resources	223,622	285,632	1,791,289	1,775,443	(15,846)	-0.9%	New CWSP programming
7	Other Income	1,590	6,543	1,972	10,372	8,400	426.0%	Interest income
8	Public Safety	69,075	58,701	61,501	96,901	35,400	57.6%	Flooding response
9	Regional Planning Funds (ACCD)	311,426	335,984	492,273	798,984	306,711	62.3%	FY23 Carry over
10	Municipal Dues	81,999	86,985	86,985	86,985	0	0.0%	
11	Transportation	213,380	169,263	307,715	307,298	(417)	-0.1%	Steady core funding, new Bike/Ped programming
12								
13								
14		<b>FY22 Audited</b>	<b>FY23 Budget</b>	<b>FY24 Budget</b>	<b>FY24 Budget</b>	<b>Difference (Budget)</b>	<b>Percent Change</b>	<b>Notes</b>
15								
16	<b>EXPENSES</b>	<b>979,143</b>	<b>1,054,684</b>	<b>2,724,538</b>	<b>2,620,029</b>	<b>(104,509)</b>	<b>-3.8%</b>	
17								
18	Contractor Services	183,869	266,136	1,618,269	1,603,365	(14,904)	-0.9%	Varies with project mix
19	Copy/Print	4,237	2,966	1,600	1,600	0	0.0%	
20	Debt Repayment	0	0	0	0	0	0.0%	
21	Depreciation	3,432	3,433	4,500	4,500	0	0.0%	Varies with capital improvements
22	Dues/Memberships/Sponsorships	9,962	11,873	11,545	11,545	0	0.0%	
23	Fringe Benefits	167,157	134,732	257,806	209,168	(48,638)	-18.9%	
24	Insurance	6,092	2,421	5,107	5,107	0	0.0%	
25	Meeting/Programs	2,152	2,603	4,970	5,320	350	7.0%	
26	Miscellaneous Expense	1,325	4,076	5,730	5,730	0	0.0%	
27	Office Occupancy	47,523	46,123	46,123	46,123	0	0.0%	Lease through 9/30/2026
28	Professional Services	74,500	86,252	85,800	94,116	8,316	9.7%	Accounting, Audit, legal
29	Software / Licenses	12,901	6,213	9,746	9,746	0	0.0%	
30	Supplies	14,132	4,977	19,798	19,798	0	0.0%	
31	Telephone / Internet	6,857	7,060	7,080	7,080	0	0.0%	
32	Travel	2,439	3,520	13,262	12,962	(300)	-2.3%	
33	Wages	442,565	472,300	633,202	583,869	(49,333)	-7.8%	
34								
35	<b>BAL END</b>	<b>(7,602)</b>	<b>44,843</b>	<b>182,292</b>	<b>667,250</b>	<b>484,958</b>	<b>266.0%</b>	\$69K to true up Indirect from FY23; New IT hardware below
36	Bad Debit/Adjustment	(1,425)	(174)	0	0	0		
37	Capital Investments					0		Depreciated over life of item; see line 21
38	Equipment		0	39,200	37,813	(1,387)		New IT hardware and move to cloud (18,613) and conference room furnishings (19200)
39	Leaseholder Improvements		0	0	0	0		
40	<b>RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	
41	General Reserves	0	0	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	0	

Note: CVRPC fiscal year is July 1 - June 30.

# Central Vermont Regional Planning Commission

## FY24 Budget

As of 02/02/24

Total Revenues			\$3,287,279
Line	Account No.		
1	<b>Community Development</b>		<b>\$161,379</b>
2	VCRD Climate Catalyst	\$4,000	Support community energy efficiency
3	4220 MARC Brownfields	\$50,000	35,000 contractor pass through
4	4230 NRPC CVTA Grant Administration	\$3,700	Grant administration coaching
5	4471 Municipal Energy Resilience	\$54,179	Support municipal building energy assessments/improvements
6	4247 LCPC Health Equity	\$21,500	3,000 stipend pass through
7	MTAP	\$14,000	Technical assistance to municipalities
8	4249 VCRD Community Visit Stipend	\$3,500	Provide technical assistance to visting team.
9	Climate Pollution Reduction Grant	\$5,000	
10	ACRPC RES Update	\$5,500	Support for public outreach
11			
12	<b>Fee for Service</b>		<b>\$8,900</b>
13	4308 Wrightville Beach Recreation District Bookkeeping	\$5,000	
14	4302 Cross Vermont Trail Association Admin Services	\$1,200	
15	4315 CVFiber Admin Services	\$2,400	
16	CVFiber Planning Services	\$0	
17	4304 GIS Mapping	\$300	
18			
19	<b>Municipal Contracts</b>		<b>\$41,017</b>
20	4345 Calais Kent Hill Bric	\$998	Project admin
21	Municipal LHMPs	\$36,019	We will be a proposer for several municipal plans
22	Orange MPM	\$4,000	Admin support for sidewalk design
23			
24	<b>Natural Resources</b>		<b>\$1,775,443</b>
25	4501 604b Water Quality Planning	\$5,181	
26	4516 Tactical Basin Plannig FY24	\$20,506	Municipal outreach, Basin Plan assistance
27	4535 DEC Clean Water Service Provider	\$102,082	Program admininstration, project implementation
28	4545 DEC Clean Water Service Provider Formula	\$1,040,947	Contractor pass through and staff admin
29	4519 DIBG Barre Auditorium SW Final Design	\$37,793	
30	4519 DIBG Moretown School SW Construction	\$326,514	
31	4525 FWR Water Wise Woodlands	\$0	
32	4530 DEC Plainfield Gully SW Construction	\$22,441	Contractor pass through
33	4248 LCPC Flood Bylaws	\$8,500	Support municipal work to update bylaws to meet new maps
34	Climate Action Strategy Plan - GHG	\$0	State application for Federal funding not confirmed
35	Upper Winooski - Woodbury Calais	\$211,479	Stormwater implementation in Upper Winooski watershed
36			
37			
38	<b>Other Income</b>		<b>\$10,372</b>
39	4999 Miscellaneous	\$0	
40	4901 Interest	\$10,000	
41	4905 Dividends	\$372	
42			

**Central Vermont Regional Planning Commission**  
**FY24 Budget**  
As of 02/02/24

Total Revenues			\$3,287,279
Line	Account No.		
43	<b>Public Safety</b>		<b>\$96,901</b>
44	4602 VEM Emergency Mangmt Performance Grant (EMPG)	\$58,375	Preparedness, assistance, and education
45	4630 RRPC ARPA	\$2,526	Municipal assistance
46	4611 VEM State Emergency Operation Center MOA	\$19,000	Disaster event support
47	VDH Extreme Weather	\$17,000	Integrate extreme weather planning in municipal disaster planning
48			
49	<b>Regional Planning Funds (ACCD)</b>		<b>\$798,984</b>
50	4100 ACCD Annual	\$712,848	Local and regional planning & implementation - Potential new funds incouded in House Budget
51	4100 ACCD Pandemic	\$72,500	For increased workload due to the pandemic
	4100 Housing Navigator	\$13,636	Housing stock growth
54			
55	4701 <b>Municipal Dues</b>		<b>\$86,985</b>
56			
57	<b>Transportation</b>		<b>\$307,298</b>
58	4804 VTrans Transportation Planning Initiative (TPI)	\$287,098	
59	4803 Municipal Grants in Aid Equipment	\$200	Support road equipment purchases
60	CCRPC TOD RAISE Grant Tech Assistance	\$20,000	\$60K over three years

Notes: Orange shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

# Central Vermont Regional Planning Commission

## FY24 Budget

As of 02/02/24

Total Expenses				\$2,620,528
Line	Account No.			
1	5315	<b>Contractor Services</b>		<b>\$1,603,365</b>
2		VCRD Climate Catalyst	3,900	Weatherization education and Implementation
3		MARC Brownfields	45,000	Brownfield assessments
4		DEC Clean Water Service Provider	58,650	Legal, contract assistance, Contractor training
5		DEC Clean Water Service Provider Formula	884,805	Construction clean water infrastructure
6		DIBG Barre Auditorium SW Final Design	35,744	Stormwater design
7		DIBG Moretown School SW Construction	320,325	Stormwater construction
8		DEC Plainfield Gully SW Construction	22,441	Stormwater construction
9		Upper Winooski - Woodbury Calais	205,000	BMP Implementation
10		ACCD - Carry-over	10,000	VPIC Resources update
11		ACCD - Housing Navigator	5,000	Architectural services
12		Transportation Planning Initiative (TPI)	12,500	Project scoping studies
13				
14	5325	<b>Copy / Print</b>		<b>\$1,600</b>
15	5327	Lease	600	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
16	5326	Extra Copies	1,000	
17				
18	5320	<b>Depreciation</b>		<b>\$4,500</b>
19				
20	5360	<b>Dues / Memberships / Sponsorships</b>		<b>\$11,545</b>
21		VAPDA	6,000	Annual Dues
22		VT League of Cities & Towns	1,000	Access to unemployment insurance & other services
23		Nat'l Assoc. of Development Organizations	3,000	
24		Assoc. of State Floodplain Managers	545	Certified Floodplain Manager; Trainings for additional staff
25		Event Sponsorships	1,000	
26				
27	5000	<b>Fringe Benefits</b>		<b>\$209,168</b>
28	5101	FICA	52,721	Medicaid & Social Security taxes
29	5110	Health Ins.	123,295	
30	5112	Dental Ins.	5,389	
31		Vision Ins.	0	Not provided
32	5120	Retirement	19,008	5% of gross wages after 1 year employment
33	5115	Disability & Life Ins.	4,375	
34	5130	Unemployment Ins.	900	VLCT Employment Resources and Benefits Turst
35	5135	Workers Comp Ins.	3,480	
36	5125	Technology Stipend	0	Discontinued
37				
38	5344	<b>Insurance</b>		<b>\$5,107</b>
39	5345	General Liability	1,600	Property/Vehicle/Fire
40	5346	Public Officials	3,507	Legal/Employment Practices Liability
41				
42		<b>Debit Repayment</b>		<b>\$500</b>
43		Line of Credit	500	Debt not anticipated; Annual fee

# Central Vermont Regional Planning Commission

## FY24 Budget

As of 02/02/24

Total Expenses				\$2,620,528
Line	Account No.			
44		Interest	0	
45				
46	5350	<b>Meetings / Programs</b>		<b>\$5,320</b>
47		Administrative	1,000	
48		ACCD	2,500	Staff training and professional Conferences
49		Community Development	0	
50		Municipal	0	
51		Natural Resources	0	
52		Public Safety	560	
53		Transportation	910	TAC & project mtgs
54		VAPDA	350	
55				
56	5999	<b>Miscellaneous Expense</b>		<b>\$5,730</b>
57	5339	Gifts	350	Staff recognition, etc.
58		Equipment Repair & Service	100	100 telephone
59	5380	Fees	630	500 Line of Credit; 100 misc; DCRA 30
60		Interest/fees	50	
61	5355	Postage	1,000	Meter lease; 500 postage
62	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
63				
64	5370	<b>Office Occupancy</b>		<b>\$46,123</b>
65	5371	Rent	42,383	
66	5310	Office Cleaning	3,540	
67		Repairs & Other Maintenance	200	
68				
69		<b>Professional Services</b>		<b>\$94,116</b>
70	5202	Audit	18,000	Single Audit not anticipated
71	5201	Accounting	60,000	Accounting services, audit preparation, train new staff
72	5203	IT/Computer	3,800	Will decrease in FY 25.
73	5204	Legal	3,500	
74		Website Update	200	
75	5205	Videography	0	175/mo for Commission meetings
76	5200	Other	300	Archive document scanning; shredding services
77		Managed IT Service Provider	8,316	Rural Solutions. 6 months.
78				

# Central Vermont Regional Planning Commission

## FY24 Budget

As of 02/02/24

Total Expenses				\$2,620,528
Line	Account No.			
79	5375	<b>Software / Licenses</b>		<b>\$9,746</b>
80		ESRI GIS License	3,000	
81		ArcGIS Credits	1,500	For online GIS presence (web maps) and storage of data
82		Intuit Quickbooks	0	Supplied through our consulting accounting services
83		Microsoft Exchange 365	1,155	Remote access to email
84		Register.com	100	Domain names for email
85		Network Solutions	90	Domain for websites
86		Bit Defender	120	Antivirus license for up to 25 computers
87		Ormsby's Computer Systems	3,781	181 Acronis Server Backup License; 629 Cloud Storage License; FortiClient 423; 2548 server warranty (2 yrs)
88		Adobe Acrobat Pro 2020	0	Updates program and adds e-signature function
89				
90				
91	5330	<b>Supplies</b>		<b>\$19,798</b>
92	5333	General Office	3,000	\$1000 added for air filters
93	5331	Equipment & Furniture	9,600	Standing desks and office chairs
94	5332	GIS	500	
95	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
96	5334	Billable Supplies	5,000	Transportation field supplies and meeting materials
97				
98	5385	<b>Telephone / Internet</b>		<b>\$7,080</b>
99		Telephone Lease/Service	5,400	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
100		Internet Service	1,680	
101				
102	5390	<b>Travel</b>		<b>\$12,962</b>
103		Administrative	3,500	VAPDA, prof dev & other mtgs
104		ACCD	3,000	Local, regional, and state meetings
105		Community Development	236	
106		Municipal	200	Meetings
107		Natural Resources	619	Meetings
108		Public Safety	907	Site visits, meetings, CFM continuing ed requirement
109		Transportation	4,500	
110				
111	5001	<b>Wages</b>		<b>\$583,869</b>
112		Gross Pay	579,954	9.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
113		Compensatory Time	3,915	Year end estimate
114		Overtime	0	Non-exempt employee

Notes: Orange shading denotes risk areas, such as new equipment leases that will be bid this fiscal year.